

# Extraordinary Cabinet

## DOCUMENTS FOR THE MEMBERS ROOM

Tuesday, 5th March, 2024  
at 4.30 pm

MEMBERS ROOM DOCUMENTS ATTACHED TO THE  
LISTED REPORTS

### Contacts

Cabinet Administrator

Claire Heather

Tel: 023 8083 2412

Email: [claire.heather@southampton.gov.uk](mailto:claire.heather@southampton.gov.uk)

# MEMBERS ROOM DOCUMENTS

## 4 THE 2024/25 BUDGET AND MEDIUM TERM FINANCIAL STRATEGY □ (Pages 1 - 190)

Monday, 26 February 2024

Director of Legal and Governance

# Agenda Item 4

## Index of Fees & Charges

### **Service**

[Allotments](#)

[Bereavement](#)

[Blue Badge Scheme](#)

[Building Control](#)

[Commercial Services](#)

[Commercial Services](#)

[Community Infrastructure Levy](#)

[Consumer Protection](#)

[Development Management](#)

[Educational Psychologists](#)

[Electric Vehicle Charging](#)

[Environmental Health Housing](#)

[Golf Course](#)

[Historic Environment Record](#)

[HMO Licences](#)

[Itchen Bridge](#)

[Legal Services](#)

[Libraries](#)

[Licensing](#)

[Local Land Charges](#)

[Museums](#)

[Music Services](#)

[Off Street Parking](#)

[On Street Parking](#)

[Parking Permits](#)

[Pest Control](#)

[Planning Archaeology](#)

[Port Health](#)

[Registration Services](#)

[Room Hire - Libraries](#)

[S106 Monitoring Charges](#)

[Street Naming and Numbering](#)

[Telecare](#)

[Valuation and Estates](#)

[Waste](#)

[Waste](#)

[Waste](#)

### **Statutory or Discretionary?**

Discretionary

Discretionary

Statutory

Discretionary

Discretionary

Discretionary - Fleet Services MOT test for Public & External Organisations

Discretionary

Discretionary, Local Authority Pollution, Prevention and Control for Business Premises charges are set by the national regulator

Discretionary

Discretionary

Discretionary

Discretionary

Discretionary

Discretionary

Discretionary

Discretionary

Discretionary

Discretionary

Most fees are statutory - exceptions are some Gambling and Sex Establishment licences

Discretionary

Discretionary

Discretionary

Discretionary

Discretionary

Discretionary

Discretionary

Discretionary

Most fees are discretionary with exception of Ship Sanitation Certificates

Discretionary

Discretionary

Discretionary

Discretionary

Discretionary

Discretionary

Discretionary - Bulky Waste Collections

Discretionary - Garden Waste Collections

Discretionary - Trade Waste Collections - external customers

## ALLOTMENTS

Service	Charge for 2023/24	New Fees for 2024/25	% Increase for 2024/25
<b>To hire</b>			
Charge per rod (25.3sq m)	£7.50	£8.50	13.3%

## BEREAVEMENT SERVICES

Service	Charge for 2023/24	New Fees for 2024/25	% Increase for 2024/25
<b>Crematorium fees</b>			
<b>Crematorium service</b>			
Adults (1 hour service - available on request)	£1,040.00	£1,110.00	6.7%
Adults (45 minute service)	£987.00	£999.00	1.2%
Adults (early/late 30 minute service)	£634.00	£680.00	7.3%
Direct cremations	£375.00	£400.00	6.7%
Children (under 18 years of age)	No Charge	no charge	
Double time fee	£370.00	£399.00	7.8%
Use of chapel only	£370.00	£399.00	7.8%
<b>Sundries</b>			
<b>Other crematorium items and services</b>			
Ashes - temporary deposit after first month (per month)	£35.00	£40.00	14.3%
Strewing ashes (where the cremation took place in another crematorium)	£100.00	£100.00	0.0%
Attendance at placing/scattering of ashes in Gardens of Rest	£45.00	£50.00	11.1%
Certificate of cremation	No charge	no charge	
Cancellation fee if no suitable reason given	£90.00	£100.00	11.1%
Selecting an area in the garden of rest for non-attended scattering	£45.00	£50.00	11.1%
Genealogy search fee	Price on application	price on application	
Charging of coffin displayed on monitor in East Chapel following service	£5.00	£10.00	100.0%
Ornamental urns and keepsakes	Cost on application	cost on application	
<b>Media services</b>			
<b>Type of media item or service</b>			
Live and on demand webcast (up to 28 days)	£60.00	£60.00	0.0%
Keepsake copy of the Webcast in a presentation case (available in DVD/Blu-Ray/USB or audio CD)	£60.00	£60.00	0.0%
Additional copies	£28.00	£30.00	7.1%
<b>Visual tribute services</b>			
<b>Type of media item or service</b>			
Halo Photo (a complimentary photo shown throughout the service)	No charge	no charge	
Additional Single Photo	£12.00	£12.00	0.0%
Basic Slideshow	£65.00	£65.00	0.0%
Music Tribute	£80.00	£80.00	0.0%
Family supplied tribute	£25.00	£30.00	20.0%
For each additional 25 photos (shown on a visual/professional tribute)	£25.00	£25.00	0.0%
Keepsake copy of the Visual Tribute in a presentation case (available on DVD/Blu-Ray or USB)	£60.00	£60.00	0.0%
Memory Box		£130.00	New charge

## BEREAVEMENT SERVICES

Service	Charge for 2023/24	New Fees for 2024/25	% Increase for 2024/25
Video Book		£95.00	New charge
Themed Tribute		£95.00	New charge
Downloadable copy of the Visual Tribute (available to download from our supplier's website)	£12.00	£12.00	0.0%
<b>Additional support and personalisation</b>			
A fee that is applied to any of the standard products for additional work outside the normal e.g. adding a video to a Tribute	£25.00	£25.00	0.0%
<b>Funerals and bereavement</b>			
<b>Right of burial or plot type</b>			
Exclusive Right of Burial for 30 years (Adult Standard Grave Space)	£1,020.00	£1,090.00	6.9%
Exclusive Right of Burial for 30 years (Adult Premium Grave Space)	£1,420.00	£1,515.00	6.7%
Exclusive Right of Burial for 30 years (adult grave space – with a Burial Chamber for uncoffined burials)	£1,800.00	£2,250.00	25.0%
Exclusive Right of Burial for 30 years (baby/child grave space)	No charge	no fee	
Exclusive Right of Burial for 30 years (baby/child grave space – with a Burial Chamber for uncoffined burials)	No charge	no fee	
Cremated Remains Plot for 30 years	£750.00	£800.00	6.7%
Exclusive Right of Burial for 30 years (baby/infant grave space – up to 5 years)	£1,087.00	£1,087.00	0.0%
<b>Interment fees - New graves only</b>			
<b>Type of interment</b>			
Interment to 4'6" (1372 mm) for one (Adult)	£782.00	£835.00	6.8%
Interment to 6'0" (1830 mm) for two (Adult)	£980.00	£1,045.00	6.6%
Interment to 7'6" (2300 mm) for three (Adult)	£1,125.00	£1,200.00	6.7%
Interment to 8'6" (2600 mm) for four (Adult)	£1,220.00	£1,300.00	6.6%
Interment to 4'6" (1372 mm) for one (Baby/Child)	No Charge	no fee	
Interment of cremated remains	£297.00	£320.00	7.7%
<b>Interment fees - Re-open graves</b>			
<b>Type of interment</b>			
Interment to single depth (4'6")	£860.00	£920.00	7.0%
Interment to double depth (6'0")	£1,070.00	£1,140.00	6.5%
Interment to triple/quadruple depth graves	Price on application	price on application	
<b>Cemetery memorials</b>			
<b>Type of memorial</b>			
Right to erect a memorial on a grave (price per memorial)	£187.00	£195.00	4.3%
Right to place vase or similar memorial (entirely free standing and not an integral part of other memorial)	£61.00	£65.00	6.6%

## BEREAVEMENT SERVICES

Service	Charge for 2023/24	New Fees for 2024/25	% Increase for 2024/25
Right to erect and place a memorial on a child's grave (up to 18th birthday)	No charge	No charge	
Each additional name (of deceased) commemorated	£61.00	£65.00	6.6%
Right to place a temporary marker on a grave for a 12 month period	£61.00	£65.00	6.6%
<b>Miscellaneous</b>			
<b>Description of service</b>			
Attended scattering on a grave	£45.00	£50.00	11.1%
For cremated remains where the cremation did not take place at Southampton Crematorium an additional fee applies	£100.00	£100.00	0.0%
Use of chapel for a one hour service prior to interment	£100.00	£100.00	0.0%
Exhumation	on application	on application	
Postponement after receiving notice of burial (if excavation has commenced) - adult	£340.00	£370.00	8.8%
Postponement after receiving notice of burial (if excavation has commenced) - child	No fee	no fee	
For staff attending for grave selection	£65.00	£70.00	7.7%
For the transfer of the Exclusive Right of Burial to a new registered owner	£100.00	£110.00	10.0%
Administration fee for cancellation of an Exclusive Right of Burial	£50.00	£55.00	10.0%
Genealogy search fee	on application	on application	
<b>Southampton Crematorium and South Stoneham Garden of</b>			
<b>Type of memorial</b>			
<b>The Daisy Garden Sleeper plaques (children only)</b>			
Cost – includes VAT and 5 year lease	£135.58	£145.00	6.9%
Cost – includes VAT and 10 year lease	£212.58	£227.00	6.8%
Cost – includes VAT and 20 year lease	£366.58	£392.00	6.9%
<b>The Daisy Garden Memorial Tree Leaf (children only)</b>			
Cost – includes VAT and 5 year lease	£118.99	£127.00	6.7%
Cost – includes VAT and 10 year lease	£195.99	£209.00	6.6%
Cost – includes VAT and 20 year lease	£349.99	£373.00	6.6%
<b>The Daisy Garden Memorial Tree Apple (children only)</b>			
Cost – includes VAT and 5 year lease	£127.40	£136.00	6.8%
Cost – includes VAT and 10 year lease	£204.48	£218.00	6.6%
Cost – includes VAT and 20 year lease	£358.40	£382.00	6.6%
<b>Hollybrook Baby Garden Ellie Columbaria (children only)</b>			
Cost – includes VAT and 5 year lease	£258.00	£275.00	6.6%
Cost – includes VAT and 10 year lease	£363.00	£387.00	6.6%
Cost – includes VAT and 20 year lease	£573.00	£611.00	6.6%

## BEREAVEMENT SERVICES

Service	Charge for 2023/24	New Fees for 2024/25	% Increase for 2024/25
<b>Hollybrook Baby Garden Dora and Harvey Mouse Bench Plaques</b>			
Cost – includes VAT and 5 year lease	£101.92	£109.00	6.9%
Cost – includes VAT and 10 year lease	£178.92	£191.00	6.8%
Cost – includes VAT and 20 year lease	£332.92	£355.00	6.6%
<b>Candle Plaque</b>			
Cost – includes VAT and 5 year lease	£486.96	£499.00	2.5%
Cost – includes VAT and 10 year lease	£618.96	£625.00	1.0%
Cost – includes VAT and 20 year lease	£882.96	£877.00	-0.7%
<b>Sanctum Vault 12 (available at the crematorium only)</b>			
Cost – includes VAT and 5 year lease	From £694.80	From £1,236	77.9%
Cost – includes VAT and 10 year lease	From £991.80	From £1,519	53.2%
Cost – includes VAT and 20 year lease	From £1,585.80	From £2,085	31.5%
<b>Sanctum Vault 2000</b>			
Cost – includes VAT and 5 year lease	From £1,133.42	From £1,338	18.0%
Cost – includes VAT and 10 year lease	From £1,430.42	From £1,621	13.3%
Cost – includes VAT and 20 year lease	From £2,024.42	From £2,187	8.0%
<b>Granite Kerb Memorial Plaque</b>			
Cost – includes VAT and 5 year lease	From £390.57	From £536	37.2%
Cost – includes VAT and 10 year lease	From £522.57	From £671	28.4%
Cost – includes VAT and 20 year lease	From £786.57	From £941	19.6%
<b>Memorial Mushroom Plaque</b>			
Cost – includes VAT and 5 year lease	£399.75	£609.00	52.3%
Cost – includes VAT and 10 year lease	£531.75	£744.00	39.9%
Cost – includes VAT and 20 year lease	£795.75	£1,014.00	27.4%
<b>Deer Glade Plaque</b>			
Cost – includes VAT and 5 year lease	£367.62	£388.00	5.5%
Cost – includes VAT and 10 year lease	£499.62	£523.00	4.7%
Cost – includes VAT and 20 year lease	£763.62	£798.00	4.5%
<b>Squirrels Corner Plaque (New for 2019)</b>			
Cost – includes VAT and 5 year lease	£407.40	£428.00	5.1%
Cost – includes VAT and 10 year lease	£539.40	£563.00	4.4%
Cost – includes VAT and 20 year lease	£803.40	£833.00	3.7%
<b>Bench Plaque (Garden of Rest)</b>			
Cost – includes VAT and 5 year lease	£175.52	£187.00	6.5%
Cost – includes VAT and 10 year lease	£307.52	£328.00	6.7%
Cost – includes VAT and 20 year lease	£571.52	£610.00	6.7%



## BEREAVEMENT SERVICES

Service	Charge for 2023/24	New Fees for 2024/25	% Increase for 2024/25
<b>Hall of Remembrance Plaque (Large) Book of Remembrance room</b>			
Cost – includes VAT and 5 year lease	£228.76	£244.00	6.7%
Cost – includes VAT and 10 year lease	£388.76	£415.00	6.7%
Cost – includes VAT and 20 year lease	£708.76	£756.00	6.7%
<b>Hall of Remembrance Plaque (Small) Book of Remembrance room</b>			
Cost – includes VAT and 5 year lease	£189.29	£202.00	6.7%
Cost – includes VAT and 10 year lease	£321.29	£343.00	6.8%
Cost – includes VAT and 20 year lease	£585.29	£625.00	6.8%
<b>Posy Vase Memorial (South Stoneham Cemetery Garden of Rest only)</b>			
Cost – includes VAT and 5 year lease	£98.86	£105.00	6.2%
Cost – includes VAT and 10 year lease	£176.86	£189.00	6.9%
Cost – includes VAT and 20 year lease	£330.86	£353.00	6.7%
<b>Memorial Tree Plaque (Book of Remembrance Room)</b>			
Cost – includes VAT and 5 year lease	£173.99	£186.00	6.9%
Cost – includes VAT and 10 year lease	£305.99	£326.00	6.5%
Cost – includes VAT and 20 year lease	£569.99	£608.00	6.7%
<b>Valley Pond Plaques</b>			
Cost – includes VAT and 5 year lease	£419.40	From £470	12.1%
Cost – includes VAT and 10 year lease	£551.40	From £602	9.2%
Cost – includes VAT and 20 year lease	£815.40	From £866	6.2%
<b>Granite Wall Plaques (single up to 3 lines)</b>			
Cost – includes VAT and 5 year lease	£414.40	£442.00	6.7%
Cost – includes VAT and 10 year lease	£553.40	£590.00	6.6%
Cost – includes VAT and 20 year lease	£831.40	£887.00	6.7%
<b>Granite Wall Plaques (double up to 6 lines)</b>			
Cost – includes VAT and 5 year lease	£723.92	£772.00	6.6%
Cost – includes VAT and 10 year lease	£890.92	£951.00	6.7%
Cost – includes VAT and 20 year lease	£1,224.92	£1,307.00	6.7%
<b>Granite Wall Plaques (treble up to 10 lines)</b>			
Cost – includes VAT and 5 year lease	£1,029.85	£1,099.00	6.7%
Cost – includes VAT and 10 year lease	£1,225.85	£1,308.00	6.7%
Cost – includes VAT and 20 year lease	£1,617.85	£1,726.00	6.7%
<b>Floris Wall Plaque</b>			
Cost – includes VAT and 5 year lease	From £521.70	From £557	6.8%
Cost – includes VAT and 10 year lease	From £653.70	From £697	6.6%
Cost – includes VAT and 20 year lease	From £917.70	From £979	6.7%
<b>Keepsakes and Jewellery</b>	Cost on application	cost on application	
<b>Southampton Crematorium and South Stoneham Book of Memorial</b>			

## BEREAVEMENT SERVICES

Service	Charge for 2023/24	New Fees for 2024/25	% Increase for 2024/25
<b>Book of Remembrance</b>			
Two Line Entry	£96.00	£110.00	14.6%
Five Line Entry	£157.00	£220.00	40.1%
Eight Line Entry	£217.00	£333.00	53.5%
With Illustration (not available with two line entries)	Additional £90.00	£130	44.4%
<b>Memorial Cards</b>			
Two Line Entry	£42.00	£52.00	23.8%
Five Line Entry	£62.00	£75.00	21.0%
Eight Line Entry	£82.00	£97.00	18.3%
With Illustration (not available with two line entries)	NA		
<b>Miniature Books</b>			
Two Line Entry	£139.00	£161.00	15.8%
Five Line Entry	£159.00	£184.00	15.7%
Eight Line Entry	£179.00	£206.00	15.1%
With Illustration (not available with two line entries)	Additional £90.00	£130	44.4%
<b>Additional entries to existing miniature books</b>			
Two Line Entry	£44.00	£50.00	13.6%
Five Line Entry	£49.00	£65.00	32.7%
Eight Line Entry	£62.00	£87.00	40.3%
With Illustration (not available with two line entries)	Additional £90.00	£130	44.4%
<b>Southampton Crematorium renewal fees</b>			
<b>Memorial</b>			
<b>Cost of Renewal for a period of 5 years</b>			
Granite Wall Plaques (single up to 3 lines)	£139.00	£148.00	6.5%
Granite Wall Plaques (double up to 6 lines)	£167.00	£178.00	6.6%
Granite Wall Plaques (treble up to 10 lines)	£196.00	£209.00	6.6%

**BLUE BADGE SCHEME**  
**Statutory fee - no increase for 2024/25**

<b>Service</b>	<b>Charge for 2023/24</b>	<b>New Fees for 2024/25</b>	<b>% Increase for 2024/25</b>
Administration fee	£10.00	£10.00	0.00%

## BUILDING CONTROL

Service	Charge for 2023/24	New Fees for 2024/25	% Increase for 2024/25
<b>Full Plans Applications and Associated Charges</b>			
<b>Full Plans Plan Charge (payment with application)</b>			
1 dwelling	£201.00	£215.00	7.0%
2 dwellings	£324.00	£345.00	6.5%
3 dwellings	£380.00	£405.00	6.6%
4 dwellings	£437.00	£466.00	6.6%
5 dwellings	£493.00	£526.00	6.7%
<b>Full Plans Inspection Charge (invoiced after commencement)</b>			
1 dwelling	£603.00	£643.00	6.6%
2 dwellings	£973.00	£1,038.00	6.7%
3 dwellings	£1,142.00	£1,219.00	6.7%
4 dwellings	£1,311.00	£1,399.00	6.7%
5 dwellings	£1,481.00	£1,580.00	6.7%
<b>Building Notice Application</b>			
<b>Building Notice Charge (payment with application)</b>			
1 dwelling	£804.00	£585.00	-27.2%
2 dwellings	£1,297.00	£1,384.00	6.7%
3 dwellings	£1,522.00	£1,624.00	6.7%
4 dwellings	£1,748.00	£1,865.00	6.7%
5 dwellings	£1,974.00	£2,106.00	6.7%
<b>Domestic Extensions to a single building</b>			
<b>SINGLE STOREY EXTENSIONS</b>			
<b>Full Plans Plan Charge (payment with application)</b>			
Single Storey Extension floor area not exceeding 10m <sup>2</sup>	£127.00	£136.00	7.1%
Single Storey Extension floor area exceeding 10m <sup>2</sup> but not exceeding 40m <sup>2</sup>	£188.00	£201.00	6.9%
<b>Full Plans Inspection Charge (invoiced after commencement)</b>			
Single Storey Extension floor area not exceeding 10m <sup>2</sup>	£274.00	£292.00	6.6%
Single Storey Extension floor area exceeding 10m <sup>2</sup> but not exceeding 40m <sup>2</sup>	£425.00	£453.00	6.6%
<b>Building Notice Charge (payment with application)</b>			
Single Storey Extension floor area not exceeding 10m <sup>2</sup>	£401.00	£428.00	6.7%
Single Storey Extension floor area exceeding 10m <sup>2</sup> but not exceeding 40m <sup>2</sup>	£613.00	£654.00	6.7%

## BUILDING CONTROL

Service	Charge for 2023/24	New Fees for 2024/25	% Increase for 2024/25
<b>TWO STOREY EXTENSIONS</b>			
<b>Full Plans Plan Charge (payment with application)</b>			
Two Storey Extension floor area not exceeding 10m <sup>2</sup>	£188.00	£201.00	6.9%
<b>Full Plans Inspection Charge (invoiced after commencement)</b>			
Two Storey Extension floor area not exceeding 10m <sup>2</sup>	£448.00	£478.00	6.7%
<b>Building Notice Charge (payment with application)</b>			
Two Storey Extension floor area not exceeding 10m <sup>2</sup>	£636.00	£679.00	6.8%
<b>LOFT CONVERSIONS</b>			
<b>Full Plans Plan Charge (payment with application)</b>			
Loft Conversion that does not include the construction of a dormer	£127.00	£136.00	7.1%
Loft Conversion that includes the construction of a dormer	£188.00	£201.00	6.9%
<b>Full Plans Inspection Charge (invoiced after commencement)</b>			
Loft Conversion that does not include the construction of a dormer	£328.00	£350.00	6.7%
Loft Conversion that includes the construction of a dormer	£383.00	£409.00	6.8%
<b>Building Notice Charge (payment with application)</b>			
Loft Conversion that does not include the construction of a dormer	£455.00	£486.00	6.8%
Loft Conversion that includes the construction of a dormer	£571.00	£609.00	6.7%
<b>GARAGES AND CARPORTS</b>			
<b>Full Plans Plan Charge (payment with application)</b>			
Erection or extension of a non exempt attached or detached domestic garage or carport up to 100m <sup>2</sup>	£95.00	£101.00	6.3%
<b>Full Plans Inspection Charge (invoiced after commencement)</b>			
Erection or extension of a non exempt attached or detached domestic garage or carport up to 100m <sup>2</sup>	£274.00	£292.00	6.6%

## BUILDING CONTROL

Service	Charge for 2023/24	New Fees for 2024/25	% Increase for 2024/25
<b>Building Notice Charge (payment with application)</b>			
Erection or extension of a non exempt attached or detached domestic garage or carport up to 100m <sup>2</sup>	£369.00	£394.00	6.8%
<b>OTHER</b>			
<b>Full Plans Plan Charge (payment with application)</b>			
Conversion of a garage to a habitable room(s)	£98.00	£105.00	7.1%
<b>Full Plans Inspection Charge (invoiced after commencement)</b>			
Conversion of a garage to a habitable room(s)	£297.00	£317.00	6.7%
<b>Building Notice Charge (payment with application)</b>			
Conversion of a garage to a habitable room(s)	£395.00	£421.00	6.6%
<b>Administration fee for refunds</b>		£69.00	New charge

**COMMERCIAL SERVICES**

<b>Service</b>	<b>Charge for 2023/24</b>	<b>New Fees for 2024/25</b>	<b>% Increase for 2024/25</b>	<b>Notes</b>
<b>Commercial tree work services</b>	£600.00	Priced depending on individual job. Prices start from around £600.	N/A	
<b>MOTs for residents and businesses</b>				
Class 4	£54.85	£54.85	N/A	No change as these are the maximum charges set by the DVSA
Class 5	£59.55	£59.55	N/A	
Class 7	£58.60	£58.60	N/A	

**COMMUNITY INFRASTRUCTURE LEVY (CIL)**

<b>Service</b>	<b>Charge for 2023/24</b>	<b>New Fees for 2024/25</b>	<b>% Increase for 2024/25</b>
The Community Infrastructure Levy (CIL) Charging Schedule for Southampton came into effect on 1 September 2013. The CIL is a standard, non-negotiable charge applicable to developments where there is a net increase of 100 square metre of floor space or the creation of one or more dwellings.			
From 1 January 2023 the indexed CIL rate is as follows:	£68.15 per sq. m for retail use	£73.14 per sq. m for retail use	7.3%
	£110.94 per sq. m for residential use	£119.06 per sq. m for residential use	7.3%
* <a href="#">This figure is index linked for inflation and updated annually using the RICS CIL Index, which is based on the BCIS All-In Tender Price Index and is published on the RICS website.</a>			



## CONSUMER PROTECTION

Service	Charge for 2023/24 (incl. VAT) £	New Fees for 2024/25	% Increase for 2024/25
<b>Kennelling Service</b>			
<b>Feature</b>			
Daily kennels charged for the detention of stray dogs up to seven days statutory period:			
Charge for first day	£43.95	£47.00	6.9%
Charge per extra days	£22.55	£24.00	6.4%
Statutory charge (non VAT)	£25.00	£25.00	0.0%
Rehoming on behalf of a partner agency per dog	£107.50	£115.00	7.0%
Microchipping at reclaim	£22.00	£23.00	4.5%
Free ID tag and admin. charge	£6.05	£6.00	-0.8%
Adoption fee for dog	£107.50	£115.00	7.0%
<b>Animal Licensing</b>			
<b>Feature</b>			
The fees below are for the licence application only and do not include the cost of any fees incurred for a veterinary inspection in support of the application. These fees are to be paid by the applicant directly to the person preparing that report.			
Pet Shop Licence	£305.00	£325.00	6.6%
Dog Breeding Licence	£210.00	£224.00	6.7%
Animal Boarding Licence			
New Annual Licence	£285.00	£304.00	6.7%
Home Boarder	£184.00	£196.00	6.5%
Dangerous Wild Animals	£295.00	£315.00	6.8%
Riding Establishments Licence	£350.00	£373.00	6.6%
Performing Animals	£184.00	£196.00	6.5%
<b>Skin Piercing</b>			
<b>Feature</b>			
Tattooists			
Premises Fee	£160.00	£171.00	6.9%
Practitioner Fee (each practitioner)	£91.00	£97.00	6.6%
Body Piercing			
Premises Fee	£160.00	£171.00	6.9%
Practitioner Fee (each Practitioner)	£91.00	£97.00	6.6%
Ear Piercing			
Premises Fee	£91.00	£97.00	6.6%
Practitioner Fee (each practitioner)	£52.50	£56.00	6.7%
<b>Zoo Act Registration</b>			
<b>Feature</b>			
Zoo Act Registration	£732.00	£781.00	6.7%

## CONSUMER PROTECTION

Service	Charge for 2023/24 (incl. VAT) £	New Fees for 2024/25	% Increase for 2024/25
---------	--	-------------------------	---------------------------

### Environmental Information

Feature			
The supply of information in accordance with the Environmental Information Regulations 2004 from Environmental Health and Scientific Service records.	64.35	£69.00	7.2%
Provision of contaminated land consultancy services	64.35	£69.00	7.2%

### Home Office Documentation

Feature			
Provision of documents to satisfy the Home Office in respect to employ staff from outside the EU			
Initial application for 1 person (including VAT):	£232.00	£248.00	6.9%
Repeat application within 12 months (including VAT)	£163.00	£174.00	6.7%
Additional persons on any application (including VAT)	£81.00	£86.00	6.2%

### Local Authority Pollution, Prevention and Control for Business Premises

Feature			
<b>Application Fee</b>			
Standard process (includes solvent emission activities)	Set by national regulators- awaiting confirmation	Set by national regulators- awaiting confirmation	Set by national regulators- awaiting confirmation
Additional fee for operating without a permit	Set by national regulators- awaiting confirmation	Set by national regulators- awaiting confirmation	Set by national regulators- awaiting confirmation
PVRI, SWOBs and Dry Cleaners	Set by national regulators- awaiting confirmation	Set by national regulators- awaiting confirmation	Set by national regulators- awaiting confirmation
PVR I & II combined	Set by national regulators- awaiting confirmation	Set by national regulators- awaiting confirmation	Set by national regulators- awaiting confirmation
VRs and other Reduced Fee Activities	Set by national regulators- awaiting confirmation	Set by national regulators- awaiting confirmation	Set by national regulators- awaiting confirmation
Reduced fee activities: Additional fee for operating without a permit	Set by national regulators- awaiting confirmation	Set by national regulators- awaiting confirmation	Set by national regulators- awaiting confirmation
Mobile plant**	Set by national regulators- awaiting confirmation	Set by national regulators- awaiting confirmation	Set by national regulators- awaiting confirmation
For the third to seventh applications	Set by national regulators- awaiting confirmation	Set by national regulators- awaiting confirmation	Set by national regulators- awaiting confirmation
For the eighth and subsequent applications	Set by national regulators- awaiting confirmation	Set by national regulators- awaiting confirmation	Set by national regulators- awaiting confirmation
<i>Where an application for any of the above is for a combined Part B and waste application, add an extra £297 to the above amounts</i>	Set by national regulators- awaiting confirmation	Set by national regulators- awaiting confirmation	Set by national regulators- awaiting confirmation
Annual Subsistence Charge	Set by national regulators- awaiting confirmation	Set by national regulators- awaiting confirmation	Set by national regulators- awaiting confirmation
Standard process Low	Set by national regulators- awaiting confirmation	Set by national regulators- awaiting confirmation	Set by national regulators- awaiting confirmation

## CONSUMER PROTECTION

Service	Charge for 2023/24 (incl. VAT) £	New Fees for 2024/25	% Increase for 2024/25
Standard process Medium	Set by national regulators- awaiting confirmation	Set by national regulators- awaiting confirmation	Set by national regulators- awaiting confirmation
Standard process High	Set by national regulators- awaiting confirmation	Set by national regulators- awaiting confirmation	Set by national regulators- awaiting confirmation
PVRI, SWOBs and Dry Cleaners L/M/H	Set by national regulators- awaiting confirmation	Set by national regulators- awaiting confirmation	Set by national regulators- awaiting confirmation
PVR I & II combined L/M/H	Set by national regulators- awaiting confirmation	Set by national regulators- awaiting confirmation	Set by national regulators- awaiting confirmation
VRs and other Reduced Fees L/M/H	Set by national regulators- awaiting confirmation	Set by national regulators- awaiting confirmation	Set by national regulators- awaiting confirmation
Mobile plant, for first and second permits L/M/H**	Set by national regulators- awaiting confirmation	Set by national regulators- awaiting confirmation	Set by national regulators- awaiting confirmation
For the third to seventh permits L/M/H	Set by national regulators- awaiting confirmation	Set by national regulators- awaiting confirmation	Set by national regulators- awaiting confirmation
Eighth and subsequent permits L/M/H	Set by national regulators- awaiting confirmation	Set by national regulators- awaiting confirmation	Set by national regulators- awaiting confirmation
Late payment Fee	Set by national regulators- awaiting confirmation	Set by national regulators- awaiting confirmation	Set by national regulators- awaiting confirmation
Transfer and Surrender	Set by national regulators- awaiting confirmation	Set by national regulators- awaiting confirmation	Set by national regulators- awaiting confirmation
Standard process transfer	Set by national regulators- awaiting confirmation	Set by national regulators- awaiting confirmation	Set by national regulators- awaiting confirmation
Standard process partial transfer	Set by national regulators- awaiting confirmation	Set by national regulators- awaiting confirmation	Set by national regulators- awaiting confirmation
New operator at low risk reduced fee activity (extra one-off subsistence charge – see Art 15(2) of charging scheme)	Set by national regulators- awaiting confirmation	Set by national regulators- awaiting confirmation	Set by national regulators- awaiting confirmation
Surrender: all Part B activities	Set by national regulators- awaiting confirmation	Set by national regulators- awaiting confirmation	Set by national regulators- awaiting confirmation
Reduced fee activities: transfer	Set by national regulators- awaiting confirmation	Set by national regulators- awaiting confirmation	Set by national regulators- awaiting confirmation
Reduced fee activities partial transfer	Set by national regulators- awaiting confirmation	Set by national regulators- awaiting confirmation	Set by national regulators- awaiting confirmation
Temporary transfer for mobiles	Set by national regulators- awaiting confirmation	Set by national regulators- awaiting confirmation	Set by national regulators- awaiting confirmation
First transfer	Set by national regulators- awaiting confirmation	Set by national regulators- awaiting confirmation	Set by national regulators- awaiting confirmation
Repeat following enforcement or warning	Set by national regulators- awaiting confirmation	Set by national regulators- awaiting confirmation	Set by national regulators- awaiting confirmation

## CONSUMER PROTECTION

Service	Charge for 2023/24 (incl. VAT) £	New Fees for 2024/25	% Increase for 2024/25
Standard process	Set by national regulators- awaiting confirmation	Set by national regulators- awaiting confirmation	Set by national regulators- awaiting confirmation
Standard process where the substantial change results in a new PPC activity	Set by national regulators- awaiting confirmation	Set by national regulators- awaiting confirmation	Set by national regulators- awaiting confirmation
Reduced fee activities	Set by national regulators- awaiting confirmation	Set by national regulators- awaiting confirmation	Set by national regulators- awaiting confirmation

### LAPPC mobile plant charges (Not using simplified permits)

Feature			
	Set by national regulators- awaiting confirmation	Set by national regulators- awaiting confirmation	Set by national regulators- awaiting confirmation

**NB – every subsistence charge in the table below includes the additional £99 charge to cover LA extra costs in dealing with reporting under the E-PRTR Regulation.**

Feature			
Application	Set by national regulators- awaiting confirmation	Set by national regulators- awaiting confirmation	Set by national regulators- awaiting confirmation
Additional fee for operating without a permit	Set by national regulators- awaiting confirmation	Set by national regulators- awaiting confirmation	Set by national regulators- awaiting confirmation
Annual Subsistence LOW	Set by national regulators- awaiting confirmation	Set by national regulators- awaiting confirmation	Set by national regulators- awaiting confirmation
Annual Subsistence MEDIUM	Set by national regulators- awaiting confirmation	Set by national regulators- awaiting confirmation	Set by national regulators- awaiting confirmation
Annual Subsistence HIGH	Set by national regulators- awaiting confirmation	Set by national regulators- awaiting confirmation	Set by national regulators- awaiting confirmation
Late Payment Fee	Set by national regulators- awaiting confirmation	Set by national regulators- awaiting confirmation	Set by national regulators- awaiting confirmation
Substantial Variation	Set by national regulators- awaiting confirmation	Set by national regulators- awaiting confirmation	Set by national regulators- awaiting confirmation
Transfer	Set by national regulators- awaiting confirmation	Set by national regulators- awaiting confirmation	Set by national regulators- awaiting confirmation
Partial transfer	Set by national regulators- awaiting confirmation	Set by national regulators- awaiting confirmation	Set by national regulators- awaiting confirmation
Surrender	Set by national regulators- awaiting confirmation	Set by national regulators- awaiting confirmation	Set by national regulators- awaiting confirmation

## CONSUMER PROTECTION

Service	Charge for 2023/24 (incl. VAT) £	New Fees for 2024/25	% Increase for 2024/25
---------	----------------------------------	----------------------	------------------------

## TRADING STANDARDS SERVICE

Feature			
<b>Measures</b>			
Linear measures not exceeding 3m for each scale	£16.57	£18.00	8.6%
Cubic ballast measures (other than brim measures)	£262.21	£280.00	6.8%
Cubic brim measures up to 1m (verified by linear measurement)	£144.90	£155.00	7.0%
Templets			
a) Per scale – first item	£73.14	£78.00	6.6%
b) Second and subsequent items	£28.97	£31.00	7.0%
<b>Weighing Instruments</b>			
All EC verifications carried out by HCC. Price on application.	POA	POA	POA
<b>Measuring instruments for liquid fuel or lubricants</b>			
Container type (unsubdivided)	£106.95	£114.00	6.6%
Single/ multi-outlet a) first nozzle tested	£179.41	£191.00	6.5%
b) each additional nozzle tested on the same occasion	£107.65	£115.00	6.8%
Filling station electronic console equipment (when tested along) per hour	£106.27	£113.00	6.3%
Credit card acceptors (additional fee) per hour	£93.84	£100.00	6.6%
<b>Administrative charge for provision of a certificate containing results of errors found on testing</b>	£60.89	£65.00	6.7%
<b>Minimum charge for attendance of a TSO</b>	£80.58	£86.00	6.7%
<b>Charge for delayed or aborted appointments pro-rata to the nearest 15 minutes</b>	£80.58	£86.00	6.7%
<b>Performing Animals Registration Act 1925</b>			
Registration	£104.50	£112.00	7.2%
<b>Imported Feed Materials (High Risk or Specific Sampling Required by EU legislation)</b>			
Documentary	£67.10	£72.00	7.3%
ID or Sample requiring partial turnout	£181.50	£194.00	6.9%
ID or Sample requiring full turnout	£324.50	£346.00	6.6%
Sample Transport	£53.90	£58.00	7.6%
<b>Charge for officer other than above</b>			
Officer at Grade 10 or below	£50.88	£54.00	6.1%
Officer at Grade 11 or above	£71.34	£76.00	6.5%
Management function Grade 10 or above	£80.58	£86.00	6.7%

## ENVIRONMENTAL HEALTH FOOD HYGIENE SERVICE

Feature			
Request for the re-inspection of a food premises for the re-issuing of the national Food Hygiene Rating Scheme	£237.00	£253.00	6.8%
When a business requires the attendance of an Environmental Health Officer at any premises the charge per hour (including an part of an hour) will be.	£71.50	£76.00	6.3%

## DEVELOPMENT MANAGEMENT

Service		Charge for 2023/24	New Fees for 2024/25	% Increase for 2024/25
<b>Pre-application advice service fees</b>				
<b>Application type</b>				
Large scale major applications requiring Project Approach	50 or more house units or 5,000 sq. m commercial or 2+ ha.	Strategic Majors: 10% of full planning application fee.	Strategic Majors: 10% of full planning application fee.	
		1. £1,000 with submission	£1,067.00	6.7%
		2. £300 ahead of each meeting or staged payment by agreement	2. £320 ahead of each meeting or staged payment by agreement	6.7%
		3. Remainder ahead of validation of application (if applicable)	3. Remainder ahead of validation of application (if applicable)	
Major applications	10-49 house units or 1,000-4,999 sq. m commercial or 1+ha.	20% of full planning fee capped at £3,000	20% of full planning fee capped at £4,050	35.0%
Minor applications	1-9 house units or less than 1,000 sq. m commercial or less than 1 ha.	20% of full planning fee	20% of full planning fee	
		A further 50% of the original fee levied on revised submission.	A further 50% of the original fee levied on revised submission.	
Householder (a)		£50.00	£53.00	6.0%
Householder (b)		£100.00	£106.70	6.7%
Permitted Development Request		£50.00	£53.00	6.0%
Change of use		20% of full planning fee (£92.40 assuming £462)	20% of full planning fee (£98.60 assuming £493)	6.7%
Adverts		£50.00	£53.00	6.0%
Taxi License/Home Working Request		£15.00	£16.00	6.7%
Planning Conditions Check	Householder	£34.00	£36.00	5.9%
	Non-householder	£116.00	£124.00	6.9%
Pre-Validation Check	per application	£50.00	£53.00	6.0%

**EDUCATIONAL PSYCHOLOGISTS**

Service	Charge for 2023/24	New Fees for 2024/25	% Increase for 2024/25
Training Packages	Starting from £900 per day	£945.00	5.0%
Additional Educational Psychology services	£605 per day / £303 per half day or £630 per day / £315 per half day for academies. Or £125 per hour for some services.	£635 per day/ £680 per day for academies	5.0%

## ENVIRONMENTAL HEALTH

Service	Charge for 2023/24	New Fees for 2024/25	% Increase for 2024/25
<b>ENVIRONMENTAL HEALTH HOUSING CHARGES</b>			
<b>Feature</b>			
<b>Improvement &amp; Hazard Awareness Notices</b>			
1-4 hazards	£275.00	£293.00	6.5%
5 or more hazards	£462.00	£493.00	6.7%
<b>Prohibition / Emergency Prohibition Orders</b>			
1-4 hazards	£330.00	£352.00	6.7%
5 or more hazards	£462.00	£493.00	6.7%
<b>Other Fees</b>			
Emergency remedial action	£198.00	£211.00	6.6%
Demolition Order	£319.00	£340.00	6.6%
Review of suspended Notice / Order	£99.00	£106.00	7.1%
<b>Home Survey Reports for Immigration Sponsorships</b>			
<b>Feature</b>			
Initial application for one person	£232.00	£248.00	6.9%
Repeat application within 12 months	£163.00	£174.00	6.7%
Additional persons on any application	£81.00	£86.00	6.2%



**ELECTRIC VEHICLE CHARGING**

<b>Service</b>	<b>Charge for 2023/24</b>	<b>New Fees for 2024/25</b>	<b>% Increase for 2024/25</b>
Electric Vehicle Charge Point	£0.45 per kw/h	£0.48 per kw/h	6.7%
Electric Vehicle Charge Point - Rapid Chargers	£0.59 per kw/h	£0.63 per kw/h	6.8%

## GOLF COURSE

Fee Type	Fees for 2023/24	New Fees for 2024/25	% Increase for 2024/25
<b>Annual Season Tickets</b>			
7-day adult	£750.00	To be confirmed	To be confirmed
7-day adult - 9-hole course	£256.00	To be confirmed	To be confirmed
7-day intermediate (17-23 years)	£190.00	To be confirmed	To be confirmed
7-day junior (under-17s)	£80.00	To be confirmed	To be confirmed
5-day adult	£480.00	To be confirmed	To be confirmed
<b>Monthly Season Tickets</b>			
7-day adult	£90.00	To be confirmed	To be confirmed
7-day adult - 9-hole course	£30.00	To be confirmed	To be confirmed
5-day adult	£75.00	To be confirmed	To be confirmed
<b>Pay &amp; Play Green Fees</b>			
<b>Weekend</b>			
18-hole adult	£25.00	To be confirmed	To be confirmed
18-hole twilight (5 hours before dusk)	£20.00	To be confirmed	To be confirmed
18-hole concession (60-plus years or 17-23yrs old)	£22.00	To be confirmed	To be confirmed
18-hole junior (under-17s)	£7.00	To be confirmed	To be confirmed
9-hole adult	£12.50	To be confirmed	To be confirmed
9-hole concession (60-plus years or 17-23yrs old)	£11.00	To be confirmed	To be confirmed
9-hole junior (under-17s)	£4.00	To be confirmed	To be confirmed
<b>Weekday</b>			
18-hole adult	£20.00	To be confirmed	To be confirmed
18-hole twilight (5 hours before dusk)	£15.00	To be confirmed	To be confirmed
18-hole concession (60-plus years or 17-23yrs old)	£15.00	To be confirmed	To be confirmed
18-hole junior (under-17s)	£6.00	To be confirmed	To be confirmed
9-hole adult	£11.50	To be confirmed	To be confirmed
9-hole concession (60-plus years or 17-23yrs old)	£8.00	To be confirmed	To be confirmed
9-hole junior (under-17s)	£3.00	To be confirmed	To be confirmed
<b>Optional extras</b>			
Locker rental	£25.00	To be confirmed	To be confirmed
Buggy hire (for 18 holes)	£25.00	To be confirmed	To be confirmed
18-hole pull trolley	£3.50	To be confirmed	To be confirmed
9-hole pull trolley	£2.00	To be confirmed	To be confirmed

## HISTORIC ENVIRONMENT RECORDS

Service	Charge for 2023/24	New Fees for 2024/25	% Increase for 2024/25
<b>Basic HER Search: Includes PDF text records and GIS mapping data for a range of record types, guidance</b>			
Standard search (within 15 working days of receipt of HER Enquiry Form)	£55 minimum charge (one hour @ £55 per hour), thereafter by the half hour	£59 minimum charge (one hour @ £59 per hour), thereafter by the half hour	7.3%
Priority "fast track" search (within five working days of receipt of HER Enquiry Form)	£110 minimum charge (one hour @ £110 per hour), thereafter by the half hour	£117 minimum charge (one hour @ £117 per hour), thereafter by the half hour	6.4%
<b>Single Asset HER Search / HER Consultation Report (Related to potential or actual planning applications for</b>			
Standard search (within 15 working days of receipt of HER Enquiry Form)	£65 set fee	£69 set fee	6.2%
Priority "fast track" search (within five working days of receipt of HER Enquiry Form)	£130 set fee	£139 set fee	6.9%
<b>Additional HER Services: (NB: These services will only be available if other work pressures allow.)</b>			
<b>Office Visit</b> (Note that an additional charge for staff time may be made for late cancellation with less than 24 hours' notice, or failure to cancel a pre-arranged office visit.)	£55 per hour	£59 per hour	7.3%
<b>HER Enhancement</b> - This service is offered in addition to the basic HER search. It includes the completion of basic event records and GIS trench data for all event records in search area, where this information is available in reports. Monument records will not be completed. (A list of backlog events is provided with the basic HER search. However, the enhancement service may mean that contractors do not need to check reports that have not been incorporated into the HER.)	£65 set fee	£69 set fee	6.2%
<b>Enhanced HER search for local groups</b> (eg for Neighbourhood Planning and Conservation Area Appraisals) (HER data, selected historic maps, images, etc in HER Archive, and advice on other sources, and on archaeological potential.)	£200 (or negotiable depending on size of area)	£213 (or negotiable depending on size of area)	6.5%
<b>Utility companies and statutory agencies - Consultancy Service.</b> Basic HER search and advice on archaeological implications of work proposals. (For very large projects we may advise you to employ an archaeological consultant to do a desk-based assessment and request a full HER search.) (An archaeological contractor will need to be employed to carry out any fieldwork that we recommend.) (Separate charges apply relating to the production of Briefs, and the approval of written schemes of investigations and reports. See Planning Archaeology User Guidelines and Charges sheet for details.)	£65 set fee for small-scale / contained projects. £130 set fee for longer routes.	£69 set fee for small-scale / contained projects. £139 set fee for longer routes.	6.9%
<b>Photocopying and printing</b>	15 pence per sheet	16 pence per sheet	6.7%
<b>CDs, DVSSs and postage</b>	At cost	At cost	

## HMO LICENCES

Service	Charge for 2023/24	New Fees for 2024/25	% Increase for 2024/25
<b>Landlord independent HMO surveyor compliant rate for timely and compliant applications</b>			
Stage 1	£88.00	£94.00	6.8%
Stage 2	£231.00	£246.00	6.5%
Stage 3	£319.00	£340.00	6.6%
<b>Southampton City Council HMO all-inclusive rate for timely and compliant applications</b>			
Stage 1	£88.00	£94.00	6.8%
Stage 2	£628.00	£670.00	6.7%
Stage 3	£716.00	£764.00	6.7%
<b>Southampton City Council HMO all-inclusive rate for applications received after the three month deadline</b>			
Stage 1	£88.00	£94.00	6.8%
Stage 2	£1,123.00	£1,198.00	6.7%
Stage 3	£1,211.00	£1,292.00	6.7%
Application to vary a HMO Licence, not involving visit	£55.00	£59.00	7.3%
Application to vary a HMO Licence, involving an officer visit	£110.00	£117.00	6.4%
Visit time including travel For an appointment missed during the house inspection process	£77.00	£82.00	6.5%
Additional visits to check licence conditions	£110.00	£117.00	6.4%
For follow up letters when an invalid application has been received - per letter	£28.00	£30.00	7.1%
Time producing reports and letters pre-application advisory visit & verbal report on site	£66.00	£70.00	6.1%

ITCHEN BRIDGE

Service	Charge for 2023/24	New Fees for 2024/25	% Increase for 2024/25	Notes
<b>Class 1 vehicles - motorcycles and three-wheeled vehicles</b>	No charge	No charge	No charge	
<b>Class 2 vehicles - cars, small vans and small 4x4s, including electric vehicles</b>				
Peak	£1.00	£1.00	0.0%	No change but off peak charge has been removed and there is now a flat fee of £1.00. The off peak fee was £0.80 in 2023/24
Off peak	£0.80	£1.00	25.0%	Now a flat fee of £1.00 at all times
<b>Residents Concessionary toll:</b>				
Peak	£0.40	£0.40	0.0%	No change but off peak charge has been removed and there is now a flat fee of £1.00. The off peak fee was £0.30 in 2023/24
Off peak	£0.30	£0.40	33.3%	Now a flat fee of £0.40 at all times
Disability	No charge	No charge	No charge	
<b>Class 3 vehicles - large vans (e.g. transit) and large 4x4s, including electric vehicles</b>				
Standard	£1.40	£1.40	0.0%	No change
Business Concessionary toll	£0.60	£0.60	0.0%	No change
SCC registered taxi	£0.60	£0.60	0.0%	No change
<b>Class 4 - HGVs</b>				
Standard	£25.00	£40.00	60.0%	
Business Concessionary toll	£2.00	£3.00	50.0%	

**LEGAL SERVICES**

Service	Unit	Charge for 2023/24	New Fees for 2024/25	% Increase for 2024/25
<b>EXTERNAL LEGAL FEES AND CHARGES, INCLUDING LITIGATION COST RECOVERY</b>				
Director – Legal & Business Operations	Hourly rate	£201.00	£215.00	7.0%
Head of Legal Partnerships	Hourly rate	£130.00	£150.00	15.4%
Senior Solicitor	Hourly rate	£113.00	£125.00	10.6%
Solicitor	Hourly rate	£100.00	£105.00	5.0%
Lawyer (G10 posts)	Hourly rate	£85.00	£90.00	5.9%
Senior Legal Assistant / Paralegals	Hourly rate	£75.00	£80.00	6.7%
Legal Assistant / Interns	Hourly rate	£60.00	£65.00	8.3%
Support Officer / Apprentices	Hourly rate	£45.00	£50.00	11.1%
<b>CONTRACTS</b>				
Deeds of Variation, assignment and/or Novation in response to a contractor request/need	Hourly rate	£90.00	£125.00 (Senior Solicitor) / £105.00 (Solicitor)	16.7%
Deeds of Variation, assignment and/or Novation in response to a contractor request/need - Sealing and Administration Fee		£100.00	£120.00	20.0%
Deeds of Novation to accommodate contractor group tax-related restructures	Per contract		£350.00	New charge
Assignment or novation of historic works/ contracts to Academy after conversion	Per contract	£90.00	£150.00	66.7%
All other matters for third party	Hourly rate	£85.00	£125.00 (Senior Solicitor) / £105.00 (Solicitor)	23.5%
All other matters for third party - Sealing and Administration Fee		£100.00	£120.00	20.0%
Reissue of hard copy execution copy contracts	Per contract		£40.00	New charge
<b>CONVEYANCING TRANSACTIONS</b>				
<b>COMMERCIAL AND SHOP LETTINGS</b>				
<b>Assignments</b>				
City Centre areas 1-4		£1,200.00	£1,350.00	12.5%
Industrial premises		£800.00	£905.00	13.1%
Small shops		£350.00	£535.00	52.9%
<b>New Lettings</b>				
City Centre areas 1-4		£1,600.00	£1,870.00	16.9%
Industrial premises		£1,100.00	£1,350.00	22.7%
Small shops		£400.00	£535.00	33.8%
<b>Variations</b>				
City Centre areas 1-4		£1,000.00	£1,100.00	10.0%
Industrial premises		£900.00	£1,070.00	18.9%
Small shops		£400.00	£535.00	33.8%
<b>Lease Notice</b>				
City Centre areas 1-4		£60.00	£70.00	16.7%
Industrial premises		£60.00	£70.00	16.7%
Small shops		£60.00	£70.00	16.7%
<b>Grant of sub- lease (Licence to Underlet)</b>				
City Centre areas 1-4			£1,350.00	New charge
Industrial premises			£905.00	New charge
Small shops			£535.00	New charge
<b>OTHER CONVEYANCING TRANSACTIONS</b>				
Sale of land and/or property		1.5% of sale price subject to a minimum charge of £400. Transactions over £1 million to be agreed separately.	2% of sale price subject to a minimum charge of £500. Transactions over £1 million to be agreed separately.	
Purchase of land and/or property		1.5% of sale price subject to a minimum charge of £400. Transactions over £1 million to be agreed separately.	2% of sale price subject to a minimum charge of £500. Transactions over £1 million to be agreed separately.	
Development agreements		£3,200.00	£5,335.00	66.7%
Freehold reversions		£450.00	£535.00	18.9%
Release of covenants		£1,200.00	£1,280.00	6.7%
Lease extensions		£1,000.00	£1,070.00	7.0%
Deed of variation		£450.00	£850.00	88.9%
Licences		£650.00	£850.00	30.8%
Easements		£650.00	£850.00	30.8%
Surrenders		£650.00	£850.00	30.8%
Grant of sub - lease		£650.00	£850.00	30.8%
Epitome of title/certificate of title		£250.00	£400.00	60.0%

**LEGAL SERVICES**

Service	Unit	Charge for 2023/24	New Fees for 2024/25	% Increase for 2024/25
<b>RTB matters</b>				
Sale of House		£375.00	£450.00	20.0%
Sale of Flat		£375.00	£450.00	20.0%
Deed of variation		£375.00	£450.00	20.0%
Letters of Postponement		£175.00	£200.00	14.3%
Lease Notice		£60.00	£105.00	75.0%
Equity loan		£0.00	£0.00	0.0%
Letters of Compliance		£75.00	£105.00	40.0%
<b>LITIGATION</b>				
Cost is per hour based on the experience and seniority of case holder as detailed below				
Grade A	Hourly rate	£217.00	£278.00	28.1%
Grade B	Hourly rate	£192.00	£233.00	21.4%
Grade C	Hourly rate	£161.00	£190.00	18.0%
Grade D	Hourly rate	£118.00	£134.00	13.6%
<b>PLANNING MATTERS</b>				
s.106 Agreements Solicitors	Hourly rate	£220.00	£235.00	6.8%
s.106 Agreements All other fee earners	Hourly rate	£190.00	£205.00	7.9%
Unilateral undertakings under s.106 in respect of (i) Solent Mitigation Fund; (ii) flood risk measures		£300 flat rate provided the unilateral undertaking has been completed and executed properly without requiring further amendments or submissions and that all necessary documentation (such as land registry and company house documents) has been provided, failing which a charge of £220 (solicitor), £190 (other) per hour shall be made	£350 flat rate PROVIDED THAT the unilateral undertaking has been completed and executed properly without requiring further amendments or submissions and that all necessary documentation (such as land registry and company house documents) has been provided, failing which a charge of £235 (solicitor) . £205 (other) per hour shall be made.	16.7%
Deeds of Variation/Modification	Hourly rate	£220 (solicitor), £190 (other)	£235 (solicitor), £205 (other)	6.83% (solicitor), 7.89% (other)
s.278 Agreements	Hourly rate	£220 (solicitor), £190 (other)	£235 (solicitor), £205 (other)	6.83% (solicitor), 7.89% (other)
s.38 Agreements	Hourly rate	£220 (solicitor), £190 (other)	£235 (solicitor), £205 (other)	6.83% (solicitor), 7.89% (other)
Stopping up/diversion orders ( non-contentious only )	Hourly rate	As per hourly rates table	As per hourly rates table	
CPO work	Hourly rate	£220 (solicitor), £190 (senior and legal assistants)	£235 (solicitor), £205 (other)	6.83% (solicitor), 7.89% (other)
<b>RIGHTS OF WAY APPLICATIONS</b>				
s.31 Deposits		£275 + £25 per additional parcel, + £25 per additional site notice, +£25 per A3 map conversion	£300 + £30 per additional parcel, + £30 per additional site notice, +£30 per A3 map conversion	9.1%
Commons Registration – corrective applications		£1,200.00	£1,300.00	8.3%
Commons Act Deregistration (Part 1)		£1,500.00	£1,600.00	6.7%
Commons Act Deregistration (Part 2 if Public Inquiry)		£1500 + disbursements including counsel's fees	£1600 + disbursements including counsel's fees	6.7%
<b>INFORMATION REQUESTS</b>				
CCTV Requests from third parties		£60.00	£65.00	8.3%
FOI Requests (where compliance exceeds £450)	Hourly rate	£25.00	£25.00	0.0%
Costs of communicating information (where cost exceeds £5.00) – charged in line with disbursements				
Pension Signings / Certifying or Signing documents for staff members		£15.00	£16.00	6.7%
Certification of true copies of documents / passports / witnessing signatures for staff etc (up to max 5 'linked' documents)		£15.00	£16.00	6.7%

**LEGAL SERVICES**

Service	Unit	Charge for 2023/24	New Fees for 2024/25	% Increase for 2024/25
<b>Southampton Schools (Maintained &amp; Academy)</b>				
<b>Annual Retainer Cost:</b>				
Gold:	Annual	£930.00	£990.00	6.5%
Silver:	Annual	£695.00	£740.00	6.5%
Bronze:	Annual	£510.00	£545.00	6.9%
<b>Hourly Rates for any additional services purchased will be charged at:</b>				
Head of Legal Partnership	Hourly rate	£140.00	£150.00	7.1%
Senior Solicitor	Hourly rate	£109.00	£125.00	14.7%
Solicitor	Hourly rate	£98.00	£105.00	7.1%
Trainee Solicitor	Hourly rate	£66.00	£90.00	36.4%
Legal Executive	Hourly rate	£60.00	£65.00 - £85.00 (grade dependant)	8.3%
Other	Hourly rate	£45.00	£50.00	11.1%



## LIBRARIES

Service	Charge for 2023/24	New Fees for 2024/25	% Increase for 2024/25
<b>To hire</b>			
Books	Free	Free	0.0%
Music CD	£1.00	£1.00	0.0%
DVDs	£1.00	£1.00	0.0%
DVDs (concessionary card holders)	£1.00	£1.00	0.0%
DVD box sets	£1.00	£1.00	0.0%
Information DVDs	£1.00	£1.00	0.0%
<b>Late charges</b>			
Items returned after due date	20p per day, £6.00 maximum	25p per day, £6.25 maximum	20% per day with maximum 4% rise
Items returned after due date (over 60s)	10p per day, £3.00 maximum	10p per day, £3.00 maximum	0.0%
DVD box sets	50p per day, £15.00 maximum	50p per day, £15.00 maximum	0.0%
<b>Lost or missing items</b>			
Books	Replacement cost	Replacement cost	
Adult membership card	£1.00	£1.10	10.0%
Story sacks	£70.00	£75.00	7.1%
<b>Reservation fees and book finding service</b>			
Reservation for items in other Southampton City Libraries	Free		
Adult items not in stock in Southampton	£4.00 basic search, additional £6.00 for books obtained from premium rate libraries	£4.50 basic search, additional £18.00 for books obtained from premium rate libraries	12.5% for basic search, 200% for books obtained from premium rate libraries
Adult items not in stock in Southampton Concessions	£4.00 basic search, additional £6.00 for books obtained from premium rate libraries	£4.50 basic search, additional £18.00 for books obtained from premium rate libraries	13% for basic search, 200% for books obtained from premium rate libraries
Inter Library Loans returned late	20p per day, £6.00 maximum	25p per day, £6.25 maximum	20% per day with maximum 4% rise
Music Society Annual Membership	£10.00	£15.00	50.0%
Music sets not in stock in Southampton	£20.00 per 40 vocal scores or orchestral set per 3 months	£25.00 per 40 vocal scores or orchestral set per 3 months	25.0%
Music sets renewal (3 months)	£15.00 per 3 months	£15.00 per 3 months	0.0%

## LIBRARIES

Service	Charge for 2023/24	New Fees for 2024/25	% Increase for 2024/25
Play parts	£1.00 per part/ 3 months ( once only)	£1.50 per part/ 3 months ( once only)	50.0%
Overdue charges	20p per day/item	25p per day/item	25.0%
Missing / damaged copies	Replacement cost	Replacement cost starting at £5.00 per part	
<b>Photocopying, printing and scanning</b>			
A4 Black and white photocopies single sided /sheet	£0.15	£0.20	33.3%
A4 Black and white photocopies double sided /sheet	N/A	£0.30	New charge
A4 Colour photocopies and print outs	£0.50	£0.50	0.0%
A4 colour photocopies double sided /sheet	N/A	£0.80	New charge
A3 black and white photocopies and print outs	£0.25	£0.30	20.0%
A3 black and white photocopies and print outs double sided /sheet	N/A	£0.50	New charge
A3 colour photocopies and print outs	£1.00	£1.00	0.0%
A3 colour photocopies double sided /sheet	N/A	£1.50	New charge
Scanning service per sheet	£0.15	£0.15	0.0%
Laminating service	£1 (A4) and £1.50 (A3)	£1.10 (A4) £1.60 (A3)	Between 6% and 10%
<b>Other charges</b>			
USB Flash Drive	£6.00	£6.00	0.0%
Pen or Pencil	£0.20	£0.25	25.0%
Highlighter	£1.00	£1.00	0.0%
Biodegradable A4 wallet	£0.50	£0.50	0.0%
A4 envelope	£0.50	£0.50	0.0%
A4 pad	£2.00	£2.20	10.0%
<b>Local Studies and Archives</b>			
Local studies research costs	£20.00 per 30 minutes 2 hours maximum	£20.00 per 30 minutes 2 hours maximum	0.0%
Photo licence per day or part thereof	£0.00	£10.00	New charge
TV/radio company visit and or filming	£50.00 per hour	£175.00 per hour. Up to 4 Hours £520.00. Per day £730.00	Change in pricing structure. Minimum of 80% increase per hour.
TV/radio company visit and or filming - student	£50.00 per hour	£90.00 per hour, £270.00 per day	Change in pricing structure.
Archives research	£20.00 per 30 mins or part thereof. 2 hours maximum	£20.00 per 30 mins or part thereof. 2 hours maximum	0.0%
Merchant seaman's enquiries	£20.00	£20.00	0.0%
Baptism certificate certified	£5.00	£20.00	300.0%
Certified copies of motor vehicle registration documents	£5.00	£20.00	300.0%
Staff assisted photocopies, archives or scans	£0.50	£1.00	100.0%

## LIBRARIES

Service	Charge for 2023/24	New Fees for 2024/25	% Increase for 2024/25
Staff assisted colour photocopies A4	£2.00	£2.00	0.0%
Staff assisted colour A3	£2.00	£2.00	0.0%
Printouts from microfiche (self service)	£1.00	as copier costs above	
Postage UK	From £2.00	From £2.50	25.0%
Postage non UK	From £4.00	From £5.00	25.0%
Digital image (per shot or scan) Customised	£3.00	£3.50	16.7%
Still image used by TV company - per image	£90.00	£95.00	5.6%
Film	£110.00	£116.00	5.5%
Commercial use of images in publications UK	£90.00	£95.00	5.6%
Non-commercial/educational use of images in publications UK including web and social media - per image	£15.00	£16.00	6.7%
Commercial use of images in publications worldwide including websites and social media	£150.00	£155.00	3.3%

LICENSING

Service	Charge for 2023/24	New Fees for 2024/25	% Increase for 2024/25
<b>PREMISES LICENCES AND CLUB PREMISES CERTIFICATES</b>			
Grant or variation - Band A = rateable value < £4,300	£100.00	Fees fixed by Licensing Act Reg 2005	Fees fixed by Licensing Act Reg 2005
Grant or variation - Band B = rateable value > £4,300 < £33,000	£190.00	Fees fixed by Licensing Act Reg 2005	Fees fixed by Licensing Act Reg 2005
Grant or variation - Band C = rateable value > £33,001 < £87,000	£315.00	Fees fixed by Licensing Act Reg 2005	Fees fixed by Licensing Act Reg 2005
Grant or variation - Band D = rateable value > £87,001 < £125,000	£450.00	Fees fixed by Licensing Act Reg 2005	Fees fixed by Licensing Act Reg 2005
Grant or variation - Band E = rateable value > £125,000	£635.00	Fees fixed by Licensing Act Reg 2005	Fees fixed by Licensing Act Reg 2005
Annual Fee - Band A = rateable value < £4,300	£70.00	Fees fixed by Licensing Act Reg 2005	Fees fixed by Licensing Act Reg 2005
Annual Fee - Band B = rateable value > £4,300 < £33,000	£180.00	Fees fixed by Licensing Act Reg 2005	Fees fixed by Licensing Act Reg 2005
Annual Fee - Band C = rateable value > £33,001 < £87,000	£295.00	Fees fixed by Licensing Act Reg 2005	Fees fixed by Licensing Act Reg 2005
Annual Fee - Band D = rateable value > £87,001 < £125,000	£320.00	Fees fixed by Licensing Act Reg 2005	Fees fixed by Licensing Act Reg 2005
Annual Fee - Band E = rateable value > £125,000	£350.00	Fees fixed by Licensing Act Reg 2005	Fees fixed by Licensing Act Reg 2005
Replacement – Section 25 (Loss, theft etc)	£10.50	Fees fixed by Licensing Act Reg 2005	Fees fixed by Licensing Act Reg 2005
Application for provisional statement - section 29	£315.00	Fees fixed by Licensing Act Reg 2005	Fees fixed by Licensing Act Reg 2005
Premises licence change of name or address - section 33	£10.50	Fees fixed by Licensing Act Reg 2005	Fees fixed by Licensing Act Reg 2005
Premises licence variation of designated premises supervisor - section 37	£23.00	Fees fixed by Licensing Act Reg 2005	Fees fixed by Licensing Act Reg 2005
Premises licence transfer - section 42	£23.00	Fees fixed by Licensing Act Reg 2005	Fees fixed by Licensing Act Reg 2005
Premises licence interim authority - section 47	£23.00	Fees fixed by Licensing Act Reg 2005	Fees fixed by Licensing Act Reg 2005
Premises licence or club premises certificate minor variation - sections 41A or 86A	£89.00	Fees fixed by Licensing Act Reg 2005	Fees fixed by Licensing Act Reg 2005
Premises licence community premises DPS dispensation - section 25A and 41D	£23.00	Fees fixed by Licensing Act Reg 2005	Fees fixed by Licensing Act Reg 2005
Club premises certificate or summary theft or loss - section 79	£10.50	Fees fixed by Licensing Act Reg 2005	Fees fixed by Licensing Act Reg 2005
Club premises certificate change of name or rules - section 82	£10.50	Fees fixed by Licensing Act Reg 2005	Fees fixed by Licensing Act Reg 2005
Club premises certificate change of address - section 83(1) or (2)	£10.50	Fees fixed by Licensing Act Reg 2005	Fees fixed by Licensing Act Reg 2005
Temporary event notice - section 100	£21.00	Fees fixed by Licensing Act Reg 2005	Fees fixed by Licensing Act Reg 2005
Temporary event notice loss or theft - section 110	£10.50	Fees fixed by Licensing Act Reg 2005	Fees fixed by Licensing Act Reg 2005

LICENSING

Service	Charge for 2023/24	New Fees for 2024/25	% Increase for 2024/25
<b>PERSONAL LICENCES</b>			
Personal licence grant	£37.00	Fees fixed by Licensing Act Reg 2005	Fees fixed by Licensing Act Reg 2005
Personal licence theft or loss	£10.50	Fees fixed by Licensing Act Reg 2005	Fees fixed by Licensing Act Reg 2005
Personal licence name or address change	£10.50	Fees fixed by Licensing Act Reg 2005	Fees fixed by Licensing Act Reg 2005
<b>TAXI AND PRIVATE HIRE LICENCES</b>			
<b>Hackney Carriage</b>			
Grant and renewal (excluding inspection fee and licence plate)	£160.00	£180.00	12.5%
<b>Private Hire Vehicle</b>			
Grant and renewal (excluding inspection fee and licence plate)	£160.00	£170.00	6.3%
Grant of licence 6 months or less due to plate allocation policy	£100.00	£100.00	0.0%
<b>Hackney Carriage Driver</b>			
Grant or renewal	£295.00	£350.00	18.6%
<b>Private Hire Driver:</b>			
Grant or renewal	£295.00	£295.00	0.0%
<b>Private Hire Operator:</b>			
Grant or renewal	£1,000.00	£1,000.00	0.0%
1 year	£300.00	£300.00	0.0%
2 years	£430.00	£430.00	0.0%
3 years	£550.00	£550.00	0.0%
4 years	£825.00	£825.00	0.0%
<b>Other licence fees:</b>			
Drivers' Topography Tests (per test)	£50.00	£50.00	0.0%
<b>Licence plates for hackney carriages and private hire vehicles:</b>			
New/Replacement	£15.00	£15.00	0.0%
Plate holder	£12.00	£12.00	0.0%
<b>DVLA driving history checks:</b>			
Provides annual updates for three years	£15.00	£15.00	0.0%
Notification of transfer of vehicle licence	£45.00	£45.00	0.0%
Replacement Certificates of Compliance	£10.00	£10.00	0.0%
Change of vehicle (other than on renewal)	£45.00	£45.00	0.0%
Temporary changes of vehicle	£90.00	£90.00	0.0%
ABP Docks permit (fee set by Associated British Ports for access to the docks estate by hackney carriages) Including VAT	£228.00	£144.00	-36.8%
<b>Replacement documents:</b>			
Duplicate drivers' badges	£10.00	£10.00	0.0%
Duplicate drivers' licences	£10.00	£10.00	0.0%
Duplicate vehicle licences	£10.00	£10.00	0.0%
<b>SEX ESTABLISHMENT LICENCES</b>			
<b>Sex Shops:</b>			
Application for Grant	£750.00	£1,000.00	33.3%
Application for Renewal	£500.00	£750.00	50.0%
Application for Transfer	£375.00	£400.00	6.7%
Application for Variation	£375.00	£400.00	6.7%
<b>Sex Cinemas:</b>			
Application for Grant	£750.00	£1,000.00	33.3%
Application for Renewal	£500.00	£750.00	50.0%
Application for Transfer	£375.00	£400.00	6.7%
Application for Variation	£375.00	£400.00	6.7%
<b>Sex Entertainment Venues:</b>			
Application for Grant	£750.00	£1,000.00	33.3%
Application for Renewal	£500.00	£750.00	50.0%
Application for Transfer	£375.00	£400.00	6.7%
Application for Variation	£375.00	£400.00	6.7%

LICENSING

Service	Charge for 2023/24	New Fees for 2024/25	% Increase for 2024/25
<b>STREET TRADING CONSENTS</b>			
Grant or renewal – per annum (except Guildhall Sq)	£200.00	£200.00	0.0%
Guildhall Square (seven days maximum per consent – subject to meeting criteria)	£30.00	£30.00	0.0%
<b>BOAT AND BOATMAN'S LICENCES</b>			
Boat - grant and renewal	£300.00	£300.00	0.0%
Boatman - grant and renewal	£150.00	£150.00	0.0%
<b>SCRAP METAL DEALER'S LICENCE</b>			
Site licence - grant and renewal	£400.00	£500.00	25.0%
Site licence variation	£150.00	£200.00	33.3%
Collector's licence - grant and renewal	£400.00	£500.00	25.0%
Collector's licence variation	£150.00	£200.00	33.3%
Replacement licence	£25.00	£25.00	0.0%

LICENSING

Service	Charge for 2023/24	New Fees for 2024/25	% Increase for 2024/25
<b>GAMBLING</b>			
<b>Large Casino:</b>			
Application fee	£10,000.00	£10,000.00	0.0%
Annual fee (within 30 days of issue and then on the anniversary)	£5,000.00	£5,000.00	0.0%
Fee for application to vary licence	£5,000.00	£5,000.00	0.0%
Fee for application to transfer a licence	£2,150.00	£2,150.00	0.0%
Fee for application for reinstatement of a licence	£2,150.00	£2,150.00	0.0%
Fee for application for provisional statement	£10,000.00	£10,000.00	0.0%
<b>Converted casino premises licence:</b>			
Annual fee (within 30 days of issue and then on the anniversary)	£2,000.00	£2,000.00	0.0%
Fee for application to vary licence	£1,500.00	£1,500.00	0.0%
Fee for application to transfer a licence	£1,000.00	£1,000.00	0.0%
Fee for application for reinstatement of a licence	£1,000.00	£1,000.00	0.0%
<b>Bingo premises licence</b>			
Application fee	£2,750.00	£2,750.00	0.0%
Annual fee (within 30 days of issue and then on the anniversary)	£750.00	£750.00	0.0%
Fee for application to vary licence	£1,300.00	£1,300.00	0.0%
Fee for application to transfer a licence	£900.00	£900.00	0.0%
Fee for application for reinstatement of a licence	£900.00	£900.00	0.0%
Fee for application for provisional statement	£2,750.00	£2,750.00	0.0%
<b>Adult gaming centre premises licence:</b>			
Application fee	£1,500.00	£1,500.00	0.0%
Annual fee (within 30 days of issue and then on the anniversary)	£750.00	£750.00	0.0%
Fee for application to vary licence	£750.00	£750.00	0.0%
Fee for application to transfer a licence	£900.00	£900.00	0.0%
Fee for application for reinstatement of a licence	£900.00	£900.00	0.0%
Fee for application for provisional statement	£1,500.00	£1,500.00	0.0%
<b>Betting premises (track) licence</b>			
Application fee	£1,800.00	£1,800.00	0.0%
Annual fee (within 30 days of issue and then on the anniversary)	£750.00	£750.00	0.0%
Fee for application to vary licence	£900.00	£900.00	0.0%
Fee for application to transfer a licence	£750.00	£750.00	0.0%
Fee for application for reinstatement of a licence	£750.00	£750.00	0.0%
Fee for application for provisional statement	£1,800.00	£1,800.00	0.0%
<b>Family entertainment centre premises licence</b>			
Application fee	£1,500.00	£1,500.00	0.0%
Annual fee (within 30 days of issue and then on the anniversary)	£500.00	£500.00	0.0%
Fee for application to vary licence	£750.00	£750.00	0.0%
Fee for application to transfer a licence	£750.00	£750.00	0.0%
Fee for application for reinstatement of a licence	£740.00	£740.00	0.0%
Fee for application for provisional statement	£1,500.00	£1,500.00	0.0%
<b>Betting Premises (other) licences</b>			
Application fee	£2,000.00	£2,000.00	0.0%
Annual fee	£540.00	£540.00	0.0%
Fee for application to vary licence	£1,100.00	£1,100.00	0.0%
Fee for application to transfer a licence	£900.00	£900.00	0.0%
Fee for application for reinstatement of a licence	£900.00	£900.00	0.0%
Fee for application for provisional statement	£2,000.00	£2,000.00	0.0%
<b>Other discretionary gambling fees</b>			
Change of circumstance fee	£45.00	£45.00	0.0%
Copy of a licence	£22.50	£22.50	0.0%
Temporary Use Notice	£400.00	£400.00	0.0%
Endorsed copy of TUN	£45.00	£45.00	0.0%
Occasional Use Notice (no power to charge a fee)	no fee	no fee	
<b>Permit and Registration fees (prescribed):</b>			
<b>Family Entertainment Centre - 10 years from date of issue</b>			
Application fee - Existing Operator	£100.00	£100.00	0.0%
Application fee - New Operator	£300.00	£300.00	0.0%
Renewal fee	£300.00	£300.00	0.0%
Change of name	£25.00	£25.00	0.0%
Copy of permit	£15.00	£15.00	0.0%
<b>Prize Gaming Permit - 10 years from date of issue</b>			
Application fee - Existing Operator	£100.00	£100.00	0.0%

LICENSING

Service	Charge for 2023/24	New Fees for 2024/25	% Increase for 2024/25
Application fee - New Operator	£300.00	£300.00	0.0%
Renewal fee	£300.00	£300.00	0.0%
Change of name	£25.00	£25.00	0.0%
Copy of permit	£15.00	£15.00	0.0%
<b>Alcohol Licensed Premises Gaming Machine Permit – in perpetuity</b>			
Application fee - Existing Operator	£100.00	£100.00	0.0%
Application fee - New Operator	£150.00	£150.00	0.0%
Annual fee (within 30 days of issue and then on the anniversary)	£50.00	£50.00	0.0%
Variation	£100.00	£100.00	0.0%
Transfer	£25.00	£25.00	0.0%
Change of name	£25.00	£25.00	0.0%
Copy of permit	£15.00	£15.00	0.0%
<b>Alcohol Licensed Premises Notifications – in perpetuity but a change in the Licensing Act 2003 premises licence will require a new notification</b>			
Application fee	£50.00	£50.00	0.0%
<b>Club Gaming and Club Machine Permits - existing holders of registrations or Club Premises Certificates - 10 years from date of issue</b>			
Application fee	£100.00	£100.00	0.0%
Renewal fee	£100.00	£100.00	0.0%
Annual fee (within 30 days of issue and then on the anniversary)	£50.00	£50.00	0.0%
Variation	£100.00	£100.00	0.0%
Copy of permit	£15.00	£15.00	0.0%
<b>Club Gaming and Club Machine Permits - all other cases - 10 years from date of issue</b>			
Application fee	£200.00	£200.00	0.0%
Renewal fee	£200.00	£200.00	0.0%
Annual fee (within 30 days of issue and then on the anniversary)	£50.00	£50.00	0.0%
Variation	£100.00	£100.00	0.0%
Copy of permit	£15.00	£15.00	0.0%
<b>Small Society Lottery Registration – in perpetuity</b>			
Application fee	£40.00	£40.00	0.0%
Annual fee	£20.00	£20.00	0.0%



**LOCAL LAND CHARGES**

<b>Service</b>	<b>Charge for 2023/24</b>	<b>New Fees for 2024/25</b>	<b>% Increase for 2024/25</b>
Full/Standard Search (LLC1+CON29R)	£92.00	£99.60	8.3%
Additional Parcel to a Full Search	£11.40	£12.30	7.9%
LLC1 Only	£20.00	£21.60	8.0%
Additional Parcel to an LLC1	£3.00	£3.30	10.0%
CON29R only (£60.00 plus VAT)	£72.00	£78.00	8.3%
Additional Parcel to a CON29R (£7.00 plus VAT)	£8.40	£9.00	7.1%
CON29O only - fee per question (£11.00 plus VAT)	£13.20	£14.40	9.1%
Copies - e.g., Enforcement Notices, Agreements, TPO's etc.	£3.00	£3.00	0.0%

TUDOR HOUSE AND SEACITY MUSEUMS

	SeaCity	Tudor House	Joint Venue Entry	Joint Annual Pass	SeaCity	Tudor House	Joint Venue Entry	Joint Annual Pass	Sea City % Increase for 2024/25	Tudor House % Increase for 2024/25	Joint Venue Entry % Increase for 2024/25	Joint Annual Pass % Increase for 2024/25
	<u>2023/24 Prices</u>	<u>2023/24 Prices</u>	<u>2023/24 Prices</u>	<u>2023/24 Prices</u>	<u>2024/25 Prices</u>	<u>2024/25 Prices</u>	<u>2024/25 Prices</u>	<u>2024/25 Prices</u>				
<b>Entry Fees</b>												
Adult Entry	£10.00	£6.50	£15.00	£41.00	£11.00	£7.50	£17.00	£43.50	10.0%	15.4%	13.3%	6.1%
Child Entry - 5 and over	£7.50	£5.50	£12.00	£32.00	£8.50	£6.50	£14.00	£34.00	13.3%	18.2%	16.7%	6.3%
Family Entry (2 adults + up to 3 children)	£31.00	£21.00	£46.00	£130.00	£35.00	£25.00	£53.00	£140.00	12.9%	19.0%	15.2%	7.7%
Senior entry (65+) + Student	£8.50	£6.00	£13.00	£36.00	£10.00	£7.00	£15.50	£38.50	17.6%	16.7%	19.2%	6.9%
Under 5s	Free	Free	Free	Free	Free	Free	Free	Free				
Discount for Group (10 or more prebooked)	-£1.00	-£0.50	-£1.00		-£1.00	-£1.00	-£1.00		0.0%	100.0%	0.0%	
<b>Exhibition ticket only</b>												
Adult Entry	£4.00				£4.50				12.5%			
Child Entry - 5 and over	£3.00				£3.50				16.7%			
Family Entry (2 adults + up to 3 children)	£12.00				£13.50				12.5%			
Senior entry (65+) + Student	£3.50				£4.00				14.3%			
Discount for Group (10 or more prebooked)	-£0.50				-£0.50				0.0%			

## MUSIC SERVICES

Service	Charge for 2023/24	New Fees for 2024/25*	% Increase for 2024/25
Prepare2Play ( including Ocarina)	£1,520.00	£1,621.84	6.7%
In2Music	£1,520.00	£1,621.84	6.7%
Additional year	£1,800.00	£1,920.60	6.7%
SoundBites	£1,520.00	£1,621.84	6.7%
Instrumental and Vocal Tuition (Individual / Small Group)	£1,800.00	£1,920.60	6.7%
Large Group Teaching	£1,520.00	£1,621.84	6.7%
<b>Curriculum Teaching</b>			
Per hour	£1,950.00	£2,080.65	6.7%
Per day	£9,750.00	£10,403.25	6.7%
<b>Extra-Curricular and Music Technology Per Hour (30+ Sessions)</b>			
Ensemble Leadership	£1,800.00	£1,920.60	6.7%
After-School and Percussion	From £1,000.00		
Music Technology	From £500.00		
Per term for direct charge to parent lessons	£115.00 - £175.00		
Instrument loan to parents.	£40.00	£42.68	6.7%

\* Fees are set by academic year so the fee increase for 2024/25 will be applied from September 2024

## OFF STREET PARKING

A new charging structure was implemented in November 2023, increasing the chargeable time periods.

Compton Walk - Long Stay, Bedford Place Multi-storey, Kings Park Road, Southbrook Road South & North, Gloucester Square, Grosvenor Square Multi-storey Monday - Sunday 8am to Midnight		
	April to November 2023	From November 2023
Up to 1 hour	£1.00	
Up to 2 hours	£2.50	£2.80
Up to 3 hours	£3.50	£3.70
Up to 4 hours	£4.50	£4.60
Up to 5 hours	£5.30	£5.50
Up to 6 hours	£6.80	-
Up to 7 hours	£7.30	-
Over 7 hours	£8.00	-
Up to 10 hours	-	£9.00
Over 10 hours	-	£11.00

West Park Road Multi-storey Monday - Sunday 8am to Midnight		
	April to November 2023	From November 2023
Up to 2 hours	£2.50	£2.80
Up to 3 hours	£3.50	£3.70
Up to 4 hours	£4.50	£4.60
Up to 5 hours	£5.00	£5.30
Over 5 hours	£6.00	-
Up to 10 hours	-	£7.00
Over 10 hours	-	£9.00
<b>Saturday 08:00 to Midnight, Sunday, Bank / Public Holidays 12:00 - 18:00</b>		
Up to 2 hours	£1.50	-
Up to 3 hours	£2.50	-
Over 3 hours	£4.00	-

## OFF STREET PARKING

<b>Marlands Multi-storey</b> Monday - Sunday 8am to Midnight		
	<b>April to November 2023</b>	<b>From November 2023</b>
Up to 1 hour	£1.00	£1.50
Up to 2 hours	£2.00	£2.80
Up to 3 hours	£2.80	£3.70
Up to 4 hours	£3.50	£4.60
Up to 5 hours	£4.00	£5.50
Up to 6 hours	£4.20	-
Up to 7 hours	£4.50	-
Over 7 hours	£5.00	-
Up to 10 hours	-	£7.00
Over 10 hours	-	£9.00

<b>Civic Centre Forecourt</b> Monday - Sunday 8am to Midnight		
	<b>April to November 2023</b>	<b>From November 2023</b>
Up to half hour	£0.60	£1.00
Up to 1 hour	£1.60	£2.00
Up to 2 hours	£3.00	£3.60
Up to 4 hours	-	£5.50

<b>Colonnade - 2 hours Limited Waiting (No Tariff)</b>		
	<b>April to November 2023</b>	<b>From November 2023</b>

<b>Cemetary Road - 4 hours Limited Waiting (No Tariff)</b>		
	<b>April to November 2023</b>	<b>From November 2023</b>

## OFF STREET PARKING

<b>Bevois Valley</b>		
	<b>April to November 2023</b>	<b>From November 2023</b>
Up to 1 hour	£0.70	£1.00
Up to 2 hours	£1.50	£2.00
Up to 3 hours	£2.00	£3.30
Up to 4 hours	£3.00	£4.50
Over 4 hours	£5.00	£8.30

<b>Mayflower Park</b> Sunrise to sunset		
	<b>April to November 2023</b>	<b>From November 2023</b>
2 hour	£1.00	£1.50

<b>Harbour Parade</b> Monday - Sunday 8am to Midnight		
	<b>April to November 2023</b>	<b>From November 2023</b>
Up to 1 hour	£1.10	-
Up to 2 hours	£2.00	£2.20
Up to 3 hours	£3.40	£3.60
Up to 4 hours	£4.30	£4.40
Up to 5 hours	£5.10	£5.20
Up to 6 hours	£6.40	-
Up to 7 hours	£7.00	-
Up to 10 hours	£7.50	£8.50
Over 10 hours	-	£10.50

<b>The Quays North</b> Monday - Sunday 08:00 - Midnight		
	<b>April to November 2023</b>	<b>From November 2023</b>
Up to 1 hour	£1.00	£1.00
Up to 2 hours	£2.50	£2.50
Up to 3 hours	£3.50	£3.50
Up to 4 hours	£4.50	£4.50

## OFF STREET PARKING

<b>The Quays South</b> Monday - Sunday 08:00 - Midnight		
	<b>April to November 2023</b>	<b>From November 2023</b>
Up to 1 hour	£1.00	£1.00
Up to 2 hours	£2.50	£2.50
Up to 3 hours	£3.50	£3.50
Up to 4 hours	£4.50	£4.50
Up to 5 hours	£5.30	£5.30
Up to 6 hours	£6.80	£6.80
UP to 7 hours	£7.30	£7.30
Over 7 hours	£8.00	£8.00

<b>Eastgate Multi-storey</b>		
	<b>April to November 2023</b>	<b>From November 2023</b>
Up to 1 hour	£1.00	£1.50
Up to 2 hours	£2.50	£2.80
Up to 3 hours	£3.50	£3.70
Up to 4 hours	£4.50	£4.60
Over 4 hours	£5.00	-
Up to 5 hours	-	£5.50
Up to 10 hours	-	£7.00
Over 10 hours	-	£9.00

<b>James Street</b> Monday - Sunday 8am to Midnight		
	<b>April to November 2023</b>	<b>From November 2023</b>
Up to 1 hour	£1.00	£1.20
Up to 2 hours	£1.40	£1.60
Up to 3 hours	£2.60	£2.80
Up to 4 hours	£4.20	£4.50
Over 4 hours	£5.50	-
Up to 10 hours	-	£6.00
Over 10 hours	-	£8.00

## ON STREET PARKING

A new charging structure was implemented in November 2023, increasing the chargeable time periods.

Ordnanace Road & Southampton St Monday to Sunday 8am to Midnight		
	April to November 2023	From November 2023
Up to 2 hours	£2.00	£2.20
Up to 4 hours	£4.00	£4.40
Over 4 hours	£6.00	-
Up to 10 hours	-	£8.30
Over 10 hours	-	£10.30
<b>Weekend</b>		
Up to 2 hours	£2.00	-
Up to 4 hours	£3.00	-
Over 4 hours	£5.00	-

Commercial Road & Wyndham Place Monday to Sunday 8am to Midnight		
	April to November 2023	From November 2023
Up to half hour	£0.60	£1.00
Up to 1 hour	£1.60	£2.00
Up to 2 hours	£3.00	£3.50
Up to 3 hours	-	£4.50
Up to 4 hours	-	£5.50

Oakbank Road Monday to Saturday 08:00 to 18:00		
	April to November 2023	From November 2023
Up to 2 hours	Free	Free
Up to 3 hours	£0.50	£0.50
Up to 4 hours	£1.00	£1.00
Up to 5 hours	£2.00	£2.00
Over 5 hours	£5.60	£5.60

Portsmouth Road		
	April to November 2023	From November 2023
Up to 2 hours	Free	Free
Up to 3 hours	£0.50	£0.50
Up to 4 hours	£1.00	£1.00
Up to 5 hours	£2.00	£2.00
Over 5 hours	£5.60	£5.60



**ON STREET PARKING**

<b>Northam Road, Trinity Road and Six Dials</b> Monday to Sunday 8am to Midnight		
	<b>April to November 2023</b>	<b>From November 2023</b>
Up to 1 hour	£1.00	£1.20
Up to 2 hours	£2.00	£2.20
Up to 3 hours	£2.50	£2.70
Up to 4 hours	£3.00	£3.20
Up to 5 hours	£3.20	£3.70
UP to 6 hours	£3.50	-
Up to 7 hours	£3.70	-
Over 7 hours	£4.20	-
Up to 10 hours	-	£6.00
Over 10 hours	-	£8.00

<b>Bond Street</b> Monday to Sunday 8am to Midnight		
	<b>April to November 2023</b>	<b>From November 2023</b>
<b>Monday - Friday 08:00 - 18:00</b>		
Up to 2 hours	£1.50	£2.50
Up to 4 hours	£2.50	£5.00
Over 4 hours	£3.50	-
Up to 10 hours	-	£6.00
Over 10 hours	-	£8.30
<b>Weekends</b>		
Up to 2 hours	£2.00	-
Up to 4 hours	£5.00	-
Over 4 hours	£6.00	-

**PARKING PERMITS**

Service	Charge for 2023/24	New Fees for 2024/25	% Increase for 2024/25
<b>Charges for resident and temporary residents' parking permits</b>			
<b>Zone number</b>	<b>First permit (12 months)</b>		
Zone 1-12	£30.00	£35.00	16.7%
Zone 13-14	Free	Free	Free
Zone 15-16	£30.00	£35.00	16.7%
Zone 17	£100.00	£100.00	0.0%
Zone 18	£60.00	£70.00	16.7%
Zone 20-22	£100.00	£100.00	0.0%
Zone 23	£60.00	£70.00	16.7%
Zone 26-27	£30.00	£35.00	16.7%
<b>Zone number</b>	<b>Second permit (12 Months)</b>		
Zone 1-12	£30.00	£35.00	16.7%
Zone 13-14	Free	Free	Free
Zone 15-16	£30.00	£35.00	16.7%
Zone 17	Not eligible	Not eligible	Not eligible
Zone 18	Not eligible	Not eligible	Not eligible
Zone 20-22	Not eligible	Not eligible	Not eligible
Zone 23	Not eligible	Not eligible	Not eligible
Zone 26-27	£30.00	£35.00	As per saving
<b>Zone number</b>	<b>Temporary permit</b>		
Zone 1-12	£15.00	£15.00	0.0%
Zone 13-14	Free	Free	Free
Zone 15-16	£15.00	£15.00	0.0%
Zone 17	£15.00	£15.00	0.0%
Zone 18	£15.00	£15.00	0.0%
Zone 20-22	£12.50	£12.50	0.0%
Zone 23	£15.00	£15.00	0.0%
Zone 26-27	£15.00	£15.00	0.0%
<b>Season Tickets</b>			
<b>Off Street Anytime Season Ticket for city centre residents</b>			
<b><u>Petrol / Diesel</u></b>			
6 months	£340.00	£340.00	0.0%
12 months	£650.00	£650.00	0.0%
<b><u>Electric</u></b>			
6 months	£34.00	£34.00	0.0%
12 months	£65.00	£65.00	0.0%
<b>On Street Weekend Season Ticket for city centre residents</b>			
<b><u>Petrol / Diesel</u></b>			
12 months	£300.00	£300.00	0.0%
<b><u>Electric</u></b>			
12 months	£30.00	£30.00	0.0%
<b>Anytime On Street Season Ticket for city centre residents</b>			
<b><u>Petrol / Diesel</u></b>			
6 months	£475.00	£475.00	0.0%
12 months	£900.00	£900.00	0.0%
<b><u>Electric</u></b>			
6 months	£47.50	£47.50	0.0%
12 months	£90.00	£90.00	0.0%
<b>Anytime Season Ticket for everyone</b>			
<b><u>Petrol / Diesel</u></b>			
3 months	£300.00	£300.00	0.0%
6 months	£575.00	£575.00	0.0%
12 months	£1,100.00	£1,100.00	0.0%
<b><u>Electric</u></b>			
3 months	£30.00	£30.00	0.0%
6 months	£57.50	£57.50	0.0%
12 months	£110.00	£110.00	0.0%

## PEST CONTROL

Service	Charge for 2023/24	New Fees for 2024/25	% Increase for 2024/25
<b>Rats, mice and squirrels</b>			
<b>Treatment</b>			
Standard three visits			
Residential charge	£233.24	To be confirmed	To be confirmed
Residential on benefits in receipt of Council Tax or Housing Benefits	£209.92	To be confirmed	To be confirmed
Commercial charge including privately rented and HMOs	£243.85	To be confirmed	To be confirmed
<b>Further additional visits booked within 21 days of the last visit</b>			
Residential charge	£77.75	To be confirmed	To be confirmed
Residential on benefits in receipt of Council Tax or Housing Benefits	£69.98	To be confirmed	To be confirmed
Commercial charge including privately rented and HMOs	£81.28	To be confirmed	To be confirmed
<b>Pest survey and report</b>			
<b>Treatment</b>			
Commercial charge including privately rented and HMOs	£86.25	To be confirmed	To be confirmed
<b>Bedbugs</b>			
<b>Treatment</b>			
Residential charge	£541.53	To be confirmed	To be confirmed
Residents on benefits in receipts of Council Tax or Housing Benefit	£487.38	To be confirmed	To be confirmed
Commercial charge including privately rented and HMOs	£566.15	To be confirmed	To be confirmed
10% discounted rate for landlords of licensed HMO's	£526.77	To be confirmed	To be confirmed
<b>3-4 bedroom dwelling</b>			
Residential charge	£559.85	To be confirmed	To be confirmed
Residents on benefits in receipts of Council Tax or Housing Benefit	£503.87	To be confirmed	To be confirmed
Commercial charge including privately rented and HMOs	£585.30	To be confirmed	To be confirmed
10% discounted rate for landlords of licensed HMO's	£526.77	To be confirmed	To be confirmed
<b>5-6 bedroom dwelling</b>			
Residential charge	£577.06	To be confirmed	To be confirmed
Residents on benefits in receipts of Council Tax or Housing Benefit	£519.35	To be confirmed	To be confirmed

## PEST CONTROL

Service	Charge for 2023/24	New Fees for 2024/25	% Increase for 2024/25
Commercial charge including privately rented and HMOs	£603.29	To be confirmed	To be confirmed
10% discounted rate for landlords of licensed HMO's	£542.96	To be confirmed	To be confirmed
<b>Wasps</b>			
<b>Treatment</b>			
Treatment:			
Residential charge	£127.49	To be confirmed	To be confirmed
Residential charge in receipt of Council Tax or Housing Benefits	£114.74	To be confirmed	To be confirmed
Commercial charge	£133.29	To be confirmed	To be confirmed
<b>Removal of inactive nest (at service discretion):</b>			
Residential charge	£82.50	To be confirmed	To be confirmed
Residential charge in receipt of Council Tax or Housing Benefits	£74.25	To be confirmed	To be confirmed
Commercial charge	£86.25	To be confirmed	To be confirmed
<b>Fleas and carpet beetles</b>			
<b>Treatment</b>			
1-3 bedroom:			
Residential charge	£84.37	To be confirmed	To be confirmed
Residential on benefits in receipt of Council Tax or Housing Benefits	£75.93	To be confirmed	To be confirmed
Commercial charge including privately rented and HMOs (includes premises to equivalent size of an average 3 bedroom house)	£88.21 (includes premises to equivalent size of an average two bedroom house)	To be confirmed	To be confirmed
10% discounted rate for landlords of licensed HMOs	£79.39	To be confirmed	To be confirmed
3-4bedroom:	£89.82	To be confirmed	To be confirmed
Residential on benefits in receipt of Council Tax or Housing Benefits	£80.84	To be confirmed	To be confirmed

## PEST CONTROL

Service	Charge for 2023/24	New Fees for 2024/25	% Increase for 2024/25
Commercial charge including privately rented and HMOs (includes premises to equivalent size of an average 3 bedroom house)	£93.90 (includes premises to equivalent size of an average four bedroom house)	To be confirmed	To be confirmed
10% discounted rate for landlords of licensed HMOs	£84.51	To be confirmed	To be confirmed
4-6 bedroom: Residential charge	POA	POA	
Residential on benefits in receipt of Council Tax or Housing Benefits	POA	POA	
Commercial charge including privately rented and HMOs (includes premises to equivalent size of an average 6 bedroom house)	POA	POA	
10% discounted rate for landlords of licensed HMOs	POA	POA	
Properties over 6 bedrooms	Assessed on quotation basis	Assessed on quotation basis	
Follow-up treatment (offered subject to advice from Pest Control Team. Must be requested within 21 days last treatment):			
Residential charge	Half charge of first treatment	Half charge of first treatment	
Residential on benefits in receipt of Council Tax or Housing Benefits	Half charge of first treatment	Half charge of first treatment	
Commercial charge including privately rented and HMOs	Half charge of first treatment	Half charge of first treatment	
<b>Other pests including cockroaches</b>			
<b>Treatment</b>			
Treatment charge for a standard 3 visits. Please note additional visits will be required for heavier infestation. Operatives will advise customer during treatment process			
Residential charge	£347.74	To be confirmed	To be confirmed
Residential on benefits in receipt of Council Tax or Housing Benefits	£312.97	To be confirmed	To be confirmed
Commercial charge including privately rented and HMOs	£363.55	To be confirmed	To be confirmed

## PEST CONTROL

<b>Service</b>	<b>Charge for 2023/24</b>	<b>New Fees for 2024/25</b>	<b>% Increase for 2024/25</b>
10% discounted rate for landlords of licensed HMOs	£327.20	To be confirmed	To be confirmed
Additional visits as required for Heavy infestations. Must be booked within 21 days of last treatment date to qualify for individual visit price			
Residential charge	£115.92	To be confirmed	To be confirmed
Residential on benefits in receipt of Council Tax or Housing Benefits	£104.33	To be confirmed	To be confirmed
Commercial charge including privately rented and HMOs	£121.19	To be confirmed	To be confirmed
1. All the above charges include a £50.00 visit charge. If the customer misses an appointment or they no longer require a treatment after a visit has been made, the service reserves the right to levy the visit charge			
2. The above domestic charges are for payments in advance of treatment. If a domestic customer wishes to pay after the treatment is complete or requires an invoice then an additional 10% charge will be levied			
3. Acceptable payment methods: Payment in advance via credit card or debit card. This service does not accept cash.			
4. Premiums (outside normal office hours, subject to staffing availability)			
- Weekdays (between 5pm and 8am) – Total cost plus 50%			
- Saturdays – Total cost plus 50%			
- Sundays – Total cost plus 100%			
<b>Hygiene and disinfection service</b>			
First Hour - plus materials and disposal	£187.50	To be confirmed	To be confirmed
Thereafter per operative per hour - plus materials and disposal	£93.75	To be confirmed	To be confirmed

PLANNING ARCHAEOLOGY

Service	Full charge, including production of a Brief - 2023/24	Charge where no Brief supplied - 2023/24	Full charge, including production of a Brief - 2024/25	Charge where no Brief supplied - 2024/25	% Increase for 2024/25
<b>Written Brief for desk-based assessment</b> Archaeological work relating to the planning process Preparation of written briefs, monitoring of archaeological work, and validation of documents  All charges for briefs include validation of WSI, a single monitoring visit (or off-site monitoring via photos/email for watching briefs) and signing off the report. (No charges will be levied for work resulting from householder applications.)	£78.00		£83.23		6.7%
<b><u>Central Southampton and Bitterne Manor - Local Areas or Archaeologically Potential 8 (all) and 11 (east of Itchen)</u></b>					
<b>Evaluation &amp; geophysical surveys:</b>					
Site area <0.1ha	£237.60	£198.00	£253.52	£211.27	6.7%
Site area 0.1 - 0.5ha	£316.80	£277.20	£338.03	£295.77	6.7%
Site area >0.5ha	£475.20	£435.60	£507.04	£464.79	6.7%
<b>Excavations and/or mitigation (geo-archaeological work &amp; watching briefs):</b>					
Site area <0.1ha	£396.00	£356.40	£422.53	£380.28	6.7%
Site area 0.1 - 0.5ha	£792.00	£712.80	£845.06	£760.56	6.7%
Site area >0.5ha	£1,108.80	£950.40	£1,183.09	£1,014.08	6.7%
<b>Watching briefs (standalone):</b>					
All sites	£237.60	£198.00	£253.52	£211.27	6.7%
<b>Building recording</b>					
Single building	£277.20	£237.60	£295.77	£253.52	6.7%
Multiple or complex buildings	£475.20	£435.60	£507.04	£464.79	6.7%
<b>Additional monitoring visits</b> (charge per visit; usually weekly visits for evaluation, excavation and building recording projects and single visits for archaeological watching briefs) (including off-site monitoring via photos and email for watching briefs)	£152.40	£152.40	£162.61	£162.61	6.7%
<b>Monitoring post-excavation analysis</b> (per meeting, or approval of assessment report)	£152.40	£152.40	£162.61	£162.61	6.7%
<b>Validating reports for publication</b>	By negotiation				
<b><u>Other areas of Southampton</u></b>					
<b>Evaluations &amp; geophysical surveys</b>					
Site area <0.3ha	£237.60	£198.00	£253.52	£211.27	6.7%
Site area 0.3 - 1ha	£316.80	£277.20	£338.03	£295.77	6.7%
Site area >1ha	£475.20	£435.60	£507.04	£464.79	6.7%
<b>Excavations and/or mitigation (geo-archaeological work &amp; watching briefs)</b>					
Site area <0.3ha	£396.00	£356.40	£422.53	£380.28	6.7%
Site area 0.3 - 1ha	£792.00	£712.80	£845.06	£760.56	6.7%
Site area > 1ha	£1,108.80	£950.40	£1,183.09	£1,014.08	6.7%
<b>Watching briefs (standalone)</b>					
All sites	£237.60	£198.00	£253.52	£211.27	6.7%
<b>Building recording</b>					
Single building	£277.20	£237.60	£295.77	£253.52	6.7%
Multiple or complex buildings	£475.20	£435.60	£507.04	£464.79	6.7%
<b>Additional monitoring visits</b> (charge per visit; usually weekly visits for evaluation, excavation and building recording projects and single visits for archaeological working briefs) (including off-site monitoring via photos and email for watching briefs)	£152.40	£152.40	£162.61	£162.61	6.7%
<b>Monitoring post-excavation analysis (per meeting, or approval of assessment report)</b>	£152.40	£152.40	£162.61	£162.61	6.7%
<b>Validating reports for publication</b>	By negotiation	By negotiation			
<b>Monitoring and report approval</b> - where a written brief and/or WSI was already in place when charges were introduced. (This charge will apply in most cases but will not be levied for smaller sites if the contractor cannot pass on the charge to the developer.)	75% of full fee for Brief/WSI package	75% of full fee for Brief/WSI package			
<b>Report approval</b> - where a brief and/or WSI was already in place and fieldwork completed when charges were introduced. (This charge will apply in most cases but will not be levied for smaller sites if the contractor cannot pass on the charge to the developer.)	50% of full fee for Brief/WSI package	50% of full fee for Brief/WSI package			

PLANNING ARCHAEOLOGY

Service	Full charge, including production of a Brief - 2023/24	Charge where no Brief supplied - 2023/24	Full charge, including production of a Brief - 2024/25	Charge where no Brief supplied - 2024/25	% Increase for 2024/25
<p><b><u>Archaeological work relating to utilities and other projects outside the planning system</u></b>            Preparation of written briefs, monitoring of archaeological work, and validation of documents            Charges will apply on a case-by-case basis depending on the location, size and extent of the project. (We also offer a consultancy service to utility companies and statutory agencies. See HER User Guidelines and Charges sheet for details of this.)</p> <p><b>Fast track service</b> (Briefs and WSI approval) (Please check whether this service is available)</p> <p><b>Rechecking of poorly written or highly inaccurate WSIs, DBAs and reports</b> (Additional charge for approval)  <b>Unsolicited reports (Archaeological work that takes place without Planning Archaeologist being consulted and with no approved WSI in place)</b></p> <p>The charges for preparation of briefs include validation of a written scheme of investigation or proposal from a single contractor. Validation of proposals from more than one contractor will be subject to an additional charge.</p> <p>Briefs are valid for work starting within six months of the date of the brief. If there has been no material change a brief can be reissued for a further six-month period. This will be charged at 15% of the original charge for the brief.</p>	<p>By negotiation</p> <p>Additional 50% on top of above fees            £66 per hour</p> <p>£720.00</p>	<p>By negotiation</p> <p>Additional 50% on top of above fees            £66 per hour</p>	<p>£768.24</p>		<p>6.7%</p>



**PORT HEALTH**

Service	Charge for 2023/24	New Fees for 2024/25	% Increase for 2024/25	Notes
<b>CONSIGNMENTS OF ANIMAL ORIGIN OTHER THAN NEW ZEALAND</b>				
Minimum charge 0-6 tonnes	£57.84	£61.72	6.7%	
7-46 tonnes	£9.64	£10.29	6.7%	
Maximum charge 46 tonnes +	£443.44	£473.15	6.7%	
<b>CONSIGNMENTS OF ANIMAL ORIGIN FROM NEW ZEALAND</b>				
Minimum charge 0-6 tonnes	£44.76	£47.76	6.7%	
7-46 tonnes	£7.46	£7.96	6.7%	
<b>Maximum charge 46 tonnes +</b>	<b>£343.16</b>	<b>£366.15</b>	<b>6.7%</b>	
<b>LATE PRE-NOTIFICATION CHARGE</b>				
Applicable to CHED P's, CHED D's, PDD's and Organic certification received.	£64.50	£69.00	7.0%	
<b>HIGH RISK FOOD/FEED PRODUCTS UNDER REGULATION 2019/1793</b>				
Documentary check (per CHED-D)	£68.00	£73.00	7.4%	
Full turn out fee	£304.50	£325.00	6.7%	
Part turn out fee	£138.50	£148.00	6.9%	
<b>ORGANIC CERTIFICATION</b>				
Charge per consignment/certificate to authorise t	47.25	£50.00	5.8%	
National Rate Movement Control Order	132	£141.00	6.8%	
<b>NON MANIPULATION CERTIFICATES</b>				
Charge per consignment to issue a non-manipula	76	£81.00	6.6%	
<b>IUU CERTIFICATES VERIFICATION FOR USA, CANADA &amp; NE</b>				
Up to 5 certificates per consignment (CVED/CHE	33.5	£36.00	7.5%	
Up to 10 certificates per consignment (CVED/CH	48	£51.00	6.3%	
Up to 20 certificates per consignment (CVED/CH	62	£66.00	6.5%	
Over 20 certificates per consignment (CVED/CHE	75.5	£81.00	7.3%	
<b>IUU CERTICATES VERIFICATION FOR OTHER COUNTRIES</b>				
Up to 5 cer tificates per consignment (CVED/CHE	53.5	£57.00	6.5%	
Up to 10 cer tificates per consignment (CVED/CH	82	£87.00	6.1%	
Up to 20 cer tificates per consignment (CVED/CH	93.5	£100.00	7.0%	
Over 20 certificates per consignment (CVED/CHE	107	£114.00	6.5%	
<b>CHINESE PLASTICS PER PDD</b>				
Chinese kitchenware under Commission Regulation (EU) No. 284/2011. This charge will be in addition to the Analytical sampling cost.				
Number of Analytical Certificates Charge				
1 to 5	£68.00	£73.00	7.4%	
6 to10	£73.50	£78.00	6.1%	
11 to 20	£102.00	£109.00	6.9%	
21+	£127.00	£136.00	7.1%	

**PORT HEALTH**

<b>Service</b>	<b>Charge for 2023/24</b>	<b>New Fees for 2024/25</b>	<b>% Increase for 2024/25</b>	<b>Notes</b>
<b>ISSUE OF A SHIP SANITATION CERTIFICATE AS PER THE PUBLIC HEALTH (SHIPS) REGULATIONS 1979</b>				
Ships up to 1,000 gross tonnes	£125.00	£135.00	8.0%	Charges set by APHA
Ships from 1,001 to 3,000 gross tonnes	£170.00	£185.00	8.8%	Charges set by APHA
Ships from 3,001 – 10,000 gross tonnes	£250.00	£270.00	8.0%	Charges set by APHA
Ships from 10,001 – 20,000 gross tonnes	£325.00	£355.00	9.2%	Charges set by APHA
Ships from 20,001 – 30,000 gross tonnes	£415.00	£450.00	8.4%	Charges set by APHA
Ships over 30,000 gross tonnes (see exception below)	£480.00	£520.00	8.3%	Charges set by APHA
Ships with the capacity to carry between 50 – 1,000 persons	£480.00	£520.00	8.3%	Charges set by APHA
Ships with the capacity to carry over 1,000 persons	£820.00	£890.00	8.5%	Charges set by APHA
Issue of ship sanitation extension	£95.00	£105.00	10.5%	Charges set by APHA
Follow up visit	£70.00	£75.00	7.1%	
<b>SHIPS' POTABLE WATER SAMPLING CHARGES</b>				
Bacteriological Analysis	£132.00	£141.00	6.8%	
Legionella Analysis	£154.00	£164.00	6.5%	
Chemical Analysis	POA	POA	POA	
Courier Water Sample Collection Charge	£50.00	£53.00	6.0%	
<b>DISPOSAL COSTS</b>				
(Charges for the disposal by Southampton Port Health of illegal imported food from third countries)				
Up to 10kgs	£102.00	£109.00	6.9%	
10 – 19 kgs	£114.50	£122.00	6.6%	
20 – 29 kgs	£127.00	£136.00	7.1%	
30 – 39 kgs	£139.00	£148.00	6.5%	
40 – 50 kgs	£149.00	£159.00	6.7%	
51 – 100 kgs	£209.00	£223.00	6.7%	
<b>NON –COMPLIANT CONSIGMENTS</b>				
Applies to Products of Animal Origin, High Risk Food & Feed products, Japanese Food & Feed, & Chinese and Hong Kong Plastic Kitchenware Consignments.	£132.00	£141.00	6.8%	
Supervision of the De-vanning of Containers.	£304.50	£325.00	6.7%	
<b>REFUND OF PHILIS PRE-PAYMENT ACCOUNT BALANCE</b>				
Administration Charge	£30.50	£33.00	8.2%	
<b>PORT HEALTH STAFF - HOURLY RATE</b>				
Manager	£80.58	£85.98	6.7%	
OV/Port Health Officer/Import Control Assistant.	£50.88	£54.29	6.7%	

## REGISTRATION SERVICES

Service	Charge for 2023/24	Charge for 2024/25	New Fees for 2025/26	% Increase for 2025/26
<b>Attendance at Marriage / Civil Partnership / Conversion Ceremonies at Westgate Hall</b>				
Monday – Thursday	£403.00	£446.00	£446.00	0.0%
Friday	£503.00	£556.00	£556.00	0.0%
Saturday	£625.00	£666.00	£666.00	0.0%
Sunday & Bank Holiday	£725.00	£793.00	£793.00	0.0%
(2 certificates at statutory fee is charged in addition)				
<b>Attendance at Marriage / Civil Partnership /</b>				
Monday – Thursday	£388.00	£429.00	£429.00	0.0%
Friday	£478.00	£528.00	£528.00	0.0%
Saturday	£543.00	£600.00	£600.00	0.0%
Sunday & Bank Holiday	£593.00	£655.00	£655.00	0.0%
(2 certificates at statutory fee is charged in addition)				
<b>Attendance at Marriage / Civil Partnership /</b>				
Monday – Thursday	£246.00	£273.00	£273.00	0.0%
Friday	£336.00	£372.00	£372.00	0.0%
Saturday	£386.00	£427.00	£427.00	0.0%
Sunday & Bank Holiday	£516.00	£570.00	£570.00	0.0%
(2 certificates at statutory fee is charged in addition)				
<b>Attendance at Marriage / Civil Partnership /</b>				
Monday – Thursday	£178.00	£198.00	£208.00	5.1%
Friday	£208.00	£231.00	£242.00	4.8%
Saturday	£228.00	£253.00	£263.00	4.0%
Sunday & Bank Holiday	N/A	N/A		
(2 certificates at statutory fee is charged in addition)				
<b>Attendance at Marriage/Civil Partnership/Conversion Ceremonies at Civic</b>				
Monday – Thursday	£423.00	£468.00	£468.00	0.0%
Friday	£553.00	£611.00	£611.00	0.0%
Saturday	£653.00	£721.00	£721.00	0.0%
Sunday & Bank Holiday	£753.00	£831.00	£831.00	0.0%
(2 certificates at statutory fee is charged in addition)				
<b>Micro ceremonies</b>				
Westgate Hall Micro ceremony Mon-Thurs (Seasonal-offered up last minute to fill gaps in diary) 4 guests only inc witnesses – set ceremony with no enhancements) (2 certificates at statutory fee is charged in addition)	£128.00	£128.00	£128.00	0.0%

## REGISTRATION SERVICES

Service	Charge for 2023/24	Charge for 2024/25	New Fees for 2025/26	% Increase for 2025/26
Westgate Hall Micro ceremony Friday (Seasonal- offered up last minute to fill gaps in diary) 4 guests only inc witnesses – set ceremony with no enhancements) (2 certificates at statutory fee is charged in addition)	£128.00	£153.00	£153.00	19.5%
Westgate Hall Micro ceremony Saturday (Seasonal- offered up last minute to fill gaps in diary) 4 guests only inc witnesses – set ceremony with no enhancements) (2 certificates at statutory fee is charged in addition)	£128.00	£178.00	£178.00	39.1%
Golden Jubilee Room Micro ceremony Mon-Thurs (Seasonal- offered up last minute to fill gaps in diary) 25 guests only inc witnesses – set ceremony with no enhancements)	£198.00	£228.00	£228.00	15.2%
Golden Jubilee Room Micro ceremony Friday (Seasonal- offered up last minute to fill gaps in diary) 25 guests only inc witnesses – set ceremony with no enhancements) (2 certificates at statutory fee is charged in addition)	£228.00	£263.00	£263.00	15.4%
Golden Jubilee Room Micro ceremony Sat (Seasonal- offered up last minute to fill gaps in diary) 25 guests only inc witnesses – set ceremony with no enhancements) (2 certificates at statutory fee is charged in addition)	£248.00	£282.00	£282.00	13.7%
<b>Statutory Office</b>				
This room is limited to the couple and two adult witnesses only. This is a small working office and is designed for couples who wish to complete the legal paperwork only. There is no room for additional guests and no music or photographs are permitted.(2 certificates at statutory fee is charged in addition)	£46.00	£46.00	£46.00	0.0%
<b>Registrar to attend a religious building</b>				
Church/religious premises (2	£86.00	£86.00	£86.00	0.0%
<b>Misc</b>				
Evening Fee to be added to all basic ceremony fees for ceremonies at 17.00hrs – 22.00hrs	£150.00	£150.00	£150.00	0.0%
Advance meeting for personalisation of ceremonies (30 minutes)	£40.00	£40.00	£40.00	0.0%
Advance meeting for personalisation of ceremony (60 minutes)	£70.00	£70.00	£70.00	0.0%

## REGISTRATION SERVICES

Service	Charge for 2023/24	Charge for 2024/25	New Fees for 2025/26	% Increase for 2025/26
Commemorative Certificates (all services)inc VAT	£5.00	£5.00	£5.00	0.0%
Premium Notice Supplement (per individual / non-refundable)	£10.00	£10.00	£10.00	0.0%
Follow up Notice Appointment for additional documents (per person) or Non Attendance	£35.00	£35.00	£35.00	0.0%
Fee for licensing of Approved Premises for marriages or civil partnerships	£1,500.00	£1,500.00	£1,500.00	0.0%
No restriction on number of rooms	£1,500.00	£1,500.00	£1,500.00	0.0%
Amendment to licence (Name of building or responsible person	£40.00	£40.00	£40.00	0.0%
<b>Celebratory Services:</b>				
<b>Naming ceremonies (one child), Renewal of wedding vows, Commitment ceremonies</b>				
<b>Westgate Hall</b>				
Monday to Thursday	£425.00	£468.00	£471.00	0.6%
Friday	£525.00	£578.00	£581.00	0.5%
Saturday	£625.00	£688.00	£691.00	0.4%
Sunday & Bank Holidays	£725.00	£798.00	£801.00	0.4%
<b>Golden Jubilee Room/ Bugle Street</b>				
Monday to Thursday	£268.00	£295.00	£298.00	1.0%
Friday	£358.00	£394.00	£397.00	0.8%
Saturday	£408.00	£449.00	£452.00	0.7%
Sunday & Bank Holidays	£538.00	£592.00	£595.00	0.5%
<b>External approved premises</b>				
Monday to Thursday	£410.00	£451.00	£454.00	0.7%
Friday	£500.00	£550.00	£553.00	0.5%
Saturday	£565.00	£622.00	£625.00	0.5%
Sunday & Bank Holidays	£615.00	£677.00	£680.00	0.4%
<b>Civic Centre Mayor's Parlour/Mayor's</b>				
Monday to Thursday	£445.00	£490.00	£493.00	0.6%
Friday	£575.00	£633.00	£636.00	0.5%
Saturday	£675.00	£743.00	£746.00	0.4%
Sunday & Bank Holidays	£775.00	£853.00	£856.00	0.4%
Each Additional Child (Naming Ceremony) inc	£40.00	£40.00	£40.00	0.0%
Premises Risk Assessment Inspection for Non-Statutory Ceremonies (all ceremonies) inc vat	£200.00	£200.00	£200.00	0.0%
PD2 Form (passport change of name form prior to marriage)	£15.00	£15.00	£15.00	0.0%
Confetti inc vat	£1.00	£1.00	£1.00	0.0%
<b>Provisional bookings</b>				
A non-refundable provisional booking fee is chargeable in addition to the fee for the ceremony. This fee applies to all ceremonies: Marriage, Civil Partnership and Celebratory Ceremonies (Naming, Renewal of Vows, and Commitment).	£70.00	£70.00	£73.00	4.3%
Provisional Booking Amendment Fee	£35.00	£35.00	£35.00	0.0%
Ceremony Cancellation Fee & Policy	Full	Full	Full	NA

## REGISTRATION SERVICES

Service	Charge for 2023/24	Charge for 2024/25	New Fees for 2025/26	% Increase for 2025/26
3 calendar months written notice	50% refund	50% refund	50% refund	NA
2-3 calendar months written notice	No refund	No refund	No refund	NA
Less than 1 calendar month written notice (or	No refund	No refund	No refund	NA
Late Cancellation (less than 7 days) / Non	No refund	No refund	No refund	NA
<b>Non-Standard group citizenship ceremonies</b>				
During office hours (Monday to Friday)	£99.00	£110.00	£120.00	9.1%
Saturday	£150.00	£150.00	£150.00	0.0%
Cancellation/Non-attendance fee – in the event of a cancellation or non-attendance 50% of the fee paid in advance for the service will be retained provided 7 days notice is given	50% of fee paid – less £35 admin fee	50% of fee paid – less £35 admin fee	50% of fee paid – less £35 admin fee	NA
Late Cancellation(less than 7 days) /Non	No refund	No refund	No refund	NA
Rescheduling of a Group or Private Ceremony	£35.00	£35.00	£35.00	0.0%
Commemorative Medals inc vat	£20.00	£20.00	£20.00	0.0%
<b>Certificates</b>				
Commemorative marriage/civil partnership certificate	£5.00	£5.00	£5.00	0.0%
Extended Certificate Searches 5-10 years	£10.00	£10.00	£10.00	0.0%
<b>Postage &amp; Handling Fee for bulk</b>				
- UK	£3.00	£3.00	£3.00	0.0%
- Abroad(track and trace)	£8.00	£8.00	£8.00	0.0%
<b>Scanning of certificates before postage</b>				
Scanning of certificates before postage	£5.00	£5.00	£5.00	0.0%
<b>Ceremonies Brochure + vat</b>				
<b>Advertising in two-year printed brochure –</b>				
- Full page advertorial or advert	£1,300.00	£1,300.00	£1,300.00	0.0%
- Half page landscape	£800.00	£800.00	£800.00	0.0%
- Quarter page portrait	£450.00	£450.00	£450.00	0.0%
- Eighth page landscape	£250.00	£250.00	£250.00	0.0%
<b>Webpage advertising per 6 months + vat</b>				
Basic – 1 photo/link to website/contact details	£60.00	£60.00	£60.00	0.0%
Standard -5 photos /link to website/contact details and 150 characters (VTS to confirm)	£80.00	£80.00	£80.00	0.0%

**ROOM HIRE - LIBRARIES**

<b>Service</b>	<b>Charge for 2023/24</b>	<b>New Fees for 2024/25</b>	<b>% Increase for 2024/25</b>
<b>Room hire</b>			
<b>Space</b>			
Meeting room hire (ad hoc basis) per hour	£15.00	£18.00	20.0%
Meeting room hire (ad hoc basis) per half day	£45.00	£50.00	11.1%
Meeting room hire (ad hoc basis) per day	£90.00	£100.00	11.1%
Meeting room hire (regular bookings) per hour	£12.00	£14.00	16.7%
Meeting room hire (regular bookings) per half day	£36.00	£40.00	11.1%
Meeting room hire (regular bookings) per day	£72.00	£80.00	11.1%
Learning Centre hire per hour	£30.00	£30.00	0.0%
Learning Centre hire per half day	£90.00	£90.00	0.0%
Learning Centre hire per day	£150.00	£150.00	0.0%
Reading nook Central Library per hour	£0.00	£5.00	New charge
Out of hours meeting room hire per hour (on application only)	£25.00 - £30.00	£25.00 - £30.00	0.0%
Meeting Room/ Library Hire Regular Bookings of 3 months -12 months - per hour	£12.00	£14.00	16.7%
Meeting Room/ Library Hire Regular Bookings of 3 months -12 months - per half day	£36.00	£40.00	11.1%
Meeting Room/ Library Hire Regular Bookings of 3 months -12 months - per day	£72.00	£80.00	11.1%

**SECTION 106 MONITORING CHARGES**

<b>Service</b>	<b>Charge for 2023/24</b>	<b>New Fees for 2024/25</b>	<b>% Increase for 2024/25</b>
Dev Mgt S106 Monitoring Charge	£289 per head of terms	£321	11.0%
Dev Mgt S106 Discharge of Obligation	£116	£145	25.0%



## STREET NAMING AND NUMBERING

Activity	Charge for 2023/24	New Fees for 2024/25	% Increase for 2024/25
New development of 2 - 5 plots	£200.00	£213.00	6.5%
New development/phases of 6 - 20 plots	£200.00 + £10.00 per property	£213 + £11.00 per property	6.7%
New development/phases of 21 - 100 plots	£400.00 + £5.00 per property	£427.00 +£6.00 per property	6.9%
New development/phases of 100+ plots	£950.00	£1,014.00	6.7%
Naming of a new block of flats/building	£200.00 + £10.00 per property	£213 + £11.00 per property	6.7%
New postal address for an individual property, annexe or change/addition of a house name	£100.00	£107.00	7.0%
Change to new addresses due to the development changing after the schedule has been issued	£15.00	£16.00	6.7%
Research archive for address history	£100.00	£107.00	6.5%
Renaming of an existing street	£200.00 + £5.00 per property	£213.00 +£6.00 per property	6.8%

## Telecare Service

<b>Service</b>	<b>Charge for 2023/24</b>	<b>New Fees for 2024/25</b>	<b>% Increase for 2024/25</b>
Installation (one-off)	£25.00	£26.00	4.0%
Ongoing provision of service (per week)	£3.85	£4.25	10.4%
Optional response service (per week)	£1.65	£2.00	21.2%

**VALUATIONS AND ESTATES**

<b>Service</b>	<b>Charge for 2023/24</b>	<b>New Fees for 2024/25</b>	<b>% Increase for 2024/25</b>
<b>Council Estate Shops</b>			
Assignments	£350.00	To be confirmed	To be confirmed
New Lettings – suggested fee if sought (fees will not ordinarily be sought on open market lettings)	£350.00	To be confirmed	To be confirmed
Lease Variations	£250.00	To be confirmed	To be confirmed
Lease Restructures	N/A	To be confirmed	To be confirmed
Ground Landlord Consents	£250.00	To be confirmed	To be confirmed
Freehold Sales (fees will not ordinarily be sought on open market sales)	N/A	To be confirmed	To be confirmed
<b>Commercial Rd &amp; Queensway Shops</b>			
Assignments	£350.00	To be confirmed	To be confirmed
New Lettings – suggested fee if sought (fees will not ordinarily be sought on open market lettings)	£350.00	To be confirmed	To be confirmed
Lease Variations	£350.00	To be confirmed	To be confirmed
Lease Restructures	N/A	To be confirmed	To be confirmed
Ground Landlord Consents	£300.00	To be confirmed	To be confirmed
Freehold Sales (fees will not ordinarily be sought on open market sales)	N/A	To be confirmed	To be confirmed
<b>Other City Centre Areas</b>			
Assignments	£600.00	To be confirmed	To be confirmed
New Lettings – suggested fee if sought (fees will not ordinarily be sought on open market lettings)	£600.00	To be confirmed	To be confirmed
Lease Variations	£500.00	To be confirmed	To be confirmed
Lease Restructures	£1,200.00	To be confirmed	To be confirmed
Ground Landlord Consents	£600.00	To be confirmed	To be confirmed
Freehold Sales (fees will not ordinarily be sought on open market sales)	As agreed on case by case basis	To be confirmed	To be confirmed
<b>Industrial Premises</b>			
Assignments	£600.00	To be confirmed	To be confirmed
New Lettings – suggested fee if sought (fees will not ordinarily be sought on open market lettings)	£600.00	To be confirmed	To be confirmed
Lease Variations	£500.00	To be confirmed	To be confirmed
Lease Restructures	£1,200.00	To be confirmed	To be confirmed
Ground Landlord Consents	£600.00	To be confirmed	To be confirmed
Freehold Sales (fees will not ordinarily be sought on open market sales)	As agreed on case by case basis	To be confirmed	To be confirmed
<b>Charities &amp; Social Groups</b>			
Assignments	£100.00	To be confirmed	To be confirmed
New Lettings – suggested fee if sought (fees will not ordinarily be sought on open market lettings)	£100.00	To be confirmed	To be confirmed
Lease Variations	N/A	To be confirmed	To be confirmed
Ground Landlord Consents	£75.00	To be confirmed	To be confirmed
<b>Householders</b>			
Ground Landlord Consents	£75.00	To be confirmed	To be confirmed
Freehold Sales (fees will not ordinarily be sought on open market sales)	N/A	To be confirmed	To be confirmed
“Garden Land” Sales	£400 plus £100 admin fee	To be confirmed	To be confirmed
Freehold Reversions (Houses)	£400	To be confirmed	To be confirmed
Lease Extensions of Flats	£450	To be confirmed	To be confirmed
Variation of Restrictive Covenants (Houses)	Sold under RTB - £300	To be confirmed	To be confirmed
Variation of Restrictive Covenants (Houses)	Not sold under RTB - £800	To be confirmed	To be confirmed

**WASTE SERVICES**

Service	Charge for 2023/24	New Fees for 2024/25	% Increase for 2024/25	Notes
<b>Commercial Waste</b>				
<b>Charges for containers on new developments</b>				
Glass box	£12.00	Please see note	Please see note	Actual prices are variable throughout the year. Charged at cost plus 10%
140 litre bin	£35.00	Please see note	Please see note	
240 litre bin	£47.00	Please see note	Please see note	
360 litre bin	£70.00	Please see note	Please see note	
660/1100 litre container	£285.00	Please see note	Please see note	
Replacing lost or stolen general waste (green lidded) bin - to cover cost of admin & delivery				
140 litre bin	£30.00	£33.00	10.0%	
240 litre bin	£40.00	£43.00	7.5%	
360 litre bin	£50.00	£54.00	8.0%	
<b>Garden waste collection subscription - Online discounted rate (before 1 April 2024)</b>				
Sacks (qualifying properties only)	£52.80	£61.00	15.5%	
140-litre bin (small, for customers who already have 140-litre bin only)	£47.30	£55.00	16.3%	
240-litre bin (standard)	£50.00	£58.00	16.0%	
360-litre bin (large, for customers who already have 360-litre bin only)	£72.00	£83.00	15.3%	
<b>Garden waste collection subscription - Direct Debit discounted rate (before 26 February 2024 - for new customers)</b>				
Sacks (qualifying properties only)	£52.80	£61.00	15.5%	
140-litre bin (small, for customers who already have 140-litre bin only)	£47.30	£55.00	16.3%	
240-litre bin (standard)	£50.00	£58.00	16.0%	
360-litre bin (large, for customers who already have 360-litre bin only)	£72.00	£83.00	15.3%	
<b>Garden waste collection subscription - Standard rate (from 1 April 2024)</b>				
Sacks (qualifying properties only)	£57.80	£66.00	14.2%	
140-litre bin (small, for customers who already have 140-litre bin only)	£52.30	£60.00	14.7%	
240-litre bin (standard)	£55.00	£63.00	14.5%	
360-litre bin (large, for customers who already have 360-litre bin only)	£77.00	£88.00	14.3%	
<b>Garden waste collection subscription - 1/2 year Subscription (from 1 October 2024 to 31 March 2025.)</b>				
Sacks (qualifying properties only)	£28.90	£53.00	83.4%	
140-litre bin (small, for customers who already have 140-litre bin only)	£26.15	£50.00	91.2%	
240-litre bin (standard)	£27.50	£51.50	87.3%	
360-litre bin (large, for customers who already have 360-litre bin only)	£38.50	£64.00	66.2%	
<b>Bulky Waste Collections (large household items which cannot be disposed of through domestic waste collections.)</b>				
Standard	£10.00	£12.00	20.0%	
Large (L)	£20.00	£23.00	15.0%	
Extra Large (X)	£30.00	£34.00	13.3%	
<b>Trade Waste</b>				
<b>Residual No DD</b>				
Sacks	£4.19	£4.47	6.7%	
240-litre	£12.55	£13.39	6.7%	
360-litre	£15.06	£16.07	6.7%	
660-litre	£19.69	£21.01	6.7%	
1100-litre	£23.59	£25.17	6.7%	

**WASTE SERVICES**

Service	Charge for 2023/24	New Fees for 2024/25	% Increase for 2024/25	Notes
<b>Residual With DD</b>				
Sacks	£4.00	£4.27	6.7%	
240-litre	£12.29	£13.11	6.7%	
360-litre	£14.61	£15.59	6.7%	
660-litre	£19.12	£20.40	6.7%	
1100-litre	£22.83	£24.36	6.7%	
<b>Recycling &amp; Glass</b>				
Sacks	£2.56	£2.73	6.6%	
240-litre	£8.27	£8.82	6.7%	
360-litre	£9.28	£9.90	6.7%	
660-litre	£10.53	£11.24	6.7%	
1100-litre	£11.79	£12.58	6.7%	
Pods	£8.34	£8.90	6.7%	
<b>Chargeable household</b>				
Residual	£10.91	£11.64	6.7%	
Recycling	£7.70	£8.22	6.8%	
<b>Pre Paid Sacks pre bag</b>				
Residual	£3.56	£3.80	6.7%	
Recycling	£2.43	£2.59	6.6%	
<b>Pre Paid Sacks roll 25</b>				
Residual	£89.00	£94.96	6.7%	
Recycling	£60.75	£64.82	6.7%	
<b>Brokers - 10% - Greenzone, WMF, 1st Waste, TJs</b>				
<b>Residual</b>				
Sacks	£3.77	£4.02	6.6%	
240-litre	£11.30	£12.06	6.7%	
360-litre	£13.55	£14.46	6.7%	
660-litre	£17.72	£18.91	6.7%	
1100-litre	£21.23	£22.65	6.7%	
<b>Recycling &amp; Glass</b>				
Sacks	£2.30	£2.45	6.5%	
240-litre	£7.44	£7.94	6.7%	
360-litre	£8.35	£8.91	6.7%	
660-litre	£9.48	£10.12	6.8%	
1100-litre	£10.61	£11.32	6.7%	
Pods	£6.77	£7.22	6.6%	
<b>GO Southampton</b>				
<b>Recycling &amp; Glass</b>				
240-litre	£4.13	£4.41	6.8%	
360-litre	£4.63	£4.94	6.7%	
660-litre	£5.26	£5.61	6.7%	
1100-litre	£5.89	£6.28	6.6%	
Pods	£4.17	£4.45	6.7%	

This page is intentionally left blank

# Budget 2024/25 Consultation

## Summary of all feedback

[Introduction](#)

[Consultation principles](#)

[Methodology and promotion](#)

[Who are the respondents?](#)

Page 7

[Background](#)

[Responses and analysis – summary of key findings](#)

[Responses and analysis – proposed council tax premiums](#)

[Responses and analysis – proposed increases in council owned homes](#)

[Responses and analysis – any other comments](#)





- Southampton City Council undertook public consultation on to seek views on the new budget proposals for 2024/25. This included asking for feedback on the following proposals:
  - Council tax premiums for second home owners and homes that have been empty for more than a year
  - Increases in rent and landlord controlled heating costs in council owned homes.
- This consultation took place between **23 November 2023 and 17 January 2024.**
- The aim of this consultation was to
  - Communicate clearly to residents and stakeholders the budget proposals for 2024/25;
  - Ensure any resident, business or stakeholder who wished to comment on the proposals had the opportunity to do so, enabling them to raise any impacts the proposals may have, and;
  - Allow participants to propose alternative suggestions for consideration which they feel could achieve the objectives in a different way.
- This report summarises the aims, principles, methodology and results of the public consultation; it provides a summary of the consultation responses both for the consideration of decision makers and any interested individuals and stakeholders
- It is important to be mindful that a consultation is not a vote – it is an opportunity for stakeholders to express their views, concerns and alternatives to a proposal; equally, responses from the consultation should be considered in full before any final decisions are made
- This report outlines in detail the representations made during the consultation period so that decision makers can consider what has been said alongside other information



Southampton City Council is committed to consultations of the highest standard, which are meaningful and comply with the *Gunning Principles* (considered to be the legal standard for consultations):

1. Proposals are still at a formative stage (a final decision has not yet been made)
2. There is sufficient information put forward in the proposals to allow 'intelligent consideration'
3. There is adequate time for consideration and response
4. Conscientious consideration must be given to the consultation responses before a decision is made

Page 72



New Conversations 2.0  
LGA guide to engagement



## Rules: The Gunning Principles

They were coined by Stephen Sedley QC in a court case in 1985 relating to a school closure consultation (R v London Borough of Brent ex parte Gunning). Prior to this, very little consideration had been given to the laws of consultation. Sedley defined that a consultation is only legitimate when these four principles are met:

- 1. proposals are still at a formative stage**  
A final decision has not yet been made, or predetermined, by the decision makers
- 2. there is sufficient information to give 'intelligent consideration'**  
The information provided must relate to the consultation and must be available, accessible, and easily interpretable for consultees to provide an informed response
- 3. there is adequate time for consideration and response**  
There must be sufficient opportunity for consultees to participate in the consultation. There is no set timeframe for consultation,<sup>1</sup> despite the widely accepted twelve-week consultation period, as the length of time given for consultee to respond can vary depending on the subject and extent of impact of the consultation
- 4. 'conscientious consideration' must be given to the consultation responses before a decision is made**  
Decision-makers should be able to provide evidence that they took consultation responses into account

These principles were reinforced in 2001 in the 'Coughlan Case (R v North and East Devon Health Authority ex parte Coughlan<sup>2</sup>), which involved a health authority closure and confirmed that they applied to all consultations, and then in a Supreme Court case in 2014 (R ex parte Moseley v LB Haringey<sup>3</sup>), which endorsed the legal standing of the four principles. Since then, the Gunning Principles have formed a strong legal foundation from which the legitimacy of public consultations is assessed, and are frequently referred to as a legal basis for judicial review decisions.<sup>4</sup>

<sup>1</sup> In some local authorities, their local voluntary Compact agreement with the third sector may specify the length of time they are required to consult for. However, in many cases, the Compact is either inactive or has been cancelled so the consultation timeframe is open to debate

<sup>2</sup> BAILII, [England and Wales Court of Appeal \(Civil Decision\) Decisions](#), Accessed: 13 December 2016.

<sup>3</sup> BAILII, [United Kingdom Supreme Court](#), Accessed: 13 December 2016

<sup>4</sup> The information used to produce this document has been taken from the Law of Consultation training course provided by The Consultation Institute



- The agreed approach for this consultation was to use an online questionnaire as the main route for feedback; questionnaires enable an appropriate amount of explanatory and supporting information to be included in a structured way, helping to ensure respondents are aware of the background and detail of the proposals.
- Respondents could also write letters or emails to provide feedback on the proposals: emails or letters from stakeholders that contained consultation feedback were collated and analysed as a part of the overall consultation.
- The consultation was promoted in the following ways:
  - Press release;
  - Council e-bulletins;
  - Social media channels;
  - Tenants' Link;
  - Southampton City Council website.
- All questionnaire results have been analysed and presented in graphs within this report. Respondents were also given opportunities throughout the questionnaire to provide written feedback on the proposals. All written responses and questionnaire comments have been read and then assigned to categories based upon sentiment or theme.



Like all councils, Southampton City Council is facing increasing demand on services at the same time as costs are rising.

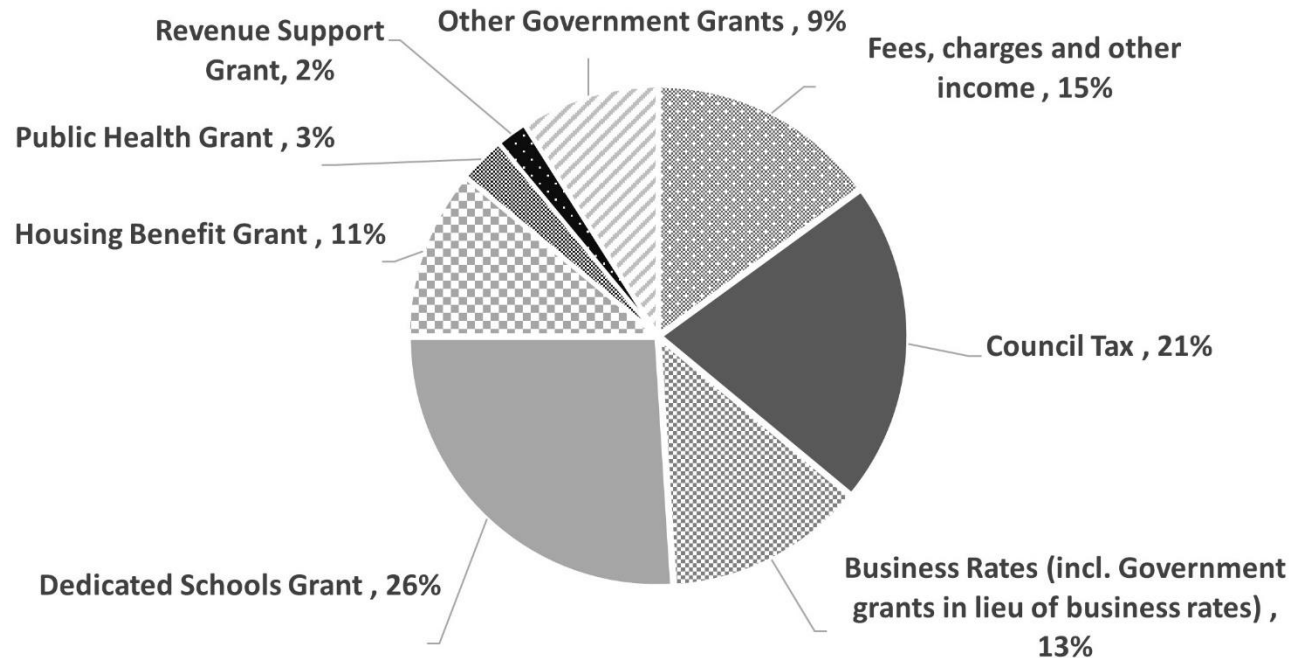
Despite finding savings, efficiencies and additional income of £18 million so far this year, the increasing demand for services, the costs incurred in delivering them, and the ongoing national economic situation are having a significant impact on our budget forecast with a shortfall of up to £38.4 million expected next financial year (2024/25). This is equivalent to around 10% of the council's £371 million revenue budget excluding schools (the gross budget available to spend on delivering day to day services). In addition to the proposals in the consultation, we are working on opportunities to drive further efficiencies and savings on a continuous basis.

The Housing Revenue Account (HRA) is the budget we use to cover the costs of providing social housing across the city and it is wholly funded by the rents our tenants pay. To make the budget sustainable, we are proposing to increase some payments made into the HRA. Whilst we need to ensure we have sufficient funds to provide home improvements and invest in our housing stock, the budget is under significant pressure from increased costs.



## Sources of income

The sources of council funding for the current financial year are set out below and we expect the breakdown to be broadly similar for 2024/25.



Page 75

This questionnaire will cover the following **key budget proposals**:

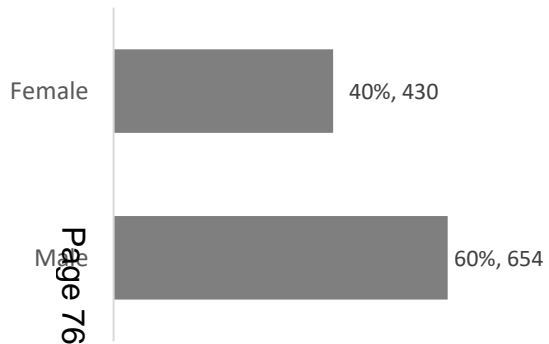
1. Council tax premiums for second home owners and homes that have been empty for more than a year.
2. Increases in rent, and landlord-controlled heating costs in council owned homes.



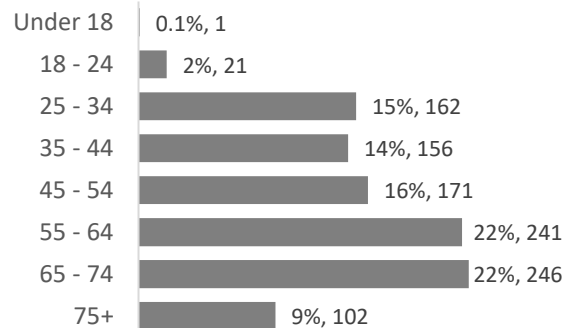
# Who were the respondents?

**Total responses**  
1220 questionnaire responses  
1 email response  
**1221 responses in total**

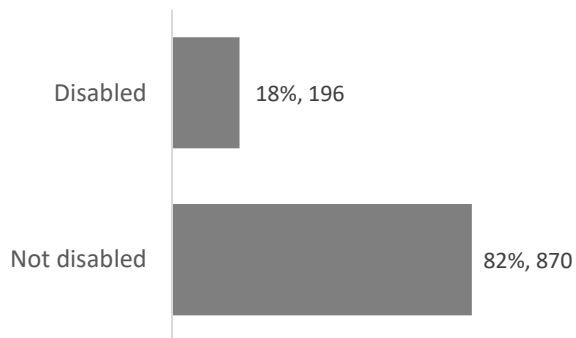
## Sex



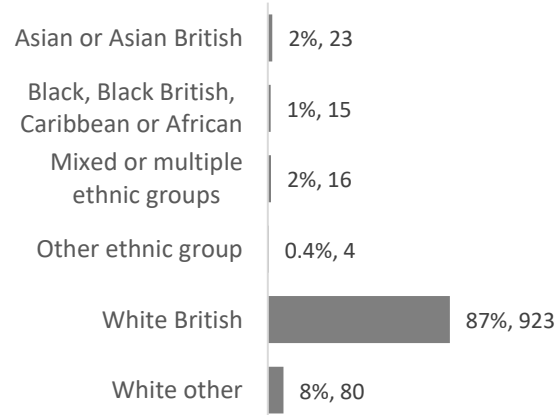
## Age



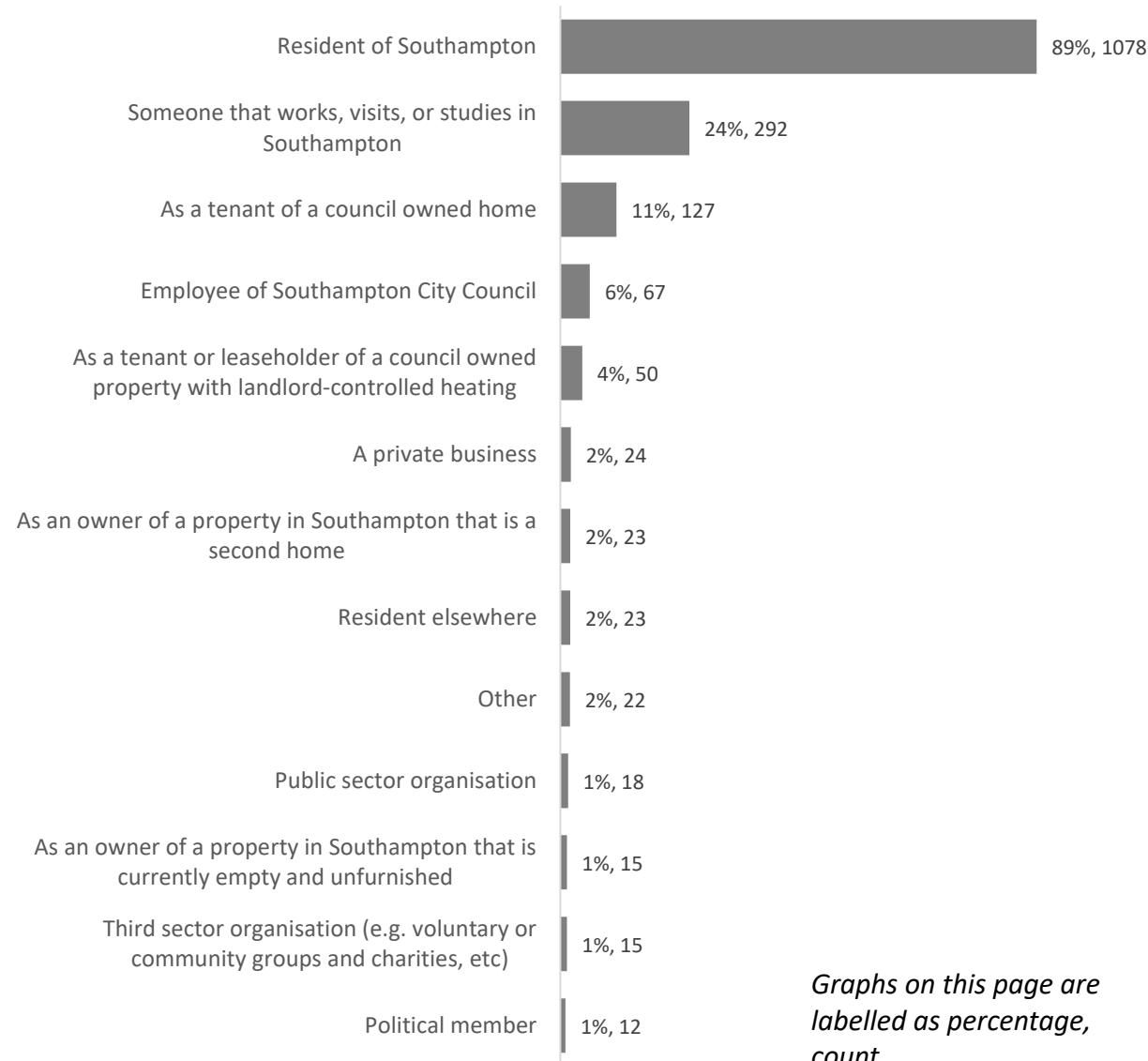
## Disability



## Ethnicity



## Interest in the survey



Graphs on this page are labelled as percentage, count.

# Responses & analysis

## Summary of key findings



# Summary of key findings

## INTRODUCE COUNCIL TAX PREMIUM OF 100% FOR PEOPLE WITH SECOND HOMES

Agree / disagree with proposal



Total agree/  
positive



Total disagree/  
negative



Positive / negative impact of proposal



## INTRODUCE COUNCIL TAX PREMIUM OF 100% FOR PEOPLE WITH PROPERTIES THAT HAVE REMAINED EMPTY FOR 12 MONTHS OR MORE

Agree / disagree with proposal



Positive / negative impact of proposal



## INCREASE HOUSING RENTS IN LINE WITH GOVERNMENT CAP

Agree / disagree with proposal



Positive / negative impact of proposal



## INCREASE LANDLORD-CONTROLLED HEATING CHARGES

Agree / disagree with proposal



Positive / negative impact of proposal







- On average, the majority of respondents either ‘strongly agreed’ or ‘agreed’ with all proposals in the Budget Consultation.
- The majority (82%) of respondents agreed with the proposal to introduce council tax premium of 100% for people with second homes, with 41% saying that this could have no impact on them.
- The majority (86%) agreed with the proposal to introduce council tax premium for people with properties that have remained empty for 12 months or more, 40% saying this could have no impact on them.
- However, respondents who were owners of a property in Southampton that is a second home or empty and unfurnished had a lower level of agreement. For example, 36% of this group agreed with the proposal to introduce premiums for second homes, and 64% said this could have a negative impact.
- The majority (65%) of respondents agreed with the proposal to increase housing rents in line with the government cap, with 45% saying that this could have no impact on them.
- The majority (64%) of respondents agreed with the proposal to increase landlord-controlled heating charges, with 46% saying that this could have no impact on them.
- However, responses to the housing charges-related proposals among tenants of Council-owned homes, and respondents with landlord-controlled heating, showed a higher level of disagreement and a higher negative impact. For example, less than half of both groups agreed with the proposal to increase rents (39% and 48% agree respectively), both also said that this proposal could potentially have a negative impact (70% and 47% negative impact).

# Responses & analysis

## Proposed council tax premiums



## Proposed council tax premiums for second home owners and homes that have been empty for more than a year

We are proposing to:

- Introduce a council tax premium in 2025/26 of 100% for people with **second homes**. This means doubling the council tax that they will have to pay. As of 27 September 2023, there are 906 properties currently registered as being potentially second homes.\*
- Introduce a council tax premium in 2024/25 of 100% for people with **properties that have remained empty** for 12 months or more. Currently we charge a premium of 100% where a property is empty and unfurnished for a period of 2 years of more.\*\*

Page 81

The aim of these proposals is to:

- Incentivise the occupation of empty properties
- Discourage, or generate additional income from, second home ownership in order to ensure the supply of homes to meet local housing needs

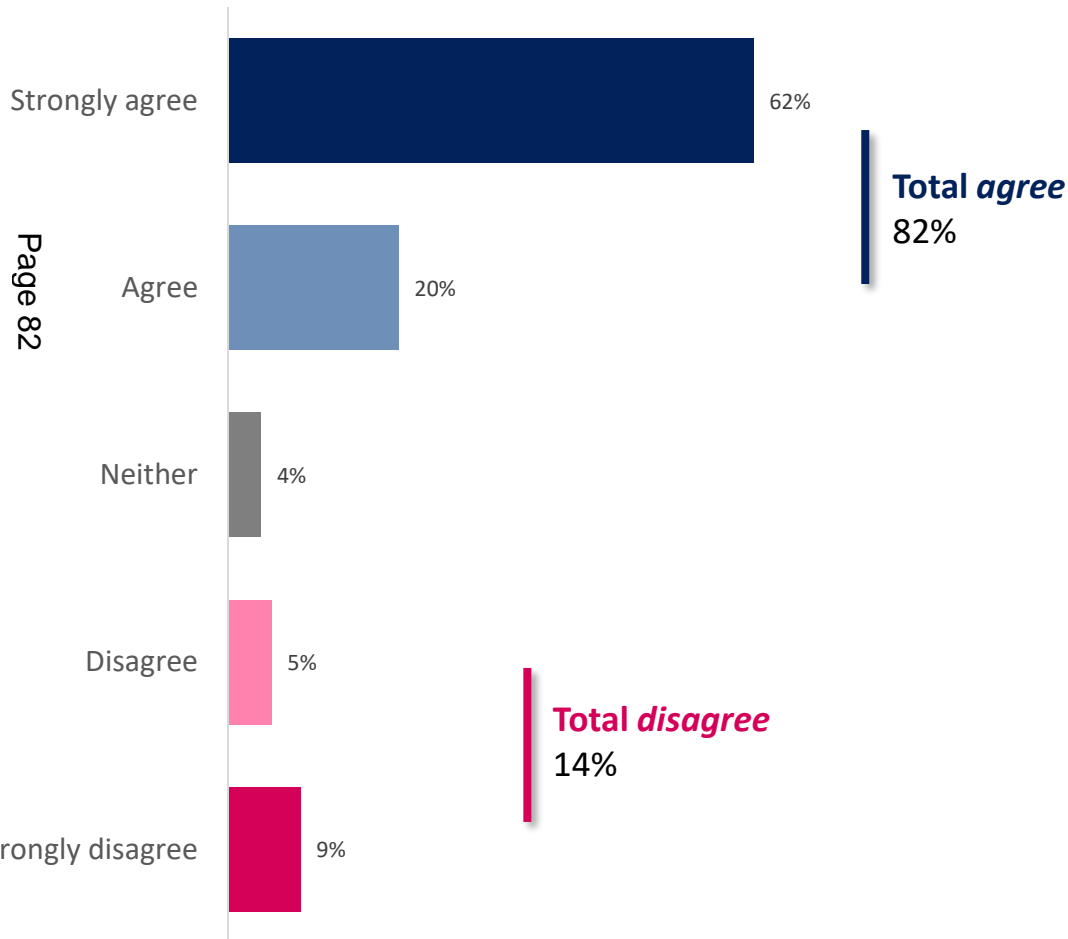
We estimate this would generate approximately £350,000 in 2024/25, rising to over £1million in future years.

\*due to a typographical error the dates were incorrectly listed as 2024/25 in the questionnaire. The proposal would be implemented from 2025/26.

\*\* due to a typographical error the dates were incorrectly listed as 2025/26 in the questionnaire. The proposal would be implemented from 2024/25.

# To what extent do you agree or disagree with the proposals to introduce a council tax premium of 100% for people with second homes?

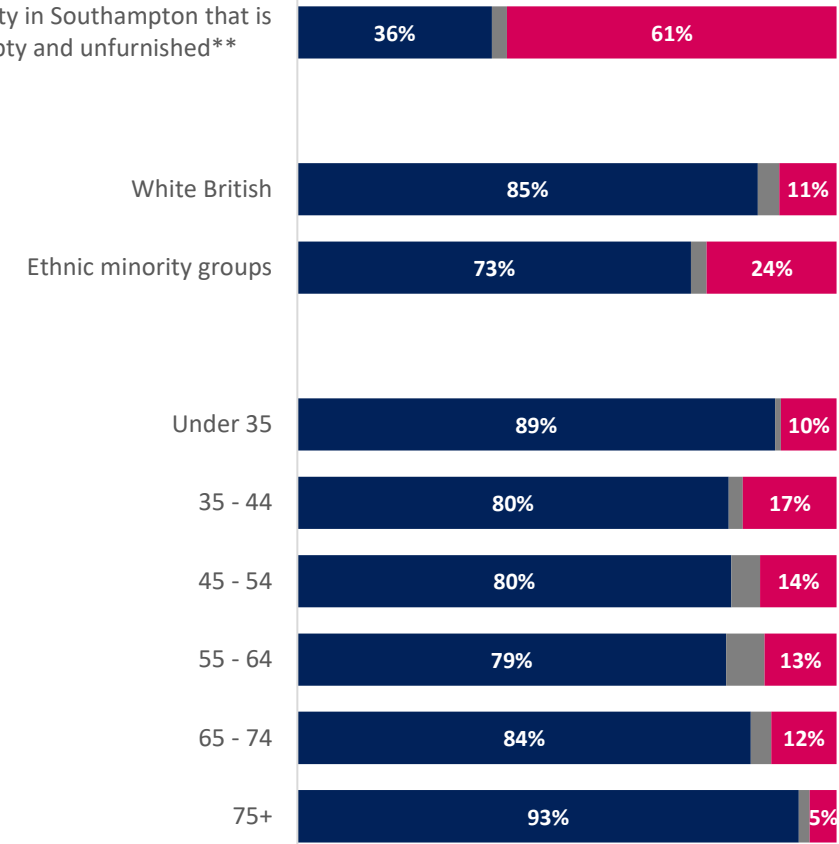
Total responses **1199**



Page 82

## Notable breakdowns:

As an owner of a property in Southampton that is a second home / empty and unfurnished\*\*



■ Agree total ■ Neither ■ Disagree total

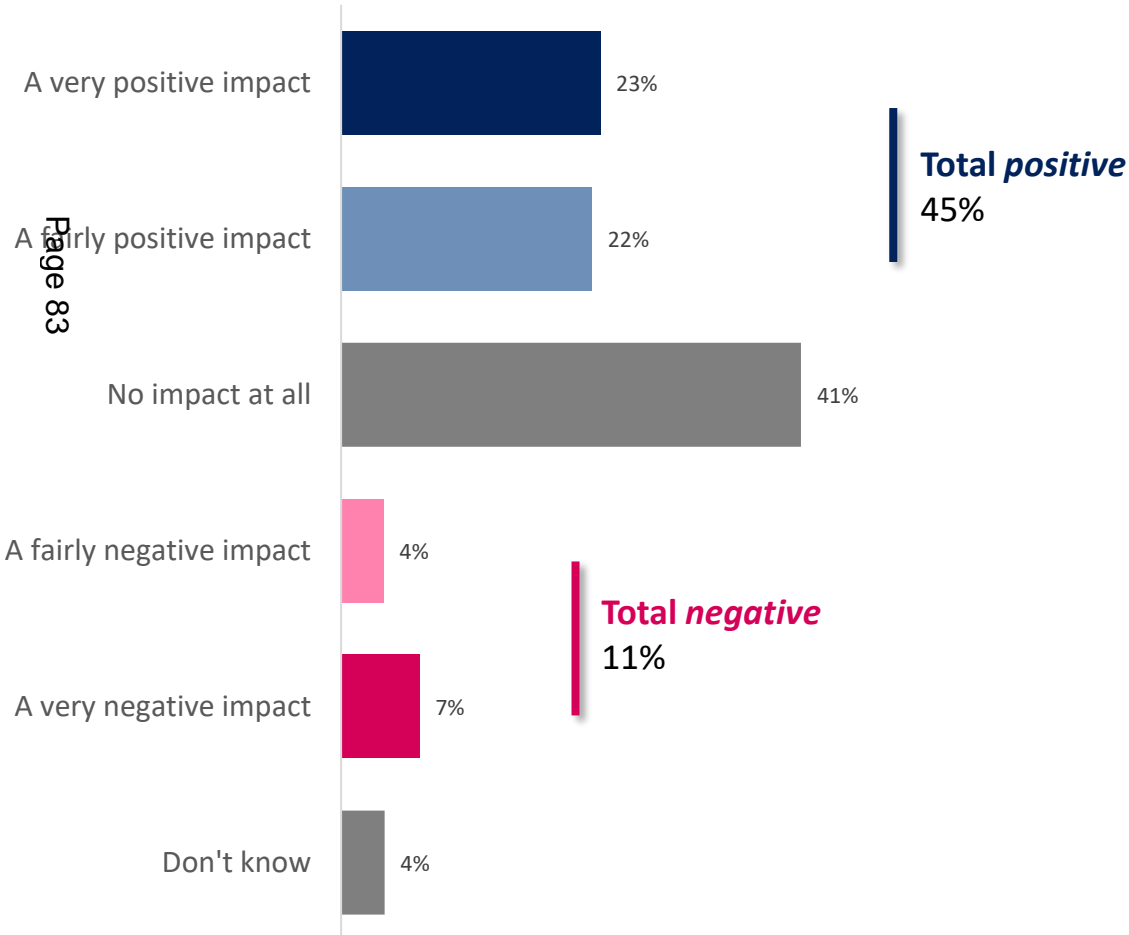
\*Small sample size – less than 100

\*\*Small sample size – less than 50



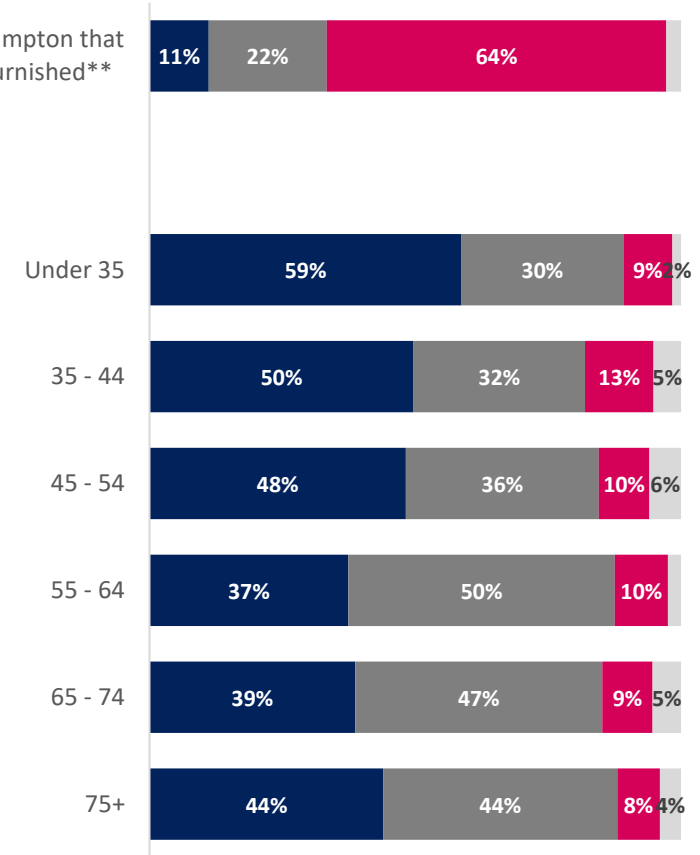
## What impact do you feel the proposals to introduce a council tax premium of 100% for people with second homes may have on you or your family, your business or the wider community?

Total responses **1203**



### Notable breakdowns:

As an owner of a property in Southampton that is a second home / empty and unfurnished\*\*

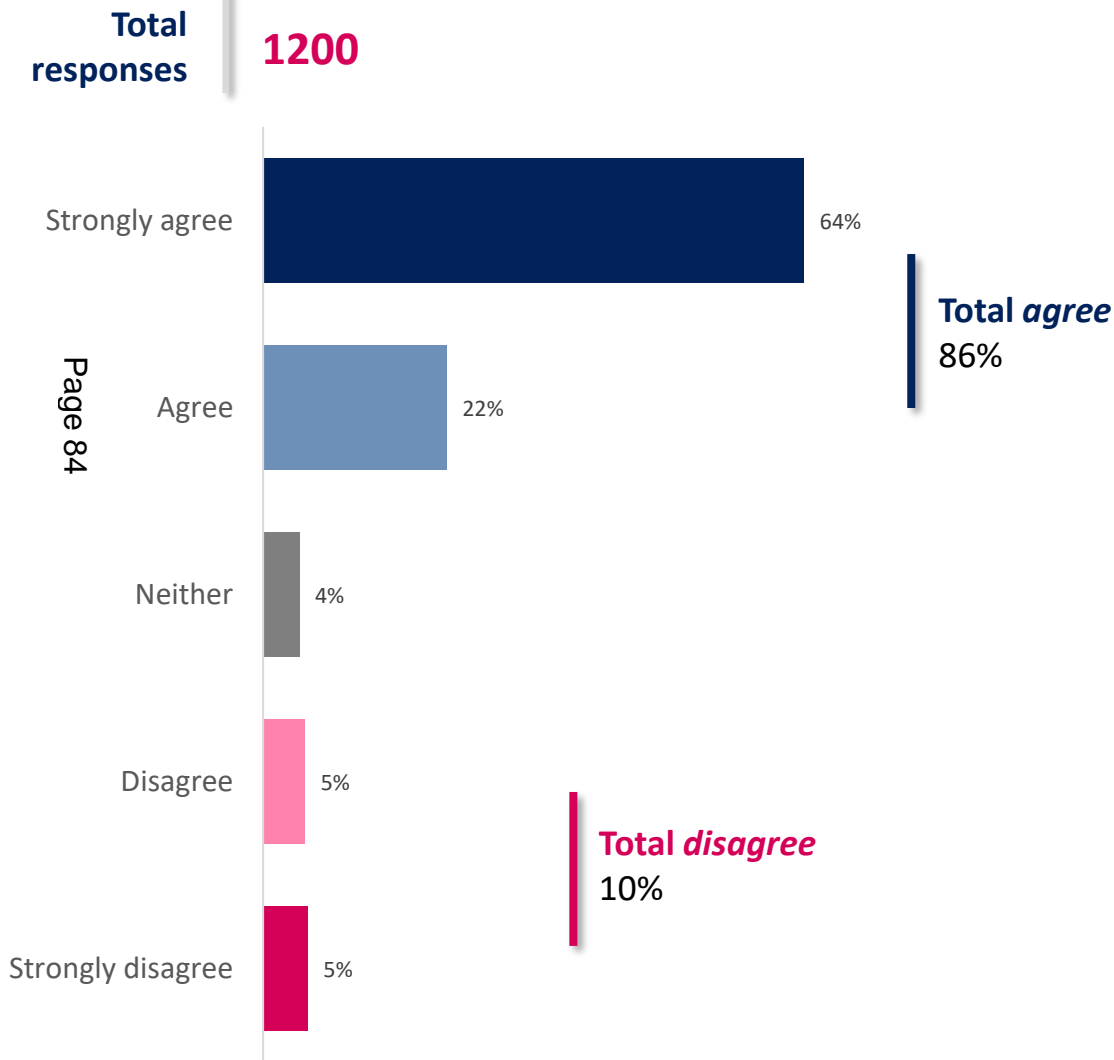


■ Positive total ■ No impact ■ Negative impact ■ Don't know

\*Small sample size – less than 100

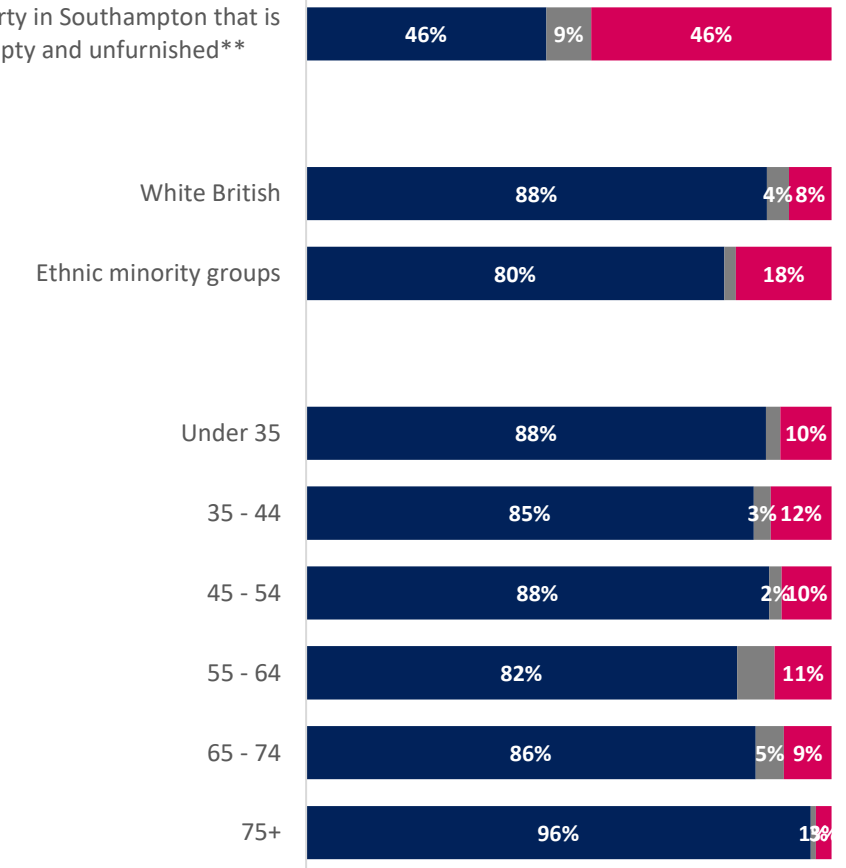
\*\*Small sample size – less than 50

# To what extent do you agree or disagree with the proposals to introduce a council tax premium of 100% for people with properties that have remained empty for 12 months or more?



## Notable breakdowns:

As an owner of a property in Southampton that is a second home / empty and unfurnished\*\*



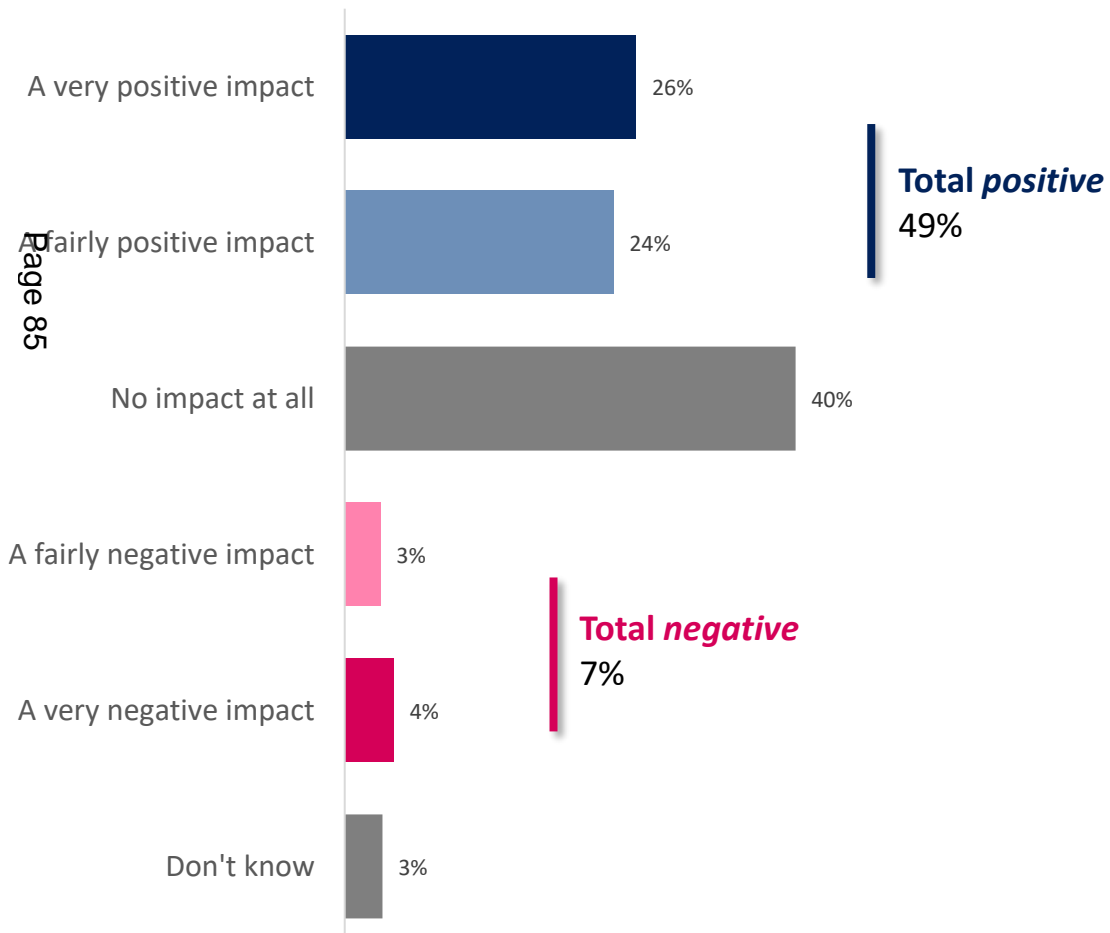
Legend: Agree total (dark blue), Neither (grey), Disagree total (red)

\*Small sample size – less than 100  
 \*\*Small sample size – less than 50



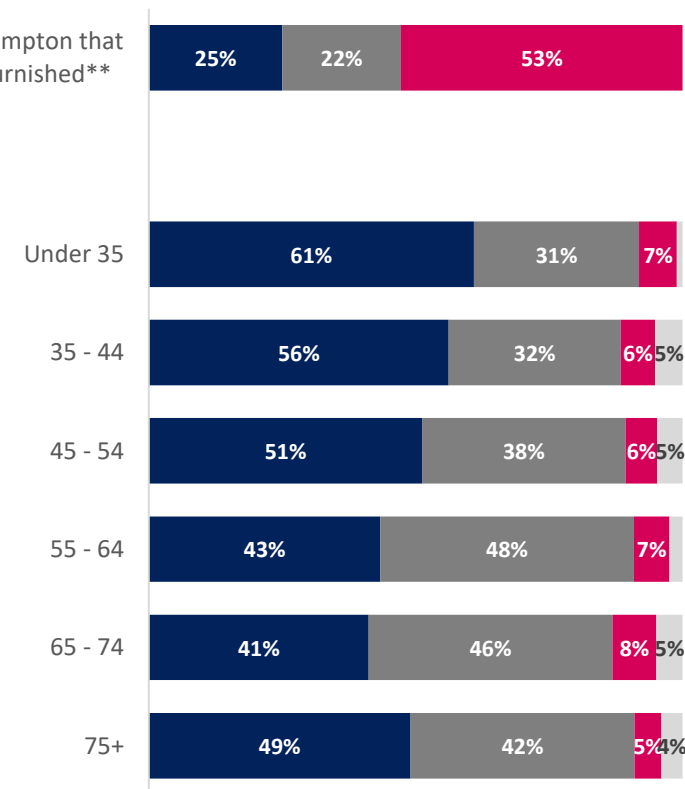
## What impact do you feel the proposals to introduce a council tax premium of 100% for people with properties that have remained empty for 12 months or more may have on you or your family, your business or the wider community?

Total responses **1202**



### Notable breakdowns:

As an owner of a property in Southampton that is a second home / empty and unfurnished\*\*



■ Positive total ■ No impact ■ Negative impact ■ Don't know

\*Small sample size – less than 100

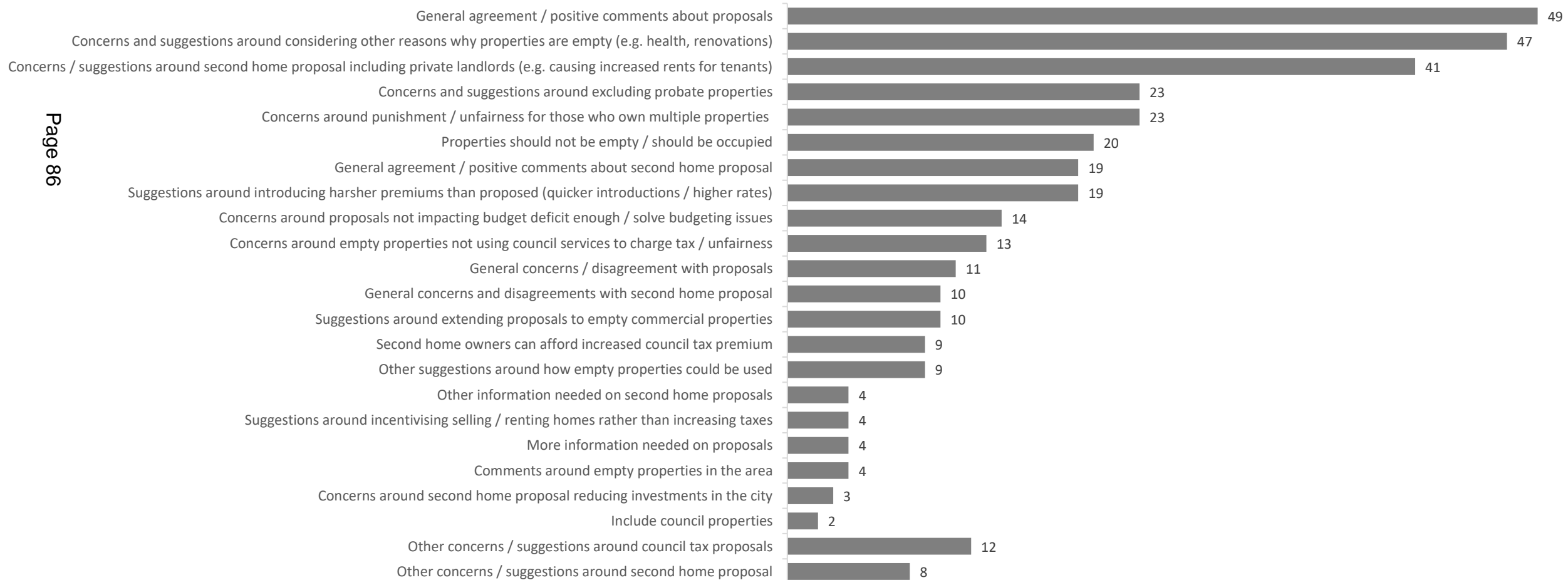
\*\*Small sample size – less than 50

Within the questionnaire, respondents were given the opportunity to provide their own free text comments. Any email or letter responses were also analysed alongside free-text responses in the questionnaire.

The following graphs show the total number of respondents by each theme of comment.

These graphs are in respondent count, rather than percentage.

**Comments, impacts, suggests or alternatives:**





# Responses & analysis

Proposed increases in council owned home costs



## Increase in rent and landlord-controlled heating costs in council owned homes

The Housing Revenue Account records all the income and costs associated with the management of council owned homes in the city. This account funds a significant range of services to approximately 16,000 homes for Southampton tenants and their families and to over 2,000 homes for leaseholders such as housing and estate management, repairs, improvements, and statutory compliance activity. The only money coming into this account is from rent, service charges and other charges such as from commercial property. In order to be able to continue to provide and maintain council owned homes in the city, we are proposing the following increase in rent and landlord-controlled heating charges.



## Proposed rent increase

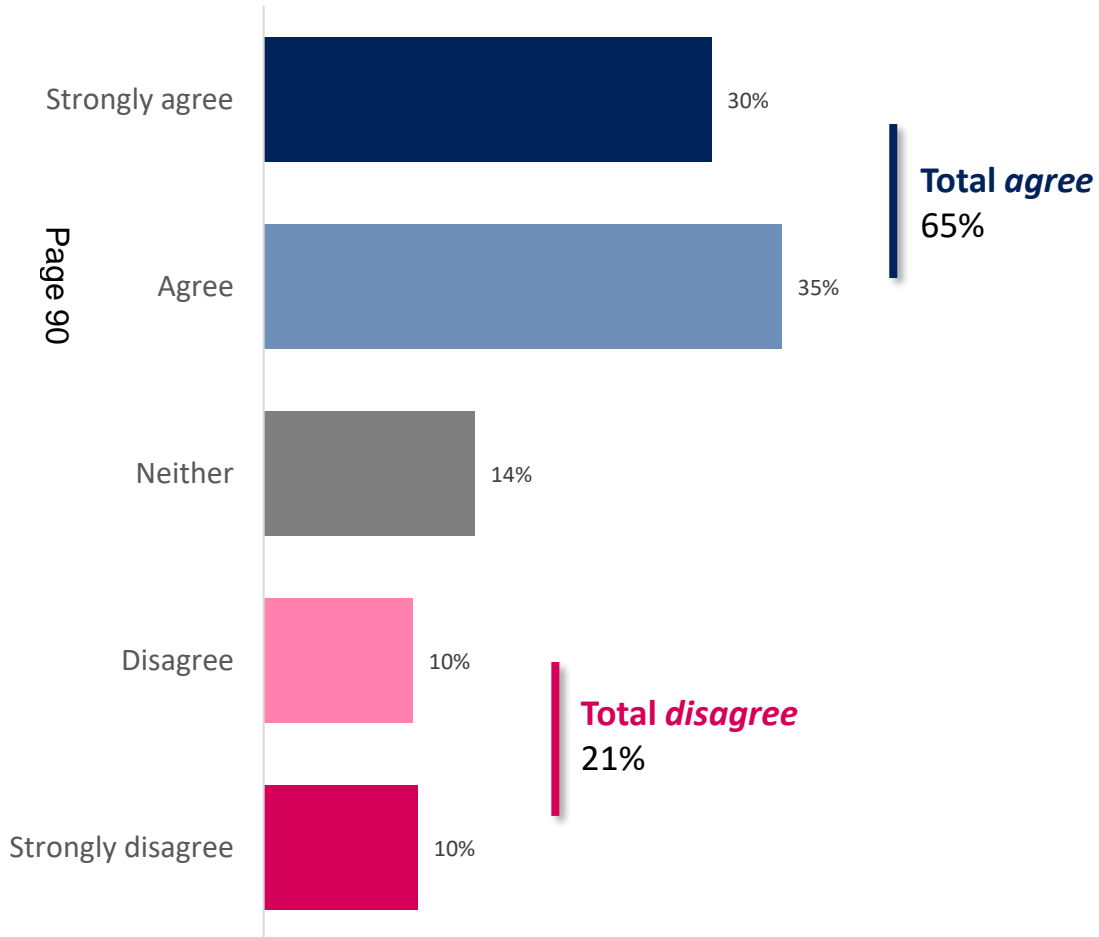
We propose to increase rent from April 2024 in line with Government guidance on social housing rent increases. We are currently allowed to increase it by a maximum of 7.7%.

For those who receive Universal Credit and Housing Benefit payments, increases to rent would be covered within those payments. We estimate this is to be the case for around 3 in 4 tenants.

We estimate this would generate £4,200,000 of additional income per annum. This would allow inflationary pressures to be covered and provide additional investment capacity.

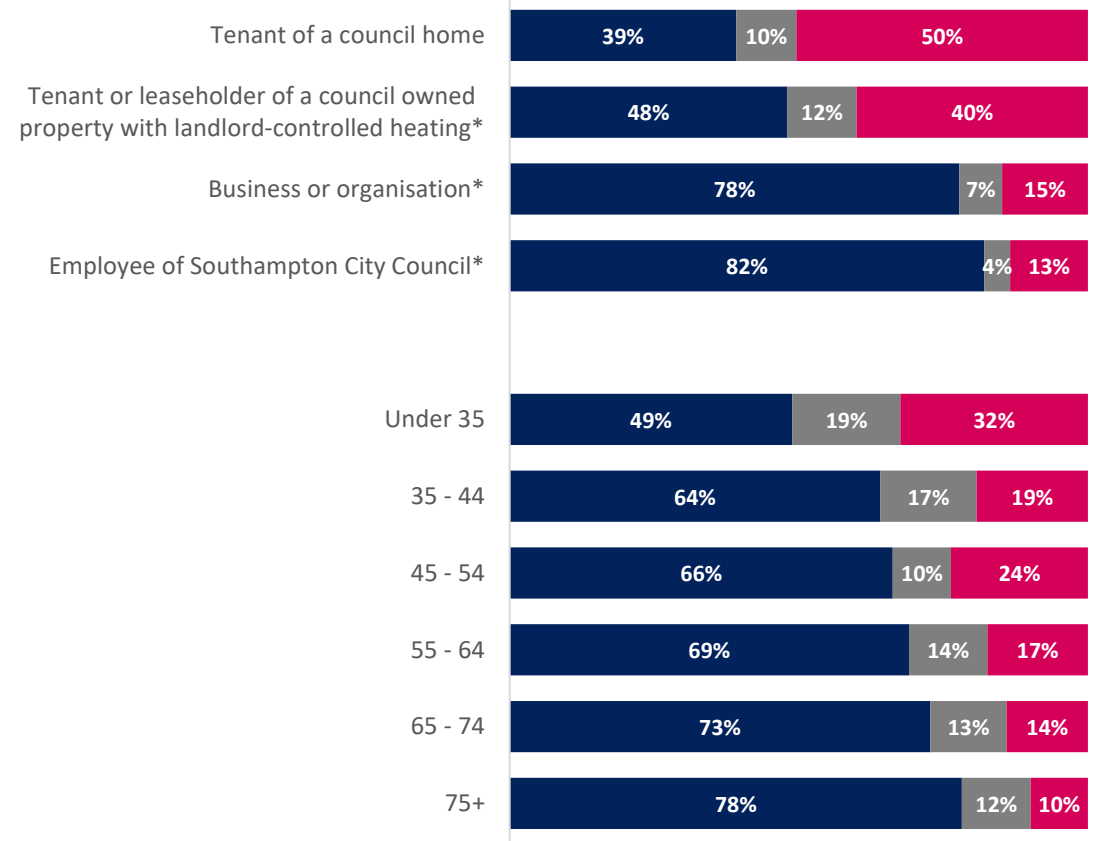
# To what extent do you agree or disagree with the proposals to increase housing rents?

Total responses **1200**



Page 90

## Notable breakdowns:

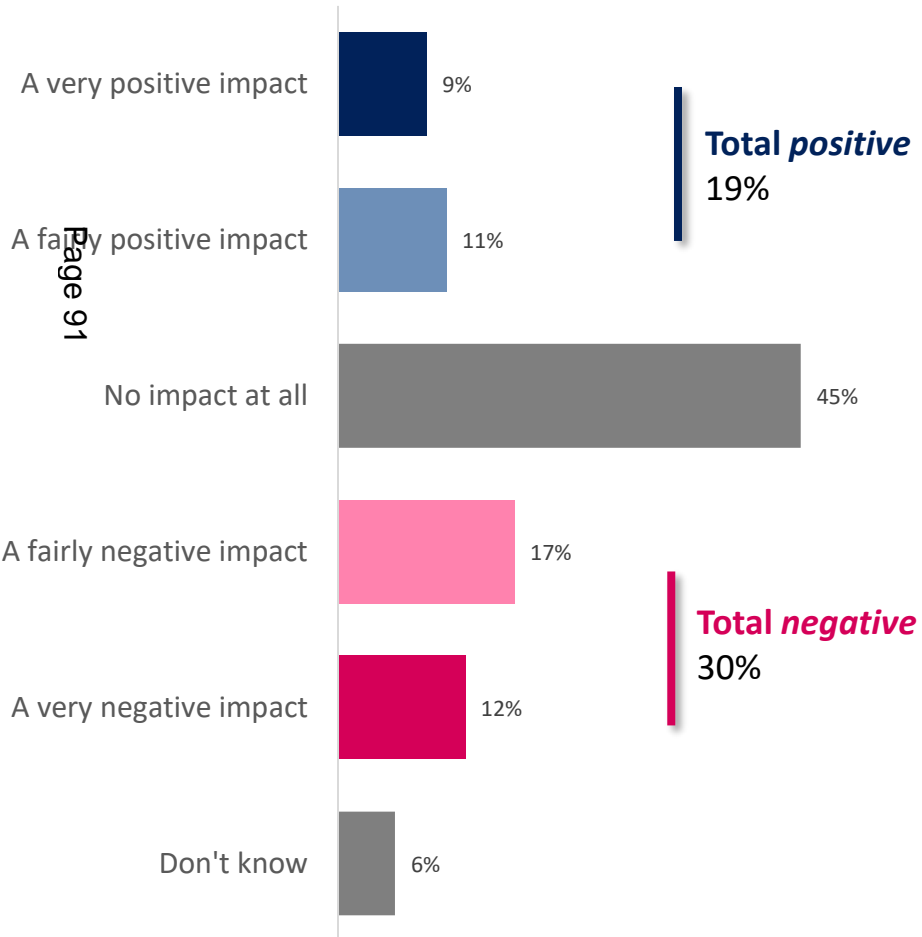


\*Small sample size – less than 100  
 \*\*Small sample size – less than 50

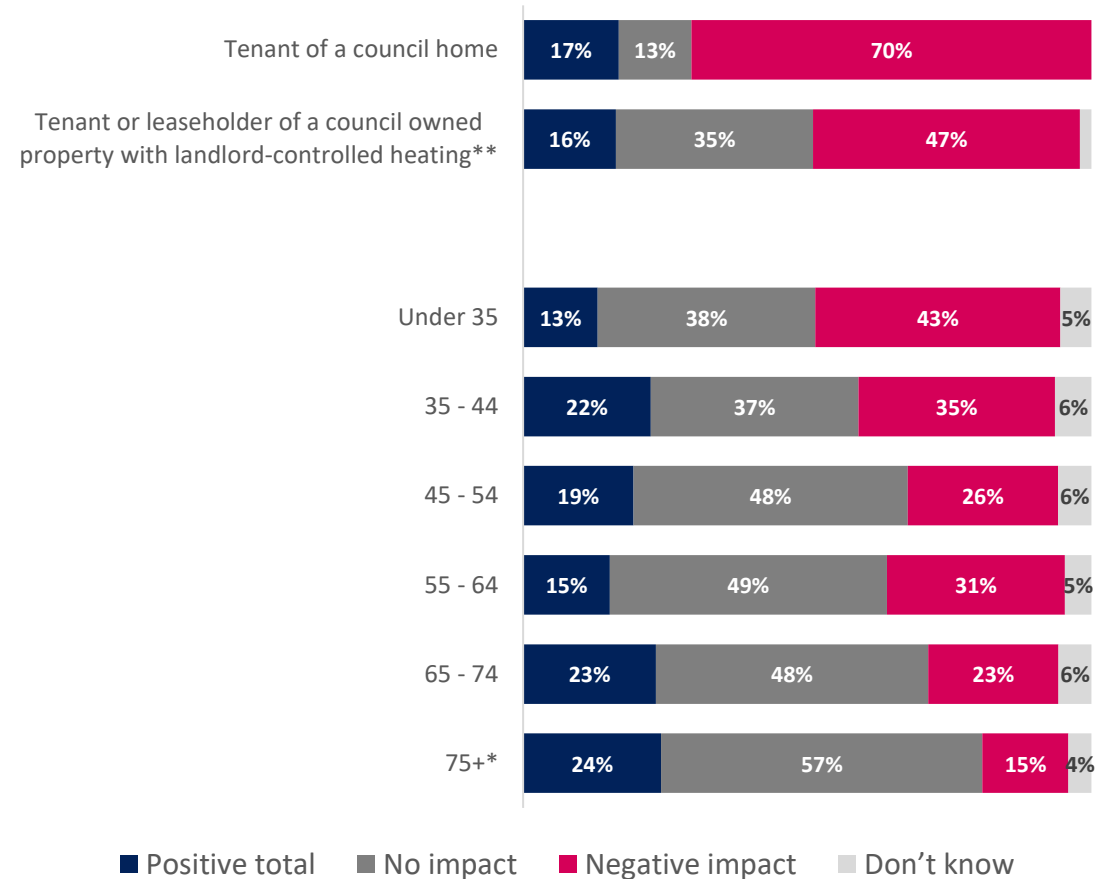


## What impact do you feel the proposals to increase housing rents may have on you or your family, your business or the wider community?

Total responses **1197**



### Notable breakdowns:



\*Small sample size – less than 100

\*\*Small sample size – less than 50

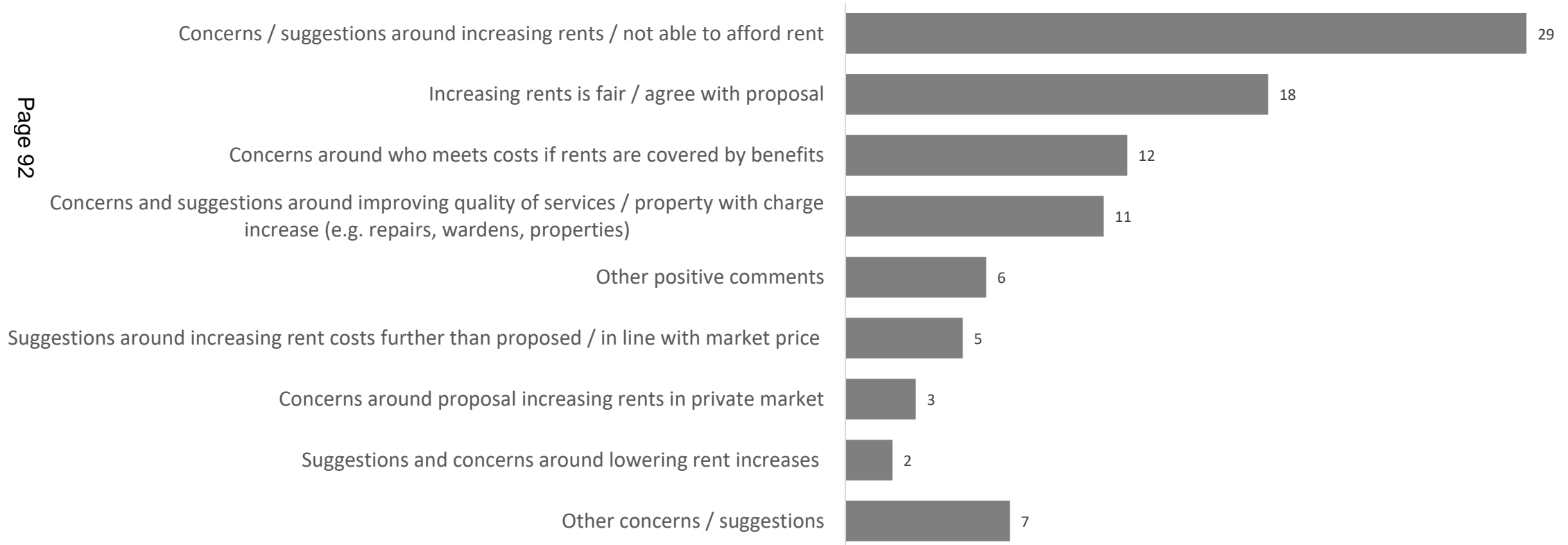
Within the questionnaire, respondents were given the opportunity to provide their own free text comments. Any email or letter responses were also analysed alongside free-text responses in the questionnaire.

The following graphs show the total number of respondents by each theme of comment.

These graphs are in respondent count, rather than percentage.

Comments, impacts, suggests or alternatives:

Page 92





## Proposed increase in landlord controlled heating charges

Some tenants and leaseholders of council-owned homes are part of a Landlord Controlled Heating scheme. The council pays for this energy and then charges the tenants and leaseholders who use it. The cost of providing this energy next year is estimated to be around £8.4 million. During the 2022/23 financial year, due to significantly increased energy costs, a significant deficit of £3.6m was incurred on the heating account. The charge increase for the 2023/24 financial year was sufficient to cover costs incurred in that financial year, but insufficient to address this deficit.

The Council cannot legally maintain a deficit on the account, and therefore must take measures to recover the deficit in a controlled way. We propose to do this by a series of smaller, controlled increases over a period of 5 years, in order to minimise impact on tenants as far as possible and to smooth the impacts of any future changes in energy costs to avoid big swings in charges. The level of increase proposed for 2024/25 would be 6.5%, with a further increase of 5% expected in 2025/26 and beyond.

If a proposed increase of 6.5% were to be implemented, the revised charges would be:

Property Band by Floor area	No of properties	Current weekly charge (£) (2023/24)	Proposed Weekly Charge (£) (2024/25)	Increase £
Band A <40 m <sup>2</sup>	1,683	21.29	22.67	1.38
Band B <50 m <sup>2</sup>	2,196	25.56	27.22	1.66
Band C <60 m <sup>2</sup>	288	29.83	31.77	1.94
Band D <70 m <sup>2</sup>	631	34.10	36.32	2.22
Band E <80 m <sup>2</sup>	643	38.37	40.87	2.49
Band F <90 m <sup>2</sup>	201	42.94	45.73	2.79
Band G <100 m <sup>2</sup>	8	47.57	50.66	3.09
Band H <110 m <sup>2</sup>	11	52.26	55.66	3.40
Band J <20 m <sup>2</sup>	3	7.39	7.87	0.48



## To what extent do you agree or disagree with the proposals to increase landlord controlled heating charges?

Total responses **1193**

Strongly agree

31%

Agree

33%

Neither

15%

Disagree

10%

Strongly disagree

11%

Total agree **64%**

Total disagree **21%**

Page 94

### Notable breakdowns:

Tenant of a council home



Tenant or leaseholder of a council owned property with landlord-controlled heating\*\*



Employee of Southampton City Council\*



Under 35



35 - 44



45 - 54



55 - 64



65 - 74



75+



Disabled



■ Agree total ■ Neither ■ Disagree total

\*Small sample size – less than 100

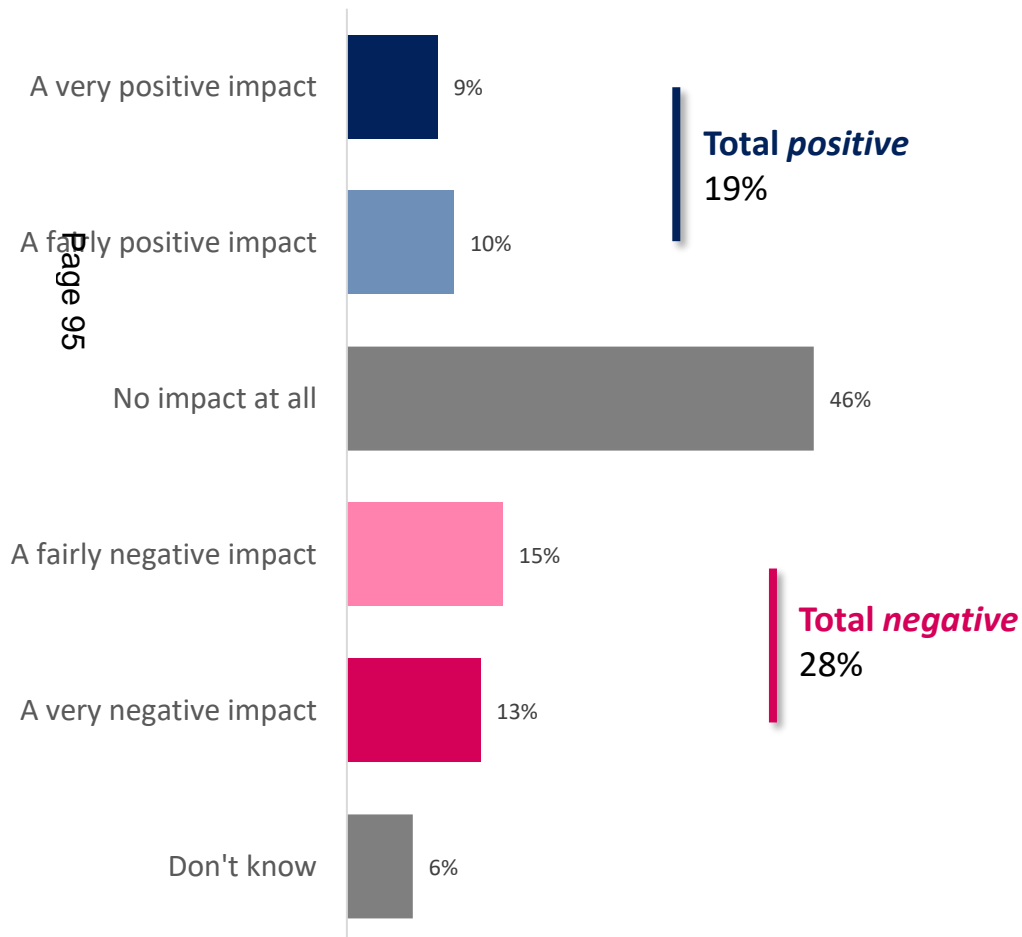
\*\*Small sample size – less than 50



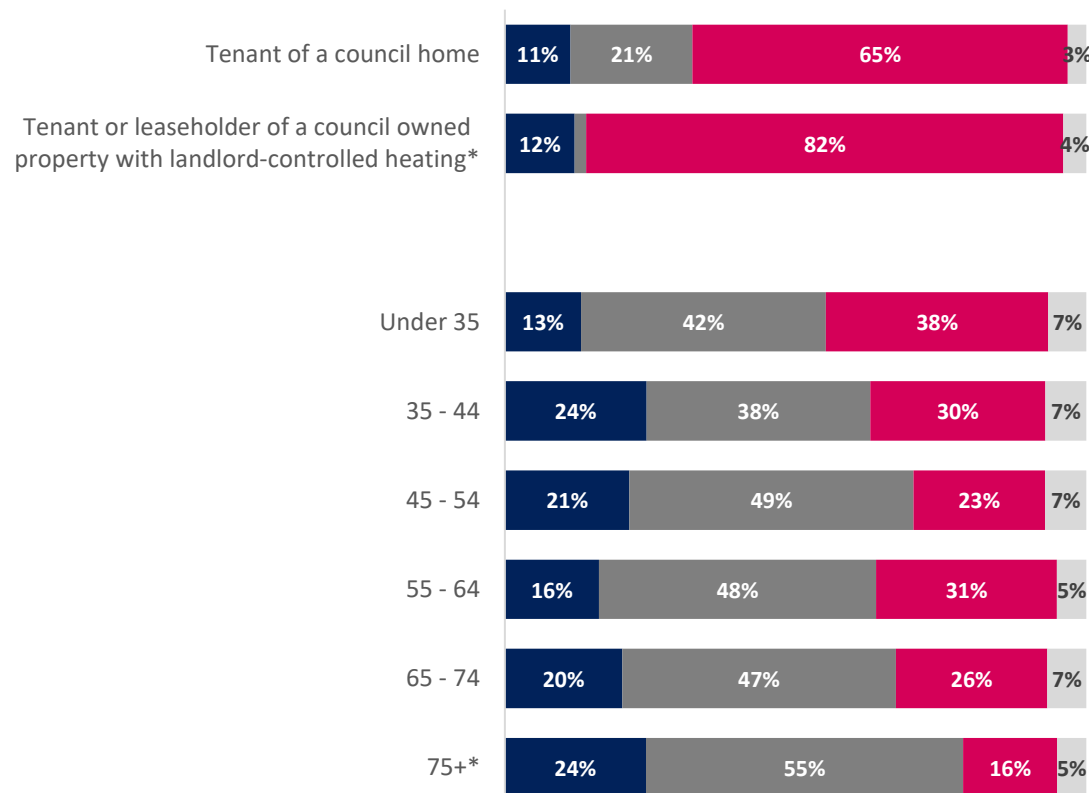


## What impact do you feel the proposals to increase landlord controlled heating charges may have on you or your family, your business or the wider community?

Total responses **1191**



### Notable breakdowns:



\*Small sample size – less than 100

\*\*Small sample size – less than 50

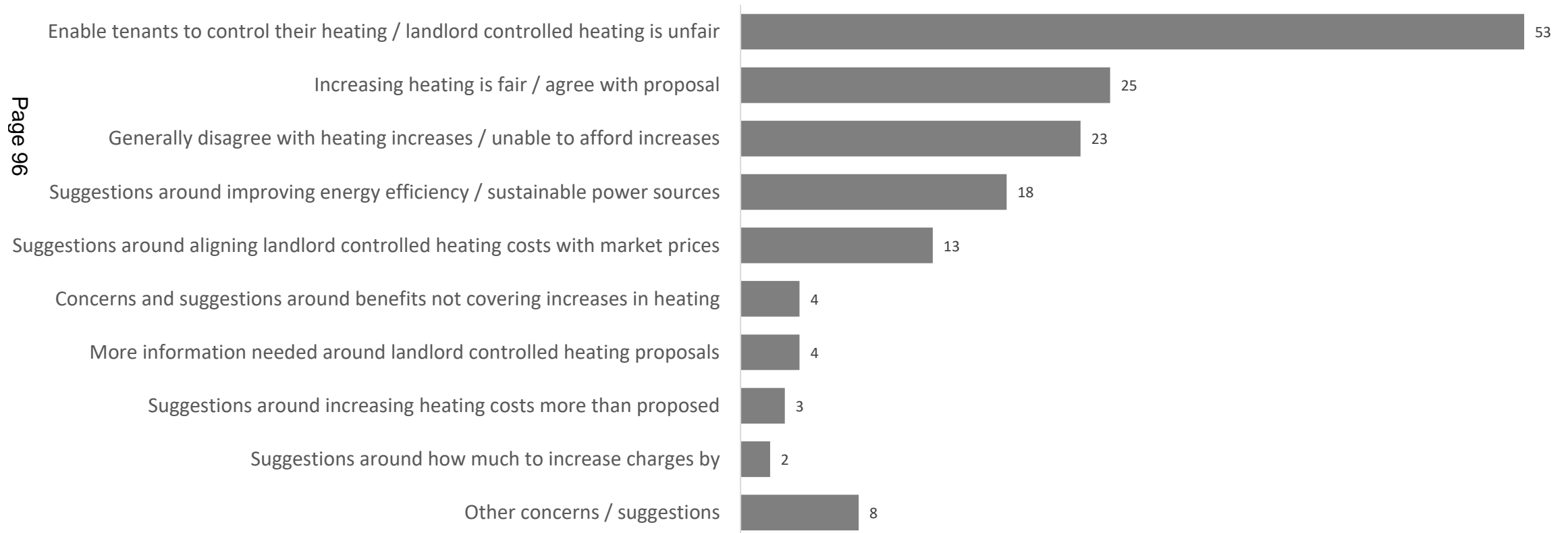


Within the questionnaire, respondents were given the opportunity to provide their own free text comments. Any email or letter responses were also analysed alongside free-text responses in the questionnaire.

The following graphs show the total number of respondents by each theme of comment.

*These graphs are in respondent count, rather than percentage.*

## Comments, impacts, suggests or alternatives:



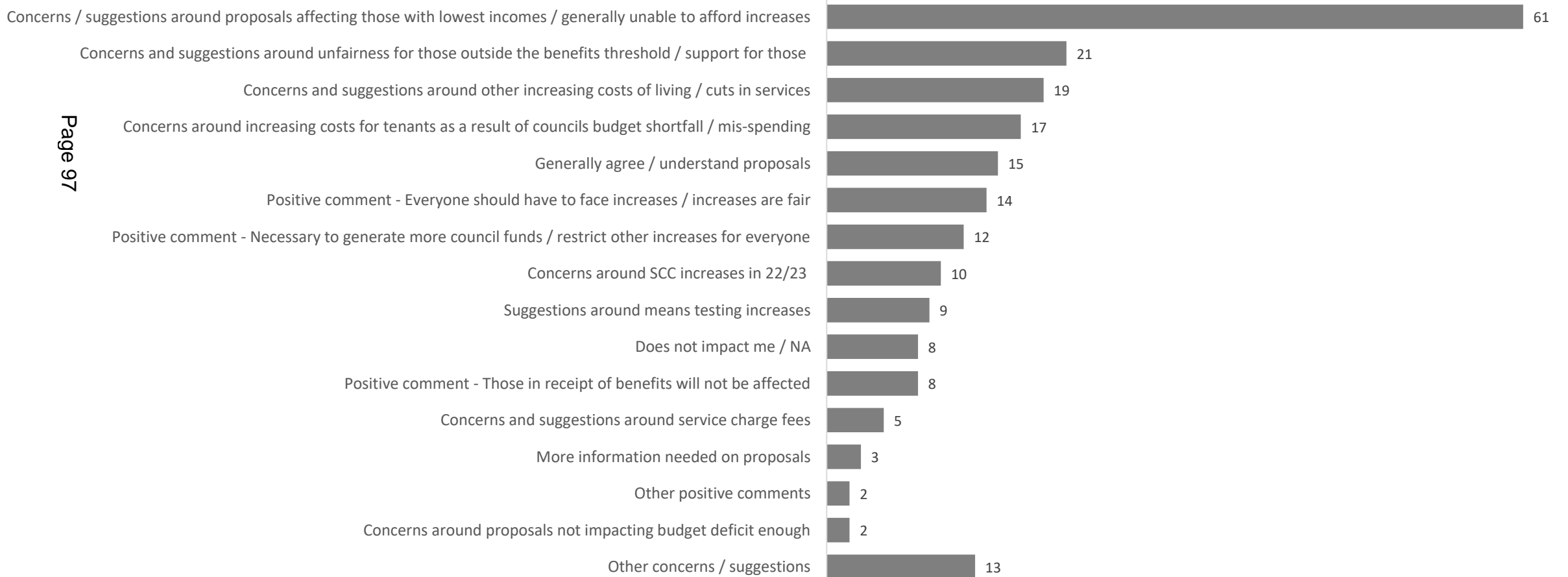


Within the questionnaire, respondents were given the opportunity to provide their own free text comments. Any email or letter responses were also analysed alongside free-text responses in the questionnaire.

The following graphs show the total number of respondents by each theme of comment.

These graphs are in respondent count, rather than percentage.

## Comments, impacts, suggests or alternatives:



# Responses & analysis

Other comments

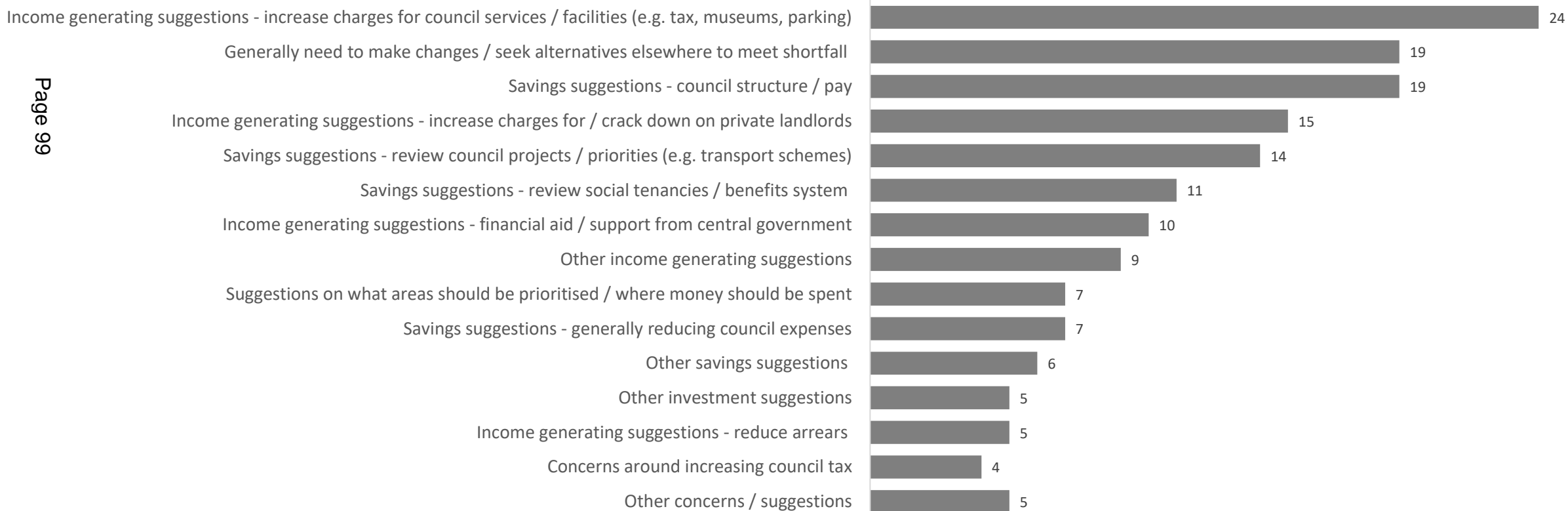


Within the questionnaire, respondents were given the opportunity to provide their own free text comments. Any email or letter responses were also analysed alongside free-text responses in the questionnaire. These comments have been coded aside from the proposals, as they were separate comments around Southampton City Council’s budget.

The following graphs show the total number of respondents by each theme of comment.

*These graphs are in respondent count, rather than percentage.*

## Other comments about Southampton City Council budget.



This page is intentionally left blank



## Equality and Safety Impact Assessment

The **Public Sector Equality Duty** (Section 149 of the Equality Act) requires public bodies to have due regard to the need to eliminate discrimination, advance equality of opportunity, and foster good relations between different people carrying out their activities.

The Equality Duty supports good decision making – it encourages public bodies to be more efficient and effective by understanding how different people will be affected by their activities, so that their policies and services are appropriate and accessible to all and meet different people’s needs. The Council’s Equality and Safety Impact Assessment (ESIA) includes an assessment of the community safety impact assessment to comply with Section 17 of the Crime and Disorder Act and will enable the Council to better understand the potential impact of proposals and consider mitigating action.

<b>Name or Brief Description of Proposal</b>	Updates to the ASC Charging Policy starting April 2024 Consultation version
<b>Brief Service Profile (including number of customers)</b>	
<p>The provision of Adult Social Care (ASC) is regulated by the Care Act 2014, which includes statutory guidelines covering councils’ charging options for certain types of care.</p> <p>Southampton City Council (SCC, or the council) has an ASC Charging Policy which sets out what charges the Council will raise when arranging to meet a person's care and support needs, or a carer’s support needs.</p> <p>Changes are being proposed to a number of aspects of the existing ASC Charging Policy, affecting different sub-groups of customers. These changes are described below.</p> <p>The Care Act requires that we do not charge anyone more than they can afford, and in applying the proposed changes to the policy, this principle does not change.</p> <p><u>Customer breakdown</u></p> <p>As of 17th July 23, the council has 2,654 customers with one or more current packages of care arranged by or funded by the council. Of these:</p> <ul style="list-style-type: none"> <li>• 1,659 are in non-residential care (care outside a care home)</li> <li>• 704 are receiving long-term (permanent) residential care (in a care home)</li> <li>• 49 are receiving occasional short-term/respite residential care</li> <li>• 242 are direct payment customers – people who are arranging their own care which is partially or wholly funded by the council.</li> </ul>	

Customers all have a “primary support reason” indicating the main reason they need care and support. This breaks down as follows:

- |  |     |
|--|-----|
| • Learning Disability Support                      | 21% |
| • Mental Health Support                            | 13% |
| • Physical Support - Access and Mobility only      | 5%  |
| • Physical Support - Personal Care support         | 49% |
| • Sensory Support - Support for Hearing Impairment | <1% |
| • Sensory Support - Support for Visual Impairment  | <1% |
| • Social Support - Substance Misuse support        | 1%  |
| • Support with Memory and Cognition                | 8%  |
| • Other  | 1%  |

Of the 2,654 customers, approximately:

- 5% are paying the full cost of their care
- 71% are paying towards their care (the cost of the care or the maximum amount they can afford, whichever is lower)
- 12% are not paying anything towards their care because they have a very low income
- 11% are exempt from charging. (Of these, 87% are exempt due to receiving mental health care under section 117 of the Mental Health Act 1983).

The amount a person pays towards their care is decided by the type of care and their personal financial circumstances.

## **Summary of Impact and Issues**

### List of proposed changes

1. Improvements to the process for managing people’s disability-related expenses. (This does not apply to those paying the full cost of their care, or people in long-term residential care).
2. Changes to the way we charge for care which is cancelled. In many cases charges will stop. Where charges do not stop, we will explain why.
3. Explaining how charges get going when care starts. If there is a delay in obtaining a person’s financial data, we will explain how long we wait before we start charging the full cost.
4. Changing the method for calculating the cost of non-residential care, from an average rate to the actual cost. (Actual costs are already used for residential care charges).
5. Introducing charges for transport.
6. Increasing the administration charges for processing deferred payment loans. (This affects people paying the full cost of their care only).
7. Changing the “Minimum Income Guarantee” rate used for new customers aged



between 60 and state pension age. This brings us back into line with government guidance.

8. Improvements to the general structure and accessibility of the ASC Charging Policy document. This includes:

- simpler wording
- changing the order of information in the document so that it reflects the order of events for a new customer
- including more diagrams and examples
- including a glossary to explain terms which people might not know
- collecting all the rates and fees we use into one Rates Document.
- explaining how these rates and fees are updated each year.

## **Impact and issues**

### **Change 1: Overhaul of the process for managing people's disability-related expenses**

#### What is being proposed?

The process for assessing how much a person can afford to pay toward the cost of their care is:

- a) work out the person's income (the Care Act statutory guidance tells us which types of income are included and which are ignored)
- b) subtract an amount that represents what the person needs to live on. This is called the "Minimum Income Guarantee" and is set by the government annually. It varies by age, circumstances and level of need.
- c) the balance is "net disposable income" which we are entitled to ask the person to pay towards the cost of their care.

If a person receives non-residential care, and is in receipt of a disability benefit, they are entitled to ask the council to take into account any extra day-to-day living expenses they incur due to their disability. These are called disability-related expenses, or DREs. Once DREs are approved they reduce the amount a person is charged towards the cost of their care.

We are proposing to change the process for dealing with DRE applications, in a number of ways:

- a) The DREs would be assessed as part of the financial assessment. Currently, they are dealt with after the financial assessment is completed. This means that people's charges would take account of DREs from the outset. The online financial assessment would be amended to allow DREs to be recorded alongside other financial data. The indicative charges provided by that online system would be subject to a review of the DREs being claimed. Appeals against DRE decisions would follow the same process as appeals against financial assessment outcomes.

- b) The proposed policy and rates document explain more about the reasonable checks we would apply to DRE requests. This is done in the interests of transparency and to reduce the number of unrealistic requests we receive.
- c) The list of expenses considered in the draft policy has been shortened to remove those which are rarely used. However, there is always an “other” option for individual cases.
- d) The list of expenses in the draft policy has been enhanced to show which costs we typically accept, which costs are excluded and what evidence we need.
- e) We are proposing to use standard rates for DREs where possible. This ensures consistency and speeds up the decision-making process. To establish typical expenses for heating, food, laundry etc, we will use external sources including:
  - the Office for National Statistics
  - NAFAO (the National Association of Financial Assessment Officers). Annually updated NAFAO guidance is used by many councils to set the standard for DRE rates. This helps us to assess how much of a person’s expenses are above the typical level. NAFAO also recommend standard rates, for example the cost of purchasing and maintaining different types of specialist equipment.
- f) The draft policy explains on what basis the rates will change annually.

What would be the impact?

This change would apply to anyone who is paying a contribution towards the cost of their care, and is receiving care at home, or short stays in a care home.

On 4<sup>th</sup> May 2023, 378 people were claiming DREs. This is around 23% of our non-residential care customers. However, we know that 70% of non-residential customers are claiming a disability benefit. This suggests that the option to reduce charges by claiming DREs is under-used.

We hope that the overhaul of the DRE process will have a positive impact by:

- a) raising awareness of DREs. We want to ensure that everyone who might be eligible for DREs knows how to make a claim. This may help people who are adversely impacted by other changes being proposed in the new policy
- b) making it clear which kinds of expense are eligible, and how much we consider is reasonable. Customers can then assess for themselves what DREs they are likely to be granted
- c) demonstrating that all customers are treated fairly and consistently
- d) ensuring that DREs are built-in to the person’s charges from the outset, instead of charging them a higher amount and having to adjust this down after the DRE application is processed.

- e) allowing customers to see (via the online financial assessment) their likely charge, including their DREs, at a much earlier stage of the process.
- f) maintaining a route for individual cases to be considered outside of the stated rates and guidelines
- g) merging the DRE appeal process with the financial assessment appeal process so that all concerns can be addressed together.

Staff guidelines relating to DREs would also be overhauled to ensure that customers receive consistent and correct advice about DREs.

## **Change 2: Changing the way we charge for care which is cancelled**

### What is being proposed?

We only charge for cancelled care if we incur costs. Recent changes in our provider terms and conditions allow us to simplify the way this is explained in the policy, and provide clearer examples of when someone is likely to be charged. Key points are:

- a) We propose not to charge for care which is cancelled because people are unexpectedly admitted to hospital, if the care is:
  - home care
  - day care
  - supported living
  - miscellaneous services (for example, transport)

This is a change from the existing policy when people could be charged for up to 7 days.

- b) People who cancel their home care, day care or miscellaneous services for reasons other than an unexpected hospital stay, without giving 24 hours' notice to the provider, may still be charged for one day. This will only apply if we have to pay for the cost of staff who could not be re-allocated.
- c) People who are away from care settings which the council continues to pay for during their absence, would still be charged for their care. This is usually because we need to keep their facilities open, for example placements in care homes, residential educational placements and Shared Lives.

### What would be the impact?

This proposed change affects all customers but is most relevant to people receiving home care. This is because home care visits are most likely to be extended, cut short or cancelled, and generate a lot of invoicing queries.

During October, November and December 2022, 106 people had 1381 home care visits cancelled due to short spells in hospital of up to a week. These visits were charged for in many cases. In future, we propose that they will not be.

We expect the impact to be positive because:

- a) Anyone being admitted unexpectedly to hospital could have peace of mind that they will not be charged for any non-residential care which they are missing.
- b) Non-residential customers would now understand that they need to give their provider 24 hours' notice, to avoid being charged when they cancel their own care.

### **Change 3: Clarifying the timing of charges when care first starts**

#### What is being proposed?

In cases where council-arranged care is required, we aim to get the care in place as soon as possible. However, the financial assessment (which works out how much the person can afford to pay for their care) can take longer. It may be a few weeks after care started, before we establish how much the person will be charged.

For residential care, we can charge a temporary, minimum amount while the financial assessment is taking place. However, this is not possible for non-residential care.

The main reason for delays in the financial assessment process is that people fail to provide the data we need. Work is underway to improve the support provided to help people understand what is needed and engage with the process. However, if no data is provided, we eventually have to start charging the full cost of the care.

We are proposing changes to the policy to make it simpler and clearer how this works. The key points are:

- a) If the financial assessment data is provided within 8 weeks of the council requesting it, we would complete the financial assessment. We would then issue charges dating back to the start date of the care.
- b) If 8 weeks have passed since the financial assessment data was requested, and we have not received the data or heard from the person explaining the delay, we would issue charges at the full cost of the care, dating back to the start date of the care. (Previously we only started charging from a maximum of 8 weeks before the financial assessment data was requested).
- c) After we start charging at full cost, if the person sends in their financial data, we would carry out the financial assessment. If this concludes that the person can only afford to pay a contribution to the full cost, we would adjust the charges already issued, back to the start of care, to reflect the new contribution amount. (This ensures that we do not leave any full-cost charges in place once we have established that the person cannot afford to pay them).

#### What would be the impact?

We anticipate the impact of this change to be very small. Only a few customers are not financially assessed within 8 weeks of their care starting. This is usually because they have not provided the required information or explained the delay, even after several polite reminders have been issued.

In such cases, those customers would be issued with full cost charges, backdated to the start of their care. Previously charges would have been backdated by at most 8 weeks. However, there will be very few cases where this makes a material difference.

The more positive impact is that if a financial assessment is completed after we start charging at full cost, and shows that the customer cannot afford to pay the full cost, their charges will be corrected right back to the start of care. Previously, they would only have been corrected back by at most 8 weeks, potentially leaving some full cost invoices still to be paid.

#### How can we mitigate the impact?

We now have an online financial assessment which offers two benefits relating to this policy change:

- (i) Customers could get an indicative amount of their contribution very early on, so they would know what their charges are likely to be while they wait for the financial assessment to be finalised, and can budget accordingly, and
- (ii) Customers could submit their data and documents online which speeds up the financial assessment process considerably.

In addition, we plan to improve the level of support provided to people who seem to be unwilling or unable to take part in the financial assessment process. The FAB team and social workers will work together to provide help, guidance and reassurance, with the aim of reducing the number of people who are charged at full cost “by default” to as close to zero as possible.

#### **Change 4: Changing the method for calculating the cost of non-residential care, from an average rate to the actual cost.**

##### What is being proposed?

We are changing the way we define the cost of non-residential care. Currently, in any given week, the cost of care is calculated as the actual amount of care delivered, multiplied by an average rate.

From April 2024 we propose to use the actual cost, which is the amount we pay the provider (excluding any VAT). This will generally be higher than the current average rate.

The aim of this proposed change is to remove an anomaly, where non-residential customers who can afford to pay the full cost of their care, are having some of their care costs paid for by the council. This frees up funds which can be spent on providing care for

people who cannot afford to pay the full cost of their care.

#### What would be the impact?

Residential care customers would not be affected, because residential care has been charged using the actual cost for many years.

Most non-residential care customers would not be affected because they are either exempt for charging, or are paying a contribution towards the cost of their care (the maximum amount they can afford, worked out by the financial assessment).

There are two groups of non-residential care customers who would be affected:

Group 1: People who are expected to pay the full cost of their care but have still asked the council to arrange their care. (These people will have assets over £23,250 or have chosen not to have a financial assessment). This is approximately 6% of our non-residential care customers, around 80-100 people.

Group 2: People who are paying the cost of the care because the cost is less than their assessed contribution (the maximum amount they can afford to pay, worked out by the financial assessment). This is approximately 16% of our non-residential care customers, around 220 people.

A detailed analysis has been carried out to assess the impact of this change on these two groups.

The full-cost customers in Group 1 would see an increase in their charges averaging 28%, although the range of increases is wide both in terms of amount and percentage. People in this group can afford to pay the full cost of their care, however due to the average charging method we have used up to now, they have not been charged the true full cost. This proposed change will rectify the situation and free up council funds to spend on care for people who cannot afford to pay for it.

The customers in Group 2 would see an increase in their charges averaging 19%. These people are being charged less than the maximum they can afford, and in most cases even after the charges are increased, they would still be charged less than the maximum they can afford. The worst case, for about 30 people, is that the cost of their care would now exceed their assessed contribution amount (from the financial assessment), so they would be charged their contribution from now on.

Both groups would, going forwards, be affected by any change in the rates we pay providers.

#### How can the impact be mitigated?

We recognise that a sudden increase in charges (even within the range of what people can in theory afford to pay) may cause difficulty for some people. There are several ways the impact could be managed:

- a) Between now and 1<sup>st</sup> April 2024 we would review the care provisions for the

full-cost customers with the highest charges and the biggest increase in charges. We would check that the provision is proportionate and not more than they need. We would also encourage them to complete a financial assessment if there is any possibility that this will reduce their charges.

- b) Customers could ask to be moved to a cheaper provider if they wish
- c) Full cost customers could decide to arrange their own care if they wish
- d) Customers paying the cost of their care because it is less than their maximum contribution, could ask for a direct payment instead and arrange their own care
- e) Temporary payment plans could be considered, to help people smooth out the impact of a large increase in their charges.
- f) In exceptional cases the council could agree to waive the whole cost of care if necessary

The impact of exposing non-residential customers to changes in our provider payment rates, would be eased by explaining how we manage provider rates, and annual increases, in the policy. In the case of home care, providers can only increase their rates annually, but can (and do) reduce their rates mid-year to be more competitive.

#### **Change 5: Introducing charges for transport.**

##### What is being proposed?

Up to now, any transport services listed on people's support plans which have been arranged by the council, have been provided free of charge. We now propose to charge for transport at the actual cost. This would bring us into line with most other councils, where charging for transport is the norm. The most common use of transport is to take people to and from day care.

By asking people who can afford it, to pay for their transport, we would have more funds for other care to be provided to people who cannot afford to pay for it.

It should be noted that we are one of the very few councils who do not currently charge for transport.

##### What would be the impact?

People who only pay a contribution towards the cost of their care, or are exempt from charging, would not be affected by this change.

The people who would be affected, are in the same two groups as in change 4 above:

Group 1: People who are expected to pay the full cost of their care but have still asked the council to arrange their care. (These people will have assets over £23,250 or have chosen

not to have a financial assessment). This is approximately 6% of our non-residential care customers, around 80-100 people.

Group 2: People who are paying the cost of the care because the cost is less than their assessed contribution (the maximum amount they can afford to pay, worked out by the financial assessment). This is approximately 16% of our non-residential care customers, around 220 people.

The number of existing customers in these two groups is very small – less than 10 people. The main purpose of the proposed change is to ensure that we charge transport to new customers, so long as the total cost of their care is still within the range of what they can afford (according to the financial assessment).

#### How can we mitigate the impact?

Firstly, the support planning approach is being reviewed to ensure that we are consistent in the way we define the need for council-arranged transport. Many customers have other options.

Secondly, the way we commission transport services is also under review, to ensure that we can obtain services at a competitive rate.

Finally, customers may choose to make use of friends / family / free community transport options to avoid having to pay these charges.

#### **Change 6: Increasing the administration charges for processing deferred payment loans**

##### What is being proposed?

Deferred payment loans are an option for people who need to move into a care home permanently, and have assets over £23,250 which are all tied up in a property which they do not want to sell. They can apply for a deferred payment loan, and if approved, they will need to complete a deferred payment agreement. The council will pay for their care, having obtained a “first legal charge” on the property so that the council can recover the loan amount when the property is eventually sold.

Interest is charged at a small rate set by the government, and the Care Act 2014 permits the council to charge the customer for the administration costs of operating the loan.

We are proposing to increase the existing setup fee, introduce an annual fee and add other fees which will apply only when specific circumstances arise. In all cases these fees are simply covering our costs, and in all cases, they can be added to the loan if required.

We have taken note of other councils’ fees to ensure that our proposed fees are within a normal range and not excessive.

Specific changes being proposed are:

- a) The one-off setup fee of £730 is increased to £990. (This reflects a more systematic analysis of the workload and increases in staff hourly rates since



2019). An extra fee of £50 would be added if a discretionary meeting is required to discuss an applicant who does not meet the mandatory criteria (for example, if they already have a charge on the property).

- b) A new annual administration fee of £200, to cover the cost of regular maintenance work including producing statements.
- c) An extra fee of £200 for re-valuing the property when the loan amount reaches 80% of the original equity.
- d) Other variable legal fees charged as incurred, in rare cases
- e) All fixed fees will be listed in the rates document which accompanies the charging policy, and increased annually in line with latest costs
- f) Final invoice to attract interest of 4% over the base rate if not paid within 6 months of being issued

#### What would be the impact?

People affected by this change would be the very small number of full-cost, residential customers who choose to enter a deferred payment agreement in the future. (Existing deferred payment customers would not be affected).

Typically, we have less than 10 new people per year who would experience the new, higher set up fee as well as the annual fees in due course.

Currently, the average weekly cost of care for the existing deferred payment customers is £1008.37. Therefore, the new fees are small values compared with the annual cost of care.

In addition, customers have the option to defer payment of the fees by adding them to the loan.

#### **Change 7: Changing the rate used for the “Minimum Income Guarantee” for new customers aged between 60 and state pension age.**

##### What is being proposed?

When the financial assessment is carried out to assess how much someone can afford to pay for their non-residential care, a key element is the Minimum Income Guarantee, or MIG. This is the amount of a person’s weekly income, which they need to keep for day-to-day living costs. It is set annually by the government, and takes into account the person’s age and level of disability (based on the kind of benefits they are claiming).

The most generous MIG rate is reserved for people of state pension age and over. However, for many years the council has been using this rate for any customers aged 60 or over.

We propose that from April 24, any new customers, and any existing customers aged 59 and under, would not be allocated the highest MIG rate until they reach state pension

age, which will be at the age of 66 or 67. Instead they would be allocated the lower MIG rate for people aged 25+.

What would be the impact?

Existing customers aged 60+ would not be impacted – we would continue to use the higher rate MIG they have already been allocated.

New customers aged 60-66 (there were 32 of these in 2022-23), and existing customers who turn 60 (there were 19 in 2022/23), would simply wait longer than they would have done, before they are allocated the higher MIG rate. This means their charges would be higher than they would have been without the proposed change, but would still be affordable, according to the government-set MIG rates.

No individual person would see any reduction in their MIG rate or increase in charges because of this change.

The increased income raised by this change would help fund other care packages.

**Change 8: Improvements to the general structure and accessibility of the ASC Charging Policy document**

What is being proposed?

The charging policy is based on the Care Act 2014 regulations and statutory guidance, which means it can be challenging to read and understand.

The Council has suggested edits to the document, to make it more accessible, by:

- a) simplifying the wording
- b) changing the order of information in the document so that it reflects the order of events for a new customer
- c) including more diagrams and examples
- d) including a glossary to explain terms which some people might not know
- e) collecting all the rates and fees we use into one Rates Document
- f) explaining how these rates and fees are updated each year

What would be the impact?

All adult social care customers would be affected by the proposed changes. This includes people whose care is arranged by the council, people receiving a direct payment, and carers.

The intention is that by making the policy easier to read, customers have a better understanding of how we work out what they can afford to pay, and how we calculate the

amount on their invoices.

We would also produce an Easy-Read version of this description of the changes, to ensure that people with Learning Disabilities are not excluded from understanding how charging works.

**Potential Positive Impacts**

The new ASC Charging Policy should be easier for both customers and staff to understand.

The focus on disability-related expenses (change 1) should raise awareness of this option, for people who feel their charges are excessive or who have challenges with the cost of maintaining their independence, due to a disability.

Most ASC home care customers will see less charges when care is cancelled, particularly when the cause is an unexpected admission to hospital (See change 2).

The council will recover more of its care costs, from people who can afford to pay more (according to the government formula which assesses how much people can afford). This increases the funding available for other customers' care.

<b>Responsible Service Manager</b>	Paula Johnston, Head of Quality, Governance and Professional Development
<b>Date</b>	23-Aug-23
<b>Approved by Senior Manager</b>	
<b>Date</b>	

**Potential Impact**

<b>Impact Assessment</b>	<b>Details of Impact</b>	<b>Possible Solutions &amp; Mitigating Actions</b>
<b>Age</b>	<p>In the Southampton population, the age range of adults is:</p> <p style="padding-left: 40px;">82% aged 18-64 18% aged 65 and over</p> <p>However, for adult social care customers:</p> <p style="padding-left: 40px;">44% aged 18-64 56% aged 65 and over</p> <p>Older people are therefore a very significant cohort to be considered.</p>	

Impact Assessment	Details of Impact	Possible Solutions & Mitigating Actions
	<p>While the age profile for non-residential care customers is very similar to this, residential care customers are mainly older (75% are aged 65 and over), while direct payment customers are mainly younger (75% are aged 18-64).</p> <p>The following age-related impacts have been considered, in relation to the proposed changes:</p> <p>Firstly, older people are more likely to be retired and unable to top up their incomes by going out to work. Therefore, any increase in charges can have a significant impact. However, this is compensated for by the fact that government allowances for living costs increase with age, with the highest Minimum Income Guarantee rate for non-residential care being £214.35 per week in 2023-24.</p> <p>Secondly, a proportion of older people may be unable to access the new charging policy and the consultation questionnaire, online.</p> <p>Thirdly, change 7 directly impacts new customers aged 60 to pension age. Their charges will be based on the use of the minimum income guarantee amount for adults below state pension age rather than the more generous MIG rate for people of state pension age, which up to now we have given to anyone over 60. Because this change will not be applied to existing customers, no-one will see an actual increase in charges.</p>	<p>Hard copies of the policy and the questionnaire will be available on request, and the initial letters sent to customers (in the post) will include a phone number and email address to use, for requesting hard copies.</p> <p>Customers who find their charges unaffordable can consider claiming disability-related expenses (DREs), or appealing the outcome of their financial assessment.</p>

Impact Assessment	Details of Impact	Possible Solutions & Mitigating Actions
<p><b>Disability</b></p>	<p>60.4% of adult social care customers are claiming a disability benefit (disability living allowance, attendance allowance or personal independence payments).</p> <p>Breaking this down by care type, this figure is:</p> <ul style="list-style-type: none"> <li>95% for direct payment customers</li> <li>70% for non-residential customers</li> <li>37% for short term/respice residential care customers</li> <li>27% for long-term residential care customers</li> </ul> <p>The overhaul of the process for disability-related benefits (change 1) is therefore relevant to most of our customers and the general impacts have been covered above.</p> <p>Disabled people are most likely to require council-arranged transport and will therefore be affected by plans to start charging the cost of transport (see change 5). However, disabled customers who are only paying a contribution towards the cost of their care, will not be affected by this.</p>	<p>Many disabled customers claim a mobility component to their disability benefit which is intended to be used to help with the additional cost of transport.</p> <p>In addition, free and low-cost community transport services are available.</p>

Impact Assessment	Details of Impact	Possible Solutions & Mitigating Actions
<b>Gender Reassignment</b>	None of the changes proposed should have any impact on a person because of their gender reassignment status.	
<b>Marriage and Civil Partnership</b>	<p>When people are financially assessed, this is done by considering their personal financial circumstances in their own right. The only difference for people in a marriage or civil partnership is that:</p> <p>A) We assume each person gets a 50% share of any jointly assessed, means-tested benefit, for example Pension Credit.</p> <p>b) the partner has the option to share their financial details so that we can ensure they are not disadvantaged by the charges we expect the person to pay.</p> <p>When considering whether to take property into account during the financial assessment for someone moving into a care home permanently, the needs of any partner to have somewhere to live are considered.</p> <p>Beyond these points (which are not being changed), none of the changes proposed should have any impact on a person because of their marital status.</p>	
<b>Pregnancy and Maternity</b>	None of the changes proposed should have any impact on a person because of their pregnancy/maternity status.	
<b>Race</b>	<p>In the Southampton population, the ethnicity profile is:</p> <ul style="list-style-type: none"> <li>• 11% Asian/Asian British</li> <li>• 3% Black / Black British</li> </ul>	

Impact Assessment	Details of Impact	Possible Solutions & Mitigating Actions
	<ul style="list-style-type: none"> <li>• 3% Mixed</li> <li>• 81% White/White British</li> <li>• 2% Other</li> </ul> <p>The profile for adult social care customers is:</p> <ul style="list-style-type: none"> <li>• 4% Asian/British Asian</li> <li>• 2% Black / Black British</li> <li>• 2% Mixed</li> <li>• 89% White/White British</li> <li>• 3% Other/unknown</li> </ul> <p>This suggests that some ethnicities are under-represented in the Adult Social Care customer base. The new Adult Social Care Strategy is seeking to address this by ensuring that we make our services accessible to all residents.</p> <p>None of the changes proposed should have any impact on a person because of their ethnicity.</p>	
<b>Religion or Belief</b>	<p>The breakdown of religion shows that of our 2,654 customers:</p> <ul style="list-style-type: none"> <li>• 39% are Christian</li> <li>• 1% are Muslim</li> <li>• 1% are Sikh</li> <li>• 1% are Hindu</li> <li>• 3% state another religion</li> <li>• &lt;1% are atheist</li> <li>• &lt;1% are agnostic</li> <li>• 12% state “no religion”</li> <li>• 3.5% refused or could not say</li> <li>• 39% are unknown</li> </ul> <p>None of the changes proposed should have any impact on a person because of their religion.</p>	
<b>Sex</b>	<p>In the Southampton population, 49% are female and 51% male.</p>	

Impact Assessment	Details of Impact	Possible Solutions & Mitigating Actions
	<p>Of our adult social care customers, 54% are female and 46% are male.</p> <p>The profile of direct payment and non-residential care customers is the same. However, people receiving short-term/respite residential are 59% female, 41% male. People in long-term residential care are 56% female, 44% male.</p> <p>None of the proposed changes should impact either sex more than the other.</p>	
<b>Sexual Orientation</b>	None of the changes proposed should have any impact on a person because of their sexual orientation.	
<b>Community Safety</b>	n/a	
<b>Poverty</b>	<p>The relative poverty of our customers has been assessed using the ONS Combined Index of Multiple Deprivation (IMD) 2019.</p> <p>The index indicates the level of deprivation in the local area someone lives in, based on multiple factors including income.</p> <p>This is the deprivation profile for Southampton residents overall – figures show the percentage of people living in the most deprived areas, then the slightly less deprived areas etc:</p> <ul style="list-style-type: none"> <li>• Top 20% most deprived: 28%</li> <li>• Next 20%: 35%</li> <li>• Next 20%: 19%</li> <li>• Next 20%: 14%</li> <li>• 20% least deprived: 4%</li> </ul>	



Impact Assessment	Details of Impact	Possible Solutions & Mitigating Actions
	<p>The profile for adult social care customers is similar overall, except for people in residential care. This group has much lower numbers in the most deprived areas and more people in the least deprived areas.</p> <p>Another ONS measure, the Income Deprivation Affecting Older People Index (IDAOPI) was also checked. The results for the Southampton population were:</p> <ul style="list-style-type: none"> <li>• Top 20% most deprived: 26%</li> <li>• Next 20%: 30%</li> <li>• Next 20%: 20%</li> <li>• Next 20%: 18%</li> <li>• 20% least deprived: 6%</li> </ul> <p>Again, the pattern for our customers was similar, with the same exception for people in care homes.</p> <p>This difference between the IMD and IDAOPI profiles suggests that older people are overall slightly less deprived than the population as a whole.</p> <p>The amount we charge for care has a significant effect on people with low incomes. However, all the changes being proposed have been carefully considered to ensure that no one is required to pay more than they can afford. The government-set minimum income guarantee (for people living at home) and personal expenses allowance (for people in care homes) ensure that people are left with sufficient income to cover their reasonable day-to-day living costs.</p>	<p>Customers who consider that they are being charged more than they can afford, can:</p> <ul style="list-style-type: none"> <li>• Claim disability-related expenses, to reduce their charges</li> <li>• Request an updated financial assessment, if their income/ assets/ expenses have changed</li> <li>• Appeal the outcome of their financial assessment</li> <li>• Request that charges are waived, in exceptional circumstances</li> </ul>

Impact Assessment	Details of Impact	Possible Solutions & Mitigating Actions
<p><b>Health &amp; Wellbeing</b></p>	<p>Ensuring customers’ health and wellbeing is at the core of adult social care practice.</p> <p>Change 1 (Improving information on disability-related expenses, and ensuring we apply these fairly) will support health and wellbeing.</p> <p>None of the proposed changes should impact adversely on anyone’s health and wellbeing.</p> <p>Customers who lack mental capacity to manage their financial affairs, which includes many of our Appointeeship customers, may require an Advocate to speak on their behalf during the consultation. An Advocacy service is available on request.</p>	<p>If discussion of charges and increases in charges causes anxiety, customers are urged to consider:</p> <ul style="list-style-type: none"> <li>• Talking to their social worker</li> <li>• Seeking independent financial advice</li> <li>• Consulting useful web sites including those listed below.</li> </ul> <p>Age UK website: <a href="#">Money and legal advice for seniors   Age UK</a></p> <p><a href="#">Independent Age</a></p> <p><a href="#">Money Helper</a></p> <p><a href="#">Society of Later Life Advisers - SOLLA</a></p> <p><a href="#">Financing Later Life Care - Which?</a></p> <p><a href="#">Getting financial advice - Citizens Advice</a></p>
<p><b>Care-Experienced</b></p>	<p>None of the proposed changes will target people with care experience, however we recognise that people in this group are more likely to be vulnerable and on a low income.</p> <p>During financial assessments, we already allocate 18–25-year-olds the more generous 25+ rate for the minimum income guarantee (leaving them with more income to spend on day-to-day living costs), and will continue to do so.</p>	
<p><b>Other Significant Impacts</b></p>	<p>No other significant impacts have been identified at this time following the consultation feedback.</p>	



### Equality and Safety Impact Assessment

The **Public Sector Equality Duty** (Section 149 of the Equality Act) requires public bodies to have due regard to the need to eliminate discrimination, advance equality of opportunity, and foster good relations between different people carrying out their activities.

The Equality Duty supports good decision making – it encourages public bodies to be more efficient and effective by understanding how different people will be affected by their activities, so that their policies and services are appropriate and accessible to all and meet different people’s needs. The Council’s Equality and Safety Impact Assessment (ESIA) includes an assessment of the community safety impact assessment to comply with Section 17 of the Crime and Disorder Act and will enable the Council to better understand the potential impact of proposals and consider mitigating action.

<b>Name or Brief Description of Proposal</b>	School Travel Service and Post-16 Travel Service Policy 2024-25
<b>Brief Service Profile (including number of customers)</b>	
<p>Under the 1996 Education Act, Southampton City Council has a statutory duty to provide free of charge travel arrangements to facilitate the attendance at school of eligible children within the Council’s administrative boundary. The Education Act 1996 requires that transport support is provided to children of compulsory school age who attend their nearest suitable school and:</p> <ul style="list-style-type: none"> <li>• live more than the statutory walking distance from that school, or</li> <li>• could not reasonably be expected to walk to that school because of their special educational needs, disability or mobility problem, even if they were accompanied by their parent, or</li> <li>• would not be able to walk to that school in reasonable safety, even if they were accompanied by their parent, or</li> <li>• meet the ‘extended rights’ criteria for children from low-income households.</li> </ul> <p>The policy also includes a statement specifying the arrangements for the provision of travel or other support to facilitate the attendance of all persons of sixth form age and adult learners (over the age of 19 and under the age of 25) receiving education or training (including those with and Education, Health and Care plan). There is no legal requirement to provide travel assistance to Early Years children, post-16 students or adult learners. However, local authorities must adhere to the statutory guidance on post-16 transport and the</p>	

Equalities Act 2010 when developing school travel policy and publishing school travel policy statements for Early Years children, post-16 and adult learners.

This policy sets out Southampton City Council's approach to the operation of the School Travel Service in Southampton. It sets out the Council's statutory requirements along with local policy, including the criteria for eligibility, the type of travel support the council may provide and how to appeal a decision. The legal responsibility for ensuring a child's attendance at school rests with the child's parent or carer. Parents and carers are generally expected to provide travel arrangements for their child to travel to and from school.

This policy applies to children and young people whose permanent home address is within the administrative boundaries of Southampton City Council. Children and young people studying in, but not resident in, Southampton should refer to the relevant transport policies issued by the local authority in their resident area.

There are currently approximately 300 mainstream children utilising the School Travel Service and 1,250 SEND children.

#### **Summary of Impact and Issues**

The School Travel Service and Post-16 Travel Service Policy 2024-25 updates the previous policy and provides a clearer document that will enable service users to better understand the Council's travel service offer and any support that they may be entitled to.

To achieve this, the following changes are proposed:

- Wording amended to ensure terminology is consistent and more accurately reflects the service offer. This is in line with the service's rebrand from 'Home to School Travel' to 'School Travel Service'.
- Addition of a clear hierarchy of travel support options.
- Additional information on the appeals process.
- Requirement for parents who wish to apply for travel support to list their nearest suitable school on their school application form.

#### **Potential Positive Impacts**

The policy has been drafted to be fair and transparent. The wording of the policy has been reviewed to clarify the travel service offer and ensure terminology used in the policy is consistent and in line with the way the service operates. This means the policy is now an accurate reflection of the service offer.

Additional detail has been added to the appeals process, to make it clear what the appellant can expect when making an appeal.

A clear 'hierarchy' of travel assistance options has been set out to clearly indicate to parents/carers the order in which different forms of travel support will be considered, to increase transparency about the operation of the School Travel Service.

<b>Responsible Service Manager</b>	Marianne Alford, Transport Services Manager
<b>Date</b>	19/09/2023
<b>Approved by Senior Manager</b>	Annamarie Hooper, Service Manager – Service Delivery and Compliance
<b>Date</b>	25/09/2023

### Potential Impact

<b>Impact Assessment</b>	<b>Details of Impact</b>	<b>Possible Solutions &amp; Mitigating Actions</b>
<b>Age</b>	This School Travel Service policy impacts children of compulsory school age, post-16 students and adult learners (up to age 25 where they are continuing on a course started before their 19th birthday). Travel support will be provided in line with statutory duties.	N/A – no change to policy or provision
<b>Disability</b>	Southampton City Council will provide travel support for all children of compulsory school age who cannot be expected to walk to school or travel independently by reason of their Special Educational Need and/or Disability (SEND), to the nearest most appropriate school based on their needs, in line with the council's statutory duties.  Travel support for post-16 students and adult learners (up to age 25 where they are continuing on a course started before their 19th birthday) with Special Educational Needs and/or Disabilities will be provided based on assessed need. Students and/or their parents/carers will not be required to contribute towards	N/A – no change to policy or provision

Impact Assessment	Details of Impact	Possible Solutions & Mitigating Actions
	<p>the cost of this service.</p> <p>Where a child lives within walking distance of the nearest qualifying school (or designated school if it is not the nearest) but the route to school relies on parent/carer with a disability accompanying that child for it to be considered safe, and the parent/carer's disability prevents them from doing so, the child will be eligible for school travel free of charge. This will be determined on a case-by-case basis, with medical evidence of the parent's disability requiring confirmation.</p>	
<b>Gender Reassignment</b>	No identified impact.	N/A
<b>Care experienced</b>	No identified impact.	N/A
<b>Marriage and Civil Partnership</b>	No identified impact.	N/A
<b>Pregnancy and Maternity</b>	Where pregnancy or maternity impacts a parent/carer's ability to support their child's travel to and from school, they may be eligible for travel assistance under the Exceptional Circumstances Criteria.	N/A – no change to policy or provision
<b>Race</b>	No identified impact.	N/A
<b>Religion or Belief</b>	Children will be eligible for free school travel under 'extended rights' where the pupil is entitled to free school meals the school is between 2 and 15 miles and is the nearest school preferred on the grounds of religion or belief (aged 11-16).	N/A – no change to policy or provision

<b>Impact Assessment</b>	<b>Details of Impact</b>	<b>Possible Solutions &amp; Mitigating Actions</b>
<b>Sex</b>	No identified impact.	N/A
<b>Sexual Orientation</b>	No identified impact.	N/A
<b>Community Safety</b>	No identified impact.	N/A
<b>Poverty</b>	No identified impact.	N/A
<b>Health &amp; Wellbeing</b>	No identified impact.	N/A
<b>Other Significant Impacts</b>	No identified impacts.	N/A

DRAFT

This page is intentionally left blank





### Equality and Safety Impact Assessment

The **Public Sector Equality Duty** (Section 149 of the Equality Act) requires public bodies to have due regard to the need to eliminate discrimination, advance equality of opportunity, and foster good relations between different people carrying out their activities.

The Equality Duty supports good decision making – it encourages public bodies to be more efficient and effective by understanding how different people will be affected by their activities, so that their policies and services are appropriate and accessible to all and meet different people’s needs. The Council’s Equality and Safety Impact Assessment (ESIA) includes an assessment of the community safety impact assessment to comply with Section 17 of the Crime and Disorder Act and will enable the Council to better understand the potential impact of proposals and consider mitigating action.

<p><b>Name or Brief Description of Proposal</b></p>	<p><b>Landlord Controlled Heating:</b></p> <p>During 2022/23 the Council’s Landlord Controlled Heating Account was impacted by significantly increased energy costs. This resulted in a deficit of £3.6m. Charges were increased from April 2023, which has prevented the deficit from getting any worse, however a recovery plan is required to recover the deficit in a way that minimises impact on tenants. The proposal is to recover over a 5 year period, which will result in a n increase in charge of 6.5% in 2024/25, and an estimated 5% in 2025/6 and 2026/7, which will be subject to review when further energy cost forecasts are received. Taking no action is not sustainable financially.</p> <p><b>Rental increases:</b></p> <p>Rent Increase for the 2024/25 financial year. It is necessary to increase rents to ensure a balanced Housing Revenue Account in 2024/25, to be able to continue to maintain homes through repairs and to ensure the capital programme is robust and provide additional capacity to invest to support improving the council’s decent homes programme, and to ensure the long term sustainability of the business plan over the next 40 years. The maximum allowable increase under government legislation is 7.7%.</p> <p>Impacts on the Housing Revenue Account, tenants, and leaseholders.</p>
<p><b>Brief Service Profile (including number of customers)</b></p>	

<p>There are approximately 15,277 council tenancies in the city who will be affected by increases in rent.</p> <p>There are 5,486 properties that will be affected by the increase in the landlord heating charge.</p> <p>We have 2010 Leaseholders and 300 of these leaseholders will be affected by the increase in landlord-controlled heating.</p>	
<p><b>Summary of Impact and Issues</b></p>	
<p>SCC have 15,277 council tenants with 6,228 receiving Universal Credit and 5,156 receiving Housing Benefit. Housing costs are covered in Universal Credit and Housing Benefit payments so there are 11,384 households that would not be affected by the rent increase.</p> <p>The Housing Revenue Accounts needs income from rents to be able to maintain properties that need repair and to undertake capital projects to improve the homes that our tenants live in.</p>	
<p><b>Potential Positive Impacts</b></p>	
<p>Services need to be paid for and service charges recover some of the costs that provide those services enabling the funding that is currently directed towards paying for these services to be directed towards improvements to the services that customers receive, their homes and neighbourhoods.</p>	
<b>Responsible Service Manager</b>	Jamie Brenchley
<b>Date</b>	17.11.2023
<b>Approved by Senior Manager</b>	
<b>Date</b>	17.11.2023

**Potential Impact**

Impact Assessment	Details of Impact	Possible Solutions & Mitigating Actions
<b>Age</b>	<p>Tenants range in ages from 17 through to 100 years of age will all be impacted by the proposals.</p> <p>In relation to increase in rents tenants will have increased costs.</p> <p>In relation to heating charge increase those paying for the service will be impacted by an increase in charge</p>	<p>Those on Universal Credit &amp; Housing Benefit will not be affected by the increase in rent as these benefits include rent costs</p> <p>The Government have provided households in the country with targeted financial help towards their energy costs and additional</p>

Impact Assessment	Details of Impact	Possible Solutions & Mitigating Actions
		hardship and winter fuel payments.
<b>Disability</b>	<p>In relation to increase in rents tenants will have increased costs.</p> <p>In relation to heating charge increase those paying for the service will be impacted by an increase in charge in this group as some have a disability or need extra support.</p>	<p>Those on Universal Credit &amp; Housing Benefit will not be affected by the increase in rent as these benefits include rent costs.</p> <p>The Government have provided households in the country with targeted financial help towards their energy costs and additional hardship and winter fuel payments. Additional support can be given from the Welfare Rights team in Housing for these households in terms of enabling them to access any potential additional support available to them.</p>
<b>Gender Reassignment</b>	No overall impact.	<p>Those on Universal Credit &amp; Housing Benefit will not be affected by the increase in rent as these benefits include rent costs.</p> <p>The Government have provided households in the country with targeted financial help towards their energy costs and additional hardship and winter fuel payments. Additional support can be given from the Welfare Rights team in Housing for these households in terms of enabling them to</p>

Impact Assessment	Details of Impact	Possible Solutions & Mitigating Actions
		<p>access any potential additional support available to them.</p>
<b>Marriage and Civil Partnership</b>	No overall impact	<p>Those on Universal Credit &amp; Housing Benefit will not be affected by the increase in rent as these benefits include rent costs.</p> <p>The Government have provided households in the country with targeted financial help towards their energy costs and additional hardship and winter fuel payments. Additional support can be given from the Welfare Rights team in Housing for these households in terms of enabling them to access any potential additional support available to them.</p>
<b>Pregnancy and Maternity</b>	No overall impact.	<p>Those on Universal Credit &amp; Housing Benefit will not be affected by the increase in rent as these benefits include rent costs.</p> <p>The Government have provided households in the country with targeted financial help towards their energy costs. Additional support can be given from the Welfare Rights team in Housing for these households in terms of enabling them to access any potential</p>

Impact Assessment	Details of Impact	Possible Solutions & Mitigating Actions
		<p>additional support available to them.</p>
<b>Race</b>	No overall impact identified.	<p>Those on Universal Credit &amp; Housing Benefit will not be affected by the increase in rent as these benefits include rent costs.</p> <p>The Government have provided households in the country with targeted financial help towards their energy costs. Additional support can be given from the Welfare Rights team in Housing for these households in terms of enabling them to access any potential additional support available to them.</p>
<b>Religion or Belief</b>	No overall impact.	<p>Those on Universal Credit &amp; Housing Benefit will not be affected by the increase in rent as these benefits include rent costs.</p> <p>The Government have provided households in the country with targeted financial help towards their energy costs. Additional support can be given from the Welfare Rights team in Housing for these households in terms of enabling them to access any potential additional support available to them.</p>

Impact Assessment	Details of Impact	Possible Solutions & Mitigating Actions
<b>Sex</b>	No overall impact.	<p>Those on Universal Credit &amp; Housing Benefit will not be affected by the increase in rent as these benefits include rent costs.</p> <p>The Government have provided households in the country with targeted financial help towards their energy costs. Additional support can be given from the Welfare Rights team in Housing for these households in terms of enabling them to access any potential additional support available to them.</p>
<b>Sexual Orientation</b>	No overall impact.	<p>Those on Universal Credit &amp; Housing Benefit will not be affected by the increase in rent as these benefits include rent costs. The Government have provided households in the country with targeted financial help towards their energy costs. Additional support can be given from the Welfare Rights team in Housing for these households in terms of enabling them to access any potential additional support available to them.</p>
<b>Community Safety</b>	No overall impact.	Not applicable.
<b>Poverty</b>	All proposals will have an impact on poverty as there are proposed increases in rents. Tenants and	Those on Universal Credit & Housing Benefit will not be affected by the increase in

Impact Assessment	Details of Impact	Possible Solutions & Mitigating Actions
	<p>leaseholders will have increased housing costs.</p> <p>In relation to heating charge increase those paying for the service will be impacted by an increase in charge.</p>	<p>rent as these benefits include rent costs.</p> <p>For those on Universal Credit or Housing Benefit there will be the annual increase in benefits for the 2024/25 year which will help alleviate the impact this increase could have as people will receive additional income to help offset the heating charge increase.</p>
<b>Care Experienced</b>	<p>There are 2 care leavers currently who are tenants who will be impacted by the rent increase.</p>	<p>If they are in receipt of benefits they will not be affected by the increase in rent. If they are not in receipt of benefits they can receive the additional support given from the Welfare Rights team within Housing.</p>
<b>Health &amp; Wellbeing</b>	<p>In relation to health and wellbeing there may be an impact on households due to a reduction in income for households from the increase in rent and heating charge costs.</p>	<p>Those on Universal Credit &amp; Housing Benefit will not be affected by the increase in rent as these benefits include rent costs.</p> <p>The Government have provided every household in the country with financial help towards their energy costs.</p>
<b>Other Significant Impacts</b>	None	

This page is intentionally left blank





## Equality and Safety Impact Assessment

Appendix 27

The **public sector Equality Duty** (Section 149 of the Equality Act) requires public bodies to have due regard to the need to eliminate discrimination, advance equality of opportunity, and foster good relations between different people carrying out their activities.

The Equality Duty supports good decision making – it encourages public bodies to be more efficient and effective by understanding how different people will be affected by their activities, so that their policies and services are appropriate and accessible to all and meet different people’s needs. The Council’s Equality and Safety Impact Assessment (ESIA) includes an assessment of the community safety impact assessment to comply with section 17 of the Crime and Disorder Act and will enable the council to better understand the potential impact of the budget proposals and consider mitigating action.

<b>Name or Brief Description of Proposal</b>	Traffic Regulation Order to propose implementing a standard parking charging period of Monday to Sunday 8am to 8pm (on-street) and Monday to Sunday 8am to Midnight (off-street), the implementation of increased on-street and off-street parking tariffs, the removal of 10 minute free charging periods (except from St. Marys Road and Compton Walk) and the changing of St. Marys Road P&D Bays to cars only
<b>Brief Service Profile (including number of customers)</b>	10,000 to 15,000 users per day
<b>Summary of Impact and Issues</b>	Single tariff may constitute a noticeable increase for evening stays of 4 hours or more  Increases in all day parking tariffs may cause financial difficulty for regular users.
<b>Potential Positive Impacts</b>	Promotes the use of alternative travel modes and manages the use of car trips at times when tariffs are not currently in situ, ensure tariff structure is clear and easy to understand
<b>Responsible Service Manager</b>	Richard Alderson
<b>Date</b>	21/08/2023

<b>Approved by Senior Manager</b>	Pete Boustred
-----------------------------------	---------------

<b>Signature</b>	
<b>Date</b>	21/08/2023

### Potential Impact

<b>Impact Assessment</b>	<b>Details of Impact</b>	<b>Possible Solutions &amp; Mitigating Actions</b>
<b>Age</b>	None	N/A
<b>Disability</b>	Blue Badge Holders can park in Disabled Parking Bays and On / Off Street Pay & Display Bays without charge. Potential impact on people with mobility issues who do not qualify for a Blue Badge, although this is an existing factor with current Pay & Display charging tariffs	Range of parking location options and tariffs available across the City Centre.
<b>Gender Reassignment</b>	None	N/A
<b>Marriage and Civil Partnership</b>	None	N/A
<b>Pregnancy and Maternity</b>	None	N/A
<b>Race</b>	None	N/A
<b>Religion or Belief</b>	There are currently no City Centre parking charges on Sunday morning or Sunday evening (after 6pm) during which periods some community groups attend Places of Worship. Parking charges may be payable by groups who have previously parked during these times without charge.	The aim of the proposals is to have a consistent charging structure for the purpose of managing car trips at all times when there is parking demand. Many similar urban centres have charges that apply during these times on Sundays.
<b>Sex</b>	None	N/A
<b>Sexual Orientation</b>	None	N/A

<b>Community Safety</b>	None	N/A
<b>Poverty</b>	Increase in parking tariffs for general users, City Centre residents and nighttime economy workers	Short stay parking tariff increases are moderate and are reflective of inflation. Long stay tariffs are reflective of tariffs in similar urban centres and in some cases, are still lower than those seen in City Centres with a similar retail/leisure offer. City Centre residents have access to discounted season tickets. Nighttime economy workers have access to Overnight Season Ticket
<b>Other Significant Impacts</b>	None	N/A

This page is intentionally left blank



## Equality and Safety Impact Assessment

The **Public Sector Equality Duty** (Section 149 of the Equality Act) requires public bodies to have due regard to the need to eliminate discrimination, advance equality of opportunity, and foster good relations between different people carrying out their activities.

The Equality Duty supports good decision making – it encourages public bodies to be more efficient and effective by understanding how different people will be affected by their activities, so that their policies and services are appropriate and accessible to all and meet different people’s needs. The Council’s Equality and Safety Impact Assessment (ESIA) includes an assessment of the community safety impact assessment to comply with Section 17 of the Crime and Disorder Act and will enable the Council to better understand the potential impact of proposals and consider mitigating action.

<b>Name or Brief Description of Proposal</b>	Fair Collection and Debt Recovery Policy and linked council tax and business rates recovery policy
<b>Brief Service Profile (including number of customers)</b>	
<p>These policies set out the principles and standards in relation to customer contact, recovery processes, repayments, and benefit, money and debt advice. It also sets out how the council will manage and collect arrears and debts from residents and businesses experiencing difficulties in paying, who have multiple debts to the council, and vulnerable people who have debt with the council.</p> <p>The purpose of the policies is to ensure a consistent and coordinated approach to the management of debts across the council, maximising debt recovery and income collection. Whilst some parts of income recovery must adhere to relevant regulations e.g. Council Tax, Business Rates, parking and rents for council housing, the overall principle is that billing, collection and recovery of all sums due are managed in a fair, proportionate, cost-effective, consistent and sensitive manner.</p> <p>The fair collection and debt recovery policy applies to all debts and income due to the council including but not limited to:</p> <ul style="list-style-type: none"> <li>• Council Tax and Business Rates (additional information on these two debts is included in the Council Tax and Business Rates recovery policy)</li> <li>• Housing Benefit overpayments</li> <li>• Rent for council housing</li> <li>• Rent for other council properties including garages and commercial property</li> <li>• General Income – the fees and charges made for a wide range of Council Services such as adult social care. General income also includes loan repayments and salary overpayments</li> <li>• Commercial Property Rent and Service Charges</li> <li>• Leaseholder payments</li> </ul>	

- Commercial and Garden Waste Collection
- Other sundry debts owed to the council which include but are not limited to invoices for trade refuse collection services, building control fees, statutory notices and annual licencing fees
- Car parking enforcement debts
- Recovery of enforcement costs following works in default
- Charging for discretionary services or any money due to the council under terms of an agreement to pay for goods, services or property.

### Summary of Impact and Issues

The impact of the national cost of living crisis means that increasingly residents and businesses are in financial hardship, so it is important that the council considers its approach to debt recovery to make sure the process is fair and transparent.

Data from the Office for National Statistics [Expenditure - Office for National Statistics \(ons.gov.uk\)](https://ons.gov.uk):- illustrates the impact

In the period 8 February to 1 May 2023, this data showed:

- renters (4.7 higher odds) and mortgage holders (2.0 higher odds) had higher odds of experiencing financial vulnerability compared with those who own their home outright
- the difference between renters' and mortgage holders' likelihood of experiencing some form of financial vulnerability may reflect that, on average, renters report spending a higher proportion of their disposable income on rent (21%), than mortgage holders on their mortgage (16%), according to the latest data from the Living Cost and Food Survey (UK, financial year ending 2022)
- adults aged 25 years and over were more likely to experience some form of financial vulnerability when compared with those aged 75 years and over. Adults aged 25 to 34 years had the highest odds [of financial vulnerability](odds ratio equals 2.2), followed by those aged 45 to 54 years and 35 to 44 years (odds ratio equals 1.9).
- around a third (35%) of adults reported it was difficult (very or somewhat) to afford their rent or mortgage payments, this proportion appeared higher among groups including; those receiving support from charities (57%), living in a household with one adult and at least one child (47%), receiving some form of benefits or financial support (45%), Asian or Asian British adults (53%), Black, African, Caribbean or Black British adults (47%), renters (43%) and disabled adults (41%)
- adults with a personal annual income of up to £10,000, who had higher odds of experiencing financial vulnerability (3.8 higher odds), compared with adults earning £50,000 or more per year

Data from the [Southampton Data Observatory](#)

Southampton total population 248,824

As of **March 2023**, **4.2%** of the working age population were **claiming out of work benefits**. This is yet to return to the pre-pandemic baseline (less than 3.5% in early 2020) and appears to have slowly increased in recent months; possibly related to recent economic uncertainty. Discretionary income is the income remaining to spend, save or invest after paying essential bills, mortgage/rent, groceries, utilities and any other necessary expenses

- Based on the government's £2,500 cap, +120% increase in the energy bills from April

2021 to October 2022, we estimate the discretionary income of approximately 16% of households in Southampton to fall below £0 per month

- Expanding this, we estimate almost 50% of households would have a discretionary income below £125 per month, with these households potentially in a precarious financial situation if there were unforeseen circumstances e.g. car break down
- Half (50%) of households estimated to have their discretionary income fall below £0 a month are among the 20% most deprived nationally;
- This rises to over 80% when expanded to the 40% most deprived households
- Although, some of these households will likely receive additional government support beyond the £66 per month from October 2022 – additional support for the most vulnerable households is not accounted for within the forecast
- Whilst those living in the 40% most deprived neighbourhoods are estimated to be most impacted in Southampton. It is important to emphasise the impact of rising energy prices and cost of living will be felt across all households in Southampton

### **Rise in cost of living:-**

Based on the government's £2,500 cap, +120% increase in the energy bills from April 2021 to October 2022, we estimate the discretionary income of approximately 16% of households in Southampton to fall below £0 per month (Discretionary income is the income remaining to spend, save or invest after paying essential bills, mortgage/rent, groceries, utilities and any other necessary expenses)

### **Council Tax and Business Rates Arrears:-**

Data from [Gov.UK](https://www.gov.uk) indicates in England 2022 to 2023:-

- At 31 March 2023, the total amount of council tax still outstanding amounted to £5.5 billion. This is a cumulative figure and includes arrears that may stretch back a number of years. This is an increase of £510 million over the figure at the end of 2021-22.
- At 31 March 2023, local authorities reported the total amount of non-domestic rates still outstanding amounted to £2.5 billion. This is a cumulative figure and includes arrears that may stretch many years. This is a decrease of £99 million on the 2021-22 figure.

Following a recent [revaluation of non-domestic properties](#) many small businesses have seen an increase in the value of their property which can result in an increase in the amount of Business Rates they need to pay. However, for those businesses already receiving Business Rates Relief (100% discount if their business has a rateable value of below £12,000) they may be entitled to transitional relief which staggers the increase in bills over three years.

[Citizens Advice](#) is helping almost 40,000 people every month with debt issues. Energy debts and council tax arrears are now the most commonly encountered problem debt - with 50% of the people helped by Citizens Advice reporting one or both of these debts.

### **Tracking the impact of the high cost of living on UK households:-**

A report from [Money Advice Trust](#), June 2023:-

- Two in five (41%) callers to National Debtline and over half (56%) of Business Debtline callers have a 'negative budget'.
- 3.7 million more people are behind on household bills, compared to March 2022.

- Since 2018, the average amount owed on council tax, energy, rent and other 'priority' debts has increased by 54% amongst callers to National Debtline – to a total of £4,080.

### **Potential Positive Impacts**

The policies will benefit all customers facing financial hardship as it:

- sets out the way that they can expect to be treated in their dealings with the council
- recognises cases of genuine hardship
- will encourage customers to self-help and signposts them as to free, independent advice from local and national debt advice providers.

The policies will also benefit the wider taxpayers of Southampton in that it confirms that the council will seek to maximise income collection and minimise the number and size of bad debts owed to the council.

The aims of the policies are for the council to:

- Be easy to talk to, so customers will be more likely to make contact with us when they first face difficulties.
- Balance maximising income for Southampton City Council, while making sure we consider our customers other debts and liabilities when making arrangements for recovering the money they owe.
- Take positive action to prevent debt occurring e.g. by making early contact to prevent arrears increasing, offering a range of payment methods etc.
- Help identify and recognise customers who may try to abuse the policies, such as customers who refuse to pay or who delay payment without a real reason.
- Ensure effective debt collection including enforcement action against deliberate non- payers.
- Encourage customers to make early contact with us to prevent arrears increasing and being fair, firm and consistent in our approach.
- In customers' interests, with consent and in line with data protection legislation, share information across the council to assist both customers and debt collection.
- Promote access to advice and support.
- Maximise use of benefit take-up and discretionary funds where appropriate to help reduce the burden of debt for customers on low incomes.

<b>Responsible Service Manager</b>	Vanessa Shahani, Head Income & Expenditure
<b>Date</b>	14/11/23
<b>Approved by Senior Manager</b>	James Marshall, Director, Customer Experience
<b>Date</b>	22/11/2023



## Potential Impact

Impact Assessment	Details of Impact	Possible Solutions & Mitigating Actions
<p><b>Age</b></p>	<p>The cost of living forecasts on the <a href="#">Data Observatory in Southampton</a> - shows households that are most vulnerable to rising energy bills. This data has showed us that 64% of households in Southampton can be categorised to be in groups that are vulnerable to rising household bills and could be at risk of falling into arrears.</p> <p>The data showed that low-income families, older people living alone with limited income, and those in social rented housing are more likely to fall into arrears with essential bills as a result of increased prices.</p> <p>Data shows:</p> <ul style="list-style-type: none"> <li>• Individuals that are 66+ years old, with a household income of lower than £15,000, often live in fuel poverty. Therefore, this group is more likely to experience debt if faced with rising costs. Consequently, the policy will be of more relevance to them.</li> </ul> <p>A report from Independent Age 'A constant struggle' - The Impact of high household costs on older people facing financial hardship Sept 2023 states:- 40% of respondents aged 65+ on a low household income said they had struggled to keep up with their Council Tax bills over the past six months. The full report can be found <a href="#">here</a></p>	<p>The purpose of the Fair Collection and Debt Recovery Policy and the Council Tax and Business Rates Recovery Policy is to ensure a consistent but tailored approach to the collection of debt from all individuals and organisations who owe money to the council. The diversity of the debtors is acknowledged within the policies so action is, wherever, possible designed for a particular debtor to minimise hardship and maximise recovery.</p> <p>There are a number of Council Tax discounts and exemptions which might apply to some older people e.g. Single Person Discount if they live alone or if they have reached pensionable age. A full list of these can be found on the <a href="#">SCC website</a>.</p>
<p><b>Disability</b></p>	<p>A recent ONS <a href="#">cost of living survey</a> outlines how disabled adults are comparatively more likely to be</p>	<p>The disabled band reduction scheme aims to reduce Council Tax for disabled people who have</p>

Impact Assessment	Details of Impact	Possible Solutions & Mitigating Actions
	<p>falling behind on household bills. 36% of disabled adults were finding it difficult to afford their rent/mortgage payments and 4% were behind on payments, compared to 27% and 2% for non-disabled adults respectively.</p>	<p>to live in a larger property to meet the needs of their disability. Eligibility can be checked on the <a href="#">SCC website</a></p> <p>The severely mentally impaired discount or exemption may apply to an individual or a member of their household if an individual is mentally disabled and not counted for Council Tax purposes. Eligibility can be checked on the <a href="#">SCC website</a></p>
<b>Gender Reassignment</b>	None	<p>The purpose of the Fair Collection and Debt Recovery Policy and the Council Tax and Business Rates Recovery Policy is to ensure a consistent but tailored approach to the collection of debt from all individuals and organisations who owe money to the council. The diversity of the debtors is acknowledged within both policies so action is, wherever possible, designed for debtors to minimise their hardship and maximise recovery.</p>
<b>Marriage and Civil Partnership</b>	None	As above
<b>Pregnancy and Maternity</b>	None	As above
<b>Race</b>	None	As above
<b>Religion or Belief</b>	None	As above
<b>Sex</b>	None	As above
<b>Sexual Orientation</b>	None	As above
<b>Community Safety</b>	None	As above
<b>Poverty</b>	<p>The cost of living forecasts on the <a href="#">Data Observatory in Southampton</a> - shows households that are most vulnerable to rising energy bills. This data has showed us that 64%</p>	<p>Alternative Payment Arrangements are put in place when a tenant is struggling. This means an element of the rent money is paid direct to the</p>

Impact Assessment	Details of Impact	Possible Solutions & Mitigating Actions
	<p>of households in Southampton can be categorised to be in groups that are vulnerable to rising household bills and could be at risk of falling into arrears.</p> <p>The data showed that low-income families, older people living alone with limited income, and those in social rented housing are more likely to fall into arrears with essential bills as a result of increased prices.</p> <p>Data shows:</p> <ul style="list-style-type: none"> <li>• Low income families are predominantly 26-35/36-45 years old. 31.5% have 2 children, most of which are 5-11yrs old. They have low discretionary income.</li> <li>• Individuals in social rented housing are mainly 46-55/56-65 years old. They are often single and on low household income. 84% do not have children.</li> </ul>	<p>council. Direct debits and standing orders are also promoted as payment methods, as well as signposting customers to sources of help and advice if they are in financial difficulty e.g. Citizens Advice, the Council's Welfare Rights and Money Advice Unit, other money and advice agencies or support in kind e.g. food banks. Support to apply for Discretionary Housing Payments to help with arrears is also available. Affordable payment arrangements are negotiated with customers (individuals and businesses).</p> <p>If individuals have a low income or are in receipt of benefits you may be entitled to <a href="#">Council Tax Reduction</a>.</p> <p><a href="#">The Debt Respite Scheme (Breathing Space Moratorium and Mental Health Crisis Moratorium) (England and Wales) Regulations 2020</a></p> <p>There are two types of breathing space: a standard breathing space and a mental health crisis breathing space.</p> <p>A standard breathing space is available to anyone with problem debt. It gives the customer legal protections from creditor action for up to 60 days.</p> <p>A mental health crisis breathing space is only available to a customer who is receiving mental health crisis treatment. It lasts as long as the customer's mental health crisis treatment, plus 30 days (no matter how long the crisis treatment lasts).</p>

Impact Assessment	Details of Impact	Possible Solutions & Mitigating Actions
<b>Health &amp; Wellbeing</b>	<p><a href="#">The Mental Health Foundation's</a> representative survey of UK adults in November 2022 found that 10% had felt hopeless because of financial worries during the previous month, while 34% felt anxious and 29% felt stressed. When thinking about the next few months, UK adults are concerned about not being able to maintain their standard of living (71%), heat their home (66%) or pay general monthly household bills (61%). Significantly, half (50%) of UK adults were at least a little worried about being able to afford food over the next few months, rising to 67% of younger adults aged 18 to 34.</p>	<p>The Fair Collection and Debt Recovery Policy's purpose is to ensure a consistent but tailored approach to the collection of debt from all individuals and organisations who owe money to the council.</p> <p>The diversity of the debtors is acknowledged within the policy so action is, wherever, possible designed for a particular debtor to minimise hardship and maximise recovery</p> <p>Breathing Space, above, might also apply in this category.</p>
<b>Other Significant Impacts</b>	<p>There is Statutory Legislation in place for the collection of Council Tax and Business Rates so, whilst we endeavour to support individuals and businesses that are struggling to make payments we are bound by this legislation in order to collect the funds.</p>	<p>Whilst the collection of Council Tax and Business Rates are governed by Statutory Legislation there are a number of discounts and exemptions in respect of both Council Tax and Business Rates, details can be found on the SCC website:-</p> <p><a href="#">Council Tax Discounts &amp; Exemptions</a>  <a href="#">Business Rates Discounts, Exemption &amp; Reliefs</a></p>

### Equality and Safety Impact Assessment

The **Public Sector Equality Duty** (Section 149 of the Equality Act) requires public bodies to have due regard to the need to eliminate discrimination, advance equality of opportunity, and foster good relations between different people carrying out their activities.

The Equality Duty supports good decision making – it encourages public bodies to be more efficient and effective by understanding how different people will be affected by their activities, so that their policies and services are appropriate and accessible to all and meet different people’s needs. The Council’s Equality and Safety Impact Assessment (ESIA) includes an assessment of the community safety impact assessment to comply with Section 17 of the Crime and Disorder Act and will enable the Council to better understand the potential impact of proposals and consider mitigating action.

<b>Name or Brief Description of Proposal</b>	Increase council tax premium for: <ul style="list-style-type: none"> <li>• second home owners and</li> <li>• empty homes after one year</li> </ul>
<b>Brief Service Profile (including number of customers)</b>	
<p>The proposals are to:</p> <ul style="list-style-type: none"> <li>• introduce a council tax premium of 100% on second homes (subject to legislation being approved)</li> <li>• introduce a council tax premium of 100% where a property has been empty for more than 12 months (subject to legislation being approved)</li> </ul> <p>As of 27 September 2023, there are 906 properties currently registered as being unoccupied and furnished, and therefore <b>potentially</b> second homes. Most are within council tax bands A to C.</p> <p>This means doubling the council tax that they will have to pay. As of 27 September 2023, there are currently 278 properties that have been empty for between 12 months and 24 months. Most are within council tax bands A to C</p>	
<b>Summary of Impact and Issues</b>	
<p>The proposals are to-</p> <ol style="list-style-type: none"> <li>a) <b>Introduce a council tax premium of 100% for people with second homes</b> This means doubling the council tax that they will have to pay.</li> <li>b) <b>Introduce a council tax premium of 100% for people with properties that have remained empty for 12 months or more</b> This will change the current policy of charging a 100% premium where a property is empty and unfurnished for a period from 2 years</li> </ol>	

## Appendix 1 Draft ESIA

The proposals to introduce the two council tax premiums above are linked to the Levelling up and Regeneration Bill which is currently going through Parliament. So they can only be implemented once this Bill becomes law. They are supported by the Local Government Association

[Levelling Up and Regeneration Bill, Second Reading, House of Lords, 17 January 2023 | Local Government Association](#)

The changes to policy will apply to all taxpayers who have dwellings which meet the criteria irrespective of whether they have any protected characteristics or not.

### Potential Positive Impacts

The proposals will generate additional Council Tax revenue for precepting bodies; facilitating the delivery of essential front-line services.

The key rationale for the recommendations is to:

- Incentivise the occupation of empty properties
- Discourage, or generate additional income from, second home ownership in order to ensure the supply of homes to meet local housing needs

<b>Responsible Service Manager</b>	Andrew Armour, Revenues and Benefits Service Manager
------------------------------------	--

<b>Date</b>	
-------------	--

<b>Approved by Senior Manager</b>	Vanessa Shahani, Head, Income and Expenditure
-----------------------------------	---

<b>Date</b>	
-------------	--

Impact Assessment	Details of Impact	Possible Solutions & Mitigating Actions
<b>Age</b>	There are no specific benefits or disadvantages that have been identified as a result of these proposals.	There are no specific benefits or disadvantages that have been identified for this group as a result of these proposals. As the impact has currently been identified as neutral, no mitigating actions are suggested. This could change as a result of consultation and, if this is the case, will be taken into account when making the final decision about any changes to the current scheme.
<b>Disability</b>	There are no specific benefits or disadvantages that have been identified as a result of these proposals.	There are no specific benefits or disadvantages that have been identified for this group as a result of these proposals. As the impact has currently

## Appendix 1 Draft ESIA

Impact Assessment	Details of Impact	Possible Solutions & Mitigating Actions
		<p>been identified as neutral, no mitigating actions are suggested. This could change as a result of consultation and, if this is the case, will be taken into account when making the final decision about any changes to the current scheme.</p>
<b>Gender Reassignment</b>	<p>There are no specific benefits or disadvantages that have been identified as a result of these proposals.</p>	<p>There are no specific benefits or disadvantages that have been identified for this group as a result of these proposals. As the impact has currently been identified as neutral, no mitigating actions are suggested. This could change as a result of consultation and, if this is the case, will be taken into account when making the final decision about any changes to the current scheme.</p>
<b>Care Experienced</b>	<p>There are no specific benefits or disadvantages that have been identified as a result of these proposals.</p>	<p>There are no specific benefits or disadvantages that have been identified for this group as a result of these proposals. As the impact has currently been identified as neutral, no mitigating actions are suggested. This could change as a result of consultation and, if this is the case, will be taken into account when making the final decision about any changes to the current scheme.</p>
<b>Marriage and Civil Partnership</b>	<p>There are no specific benefits or disadvantages that have been identified as a result of these proposals.</p>	<p>There are no specific benefits or disadvantages that have been identified for this group as a result of these proposals. As the impact has currently been identified as neutral, no mitigating actions are suggested. This could change as a result of consultation and, if this is the case, will be taken into account when</p>

## Appendix 1 Draft ESIA

Impact Assessment	Details of Impact	Possible Solutions & Mitigating Actions
		making the final decision about any changes to the current scheme.
<b>Pregnancy and Maternity</b>	There are no specific benefits or disadvantages that have been identified as a result of these proposals.	There are no specific benefits or disadvantages that have been identified for this group as a result of these proposals. As the impact has currently been identified as neutral, no mitigating actions are suggested. This could change as a result of consultation and, if this is the case, will be taken into account when making the final decision about any changes to the current scheme.
<b>Race</b>	There are no specific benefits or disadvantages that have been identified as a result of these proposals.	There are no specific benefits or disadvantages that have been identified for this group as a result of these proposals. As the impact has currently been identified as neutral, no mitigating actions are suggested. This could change as a result of consultation and, if this is the case, will be taken into account when making the final decision about any changes to the current scheme.
<b>Religion or Belief</b>	There are no specific benefits or disadvantages that have been identified as a result of these proposals.	There are no specific benefits or disadvantages that have been identified for this group as a result of these proposals. As the impact has currently been identified as neutral, no mitigating actions are suggested. This could change as a result of consultation and, if this is the case, will be taken into account when making the final decision about any changes to the current scheme.
<b>Sex</b>	There are no specific benefits or disadvantages that have been	There are no specific benefits or disadvantages that have been identified for this group



## Appendix 1 Draft ESIA

<b>Impact Assessment</b>	<b>Details of Impact</b>	<b>Possible Solutions &amp; Mitigating Actions</b>
	identified as a result of these proposals.	as a result of these proposals. As the impact has currently been identified as neutral, no mitigating actions are suggested. This could change as a result of consultation and, if this is the case, will be taken into account when making the final decision about any changes to the current scheme.
<b>Sexual Orientation</b>	There are no specific benefits or disadvantages that have been identified as a result of these proposals.	There are no specific benefits or disadvantages that have been identified for this group as a result of these proposals. As the impact has currently been identified as neutral, no mitigating actions are suggested. This could change as a result of consultation and, if this is the case, will be taken into account when making the final decision about any changes to the current scheme.
<b>Community Safety</b>	None identified at this time. This could change as a result of consultation and, if this is the case, will be taken into account when making the final decision about any changes to the current scheme.	
<b>Poverty</b>	None identified at this time. This could change as a result of consultation and, if this is the case, will be taken into account when making the final decision about any changes to the current scheme.	Consultation might highlight other impacts and solutions and, if this is the case, will be taken into account when making the final decision about any changes to the current scheme.
<b>Health &amp; Wellbeing</b>	None identified at this time. This could change as a result of consultation and, if this is the case, will be taken into account when making the final decision about any changes to the current scheme.	

## Appendix 1 Draft ESIA

Impact Assessment	Details of Impact	Possible Solutions & Mitigating Actions
<p><b>Other Significant Impacts</b></p>	<p>Increasing housing supply locally and bringing properties back into the currently short supply of local private rental sector has the potential to benefit a broad spectrum of groups who have protected characteristics.</p> <p>The proposals to introduce the council tax premiums for second homes and properties that have been empty for 12 months or more, could incentivise homeowners to release their properties onto the market, for either sale or rent. If offered for rent, this could help ease local housing pressures. The majority of the properties are in the lower council tax bands (A to C) so could help ease pressures in the private rented sector</p>	

DRAFT



## Equality and Safety Impact Assessment

The **Public Sector Equality Duty** (Section 149 of the Equality Act) requires public bodies to have due regard to the need to eliminate discrimination, advance equality of opportunity, and foster good relations between different people carrying out their activities.

The Equality Duty supports good decision making – it encourages public bodies to be more efficient and effective by understanding how different people will be affected by their activities, so that their policies and services are appropriate and accessible to all and meet different people’s needs. The Council’s Equality and Safety Impact Assessment (ESIA) includes an assessment of the community safety impact assessment to comply with Section 17 of the Crime and Disorder Act and will enable the Council to better understand the potential impact of proposals and consider mitigating action.

<b>Name or Brief Description of Proposal</b>	Consideration for the future of Holcroft House
<b>Brief Service Profile (including number of customers)</b>	
<p>Holcroft House is a 34 bedroom residential home providing short and long term care for adults living with dementia. There are currently 14 long term residents and 4 temporary residents. There are 52 members of staff currently working at Holcroft House (This is not FTE equivalent).</p> <p>A Fire Safety Assessment (FSA) has identified a number of issues that will need addressing at Holcroft House whereby residents will need to relocate during the works over a period of 18 months. Funds were initially identified for the initial work but costs have since increased exponentially and additional work identified in relation to asbestos bringing the current estimations to over £1m, with potential for that to increase.</p> <p>The Fire Service are aware there is a pending decision on the future of the building and have agreed the building is safe in the short term but will need addressing if the building is to stay open.</p> <p>There are currently a number of homes that are CQC registered with dementia care within the city which have a number of vacancies as of May 2023.</p>	

Planning for the proposed home closure will take into account the assessed needs of every individual resident of the home and how these can best be met in the future. The assessments will be conducted in partnership with other professionals and agencies to minimise impact, particularly with regards to their health and well-being. The review process will identify suitable placements to meet the needs of the resident, and this will be equal to the standard of Holcroft House.

The proposed closure will be carefully managed and will include an individual transition plan for all residents. Care staff will be supported throughout to ensure a safe and excellent quality of care is provided throughout the closure process.

### **Summary of Impact and Issues**

Due to the fire safety and subsequent asbestos works that would be required at Holcroft House (over 18 months) there would be a need to relocate residents multiple times. By relocating the residents once, this will reduce the impact of additional moves which can be detrimental to their health.

The proposal is therefore, to close Holcroft House and support residents in relocating to alternative accommodation.

Each resident's care and support needs and financial assessment will be reviewed on an individual basis.

The proposed closure of the current provision has the potential to affect services provided to adults with care and support needs including:

- Adults with dementia
- Adults with physical disabilities
- Adults with sensory support needs
- Short term provision
- Families and representatives

Potential impacts identified so far include:

- Some residents that are currently in Holcroft House may find it upsetting to move as they may have been living in the area and home for a while. A full assessment will be carried out for each resident before they move. These assessments will be based on good practice guidelines on closing residential homes and settling people into new accommodation. Residents, families and representatives will also have access to independent advocacy support.

- The proposed closure, will require the council to support existing residents to move to alternative placements. Whilst we will work sensitively to minimise the impact their vulnerability may mean they find it a challenging experience. It will mean a change of environment and staff team and it will take time to manage the transition.
- Residents' concerns and levels of anxiety could impact their emotional and physical wellbeing particularly just before a move or immediately afterwards. Relatives of residents may also have concerns relating to finding suitable alternate care and support which could impact their health and wellbeing.

Residents, families and representatives will be involved in on-going discussions, assessment processes and planning for the future.

Although there is a presumption that all individuals have mental capacity, until there is evidence to the contrary it is likely that some of the residents may lack the capacity to make decisions or complex decisions about their residence and their care and support. If after the mental capacity assessment there is evidence that the individual lacks capacity to make decisions relating to their care and support needs, the council will need to arrange a best interest decision meeting. In some cases an application to the Court of Protection may be required.

Each individuals' rights under relevant legislation including the Care Act 2014, and Mental Capacity Act 2005, would be ensured and best practice and Care Quality Commission Managing Care Home Closures Guidance (2016) will be followed.

#### **Potential Positive Impacts**

Residents will be relocated once to an alternative provision rather than multiple time during building works.

By relocating the residents once, this will reduce the impact of additional moves which can be detrimental to their health.

Assurances will be made to provide an improved or at least equivalent level of care through existing commissioning arrangements with other providers for our impacted residents. The process will ensure full consultation with families, residents and advocates where necessary. The review process will identify suitable placements to meet the needs of the resident. We will also ensure friendship groups are maintained as far as possible. Planning for the home closure will take into account the assessed needs of every individual resident of the home and how these can best be met in the future.

Each individuals' rights under the Care Act and Mental Capacity Act would be ensured.	
<b>Responsible Service Manager</b>	
<b>Date</b>	
<b>Approved by Senior Manager</b>	
<b>Date</b>	

**Potential Impact**

<b>Impact Assessment</b>	<b>Details of Impact</b>	<b>Possible Solutions &amp; Mitigating Actions</b>
<b>Age</b>	<p>The greatest impact is likely to be on those older service users who have been using Holcroft for many years and for whom any change in provision will be difficult.</p> <p>All of the residents are over 65 years.</p> <p>Families/residents will be supported to review alternative placements and to under their particular needs, circumstances and preferences.</p> <p>There is potential for decline in residents' emotional and physical health during and immediately after any move following closure of a care home.</p>	<p>Needs assessments and reviews will take place for all residents prior to any changes. Through this process information on alternatives will be made available. Where changes need to be made, a gradual approach will be taken to support those who will be most affected. Advocacy services are in place to help support the individual and ensure that the move is in their best interest.</p> <p>Individual transition plans will be produced and updated. Where necessary other professionals and agencies will be called upon to support the individual to minimise any impact.</p> <p>There is adequate residential and non-residential provision in or</p>

Impact Assessment	Details of Impact	Possible Solutions & Mitigating Actions
		near the boundary of the city.
<b>Disability</b>	<p>All residents have a cognitive impairment and a number also have a physical impairment.</p> <p>The proposal may have either a positive or negative impact depending on the individual and the extent to which they prefer current models of service.</p> <p>Those with physical disabilities may experience a larger impact due to some of the alternative options not having the equipment to be able to support appropriately and being able to accommodate in private sector, however, this will be no different to our internal homes.</p>	<p>As above, any proposed move will be considered carefully taking into account the persons best interest's and their and their and families' wishes and feelings. Any move will ensure that the individual's assessed eligible needs for care and support are met, including ensuring they have appropriate equipment.</p> <p>A project management team will be set up who will prepare a Closure Plan which will be reviewed regularly and will be followed.</p> <p>There is adequate residential provision in or near the boundary of the city.</p> <p>Residents and their carers will be supported to identify the most appropriate alternative option which meets their physical needs.</p>
<b>Gender Reassignment</b>	No identified impact.	Any potential risks can be mitigated by support to access alternative, appropriate services such as peer support and by working with other agencies to ensure all purchased and community services are accessible to all communities.

<b>Impact Assessment</b>	<b>Details of Impact</b>	<b>Possible Solutions &amp; Mitigating Actions</b>
<b>Marriage and Civil Partnership</b>	No identified impact.	No married or civil partnership couples within our home currently, however, if this changed then they would be accommodated together.
<b>Pregnancy and Maternity</b>	No identified impact.	
<b>Race</b>	<p>Residents and families will be able to choose, to some extent, from a range of alternative provision and arrange services that are culturally appropriate.</p> <p>Currently there are no residents at Holcroft requiring additional support or consideration in relation to culture or race.</p>	All residents will have an assessment prior to any change which will include cultural issues.
<b>Religion or Belief</b>	<p>Residents and families will be able to choose, to some extent, from a range of alternative provision and arrange services that are appropriate to their individual need including religion and belief.</p> <p>Currently there are no residents at Holcroft who have identified support or consideration in relation to religion or beliefs, however services are held in-house on a regular basis and residents are encouraged to attend should they wish to.</p>	All residents will have an assessment prior to any service change which will address matters of religion and belief and where appropriate, plans put in place to support within identified alternative accommodation
<b>Sex</b>	<p>Residents and families will be able to choose, to some extent, from a range of alternative provision and arrange services that are tailored to their needs including single gender services.</p> <p>Currently there are a higher percentage of women living at Holcroft than men. There are no issues or concerns identified</p>	All residents will have an assessment prior to any service change which will address matters relating to sex, should this be required.



Impact Assessment	Details of Impact	Possible Solutions & Mitigating Actions
	that may impact upon residents in this area.	
<b>Sexual Orientation</b>	No identified impact	
<b>Community Safety</b>	No identified impact	
<b>Poverty</b>	Risk of additional costs to families or residents through decision to close Holcroft and move to alternative accomodation	<p>Through the assessment process, we will consider the transport costs and any other costs as part of the care and support plan to move.</p> <p>If families are unable to assist or it cannot assist because of the person's needs, the council would look to meet the costs for transitioning across to new provision.</p> <p>Where an individual is self-funding their current placement at Holcroft House, the council will meet statutory duties.</p>
<b>Health &amp; Wellbeing</b>	Residents' concerns and levels of anxiety could impact their emotional and physical wellbeing particularly just before and move or immediately afterwards. Relatives of residents may also have concerns relating to finding suitable alternate care and support which could impact their health and wellbeing.	<p>Needs assessments and reviews will take place for all residents prior to any changes taking place. Through this process information on alternatives will be made available.</p> <p>Individual transition plans will be produced and updated. This plan will include analysing the impact and where necessary other professionals and agencies will be called upon to support the</p>

<b>Impact Assessment</b>	<b>Details of Impact</b>	<b>Possible Solutions &amp; Mitigating Actions</b>
		<p>individual to minimise any impact. Families/residents will be supported to review alternative placements and to under their particular needs, circumstances and preferences.</p>
<b>Other Significant Impacts</b>	<p>Risk of reduced capacity within City for external Southampton residents requiring residential accommodation.</p>	<p>Within Southampton city residential care market, there is sufficient capacity to accommodate the residents.</p> <p>We are not expecting this to negatively impact on the availability for other service groups.</p>



## Equality and Safety Impact Assessment

The **Public Sector Equality Duty** (Section 149 of the Equality Act) requires public bodies to have due regard to the need to eliminate discrimination, advance equality of opportunity, and foster good relations between different people carrying out their activities.

The Equality Duty supports good decision making – it encourages public bodies to be more efficient and effective by understanding how different people will be affected by their activities, so that their policies and services are appropriate and accessible to all and meet different people’s needs. The Council’s Equality and Safety Impact Assessment (ESIA) includes an assessment of the community safety impact assessment to comply with Section 17 of the Crime and Disorder Act and will enable the Council to better understand the potential impact of proposals and consider mitigating action.

<b>Name or Brief Description of Proposal</b>	Removal of the off-peak classification from the Itchen Bridge toll
<b>Brief Service Profile (including number of customers)</b>	
<p>The Itchen Bridge first opened in 1977 to reduce the congestion from traffic leaving and entering the city. The bridge is operated and maintained by Southampton City Council and uses a variable toll, which is based on the height of the vehicle at the front axle. The Itchen Bridge serves as a major link between the east and west of the city, with a flow of around 18-20,000 vehicles per day. Crossing the bridge has always been subject to a toll payment, upon opening of the bridge with reasons for maintaining the toll outlined in the Hampshire Act 1983.</p> <p>Some regular users of the bridge make payments by using a Smartcities card, whilst other users currently pay by cash, including people passing through the city on business or for leisure, and non-regular users. Concessions are available to local residents and local commercial businesses when paying using a Smartcities card.</p> <p>Residents with a Blue Badge and who receive Smartcities eligible mobility related benefit payments are entitled to free travel across the Itchen Toll Bridge with a Smartcities card.</p> <p>The toll charges were last amended in 2022, with an increase in the peak charges of £0.20 and off peak charges of £0.10. The discount available to Southampton residents via the Smart Card was frozen.</p> <p>Below is a table which shows the current charge for crossing the Itchen Bridge:</p>	

	<b>Non-Smart Card users</b>	<b>Non-resident (Smart Card)</b>	<b>Local Resident (Smart Card)</b>	<b>Local Commercial (Smart Card)</b>	<b>Local Taxi Concession (Smart Card)</b>
<b>Class 1</b> – motorcycles and three-wheeled vehicles	Free	Free	Free	Free	N/A
<b>Class 2</b> – cars, small vans and small 4x4s <b>OFF PEAK</b>	80p	80p	30p	30p	N/A
<b>Class 2</b> – cars, small vans and small 4x4s <b>*PEAK</b>	£1.00	£1.00	40p	40p	N/A
<b>Class 3</b> large vans (e.g. transit) and large 4x4s	£1.40	N/A	60p	60p	80p
<b>Class 4</b> HGVs	£25	£25	£2	£2	N/A

\*Peak Times are 07:00-09:30 and 16:00 to 18:30

### **Summary of Impact and Issues**

The 1<sup>st</sup> proposal is to increase remove the off peak classification from the Itchen Bridge vehicles in classes 2 and above crossing the bridge, who are not eligible for a concession. This will impact all users, whether using a smart card or paying in cash, who are driving cars, small vans and small 4x4.

Southampton Residents that receive a concessionary toll through use of a Smart Card will still have access to the discounted toll, but there will no longer be an off peak option. Southampton Residents who do not currently have a Smartcities card would need to apply for one in order to benefit from this discount.

The 2<sup>nd</sup> proposal is to increase the toll for Class 4 vehicles from £25 to £40 and the associated concession from £2 to £3.

The proposed charges would be as follows:

	<b>Non-Smart Card users</b>	<b>Non-resident (Smart Card)</b>	<b>Local Resident (Smart Card)</b>	<b>Local Commercial (Smart Card)</b>	<b>Local Taxi Concession (Smart Card)</b>
<b>Class 1</b> – motorcycles and three-wheeled vehicles	Free	Free	Free	Free	N/A
<b>Class 2</b> – cars, small vans and small 4x4s	£1.00	£1.00	40p	40p	N/A
<b>Class 3</b> large vans (e.g. transit) and large 4x4s	£1.40	N/A	60p	60p	80p
<b>Class 4</b> HGVs	£40	£40	£3	£3	N/A

### Potential Positive Impacts

Removing the off-peak classification would encourage an increased number of users currently crossing during that time to make a meaningful decision about whether to use that route for the benefit of reduced traffic along Portsmouth Road corridor. The increased Class 4 toll would strongly encourage HGV traffic to use the alternative routes for gaining access to the M27.

<b>Responsible Service Manager</b>	Richard Alderson
<b>Date</b>	09/11/23
<b>Approved by Senior Manager</b>	Pete Boustred
<b>Date</b>	09/11/23

### Potential Impact

<b>Impact Assessment</b>	<b>Details of Impact</b>	<b>Possible Solutions &amp; Mitigating Actions</b>
<b>Age</b>	Removal of the off-peak period will impact on drivers of all ages	Residents of the city not already doing so can apply for a concession via

Impact Assessment	Details of Impact	Possible Solutions & Mitigating Actions
		a Smart Cities card to benefit from the reduced toll
<b>Disability</b>	No specific impact as increased charges will impact on all drivers. Existing mitigation for drivers with mobility issues is already in place.	People with mobility issues may qualify for the Disabled Concession
<b>Gender Reassignment</b>	No identified impact	N/A
<b>Marriage and Civil Partnership</b>	No identified impact	N/A
<b>Pregnancy and Maternity</b>	No identified impact	N/A
<b>Race</b>	No identified impact	N/A
<b>Religion or Belief</b>	No identified impact	N/A
<b>Sex</b>	No identified impact	N/A
<b>Sexual Orientation</b>	No identified impact	N/A
<b>Community Safety</b>	No identified impact	N/A
<b>Poverty</b>	This proposal may have a negative impact on users who need to travel to across the bridge to work or other reasons	Southampton Residents can access the concessionary toll via the Smart Cities card which still constitutes a significantly reduced rate
<b>Health &amp; Wellbeing</b>	No identified impact	N/A
<b>Other Significant Impacts</b>	None	N/A

## Equality and Safety Impact Assessment

The **Public Sector Equality Duty** (Section 149 of the Equality Act) requires public bodies to have due regard to the need to eliminate discrimination, advance equality of opportunity, and foster good relations between different people carrying out their activities.

The Equality Duty supports good decision making – it encourages public bodies to be more efficient and effective by understanding how different people will be affected by their activities, so that their policies and services are appropriate and accessible to all and meet different people’s needs. The Council’s Equality and Safety Impact Assessment (ESIA) includes an assessment of the community safety impact assessment to comply with Section 17 of the Crime and Disorder Act and will enable the Council to better understand the potential impact of proposals and consider mitigating action.

<b>Name or Brief Description of Proposal</b>	Increased charges for the Careline Service
<b>Brief Service Profile (including number of customers)</b>	
<p>The City Council has an in-house telecare service, the commercial part of this service is known as ‘Careline’</p> <p>The Careline service is the provision, maintenance, and monitoring of a telecare device in the customer’s home. The device enables the customer to raise an alarm in an emergency situation. The alarm is sent through to the Council’s 24 hour monitoring centre and an appropriate response is arranged.</p> <p>At any one time there are approximately 2,000 customers who are being charged a weekly monitoring/responding fee. In addition to this any new customer to the service is charged a one-off ‘installation’ fee which covers the cost of setting up the service in the customer’s home.</p> <p>Any Southampton resident can purchase the Careline service.</p>	
<b>Summary of Impact and Issues</b>	
<p>The proposal is to increase the one off installation charge and the ongoing monitoring/responding charge on a 3 year phased basis in order to move towards a full cost recovery model</p>	

<b>Potential Positive Impacts</b>	
<p>Applying this increase in charges will enable the in-house provision to move towards financial sustainability into the future.</p> <p>It will ensure that the Council can continue to offer this valuable and highly regarded service, offering good value for money (with charges remaining lower than competitors in the market)</p>	
<b>Responsible Service Manager</b>	Sarah O'Brien
<b>Date</b>	29 February 2024
<b>Approved by Senior Manager</b>	Lisa Haynes
<b>Date</b>	29 February 2024

**Potential Impact**

<b>Impact Assessment</b>	<b>Details of Impact</b>	<b>Possible Solutions &amp; Mitigating Actions</b>
<b>Age</b>	Client base includes a high proportion of older people (over the age of 60)	Whilst this proposal will have a financial impact on customers, it will remain lower than other telecare service providers. If the service is withdrawn due to unsustainability this will leave vulnerable people with limited alternatives, that are more costly within the private sector. Perhaps leaving them without any kind of telecare service. The Council offers a number of ways to pay, including dd, standing order – this helps many customers to budget more effectively



<b>Impact Assessment</b>	<b>Details of Impact</b>	<b>Possible Solutions &amp; Mitigating Actions</b>
<b>Disability</b>	A number of physically and mentally disabled people rely on the service	As above
<b>Gender Reassignment</b>	n/a	
<b>Care Experienced</b>	The service delivers care and support that enables people to remain independent in their own home. Customers may opt out of the service if the charges become unaffordable to them	Offering different payment methods  Phasing in the charging increases over 3 years  SCC continuing to place itself amongst the cheapest telecare providers in the market, keeping charges to a minimum without the requirement of making profit
<b>Marriage and Civil Partnership</b>	n/a	
<b>Pregnancy and Maternity</b>	n/a	
<b>Race</b>	n/a	
<b>Religion or Belief</b>	n/a	
<b>Sex</b>	n/a	
<b>Sexual Orientation</b>	n/a	
<b>Community Safety</b>	A possible impact of increasing charges is that customers may choose to stop receiving the service. This would have safety and wellbeing implications	As above
<b>Poverty</b>	Affordability remains a concern, particularly for those on welfare benefits and low incomes	For those customers with ASC eligible needs, the charges of Careline are offset against their client contributions as part of a financial assessment.
<b>Health &amp; Wellbeing</b>	The service promotes and supports independence, health and wellbeing.	

<b>Impact Assessment</b>	<b>Details of Impact</b>	<b>Possible Solutions &amp; Mitigating Actions</b>
<b>Other Significant Impacts</b>		

DRAFT

Identification		
<b>Saving ID</b> <i>Unique Identifier (Finance to provide)</i>	302	<b>Created Date:</b> 31/05/2023 <b>Last Review Date:</b> 09/01/2024
<b>Saving Title</b> <i>Clear and succinct</i>	Economic Development and Regeneration	
<b>Saving owner:</b> <i>Role and Name</i>	Head of Economic Development and Regeneration, Nawaz Khan	
<b>Project/Programme Name</b> <i>As in Project Online</i>	Skills, Adult Learning and Employment Support	
<b>Project/Programme Manager Name</b>	John Connelly	
<b>Project/Programme Sponsor Name</b>		

Details			
<b>Saving statement</b> <i>What is the saving? What do we want to achieve? What is SCC getting out of it?</i>	Removal of E60K base budget - can be split over Employment Support, Skills, Adult Learning		
<b>Alignment to strategic objectives</b> <i>Which objectives does this saving support?</i>	<b>Primary Alignment:</b>	<b>Secondary Alignment:</b>	
<b>Benefit type</b> <i>Select from drop-down</i>	Financial	<b>Benefit Category:</b> Cost Savings	
<b>In Business Plan</b> <i>If a financial saving, it is included in the Business Plan for the related financial years?</i>	Yes	<b>Comments:</b>	Skills, Adult Learning and Employment Support are three distinct teams that have recently been brought together under a single service area. The Skills Action Plan (Inclusive Growth) for the City is currently being developed.
<b>Impact of saving - SCC</b> <i>What other SCC services will be impacted by this saving?</i>	<p>There is a need to tackle social inequality through increasing our residents skills and removing barriers to employment. Improved skills and employability will help contribute to Southampton becoming a modern, vibrant and sustainable city to live, work and visit. We want to grow and retain local talent through high quality programmes, including adult and community learning, skills development, apprenticeships and employment support. Reducing these teams capacity to deliver change amongst our most deprived residents will run counter to our aspirations</p> <p>60k saving agreed whilst minimising impact on FTEs along with work to be undertaken on the future modelling business case</p> <p>Response: 95% of the Skills Team (Employment, Skills and Adult Learning) is commissioned/grant funded. Where there is no commissioned income there tends to be no capacity to provide a service. There is occasionally externally funded provision that meets the requirements/priorities of a Council Service and in such cases the resource and delivery are joined-up to deliver provision</p> <p>Action: Future modelling business case required.</p> <p>Are there any other providers? There are some private providers of employment support (Tend to be national Prime Providers for DWP), although a budget would be required to commission their services. There are no reasonably sized 3rd sector organisations locally specialising in employment support but national providers could be considered – although delivery would require a cost/budget/commission in place. Skills – similar scenario. Adult Learning is directly commissioned by DFE (ESFA) and is an expected upper-tier local authority function, and (from April 2024) has no General Fund budget</p> <p>Been talking about this over last 2 years, complex picture that we have tried to map out. There well could be overlaps. Will need to be part of the business case. A business case will be drafted, although with SCC General Fund resourcing approx. only 5% of the teams provision there are limitations to available options. Over £1.2M of council General Fund has been removed from this service, and the opportunities for further reductions in General Fund are limited (Only approx. £200,000 a year remaining). There is a growing reluctance of external funders to resource management costs, accommodation, IT as there is an expectation that an upper-tier local authority will resource a basic level of provision</p> <p>Have taken into account the funding that will transfer over to LEP to the local authority. Response – it remains unclear if any financial resources will transfer from Solent LEP to SCC, as the developing model is based on the formation of a new partnership (Solent Partners) funded through former SLEP resources</p>		
<b>Impact of Saving - Resident/Business/Visitors</b> <i>How will this saving impact on residents, businesses or visitors?</i>	reduced support for residents (The majority of whom are disadvantaged and/or live in deprived neighbourhoods) wanting to improve their skills, train and enter employment	Reduced support for businesses wanting to recruit a workforce from local residents	Business performance negatively impacted being unable to fill vacancies
<b>Equality Safety Impact Assessment completed for this saving</b>	No	No	No
<a href="#">ESIA Guidance and template</a>			
<b>Constraints &amp; Assumptions</b> <i>Are there any constraints or assumptions for achieving the saving?</i>	More than 90% of staff (41) in the combined (3) teams are funded entirely from externally secured funding and commissions. Any reduction in Core (GF) funded officers will reduce the management 'glue' that binds the teams together and enables strategic interventions to be developed		
<b>Risks</b> <i>Are there any risks to the realisation of the saving?</i>	The full proposed saving will be difficult to achieve in 2023/24 due to timescales, as at least 1fte post (with postholder) (or 2fte) will require to be deleted to achieve the saving		
<b>Dependencies</b> <i>Are there any dependencies (e.g. projects, policies) to the realisation of the saving?</i>	Maintaining levels of external funding/income/commissions to maintain/grow the team(s)		
<b>Comments</b> <i>Use this space for any other comments</i>	The Service area is over 90% funded from external funding/commissions/grants. Removing a significant part of the small GF contribution is highly damaging to the team(s) sustainability, and ability to secure non General Fund income to maintain itself		
<b>Metric</b> <i>How will we measure it?</i>	Reduced support for residents (The majority of whom are disadvantaged and/or live in deprived neighbourhoods) wanting to improve their skills, train and enter employment		
<b>Timescale for Realisation</b> <i>What are the timescales for realisation of the saving?</i>	2023/24		

Enablers				
ID	Change in work practice or process / Project outcome <i>What needs to happen to enable the saving?</i>	Who <i>Who is responsible for that change / outcome?</i>	Start date <i>When is it expected to start?</i>	Due by <i>When is it expected to end?</i>
1	Removal of E60K base budget - can be split over Employment Support, Skills, Adult Learning	John Connelly	01/09/2024	31/03/2024
2				
3				
4				

Measurement					
Baseline <i>What is the current value of the metric?</i>	Baseline Date <i>When was the baseline value taken?</i>	Target <i>What is the new value we want to achieve?</i>	Target End Date <i>By when do we want to achieve the full target?</i>	Frequency of Measurement <i>How frequently are we going to measure the saving?</i>	Source / Evidence / Comments <i>Where can we find more information about the source / evidence storage or who to consult?</i>

Financial Breakdown (applicable to Financial Saving only; identify the period as relevant)					
2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
	60,000	60,000	60,000	60,000	60,000

Sign-off	
This Saving Profile has been reviewed and signed-off by:	
<b>Signed off by</b> <i>Role and Name</i>	
<b>Date</b>	

**Identification**

<b>Saving ID</b> <i>Unique identifier (Finance to provide)</i>	462	<b>Created Date:</b> 22/6/23	<b>Last Review Date:</b>
<b>Saving Title</b> <i>Clear and succinct</i>	Culture & Tourism - Disposal of Southampton School Library Service (SLS) Library Mobile van		
<b>Saving owner:</b> <i>Role and Name</i>	Carolyn Abel, Head of Culture & Tourism		
<b>Project/Programme Name</b> <i>As in Project Online</i>			
<b>Project/Programme Manager Name</b>			
<b>Project/Programme Sponsor Name</b>			

**Details**

<b>Saving statement</b> <i>What is the saving? What do we want to achieve? What is SCC getting out of it?</i>	Contribute to the Council's financial position - auction Library Mobile Van to save future costs and small income from sale. Piloted and now confirmed regular use of Council's Courier service to deliver books and resources to schools and academies across the city. Children's service had previously expressed an interest in having the mobile vehicle - not confirmed (if they have need they could work with We Make Southampton and the bus they use).		
<b>Alignment to strategic objectives</b> <i>Which objectives does this saving support?</i>	<b>Primary Alignment:</b>	<b>Secondary Alignment:</b>	
<b>Benefit type</b> <i>Select from drop-down</i>	Financial	<b>Benefit Category:</b> Cost Avoidance	
<b>In Business Plan</b> <i>If a financial saving, it is included in the Business Plan for the related financial years?</i>	No	<b>Comments:</b>	Business Planning suspended by EMT to focus on 30% savings target
<b>Impact of saving - SCC</b> <i>What other SCC services will be impacted by this saving?</i>	52 Southampton Schools and Academies subscribe to this traded service. SCC Courier Service has provided replacement service delivering books and resources to schools and academies across the city utilising existing delivery schedules to schools, thus reducing costs and carbon footprint. Children's Services - have previously expressed interest in having the SLS vehicle. If the vehicle is auctioned this opportunity would no longer be available. Fleet Services will have a reduction in income as recharge costs to Libraries would be lost - however currently not utilising anyway so zero effect.		
<b>Impact of Saving - Resident/Business/Visitors</b> <i>How will this saving impact on residents, businesses or visitors?</i>	Minimal - alternate delivery model via Council's Courier service provides opportunity for more deliveries to schools already adopted.	If Courier Service reduced/cut would have impact on income and Schools and Academies	
<b>Equality Safety Impact Assessment completed for this saving</b>	No		
<a href="#">ESIA Guidance and template</a>			
<b>Constraints &amp; Assumptions</b> <i>Are there any constraints or assumptions for achieving the saving?</i>	Assumes Children's Services do not want to repurpose mobile vehicle (mitigation work with We Make Southampton and the bus they have).		
<b>Risks</b> <i>Are there any risks to the realisation of the saving?</i>	Vehicle is a 13 year old diesel vehicle 10 plate with low mileage. Divesting the vehicle means cost avoidance (Vehicle Hire Charge, Insurance and Fuel). However given the age of the vehicle, etc any income from auction would likely be small. Any costs involved in the physical disposal (transportation, auction prep, sale fees, commissions etc.) would be taken out of the proceeds from the auction.		
<b>Dependencies</b> <i>Are there any dependencies (e.g. projects, policies) to the realisation of the saving?</i>	Fleet management review; Courier Service review		
<b>Comments</b> <i>Use this space for any other comments</i>	Mitigations - alternative in place via Courier Service <b>Sale value below deminimus for capitalisation of receipt</b>		
<b>Metric</b> <i>How will we measure it?</i>	Sale delivered		
<b>Timescale for Realisation</b> <i>What are the timescales for realisation of the saving?</i>	2023/24		

**Enablers**

ID	Change in work practice or process / Project outcome <i>What needs to happen to enable the saving?</i>	Who <i>Who is responsible for that change / outcome?</i>	Start date <i>When is it expected to start?</i>	Due by <i>When is it expected to end?</i>
1	Authorisation to proceed - Fleet Management to organise auction	Libraries/ Fleet	Complete	
2	Formalise agreement with SCC Courier Service to continue current level of provision SLA or other	Libraries/SCC Couriers	Complete	
3				
4				

**Measurement**

Baseline <i>What is the current value of the metric?</i>	Baseline Date <i>When was the baseline value taken?</i>	Target <i>What is the new value we want to achieve?</i>	Target End Date <i>By when do we want to achieve the full target?</i>	Frequency of Measurement <i>How frequently are we going to measure the saving?</i>	Source / Evidence / Comments <i>Where can we find more information about the source / evidence storage or who to consult?</i>

**Financial Breakdown (applicable to Financial Saving only; identify the period as relevant)**

2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
£0	£9,500	£0	£0	£0	£0

**Sign-off**

This Saving Profile has been reviewed and signed-off by:

**Signed off by** *Role and Name*

**Date**

**Identification**

<b>Saving ID</b> <i>Unique identifier (Finance to provide)</i>	545 & 657	<b>Created Date:</b>	09/06/2023	<b>Last Review Date:</b>	29/9/2023
<b>Saving Title</b> <i>Clear and succinct</i>	Communications restructure				
<b>Saving owner:</b> <i>Role and Name</i>	Deputy Head of Communications - Richard Pearson				
<b>Project/Programme Name</b> <i>As in Project Online</i>					
<b>Project/Programme Manager Name</b>	Richard Pearson				
<b>Project/Programme Sponsor Name</b>	Munira Holloway				

**Details (please include any impact on FTEs)**

<b>Saving statement</b> <i>What is the saving? What do we want to achieve? What is SCC getting out of it?</i>	Savings from a reduction in staff numbers		
<b>Alignment to strategic objectives</b> <i>Which objectives does this saving support?</i>	<b>Primary Alignment:</b>	A successful, sustainable organisation	<b>Secondary Alignment:</b>
<b>Benefit type</b> <i>Select from drop-down</i>	Financial	<b>Benefit Category:</b> Cost Savings	
<b>In Business Plan</b> <i>If a financial saving, it is included in the Business Plan for the related financial years?</i>	Yes	<b>Comments: Business plan going to Transformation Board 10 October</b>	
<b>Impact of saving - SCC</b> <i>What other SCC services will be impacted by this saving?</i>	All services that use the Communications team are likely to get a reduced level of support.		
<b>Impact of Saving - Resident/Business/Visitors</b> <i>How will this saving impact on residents, businesses or visitors?</i>	tbd		
<b>Equality Safety Impact Assessment completed for this saving</b>	No		
<a href="#">ESIA Guidance and template</a>			
<b>Constraints &amp; Assumptions</b> <i>Are there any constraints or assumptions for achieving the saving?</i>			
<b>Risks</b> <i>Are there any risks to the realisation of the saving?</i>	tbd		
<b>Dependencies</b> <i>Are there any dependencies (e.g. projects, policies) to the realisation of the saving?</i>	Print management will need to be removed or decentralised		
<b>Comments</b> <i>Use this space for any other comments</i>	Additional £40,000 identified on top of original £121,000 saving agreed		
<b>Metric</b> <i>How will we measure it?</i>			
<b>Timescale for Realisation</b> <i>What are the timescales for realisation of the saving?</i>			

**Delivery plan**

ID	Change in work practice or process / Project outcome <i>What needs to happen to enable the saving?</i>	Who <i>Who is responsible for that change / outcome?</i>	Start date <i>When is it expected to start?</i>	Due by <i>When is it expected to end?</i>
1	Restructure end	Richard Pearson	October (2023)	12/08/2023
2	Rescruitment		02/01/204	31/01/2024
3	Structurce live		04/01/2024	04/01/2024
4				

**Measurement**

Baseline <i>What is the current value of the metric?</i>	Baseline Date <i>When was the baseline value taken?</i>	Target <i>What is the new value we want to achieve?</i>	Target End Date <i>By when do we want to achieve the full target?</i>	Frequency of Measurement <i>How frequently are we going to measure the saving?</i>	Source / Evidence / Comments <i>Where can we find more information about the source / evidence storage or who to consult?</i>
£997,000	Apr-23	£836,000	End of 2024/25	Monthly	Richard Pearson

**Financial Breakdown (applicable to Financial Saving only; identify the period as relevant) i.e FINANCIAL YEAR**

	2023/24	2024/25	2025/26	2026/27	2027/28	Target Period 6
£0.00	£161,000.00	£161,000.00	£161,000.00	£161,000.00	£161,000.00	

**Sign-off**

This Saving Profile has been reviewed and signed-off by:

**Signed off by** *Role and Name*

**Date**

**Identification**

<b>Saving ID</b> <i>Unique Identifier (Finance to provide)</i>	633	<b>Created Date:</b>	20/12/2023	<b>Last Review Date:</b>	
<b>Saving Title</b> <i>Clear and succinct</i>	Electricity generation in Waste Contract				
<b>Saving owner:</b> <i>Role and Name</i>	Ian Collins				
<b>Project/Programme Name</b> <i>As in Project Online</i>					
<b>Project/Programme Manager Name</b>					
<b>Project/Programme Sponsor Name</b>					

**Details (please include any impact on FTEs)**

<b>Saving statement</b> <i>What is the saving? What do we want to achieve? What is SCC getting out of it?</i>	New income stream built into Waste contract from Jan 2024. Income from electricity generated from collected waste at the energy recover facility. Up until now, under the contract terms, this income has been retained by the contractor but is now to be received by the partner local authorities, with SCC due 11% of any share. The 2023-24 in year element for Jan to Mar 2024 is already included in service forecasts.				
<b>Alignment to strategic objectives</b> <i>Which objectives does this saving support?</i>	<b>Primary Alignment:</b>	A place to invest and grow	<b>Secondary Alignment:</b>		
<b>Benefit type</b> <i>Select from drop-down</i>	Financial	<b>Benefit Category:</b> Income Creation			
<b>In Business Plan</b> <i>If a financial saving, it is included in the Business Plan for the related financial years?</i>	<b>Comments:</b>				
<b>Impact of saving - SCC</b> <i>What other SCC services will be impacted by this saving?</i>					
<b>Impact of Saving - Resident/Business/Visitors</b> <i>How will this saving impact on residents, businesses or visitors?</i>					
<b>Equality Safety Impact Assessment completed for this saving</b>					
<a href="#">ESIA Guidance and template</a>					
<b>Constraints &amp; Assumptions</b> <i>Are there any constraints or assumptions for achieving the saving?</i>	Future level of income is not certain. Saving is based on prudent estimate based on information provided by partner authorities.				
<b>Risks</b> <i>Are there any risks to the realisation of the saving?</i>	Risk of income not being in line with expectations				
<b>Dependencies</b> <i>Are there any dependencies (e.g. projects, policies) to the realisation of the saving?</i>					
<b>Comments</b> <i>Use this space for any other comments</i>					
<b>Metric</b> <i>How will we measure it?</i>					
<b>Timescale for Realisation</b> <i>What are the timescales for realisation of the saving?</i>	2024/25				

**Delivery plan**

ID	Change in work practice or process / Project outcome <i>What needs to happen to enable the saving?</i>	Who <i>Who is responsible for that change / outcome?</i>	Start date <i>When is it expected to start?</i>	Due by <i>When is it expected to end?</i>
1				
2				
3				
4				

**Measurement**

Baseline <i>What is the current value of the metric?</i>	Baseline Date <i>When was the baseline value taken?</i>	Target <i>What is the new value we want to achieve?</i>	Target End Date <i>By when do we want to achieve the full target?</i>	Frequency of Measurement <i>How frequently are we going to measure the saving?</i>	Source / Evidence / Comments <i>Where can we find more information about the source / evidence storage or who to consult?</i>

**Financial Breakdown (applicable to Financial Saving only; identify the period as relevant) i.e FINANCIAL YEAR**

2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
-	200,000.00	200,000.00	200,000.00		

**Sign-off**

This Saving Profile has been reviewed and signed-off by:

**Signed off by** *Role and Name*  
**Date**

**Identification**

<b>Saving ID</b> <i>Unique identifier (Finance to provide)</i>	642	<b>Created Date:</b>	12/12/2023	<b>Last Review Date:</b>	12/12/2023
<b>Saving Title</b> <i>Clear and succinct</i>	Ending of Eat Well contract with City Catering (also known as Meals on Wheels)				
<b>Saving owner:</b> <i>Role and Name</i>	Matthew Harrison, ICU				
<b>Project/Programme Name</b> <i>As in Project Online</i>	Eat Well contract				
<b>Project/Programme Manager Name</b>	Chris Pelletier, ICU				
<b>Project/Programme Sponsor Name</b>	Terry Clark, Director Commissioning, ICU				

**Details (please include any impact on FTEs)**

<b>Saving statement</b> <i>What is the saving? What do we want to achieve? What is SCC getting out of it?</i>	The Eat Well contract between SCC and City Catering will end on 31st January 2024, releasing a saving of £48,000 per year
<b>Alignment to strategic objectives</b> <i>Which objectives does this saving support?</i>	<b>Primary Alignment:</b> A successful, sustainable organisation <b>Secondary Alignment:</b>
<b>Benefit type</b> <i>Select from drop-down</i>	<b>Benefit Category:</b> Cost Savings
<b>Which of the SCC Cost Drivers does this proposal contribute to?</b>	<b>Primary cost driver:</b> Partnership <b>Secondary cost driver:</b>
<b>Impact of saving - SCC</b> <i>What other SCC services will be impacted by this saving?</i>	This proposal has been through DMT and CMB in September 2023 and approved. The Eat Well contract consists of two main elements - 1) provision of a meals on wheels service delivering hot meals to vulnerable individuals Monday to Friday and 2) provision of restaurant provision at Potters Court and Erskine Court extra care schemes. Alternative meal support is being put in place for both elements to mitigate the impact on individuals who access the service.
<b>Impact of Saving - Resident/Business/Visitors</b> <i>How will this saving impact on residents, businesses or visitors?</i>	For those accessing the meals on wheels service (around 140 people), adult social care are reviewing individuals' needs in relation to meal provision and supporting them to access alternative options. More than half of the reviews have now been completed and no issues identified with people being able to access alternatives but this will continue to be monitored to ensure nobody misses out. For the extra care restaurant provision, utilisation was only around a third of residents at each scheme (20-30 people) and reviews are taking place with those identified as vulnerable and needing support to access alternative meal provision.
<b>Equality Safety Impact Assessment completed for this saving</b>	Yes
<a href="#">ESIA Guidance and template</a>	
<b>Constraints &amp; Assumptions</b> <i>Are there any constraints or assumptions for achieving the saving?</i>	That all current service users can be supported to access alternative meal provision by the contract end date. This is not a high risk as the majority of reviews have already taken place and people supported to access alternatives.
<b>Risks</b> <i>Are there any risks to the realisation of the saving?</i>	See above
<b>Dependencies</b> <i>Are there any dependencies (e.g. projects, policies) to the realisation of the saving?</i>	None identified
<b>Comments</b> <i>Use this space for any other comments</i>	
<b>Metric</b> <i>How will we measure it?</i>	Saving achieved from 01/02/24.
<b>Timescale for Realisation</b> <i>What are the timescales for realisation of the saving?</i>	2023/24

**Delivery plan**

ID	Change in work practice or process / Project outcome <i>What needs to happen to enable the saving?</i>	Who <i>Who is responsible for that change / outcome?</i>	Start date <i>When is it expected to start?</i>	Due by <i>When is it expected to end?</i>
1	Complete reviews of service users to support them to access alternative meal options	Charlotte Wilkinson (ASC)	01/10/2023	31/12/2023
2				
3				
4				

**Measurement**

Baseline <i>What is the current value of the metric?</i>	Baseline Date <i>When was the baseline value taken?</i>	Target <i>What is the new value we want to achieve?</i>	Target End Date <i>By when do we want to achieve the full target?</i>	Frequency of Measurement <i>How frequently are we going to measure the saving?</i>	Source / Evidence / Comments <i>Where can we find more information about the source / evidence storage or who to consult?</i>
NA					

**Financial Breakdown (applicable to Financial Saving only; identify the period as relevant) i.e FINANCIAL YEAR**

2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
	£48,000.00	£48,000.00	£48,000.00	£48,000.00	£48,000.00

**Sign-off**

This Saving Profile has been reviewed and signed-off by:

<b>Signed off by</b> <i>Role and Name</i>	
<b>Signed of by Budget Champion</b> <i>Role and Name</i>	
<b>Signed of by Finance BP</b> <i>Role and Name</i>	
<b>Date</b>	

Identification		
<b>Saving ID</b> <i>Unique Identifier (Finance to provide)</i>	647	<b>Created Date:</b>
<b>Saving Title</b> <i>Clear and succinct</i>	SCC Southampton Integrated Mental Health Employment Service	
<b>Saving owner:</b> <i>Role and Name</i>		
<b>Project/Programme Name</b> <i>As in Project Online</i>		
<b>Project/Programme Manager Name</b>		
<b>Project/Programme Sponsor Name</b>		
<b>Last Review Date:</b>		

Details (please include any impact on FTEs)	
<b>Saving statement</b> <i>What is the saving? What do we want to achieve? What is SCC getting out of it?</i>	<p>Individual Placement and Support (IPS) services in Southampton are provided by the Integrated Mental Health Employment Team who are part of the wider SCC Employment Support Team and commissioned by the Integrated Commissioning Unit. IPS is an integrated approach to employment search and retention for people with severe and enduring mental illnesses and core to the approach is that the team are embedded into wider Community Mental Health Teams. The service in Southampton is currently jointly funded across both health and the local authority to improve employment outcomes for those living with serious mental illness in the city and delivers exemplary fidelity status following an external accreditation review.</p> <p>All services in Hampshire, Isle of Wight and Portsmouth are wholly funded by the NHS through SDF, with Southampton historically also receiving a contribution from the Local Authority, however, IPS services are not a statutory requirement for Local Authorities. The national planning guidance is clear that the growth of IPS services is an ICB responsibility.</p> <p>We are seeking the ICB to replace SCC funding in 2024/25 from Mental Health Investment Standard (MHIS) as part of 2024/25 planning round. NHSE confirmed in December 5-year funding to be allocated to ICBs to support growth in access to IPS and NHSE will be required to provide evidence to HM Treasury that funding is being used as intended and to evidence the impact on increased access to IPS services.</p>
<b>Alignment to strategic objectives</b> <i>Which objectives does this saving support?</i>	<p><b>Primary Alignment:</b> A successful, sustainable organisation</p> <p><b>Secondary Alignment:</b></p>
<b>Benefit type</b> <i>Select from drop-down</i>	Financial
<b>Which of the SCC Cost Drivers does this proposal contribute to?</b>	<b>Benefit Category:</b> Cost Savings
<b>Impact of saving - SCC</b> <i>What other SCC services will be impacted by this saving?</i>	<p><b>Primary cost driver:</b> Partnership</p> <p><b>Secondary cost driver:</b></p> <p>If the ICB pick up the funding responsibility with the new 5-year allocation there will be no impact to other SCC services.</p>
<b>Impact of Saving - Resident/Business/Visitors</b> <i>How will this saving impact on residents, businesses or visitors?</i>	If the ICB pick up the funding responsibility with the new 5-year allocation there will be no impact to residents with severe and enduring mental illnesses, businesses or visitors.
<b>Equality Safety Impact Assessment completed for this saving</b>	No
<a href="#">ESIA Guidance and template</a>	
<b>Constraints &amp; Assumptions</b> <i>Are there any constraints or assumptions for achieving the saving?</i>	We are seeking the ICB to replace SCC funding in 2024/25 from Mental Health Investment Standard (MHIS) as part of 2024/25 planning round. NHSE confirmed in December 5-year funding to be allocated to ICBs to support growth in access to IPS and NHSE will be required to provide evidence to HM Treasury that funding is being used as intended and to evidence the impact on increased access to IPS services.
<b>Risks</b> <i>Are there any risks to the realisation of the saving?</i>	There is a risk that the ICB will not pick up the SCC contribution of funding in 2024/25.
<b>Dependencies</b> <i>Are there any dependencies (e.g. projects, policies) to the realisation of the saving?</i>	That the ICB pick up the SCC contribution of funding for this service in 2024/25.
<b>Comments</b> <i>Use this space for any other comments</i>	
<b>Metric</b> <i>How will we measure it?</i>	Agreement received from ICB to pick up the SCC contribution of funding in 2024/25 as part of 2024/25 NHS planning round.
<b>Timescale for Realisation</b> <i>What are the timescales for realisation of the saving?</i>	2024/25

Delivery plan				
ID	Change in work practice or process / Project outcome <i>What needs to happen to enable the saving?</i>	Who <i>Who is responsible for that change / outcome?</i>	Start date <i>When is it expected to start?</i>	Due by <i>When is it expected to end?</i>
1	Agreement received from ICB to pick up the SCC contribution of funding in 2024/25 as part of 2024/25 NHS planning round	Amanda Luker	01/12/2023	30/06/2024
2				
3				
4				

Measurement						
Baseline <i>What is the current value of the metric?</i>	Baseline Date <i>When was the baseline value taken?</i>	Target <i>What is the new value we want to achieve?</i>	Target End Date <i>By when do we want to achieve the full target?</i>	Frequency of Measurement <i>How frequently are we going to measure the saving?</i>	Source / Evidence / Comments <i>Where can we find more information about the source / evidence storage or who to consult?</i>	

Financial Breakdown (applicable to Financial Saving only; identify the period as relevant) i.e. FINANCIAL YEAR						
2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	
	£138,000.00	£138,000.00	£138,000.00	£138,000.00	£138,000.00	

Sign-off	
This Saving Profile has been reviewed and signed-off by:	
<b>Signed off by</b> <i>Role and Name</i>	
<b>Signed of by Budget Champion</b> <i>Role and Name</i>	
<b>Signed of by Finance BP</b> <i>Role and Name</i>	
<b>Date</b>	



Identification

<b>Saving ID</b> <i>Unique identifier (Finance to provide)</i>	651	<b>Created Date:</b>	12/12/2023	<b>Last Review Date:</b>	12/12/2023
<b>Saving Title</b> <i>Clear and succinct</i>	Reduction in budget for Adult Social Care Inflationary uplift 2024/25				
<b>Saving owner:</b> <i>Role and Name</i>	Matthew Harrison				
<b>Project/Programme Name</b> <i>As in Project Online</i>	ASC Inflation Budget				
<b>Project/Programme Manager Name</b>	Chris Pelletier				
<b>Project/Programme Sponsor Name</b>	Terry Clark				

Details (please include any impact on FTEs)

<b>Saving statement</b> <i>What is the saving? What do we want to achieve? What is SCC getting out of it?</i>	In February 2023 budget setting an allocation of £5million was made for 2024-25 adult social care inflationary cost pressures and fee uplifts. This is proposed to reduce to £4million as the full amount is not considered to be required. This will result in a saving to SCC of £1million.				
<b>Alignment to strategic objectives</b> <i>Which objectives does this saving support?</i>	<b>Primary Alignment:</b>	A successful, sustainable organisation	<b>Secondary Alignment:</b>		
<b>Benefit type</b> <i>Select from drop-down</i>	Financial		<b>Benefit Category:</b>	Cost Savings	
<b>Which of the SCC Cost Drivers does this proposal contribute to?</b>	<b>Primary cost driver:</b>	Partnership	<b>Secondary cost driver:</b>		
<b>Impact of saving - SCC</b> <i>What other SCC services will be impacted by this saving?</i>	There is not considered to be any impact on care provision as the remaining £4million budget is sufficient to provide inflationary uplifts to the adult social care market and meet the council's market management responsibilities under the Care Act.				
<b>Impact of Saving - Resident/Business/Visitors</b> <i>How will this saving impact on residents, businesses or visitors?</i>	There is not expected to be any impact from this reduction as there will be sufficient money within the remaining £4million to provide sufficient inflationary uplifts to local care providers.				
<b>Equality Safety Impact Assessment completed for this saving</b>	No				
<a href="#">ESIA Guidance and template</a>					
<b>Constraints &amp; Assumptions</b> <i>Are there any constraints or assumptions for achieving the saving?</i>	No further increases in National Living Wage beyond that announced in the chancellor's autumn statement or other unexpected cost pressures.				
<b>Risks</b> <i>Are there any risks to the realisation of the saving?</i>	None identified				
<b>Dependencies</b> <i>Are there any dependencies (e.g. projects, policies) to the realisation of the saving?</i>	None identified				
<b>Comments</b> <i>Use this space for any other comments</i>					
<b>Metric</b> <i>How will we measure it?</i>	Use of inflation budget is closely monitored by commissioners and finance.				
<b>Timescale for Realisation</b> <i>What are the timescales for realisation of the saving?</i>	2024/25				

Delivery plan

ID	Change in work practice or process / Project outcome <i>What needs to happen to enable the saving?</i>	Who <i>Who is responsible for that change / outcome?</i>	Start date <i>When is it expected to start?</i>	Due by <i>When is it expected to end?</i>
1	Reduction in budget confirmed.			
2	Business as usual process for inflationary uplifts	ICU	01/02/2023	31/06/23
3				
4				

Measurement

Baseline <i>What is the current value of the metric?</i>	Baseline Date <i>When was the baseline value taken?</i>	Target <i>What is the new value we want to achieve?</i>	Target End Date <i>By when do we want to achieve the full target?</i>	Frequency of Measurement <i>How frequently are we going to measure the saving?</i>	Source / Evidence / Comments <i>Where can we find more information about the source / evidence storage or who to consult?</i>
Current budget is £5million for 2024/25	Budget set in Feb 2023	Reduction to £4million	01/04/2023	NA	ICU

Financial Breakdown (applicable to Financial Saving only; identify the period as relevant) i.e. FINANCIAL YEAR

2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
	£1,000,000.00	£1,000,000.00	£1,000,000.00	£1,000,000.00	£1,000,000.00

Sign-off

This Saving Profile has been reviewed and signed-off by:

Signed off by *Role and Name*

Signed off by Budget Champion *Role and Name*

Signed off by Finance BP *Role and Name*

Date

Identification			
<b>Saving ID</b> <i>Unique Identifier (Finance to provide)</i>	681	<b>Created Date:</b>	07/12/2023
<b>Saving Title</b> <i>Clear and succinct</i>	Compliance (non transformation)		
<b>Saving owner:</b> <i>Role and Name</i>	Richard Ivory Director of Legal and Governance		
<b>Project/Programme Name</b> <i>As in Project Online</i>			
<b>Project/Programme Manager Name</b>			
<b>Project/Programme Sponsor Name</b>			
<b>Last Review Date:</b>			

Details (please include any impact on FTEs)	
<b>Saving statement</b> <i>What is the saving? What do we want to achieve? What is SCC getting out of it?</i>	Improved compliance to process and practice will allow a number of areas to reduce costs and deliver a saving. This is all staff related so the service levels will drop or additional resources will be required if the compliance does not improve and demand reduce accordingly.  For Internal Audit Current resource level within IA & CF, Audit Manager - vacant, Principal Auditor - Ian Duffield, Senior Auditor - vacant, Auditor x 1.5 - vacant and Direct Payment (DP) Auditor - vacant. Service provided under partnership with PCC. Only option for 30% budget saving is to reduce coverage of the internal audit plan and the council's ability to audit direct payments (adults). Achievement is 30% savings. Savings proposed removal of DP Auditor and 1.5 Auditor posts and reduce coverage provided under PCC contract. 2.5 posts band 7
<b>Alignment to strategic objectives</b> <i>Which objectives does this saving support?</i>	<b>Primary Alignment:</b> Financial <b>Secondary Alignment:</b>
<b>Benefit type</b> <i>Select from drop-down</i>	<b>Benefit Category:</b>
<b>Which of the SCC Cost Drivers does this proposal contribute to?</b>	<b>Primary cost driver:</b> Staffing <b>Secondary cost driver:</b>
<b>Impact of saving - SCC</b> <i>What other SCC services will be impacted by this saving?</i>	Audit Team - Services within the council will need to monitor implementation of their own agreed actions arising from audits performed within their areas. Also reduce the flexibility to respond to queries (control & risk) by audit team received from services or respond to concerns raised, as investigation work is not a core activity of Internal Audit function. Services are responsible for counter fraud arrangements. Investigations are usually
<b>Impact of Saving - Resident/Business/Visitors</b> <i>How will this saving impact on residents, businesses or visitors?</i>	
<b>Equality Safety Impact Assessment completed for this saving</b>	Yes
<a href="#">ESIA Guidance and template</a>	
<b>Constraints &amp; Assumptions</b> <i>Are there any constraints or assumptions for achieving the saving?</i>	For this saving to be achievable it does rely on more compliance to process to therefore reduce demand on the services noted above that would reduce posts correspondingly. Assumptions - risk exposure of the authority as a whole is reducing. Assumption of continued use of experienced/ senior auditors from Portsmouth Partnership to which there is a contract in place.
<b>Risks</b> <i>Are there any risks to the realisation of the saving?</i>	If demand does not reduce there will be an impact on all teams without the resource to deliver services. Reduced coverage of all audit activities and visibility of risk exposure and control environment effectiveness, potential impact on statutory annual opinion. Authority in a position of escalating risk exposure to maintaining adequate internal control framework. Multiple factors contributing to this including reduced staffing, reduced budget, increased likelihood of fraud and error. Opinion on the effectiveness of the internal control framework significantly impacted due to reduced coverage. IA & CF, unable to react to support authority in meeting overall objectives. No direct payment auditing for adults, this usually sits outside of internal audit, moved to audit due to previous issues, i.e., lack of auditing by the service. Now sits as part of IA services, but relates to work that does not contribute to the annual plan.
<b>Dependencies</b> <i>Are there any dependencies (e.g. projects, policies) to the realisation of the saving?</i>	Corporate Complaints - this is dependant on a change of policy as agreed at Governance Committee. That specific one apart it requires a change of approach in every Council Directorate so failure demand reduces and services increase compliance across the board. It is very difficult to quantify at this "conceptual" stage what such changes will yield in respect of work reduction leading to FTE reduction. No direct policies, potential failure under the Accounts and Audit Regulations 2015 Section 5, define the requirement for an internal audit function within Local Government stating that: "A relevant authority must undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance"
<b>Comments</b> <i>Use this space for any other comments</i>	External Audit coverage may also increase, due to decreasing IA & CF. This would be at an additional cost. Or EA coverage decreased due to change in 'local audit arrangement' under current consideration within DLUHC/ CIPFA, resulting further escalation of risk exposures to the authority as lack of independent assurance work.
<b>Metric</b> <i>How will we measure it?</i>	Decrease in work performed and number of audits/ investigations performed.
<b>Timescale for Realisation</b> <i>What are the timescales for realisation of the saving?</i>	2024/25

Delivery plan				
ID	Change in work practice or process / Project outcome <i>What needs to happen to enable the saving?</i>	Who <i>Who is responsible for that change / outcome?</i>	Start date <i>When is it expected to start?</i>	Due by <i>When is it expected to end?</i>
1	Reduction in caseloads and minor restructure as a result in reduced caseload.	Childcare legal assistant	Vacant post from Feb '24	
2	Small restructure required in team and reliant on appointing 2 x property lawyer posts identified as surge funded from property disposal work	RTB Legal assistant	Recruitment 01/02/2024. Position released 30/09/2024	
3	Redesign of corporate complaints system to accord with LGSCO best practice and subject to Governance Committee approval re revised policy and process	1 x Complaints officer (vacant)	01/04/2024	
4	Internal Audit - covered with reduced coverage and from existing vacancy in partnership	1 X Audit officer	01/04/2024	

Measurement					
Baseline <i>What is the current value of the metric?</i>	Baseline Date <i>When was the baseline value taken?</i>	Target <i>What is the new value we want to achieve?</i>	Target End Date <i>By when do we want to achieve the full target?</i>	Frequency of Measurement <i>How frequently are we going to measure the saving?</i>	Source / Evidence / Comments <i>Where can we find more information about the source / evidence storage or who to consult?</i>

Financial Breakdown (applicable to Financial Saving only; identify the period as relevant) i.e. FINANCIAL YEAR					
	2024/25	2025/26	2026/27	2027/28	2028/29
1) Childcare legal - remove post	40	40k	40k	40k	
2) RTB Legal Assistant	7.5	30k	30k	30k	
3) Corporate Complaints	46	46k	46k	46k	
4) Internal Audit 2.5fte reduction (agency staff)	94.5	94.5	94.5	94.5	
5) Internal Audit reduce days charged	8.3	8.3	8.3	8.3	

Sign-off	
This Saving Profile has been reviewed and signed-off by:	
<b>Signed off by</b> <i>Role and Name</i>	
<b>Signed off by Budget Champion</b> <i>Role and Name</i>	
<b>Signed off by Finance BP</b> <i>Role and Name</i>	
<b>Date</b>	

Identification

<b>Saving ID</b> <i>Unique identifier (Finance to provide)</i>	683	<b>Created Date:</b>	20/12/2023	<b>Last Review Date:</b>	
<b>Saving Title</b> <i>Clear and succinct</i>	Reduction in management within debt centre				
<b>Saving owner:</b> <i>Role and Name</i>	James Marshall - Director of Customer Experience				
<b>Project/Programme Name</b> <i>As in Project Online</i>					
<b>Project/Programme Manager Name</b>					
<b>Project/Programme Sponsor Name</b>					

Details (please include any impact on FTEs)

<b>Saving statement</b> <i>What is the saving? What do we want to achieve? What is SCC getting out of it?</i>	To create a single management structure				
<b>Alignment to strategic objectives</b> <i>Which objectives does this saving support?</i>	<b>Primary Alignment:</b>	A successful, sustainable organisation		<b>Secondary Alignment:</b>	
<b>Benefit type</b> <i>Select from drop-down</i>	Financial	<b>Benefit Category:</b> Cost Savings			
<b>Which of the SCC Cost Drivers does this proposal contribute to?</b>	<b>Primary cost driver:</b>	Staffing	<b>Secondary cost driver:</b>	System & Process	
<b>Impact of saving - SCC</b> <i>What other SCC services will be impacted by this saving?</i>	Reduced costs				
<b>Impact of Saving - Resident/Business/Visitors</b> <i>How will this saving impact on residents, businesses or visitors?</i>	None				
<b>Equality Safety Impact Assessment completed for this saving</b>	No				
<a href="#">ESIA Guidance and template</a>					
<b>Constraints &amp; Assumptions</b> <i>Are there any constraints or assumptions for achieving the saving?</i>					
<b>Risks</b> <i>Are there any risks to the realisation of the saving?</i>	That income is impacted				
<b>Dependencies</b> <i>Are there any dependencies (e.g. projects, policies) to the realisation of the saving?</i>	The service redesign of income and expenditure would make this easier however it could happen without that				
<b>Comments</b> <i>Use this space for any other comments</i>					
<b>Metric</b> <i>How will we measure it?</i>	Reduction in costs				
<b>Timescale for Realisation</b> <i>What are the timescales for realisation of the saving?</i>	2024/25				

Delivery plan

ID	Change in work practice or process / Project outcome <i>What needs to happen to enable the saving?</i>	Who <i>Who is responsible for that change / outcome?</i>	Start date <i>When is it expected to start?</i>	Due by <i>When is it expected to end?</i>
1	N/A			
2				
3				
4				

Measurement

Baseline <i>What is the current value of the metric?</i>	Baseline Date <i>When was the baseline value taken?</i>	Target <i>What is the new value we want to achieve?</i>	Target End Date <i>By when do we want to achieve the full target?</i>	Frequency of Measurement <i>How frequently are we going to measure the saving?</i>	Source / Evidence / Comments <i>Where can we find more information about the source / evidence storage or who to consult?</i>

Financial Breakdown (applicable to Financial Saving only; identify the period as relevant) i.e. FINANCIAL YEAR

	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
Changes to management structure		68.8K	£75k	£75k	£75k	£75k

Sign-off

This Saving Profile has been reviewed and signed-off by:

Signed off by *Role and Name*

Signed of by Budget Champion *Role and Name*

Signed of by Finance BP *Role and Name*

Date

Identification			
<b>Saving ID</b> <i>Unique identifier (Finance to provide)</i>	688	<b>Created Date:</b>	27.12.23
<b>Saving Title</b> <i>Clear and succinct</i>	Finance Improvement		
<b>Saving owner:</b> <i>Role and Name</i>	Head of Financial Planning and Management		
<b>Project/Programme Name</b> <i>As in Project Online</i>	2023 VR exercise and also part of wider restructure of Finance team		
<b>Project/Programme Manager</b> <i>Name</i>			
<b>Project/Programme Sponsor</b> <i>Name</i>			

Details (please include any impact on FTEs)	
<b>Saving statement</b> <i>What is the saving? What do we want to achieve? What is SCC getting out of it?</i>	Restructure in the Finance team - these are Voluntary Redundancy savings agreed in principle from the corporate scheme conducted in August 2023, but with the departures delayed until 2024/25 to spread the cost and manage the departure
<b>Alignment to strategic objectives</b> <i>Which objectives does this saving support?</i>	<b>Primary Alignment:</b> A successful, sustainable organisation <b>Secondary Alignment:</b>
<b>Benefit type</b> <i>Select from drop-down</i>	Financial <b>Benefit Category:</b> Cost Savings
<b>Which of the SCC Cost Drivers does this proposal contribute to?</b>	<b>Primary cost driver:</b> Staffing <b>Secondary cost driver:</b>
<b>Impact of saving - SCC</b> <i>What other SCC services will be impacted by this saving?</i>	All services will have less access to financial support and risk of less financial support across the authority. It will therefore be important that these savings come with a programme of Finance Improvement so they are realised in a controlled way and off the back of a successful programme of work on financial improvement - leading to improved self service, training to up the knowledge skills across the council and improve financial awareness and ability across the council.
<b>Impact of Saving - Resident/Business/Visitors</b> <i>How will this saving impact on residents, businesses or visitors?</i>	As a support service, no direct impact but likely reports; project work etc will all take longer and decision making potentially slower regarding financial input
<b>Equality Safety Impact Assessment completed for this saving</b>	No
<a href="#">ESIA Guidance and template</a>	
<b>Constraints &amp; Assumptions</b> <i>Are there any constraints or assumptions for achieving the saving?</i>	Finance Improvement work progresses and is implemented. Training is rolled out to budget holders across the authority. Need to knowledge transfer re: report writing of Treasury Management updates reported to Committee & Year-end work on accounting for assets
<b>Risks</b> <i>Are there any risks to the realisation of the saving?</i>	Timing risk - will not be full year 2024/25. both staff departures expected to realise this saving will take place after the accounts for 2023/24 have been closed down.
<b>Dependencies</b> <i>Are there any dependencies (e.g. projects, policies) to the realisation of the saving?</i>	BW enhancements and training to ensure self service improvements. Financial Improvement Work completed and embedded.
<b>Comments</b> <i>Use this space for any other comments</i>	Part year saving in 24/25 posts under restructure (VR provisionally in place)
	Saving
	72,100
	<b>72,100</b>
<b>Metric</b> <i>How will we measure it?</i>	
<b>Timescale for Realisation</b> <i>What are the timescales for realisation of the saving?</i>	2024/25 <b>BUT PART YEAR</b>

Delivery plan				
ID	Change in work practice or process / Project outcome <i>What needs to happen to enable the saving?</i>	Who <i>Who is responsible for that change / outcome?</i>	Start date <i>When is it expected to start?</i>	Due by <i>When is it expected to end?</i>
1	Self Support	Part of Finance Improvement work	ongoing	
2	Training in Financial Management across the Council	Part of Finance Improvement work	ongoing	
3	Knowledge of year-end work transferred	Business partners/ Maddy Modha	01/04/2024	30/05/2024
4	Knowledge of regular Treasury Management reporting to Governance committee documented and passed on	Maddy Modha	02/01/2024	30/05/2024

Measurement					
Baseline <i>What is the current value of the metric?</i>	Baseline Date <i>When was the baseline value taken?</i>	Target <i>What is the new value we want to achieve?</i>	Target End Date <i>By when do we want to achieve the full target?</i>	Frequency of Measurement <i>How frequently are we going to measure the saving?</i>	Source / Evidence / Comments <i>Where can we find more information about the source / evidence storage or who to consult?</i>
N/A					

Financial Breakdown (applicable to Financial Saving only; identify the period as relevant) i.e. FINANCIAL YEAR					
2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
0	£72,100	£85,000	£85,000	£85,000	£85,000

Sign-off
This Saving Profile has been reviewed and signed-off by:
<b>Signed off by S Harrison</b>
<b>Signed off by Budget Champion</b> Role and Name
<b>Signed off by Finance BP</b> Role and Name

Identification			
<b>Saving ID</b> <i>Unique identifier (Finance to provide)</i>	245699	<b>Created Date:</b>	12/12/2023
		<b>Last Review Date:</b>	05/01/2024
<b>Saving Title</b> <i>Clear and succinct</i>	Highways - Reduction in borrowing costs for capital		
<b>Saving owner:</b> <i>Role and Name</i>	Paul Paskins, Head of Supplier Management		
<b>Project/Programme Name</b> <i>As in Project Outline</i>			
<b>Project/Programme Manager Name</b>	Katie Renouard, Service Manager - Strategic Procurement Programme		
<b>Project/Programme Sponsor Name</b>	Paul Paskins, Head of Supplier Management		

Details (please include any impact on FTEs)	
<b>Saving statement</b> <i>What is the saving? What do we want to achieve? What is SCC getting out of it?</i>	<p>Highways capital investment schemes and the associated programme are delivered through a contract - known as the Highways Services Partnership (HSP) - with Balfour Beatty Living Places (BBLP). Significant savings over the term of the contract have already been realised meaning that there are limited opportunities for savings for the remainder of the contract period. It should be noted that the treatment of capital gain share and third-party income share under the contract as 'revenue' (as implemented in recent years) has led to unachievable revenue savings - due to the treatment of the capital gain share as revenue not being viable and third party income levels being less than experienced before the COVID-19 pandemic - resulting in a £1.030M pressure which is being mitigated by the savings set out in the range of Highways Savings Profiles.</p> <p>Restrict the Highways Capital Programme for 2024/25 to the DT grant (£2.128 million plus additional £268k, the On-street account funding (currently £1 million committed and include the additional £500k which is available but allocation is yet to be determined) equating to a total of £3.9 million, a reduction of £4.8 million compared to the current proposed £8.7 million budget. This would reduce the revenue impact of highways-related borrowing which equates to approximately £80k per £1 million. The associated estimated revenue savings are set out in the "Financial Breakdown" below.</p>
<b>Alignment to strategic objectives</b> <i>Which objectives does this saving support?</i>	<p><b>Primary Alignment:</b> A successful, sustainable organisation</p> <p><b>Secondary Alignment:</b></p>
<b>Benefit type</b> <i>Select from drop-down</i>	<p><b>Financial</b></p> <p><b>Benefit Category:</b> Cost Savings</p>
<b>Which of the SCC Cost Drivers does this proposal contribute to?</b>	<p><b>Primary cost driver:</b> Assets</p> <p><b>Secondary cost driver:</b> Assets</p> <p>The 2023/24 and 2024/25 Highways Maintenance Capital Programme briefing paper recommends not reducing below recent historic levels of capital funding of highways assets in order to manage the deterioration of their condition. For this reason there is currently a balanced delivery plan that will invest in footways, carriageways, drainage, etc. assets - any drop below optimum / recommended levels of highway funding would require a reprioritisation of where to intervene e.g. Option 2 and 3 are unlikely to result in any planned footway works for the following year. This would cause SCC to enter into a highly undesirable - from an asset management perspective - period of prioritising on urgent repairs to keep roads running as safely as possible rather than intervening early to prevent more costly long-term full reconstruction. Further information on impacts is available in Appendix A. Cabinet has indicated that this Option 2 is the preferred option. Taking into account existing charges to capital and Saving Profile 24705, this would result in a budget available to distribute to capital schemes of £3,255,000 - this is detailed at Appendix C.</p>
<b>Impact of saving - SCC</b> <i>What other SCC services will be impacted by this saving?</i>	
<b>Impact of Saving - Resident/Business/Visitors</b> <i>How will this saving impact on residents, businesses or visitors?</i>	<p>Option 2 - A reduction in SCC capital investment will result in poor quality highway network and negatively impact the perception of residents and visitors. The highways asset will deteriorate rapidly as a result of removing SCC funded capital spend. Taking a more reactive approach to rectifying issues on the highways instead of proactive investment in the asset is likely to result in highways costs to SCC in the medium to long term. Further information is available in Appendix A.</p>
<b>Equality Safety Impact Assessment completed for this saving</b>	No
<a href="#">ESIA Guidance and template</a>	
<b>Constraints &amp; Assumptions</b> <i>Are there any constraints or assumptions for achieving the saving?</i>	These proposals (and associated indicative costs) are subject to negotiation and commercial agreement with BBLP.
<b>Risks</b> <i>Are there any risks to the realisation of the saving?</i>	Commercial agreement cannot be reached with BBLP. There are likely to be increased health and safety risks arising from a poorer quality highway network including bridges and structures in respect of options 2 and 3.
<b>Dependencies</b> <i>Are there any dependencies (e.g. projects, policies) to the realisation of the saving?</i>	Commercial agreement being reached with BBLP.
<b>Comments</b> <i>Use this space for any other comments</i>	This proposal should be cross referenced with the separate 2023/24 and 2024/25 Highways Maintenance Capital Programme briefing paper on highways capital expenditure dated 18th December 2023 and included as Appendix A. It should also be cross referenced with 245705 Highways - Capitalisation of costs as, if that Saving Profile were implemented, the capital expenditure detailed in this Highways - Capital Options would be further reduced by the capitalisation of costs detailed in 245705.
<b>Metric</b> <i>How will we measure it?</i>	
<b>Timescale for Realisation</b> <i>What are the timescales for realisation of the saving?</i>	2024/25

Delivery plan					
ID	Change in work practice or process / Project outcome <i>What needs to happen to enable the saving?</i>	Who <i>Who is responsible for that change / outcome?</i>	Start date <i>When is it expected to start?</i>	Due by <i>When is it expected to end?</i>	
1	Capital Schemes are ordered on an annual basis - no extraordinary action required to reduce expenditure	Paul Paskins/Pete Boustred	01/04/2024	30/09/2025	
2	Renegotiate gain share mechanism	Paul Paskins	Immediate	01/06/2024	
3	Agree and completed gain share mechanism contract changes	Paul Paskins	01/06/2024	01/08/2024	
4					

Measurement					
Baseline <i>What is the current value of the metric?</i>	Baseline Date <i>When was the baseline value taken?</i>	Target <i>What is the new value we want to achieve?</i>	Target End Date <i>By when do we want to achieve the full target?</i>	Frequency of Measurement <i>How frequently are we going to measure the saving?</i>	Source / Evidence / Comments <i>Where can we find more information about the source / evidence storage or who to consult?</i>
N/A - Capital Schemes are ordered on an annual basis					
<b>***Financial Breakdown (applicable to Financial Saving only; identify the period as relevant) i.e. FINANCIAL YEAR</b>					
	2023/24	2024/25	2025/26	2026/27	2027/28
£0	£480,000	£480,000	£480,000	£480,000	

Sign-off
This Saving Profile has been reviewed and signed-off by:
Signed off by <b>Paul Paskins, Head of Supplier Management</b>
Signed of by Budget Champion <b>Katie Renouard, Service Manager, Strategic Procurement Programme</b>
Signed of by Finance <b>BP Role and Name</b>
Date <b>05/01/2024</b>

**Identification**

<b>Saving ID</b> <i>Unique identifier (Finance to provide)</i>	245703	<b>Created Date:</b>	12/12/2023	<b>Last Review Date:</b>	05/01/2024
<b>Saving Title</b> <i>Clear and succinct</i>	Highways - Asset Data Collection				
<b>Saving owner:</b> <i>Role and Name</i>	Paul Paskins, Head of Supplier Management				
<b>Project/Programme Name</b> <i>As in Project Online</i>					
<b>Project/Programme Manager Name</b>	Katie Renouard, Service Manager - Strategic Procurement Programme				
<b>Project/Programme Sponsor Name</b>	Paul Paskins, Head of Supplier Management				

**Details (please include any impact on FTEs)**

<b>Saving statement</b> <i>What is the saving? What do we want to achieve? What is SCC getting out of it?</i>	Reduce frequency of highways asset data collection to from annual to every other year resulting in a revenue saving associated with a reduction in the Lump Sum paid to Balfour Beatty Living Places (BBLP).
<b>Alignment to strategic objectives</b> <i>Which objectives does this saving support?</i>	<b>Primary Alignment:</b> A successful, sustainable organisation <b>Secondary Alignment:</b>
<b>Benefit type</b> <i>Select from drop-down</i>	<b>Benefit Category:</b> Cost Savings
<b>Which of the SCC Cost Drivers does this proposal contribute to?</b>	<b>Primary cost driver:</b> System & Process <b>Secondary cost driver:</b> Assets
<b>Impact of saving - SCC</b> <i>What other SCC services will be impacted by this saving?</i>	Negative impacts associated with reducing asset data collection include reduced asset knowledge, less ability to manage network condition and the limited capital investment likely to be available not being targeted to the most appropriate assets.
<b>Impact of Saving - Resident/Business/Visitors</b> <i>How will this saving impact on residents, businesses or visitors?</i>	Deterioration of network condition as asset knowledge to target capital investment would be more aged than at present.
<b>Equality Safety Impact Assessment completed for this saving</b>	N/A
<a href="#">ESIA Guidance and template</a>	
<b>Constraints &amp; Assumptions</b> <i>Are there any constraints or assumptions for achieving the saving?</i>	Proposals (and associated indicative costs) are subject to negotiations and commercial agreement with BBLP.
<b>Risks</b> <i>Are there any risks to the realisation of the saving?</i>	Commercial agreement cannot be reached with BBLP.
<b>Dependencies</b> <i>Are there any dependencies (e.g. projects, policies) to the realisation of the saving?</i>	Commercial agreement being reached with BBLP.
<b>Comments</b> <i>Use this space for any other comments</i>	
<b>Metric</b> <i>How will we measure it?</i>	
<b>Timescale for Realisation</b> <i>What are the timescales for realisation of the saving?</i>	2024/25

**Delivery plan**

ID	Change in work practice or process / Project outcome <i>What needs to happen to enable the saving?</i>	Who <i>Who is responsible for that change / outcome?</i>	Start date <i>When is it expected to start?</i>	Due by <i>When is it expected to end?</i>
1	Agree contract changes	Paul Paskins	Immediate	01/04/2024
2				
3				
4				

**Measurement**

Baseline <i>What is the current value of the metric?</i>	Baseline Date <i>When was the baseline value taken?</i>	Target <i>What is the new value we want to achieve?</i>	Target End Date <i>By when do we want to achieve the full target?</i>	Frequency of Measurement <i>How frequently are we going to measure the saving?</i>	Source / Evidence / Comments <i>Where can we find more information about the source / evidence storage or who to consult?</i>
Annual Surveys	Jan-24	Bi-annual surveys	01/04/2024	Annually	

**Financial Breakdown (applicable to Financial Saving only; identify the period as relevant) i.e. FINANCIAL YEAR**

	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
Asset data collection		£20000	£20000	£20000	£20000	£20000

The above does not include the costs of implementing the

**Sign-off**

This Saving Profile has been reviewed and signed-off by:

Signed off by Paul Paskins, Head of Supplier Management

Signed off by Budget Champion Katie Renouard, Service Manager, Strategic Procurement Programme

Signed off by Finance BP Role and Name

Date 05/01/2024

Identification					
<b>Saving ID</b> <i>Unique identifier (Finance to provide)</i>	245704	<b>Created Date:</b>	12/12/2023	<b>Last Review Date:</b>	05/01/2024
<b>Saving Title</b> <i>Clear and succinct</i>	Street Lighting LED				
<b>Saving owner:</b> <i>Role and Name</i>	Paul Paskins, Head of Supplier Management				
<b>Project/Programme Name</b> <i>As in Project Online</i>					
<b>Project/Programme Manager Name</b>	Katie Renouard, Service Manager - Strategic Procurement Programme				
<b>Project/Programme Sponsor Name</b>	Paul Paskins, Head of Supplier Management				

Details (please include any impact on FTEs)	
<b>Saving statement</b> <i>What is the saving? What do we want to achieve? What is SCC getting out of it?</i>	Around 1,000 additional street lighting columns have been converted to LED. This work is complete. The saving represents the indicative energy saving associated with this programme. It should be noted that this is not a 'new' saving but instead is one of a series of measures to mitigate existing energy pressures associated with street lighting
<b>Alignment to strategic objectives</b> <i>Which objectives does this saving support?</i>	<b>Primary Alignment:</b> A successful, sustainable organisation <b>Secondary Alignment:</b>
<b>Benefit type</b> <i>Select from drop-down</i>	Financial <b>Benefit Category:</b> Cost Savings
<b>Which of the SCC Cost Drivers does this proposal contribute to?</b>	<b>Primary cost driver:</b> Assets <b>Secondary cost driver:</b>
<b>Impact of saving - SCC</b> <i>What other SCC services will be impacted by this saving?</i>	None
<b>Impact of Saving - Resident/Business/Visitors</b> <i>How will this saving impact on residents, businesses or visitors?</i>	Minor differences in the 'look and feel' of street lighting in the relevant locations.
<b>Equality Safety Impact Assessment completed for this saving</b>	No
<a href="#">ESIA Guidance and template</a>	
<b>Constraints &amp; Assumptions</b> <i>Are there any constraints or assumptions for achieving the saving?</i>	N/A
<b>Risks</b> <i>Are there any risks to the realisation of the saving?</i>	N/A
<b>Dependencies</b> <i>Are there any dependencies (e.g. projects, policies) to the realisation of the saving?</i>	N/A
<b>Comments</b> <i>Use this space for any other comments</i>	
<b>Metric</b> <i>How will we measure it?</i>	Achievement of energy savings
<b>Timescale for Realisation</b> <i>What are the timescales for realisation of the saving?</i>	2023/24

Delivery plan					
ID	Change in work practice or process / Project outcome <i>What needs to happen to enable the saving?</i>	Who <i>Who is responsible for that change / outcome?</i>	Start date <i>When is it expected to start?</i>	Due by <i>When is it expected to end?</i>	
1	Completed				
2					
3					
4					

Measurement					
Baseline <i>What is the current value of the metric?</i>	Baseline Date <i>When was the baseline value taken?</i>	Target <i>What is the new value we want to achieve?</i>	Target End Date <i>By when do we want to achieve the full target?</i>	Frequency of Measurement <i>How frequently are we going to measure the saving?</i>	Source / Evidence / Comments <i>Where can we find more information about the source / evidence storage or who to consult?</i>
Current energy costs	Dec-23	Reduction of £33k p.a.	Ongoing	Annually	

Financial Breakdown (applicable to Financial Saving only; identify the period as relevant) i.e. FINANCIAL YEAR					
2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
	£33,000	£33,000	£33,000	£33,000	£33,000

**Sign-off**

This Saving Profile has been reviewed and signed-off by:

Signed off by **Paul Paskins, Head of Supplier Management**

Signed off by **Budget Champion Katie Renouard, Service Manager, Strategic Procurement Programme**

Signed off by **Finance BP Role and Name**

Date **05/01/2024**

**Identification**

<b>Saving ID</b> <i>Unique Identifier (Finance to provide)</i>	708	<b>Created Date:</b>	06/06/2023	<b>Last Review Date:</b>	
<b>Saving Title</b> <i>Clear and succinct</i>	OD cash budget reduction				
<b>Saving owner:</b> <i>Role and Name</i>	Head of HR&OD, Chris Bishop				
<b>Project/Programme Name</b> <i>As in Project Online</i>	N/A				
<b>Project/Programme Manager Name</b>					
<b>Project/Programme Sponsor Name</b>					

**Details (please include any impact on FTEs)**

<b>Saving statement</b> <i>What is the saving? What do we want to achieve? What is SCC getting out of it?</i>	We have reduced the Organisational Development cash budget from £200k down to £74k already. We could reduce this further to £36k, retaining some money to spend on management development and any essential council wide learning provision.				
<b>Alignment to strategic objectives</b> <i>Which objectives does this saving support?</i>	<b>Primary Alignment:</b>	A council built on strong foundations		<b>Secondary Alignment:</b>	
<b>Benefit type</b> <i>Select from drop-down</i>	Financial	<b>Benefit Category:</b> Efficiencies			
<b>In Business Plan</b> <i>If a financial saving, it is included in the Business Plan for the related financial years?</i>	No	<b>Comments:</b>			
<b>Impact of saving - SCC</b> <i>What other SCC services will be impacted by this saving?</i>	Managers in particular would receive very little development that would build their capability, meaning they are less effective than they could be in leading their services and teams.				
<b>Impact of Saving - Resident/Business/Visitors</b> <i>How will this saving impact on residents, businesses or visitors?</i>	NA				
<b>Equality Safety Impact Assessment completed for this saving</b>	Not needed				
<a href="#">ESIA Guidance and template</a>					
<b>Constraints &amp; Assumptions</b> <i>Are there any constraints or assumptions for achieving the saving?</i>					
<b>Risks</b> <i>Are there any risks to the realisation of the saving?</i>	Managers are less effective than they could be.				
<b>Dependencies</b> <i>Are there any dependencies (e.g. projects, policies) to the realisation of the saving?</i>	None				
<b>Comments</b> <i>Use this space for any other comments</i>					
<b>Metric</b> <i>How will we measure it?</i>	Budget reduced from agreed date.				
<b>Timescale for Realisation</b> <i>What are the timescales for realisation of the saving?</i>	2024/25				

**Delivery plan**

ID	Change in work practice or process / Project outcome <i>What needs to happen to enable the saving?</i>	Who <i>Who is responsible for that change / outcome?</i>	Start date <i>When is it expected to start?</i>	Due by <i>When is it expected to end?</i>
1	Reduce budget from April 24	HR&OD	01/04/2024	01/04/2024
2				
3				
4				

**Measurement**

Baseline <i>What is the current value of the metric?</i>	Baseline Date <i>When was the baseline value taken?</i>	Target <i>What is the new value we want to achieve?</i>	Target End Date <i>By when do we want to achieve the full target?</i>	Frequency of Measurement <i>How frequently are we going to measure the saving?</i>	Source / Evidence / Comments <i>Where can we find more information about the source / evidence storage or who to consult?</i>
N/A					

**Financial Breakdown (applicable to Financial Saving only; identify the period as relevant) i.e FINANCIAL YEAR**

	Target 2023/24	Target 2024/25	Target 2025/26	Target 2026/27	Target 2027/28	Target 2028/29
0	40	40	40	40	40	40

**Sign-off**

This Saving Profile has been reviewed and signed-off by:

**Signed off by** *Role and Name*  
**Date**



**Identification**

**Saving ID** *Unique identifier (Finance to provide)*  
**Saving Title** *Clear and succinct*  
**Saving owner:** *Role and Name*  
**Project/Programme Name** *As in Project Online*  
**Project/Programme Manager Name**  
**Project/Programme Sponsor Name**

<b>Created Date:</b>	29/09/2023	<b>Last Review Date:</b>	
Internships			
Head of HR&OD, Chris Bishop			
N/A			

**Details (please include any impact on FTEs)**

**Saving statement**  
*What is the saving? What do we want to achieve? What is SCC getting out of it?*

**Alignment to strategic objectives**  
*Which objectives does this saving support?*

**Benefit type** *Select from drop-down*

**In Business Plan**  
*If a financial saving, it is included in the Business Plan for the related financial years?*

**Impact of saving - SCC**  
*What other SCC services will be impacted by this saving?*

**Impact of Saving - Resident/Business/Visitors**  
*How will this saving impact on residents, businesses or visitors?*

**Equality Safety Impact Assessment completed for this saving**

[ESIA Guidance and template](#)

**Constraints & Assumptions**  
*Are there any constraints or assumptions for achieving the saving?*

**Risks**  
*Are there any risks to the realisation of the saving?*

**Dependencies**  
*Are there any dependencies (e.g. projects, policies) to the realisation of the saving?*

**Comments**  
*Use this space for any other comments*

**Metric**  
*How will we measure it?*

**Timescale for Realisation**  
*What are the timescales for realisation of the saving?*

We have a budget of £25k for internships and have recently had 8 interns for 12 weeks, 3 days a week, across the summer. This is not essential, so can be ceased for the timebeing. We are supporting internships with Totton College for those studying with them and above learning needs and would benefit from work experience alongside their course that is funded through the college. We are exploring doing this with other colleges too, at no financial cost to us.

**Primary Alignment:** A council built on strong foundations  
**Secondary Alignment:**

**Financial** **Benefit Category:** Efficiencies

**No** **Comments:**

Little impact of some services not benefitting from having an intern.

No opportunity for local local students to have internships with us.

Not needed as not a required service.

None

None

None

Money taken from budget from 24/25

2024/25

**Delivery plan**

ID	Change in work practice or process / Project outcome <i>What needs to happen to enable the saving?</i>	Who <i>Who is responsible for that change / outcome?</i>	Start date <i>When is it expected to start?</i>	Due by <i>When is it expected to end?</i>
1	Reduce budget 1 April 24	Head of HR&OD	01/04/2024	01/04/2024
2				
3				
4				

**Measurement**

Baseline <i>What is the current value of the metric?</i>	Baseline Date <i>When was the baseline value taken?</i>	Target <i>What is the new value we want to achieve?</i>	Target End Date <i>By when do we want to achieve the full target?</i>	Frequency of Measurement <i>How frequently are we going to measure the saving?</i>	Source / Evidence / Comments <i>Where can we find more information about the source / evidence storage or who to consult?</i>
N/A					

**Financial Breakdown (applicable to Financial Saving only; identify the period as relevant) i.e FINANCIAL YEAR**

2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
£0.00	£25,000.00	£25,000.00	£25,000.00	£25,000.00	£25,000.00

**Sign-off**

This Saving Profile has been reviewed and signed-off by:

**Signed off by** *Role and Name* Chris Bishop, Head of HR & OD  
**Signed off by Budget Champion** *Role and Name*  
**Signed off by Finance BP** *Role and Name*  
**Date**

**Identification**

<b>Saving ID</b> <i>Unique identifier (Finance to provide)</i>	710	<b>Created Date:</b>	29/09/2023	<b>Last Review Date:</b>	
<b>Saving Title</b> <i>Clear and succinct</i>	Employee Assistance Programme (EAP)				
<b>Saving owner:</b> <i>Role and Name</i>	Head of HR&OD, Chris Bishop				
<b>Project/Programme Name</b> <i>As in Project Online</i>	N/A				
<b>Project/Programme Manager Name</b>					
<b>Project/Programme Sponsor Name</b>					

**Details (please include any impact on FTEs)**

<b>Saving statement</b> <i>What is the saving? What do we want to achieve? What is SCC getting out of it?</i>	Health Assured provide our EAP and the contract runs until end March 2024. We have just signed a contract with Vivup for a free benefits platform that provides discount cards for retail stores and salary sacrifice opportunities for purchases. With this contract we are able to have a free EAP, htat a ranogae of other counCILs utilise. This will replace Health Assured from April 2024, meaning we can save our current charges.				
<b>Alignment to strategic objectives</b> <i>Which objectives does this saving support?</i>	<b>Primary Alignment:</b>	A council built on strong foundations			<b>Secondary Alignment:</b>
<b>Benefit type</b> <i>Select from drop-down</i>	Financial	<b>Benefit Category:</b> Efficiencies			
<b>In Business Plan</b> <i>If a financial saving, it is included in the Business Plan for the related financial years?</i>	No	<b>Comments:</b>			
<b>Impact of saving - SCC</b> <i>What other SCC services will be impacted by this saving?</i>	None				
<b>Impact of Saving - Resident/Business/Visitors</b> <i>How will this saving impact on residents, businesses or visitors?</i>	None				
<b>Equality Safety Impact Assessment completed for this saving</b>	No				
<a href="#">ESIA Guidance and template</a>					
<b>Constraints &amp; Assumptions</b> <i>Are there any constraints or assumptions for achieving the saving?</i>	None				
<b>Risks</b> <i>Are there any risks to the realisation of the saving?</i>	None				
<b>Dependencies</b> <i>Are there any dependencies (e.g. projects, policies) to the realisation of the saving?</i>	None				
<b>Comments</b> <i>Use this space for any other comments</i>					
<b>Metric</b> <i>How will we measure it?</i>	Money taken from budget from 24/25				
<b>Timescale for Realisation</b> <i>What are the timescales for realisation of the saving?</i>	2024/25				

**Delivery plan**

ID	Change in work practice or process / Project outcome <i>What needs to happen to enable the saving?</i>	Who <i>Who is responsible for that change / outcome?</i>	Start date <i>When is it expected to start?</i>	Due by <i>When is it expected to end?</i>
1	Reduce budget from April 24	Head of HR&OD	01/04/2024	01/04/2024
2				
3				
4				

**Measurement**

Baseline <i>What is the current value of the metric?</i>	Baseline Date <i>When was the baseline value taken?</i>	Target <i>What is the new value we want to achieve?</i>	Target End Date <i>By when do we want to achieve the full target?</i>	Frequency of Measurement <i>How frequently are we going to measure the saving?</i>	Source / Evidence / Comments <i>Where can we find more information about the source / evidence storage or who to consult?</i>
N/A					

**Financial Breakdown (applicable to Financial Saving only; identify the period as relevant) i.e FINANCIAL YEAR**

2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
£0.00	£12,000.00	£12,000.00	£12,000.00	£12,000.00	£12,000.00

**Sign-off**

This Saving Profile has been reviewed and signed-off by:

<b>Signed off by</b> <i>Role and Name</i>	Chris Bishop, Head of HR & OD
<b>Signed off by Budget Champion</b> <i>Role and Name</i>	
<b>Signed off by Finance BP</b> <i>Role and Name</i>	
<b>Date</b>	

<b>Proposal title</b> <i>Clear and concise</i>	Section 106 Monitoring Charge Fee Increase	<b>Saving ID</b> <i>(PMO to provide)</i>	842
<b>Date created</b>		<b>Revised date</b>	
<b>Cabinet Member &amp; Portfolio</b>	Cllr Bogle – Economic Development		
<b>Exec Director</b>	Adam Wilkinson	<b>Category</b>	Direct saving
<b>Head of Service</b>	Pete Boustred	<b>Status</b>	Approved
<b>Budget holder (if different)</b>	Stephen Harrison	<b>Finance confidence</b>	Choose an item.
<b>Cost Centre</b>	TBC	<b>Stage</b>	Work in progress
<b>Description of saving or income proposal</b>			
<p><b>Summary</b></p> <p>The Council has reviewed the basis for the calculation of the Section 106 (S106) Monitoring Charge in line with the original legal advice in 2004, and the latest Government advice. The review has been undertaken in accordance with the SCC Fees &amp; Charges policy. The proposal is to maintain the principle of the current calculation and quantum of the S106 Monitoring Charge, with four key changes:</p> <ol style="list-style-type: none"> <li>1. To cover current S106 Planning Agreement Officer on-costs, the S106 head of Term fee is proposed to increase to £321 per Head of Term.</li> <li>2. Increase the fee level for the pre-completion S106 work undertaken by the Planning Agreements Officer, which is for most cases under funded when compared with resource expended and if increased to the equivalent of two Head of Terms, this single additional Head of Term fee would generate an additional <b>£9,630 per annum</b>.</li> <li>3. Create an additional charge made for S106 Agreements requiring a viability appraisal review. A fee increase is warranted to fund the work in negotiating the viability position and securing the necessary viability review mechanisms within the S106 Agreement, which currently does take up a significant resource for the Planning Agreements Officer and again is under funded by the S106 Monitoring Charge. It is therefore suggested that an additional Head of Term rate be applied to the Affordable Housing Viability Review process, with a further Head of Term rate added for each further viability review secured within the S106 Agreement. As a high-level estimate based on the current number of S106 Agreements completed which include an Affordable Housing review mechanism, this could generate in the region of <b>£4,850 additional income per annum</b>.</li> <li>4. In addition to the S106 Monitoring Charge a S106 Discharge of Obligation Fee is also charged which is increasing from the 1<sup>st</sup> April 2024 to £145. Based on an average of 28 such requests per annum this will generate a further <b>£4,060 per annum</b>.</li> </ol> <p><b>Background</b></p> <p>When planning permission is granted for new development, above certain thresholds (net gain of 5 residential units or 200sqm of commercial floorspace) the applicant may be required to enter into a planning obligation (commonly referred to as 'Section 106 Agreement').</p>			

Section 106 (S106) is the relevant section of the Town and Country Planning Act 1990 which gives local planning authorities the power to enter into planning obligations.

Planning obligations assist in mitigating the impact of unacceptable development to make it acceptable in Planning terms. Mitigation can take many forms including:

- Financial contribution to deliver off-site mitigation;
- Provision of off-site infrastructure to deliver off-site mitigation;
- Management Plans to require actions to be undertaken by the applicant over a specified timescale; and,
- Provision of Affordable Housing, whether that be on-site, off-site or by way of a financial contribution, subject to development viability.

Planning obligations run with the land, are legally binding and enforceable. Whilst the onus is on developers to ensure they meet all the requirements contained within the planning obligations, the Council separately monitors the requirements of each planning obligation.

The Council is also under a duty to annually report information on the planning obligations sought and received from developers for the provision of infrastructure to support development in Southampton, which is set out in the Council’s Infrastructure Funding Statement.

The Council employs Planning Agreements Officers to manage the daily organisation of both the Community Infrastructure Levy (CIL) and the S106 Agreement process, which includes the monitoring of both planning regimes.

**Financial summary (savings/income) £000s**

2023/24 £000	2024/25 £000	2025/26 £000	2026/27 £000	2027/28 £000	2028/29 £000
	4	4	4	4	4

The Council is now reviewing the basis for the calculation of the S106 Monitoring Charge in line with the original legal advice in 2004, and the latest Government advice, as set out below:

*“Authorities can charge a monitoring fee through section 106 planning obligations, to cover the cost of monitoring and reporting on delivery of that section 106 obligation. Monitoring fees can be used to monitor and report on any type of planning obligation, for the lifetime of that obligation. Monitoring fees should not be sought retrospectively for historic agreements.*

*Fees could be a fixed percentage of the total value of the section 106 agreement or individual obligation; or could be a fixed monetary amount per agreement obligation (for example, for in-kind contributions).*

*Authorities may decide to set fees using other methods. However, in all cases, monitoring fees must be proportionate and reasonable and reflect the actual cost of monitoring. Authorities could consider setting a cap to ensure that any fees are not excessive. Authorities must report on monitoring fees in their infrastructure funding statements.”*

Summary of S106 Monitoring Charge Income per year.

Year	Total S106 Monitoring Charge (£)	Pressure based on budget of £52,300 23/24
18/19	26,083	n/a

19/20	40,477	n/a
20/21	30,016	n/a
21/22	41,405	n/a
22/23	28,652	£23,648

### Calculations of income based on new fee structure.

Full salary cost for S106 Planning Agreements Officer, including oncosts, is £55,450.

Based on previous 5 years an average of 30 x S106 Agreements completed per annum.

Average of 5 x Head of Terms per S106 Agreement.

S106 Monitoring Charge to increase by 11% to £321 per Head of Term – April 2024.

S106 Discharge of Obligation fee increase to £145, in line with Discharge of Condition Fee.

#### 2024/2025 Year Assumptions

- Pre-Completion Head of Term Fee increased to the equivalent of 2 Heads of Terms = £642.
- S106 Affordable Housing element increased:
- 1 x £321 standard Head of Term fee
- 1 x £321 viability appraisal monitoring
- Plus £321 for every fixed future viability appraisal review required.

#### S106 Monitoring Charge Forecast for 24/25

30 completions x (321 x 5) 1,605 = £48,150

S106 Agreements including Affordable Housing

Based on 4 S106 completions with an average of 3 Heads of Terms = £3,852

Discharge of Obligation Fee based on 28 fee payments of £145 = £4,060

Forecast Total Income for 24/25 = £56,062

In summary - the proposal in effect deals with a historic income pressure as summarised in the above table and forecasts a modest additional income above the current budget of £4K which can be put forward as a saving.

#### Impact on FTE

<b>Number of posts to be deleted</b>	n/a	<b>Headcount at risk of redundancy</b>	n/a
--------------------------------------	-----	--	-----

#### IMPLEMENTATION TIMETABLE

<b>Task / activity</b> <i>What needs to happen to enable the saving? Insert rows as needed</i>	<b>Who</b> <i>Lead/person responsible?</i>	<b>Start date</b> <i>When is it expected to start?</i>	<b>Due by</b> <i>When is it expected to end?</i>
Proposed fee increase to be approved as part of the February Budget in accordance with the Corporate Fees & Charges Policy.	Pete Boustred/ Richard Williams	Feb 2024	March 2024
Following approval the additional costs can be incorporated into our	Simon Mackie	01.04.2024	N/A - new charges will be

## Savings proposal outline case

S.106 legal agreements – simple instruction to SCC legal to update existing templates.			applied and reviewed annually
Review any communications with stakeholders to notify of fee changes.	Simon Mackie	01.04.2024	May 2024
Future fee increases to be in line with corporate Fees & Charges policy with set CPI % applied.	Simon Mackie	Yearly – part of Feb Budget setting process	
<b>Investment required</b> ( <i>what investment will be needed to implement the proposal?</i> )			
n/a			
<b>Baseline data and assumptions</b> ( <i>what's the basis of the savings?</i> )			
The s.106 monitoring fees have been in place historically rising with inflation – this review seeks to rebalance the cost of delivering the monitoring with the development industry covering these costs to SCC – the assumptions are that we will continue to receive new s.106 agreements			
<b>Impact of saving (SCC)</b> ( <i>What impact will this have on other services? What do you need from other services to deliver the saving?</i> )			
SCC Legal Services also reviewing their charges/hourly rates – the s.106 monitoring charges sit separately and will be plugged into existing templates			
<b>Impact of saving – External</b> ( <i>How will this saving impact on residents, partners, businesses or visitors (paying particular attention to protected characteristics)?</i> )			
Any increase in fees and charges to developers will affect the viability of the scheme – this could, ultimately result in less development coming forward, and for those schemes that do viability can be used to justify nil provision of affordable housing			
<b>Risks and mitigations</b>			
<b>Risk</b>	<b>Mitigation</b>		
At the national level s.106 and CIL is being reviewed – and possibly replaced with the 'Infrastructure Levy' - meaning that income from s.106 monitoring may drop	Announced in the Levelling Up & Regeneration Act 2023 and requires considerable secondary legislation – any replacement will take time to adopt and will include a mechanism for securing obligations and financial mitigation from development – unclear what that may mean for s.106 and this monitoring charge		
<b>Dependencies, issues and other factors that may affect delivery</b>			
<i>Are there any dependencies to the realisation of the saving (ie staff leaving the organisation)</i>			
Current post is not fully funded and may become at risk – this proposal makes the post cost neutral – essential post linking the development to the Planning Team and SCC Legal enabling for s.106 process to be managed and for DM to meet expected targets and deliver planning permissions; particularly for Major development			
<b>Performance monitoring</b> ( <i>how will progress be monitored?</i> )			
Ongoing – our existing Planning Obligations Officer monitors income and this is cross checked against the AG0100 budget as part of the monthly review with SCC Finance Analysts			
<b>Signed of by Executive Director Role and name</b>			

<b>Signed of by Finance BP Role and name</b>	
<b>Signed of by PMO Role and name</b>	
<b>Date</b>	

Key

**Category**

Direct Saving – Straight forward budget reduction/removal  
Improvement – BAU saving that needs a delivery plan to complete  
Transformation – Project required to deliver

**Confidence rating**

High – high confidence in the saving being delivered  
Medium – medium confidence in the saving being delivered  
Low – low confidence in the saving being delivered

This page is intentionally left blank