

Corporate Policy Development and Scrutiny Panel

Date: Tuesday, 23rd January, 2024

Time: 4.00 pm

Venue: Banqueting Room - Guildhall, Bath

Councillors: Robin Moss, Lucy Hodge, Ian Halsall, Oli Henman, Hal MacFie,
Onkar Saini, Toby Simon, Malcolm Treby and Colin Blackburn

Also invited: Councillors: Andy Wait, Grant Johnson, Dine Romero and Liz Hardman



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NOTES:

1. **Inspection of Papers:** Papers are available for inspection as follows:

Council's website: <https://democracy.bathnes.gov.uk/ieDocHome.aspx?bcr=1>

2. **Details of decisions taken at this meeting** can be found in the minutes which will be circulated with the agenda for the next meeting. In the meantime, details can be obtained by contacting as above.

3. **Recording at Meetings:-**

The Openness of Local Government Bodies Regulations 2014 now allows filming and recording by anyone attending a meeting. This is not within the Council's control.

Some of our meetings are webcast. At the start of the meeting, the Chair will confirm if all or part of the meeting is to be filmed. If you would prefer not to be filmed for the webcast, please make yourself known to the camera operators.

To comply with the Data Protection Act 1998, we require the consent of parents or guardians before filming children or young people. For more information, please speak to the camera operator.

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4. **Public Speaking at Meetings**

The Council has a scheme to encourage the public to make their views known at meetings. They may make a statement relevant to what the meeting has power to do. They may also present a petition or a deputation on behalf of a group.

Advance notice is required not less than two full working days before the meeting. This means that for meetings held on Thursdays notice must be received in Democratic Services by 5.00pm the previous Monday.

Further details of the scheme can be found at:

<https://democracy.bathnes.gov.uk/ecCatDisplay.aspx?sch=doc&cat=12942>

5. **Emergency Evacuation Procedure**

When the continuous alarm sounds, you must evacuate the building by one of the designated exits and proceed to the named assembly point. The designated exits are signposted. Arrangements are in place for the safe evacuation of disabled people.

6. **Supplementary information for meetings**

Additional information and Protocols and procedures relating to meetings

<https://democracy.bathnes.gov.uk/ecCatDisplay.aspx?sch=doc&cat=13505>

Corporate Policy Development and Scrutiny Panel - Tuesday, 23rd January, 2024

at 4.00 pm in the Council Chamber - Guildhall, Bath

A G E N D A

1. WELCOME AND INTRODUCTIONS
2. EMERGENCY EVACUATION PROCEDURE

The Chair will draw attention to the emergency evacuation procedure as set out under Note 6.

3. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS
4. DECLARATIONS OF INTEREST

At this point in the meeting declarations of interest are received from Members in any of the agenda items under consideration at the meeting. Members are asked to indicate:

- (a) The agenda item number in which they have an interest to declare.
- (b) The nature of their interest.
- (c) Whether their interest is **a disclosable pecuniary interest** or an **other interest**,
(as defined in Part 4.4 Appendix B of the Code of Conduct and Rules for Registration of Interests)

Any Member who needs to clarify any matters relating to the declaration of interests is recommended to seek advice from the Council's Monitoring Officer or a member of his staff before the meeting to expedite dealing with the item during the meeting.

5. TO ANNOUNCE ANY URGENT BUSINESS AGREED BY THE CHAIRMAN
6. ITEMS FROM THE PUBLIC OR COUNCILLORS - TO RECEIVE STATEMENTS, PETITIONS OR QUESTIONS RELATING TO THE BUSINESS OF THIS MEETING

7. MINUTES

The minutes of the 16th January 2024 meeting will be circulated at a later date

8. BUDGET AND COUNCIL TAX 2024/25 AND FINANCIAL OUTLOOK (Pages 7 - 170)
9. PANEL WORKPLAN (Pages 171 - 174)

This report presents the latest workplan for the Panel. Any suggestions for further items or amendments to the current programme will be logged and scheduled in consultation with the Panel's Chair and supporting officers.

The Committee Administrator for this meeting is Michaela Gay who can be contacted on michaela_gay@bathnes.gov.uk, 01225 394411.

Bath & North East Somerset Council		
MEETING:	Corporate Policy Development & Scrutiny Panel	
MEETING DATE:	23rd January 2024	EXECUTIVE FORWARD PLAN REFERENCE:
		E3500
TITLE:	Budget and Council Tax 2024/25 and Financial Outlook – DRAFT REPORT	
WARD:	All	
AN OPEN PUBLIC ITEM		
List of attachments to this report		
Annex 1: 2024/25 – 2026/27 Draft Savings and Income proposals		
Annex 2: 2024/25 – 2026/27 Draft Funding Requirements		
Annex 3: 2024/25 Draft Emerging Capital Schemes		
Annex 4: Equality impacts of 2024/25 Savings and Funding Proposals		
Annex 5: Advice of the Monitoring Officer		
Annex 6: Pay & Reward Policy 2024/25		
Annex 7: Place Management Fees and Charges 2024/25		

1. THE ISSUE

This report presents the revenue and capital budgets together with proposals for increases in Council Tax and the Adult Social Care Precept for 2024/25.

2. RECOMMENDATIONS

2.1 The Panel is asked to report comments to Cabinet on –

The content of this report and 2024/25 budget proposal, including:

- Annex 1: 2024/25 – 2026/27 Draft Savings and Income proposals
- Annex 2: 2024/25 – 2026/27 Draft Funding Requirements
- Annex 3: 2024/25 Draft Emerging Capital Schemes
- Annex 4: Equality impacts of 2024/25 Savings and Funding Proposals
- Annex 5: Advice of the Monitoring Officer
- Annex 6: Pay & Reward Policy 2024/25
- Annex 7: Place Management Fees and Charges 2024/25

3. RESOURCE IMPLICATIONS (FINANCE, PROPERTY, PEOPLE)

The resource implications are contained within the body of the report.

4. STATUTORY CONSIDERATIONS AND BASIS FOR PROPOSALS

A local authority has a statutory duty to set an annual budget and Council Tax. The advice of the Council's Monitoring Officer regarding the budget setting process is attached at Annex 5.

Members must have regard to the impact on specific groups in their decision making. The Equalities Team has reviewed savings plans to ensure that any impact the saving will have on diversity and equality has been assessed and to ensure that any issues are highlighted to members before a decision is made. The analysis is attached at Annex 3.

5. THE REPORT

5.1 The 2024/25 Budget Summary

The Medium-Term Financial Strategy (MTFS) was approved in November 2023 and outlined how the budget would be delivered over the medium to long-term. This considers the current economic outlook together with the ongoing inflationary pressures from the 'Cost-of-Living crisis'. The MTFS for B&NES spans two years with a further three added to show the likely longer-term picture.

The Council needs to deliver a balanced budget over the term of the plan. A balanced budget means that Council one-off cash balances (reserves) are not being used to fund recurrent expenditure. The updated plan shows a balanced budget for 2024/25 and 2025/26 with a future years budget gap from 2026/27 although this is expected to reduce to a balanced position once the impacts of income growth and further efficiencies are factored in to budget planning. The figures include all estimates for future pay awards, pension costs, Council Tax, business rates, Government grant, and inflation. The revenue budget contingency includes £3m for general budget risk and £1m for inflationary pressures for new unbudgeted contract risk in 2024/25.

The budget has been developed considering how to operate with a higher cost base and lower income levels whilst delivering the Corporate Strategy to meet our key principles and commitments. After taking account of ongoing service cost pressures and new funding requirements, the starting point for the 2024/25 budget is a funding gap of £16.82m. The proposed budget meets this funding gap in two ways:

- 1) Income generation plans of £6.51m.
- 2) Cost reduction plans of £10.31m.

The ongoing impact of high inflation and high demand for Social Care has created an imbalance in how the Council funds its services, Council tax and Business rates alone do not fully fund the Council's services. To balance the budget the Council needs to grow its commercial and fees and charges income and also reduce its running costs. The Council revenue support grant has reduced from £31m in 2013/14 to £0.83m per annum in 2024/25 and as a result we have become more reliant on

external income to help fund core Council services. After considering demands on services and inflationary pressure the Council revenue budget requires £24.94m in budget growth. This is funded through increases in Council tax, Business rates, income and savings plans and grant adjustments. This is highlighted in more detail in section 5.2.5 of the report and supporting annex's.

The budget includes a recommendation that general Council Tax is increased by 2.99% in 2024/25 (an increase of £49.45 per Band D property) and the Adult Social Care Precept is increased by 2% (an increase of £33.07 per Band D property). This results in a total proposed Band D Council Tax for Bath and North East Somerset Council next year of £1,736.42 (£1,653.90 in 2023/24) an overall increase of 4.99% or £82.52 per Band D (£1.59 per week).

The proposed net revenue budget for Bath and North East Somerset for 2024/25 is £135.45m.

5.1.1 Corporate Strategy and the Councils' Priorities

The Budget proposal out the framework and allocation financial resources across the Council. How this is achieved will require close alignment to the Corporate Strategy as set out below.

One: We have one overriding purpose – to improve people's lives.

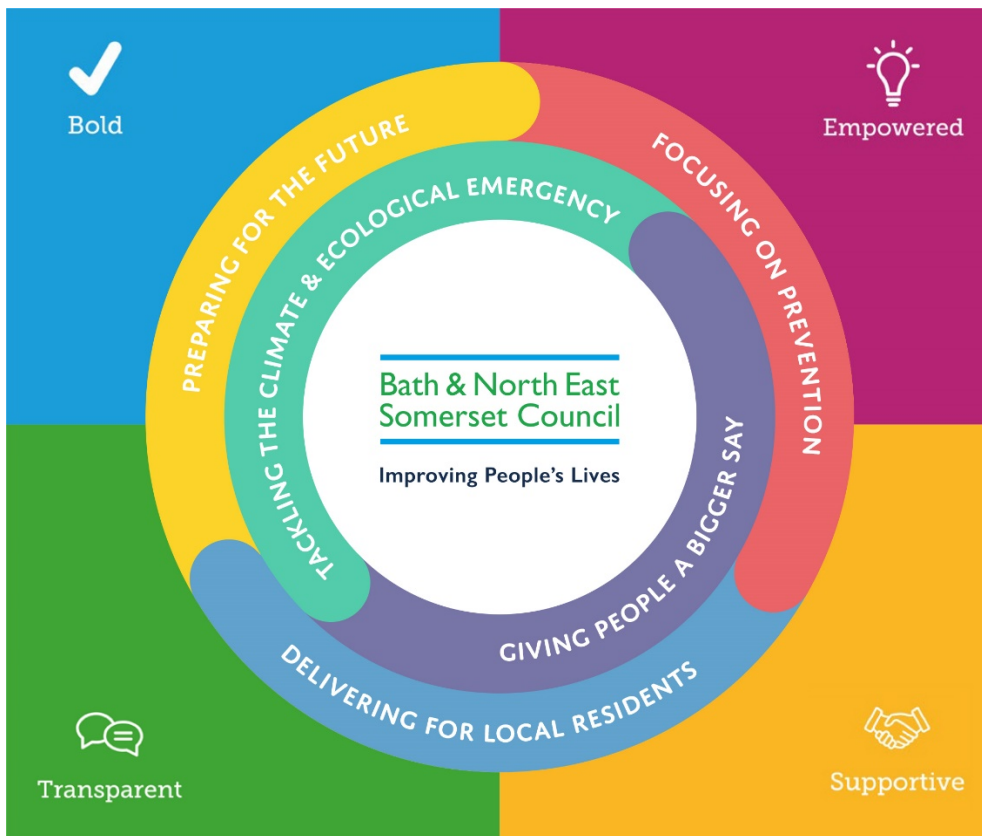
Two: We have two core policies – tackling the climate and ecological emergency and giving people a bigger say. These will shape everything we do.

Three: To translate our purpose into commitments, we have identified three principles. We want to prepare for the future, deliver for local residents and focus on prevention.

Our four values - bold, empowered, supportive and transparent - continue to underpin all of our work.

Our Corporate Strategy to 2027 builds on our achievements and reflects the ambitions and priorities of the council's administration elected in May 2023. It provides a clear and ambitious framework for delivery, it also sets out how shared outcomes will be embedded through partnerships such as our Future Ambition Board and Health and Wellbeing Board.

This is all set out clearly in the diagram below:



This is the “golden thread” which drives what we do ensuring that setting budgets and managing our people - our most valuable resource - are guided by the council’s priorities. It also means that our commitments are realistic and achievable.

Areas of overarching strategic priority and focus over the next two years will include:

- Delivery of the Council’s Being Our Best programme to enable a joined up organisational structure that meets the objectives of providing the Council with Great Jobs, Smarter Structures and a Culture of Excellence.
- Develop a new strategy and service provision of Adult Social Care services to the residents of Bath and North East Somerset.
- Focus on ensuring financial sustainability in Children’s services. This recognises the increased demand and complexity of caseload. We continue to work on improving our financial and management information which are key to creating a modern and resilient service.
- Delivery against an ambitious new Economic Strategy for Bath and North East Somerset, prioritising green growth, good jobs and affordable housing.
- Manage the Councils operational assets through the introduction of a Corporate Landlord model that ensures the best use for the Council’s services and its communities.
- Continued investment to support the most vulnerable people in our communities.

- Continued commitment to secure action to address the climate and ecological emergency.
- Continue to focus on council wide business change programmes which balance service improvement within a clear return on investment framework.
- Deliver new ways for our residents, businesses, partner organisations, visitors and internal service teams to interact and receive council information and services, using digital channels.
- Ensuring that we are able to manage labour market demands and fluctuations across our workforce but particularly in operational roles in both social care and neighbourhood services.

5.2 The Revenue Budget 2024/25

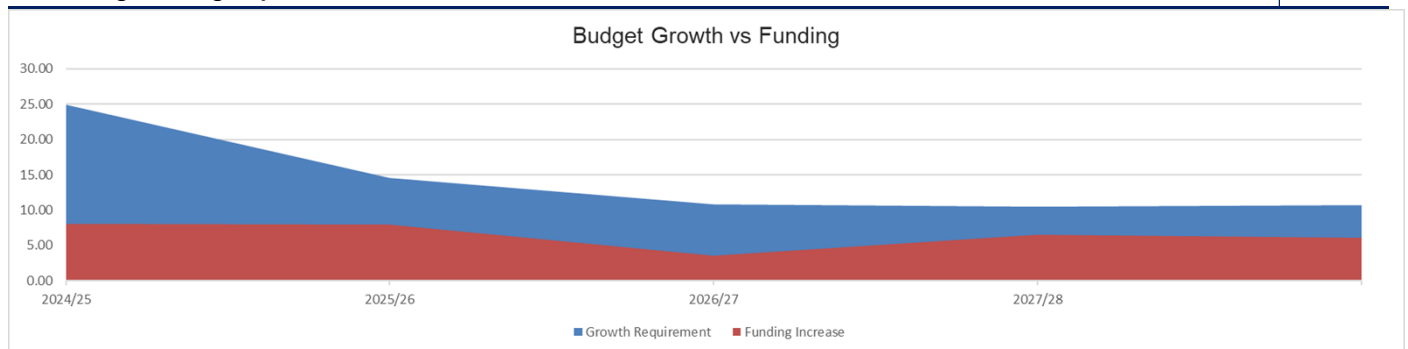
5.2.1 2023/24 Current Budget Position

The Council is currently finalising its April–December Quarter 3 budget monitoring. The April–September Quarter 2 forecast identified in year budget pressures resulting in a forecast overspend position of £6.5m. Financial recovery actions have been put in place that will mitigate this to bring this Council back into budget, while recurrent service budget pressures that cannot be mitigated have been incorporated into the growth requirement for 2024/25.

5.2.2 The Budget and Medium-Term Financial Outlook

The budget summary is set out below showing the demand and funding changes over the next five years:

Budget Planning	Future years assumptions £m					Total
	2024/25	2025/26	2026/27	2027/28	2028/29	
Growth Requirement	24.94	14.58	10.86	10.45	10.74	71.57
Funding Increase	8.11	8.01	3.61	6.52	6.14	32.40
Annual Funding gap	16.82	6.57	7.25	3.93	4.60	39.17
Savings Proposals	16.82	6.57	2.05	1.10	1.33	27.87
Remaining Funding Gap	0.00	0.00	5.20	2.83	3.27	11.30



This illustrates a balanced budget for the next two years with a forecast budget gap of £11.3m from 2026/27 to 2028/29.

The budget detail, assumptions, and the future forecast is shown in the table below:

Budget Planning	Future years assumptions £m				
	2024/25	2025/26	2026/27	2027/28	2028/29
Budget Requirement (Previous Year)	131.03	135.45	143.46	147.07	153.59
Budget Adjustments	3.00	3.00	0.00	0.00	0.00
Pay & Pension	4.54	3.64	3.37	3.23	3.23
Demographic Growth	3.63	3.00	3.07	3.83	3.51
Contract Inflation	5.03	4.58	2.36	2.34	2.37
New Homes Bonus Pressure	0.10	0.33	0.00	0.00	0.00
Capital Financing	2.01	1.78	0.99	1.21	1.21
Settlement grant funding	(1.48)	0.00	0.00	0.00	0.00
Budget pressure / rebasing	8.12	(1.74)	1.08	(0.17)	0.42
Funding Requirement Sub Total	24.94	14.58	10.86	10.45	10.74
Draft Budget Before Savings	155.96	150.03	154.32	157.52	164.34
Proposed Savings Plans	(16.82)	(6.57)	(2.05)	(1.10)	(1.33)
Estimated Savings Required	(0.00)	(0.00)	(5.20)	(2.83)	(3.27)
Savings Requirement Sub Total	(16.82)	(6.57)	(7.25)	(3.93)	(4.60)
Budget Requirement	139.14	143.46	147.07	153.59	159.73
Business Rate Relief Adjustment*	(3.69)	0.00	0.00	0.00	0.00
Revised Budget Requirement	135.45	143.46	147.07	153.59	159.73
Funding of Budget Requirement					
Council Tax	120.01	125.09	130.12	135.35	140.79
Business rates retention*	19.35	20.07	17.55	18.24	18.94
Reserve transfers From	0.00	0.00	0.00	0.00	0.00
Reserve transfers (To)	(3.90)	(1.70)	(0.60)	0.00	0.00
Funding of Budget Requirement Total	135.45	143.46	147.07	153.59	159.73

* Budget adjustment realigns s31 grant income for 2024/25 from government funded business rate relief compensation.

The forecast includes the following cost pressures and assumptions:

- **Pay Inflation** – Estimated 5% in 2024/25, 4% 2025/26, 3% thereafter.
- **Council tax** – General assumed at 2.99% in 2024/25 and future years, Social Care precept 2% until 2024/25.
- **Pension Costs** – Have been revised in line with the recent revaluation no increase up to 2026/27.
- **Demographic Growth & Increase in Service Volumes** – Additional demand from new placement and market pressures in Adult & Children Social Care;

- **Interest Rates** - Higher interest rate to follow movement in Bank of England base rate currently 5.25% for treasury management cash investments. The Council will fix budget interest rates following the provisional settlement;
- **Inflation** – CPI projections modelled on a higher rate c5% for 2024/25 falling to the Bank of England target of 2% for future years;
- **Budget Pressures / Rebasing*** – 2024/25 budget rebasing takes into account current pressures identified in budget monitoring on demand driven services including Children’s Services.
- **Capital Spending** – an allowance has been made to fund previously agreed provisional schemes requiring borrowing.
- **Borrowing** – longer term borrowing costs have been factored into the MTFS however the authority will continue to optimise the use of cash balances subject to market conditions and the overriding need to meet cash outflows;
- **New Priorities** – the budget proposal for 2024/25 has incorporated revenue budget growth that will enable the Council to take forward priorities from its Corporate Strategy.
- **Reserves** – the Council’s reserve balances have been reviewed to ensure an appropriate level of general unearmarked reserve for budget risk and specific earmarked reserves that will enable the Council to fully deliver the budget proposal.

** Rebasing is the alignment of budgets to current and forecast expenditure and income levels*

5.2.3 The Government Settlement

The Provisional Settlement was received on the 18th December 2023 but the Council has still not had the final grant allocations confirmed by the government. The figures outlined in this report therefore reflect the provisional figures. The final settlement details will be updated within the report to Council if they are published before the report publication deadline.

- **Revenue Support Grant (RSG)**

As a result of a further delay in the Fairer Funding and Business Rate Retention Review, the Council will continue to receive the Revenue Support Grant (RSG) in 2024/25 of £0.831m (2023/24 £0.779m). The increase reflects an inflationary uplift of £0.052m.

The RSG allocated to B&NES has been rolled into the 100% Business Rate Pilot Scheme, with the Council retaining an equivalent amount of business rates instead of receiving a RSG payment.

- **Services Grant**

The Services Grant has been reduced from £0.96m to £0.15m in 2024/25, the reduction of £0.81m reflects the use of this grant by government to fund other grants within the finance settlement.

- **New Homes Bonus**

The New Homes Bonus is a grant paid by central government to local councils to reflect and incentivise housing growth in their areas. It is based on the amount of

extra Council Tax revenue raised for new-build homes, conversions and long-term empty homes brought back into use. There is also an extra payment for providing affordable homes.

The Provisional Settlement has outlined continuation of the changes made to the funding arrangements for New Homes Bonus since 2020/21, pending the delayed announcement on the future position of the scheme, which is now expected ahead of the 2025/26 local government finance settlement. This results in a 2024/25 New Homes Bonus grant payment of £0.327m for new housing growth over the past year, a reduction of £0.098m from 2023/24. The settlement announced that the grant would only be paid for one year and that the national housing growth baseline adjustment would remain at 0.4% for 2024/25.

- **Social Care Grant**

The December 2023 provisional settlement has confirmed an increase of £1.66m in Social Care grant funding taking the total grant for 2024/25 to £11.73m. This increase will be allocated to fund Children's Social Care demand pressures in line with previous years use of the Social Care grant. This funding is assumed as recurrent in the base budget.

- **Adult Social Care Market Sustainability & Improvement Fund Grant**

The December 2023 provisional settlement included grant funding for 2024/25 of £3.193m through the Market Sustainability & Improvement Fund Grant. This includes the transfer in of the Workforce Fund grant which was paid separately in 2023/24. Taken together this represents an increase of £0.374m. This funding is assumed as recurrent in the base budget.

- **Adult Social Care Discharge Fund Grant**

The December 2023 provisional settlement includes an increase in the ring-fenced Adult Social Care Discharge Fund grant funding for 2024/25 of £0.458m taking the total grant for 2024/25 to £1.146m. This funding is assumed as recurrent in the base budget.

- **Better Care Fund**

The Better Care Fund is intended to incentivise the integration of health and social care, requiring Integrated Care Boards (ICBs) and Local Authorities to pool budgets and agree an integrated spending plan, owned by the health and wellbeing board. Greater integration is seen as a potential way to use resources more efficiently and achieve better outcomes for people, in particular by reducing avoidable hospital admissions and facilitating early discharge from hospital.

The Council & B&NES ICB Better Care fund for 2024/25 is anticipated to be £26m with the Council contribution of £9m and ICB contribution of £17m. The ICB contribution is expected to rise in line with planned NHS uplifts once confirmed. For 2023-24 this increase was 5.66%.

The Council budget assumes that the funding transfer of £14.9m NHS mandated minimum contribution will remain consistent with prior years; with £10.7m of this funding transferred in 2023/24 for Council commissioned schemes under the S75 pooled budget arrangements.

The December 2023 settlement has confirmed that the existing improved Better Care Fund social grant will be maintained at the same value as 2023/24, for B&NES this is £4.9m. This will protect the Better Care Fund schemes that have committed this funding on an annual basis.

- **Business Rates**

It has been confirmed that the 100% Business Rate Retention Pilot will continue into 2024/25. The estimated benefit is approximately £3.2m. The MTFs currently reflects the risk that this benefit could be removed as part of the 2026/27 financial settlement, with the Council reverting to the national funding scheme following the Local Government Financing and Fairer Funding review by the government. The government confirmed in the December 2022 Local Government Finance Policy Statement that these reforms would not take place in the current parliament. Therefore, it is unlikely that these reforms will take place before 2026/27 due to the time needed to develop and review options for change and also to carry out the necessary consultation on the impacts of any proposals.

As part of the proposed budget, reasonable assumptions have been made for likely levels of future Business Rate income, together with specific provisions for appeals, increase in reliefs and growth and deletions. Any surplus or deficit on the Business Rate Collection Fund and associated income will be transferred to or from the Business Rates Reserve for consideration as part of the Business Rates calculations for future years. This approach will include any changes that arise from the final settlement announcement relating to Business Rates, the announcement was still awaited at the time this report was finalised.

As part of the Autumn Budget Statement, the Chancellor announced that for 2024/25:

- the small business multiplier (for properties with a Rateable Value below £51k) will be frozen at 49.9p
- the standard multiplier (for properties with a Rateable Value of £51k and above) will be uprated in April by September's CPI figure (6.7%), increasing the multiplier from 51.2p to 54.6p
- the Retail, Hospitality and Leisure (RHL) scheme will be extended for a fifth year into 2024/25, retaining the existing scope and providing eligible properties with 75% relief, up to a cap of £110,000 per business

The government has confirmed that the Council would be compensated for the loss of Business Rates for granting the reliefs and the freezing of the small business multiplier through section 31 grants paid to the revenue account.

2023/24 Business Rate Collection Fund Deficit

The forecast for the Business Rate element of the collection fund in 2023/24 is for a deficit of £0.061m. The Council's share of the estimated deficit, after allowing for amounts due from Avon Fire Authority and the West of England Combined Authority, is £0.057m. The deficit is due to a forecast in year deficit of £0.721m, partly offset by the surplus carried forward from 2022/23 of £0.660m.

- **Schools Funding**

Schools are funded by the Dedicated Schools Grant (DSG) which is initially allocated to the Council by the Department for Education (DfE). The DSG supports all expenditure in schools (who set their own budgets) and the activities that the Council carries out directly for schools. It does not cover the statutory responsibilities the Council has towards parents. These responsibilities are funded through the Councils main revenue funding and included as part of the proposed budget.

As schools convert to academies the DfE take back the element of DSG payable to the local authority in order to make payments direct to the academies. It is estimated that 92% of B&NES schools will have converted to academies by April 2024 and a number of other schools will develop plans to convert in the coming years.

With the introduction of the National Funding Formula for schools the DSG for schools (the Schools Block) was ring-fenced for schools from 2018/19 leaving it unclear as to which body was responsible for the demographic pressures being observed in the other Blocks, in particular the SEND / High Needs element of the DSG. The Government has confirmed in legislation that local authorities cannot support High Needs costs through their General Funds unless they obtain Secretary of State approval. In addition, it states that the local authority must carry forward the whole of the overspend to the schools budget in future years. This legislation is time limited and it is anticipated that further legislation will be included within the SEN review due to be published soon.

The DfE invited B&NES to participate in the national DSG Safety Valve programme where the DfE require the LA to produce a recovery plan and if agreed the DfE will support the eradication of the on going cumulative deficit. An agreement was signed with the DfE in February 2023 but due to difficulties with the overall position of the plan a new plan is to be submitted by March 2024. Officers have been working on the revision and are having ongoing discussions with the DfE about the details of that plan. It is anticipated that the outcome will be known during March 2024.

As part of this agreement the DfE have agreed to make payments to the LA of £19.2m over a 6 year period. To date payments of £8.1m have been received but further payments will be reliant on approval of the revised plan.

The underlying overspend on the DSG including the High Needs Block (having taken account of the additional payments) was £13.4m in 2022/23 and that balance was carried forward to 2023/24. The estimated forecast in 2023/24 (including the carry forward from 2022/23) is £21.4m.

Schools through the Schools Forum agreed to support the High Needs pressures to the full extent of their delegated powers with a contribution of 0.5% of the schools budget amounting to £0.7m.

5.2.4 Savings and Income Generation

To deliver a balanced budget in 2024/25 and 2025/26 savings and income generation plans total £16.82m for 2024/25 and £6.57m for 2025/26. The Council has a good track record of delivering proposed savings. In relation to the 2023/24 approved savings of £14.38m, 72% (£10.33m) have been delivered in full, 4% (£0.51m) have been mitigated by one-off underspends in year, with the remaining 24% delayed until 2024/25 or addressed through the budget setting proposals.

The proposals for savings and income generation are outlined in Annex 2(i).

5.2.5 Budget Funding Requirements

Budget growth and additional pressures across portfolios of £24.94m have been added to ensure that the budget remains robust and to add additional budget funding to areas that require rebasing. This does not mean that savings cannot be found from these areas in future once savings opportunities are identified, but this ensures that spend and budget are aligned especially in high demand areas. Growth and pressures are outlined in Annex 2.

The material items requiring additional funding on top of annual budget adjustments such as pay inflation are listed below, this illustrates some of the economic and financial challenges the Council is facing.

- Adult Services budget growth £4.6m
- Children's Services budget growth £6.9m
- Highways budget growth £1.6m
- Neighbourhood Services budget growth £2.1m

5.2.6 Adult Social Care Delivery Changes 2024/25

Adult Social Care services are currently delivered as part of the existing contract with HCRG Care Group. This contract is now in the final year of the initial seven-year term, and ends on the 31 March 2024.

B&NES Council approved the in-house transfer of ASC services, in line with the standard operating model seen nationally for these services, via a Strategic Outline Business Case (SOC) by Cabinet on 10 November 2022.

The transfer in of the ASC service will create a budgetary pressure of c.£1 million in the first year when it transfers back to the Council. Mitigations have been proposed and the practice framework that will support the management of these cost pressures is already in place.

At the point of transfer there is overhead funding for corporate support services of £1.1m to transfer back to the Resources portfolio from Adult Services. This value will

be passed to the appropriate corporate resources functions that will be supporting the service on going. The table below illustrates the original make up of the value of the overhead and the services that it will be passed to.

Support Services	Admin & Management	Information Mgt & Technology	Finance & Resources	Fleet	HR (including Training)	Property	Total
Available 01.4.24	£145,196	£289,051	£198,582	£11,485	£301,789	£112,187	£1,058,290

A Local Government Association (LGA) Peer Review of adult social work was carried out during September 2023. The Peer Challenge Review team congratulated the Council on its excellent leadership and cited the Council as ‘a well led organisation with a positive workforce culture built upon mutual respect and values.’

It also highlighted opportunities to strengthen areas of the service and these are being taken forward to ensure that we provide assurance over the provision of adult social work for the B&NES population.

5.2.7 Children’s Services Management Plan

B&NES Children’s services were rated as “Good” in all categories by Ofsted in 2022. An independent assessment by CIPFA (Chartered Institute of Public Finance & Accountancy) in late 2022 found that whilst services remain Good they were under stress. Children’s services remains under significant pressure due to a number of contributing factors including: a significant increase in demand and complexity of need across Children Social Care and Special Needs and Disability (SEND), increase in the number of looked after children, to include Unaccompanied Asylum Seeking Children (UASC), high cost of placements and a shortage of local residential placements. The service has introduced incentives to attract and retain a skilled workforce, reduce staff turnover and reduce use of agency staff. The service has also experienced significant demand and increased cost of home to school transport.

The Children’s Transformation Programme which has cross council support, has successfully delivered in year savings in 2023/2024.

Its key priorities for 2024 include:

- Enhancing some elements of early help and prevention, to include further strengthening family group conferencing and reunification
- Continued recruitment of our own in house foster carers and supported lodgings providers
- Provision of local residential accommodation and education arrangements, linked to the Dedicated Schools Grant Safety Valve Programme
- Develop our arrangements for young people as they move from children to adult services
- Refresh our workforce strategy
- Improving financial management, decision making, controls and governance across teams and functions

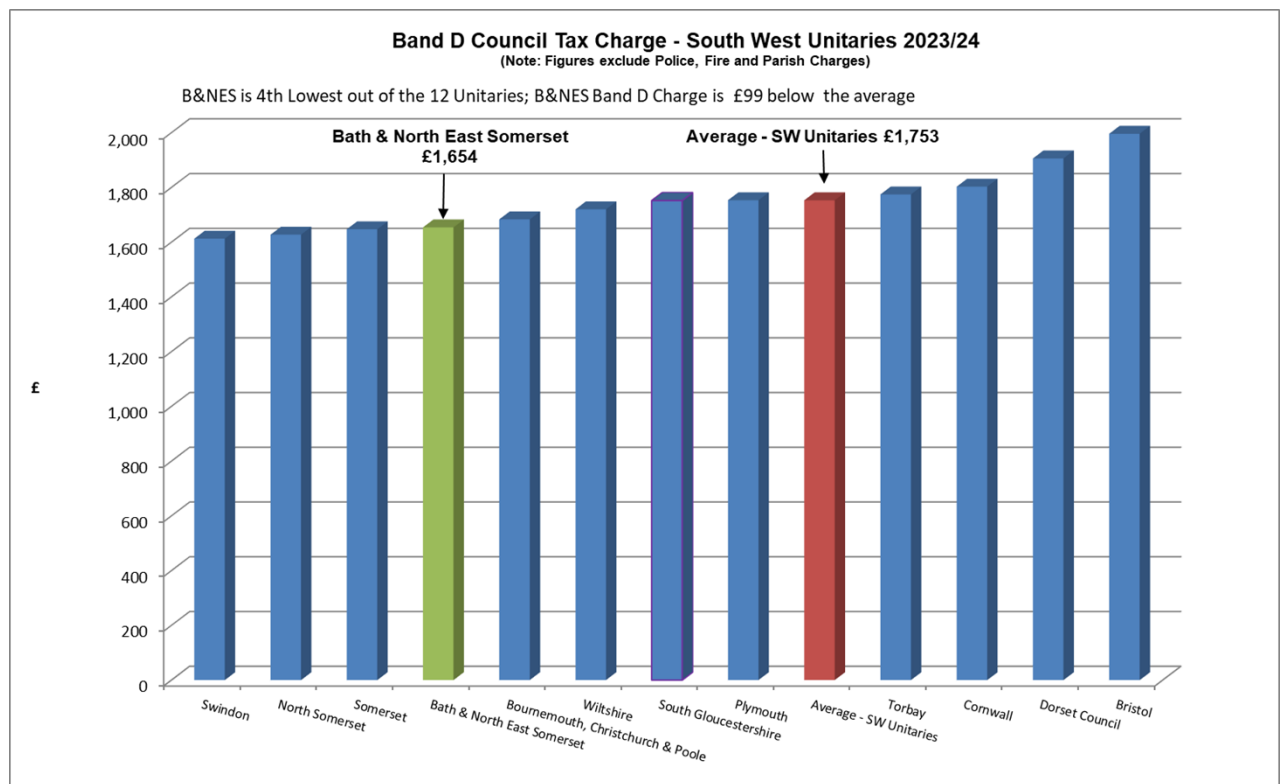
The council has commissioned EY in late 2023 to work with Children’s Services to identify opportunities for efficiency and savings, in the short to medium term so that the service can move to a balanced budget position.

5.3 Council Tax

5.3.1 Band D Equivalent Council Tax

The government has announced the same referendum cap of 3% will be in place for 2024/25. The proposal therefore within this report is to increase general Council Tax by 2.99% in 2024/25. This will increase a Band D by £49.45 for 2024/25 to £1,484.14. The overall proposed Band D Council Tax for Bath and North East Somerset Council next year, including the Adult Social Care Precept increase of 2.00%, is £1,736.42 (£1,653.90 in 2023/24) an increase of 4.99% and £82.52 per Band D (£1.59 per week). The tax base for 2024/25 is 69,255.88, an increase of 645.94 (+0.94%) from 2023/24.

The diagram below shows that B&NES had the fourth lowest Council Tax of the South West Unitary Authorities in 2023/24:



As billing authority, B&NES calculates a basic level of tax based on its own spending plans, to which is added the precepts from, Adult Social Care, Avon Fire Authority, Avon and Somerset Police Authority, and any town/parish Council. The actual total of Council Tax for Bath and North East Somerset residents will be calculated once all precepting authorities have notified B&NES of their proposals to be approved at Full Council on 20th February 2024.

5.3.2 Adult Social Care Precept

The Government, in recognising the continued pressures facing Adult Social Care (ASC) authorities, has allowed for a further 2% increase per annum through the final two years of the current spending review period to 2024/25. The Council's plans include this for 2024/25 (this would increase the Adult Social Care Precept to £17.47m an increase of £2.43m from 2023/24) with any future years increases subject to further government announcement.

The funding requirement for Adult Social Care before savings and grant funding is £4.6m (Annex 2i) which will be part funded from the Adult Social Care Precept increase.

5.3.3 2023/24 Council Tax Collection Fund Deficit

The forecast for the Council Tax element of the collection fund in 2023/24 is for a deficit of £0.300m. The Council's share of the estimated deficit, after allowing for amounts due to Avon Fire Authority and Avon & Somerset Police, is £0.249m. The deficit is due to Collection Fund position carried forward from 2022/23, partly offset by a forecast in year surplus of £0.109m.

5.3.4 Estimates for Future Years Band D Council Tax

The current Medium Term Financial Plan has factored in an annual increase of 2.99% for 2025/26 and future years for general Council Tax, with no further Adult Social Care precept increases included until future policy is announced. Projections will be adjusted accordingly in line with any future referendum limits set by the new Government after the next general election.

5.3.5 Council Tax Support

The base Council Tax Support Scheme was approved in November 2019 and has been updated to reflect annual changes to statutory legislation and benefit rates from April 2024. The Council also agreed, at its November 2023 meeting, to make some changes to the rules of entitlement for households who receive Universal Credit. This includes the following:

- The disregard of the Housing and Childcare elements of Universal Credit and Housing Benefit as income.
- The introduction of 100% support for the poorest households.
- Changes to the amount of support provided for each income band.
- Setting the lowest income band in line with the standard allowance of Universal Credit.

The tax base currently assumes the same number of recipients as at the end of November 2023 will continue into 2024/25 and incorporates the scheme changes agreed at November Council. The budget estimate is £10.8m compared to £10.3m in 2023/24 reflecting Council Tax increases, schemes changes and changes in claimants since the previous year's taxbase calculations.

The Government have announced that from April 2024, most working age Welfare Benefits rates, including Universal Credit, will be increased by 6.7%. We are proposing to set the lowest income band in line with the standard allowance for Universal Credit. This will allow the poorest households to keep more of their benefit income and receive more support towards their council tax.

The proposed new income band values would take effect from April 2024.

5.4 West of England Combined Authority (WECA)

The West of England Combined Authority was formed in 2017. Since its formation, the West of England Combined Authority has successfully secured over £1.7bn of new funding, ensuring the region has strong foundations in place to deliver on the ground transformation that will have a positive impact on the lives of people right across the West of England for our region.

The strength of the West of England Combined Authority in securing significant new funding directly supports improvements for our region and adds value to the work the region's councils. With this funding, we are able to work in partnership to invest in and deliver services and programmes that would not have been possible otherwise. Our delivery includes significant changes to our public transport services following our successful proposals for £540m investment from the City Region Sustainable Transport Settlement. This funding allocation is the highest amount of funding per head awarded anywhere in England. On top of this, we are also delivering significant bus reform, using the £57.5m Bus Service Improvement funding that we have secured for the region.

The West of England Combined Authority has secured the following key additional investment for our region:

- £693m for major transport schemes
- £15m of Active Travel funding.
- £47.5m for MetroWest Phase 1 and 2
- £24m for a Future Transport Zone
- £4m for the Multiply Programme
- £10m from the UK Shared Prosperity Fund
- £95m for Bristol Temple Quarter from Homes England
- £75m from our business rates retention*
- Around £16m per annum to invest in Adult Education
- £46m for Net Zero and Retrofit projects
- £15m for Business Skills and Delivery
- £10m for Skills Bootcamps
- £2m for UK Community Renewal Fund
- £5m to run the Combined Authority

** 100% of business rates growth are kept in the region – 5% to the West of England Combined Authority*

Operating the West of England Combined Authority incurs no additional costs to our constituent councils, because it is entirely funded through government grants and a small element of regional business rates retention growth (which would not have been available without forming the West of England Combined Authority).

The West of England is an economic leader. We have a strong and diverse economy, where people have access to amazing jobs and we continue to attract new employers and industry to the region, further strengthening the opportunities available to people who live here. However, challenges remain in our economy. We need to widen opportunities for people from deprived parts of the region or disadvantages groups. And we need to have the conditions in place for living standards across the region to raise against a backdrop of challenging national economic circumstances. And while we have taken significant action to tackle the climate and nature emergencies we all face – we will not hit our net zero ambitions without redoubling our efforts.

The West England Combined Authority is working with its constituent councils, other regional partners and government, to ensure people and businesses across the region are getting the support they need.

The West of England Combined Authority and its partner authorities agreed five strategic investment priorities, which the budget will support as listed below:

1. Climate and ecological emergency
2. Sustainable communities and places
3. Jobs and training
4. Strategic infrastructure
5. Putting the region on the map for national and global success.

The Budget for the Combined Authority will be set on 26 January 2024 by the West England Combined Authority Committee – at the time of writing the budget assumptions set out below are based upon the Combined Authority Budget proposals and are subject to the outcome of the above meeting. The following elements of the West England Combined Authority Budget and medium-term financial plan have therefore been incorporated within the Council Budget proposal:

- An annual revenue transport levy to reflect the cost of the core regional Integrated Transport services of:
 - Concessionary Travel
 - Real Time Information for bus services
 - Community Transport
 - Bus Service Information
 - Supported Bus Services (whilst remaining a joint function with the constituent councils)
 - TravelWest and
 - Metrobus operations

The levy charge for 2024/25 is £5.194m. Unitary Authority levies are pooled by the West of England Combined Authority's Transport Integration Team and managed on

a regional basis. Projected surpluses or deficits are managed on a regional basis and a transport smoothing reserve has been created to help manage financial risk.

Within the City Region Sustainable Transport Programme, the West of England Combined Authority will passport £25m per annum of capital funding to the West of England Unitary Authorities to provide Highways Maintenance and Transport Improvement Grants. The Council's share is £6.997m per annum.

An additional new pothole funding award was announced in November 2023 – The Council's allocation for 2024/25 is £0.562m.

The published West of England Mayoral Combined Authority Investment Programme will continue to support a number of projects and initiatives for our Unitary Authority throughout 2024/25 including:

- Love Our High Streets –
 - Bath City Centre High Streets Renewal £1.5m
 - Midsomer Norton High Street £1.1m
 - Local Centres £0.3m
- Milsom Quarter Masterplan £2.5m
- Bath Riverline Phase 1 £1.3m
- Bath Quays North £31m
- Somer Valley Rediscovered £0.9m
- ISTART £1.5m

These are funded from the additional investment funds received by the West of England Combined Authority as part of the devolution arrangements and are reflected accordingly within the councils' revenue and capital budget proposals. Further bids for infrastructure funding may be made in line with the Combined Authority's Strategy and Local Growth Assurance Framework and may come forward for inclusion in the capital programme in line with future delivery arrangements.

Alongside specific projects, West of England Combined Authority will continue to develop, and progress, key longer term strategic initiatives including mass transit options, strategic rail investment and spatial planning to enable clean and green sustainable growth.

The Combined Authority is not currently permitted to raise Council Tax to fund any of its activity and therefore no precept will be requested.

Full details of the West of England Combined Authority Budget proposals are available at www.westofengland-ca.gov.uk

5.5 Community Contribution fund

Community Contribution Fund

The Community Contribution Fund was launched in March 2021, initially as a pilot to offer residents the chance to contribute to good causes that help local charity, community and voluntary groups to reduce health inequalities. The total amount donated has reached £40,114.32 as at 5th January 2024. There have been over 500 individual donations received. Most people donated between £20 and £50, with the largest donation to date being £2,000.

The scheme has been promoted through local media and on the Council's social media and website. Whilst there were more donations given in the first year, donations have continued with individuals donating more than once. Nationally UK charities have reported a decline in public donations.

Grants awarded

So far, £31,235 has been allocated to local causes. In the first year, grants of up to £2,000 were awarded to 15 community organisations. Projects included those that supported people's mental health; provided emergency medical supplies; invested in refurbishment of community facilities; mentoring; support for families; training; group therapy and youth provision. A further 24 grants were awarded to community-run Warm Spaces that were registered with the Council. Organisations were awarded £250 to support these activities.

Applications for grants reopened in December 2023 with a focus on projects that support residents with the ongoing cost of living crisis, this also includes support Warm Spaces. Applications are open until 16th February 2024 and organisations can apply up to £500.

Subject to further donations received, it is recommended that the scheme continues into 2024/25.

5.6 General Fund Un-Earmarked Reserve

The General Fund Un-earmarked reserve is retained to meet the Council's key financial risks. Budget Monitoring for the period April to December 2023 estimated that Un-earmarked reserves would total £12.58m by 31st March 2024.

The budget risk assessment has set a range of between £12.3m and £13.6m to meet those risks. The available balance is £12.58m which is within the budget risk assessment range.

As set out in the Council's Financial Regulations the specific arrangements for the governance and release of reserves are delegated to the Council's Chief Financial Officer in consultation with the Cabinet Member for Resources and the Chief Executive.

5.7 Local Government Act 2003: Section 25

Robustness of and Risks within the Proposed Budget for 2024/25 Statutory Chief Finance Officer (CFO) Report and Advice on the Robustness of the Budget and Adequacy of Reserves and Balances

5.7.1 Introduction

The Local Government Act 2003 states that when a local authority is preparing its budget, “the Chief Finance Officer of the authority must report to it on the following matters:

- (a) the robustness of the estimates made for the purposes of the calculations; and
- (b) the adequacy of the proposed financial reserves.”

And goes on to state that the authority “shall have regard to the report when making decisions about the calculations in connection with which it is made.”

The Chief Finance Officer for the Council is Andy Rothery (in the post of Executive Director – Resources S151).

In expressing his opinion, the Chief Finance Officer has considered the financial management arrangements that are in place, budget assumptions, levels of reserves and the financial risks facing the Council within this budget. Also, it identifies the Council’s approach to budget risk management and assesses the particular risks associated with the 2024/25 budget to inform the advice.

5.7.2 Robustness of Estimates

The Council’s November 2023 Medium Term Financial Strategy considered the national economic outlook that has informed the 2024/25 budget assumptions that are in section 5.2.2. of the report.

Cost and income estimates have been informed by the 2023/24 Budget Monitoring and taken into account current activity levels alongside future years projections to ensure the budget proposals are aligned to operating costs.

Budget sensitivity analysis in the Medium Term Financial Strategy has been modelled at +/- 20% on the budget growth estimates covering contract inflation, demography and rebasing of budget pressures totalling c£17m. This has shown a risk or benefit exposure of c£3.4m.

The budget savings requirement for 2024/25 is £16.82m, these have been through an internal review process and budget challenge session led by the Cabinet Member for Resources to ensure the robustness of the proposals that are set out in annex 1.

In recognition of the budget risks from changes in cost and demand, alongside savings delivery a £3m corporate contingency budget has been provided in the 2024/25 budget.

CIPFA has published its 2022/23 Financial Resilience Indicators for each authority, these measure different aspects of financial indicators such as levels of reserves across each tier of local authority.

The majority of indicators show (in 2022/23) B&NES to be medium to low risk within the CIPFA family group of Unitary Authorities.

There have been improvements in the Councils reserve sustainability which indicate a lower level of reserve movements that demonstrates the Council's financial sustainability. However, the main area of higher risk is the Social Care ratio which shows that a great proportion of the revenue budget is funding Social Care.

The resilience index has identified that the cost of delivering Social Care in comparison to net revenue budget has increased by 2% from 2021/22. There have been continuing increases in the cost of Children's Social Care, this has been recognised in the 2024/25 budget proposal. This report sets out the commitment to deliver the Children's Services management plan that will help put appropriate measures in place to control the rising cost of care.

5.7.3 Executive Summary of the Chief Financial Officer (S151) on the budget position

For 2024/25 the savings requirement is £16.82m after the inclusion of council tax increases. The assessment of the plans to close the gap do not require additional funds from the Financial Planning Reserve to smooth the delivery of savings in 2024/25 as the amounts proposed have been profiled to consider the delivery timeframe. To recognise risk the revenue budget has provided a £3m budget contingency to mitigate slippage on savings delivery. This will enable a balanced budget with a £3.5m replenishment of corporate reserves which the Council committed to following utilising c£10m of reserves in the 2021/22 and 2022/23 budget to fund the impact of income loss post Covid.

5.7.4 Consequences of Failing to Deliver a Budget

If the Council is unable to produce a budget or a plan for reducing the budget requirement for future years or finds it cannot deliver the budget in year, the CFO (under s151 of the Local Government Act) would be required to produce a Section 114 report. (Note the conclusion under 5.7.5 of this report).

Section 114 of the Local Government Finance Act 1988 requires a report to all the authority's members to be made by the CFO, in consultation with the Council's Monitoring Officer and Head of Paid Service, if "the expenditure of the authority incurred (including expenditure it proposes to incur) in a financial year is likely to exceed the resources (including sums borrowed) available to it to meet that expenditure" (i.e. there is likely to be an unbalanced budget). In this event the Council must consider the report within 21 days and decide whether it agrees or disagrees with the views in the report and what action it proposes to take to bring the budget into balance. The publication of such a report starts an immediate 'prohibition period'. This means that everyone who has delegated authority to spend the Council

money immediately has those powers suspended during the prohibition period, and only the CFO can authorise new commitments.

5.7.5 Report of the Director of Finance (CFO) in Respect of Statutory Duties

The Budget Report sets out the Council's financial position and budget. This is the formal report and is part of a continuum of professional advice and is the culmination of a budget process in which substantial detailed work has already been carried out with Directors, Senior Managers and their teams and Members. This section provides a summary of the conclusions which are considered in more detail within this report and its appendices.

In respect of the robustness of estimates, estimates have been prepared by Directors and their staff supported by appropriate finance staff reviewing pressures, priorities, savings, demographics, inflation and contractual obligations, and income generation. Each Director has completed a Robustness Statement outlining savings and service delivery risk that have been incorporated into a corporate wide assessment. In recognition of contract risk £1m has been added to the contingency for inflationary pressures alongside a £3m contingency for general budget and savings delivery risk in 2024/25.

The budget has recognised the current and future years funding requirement with £24.94m allocated to portfolios in 2024/25 to ensure there should be sufficient funds to meet service demand and delivery costs as currently forecast. These have been reviewed on a regular basis by the Corporate Management Team and the Directors as part of the regular budget monitoring process in 2023/24.

The Council in 2023/24 is forecasting a deficit balance on the Dedicated Schools Grant of £21.4m at the year end due to Special Educational Needs and Disabilities placements (SEND). Whilst there is a Government statutory override in place this is not a liability on the Council's general fund budget, however it does need to be noted that if there is a change in the treatment of this deficit this would need to be incorporated into future years budget setting.

In the context of the overall budget the financial position continues to be challenging, but the **CFO concludes that the estimates are robust**, in that they have been robustly constructed.

With regard to the adequacy of balances, the 2024/25 planned level of General Fund Un-earmarked reserve at £12.58m (is within the required range of £12.3m to £13.6m).

The conclusion of the CFO is that the estimates for 2024/25 are robust and the budget is lawful, levels of balances have improved and are adequate and reasonable in meeting the Council's risks.

5.8 Capital Programme 2024/25 to 2028/29

The new and emerging Capital schemes can be found in Annex 3, these include schemes funded from Corporate Supported borrowing funded from a £0.9m addition to the revenue budget for capital financing the 2024/25 budget.

All capital items have been considered and supported by the Capital Strategy Group in consultation with Portfolio holders.

6. RISK MANAGEMENT

A risk assessment related to the issue and recommendations has been undertaken, in compliance with the Council's decision-making risk management guidance. The key risks to the budget are currently assessed as:

Risk	Likelihood	Impact	Risk Management Update
Reinstated government restrictions in the event of new Covid variants.	Possible	High	This is certainly a material risk, whilst not one the Council has direct control over, every step is being put in place to follow government guidance following the recommendations of our Director of Public Health.
Operational budget pressures due to rising demand	Likely	High	There is the risk of unplanned and unbudgeted growth in demand on Council services as a result of the cost of living crises.
Ongoing impacts on the Councils Commercial Estate over and above anticipated levels.	Possible	High	Current modelling has been prudent following the Covid pandemic and impact on retail economy. There are risks in the retail & hospitality sector from a challenging labour market that is impacting recruitment to these sectors, so this may have an impact on business viability and income from Council tenants.
Contract inflationary pressure	Likely	High	With increase in wage, energy and fuel costs, Council contracted services are at risk of above budget price increases. This is an economic risk that has been recognised in the budget with a corporate inflation

			contingency for known areas that cannot be mitigated through activity management. Capital Schemes may need to be paused due to unfunded viability gaps due to increased supply chain costs.
Impact on Reserves	Possible	High	Without additional government grant in recognition of unfunded inflationary pressures there is the risk that Council reserve levels are not enough to manage in-year and future years risk.
Interest rates increase	Possible	Medium	A reserve is available for borrowing to manage market risk and long-term borrowing costs have been factored into the longer-term MTFS. Borrowing rates have reduced since a peak in October 2023 as the Bank of England tackles more persistent inflation pressures. The latest forecast from our treasury management advisors is that longer term borrowing rates will remain broadly flat over the medium term, although periodic volatility is likely.
Volatility and uncertainty around business rates	Likely	High	<p>The impacts of the current economic challenges will increase the volatility and uncertainty around business rate income. In 2024/25 this risk has been partly offset by the extension of the business rate relief scheme for Retail, Leisure and Hospitality businesses.</p> <p>We continue to monitor arrears, CVAs, and liquidations with a specific reserve held to manage in-year volatility.</p>
Capital projects not delivered resulting in revenue reversion costs or liabilities from underwriting agreements	Possible	High	The Council has a number of projects within this category. These risks will continue to be monitored and reported. An assessment is made as part of the budget process to ensure that revenue reserves are sufficient to meet these risks. The capital programme methodology looks to de-risk projects wherever possible.

Changes to Government Policy that affects future funding	Likely	High	Need to monitor and continue to highlight impact
Funding pressures through WECA, ICB and other partners	Possible	Medium	Ensure good communication links with partner organisations.
Capital receipts in the areas identified are insufficient to meet target	Possible	Medium	There is a risk that a depressed market will impact on current values, in the short to medium term the Council should not rely on capital receipts as a key funding source.

The key risks will continue to be monitored and reported through regular budget monitoring to Cabinet.

In addition, this report includes the Section 151 Officer's assessment of the Robustness of Estimates and Adequacy of Reserves. This assessment includes a review of the Directors' reviews of their budget, budget risks/sensitivities, and the Corporate Risk Register.

7 CLIMATE CHANGE

The Corporate Strategy highlights that "Addressing the Climate Emergency" is one of the key themes reflected in the administration's priorities. This includes plans to work with local communities to deliver the Council resolution agreed in March 2019 to declare a climate emergency, and for the area to become carbon neutral by 2030.

8 OTHER OPTIONS CONSIDERED

The report and annexes also contain the other options that can be considered in making any recommendations.

9 CONSULTATION

An online consultation on the council's draft budget proposals, which took place from December 15th 2023 to January 15th 2024. The findings of the consultation will be presented to 8th February Cabinet 2024.

Contact person	Andy Rothery, Executive Director of Resources (S151 Officer), 01225 477103
Background papers	November Cabinet - Medium Term Financial Strategy https://democracy.bathnes.gov.uk/ieListDocuments.aspx?CId=122&MId=6390
Please contact the report author if you need to access this report in an alternative format	

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Annex 1: 2024/25 - 2026/27 Budget Savings and Income Generation Proposals

2024/25 Savings and Income Generation Proposals						
Savings Proposal Title	Description	2024/25 £'000	2025/26 £'000	2026/27 £'000	Impacts to Service Delivery	Current Exp Budget / (Income Budget) £000
Portfolio: Leader of the Council						
Development and introduction of City Centre Permit	A review of the current process and procedure is proposed to understand whether this can be streamlined into one City Centre Permit.		(30)		Scheme to be developed to deliver outcomes. Increase reflects current inflationary pressures.	N/A
Leader of the Council Total		0	(30)	0		
Portfolio: Climate Emergency and Sustainable Travel						
Corporate Strategy priority projects	Swap recurring revenue funding for draw down from a policy reserve to fund individual time-limited projects related to delivering the Corporate Strategy where external funding is likely to be secured. Overall funding for Green Transformation being maintained over the next three years (2024-27).	(150)			Projects will demonstrate a sustainable external funding source before reserve funding is agreed	N/A
Climate Emergency and Sustainable Travel Total		(150)	0	0		
Portfolio: Council Priorities and Delivery						
Being Our Best programme	The Being Our Best programme is a planned review and rationalisation of our management and operating structures to best serve the authority. Senior management structures will be reviewed first, followed by Heads of Service and service leads. This may result also in savings.	(2,500)	(2,000)		Service delivery risks will be closely monitored and managed at a programme level to enable structural changes to be made without causing undue disruptions to the provision of our services.	109,835
Council Priorities and Delivery Total		(2,500)	(2,000)	0		
Portfolio: Resources						
Thermae Spa income	Adjustments to our income budget to align with the current income performance of the Thermae Spa.	(100)			No impact to service delivery	(1,052)
Capital programme borrowing review	Review all capital programme items that are funded by council borrowing to align the delivery programme with our expenditure cashflow requirements. Based on current capital monitoring and assessment of cash balances this will reduce our revenue budget requirement to fund borrowing costs.	(2,000)			No impact to service delivery as the capital programme will continue to be prioritised to ensure we meet our legal duties.	20,777
Consolidation of IT Systems	Rationalisation of our IT systems to enable consolidation and added functionality to the core systems we have adopted. This will remove legacy service specific systems that can be costly to maintain, are at risk of becoming obsolete, and do not enhance reporting or the customer experience.	(154)			All impacts to be managed through a transition period from old system to new	5,527
Review transport expenditure	Review the level of the Transport Levy and top-up to protect specific supported bus services by reflecting the underspend by WECA.	(160)			Actual spend on concessionary bus fares is lower than projected. No anticipated service impacts.	5,354
Corporate overhead rebasing	Economies of scale to be identified from the £2m budget funding corporate overheads within the existing HRCG contract. These functions will be provided by us from April 2024 as part of the in-house delivery model.	(200)			Resourcing levels and service requirements will need to be understood during the transition back to us.	1,990
Contract management	Review and upgrade the Council's approach to contract management through a phased multi-year programme of improvements.	(150)	(50)		This will introduce an improved management approach to specifying, reprocurring and managing contracts to deliver greater value and recurrent savings	7,022
Contract savings	Volume cap or reduce our contract spend by 3%.	(850)			Service levels will need to be assessed and revised in line with the reduced contract spending	28,403
Council Tax Second Homes Premium	Introduce Seconds Home Council Tax Premium after required consultation period		(1,400)		Impacts on Council Tax billing and collection activity including disputes and appeals	N/A
Resources Total		(3,614)	(1,450)	0		

Annex 1: 2024/25 - 2026/27 Budget Savings and Income Generation Proposals

2024/25 Savings and Income Generation Proposals						
Savings Proposal Title	Description	2024/25 £'000	2025/26 £'000	2026/27 £'000	Impacts to Service Delivery	Current Exp Budget / (Income Budget) £000
Portfolio: Economic and Cultural Sustainable Development						
Business and Skills: recharge officer time to projects	Provide Business and Skills services to employers through external grant funded activity only and reduce additional Council support.	(38)	(6)	(6)	Flexibility to add additional services and support for local businesses will reduce and focus will be on external grant funded activity only	385
Heritage Services additional income	Gross income uplift for 24/25 based on business plan projections.	(4,270)	(218)	(248)	No impact to service delivery	(21,189)
Corporate landlord: centralisation of facilities management	Centralisation of our facilities management activity to generate efficiency savings in the management of Council-owned buildings, and growing income from construction/project delivery service.	(100)	(150)	(20)	Assets may not be required any longer and can be rationalised to reduce running costs. Service impacts will be managed through the asset review process.	3,800
Corporate Estate operating cost review	Corporate Estate reduction and rationalisation to reduce the revenue running costs including energy consumption, consider investing in energy generation.		(125)	(200)	No impact to service delivery	4,349
Income generation from new regeneration assets	Potential income stream to Corporate Estates team from joint projects with Regeneration to unlock under used assets and support with grant funded activities.		(50)	(50)	No impact to service delivery	N/A
Bath Quays South lettings	New lettings secured for Bath Quays South offices over and above previous financial projections.	(600)	(400)		No impact to service delivery	N/A
City and Town Centre Management Service redesign	Implement transformational change to deliver services in a different way across City & Town Centre Management, including Events & Film Office.	(60)			The savings will impact on the resources available and will result in a reduction in the level and breadth of service the City & Town Centre Service will provide	351
Economic and Cultural Sustainable Development Total		(5,068)	(949)	(524)		
Portfolio: Adult Services						
Social care package review	Review of care packages so that they match user needs in an affordable way.	(270)	(50)		Service user needs will be met by alternative provision	18,100
Community Resource Centres	Redesign in-house services so that they match areas of high demand for care.	(300)			New structure in place as part of the redesign of services	8,356
Commissioning	Commission local services to match users needs in an affordable way.	(280)	(75)		Service user needs will be met by local provision	15,312
Review of Better Care Fund	Improved Better Care Fund with enhanced allocation process whilst protecting social care expenditure.	(200)	(50)		No impact to service delivery	4,803
Commissioning review	Planned review of commissioning model across Adult and Children's Services.	(250)			Ensure there is capacity across commissioning to deliver a robust contract management and quality assurance	1,352
Community Support Contracts	Review and recommission community support contracts.	(802)			Impacts to service users will be reviewed, assessed, and where possible mitigated through the recommissioning process	3,747
Royal Victoria Park leisure facilities	Procurement of new operator for RVP café, tennis, adventure golf, and event spaces (incl. ice rink) presents opportunity to increase income.	(10)	(15)	(20)	Improved service via contract including added benefits to our other priorities. Project Officer time to deliver and monitor.	(65)
Health and Wellbeing Services		(200)			Minimal negative impact expected	9,292
Commissioning Review of Community Based Services	Review current provision during 2024-25 to inform future requirement for delivery of services via community partners			(100)	Commissioning input and programme support required to review current arrangements and develop new models of care.	40,316
Consistent & Efficient processes	Streamline commissioning processes to create efficiencies for managing demand for care across all age groups.		(50)		Commissioning input and systems improvement support required to review and redesign current processes.	4,557
Target Operating Model	Review current and future requirements within a TOM following in sourcing of Statutory and Social Services		(50)		Service user and staff impact into proposals benchmarking with other councils	4,557
HCRG Care Group provider services	Review the provider services - day services, shared lives and supported living.		(100)	(100)	Commissioning resource required to review current arrangements.	15,336
Technology	Improve our approach to using technology to reduce resource requirements.		(50)	(75)	Commissioning and project support required to review current arrangements and develop new approaches.	40,316
Adult Services Total		(2,312)	(440)	(295)		
Portfolio: Children's Services						
Specialist commissioning	Rebasing of contracts as part of the commissioning review.	(500)	(500)		This will not impact negatively on service delivery	12,593
Reprofiled transformation savings	Remodelling of service delivery to increase in house provision.	(460)	(540)	(390)	This will not impact negatively on service delivery	12,593
Reduce Children's Services discretionary spend	Reduce discretionary spending in areas including family support.	(300)	(150)	(150)	Service users will need to be consulted where there are changes to existing support	12,593
Residential Provision	New Specialist Residential Unit.			(450)	This will not impact negatively on service delivery	18,731
Children's Services Total		(1,260)	(1,190)	(990)		

Annex 1: 2024/25 - 2026/27 Budget Savings and Income Generation Proposals

2024/25 Savings and Income Generation Proposals						
Savings Proposal Title	Description	2024/25 £'000	2025/26 £'000	2026/27 £'000	Impacts to Service Delivery	Current Exp Budget / (Income Budget) £000
Portfolio: Highways						
Parking Services: income rebasing	Review of price and demand across all Highways Services, including Parking, Park and Ride, and Streetworks services.	(1,045)	(60)	(60)	Minor impacts to manage changes to prices and deal with feedback from customers	(13,331)
Parking charge increases and implementation of new emissions-based parking charges	Inflationary price rises, alongside the introduction of emission-based parking charges for all vehicles to all locations in Bath (on and off street), Keynsham, Salford, Midsomer Norton, and Radstock. Motorbikes will also require valid permits in residential parking zones.	(206)	(374)	(180)	The proposed introduction of parking charges (based on vehicle emissions) to MSN and Radstock, where parking is currently free of charge, to an equivalent level as those in Keynsham is proposed to enable improvements in pedestrian safety through improved air quality and reduced air pollution to the benefit of the most vulnerable especially, whilst also encouraging turnover for shoppers and visitors.	(13,331)
Highways Total		(1,251)	(434)	(240)		
Portfolio: Neighbourhood Services						
Income from new fees and charges for businesses	Introduction of new chargeable services for commercial customers in our fleet workshop, and charge developers for waste & recycling containers to be provided for each new build property.	(89)	(77)		Increased range of services will be available to commercial fleet customers, and the initial provision of waste & recycling containers will be charged to developers of new housing	(4,550)
Operational & contract efficiencies	Efficiency savings through changes to operational practices of both council and contractor run services.	(362)			The majority of changes will have no impact on the service delivery to the public, as changes to operations are in service areas without public interaction, although there will be a reduction in resource to deliver strategic projects. One public toilet will remain closed due to ongoing antisocial behaviour.	12,856
Weekday Recycling Centre efficiency savings	Retaining 7 day access to waste recycling sites whilst managing opening times of each most efficiently.	(60)			Reduced availability of booking slots at Bath & Welton Recycling Centre. No impact on operating hours of Keynsham Recycling Centre	6,910
Customer experience programme	Conduct a review of customer experience to support customer channel shift and seek to maximise the use of our channels to manage customer contact more efficiently.	(115)			Improved processes, better outcomes, more streamlined service delivery	2,549
Parks Service redesign	Implement transformational change to deliver services in a different way across Parks & Green Spaces.	(40)			Changes to Parks delivery model	2,289
Neighbourhood Services Total		(666)	(77)	0		
OVERALL SAVINGS AND INCOME GENERATION PROPOSALS		(16,821)	(6,570)	(2,049)		

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Annex 2: 2024/25 - 2026/27 Budget Funding Requirements

2024/25 - 2026/27 Funding Proposals					
Funding Title	Description of Funding Requirement	Portfolio Holder / Director	2024/25 Funding £000	2025/26 Funding £000	2026/27 Funding £000
Portfolio: Leader of the Council					
Pay Inflation	Salary inflation estimated at 5% in 24/25, 4% in 25/26, 3% in 26/27, and allowing for annual staff pay increments.	Clr Kevin Guy / Various	26	20	15
Leader of the Council Total			26	20	15
Portfolio: Climate Emergency and Sustainable Travel					
Develop Walking and Cycling Routes	Officer resource to develop walking and cycling plans to successfully bid for external funding.	Clr Sarah Warren / Sophie Broadfield	50		
Contractual Inflation	Annual increases in contract costs within the portfolio.	Clr Sarah Warren / Various	3	1	1
Pay Inflation	Salary inflation estimated at 5% in 24/25, 4% in 25/26, 3% in 26/27, and allowing for annual staff pay increments.	Clr Sarah Warren / Various	62	49	37
Climate Emergency and Sustainable Travel Total			115	50	38
Portfolio: Council Priorities and Delivery					
Pay Inflation	Salary inflation estimated at 5% in 24/25, 4% in 25/26, 3% in 26/27, and allowing for annual staff pay increments.	Clr Dave Wood / Various	315	252	189
<i>Technical adjustment relating to 2023/24 Funding Item - Ward Councillor Empowerment Fund Scheme</i>	<i>Extension of Ward Councillor Empowerment Fund Scheme until 31st March 2025. Budget added in 2023/24 to cover two year period and therefore reversed in 2024/25.</i>	<i>Clr Dave Wood / Various</i>	<i>(177)</i>		
Council Priorities and Delivery Total			138	252	189
Portfolio: Resources					
Capital Financing and Treasury Management - return budget from 2022/23 two year saving item	Planned return of £1m temporary capital financing saving approved in 2022/23 to base budget.	Clr Mark Elliot / Andy Rothery	1,000		
Benefits Subsidy	Rebase existing over-recovery budget.	Clr Mark Elliot / Andy Rothery	200		
Commercial Estate Staffing	Regrading of surveyor posts.	Clr Mark Elliot / Andy Rothery	150		
Commercial Estate Income	Reduction in Commercial Estate income as a result realising a capital receipt from sale of lease.	Clr Mark Elliot / Andy Rothery	37		
Council Tax Discount	Increase in allowance for discretionary care leavers council tax discount.	Clr Mark Elliot / Andy Rothery	20		
Reduction in Clean Air Zone Corporate Overheads	Bring CAZ overheads into baseline budget - reducing the original £280k saving applied to the 23/24 budget.	Clr Mark Elliot / Andy Rothery	80	85	
Reversal of One-Off 23/24 Saving - Managing Debt Across the Council	Review bad debt provision across the council (one-off release) - reversing the one-off £400k applied in 23/24.	Clr Mark Elliot / Andy Rothery	400		
Cloud IT Systems Migration	Migration of all IT Systems to Microsoft Azure Cloud Infrastructure.	Clr Mark Elliot / Andy Rothery	300	(133)	(76)
IT Operating Model	Specific additional roles to deliver the Digital Strategy, these roles will also deliver operational efficiencies such as data integrations between IT Systems and consolidation of a number of purchased systems onto Office 365.	Clr Mark Elliot / Andy Rothery	154		
New Recruitment System	Replacement of iTrent recruitment system.	Clr Mark Elliot / Andy Rothery	25	(25)	
Cyber Improvements	Following on from the Cyber Investment plan (£600k one-off investment over 2 years). In order to maintain Cyber improvements there are ongoing revenue implications.	Clr Mark Elliot / Andy Rothery	50	30	
Contract Management Resource	Requirement based on external review. Linked to on-going saving listed in savings annex.	Clr Mark Elliot / Andy Rothery	150		
Corporate Support Borrowing	Increase in borrowing requirement linked to new schemes added to capital programme.	Clr Mark Elliot / Andy Rothery	55	90	305
Corporate Budget Adjustments	Corporate Base Budget Adjustments including Contingency allocation, New Homes Bonus & Settlement Grants	Clr Mark Elliot / Andy Rothery	4,631	8,333	2,922
Business Rate Revaluation and Inflation Increases	Business Rate Revaluation and Inflation Increase on Corporate Properties.	Clr Mark Elliot / Andy Rothery	8	4	
Contractual Inflation	Annual increases in contract costs within the portfolio.	Clr Mark Elliot / Andy Rothery	288	288	243
Demography	Growth in numbers of service users - Temporary Accommodation / Housing Benefit Subsidy.	Clr Mark Elliot / Andy Rothery	400		
Pay Inflation	Salary inflation estimated at 5% in 24/25, 4% in 25/26, 3% in 26/27, and allowing for annual staff pay increments.	Clr Mark Elliot / Andy Rothery	591	470	362
<i>Technical adjustment relating to 2023/24 Funding Item - Supported Bus Service investment</i>	<i>Additional Transport Levy funding for cost pressures in supported bus routes - £281k built into 2023/24, this reduces the growth down by £121k to give a base budget of £160k. Base budget given up as savings in savings and income annex.</i>	<i>Clr Mark Elliot / Andy Rothery</i>	<i>(121)</i>		
Resources Total			8,418	9,142	3,756

Annex 2: 2024/25 - 2026/27 Budget Funding Requirements

2024/25 - 2026/27 Funding Proposals					
Funding Title	Description of Funding Requirement	Portfolio Holder / Director	2024/25 Funding £000	2025/26 Funding £000	2026/27 Funding £000
Portfolio: Economic and Cultural Sustainable Development					
Build back of income built into MTFs. Original 2021/22 growth £4.235m for significantly reduced income resulting from the pandemic.	Reversal of growth in previous years. Additional income generation over and above reversal of growth shown in savings and income annex.	CLr Paul Roper / Sophie Broadfield	(2,032)	(2,838)	(387)
Heritage Services gross expenditure increases	Growth in service staffing budgets required to deliver 24/25 profit target.	CLr Paul Roper / Sophie Broadfield	1,472		
Heritage Services gross expenditure increases	Growth in service running cost budgets required to deliver 24/25 profit target.	CLr Paul Roper / Sophie Broadfield	883		
Tourism and Festivals	Recurrent budget to support events in Bath.	CLr Paul Roper / Sophie Broadfield	20		
Business Rate Revaluation and Inflation Increases	Business Rate Revaluation and Inflation Increase on Corporate Properties.	CLr Paul Roper / Various	127	39	
Contractual Inflation	Annual increases in contract costs within the portfolio.	CLr Paul Roper / Various	79	32	32
Pay Inflation	Salary inflation estimated at 5% in 24/25, 4% in 25/26, 3% in 26/27, and allowing for annual staff pay increments.	CLr Paul Roper / Various	141	112	84
Economic and Cultural Sustainable Development Total			690	(2,655)	(271)
Portfolio: Adult Services					
Matched expenditure to ring-fenced grant funding	Spend linked to ring-fenced Adult Social Care Market Sustainability and Improvement Fund Grant Funding (net of reduction in Workforce Fund).	CLr Alison Born / Suzanne Westhead	374		
Matched expenditure to ring-fenced grant funding	Spend linked to ring-fenced Adult Social Care Discharge Fund Grant Funding .	CLr Alison Born / Suzanne Westhead	459		
Business Rate Revaluation and Inflation Increases	Business Rate Revaluation and Inflation Increase on Corporate Properties.	CLr Alison Born / Rebecca Reynolds	1		
Contractual Inflation	Annual increases in contract costs within the portfolio.	CLr Alison Born / Suzanne Westhead	1,930	1,316	1,343
Demography	Growth in numbers of service users.	CLr Alison Born / Suzanne Westhead	999	999	999
Pay Inflation	Salary inflation estimated at 5% in 24/25, 4% in 25/26, 3% in 26/27, and allowing for annual staff pay increments.	CLr Alison Born / Suzanne Westhead	852	708	564
Adult Services Total			4,615	3,023	2,906
Portfolio: Children's Services					
Corporate Overhead Rebasing	Dedicated Schools Grant recovery phased over 3 years (£1m) from 2024/25.	CLr Paul May / Mary Kearney-Knowles	333	333	333
SEND Demand	This is needed to reflect the growth in the volume of children and young people that are being supported across a number of education teams. SEND now managing a 30% growth in cases. CMES & ALT managing an equivalent increase in demand.	CLr Paul May / Chris Wilford	90		
Home to School Transport (HTST)	Combined demand and market pressures resulting in unavoidable cost pressures.	CLr Paul May / Chris Wilford	1,760		
Business Rate Revaluation and Inflation Increases	Business Rate Revaluation and Inflation Increase on Corporate Properties.	CLr Paul May / Mary Kearney-Knowles	19	2	
Contractual Inflation	Annual increases in contract costs within the portfolio.	CLr Paul May / Mary Kearney-Knowles	941	446	461
Demography	Growth in numbers of service users.	CLr Paul May / Mary Kearney-Knowles	2,786	1,408	1,639
Pay Inflation	Salary inflation estimated at 5% in 24/25, 4% in 25/26, 3% in 26/27, and allowing for annual staff pay increments.	CLr Paul May / Various	950	744	558
Children's Services Total			6,879	2,933	2,991

Annex 2: 2024/25 - 2026/27 Budget Funding Requirements

2024/25 - 2026/27 Funding Proposals					
Funding Title	Description of Funding Requirement	Portfolio Holder / Director	2024/25 Funding £000	2025/26 Funding £000	2026/27 Funding £000
Portfolio: Highways					
Line Painting	Dedicated funding for rolling out an improved line painting programme.	CLlr Manda Rigby / Chris Major	80		
Business Rate Revaluation and Inflation Increases	Business Rate Revaluation and Inflation Increase on Corporate Properties (including car parks).	CLlr Manda Rigby / Chris Major	55	92	
Contractual Inflation	Annual increases in contract costs within the portfolio.	CLlr Manda Rigby / Chris Major	362	155	158
Fees and Charges Income	Annual increases in fees and charges income within the portfolio.	CLlr Manda Rigby / Chris Major	(85)	(13)	(14)
Pay Inflation	Salary inflation estimated at 5% in 24/25, 4% in 25/26, 3% in 26/27, and allowing for annual staff pay increments.	CLlr Manda Rigby / Chris Major	330	264	198
<i>Technical adjustment relating to 2023/24 Savings Item - Reversal of One-Off Service Efficiencies</i>	<i>Review of hire vehicles and financing options, management of service including holding vacancies, alternative funding streams increased fees, contract volume capping and capitalisation of management overhead.</i>	<i>CLlr Manda Rigby / Chris Major</i>	301		
<i>Technical adjustment relating to 2023/24 Savings Item - Reversal of One-Off Clean Air Zone (CAZ) Financial Assistance Scheme Income</i>	<i>Income from Financial Assistance Scheme use by other Authorities, HGV Euro 6 charge and review of CAZ fee.</i>	<i>CLlr Manda Rigby / Chris Major</i>	528	24	
Highways Total			1,571	522	342
Portfolio: Neighbourhood Services					
Clean and Green Initiative - Permanent £750k Base Budget	Additional recurrent funding for Neighbourhoods initiatives to tackle litter and prevention.	CLlr Tim Ball / Chris Major	292		
Grounds Maintenance - Adopted Land	Recurrent budget for the management and maintenance of recently adopted land by the Council.	CLlr Tim Ball / Chris Major	20		
Regrading of bereavement grounds operatives	Bereavement operative posts should have been regraded as part of the review of all neighbourhoods operations posts, following the TU negotiated regrading of waste posts.	CLlr Tim Ball / Chris Major	47		
Sendias Grant Funding to be replaced by revenue funding	Replace annual grant funding that has been in place for 4 years and now ending, with base revenue budget in order for the service to continue to deliver its statutory duty and not impact the council's reputation.	CLlr Tim Ball / Amanda George	30		
Income ceasing from Curo	No longer receiving income from Curo .	CLlr Tim Ball / Amanda George	10		
Business Rate Revaluation and Inflation Increases	Business Rate Revaluation and Inflation Increase on Corporate Properties.	CLlr Tim Ball / Various	92	26	
Contractual Inflation	Annual increases in contract costs within the portfolio.	CLlr Tim Ball / Various	1,049	255	260
Fees and Charges Income	Annual increases in fees and charges income within the portfolio.	CLlr Tim Ball / Various	(275)	(107)	(109)
Pay Inflation	Salary inflation estimated at 5% in 24/25, 4% in 25/26, 3% in 26/27, and allowing for annual staff pay increments.	CLlr Tim Ball / Various	1,023	818	614
<i>Technical adjustment relating to 2023/24 Savings Item - Reversal of One-Off Clean and Green Initiative</i>	<i>Growth funding for Neighbourhoods initiatives to tackle litter and prevention work - reversal of one-off growth in 2023/24. Recurrent growth subsequently agreed above.</i>	<i>CLlr Tim Ball / Chris Major</i>	(542)		
<i>Technical adjustment relating to 2023/24 Savings Item - Recycles Income</i>	<i>Sale of material to contracted merchants at prices tracking market fluctuations - market was overachieving budget projections in 2023/24. As expected, prices have reduced in 2023/24, resulting in the need to rebase income budget.</i>	<i>CLlr Tim Ball / Chris Major</i>	225		
<i>Technical adjustment relating to 2023/24 Savings Item - Reversal of One-Off Capitalisation of salaries</i>	<i>To accommodate management overheads.</i>	<i>CLlr Tim Ball / Chris Major</i>	100		
<i>Technical adjustment relating to 2023/24 Savings Item - Reversal of One-Off Neighbourhood Environmental Services Efficiencies</i>	<i>Temporarily held vacant post for 2023/24 only.</i>	<i>CLlr Tim Ball / Chris Major</i>	40		
<i>Technical adjustment relating to 2023/24 Savings Item - Reversal of One-Off Vehicle Efficiencies</i>	<i>Review of hire vehicles and financing options.</i>	<i>CLlr Tim Ball / Chris Major</i>	24		
Neighbourhood Services Total			2,135	992	765
Portfolio: Built Environment and Sustainable Development					
Council House Building	Revenue resource to build capacity for B&NES Homes, the council's own social housing programme.	CLlr Matt McCabe / Simon Martin	150		
Land Charges His Majesty's Land Registry (HMLR) Project	Statutory HMLR take over of LLC1 part of land charge search as part of national scheme.	CLlr Matt McCabe / Chris Major		125	
Contractual Inflation	Annual increases in contract costs within the portfolio.	CLlr Matt McCabe / Various	5	2	2
Fees and Charges Income	Annual increases in fees and charges income within the portfolio.	CLlr Matt McCabe / Various	(55)	(20)	(20)
Pay Inflation	Salary inflation estimated at 5% in 24/25, 4% in 25/26, 3% in 26/27, and allowing for annual staff pay increments.	CLlr Matt McCabe / Various	249	197	147
Built Environment and Sustainable Development Total			349	304	129
OVERALL FUNDING PROPOSALS			24,936	14,584	10,859

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	24/25 Budget (£'000)	25/26 Budget (£'000)	26/27 Budget (£'000)	27/28 Budget (£'000)	28/29 Budget (£'000)	5 year Total (£'000)	Description
Mixed Funded Schemes							
Council House Building programme	7,500	-	-	-	-	7,500	Total Investment value up to £90m outline programme for 300 Houses, with £15m council subsidy funded by CSB. Balance of £75m will come from rents repaying borrowing and government grant to be applied for.
Fashion Museum	800	5,000	5,000	5,500	1,200	17,500	Refurbishment Programme, with £3m council subsidy supporting borrowing (CSB), Admissions Income supporting borrowing £10m (SSB) and fund raising target, to include grant applications, of £4.5m. Current total is a base-case which will be reviewed as the project develops.
Tree Replacements - Ash Dieback	22	27	30	14	14	92	Grant support programme with £15K B&NES contribution funded by CSB.
High Streets Renewal Programme	22						Update to £1.2m of redevelopment proposals of two long-term vacant units in Keynsham Temple Street/Riverside reflecting additional WECA Grant, with future rents repaying borrowing.
Corporate Support Borrowing (CSB)							
Litter Bin Replacement Programme	20	20	20	20	20	100	To establish programme for on-going replacements in line with other asset types.
Tree Replacements - Street Trees	28	36	44	44	44	196	To allow up to 100 Street Tree replacement per annum, the previous policy being only to remove dead trees on safety grounds.
CCTV Camera Replacement	50	150	100	-	-	300	Phase 3 replacement of all remaining cameras, as these reach end of lives.
Orange Grove Structural Repairs	540					540	Works to stabilise and bring back into use units 1-2.
Commercial Estate Refurbishment					500	500	Extension of Programme for steady state replacements.
Community Resource Centre Equipment					20	20	Extension of Programme for steady state replacements.
Play Area Refurbishment / Equipment					350	350	Extension of Programme for steady state replacements.
Corporate Estate Planned Maintenance					3,000	3,000	Extension of Programme for steady state replacements.
Highways Maintenance					2,000	2,000	Extension of Programme for steady state replacements.
IT Asset Refresh					500	500	Extension of Programme for steady state replacements.
Parks Equipment					21	21	Extension of Programme for steady state replacements.
Developer CIL (Community Infrastructure Levy)							
Green Infrastructure	70					70	Various proposals including Bathscape, Somer Valley Re-discovered, BNG Pathfinders, Chew Valley Reconnected, Bath Riverline, Waterspace and Keynsham Memorial Park Wier (CIL awards may become revenue if relate to early stage feasibility work).
Recreation & Leisure Schemes	200					200	Radstock Methodist Hall £100K further grant and Larkhall Sports Field Lighting £100K.
Public Realm Schemes	130					130	Support to High Street Renewal Programmes.
Sustainable Transport Initiatives	400					400	Sum towards local match contribution to CRSTS
Health & Well Being Schemes	250					250	CIL Support to NHS Programme to increase GP Surgery Capacity arising from Housing Growth.
Grant Adjustments							
CRSTS - Liveable Neighbourhoods	3,700					3,700	Local match contribution, scheme allocation to be confirmed by Full Business Case submission to WECA.
CRSTS - Midsomer Norton & Westfield, Walking, Wheeling & Cycling Links	1,250					1,250	Local match contribution, scheme allocation to be confirmed by Full Business Case submission to WECA.
CRSTS - Bath Quays Links	(664)	637		(10)		(37)	Re-Phasing and re-alignment of WECA allocation to be confirmed Full Business Case Submission.
Schools Capital Maintenance Schemes	179					179	Extension of Provisional allocation for 23/24 grant award received late.
Basic Needs - School Improvement / Expansion		5,423				5,423	Extension of Provisional allocation to reflect new grant awards.
SEND (Special Education Needs & Disability) Capital Programme	4,000					4,000	Government Safety Value Funding to be directed new SEND School and Alternative Provision Proposals. Further new grants may be also be applied for.
Disabled Facilities Grants					1,442	1,442	Extension of programme reflecting potential grant award.
Highways Maintenance	1,124				5,834	6,958	24/25 reflects additional pot hole grant, as well as further potential grant award in year 5.
Local Highway Improvement Programme (was TIP)					1,163	1,163	Extension of programme reflecting potential grant award.
Service Supporting Borrowing/Revenue/Other							
Supported Housing	5,000	7,500	7,500			20,000	Borrowing outline for future supporting housing / temporary accommodation. To be funded from service savings arising from reduced out of area provision. This includes Englishcombe Lane New Build, Milward House Refurbishment and several flats. Proposals are subject to business case approval.
Commercial Estate Improvement and Regeneration Fund	(24,100)					(24,100)	Re-phase and re-allocate to specific projects as below.
Commercial Estate Planned Maintenance	500	500	500	500	500	2,500	Re-investment to maintain tenants - subject to business cases.
Commercial Estate Void Programme	1,000	1,000	1,000	1,000	1,000	5,000	Investment to attract new tenants.
Commercial Asset Re-Investment	5,000	2,000	2,000	3,000	3,000	15,000	Re-investment to maintain large scale investments - subject to business cases.
Renewable Energy Development Fund					500	500	Extension of programme reflecting SSB funding.
Heritage Infrastructure Development Fund					350	350	Extension of programme reflecting SSB funding.
CAZ Reserve Investment - Scholar's Way	2,000					2,000	Focus will be on proposed Western Section of new cycle and pedestrian route from Combe Road to St Martins Garden School, via Mulberry Park, including off-road sections and improved crossings.
CAZ Reserve Investment - Local Highway Improvements	724					724	Supplement to WECA Grant allocation (TIP). Programme will also reflect £1m brought forward from 23/24 allocation.
Vehicle Replacements	(2,990)	3,040	(399)	1,013	964	1,628	Extension of Programme but subject to business cases providing savings.
Total Additional Programme	6,755	25,333	15,795	11,081	22,422	81,349	

	24/25 Budget (£'000)	25/26 Budget (£'000)	26/27 Budget (£'000)	27/28 Budget (£'000)	28/29 Budget (£'000)	5 year Total (£'000)	Description
Capital Review Adjustments (Corporate Support Borrowing)							
Bath Quays - Weston Island	(100)					(100)	Proposal not progressing.
Libraries Open Access	(220)					(220)	Proposal not progressing.
Capital Review Adjustments (Other funding)							
Entry Hill Facilities	(385)					(385)	Removal of SSB from BMX proposals not being pursued.
Parks Foundations	(521)					(521)	Removal of Grant funding assumption as no longer being pursued.
Total Review Savings	(1,226)	0	0	0	0	(1,226)	

Annex 4

Equality Impacts of 2024 to 2025 Budget Proposals

1. Introduction and legal background

- a. This report outlines how the impacts of the Council's budget proposals are being considered within the context of the Equality Act 2010¹ The Act makes it unlawful to discriminate directly or indirectly against an individual because of certain personal characteristics ('protected characteristics'). The Act also requires that equality issues are considered by public bodies as part of decision making, especially where services are reduced or redesigned.
- b. Failure to undertake proportionate Equality Analysis (Equality Impact Assessment) could present risks of legal challenge to the Council for failing to pay due regard to its Public Sector Equality Duty² . Courts have held that a local authority has to show they have consciously addressed their mind to the duty and actively considered any new plan or policy in light of the potential impact it may have on particular protected groups.

2. Bath and North East Somerset background

- a. The results of the Census 2021 have been collated and presented via the Strategic Evidence Base; this is available for public access.
- b. Bath and North East Somerset is a diverse area which includes the City of Bath as well as vibrant towns, villages and rural communities. The latest population 2021 United Kingdom Census shows there is an estimated 193,400 residents in B&NES an increase of 9.9% since 2011.
- c. Bath & North East Somerset Council covers approximately 135 square miles. Bath is the largest urban settlement in the area, acting as the commercial and recreational centre of the district. It is home to just over 50% of the B&NES population and is a UNESCO World Heritage Site.
- d. The Ethnicity data from the 2021 Census informs us that 85.6 % (165,409) of people in B&NES identify as White British, compared with 90.1% in 2011. The next largest ethnic group is White Other with 5.75% (11,114) of the of the population. There is an increase of people from all ethnic categories apart from Black, Black British, Caribbean. The area has become more diverse since 2011 with 8.6% of people from a variety of ethnic groups including from the following groups:
 - Chinese (2089 people) 1%
 - Other Asian (1876 people) 0.9%
 - Asian (Indian): (1787 people) 0.9%
 - Mixed white and Asian (1846 people) 0.9%
 - Mixed white and Caribbean (1505 people) 0.7%
 - Black British African (980 people) 0.5%
 - Black Caribbean (672 people) 0.3%

¹ <https://www.legislation.gov.uk/ukpga/2010/15/contents>

² <https://www.legislation.gov.uk/uksi/2011/2260/contents/made>

- e. The 9.9% increase in the size of the population (from an estimated 176,016) to an estimated 193,400 is higher than the overall increase for England (6.6%) and the South West (7.8%). This growth has come from a combination of increasing student numbers at the two Universities and an increasing number of new housing developments.
- f. As of 2021, B&NES is the 11th most densely populated local authority in the South West; since 2011 there has been a 17.5% increase in people aged 65 years and over in B&NES, lower than the national increase of 20.1%. We have also seen an increase of 8.2% in people aged 15-64 years and an increase of 7.6% in children under 15 years.
- g. The 2021 Census data indicates that 16.5% (31,778) of people in B&NES identify as Disabled.
- h. Despite being an area with generally good health and low crime, there is significant variation within the area. Compared with the most affluent communities in the area, the most deprived communities experience a range of inequalities and poorer life outcomes. Bath and North East Somerset is ranked 269 out of 317 Local Authorities in England for overall deprivation, making it one of the least deprived in the country, however two areas are within the most deprived 10% nationally.

3. Actions to date

- a. As part of the Council's equality analysis process, Directors (and their officers with delegated responsibilities) have considered their proposals from an equality perspective. Where available, these have been set out in a 2024/25 budget proposal template, with the high-level intentions outlined. The proposals describe what service redesign is being proposed and should identify if there will be impacts upon residents, employees and/or service users.
- b. This document highlights those individual proposals where Directors have identified a potential impact, either positive or negative on residents, employees and or service users.
- c. This process aims to highlight if any of the proposals have the potential to have significant impacts upon service users, and if so, what actions, if any, could be taken to mitigate any unexpected or unintentional impacts.

4. Equality scrutiny process

- a. The PDS panel members have received a brief to support them to scrutinise the proposals from an equality perspective (see Appendix 1).

5. Savings proposals for 2024-25

- a. Across the Council, every attempt has been made to achieve efficiencies through service redesign, with minimum reduction in frontline services.
- b. It should be noted that a number of proposals refer and rely on income generation. This in itself has the potential to increase pressure on stretched teams and have indirect impacts to other parts of the service, particularly should the income generation not be realised.

- c. Regarding any equality impacts on staff, the council's Human Resources policies and procedures ensure there is full consultation and consideration of staffing matters and that employment-related equality issues are fully considered.

6. Detailed equality analysis

- a. The details of how the selected proposals will be implemented will follow in due course. It is recommended that a comprehensive and detailed equality analysis is carried out on some of the proposals as they are taken forward. This will help to ensure that opportunities to promote equality are identified, and any possible negative impacts or barriers for particular groups are considered, and where possible, mitigated.
- b. As above, regarding equality impacts on staff, the Council's Human Resources policies and procedures ensure there is full consultation and consideration of staffing matters and that employment-related equality issues are fully considered. Therefore, the focus here is largely on impacts upon service delivery and service users.
- c. The process has highlighted a number of proposals where there is a possibility of negative impact upon certain groups of people with protected characteristics and/or opportunities to promote equality. Each item is accompanied by an appropriate recommendation based on information available at time of drafting.
- d. The selected budget proposals, considerations and recommendations are listed below grouped in order of portfolio holder.

7. Table of portfolio holders holding budget proposals with potential impact

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Adult Services – Cllr Alison Born	
• Social Care Package Review	5
• Health and Wellbeing Services	6
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8. Budget proposals that note a potential impact on people with protected characteristics.

Portfolio Holder: Cllr Alison Born

Adult Services Proposal: Social Care Package Review										
Precis: Review of statutory duties to ensure that the service offer meets eligible needs that are proportionate, adequate and cost effective.										
2024-25 budget proposal statement										
<ul style="list-style-type: none"> • Establish practice forums, practice guidance and process. • Establish clear pathways for funding requirements that are not the responsibility of Adult Social Care • Ensure that a robust reporting mechanism including the use of the councils IT systems is available. • Strengthen the role of commission to ensure that the best value options are known and that fees are negotiated in line with care cubed and national benchmarks. • Develop a training and resource pack for practitioners that focuses on best practice and positive outcomes for residents. • Demonstrating the directorates commitment to delivery of the peer review recommendations in readiness for CQC inspection. • Ensure that practice forums are a key element of the audit and assurance process for Adult Social Care through the ASC assurance board. 										
Considerations:										
<ul style="list-style-type: none"> ➤ There is no anticipated impact on people with protected characteristics as: <ul style="list-style-type: none"> • All People eligible for a service will still receive one and it will be compliant with statutory requirements. • service requirements will be assessed and met to comply with statutory requirements. Service users will continue to receive a social care package as per their identified needs. 										
Recommendation:										
<ul style="list-style-type: none"> ➤ Proportionate equality analysis should be carried out as part of the review and implementation process 										
All	Age	Disability	Gender reassignment	Marriage & civil partnership	Pregnancy & maternity	Race	Religion or belief	Sex	Sexual orientation	Socio economic
	✓	✓								

Public Health Proposal: Health and Wellbeing Services										
<p>Precis: Move use of identified funding from Public Health services and programmes / projects to the delivery of other council services that also contribute to improving population health</p>										
<p>2024-25 budget proposal statement <i>'Reduction in number and scale of health improvement projects and programmes.'</i></p>										
<p>Considerations:</p> <ul style="list-style-type: none"> ➤ Allocations of the government Public Health Grant are made annually. ➤ Potential for reduction in capacity of commissioned public health services and number and scale of PH campaigns and projects to have negative impact on one or more equalities groups. However, such interventions are already focused on particular groups that experience poorer health outcomes. ➤ Mitigation – continue to ensure that services/projects/campaigns are focused on meeting needs of groups, including equalities groups, experiencing poorer health outcomes and greater barriers in accessing opportunities. 										
<p>Recommendation:</p> <ul style="list-style-type: none"> ➤ During implementation and through an ongoing review process, consider any knock-on effects of the other proposals where the focus is on reducing or removing events and facilities that promote or enhance health and welfare including social contact and activities, and / or where transfer of funding puts extra pressure on other stretched services. 										
All	Age	Disability	Gender reassignment	Marriage & civil partnership	Pregnancy & maternity	Race	Religion or belief	Sex	Sexual orientation	Socio economic
	✓	✓	✓			✓		✓	✓	✓

Portfolio Holder: Alison Born

Proposal: Community Support Contracts – Prevention and Early Intervention in Adult Social Care Housing

Precis: Deliver savings through efficiencies from services and disinvesting in several prevention and early intervention and accommodation services.

2024-25 budget proposal statement:

“Review and recommission community support contracts”

Considerations:

- Women – reductions in support to avoid homelessness with disproportionately and negatively impact women as they are over-represented in statutory homelessness applications.
- Men – reduction in rough sleeper support will negatively impact men as they are over represented as rough sleepers.
- Women – female rough sleepers often have higher levels of complexity in their rough sleeping than men and have more difficulty resolving their homelessness.
- Pregnancy & maternity – Families with pregnant woman who present as homeless could face longer periods in temporary accommodation due to reduced support to move on.
- All – any extended waiting period for pregnant women will increase others’ waiting time in B&B or hotel accommodation.
- Disabled people - Reduction in support will impact on the likelihood of homelessness compounding their disability and vice versa. This is particularly relevant to homeless people who are neurodiverse.
- Disabled people - Increased homelessness levels are likely to include people with mental ill health who cannot always access healthcare.
- Race - Decommissioning the only dedicated service in B&NES would directly negatively impact Gypsy & traveller households.
- Age - Young people experiencing conflict at home will not be able to access preventative mediation services.
- Age - Reduction of supported accommodation for 18-25s will increase difficulties in preventing homelessness and will have knock on impact on ability to find training & employment opportunities.

- Overall, it is likely that there will be an increase in demand for statutory services and spend on formal care.

Recommendation:

- Complete detailed Equality Impact Assessment on each of the services referenced and affected by this savings proposal.
- Consider where people with protected characteristics may be disproportionately negatively impacted.
- Consider the cumulative impact re financial implications of increased demand in statutory services and formal care provision.
- Consider knock-on effects across statutory services and community effects.
- Consider health and wellbeing implications across all protected characteristics.
- Carry out inclusive consultation

All	Age	Disability	Gender reassignment	Marriage & civil partnership	Pregnancy & maternity	Race	Religion or belief	Sex	Sexual orientation	Socio-economic
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Portfolio Holder – Cllr Alison Born

Proposal: Royal Victoria Park Leisure Facilities										
Precis: Increased income from RVP Leisure Facilities through new 20-year contract and lease										
2024-25 budget proposal statement: <i>'New contract in place for the operation of the leisure facilities in RVP including tennis courts, adventure golf, events spaces and café. Increase usage and improved facilities.'</i>										
Considerations:										
<ul style="list-style-type: none"> ➤ Although an exciting opportunity to improve facilities for residents, change may provoke negative feedback, particularly from existing customers of the existing tenants. This will need support from Comms Team and community engagement. ➤ Potential operators will need to demonstrate how their proposals support the Council's required outcomes. 										
Recommendation:										
<ul style="list-style-type: none"> ➤ Complete a detailed Equality Impact Assessment as part of the process of commissioning a new service and to demonstrate consideration for people with protected characteristics. ➤ Carry out inclusive consultation. 										
All	Age	Disability	Gender reassignment	Marriage & civil partnership	Pregnancy & maternity	Race	Religion or belief	Sex	Sexual orientation	Socio economic
✓										

Portfolio Holder: Cllr Paul May

Children and Young People Proposal: Specialist Commissioning – Recommissioning Early Help Contract										
Precis: The Early Help review is considering what is needed from current provision and what may need to be changed or stopped or delivered in a different way.										
2024-25 budget proposal statement: <i>The review will ensure our we develop services in line with strategic aims and our changing population needs to ensure improved experiences and outcomes for families.</i>										
Considerations: <ul style="list-style-type: none"> ➤ Insufficient provision of preventative services resulting in a higher demand for statutory services ➤ People with protected characteristics at risk of needs not being identified and met. 										
Recommendation: <ul style="list-style-type: none"> ➤ Complete a detailed EqIA considering where people with protected characteristics may be more impacted than others (see below). Determine whether people from particular groups are disproportionately more likely to benefit from preventative services therefore reducing the need for statutory services. ➤ Consultation, including with Independent Equality Advisory Group (IEAG). 										
All	Age	Disability	Gender reassignment	Marriage & civil partnership	Pregnancy & maternity	Race	Religion or belief	Sex	Sexual orientation	Socio economic
	✓	✓			✓	✓		✓		✓

Portfolio Holder: Cllr Paul May

Proposal: Specialist Commissioning – Integrated Commissioning Review
Precis: Renegotiation of contracted services for Children Looked After.
2024-25 budget proposal statement: <ol style="list-style-type: none"> 1. Review of all high-cost placements (monthly) 2. Review all accommodation and support placements (ongoing) 3. Review all leaving care placements (ongoing)
Considerations: <ul style="list-style-type: none"> ➤ Risk that B&NES will not offer competitive or comparative prices and lose ability to deliver statutory duties. ➤ Cumulative effect on service delivery for children and young people. ➤ Not being able to find placements for Children Looked After. ➤ Providers will hand in notice of contract, potentially leading to sourcing more expensive placements.
Recommendation: <ul style="list-style-type: none"> ➤ Review and update the detailed Equality Impact Assessment as an ongoing process to consider the impact of decisions and service delivery for people with protected characteristics.

All	Age	Disability	Gender reassignment	Marriage & civil partnership	Pregnancy & maternity	Race	Religion or belief	Sex	Sexual orientation	Socio economic
	✓	✓				✓		✓		✓

Portfolio Holder: Cllr Paul May

Proposal: Reprofiled Transformation Savings – Increase In-House Foster Carers										
Precis: To implement strategies to increase the number of in-house foster carers thus reducing costs.										
2024-25 budget proposal statement: <i>‘Increased number of fostering households in B&NES, reduced reliance on independent fostering agency placements and or residential provision’.</i>										
Considerations: ➤ Positive impact anticipated for people with protected characteristics (both foster carers and Children/Young People Looked After).										
Recommendation: ➤ Review and update the detailed Equality Impact Assessment as an ongoing process to consider the impact of decisions and service delivery for people with protected characteristics.										
All	Age	Disability	Gender reassignment	Marriage & civil partnership	Pregnancy & maternity	Race	Religion or belief	Sex	Sexual orientation	Socio economic
	✓	✓	✓			✓	✓	✓	✓	✓

Portfolio Holder: Cllr Paul May

Proposal: Reduce Children’s Services Discretionary Spend – Family Reunification

Precis:

The implementation of plans to safely reintroduce Children Looked After back into their family home.

2024-25 budget proposal statement:

‘This project is delivering a managed approach to returning children home, for those children and their families who have been identified as being able to be reunified. The Local Authority has developed a framework with support from Barnardo’s. By having a framework, we plan to increase the number of children returning to the care of their families and experiencing positive outcomes.’

Considerations:

- Children and young people often leave care to return home of their own accord, this framework offers an alternative option whilst continuing to offer safeguarding support from the LA.
- Children and Young People could be placed at increased safeguarding risk by returning to unsafe environments.

Recommendation:

- Complete a detailed EqIA considering where people with protected characteristics may be more impacted than others (see below). Determine whether people from particular groups are disproportionately more likely to benefit or not from this practice.

All	Age	Disability	Gender reassignment	Marriage & civil partnership	Pregnancy & maternity	Race	Religion or belief	Sex	Sexual orientation	Socio economic
	✓	✓	✓			✓		✓	✓	✓

Human Resources Proposal: Being Our Best Programme										
<p>Precis: An in-depth staffing structure review to shape services and identify savings led by the HR&OD team alongside an external organisation (Korn Ferry).</p>										
<p>2024-25 budget proposal statement: <i>This programme impacts every element of the council’s activity and involves every employee too. We are deeply ambitious for the future and want to ensure that more people benefit from the incredible potential that our region has to offer. We recognise that this can only be done if we address those challenges that hold us back internally, and feedback from staff surveys have helped inform the areas in which we need to improve.</i></p> <p><i>The programme will be managed centrally involving all areas of the business. The Being Our Best Programme has three key strands:</i></p> <ul style="list-style-type: none"> • <i>Great Jobs</i> • <i>Better Structures, and a</i> • <i>Culture of Excellence</i> 										
<p>Considerations:</p> <ul style="list-style-type: none"> ➤ The equality profile of B&NES employees is likely to change and there is a risk of disproportionate impact on certain people or groups with protected characteristics. ➤ All proposals including timescales are subject to consultation with staff and trades unions so may change. ➤ The process will follow the Council’s Equality, pay policies and organisational change policies. 										
<p>Recommendation:</p> <ul style="list-style-type: none"> ➤ Complete an ongoing detailed Equality Impact Assessment as part of the process of the Being Our Best Programme to demonstrate consideration, and to reduce risks of discrimination, for people with protected characteristics. ➤ Consider further ways to enhance the equalities profile of the workforce. A more diverse workforce will have wider benefits including attracting & retaining talent through recruitment processes. ➤ Implement strategies to improve equalities profile reporting for all. 										
All	Age	Disability	Gender reassignment	Marriage & civil partnership	Pregnancy & maternity	Race	Religion or belief	Sex	Sexual orientation	Socio economic
✓										

Place Management Proposal: Weekday Recycling Centre Efficiency Savings										
Precis: ‘Close Bath and Welton recycling centres on alternate days over a fortnightly reference period.’										
2024-25 budget proposal statement: ‘Closure of Bath/ Welton on alternate days (timetable TBC), reducing required staff time and subsequently reduction in use of agency staff cover throughout service. Both sites operate booking system, so less available slots for residents.’										
Considerations:										
<ul style="list-style-type: none"> ➤ Potential challenges for travel and accessibility on certain days for people with protected characteristics ➤ Conflicts with other projects/services Journey to Net Zero, CAZ & Active Travel as this could increase transport to the only available centre from Somer Valley and Bath to Keynsham. ➤ Rural vs Urban disadvantages - Potential for increase in petrol costs to travel to other sites which could adversely affect poorer communities – e.g., Radstock area of deprivation. 										
Recommendation:										
<ul style="list-style-type: none"> ➤ Complete a detailed Equality Impact Assessment considering where people with protected characteristics may be more impacted than others (see below). Determine whether people from particular groups are disproportionately more likely to benefit or not from this practice. ➤ Consider the cumulative impact re cost of access to this service to residents particularly to Disabled people. 										
All	Age	Disability	Gender reassignment	Marriage & civil partnership	Pregnancy & maternity	Race	Religion or belief	Sex	Sexual orientation	Socio economic
		✓								✓

Portfolio Holder: Cllr Manda Rigby

Transport Proposal: Parking Charges and Emissions Based Charging – Emissions based parking charges in Bath car parks, Radstock, MSN, Keynsham and Saltford.										
Precis: Increase in emissions-based parking in B&NES car parks										
2024-25 budget proposal statement: <i>'To continue to incentivise behaviour change and improve air quality following the successful introduction of emission-based pay and display charges in B&NES car parks and for residents parking permits.'</i>										
Considerations:										
<ul style="list-style-type: none"> ➤ Socio-economic disadvantage, people on lower incomes are more likely to have older cars with higher emissions. Radstock in an area of deprivation. ➤ Families with larger cars are likely to have higher emissions-based cars (ethnic minority groups, religion/belief, children and young people may all be impacted from accessing the city). ➤ Foreign cars will be charged at the higher rate due to a lack of access to data on their emissions. ➤ Women on maternity leave may have reduced income and need to access health services in the area. ➤ Night-time security risks for those who feel or are more vulnerable including women, LGBTQ+ community, older people. ➤ Many disabled people do not have a blue badge but need ease of access to facilities, including health services, so could be impacted. ➤ Wider implications for the economy as people may choose to go elsewhere. ➤ Consider wider implications such as rurality and public transport availability and mitigations. ➤ Positive: Improved air quality for all residents. 										
Recommendation:										
<ul style="list-style-type: none"> ➤ Review and update the detailed Equality Impact Assessment considering where people with protected characteristics may be more impacted than others (see below). Determine whether people from particular groups are disproportionately more likely to benefit or not from this practice. ➤ Consider the cumulative impact re cost of access to this service to residents particularly to the above-mentioned groups of people with protected characteristics. ➤ Consider knock-on effects. ➤ Carry out inclusive consultation. 										
All	Age	Disability	Gender reassignment	Marriage & civil partnership	Pregnancy & maternity	Race	Religion or belief	Sex	Sexual orientation	Socio economic
✓										

Portfolio Holder: Cllr Manda Rigby

Proposal: Parking Charges and Emissions Based Charging – Emission-based on street charges

Precis: Introduction of emissions based on street Pay & Display parking in Bath.

2024-25 budget proposal statement:
'To link the emissions of vehicles to the level of parking charges paid at on street pay and display locations in Bath to encourage behaviour change and improve air quality following the successful introduction of emission-based P&D charges in Bath and for residents parking permits.

- Considerations:**
- Socio-economic disadvantage, people on lower incomes are more likely to have older cars with higher emissions.
 - Families with larger cars are likely to have higher emissions-based cars (ethnic minority groups, religion/belief, children and young people may all be impacted from accessing the city).
 - Foreign cars will be charged at the higher rate due to a lack of access to data on their emissions.
 - Women on maternity leave may have reduced income and need to access health services in the area.
 - Many disabled people do not have a blue badge but need ease of access to facilities, including health services, so could be impacted.
 - Wider implications for the economy as people may choose to go elsewhere.
 - May displace visitors further out into residential areas that are not covered by a resident parking scheme, though this is a low risk as on street parking is typically of short-term duration.
 - Positive: Improved air quality for all residents.

- Recommendation:**
- Complete a detailed Equality Impact Assessment considering where people with protected characteristics may be more impacted than others (see below). Determine whether people from particular groups are disproportionately more likely to benefit or not from this practice.
 - Consider the cumulative impact re cost of access for residents particularly to the above-mentioned groups of people with protected characteristics.
 - Consider knock-on effects.
 - Carry out inclusive consultation.

All	Age	Disability	Gender reassignment	Marriage & civil partnership	Pregnancy & maternity	Race	Religion or belief	Sex	Sexual orientation	Socio economic
✓										

Portfolio Holder: Cllr Manda Rigby

Proposal: Parking Charges and Emissions Based Charging – Motorbike permits
Precis: Motorbike users who have historically benefitted from free parking will be required to have a parking permit or will be charged emissions-based parking fees.
2024-25 budget proposal statement: <i>‘Income generated from the requirement of motorbikes to have valid permits in residential parking zones. To ensure that motorbikes parked on street in residential permit parking areas hold a valid permit, charged based on the emission of the vehicle. ’</i>
Considerations: <ul style="list-style-type: none"> ➤ Socio-economic disadvantage, motorbikes are a cheaper form of transport. ➤ Blue Badges cannot be displayed. ➤ Consider the profile of motorbike users who will be disproportionately impacted. ➤ Wider implications for the economy as people may choose to go elsewhere. ➤ Consider wider implications such as rurality and public transport availability and mitigations. ➤ May increase demand for improved parking options in car parks, resulting in cost increase. ➤ Is not consistent with national guidance as a more sustainable form of transport. ➤ Positive: Improved air quality for all residents, more parking spaces for residents.
Recommendation: <ul style="list-style-type: none"> ➤ Complete a detailed Equality Impact Assessment considering where people with protected characteristics may be more impacted than others (see below). Determine whether people from particular groups are disproportionately more likely to benefit or not from this practice. ➤ Consider the cumulative impact re cost of access for residents particularly to the above-mentioned groups of people with protected characteristics. ➤ Consider knock-on effects. ➤ Carry out inclusive consultation

All	Age	Disability	Gender reassignment	Marriage & civil partnership	Pregnancy & maternity	Race	Religion or belief	Sex	Sexual orientation	Socio economic
	✓	✓				✓		✓		✓

Portfolio Holder: Cllr Manda Rigby

Proposal: Parking Services Income Rebasing – Park & Ride fare increase and extended operating hours										
Precis: Increase in fares for all users of the Park and Ride service and later operating times.										
2024-25 budget proposal statement: <i>Increase the Bath Park & Ride fares by 10p across the entire fare structure. Increase operating hours of the P&R service to open later into the evening through key periods.</i>										
Considerations:										
<ul style="list-style-type: none"> ➤ Cumulative impact of increased travel and or parking fees for certain groups of protected characteristics. ➤ Although outside the Equality Act legislation, this may have a detrimental impact on people on low incomes/ who are at socio-economic disadvantage meaning inequality in access to culture/heritage/leisure activities) Potential marginalisation of the most vulnerable and people with protected characteristics). ➤ There is a risk that FirstBus will increase contract costs and that the saving will be reduced, removed or prompt cost pressure as a result. ➤ Positive: Improved night-time economy 										
Recommendation:										
<ul style="list-style-type: none"> ➤ Complete a proportionate Equality Impact Assessment to identify where the proposal contributes to any possible cumulative impact re reduction of provision of local services to residents, particularly to those people on low income and with protected characteristics. ➤ Consider knock-on effects. ➤ Carry out inclusive consultation 										
All	Age	Disability	Gender reassignment	Marriage & civil partnership	Pregnancy & maternity	Race	Religion or belief	Sex	Sexual orientation	Socio economic
	✓	✓			✓	✓		✓		✓

Portfolio Holder: Cllr Paul Roper

Proposal: City and Town Centre Management Service Redesign – Service Redesign and Fees Increase for Events & Film Office, including Bath Christmas Market										
Precis: To increase fees to events and film office, including charities who currently receive a reduction.										
2024-25 budget proposal statement: <i>‘Restructure the events and film office. Increase fees and charges by 15% to 17% for events and film office, including Bath Christmas Market. The 15% increase applies to charities, which may also have an adverse impact on these events being able to operate.’</i>										
Considerations:										
<ul style="list-style-type: none"> ➤ Whilst charities are afforded a 50% discount on the commercial rate for land hire for events, the 15% increase applies also to charities, which may have an adverse impact on these events being able to operate. ➤ The majority of charities are set up to support people with protected characteristics, consider the impact for people with protected characteristics for example: the following people with protected characteristics may have fewer opportunities to access free or low cost events/activities, children in receipt of free school meals, low income households, larger families (religion/faith, ethnicity), elderly/retired, pregnant or on maternity leave in receipt of only statutory maternity pay, Disabled people, ethnic minorities more likely to be on lower incomes. ➤ Risk of unaffordable events – exclusion for people living with socio-economic disadvantage. ➤ May impact on Council’s ability to comply with the Public Sector Equality Duty to foster good relations between persons who share a relevant protected characteristic and persons who do not share it. ➤ The increase in land hire fees could have a knock-on impact on the costs for event organisations and film production companies, which in turn could stop holding events/films in B&NES; this would have an impact on the income of other services, which events and film productions rely, i.e. highways, parking services, licencing and heritage/corporate estate. 										
Recommendation:										
<ul style="list-style-type: none"> ➤ Complete a detailed Equality Impact Assessment considering where people with protected characteristics may be more impacted than others. 										
All	Age	Disability	Gender reassignment	Marriage & civil partnership	Pregnancy & maternity	Race	Religion or belief	Sex	Sexual orientation	Socio economic
✓										

9. Cumulative impacts

- a. Budget proposals have the potential to impact on people across the full range of protected characteristics. In addition, whilst considerations of socio-economic status are not a requirement of the Equality Act public sector duty, the impact of cost of living increases and other financial pressures is an important focus for the Council and its partners.
- b. Financial decisions need to be made with consideration for the unintended effects of budget proposals. The cumulative impact identifies that people may be affected multiple times, by different policies and service changes. i.e., the impact of all the proposals on Disabled people should be viewed together rather than only through the lens of an individual proposal.

10. The socio-economic context

- a. It should be noted that the council aims to ensure that services were protected from reductions as much as possible during this budget setting process. However, with year-on-year savings we must balance the due regard duty and the longer-term effects on frontline services that provide support to vulnerable service users as well as those with protected characteristics, particularly those people who may be less able to cope with service changes.
- b. Services users and residents are facing changes from services other than the council, in Bath & North East Somerset this includes some proposals for significant changes to public transport availability. We are mindful that the council budget setting process forms only one part of the challenges that will face our residents over the coming years relating to the economic and cost of living crisis.
- c. Although socio-economic status is not a protected characteristic, this report notes that even relatively modest cost increases for services can have a substantial impact on the lives of households with low income. These households can often be more reliant on a range of public services; the cumulative impacts of multiple small cuts, increases in charges, travel times or costs can represent a significant barrier to accessing services for those on low incomes. This can impact on some peoples' ability/availability for work, thus keeping them in a cycle of limited opportunity to increase the household income.
- d. Ongoing tightening of eligibility thresholds for example for some health and social care provision, sometimes reducing to statutory provision only may cause unexpected consequences for other services, voluntary and community organisations where capacity is already stretched.

11. Council-wide mitigating action

- a. Bath and North East Somerset Council is committed to addressing any potential negative impacts on people with protected characteristics.
- b. Responsible officers will carry out proportionate equality analysis including equality impact assessment to ensure it has demonstrated due regard to the requirements of the

Equality Act 2010. Any consultation carried out on these will aim to reach a variety of people including and especially those who are likely to use the service and who may be affected by any changes.

- c. Undertake regular review of equality analysis and will update documentation as new information becomes available. Responsible officers will ensure that monitoring and analysis is carried out during implementation of proposals; this will be used to identify and develop further mitigations for any unexpected consequences of service changes. Individuals and groups who use services will be encouraged to give feedback on the revised services.
- d. Impacts identified throughout the process along with any monitoring information will be available to inform the following year's budget process.

12. Where specific protected characteristics have been highlighted in initial screening:

Religion and Belief
<p>The Equality Act 2010 states you must not be discriminated against because:</p> <ul style="list-style-type: none"> • you are (or are not) of a particular religion • you hold (or do not hold) a particular philosophical belief • someone thinks you are of a particular religion or hold a particular belief (this is known as discrimination by perception) • you are connected to someone who has a religion or belief (this is known as discrimination by association) <p>In the Equality Act religion or belief can mean any religion, for example an organised religion like Christianity, Judaism, Islam or Buddhism, or a smaller religion like Rastafarianism or Paganism, as long as it has a clear structure and belief system. The Equality Act also covers non-belief or a lack of religion or belief.</p>
Potential equality impact:
<ul style="list-style-type: none"> ➤ Highways: Parking Charges and Emissions Based Charging – Emissions based parking charges in Bath car parks, Radstock, MSN, Keynsham and Saltford. ➤ Highways: Parking Charges and Emissions Based Charging – Emission-based on street charges
<p>Across the Budget proposals the initial impact assessments have highlighted potential impacts on individuals in relation to religion and belief especially for emissions-based parking charges which may adversely impact larger families and people accessing their chosen place of worship or meeting place.</p>

Age	
<p>The Equality Act 2010 states that you must not be discriminated against because:</p> <ul style="list-style-type: none"> • you are (or are not) a certain age or in a certain age group • someone thinks you are (or are not) a specific age or age group, this is known as discrimination by perception • you are connected to someone of a specific age or age group, this is known as discrimination by association 	
Potential equality impact:	
<ul style="list-style-type: none"> ➤ Adult Services: Social Care Package Review ➤ Adult Services: Health and Wellbeing Services ➤ Adult Services: Community Support Contracts – Prevention and Early Intervention in Adult Social Care Housing ➤ Adult Services: Royal Victoria Park Leisure Facilities ➤ Children’s Services: Specialist Commissioning – Recommissioning Early Help Contract ➤ Children’s Services: Specialist Commissioning – Integrated Commissioning Review ➤ Children’s Services: Reprofiled Transformation Savings – Increase In-House Foster Carers ➤ Children’s Services: Reduce Children’s Services Discretionary Spend – Family Reunification ➤ Council Priorities and Delivery: Being Our Best Programme 	<ul style="list-style-type: none"> ➤ Highways: Parking Charges and Emissions Based Charging – Emissions based parking charges in Bath car parks, Radstock, MSN, Keynsham and Salford. ➤ Highways: Parking Charges and Emissions Based Charging – Emission-based on street charges. ➤ Highways: Parking Charges and Emissions Based Charging – Motorbike permits ➤ Highways: Parking Services Income Rebasing – Park & Ride fare increase and extended operating hours ➤ Economic and Cultural Sustainable Development: City and Town Centre Management Service Redesign – Service Redesign and Fees Increase for Events & Film Office, including Bath Christmas Market
<p>Many people who rely on access to public services will either be children and young people or elderly who also have low socio-economic status. The cumulative impact of multiple changes to service delivery and increased fares is likely to disadvantage younger and older people.</p>	
<p>The individual service EqIAs will address these issues and will develop mitigations as the proposals are developed and will review these during implementation.</p>	

Sex
<p>The Equality Act 2010 states you must not be discriminated against because:</p> <ul style="list-style-type: none"> •you are (or are not) a particular sex •someone thinks you are the opposite sex (this is known as discrimination by perception) •you are connected to someone of a particular sex (this is known as discrimination by association) In the Equality Act, sex can mean either male or female, or a group of people like men or boys, or women or girls.
Potential equality impact:
<ul style="list-style-type: none"> ➤ Adult Services: Social Care Package Review ➤ Adult Services: Health and Wellbeing Services ➤ Adult Services: Community Support Contracts – Prevention and Early Intervention in Adult Social Care Housing ➤ Adult Services: Royal Victoria Park Leisure Facilities ➤ Children’s Services: Specialist Commissioning – Recommissioning Early Help Contract ➤ Children’s Services: Specialist Commissioning – Integrated Commissioning Review ➤ Children’s Services: Reprofiled Transformation Savings – Increase In-House Foster Carers ➤ Children’s Services: Reduce Children’s Services Discretionary Spend – Family Reunification ➤ Council Priorities and Delivery: Being Our Best Programme ➤ Highways: Parking Charges and Emissions Based Charging – Emissions based parking charges in Bath car parks, Radstock, MSN, Keynsham and Saltford. ➤ Highways: Parking Charges and Emissions Based Charging – Emission-based on street charges. ➤ Highways: Parking Charges and Emissions Based Charging – Motorbike permits ➤ Highways: Parking Services Income Rebasing – Park & Ride fare increase and extended operating hours
<p>Across the Budget proposals the initial impact assessments have highlighted potential impacts on individuals in relation to sex. Data informs us that boys are more likely to be looked after children.</p> <p>The increase in parking charges could disadvantage people based on their sex, women may feel vulnerable if they cannot access safe spaces to park.</p>
<p>The individual service EqIAs will address these issues and will develop mitigations as the proposals are developed and will review these during implementation.</p>

Gender Reassignment
The Equality Act 2010 states that you must not be discriminated against because you are transsexual, when your gender identity is different from the gender assigned to you when you were born.
Potential equality impact:
<ul style="list-style-type: none"> ➤ Adult Services: Health and Wellbeing Services ➤ Adult Services: Royal Victoria Park Leisure Facilities ➤ Council Priorities and Delivery: Being Our Best Programme ➤ Highways: Parking Charges and Emissions Based Charging – Emissions based parking charges in Bath car parks, Radstock, MSN, Keynsham and Saltford. ➤ Highways: Parking Charges and Emissions Based Charging – Emission-based on street charges.
Across the Budget proposals the initial impact assessments have highlighted potential impacts on individuals in relation to gender reassignment especially for the impact on mental and physical health and wellbeing.
The individual service EqIAs will address these issues and will develop mitigations as the proposals are developed and will review these during implementation.

Marriage/Civil Partnership
<p>The Equality Act states you must not be discriminated against in employment because you are married or in a civil partnership. In the Equality Act marriage and civil partnership means someone who is legally married or in a civil partnership. Marriage can either be between a man and a woman, or between partners of the same sex. Civil partnership is between partners of the same sex or opposite sex. People do not have this characteristic if they are:</p> <ul style="list-style-type: none"> • single • living with someone as a couple neither married nor civil partners • engaged to be married but not married • divorced or a person whose civil partnership has been dissolved
Potential equality impact:
Across the Budget proposals the initial impact assessments have not highlighted any negative impacts on individuals in relation to marriage or civil partnership

Pregnancy & Maternity
Pregnancy is the condition of being pregnant or expecting a baby. Maternity refers to the period after the birth and is linked to maternity leave in the employment context. In the non-work context, protection against maternity discrimination is for 26 weeks after giving birth, and this includes treating a woman unfavourably because she is breastfeeding.
Potential equality impact:
<ul style="list-style-type: none"> ➤ Adult Services: Community Support Contracts – Prevention and Early Intervention in Adult Social Care Housing ➤ Adult Services: Health and Wellbeing Services ➤ Children’s Services: Specialist Commissioning – Recommissioning Early Help Contract ➤ Council Priorities and Delivery: Being Our Best Programme ➤ Highways: Parking Charges and Emissions Based Charging – Emissions based parking charges in Bath car parks, Radstock, MSN, Keynsham and Saltford. ➤ Highways: Parking Charges and Emissions Based Charging – Emission-based on street charges.
The individual service EqIAs will address these issues and will develop mitigations as the proposals are developed and will review these during implementation.

Sexual orientation
<p>The Equality Act 2010 states you must not be discriminated against because:</p> <ul style="list-style-type: none"> • you are heterosexual, gay, lesbian or bisexual • someone thinks you have a particular sexual orientation (this is known as discrimination by perception) • you are connected to someone who has a particular sexual orientation (this is known as discrimination by association) In the Equality Act, sexual orientation includes how you choose to express your sexual orientation, such as through your appearance or the places you visit.
Potential equality impact:
<ul style="list-style-type: none"> ➤ Adult Services: Health and Wellbeing Services ➤ Adult Services: Royal Victoria Park Leisure Facilities ➤ Children’s Services: Reprofiled Transformation Savings – Increase In-House Foster Carers

<ul style="list-style-type: none"> ➤ Children’s Services: Reduce Children’s Services Discretionary Spend – Family Reunification ➤ Council Priorities and Delivery: Being Our Best Programme
<p>The individual service EqIAs will address these issues and will develop mitigations as the proposals are developed and will review these during implementation.</p>

<p>Race/Ethnicity</p>
<p>The Equality Act 2010 states you must not be discriminated against because of your race. In the Equality Act, race can mean your colour, or your nationality (including your citizenship). It can also mean your ethnic or national origins, which may not be the same as your current nationality.</p>
<p>Potential equality impact:</p>
<ul style="list-style-type: none"> ➤ Adult Services: Social Care Package Review ➤ Adult Services: Health and Wellbeing Services ➤ Adult Services: Community Support Contracts – Prevention and Early Intervention in Adult Social Care Housing ➤ Adult Services: Royal Victoria Park Leisure Facilities ➤ Children’s Services: Specialist Commissioning – Recommissioning Early Help Contract ➤ Children’s Services: Specialist Commissioning – Integrated Commissioning Review ➤ Children’s Services: Reprofiled Transformation Savings – Increase In-House Foster Carers ➤ Children’s Services: Reduce Children’s Services Discretionary Spend – Family Reunification ➤ Council Priorities and Delivery: Being Our Best Programme ➤ Highways: Parking Charges and Emissions Based Charging – Emissions based parking charges in Bath car parks, Radstock, MSN, Keynsham and Saltford. ➤ Highways: Parking Charges and Emissions Based Charging – Emission-based on street charges.
<p>There are risks that people may be disadvantaged due to their ethnicity, in particular with emissions-based parking charges. Ethnic minorities are more likely to be on lower incomes and have larger families so may not have access to compliant cars. Foreign cars will be charged at the highest rate due to a lack of data sharing structures.</p>

Disability

The Equality Act 2010 states that you must not be discriminated against because:

- you have a disability
- someone thinks you have a disability (this is known as discrimination by perception)
- you are connected to someone with a Disabled person (this is known as discrimination by association) It is not unlawful discrimination to treat a disabled person more favourably than a non-disabled person.

In the Equality Act a disability means a physical or a mental condition which has a substantial and long-term impact on your ability to do normal day to day activities. You are covered by the Equality Act if you have a progressive condition like HIV, cancer or multiple sclerosis, even if you are currently able to carry out normal day to day activities. You are protected as soon as you are diagnosed with a progressive condition. You are also covered by the Equality Act if you had a disability in the past.

Potential equality impact:

- | | |
|---|---|
| <ul style="list-style-type: none">➤ Adult Services: Social Care Package Review➤ Adult Services: Health and Wellbeing Services➤ Adult Services: Community Support Contracts – Prevention and Early Intervention in Adult Social Care Housing➤ Adult Services: Royal Victoria Park Leisure Facilities➤ Children’s Services: Specialist Commissioning – Recommissioning Early Help Contract➤ Children’s Services: Specialist Commissioning – Integrated Commissioning Review➤ Children’s Services: Reprofiled Transformation Savings – Increase In-House Foster Carers➤ Children’s Services: Reduce Children’s Services Discretionary Spend – Family Reunification➤ Council Priorities and Delivery: Being Our Best Programme | <ul style="list-style-type: none">➤ Highways: Parking Charges and Emissions Based Charging – Emissions based parking charges in Bath car parks, Radstock, MSN, Keynsham and Saltford.➤ Highways: Parking Charges and Emissions Based Charging – Emission-based on street charges.➤ Highways: Parking Charges and Emissions Based Charging – Motorbike permits➤ Highways: Parking Services Income Rebasing – Park & Ride fare increase and extended operating hours➤ Economic and Cultural Sustainable Development: City and Town Centre Management Service Redesign – Service Redesign and Fees Increase for Events & Film Office, including Bath Christmas Market |
|---|---|

There is a risk that proposals redesigning service delivery may impact on Disabled people including children and young people with special educational needs and disabilities. Not all Disabled people are blue badge holders but require ease of

access to facilities including parking spaces. Cumulative impact of increased costs may result in disadvantage.

Specific equality analysis for proposals before and during implementation will address and mitigate where possible; ongoing monitoring will inform these mitigations.

13. Recommendations for implementation of accepted budget proposals

a. The following recommendations should be considered (as appropriate), to ensure that equality issues continue to be considered during the implementation stages.

b. Full or proportionate equality impact assessments / equality analysis.

This should be carried out on all proposals where initial reviews have revealed likely impacts upon particular groups of people due to their protected characteristics. EqIAs must be carried out at a formative stage so that the assessment is an integral part of the development of a proposal, not a later justification of a policy that has already been adopted. The assessment should form part of the proposal and should be considered before making the decision.

This enables the Council to demonstrate it has taken due regard to equality issues and has thoroughly considered how to meet the requirements of the Public Sector Equality Duty. The Council's Equality Impact Assessment template can be found on the Council's [EIA web pages](#), and support is available from the Equality Team in carrying out the assessments. Completed EIAs should be published on this web page.

c. Inclusive consultation.

Where consultation is required, it is vital that a diverse range of people are encouraged to take part. This will help to identify any additional equality impacts that may need to be addressed and mitigated where possible. A variety of methods should be used to access consultees with varying protected characteristics. The Independent Equality Advisory Group can be used as a consultative body, and will provide further guidance on likely impacts, and ways of mitigating these.

d. Clear and transparent communication.

It is important to ensure that the communication and publicity strategies about service changes are accessible to disabled people (for example, people with visual impairment or learning disability) and to those for whom English is an additional language. The Council has a commissioned interpreting and translation service to assist with this.

e. Including equality issues within commissioning specifications.

Where proposals include commissioning or recommissioning external providers, detailed equality requirements in line with public sector equality duty should be built into contract specifications. This will ensure that best practice relating to equality in delivery of services is continued and improved upon when delivered by external partners.

f. **Workforce training and development.**

A number of the budget proposals are dependent upon the ability of officers to recognise opportunities to advance equality (for example, within commissioning, or by targeting services towards those who are most vulnerable). It is also important that officers are aware of, and sensitive to, the particular needs of different groups of people. Equality training is available as part of the Corporate Training programme, and bespoke training can be arranged by the Council's Equality Team.

g. **Ongoing monitoring.**

Where services are subject to redesign, equality monitoring should be carried out to help identify if the service is operating as intended, if it is reaching and meeting the needs of our most vulnerable communities, and if there are any unforeseen impacts that need to be addressed. (In this instance the EqIA should be updated). See the Council's sample [equality monitoring template](#) for the data categories that should be used.

Appendix 1

1 Briefing note for elected members on equality in financial decision making

- a. The Equality Act 2010 makes it unlawful to discriminate against an individual because of certain personal characteristics ('protected characteristics').
- b. The Act requires that equality issues are considered by public bodies as part of decision making, especially where services are reduced or redesigned.
- c. The Public Sector Equality Duty (PSED) requires us to have due regard of the need to:
 - eliminate discrimination,
 - advance equality of opportunity and
 - foster good relations between different people.
- d. The questions below are intended to assist PDS panels to scrutinise the proposals from an equality perspective.

2 For each new draft proposal

- a. Are panel members clear that this proposal has been considered from an equality perspective?
- b. Do we know what the impact will be on the most vulnerable people?
- c. Are there any potential unintended impacts or "knock-on" effects and consequences - e.g., on partners, residents or other services?
- d. Have we consulted people and listened to what they have told us about this?
- e. During the implementation of the proposal – how will we continue to check for unintended effects on particular groups of people?
- f. Will there be room for discretion if during the implementation we discover that the change of service disproportionately disadvantages some people?
- g. Considering all the proposals together, what will the cumulative impact be, and will adverse impacts fall disproportionately on specific protected groups?
- h. What have we learnt about equality impacts following the implementation of last years' proposals?

3 What course of action does the EqIA suggest? Is it justifiable?

- a. There are four possible outcomes of an EqIA, more than one may apply to a single proposal:
 - *No major change required*: no potential for discrimination or adverse impact and all opportunities to advance equality have been taken.
 - *Adjustments to mitigate the issues identified*: will the proposed adjustments remove the barriers identified?
 - *Continue despite having identified some potential for adverse impacts or missed opportunities to advance equality*: the justification should be included in the assessment and should be in line with the duty to have 'due regard'. For the most important relevant policies, compelling reasons will be needed. You should consider whether there are sufficient plans to reduce the negative impact and/or plans to monitor the actual impact.
 - *Stop and rethink*: when an assessment shows actual or potential unlawful discrimination.

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1 INTRODUCTION

This appendix sets out in some detail Members' individual responsibilities to set a legal budget and how Members should approach the task. It also reminds Members about the rules concerning pecuniary and other interests

2 LEGAL REQUIREMENTS

Section 31A of the Local Government Finance Act 1992 requires budget calculations to be made before 11th March, but they are not invalid merely because they are made on or after 11th March. Nevertheless, delay in setting the Council Tax would have significant legal and financial consequences.

3. PROCESS FOR AGREEING THE BUDGET & CONSIDERING ALTERNATIVE BUDGET

The Cabinet has the responsibility to prepare and propose a draft Budget to Council for its approval.

The Cabinet have formulated a budget proposal and Council Tax recommendation for the Council meeting on 20 February 2024. Such budget proposal may either take the form of a composite proposal or may include agreed core proposals and options for allocating parts of the budget.

The Council has two options available to it at the budget setting meeting. It can object to specific parts of the proposals and if it does so, must require the Leader on behalf of Cabinet to reconsider its proposals. The Council is required to give the Cabinet reason(s) why it considers those proposal(s) should be changed and it is then for the Cabinet to consider those proposed changes and the reasons put forward. Alternatively, it is open to the Council to accept the budget in its proposed form at the meeting, in which case no further action is necessary.

Council may then determine the budget on the basis of the Cabinet's recommendations, plus any insignificant changes adopted as amendments at the Council meeting.

ALTERNATIVE PROPOSALS

If alternative proposals to those contained in this report are moved at the budget setting meeting, the Chief Finance Officer will need to consider if the estimates or proposed financial reserves contained in this report are affected and whether a further report (which may be oral) is required under section 25 of the Local Government Act 2003.

If the Chief Finance Officer is unable to report on the estimates or the reserves because of the lateness of the alternative proposals, then he will **not** be able to comply with this statutory requirement.

The Constitution provides that the meeting itself (on advice from the Chief Executive) will decide whether any amendment to the budget proposals is of such significance as to amount to an "objection" to the budget to require reconsideration by the Cabinet.

If a significant proposal is accepted on a vote at Council (from those proposals notified at the Cabinet meeting), this stands as a formal objection within the terms of the law and will be referred to the Leader to secure consideration by the Cabinet and report back to the Council meeting on 29 February 2024.

When the Cabinet has considered the objections, it is required to put its proposals (which may or may not be revised) back to the Council Meeting. If the Cabinet does not agree with Council's views on a proposed change, it is required to state why and the Council can then take those reasons into account, along with its original thoughts as to why the change was desirable. At the meeting, it is open to Council to take such decision as it sees fit on any variation from the budget as originally proposed that has been the subject of consideration under the process outlined above.

4. FAILURE TO AGREE A BUDGET

This renders the Council vulnerable to judicial review proceedings because legislation requires the Council to set the Council Tax.

It also renders Councillors individually liable for failure to fulfil fiduciary duties. The obligation to make a lawful budget each year is shared equally by each individual Member. In discharging that obligation, Members owe a fiduciary duty to the Council Taxpayer.

5. FIDUCIARY DUTY

The budget must not include expenditure on items which would fall outside the Council's powers. Expenditure on lawful items must be prudent, and any forecasts or assumptions such as rates of interest or inflation must themselves be rational.

Power to spend money must be exercised in good faith for the purpose for which they are conferred, and any ulterior motives risk a finding of illegality.

In determining the Council's overall budget requirement, Members are bound to have regard to the level of Council Tax necessary to sustain it. The interests of the Council Taxpayer must be balanced against those of the various service recipients.

Setting a budget is not the same as deciding what expenditure will in fact be incurred. To budget for expenditure is to estimate likely expenditure and/or make financial provision for such expenditure. In setting the budget, commitments are being entered which will have an impact on future years. Some commitments may change in future years, such as staff numbers which are capable of upward or downward adjustment at any time. Other commitments impose upon the Council future obligations which are binding and cannot be adjusted, such as loan charges to pay for capital schemes. For some specific proposals within the overall Budgetary framework, Cabinet decisions have already been made. For some other proposals, subject to relevant consultation where necessary, decisions by the Cabinet will need to be made, especially where the making of such a decision would result or would be likely to result in the permanent closure of a facility used

by the public or a permanent and significant reduction in the level of services or facilities provided to the public other than where such closure or reduction in service is considered necessary by the relevant strategic director for reasons of health and safety.

Only relevant and lawful factors may be considered, and irrelevant factors must be ignored.

A Member who votes in accordance with the decision of his or her political group but who does so after considering the relevant factors and professional advice will be acting within the law. Party loyalty and party policy are capable of being relevant considerations for the individual member provided they properly exercise discretion and do not blindly follow the party line without considering the relevant factors and professional advice.

6. CODE OF CONDUCT CONSIDERATIONS

Finally, under the Bath & North East Somerset Council Member Code of Conduct, members are required when reaching decisions to have regard to relevant advice from the Chief Finance Officer and the Monitoring Officer (the Chief Legal Officer). If the Council should fail to set a budget at all or fail to set a lawful budget, contrary to the advice of these two officers there may be a breach of the Code by individual members if it can be demonstrated that they have not had proper regard to the advice given.

DISCLOSABLE PECUNIARY INTERESTS

Members are reminded to consider whether they have a Disclosable Pecuniary Interest (DPI) or, Other Registerable Interest (ORI) or, Non-Registerable Interest (NRI) in the setting of the council's budget. If a member has a relevant interest they must disclose the interest at the meeting, subject to the provisions in the Code in respect of sensitive interests. If the interest is a Disclosable Pecuniary Interest as set out in the Bath & North East Somerset Council Members Code of Conduct) the member may not participate in the discussions or vote on the matter, although if the interest is an Other Registerable Interest (ORI) or Non

Registerable Interest (NRI), the member may remain for the purposes of making representations or asking questions as a member of the public could but must not vote or take part in the debate.

Members should seek early advice to avoid any confusion on the night of the meeting if they consider they have a relevant interest.

Dispensations

The Council's Monitoring Officer may, on written request from a Member, grant a dispensation to relieve the applicant from the restrictions on participation and voting.

Dispensation may be granted if: -

- Without the dispensation the number of persons prohibited from participating would be so great a proportion to impede the effectiveness of the meeting.
- The representation of different political groups would be affected and likely to alter the likely outcome of any voting at the meeting.
- Granting the dispensation is in the interests of persons living in the area.
- Every Member of the Council's Cabinet would be precluded from participating in the meeting; -
- It is appropriate to grant a dispensation.

A dispensation will mean that the Member to whom it is granted can speak and vote on a matter in which they have a relevant interest.

Michael Hewitt, Head of Legal & Democratic Services (Monitoring Officer)

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Annex 6 - Bath and North East Somerset Council Pay and Reward Policy 2024/2025

Introduction

1. This document sets out the Pay and Reward Policy for Bath & North East Somerset Council (B&NES) for the period 1 April 2024 to 31 March 2025. It provides a clear and transparent policy to the public demonstrating accountability and value for money with regards to decisions on pay and reward for council staff.
2. The council's pay arrangements reflect the need to attract, retain and motivate skilled employees to ensure high levels of performance. The policy recognises flexibility which is essential in delivering a diverse range of services and is underpinned by principles of fairness and equality.
3. In accordance with the requirements of Section 38 of the Localism Act 2011 and of the Revised Guidance and the associated statutory guidance set out in the Openness and Accountability in Local Pay: Guidance and Supplementary Guidance under section 40 of the Localism Act (February 2012 & 2013), together with the Local Government Transparency Code 2015 from the Department for Communities and Local Government, B&NES Council is required to publish a Pay Policy Statement for each financial year detailing:
 - a) The council's definition of senior posts
 - b) The council's definition of lowest paid employees
 - c) Reasons for adopting these definitions
 - d) The relationship between the remuneration of senior posts and that of the lowest paid employees
4. In accordance with provisions of the Localism Act, the requirement to publish a Pay Policy Statement does not extend to schools and therefore this policy does not include school based employees.

Definitions

5. The council's senior posts are defined as:
 - Chief Executive (Head of Paid Service*)
 - Executive Director Operations/Chief Operating Officer
 - Director of Public Health*
 - Executive Director Resources (S151 Officer*)
 - Head of Legal & Democratic Services (Monitoring Officer*)
 - Director of Children and Education (DCS*)
 - Director of Adult Social Care (DASS*)
 - Director of People & Change
 - Executive Director Sustainable Communities
 - Director One West & Avon Pension Fund

- Director of Place Management
 - Director of Capital Delivery & Housing
 - Director of External Affairs
 - Director of Education, Inclusion and Children's Safeguarding
6. The Council's deputies to statutory officers are defined as:
- Head of Financial Management
 - Director of Education, Inclusion and Children's Safeguarding
 - Deputy Monitoring Officer
7. The term 'lowest paid employee' refers to those employees in substantive full time employment at the lowest scale point of the Council's published pay scale.

Principles

8. Bath & North East Somerset Council values all its employees and aims to apply a consistent and fair approach to pay and benefits in line with the following principles:
- To work within financial constraints and use those limited funds in the most effective way to support the Council in the provision of quality cost effective services and its workforce needs
 - To aim for consistency and fairness in the processes used to manage pay and benefits, as appropriate to service delivery and in line with its commitment to remaining within the framework of the relevant national pay and conditions agreements
 - To promote an equal pay agenda by ensuring that pay and job evaluation systems and processes meet legislative requirements and to actively work towards reducing any unjustified pay gaps on the grounds of gender or ethnicity
 - To ensure that pay and benefits processes and policies are transparent and accessible to all employees
 - To be clear about the recognition and reward of performance, whether at whole organisation, service, team or individual level
 - To support a flexible approach to the acceptance of changes to tasks, duties and responsibilities by employees and allow for flexibility between posts.
 - To enable the council to attract and retain its employees and in order to do so, respond to situations where market forces dictate the necessity to apply supplements to established salaries.
 - To retain a core set of benefits for all employees.

Responsibility for pay and reward decisions

9. The Council's Pay and Reward Policy incorporates the statutory provisions of the Localism Act (2011) in relation to pay policy statements. Approval of this statement and of any amendments to it is therefore a matter for full Council and cannot be delegated to any sub-committee.

10. All policy matters relating to the Council's role as an employer including pay under section 112 of the Local Government Act, 1972 are delegated to the Employment Committee. The Restructuring Implementation Committee recommends appointments to the posts of Chief Executive (Head of Paid Service), Section 151 Officer, and Monitoring Officer to the Council who determine the decision. The Head of Paid Service has delegated authority to make appointments to Director posts subject to there being no objection to the appointment being lodged by a cabinet member.

11. Managers should be aware of their delegated levels of authority. Delegations for decisions on pay cannot be further delegated below these levels:

Decision	Delegated level of authority
Starting salary for Chief Executive (Head of Paid Services), Section 151 Officer and Monitoring Officer	Full Council
Starting salary for Executive Directors and Directors	Head of Paid Service
Performance related pay increases for Chief Executive	Leader and Deputy Leader of the Council in consultation with the Director of People & Change
Performance related pay/progression increases for Executive Directors and Directors	Head of Paid Service in consultation with the Director of People & Change
Market supplements for any post of Head of Service and below	Corporate Management Team
Recruitment and retention payments for any post below Director level where it is not possible to recruit and retain categories of staff	Corporate Management Team
Honorarium payments for any post	Director in consultation with Human Resources
Individual grading including regrading	Head of Service in consultation with Human Resources
Planned overtime payments	Head of Service in consultation with Human Resources

12. The Director of People & Change is responsible for ensuring that the Council's Job Evaluation Scheme and pay processes have been applied. Human Resources is responsible for overseeing any decision on pay to ensure that they are made in accordance with the delegated authority levels and are compliant with the terms of the Pay and Reward Policy.

Basic pay

13. The job role and its accountability in the overall context of the council's services and responsibilities is evaluated using the HAY job evaluation scheme which is based on objective criteria and free from discriminatory bias.
14. All job roles are evaluated using this scheme including senior management appointments as well as Chief Officers and their Deputies.
15. Job roles are paid according to the terms of the relevant national agreements on pay and conditions of service.

Pay on appointment

16. Staff are normally appointed at the bottom scale point of the grade at which the post has been evaluated.
17. Managers have discretion to appoint at a higher scale point within the grade band if the appointee can demonstrate that they are currently earning more than the minimum salary for the grade or there are other extenuating circumstances such as difficulties in attracting suitable applicants.

Pay review dates

18. Grade progression (i.e. movement from a lower to a higher salary scale point (scp) within a grade where applicable) takes place on 1st April of each year until the highest scp in the grade is reached. Grade progression is subject to satisfactory performance (and may be withheld if performance is unsatisfactory) and a minimum of 6 months' service in the grade.

Re-employment of former local government employees

19. The Council retains sufficient flexibility in its response to the re-employment of former local government employees to enable it to respond appropriately to the particular circumstances. It ensures that an open and fair selection process takes place before any appointment is confirmed. 'Merit' is the sole criteria for engagement.
20. The Council does not normally re-engage any B&NES employee that has taken voluntary redundancy for a period of 2 years after the date of redundancy.

Use of consultants, contractors and temporary 'agency' workers

21. Ordinarily staff will be engaged directly by the Council as employees but on an exceptional basis, where particular circumstances deem it necessary, people may be engaged under 'contracts for services' as consultants or contractors or on an 'agency basis'. When this situation arises, the council will give detailed prior consideration to the benefit of doing so and that the overriding need to ensure value for money is achieved, including the need to ensure no one is inappropriately enabled to achieve a more favourable position in respect of their tax liabilities ('tax avoidance') than might otherwise apply. The Council will therefore have proper regard to this principle in applying the HMRC test for tax status under the Off Payroll Working

provisions for any interim 'off-payroll' engagements.

Equal pay

22. The Council is committed to the principle of equal pay for all posts of the same size and value and has implemented the national 'single status' agreement. In order to put its commitment to equal pay into practice, the Council:
- regularly reviews its pay grade and salaries for all current staff and starting pay for new staff in line with the Equality Act 2010, Equality and Human Rights Commission guidance and the council's Equality Policy.
 - informs employees of how these practices work and how their own pay is determined.
 - provides training and guidance for managers and supervisory staff involved in decisions about pay and benefits.
 - regularly monitors pay and grading data and statistics
 - publishes pay equality data as statutorily required
23. The Council published its [2022 Gender and Ethnicity Pay Gap](#) report in 2023. The report sets out the overall difference between men and women's pay in the Council. This is known as the gender pay gap and is a measure of any difference in pay between the mean average and median earnings of men and women. This is then expressed as a percentage of male earnings. The Council employs proportionately more women (60.7%) than men (39.3%) and with a greater number working part-time and/or in administrative roles, there is a median gender pay gap across the organisation of -6.1% as at March 2022.
24. This was the first year that the Council has produced an Ethnicity Pay Gap report. The report sets out the overall difference between the average earnings of employees who self-identify as white and the average earnings of employees who self-identify as any other ethnicity group. The median average hourly rate of pay of employees self identifying as white is £14.25 per hour with employees self identifying as ethnic minority as £14.62, a gap of -2.5% as at March 2022.

Senior pay

25. The remuneration of the Chief Executive and senior officer appointments in the Council (see Annex 1) is set across five pay bands. Levels of pay are periodically benchmarked against similar posts in a wide range of public and not for profit sector organisations.
26. Any increases in pay rates will normally be in line with those negotiated nationally by Joint Negotiating Committees (JNCs) for Chief Executives and Chief Officers respectively. The pay policy, whilst agreed in advance of the financial year to which it relates, can be amended during the course of the year to incorporate a pay award negotiated nationally or for other reasons.

27. Where a pay band consists of a number of different salary points, any progression to the next incremental point is subject to satisfactorily meeting performance criteria agreed in advance with the Chief Executive and Executive Directors, as appropriate (in consultation with the Director of People & Change). Any increase is paid from 1 April subject to 12 months' service in that pay band and the maximum not being exceeded.
28. This is no provision for the Council to pay any bonuses, charges, fees or allowances, benefits in kind to senior employees or any other employees other than relocation allowances and expenses necessarily incurred in the performance of their duties. This provision is kept under review.
29. The Council has agreed that the Chief Executive undertakes the role of Returning Officer in respect of all elections. The Returning Officer is an officer of the Council who is appointed under the Representation of the People Act 1983. Whilst appointed by the Council, the role of the Returning Officer is one which involves and incurs personal responsibility and accountability and is statutorily separate from their duties as an employee of the Council. As Returning Officer, they are paid a separate allowance for each election for which they are responsible.

Pay ratios within the Council

30. The relationship between the rate of pay for the lowest paid Council employee and that of the Council's Chief Officers is determined by the processes used for determining pay and grading structures as set out in this Pay and Reward Policy.
31. The 'lowest paid' persons employed under a contract of employment with the Council are employed at spinal point 3 of the NJC payscale which is £22,737 and £11.79 per hour as at 1 April 2023¹. The relationship between the rate of pay for the "lowest paid" employees and the council's Chief Officers is regulated by the processes used for determining pay and grading structures as set out in this Pay and Reward Policy. The salary utilised for the Chief Officer calculations of all the pay multiple data is £109,932 and for the Chief Executive it is £165,000.
32. The Council employs apprentices who are not included within the definition of 'lowest paid employees' as they are not employed under contracts of employment.
33. As part of its commitment to pay transparency, and following the recommendations of the Hutton "Review of Fair Pay in the Public Sector" (2011), the Council publishes information on pay ratios on an annual basis. The information for 2024-2025 is as follows:

¹ Local government pay negotiations for 2024 are on-going nationally and the final pay award is unknown at the time of writing

34.

Multiple of salary	Ratio
<ul style="list-style-type: none"> the multiple between the annual salary of the lowest paid Council employee and the Chief Executive (full-time equivalent basis) as a ratio 	1:7
<ul style="list-style-type: none"> the multiple between the annual salary of the lowest paid Council employee and the average Chief Officer (full-time equivalent basis) as a ratio 	1:5
<ul style="list-style-type: none"> the multiple between median earning of Council employees and the Chief Executive (full-time equivalent basis) as a ratio 	1:5
<ul style="list-style-type: none"> the multiple between median earning of Council employees and the average Chief Officer (full-time equivalent basis) as a ratio 	1:3

35. Bath & North East Somerset Council does not currently have a policy of maintaining or reaching a specific ratio of pay multiple between the Chief Executive and that of the median earner.

Employee Benefits

36. In addition to an employee's salary, the Council offers a comprehensive range of benefits designed to enhance the work life balance of our employees. The current benefits include:

- the Local Government / Teachers'/NHS Pension Schemes as applicable
- generous annual leave entitlements in addition to bank holiday entitlement
- the option to purchase additional annual leave and/or take unpaid leave
- a wide range of learning and development opportunities
- flexible working arrangements
- employee wellbeing schemes, including access to Occupational Health and an Employee Assistance Programme through Health Assured
- childcare vouchers
- cycle-to-work scheme
- car benefit scheme
- discounted gym and leisure membership
- use of the Vectis card scheme to provide retail discounts
- staff social club
- MOT testing with reduced rates for staff

Termination payments

37. Proposed voluntary redundancy packages in excess of £90,000 (this threshold includes [but is not limited to] any proposals in respect of salary to be paid in lieu, redundancy compensation, pension benefits and holiday pay as appropriate) and any special severance packages in excess of £20,000 are referred to the Restructuring Implementation Committee for consideration.

38. Senior staff are not differentiated from other members of staff in terms of remuneration on resignation or termination. The Council's general arrangements for severance and scheme for discretionary payments apply to all employees.

Working with Trade Unions

39. The Council will endeavour to maintain a joint working approach with its recognised Trade Unions and will work closely with them on pay related matters. There has been consultation with representatives of the recognised Trade Unions during the development of this Pay and Reward Policy. Collective bargaining processes will be followed as appropriate for any proposed changes to pay and/or allowances.

Publication

40. The Council's approach to the publication of and access to information on the remuneration of Chief Officers is to include it on its public website as part of its requirements within the Accounts and Audit (England) Regulations 2011 and in accordance with the Code of Recommended Practice for Local Authorities on Data Transparency. A copy of the Pay Policy Statement is published on the Council's website: www.bathnes.gov.uk/services/jobs/

41. For further information on the Council's pay policy please contact the Council's Human Resource Service email: HR_Payroll@bathnes.gov.uk Tel: 01225 395146

Annex 1 – Senior Officer remuneration

For the purposes of this statement, senior officer means ‘chief officers’ as defined within S38 of the Localism Act. The posts falling within the statutory definition are set out below together with salaries effective from 1 April 2024²:

Chief Executive (Head of Paid Service)

The salary for the post is £165,000 per annum. Additional payments will be made for Returning Officer duties in respect of the 2024 elections. The Returning Officer fees are determined by Statutory Instrument and paid by the Cabinet Office for all National and European elections, rather than by the Council. The duties of the Returning Officer are detailed in paragraph 7 above.

Executive Director Operations

The salary for the Executive Director Operations/Chief Operating Officer is £128,055 per annum. The salary is a fixed point.

Executive Director Resources

The salary for the Executive Director Resources is £120,169 per annum. The salary is a fixed-point.

Directors and deputies to statutory officers

Pay Band	Roles	Number
Band 4 (JNC): £109,329- £115,648	<ul style="list-style-type: none">• Adult Social Care• Children & Education• Place Management• Sustainable Communities• People & Change• One West & Avon Pension Fund	6
Band 5 (JNC): £96,704 - £103,014	<ul style="list-style-type: none">• Education, Inclusion and Children’s Safeguarding• Public Health & Prevention• Capital Delivery & Housing• External Affairs (0.6 FTE)	4
Grade 14 (NJC): £86,672 - £93,181	<ul style="list-style-type: none">• Head of Financial Management• Head of Legal & Democratic Services	2
Grade 13 (NJC): £60,205 - £65,858	<ul style="list-style-type: none">• Legal Services Manager	1

² Local government pay negotiations for 2024/2025 are still on-going and the final pay award is unknown at the time of writing

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Fees and Charges

2024 - 2025



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Bereavement



Ashes - Gardens

Including Replacement, Repainting, Cleaning

Englishcombe & Valley View Gardens - New Plot	Charge
Englishcombe/Valley View Garden*	£1,670.00
Interment Fee	£256.00

Pergola Garden - New Plot	Charge
Pergola Garden*	£1,348.00
Interment Fee	£256.00

Sanctum Vaults - New Vault	Charge
Sanctum 2000 Vault* Above ground vault for up to 2 ashes placements	£1,814.00
Sanctum Family Vault* Above ground vault for up to 4 ashes placements	£3,628.00
Placement Fee (first placement fee included)	£93.00

Circle Gardens - New Plot	Charge
Circle Garden*	£1,348.00
Interment Fee	£256.00

Added Inscription/Interment with Repaint - All Gardens (except where indicated)	Charge
Added Inscription (per Character)*	£5.50
"Repainting of an Englishcombe/Valley View/Alpine/Pergola/New Conifer/Old Conifer/Heather Garden Stone* (in addition to an added inscription only)"	£168.00
Interment Fee	£256.00

Please note: Some areas of Bereavement Services involve third party providers and therefore prices are subject to change.

Replacement Memorial/Interment - All Gardens	Charge
Replacement Memorial * (including up to 60 characters)	£1,205.00
Added Inscription (per Character)*	£5.50
Interment Fee	£256.00
Administration Fee for processing Garden buy-back	£50.00

Optional Extras	Charge
Extra letters over 60 characters (each)* (Applicable to all new & replacement memorials)	£5.50
"Repainting of an Englishcombe/Valley View/Alpine/Pergola/New Conifer/Old Conifer/Heather Garden Stone* (in addition to an added inscription only)"	£168.00
Photo plaque*	£280.00
Simple rose or cross design on stone (same colour as lettering)*	£159.00
Complex design on stone - ie Service Badges/colour motifs*	£225.00
Rose tile*	£159.00
Saturday Supplement (subject to staff availability)	£180.00

Repaint Only - All Gardens (except where indicated)	Charge
Repaint only of a Englishcombe/Valley View/Alpine/Pergola/New Conifer/Old Conifer/Heather Garden Stone* (no added inscription)	£264.00

Cleaning of a Peace Garden Stone	Charge
Clean only*	£282.00

* denotes VAT included

Burials

Burial Including Transfers, Searches, Grave Maintenance

Exclusive Right of Interment	Babies up to and including 23 weeks gestation	Children from 24 weeks gestation up to and including 17 years	18+ years Deceased or Owner is Resident of BANES	18+ years Deceased or Owner is Non Resident of BANES
Standard Grave 30 years	N/A	£1,120.00 (zero charge to family. To be claimed via Child Funeral Fund)	£1,120.00	£2,240.00
Standard Grave 50 years	N/A	£1,861.00	£1,861.00	£3,723.00
Standard Grave 75 years	N/A	£2,339.00	£2,339.00	£4,570.00
Standard Grave 99 years	N/A	£2,695.00	£2,695.00	£5,391.00
Vault Grave (inc interment fee) 50 years	N/A	£3,631.00	£3,631.00	£7,262.00
Vault Grave (inc interment fee) 75 years	N/A	£5,213.00	£5,213.00	£10,426.00
Vault Grave (inc interment fee) 99 years	N/A	£5,570.00	£5,570.00	£11,141.00
New baby grave in designated area	£0.00	N/A	N/A	N/A

Graves for children up to and including age 16 years will be in a designated area unless the family wish to purchase the Exclusive Right of Interment in a private grave.

Exclusive Right of Interment	Babies up to and including 23 weeks gestation	Children from 24 weeks gestation up to and including 17 years	18+ years Deceased or Owner is Resident or Non Resident of BANES
Interment fee for single depth	£0.00	£383.00 (zero charge to family. To be claimed via Child Funeral Fund)	£854.00
Interment fee for double depth (where achievable)	N/A	£477.00 (zero charge to family. To be claimed via Child Funeral Fund)	£1,052.00

Burial Extras	Charge
Use of Hilltop Chapel per ½ hour slot	£316.00
Celebrancy provided by our in-house celebrant	£209.00
Late arrival and over run of time slot penalty	£94.00
Tree and plaque for green burial grave*	£398.00
Cancellation fee once digging of any grave has commenced	£397.00
Full Exhumation (based on individual assessments of the grave)	£3,577.00
Ashes Exhumation (based on individual assessments of the grave)	£262.00

Prepurchase Exclusive Right of Interment in Full Burial Graves	Purchaser is Resident of BANES	“Purchaser is Non Resident of BANES”
Prepurchase Standard Grave 30 years	£1,673.00	£3,346.00
Prepurchase Standard Grave 50 years	£2,786.00	£5,571.00
Prepurchase Standard Grave 75 years	£3,264.00	£6,526.00
Prepurchase Standard Grave 99 years	£3,621.00	£7241.00
Prepurchase Vault Grave inc interment fee 50 years	£5,468.00	£10,935.00
Prepurchase Vault Grave inc interment fee 75 years	£5,803.00	£11,605.00
Prepurchase Vault Grave inc interment fee 99 years	£6,040.00	£12,081.00
Administration Fee for processing Grave buy-back	£100.00	£100.00

Transfer of Ownership of Right of Interment	Charge
Simple probate to executors - paperwork to be drawn up within 2 weeks	£67.00
Other - paperwork to be drawn up within 2 weeks	£85.00
Urgent - paperwork to be drawn up within 3 days	£122.00

Searches	Charge
Tracing fees (per name)*	£50.00
Marking a traced grave in any cemetery*	£50.00

* denotes VAT included

Cremations

Cremation & Media

Cremation

Direct Cremations - Orchard Entrance	Charge
Unattended Direct Cremation (the deceased to be brought into our care through The Orchard entrance without anyone attending other than the funeral director). 0830hrs - 1600hrs at half hourly intervals	£390.00
Attended Direct Cremation - to witness - maximum of 6 mourners (the deceased to be brought into our care through The Orchard entrance). 0830hrs - 1600hrs at half hourly intervals - maximum of 10 minutes	£450.00

Valley & Hilltop Chapel	Babies up to and including 23 weeks gestation	Children from 24 weeks gestation up to and including 17 years	18+ years
15 minute service duration with our in-house celebrant from: 9.00am, 9.30am	N/A	N/A	£775.00
20 minute service duration from: 10.00am	£0.00	£441.00 (Zero charge to family. To be claimed via Child Funeral Fund)	£927.00
30 minute service duration from: 10.45am, 11.30am, 12.15pm, 1.00pm, 1.45pm, 2.30pm, 3.15pm, 4.00pm.	£0.00	£531.00 (Zero charge to family. To be claimed via Child Funeral Fund)	£1,114.00

The cremation fee includes:-

- Medical referees fee.
- Certificate of cremation.
- Provision of organ (not organist)
- Provision of Obitus System
- Burial of remains in a communal shrubbery or scattering on communal area - unwitnessed (Note: a charge will apply to FD's returning ashes after 1 year - See extras below).
- Recycling of metals through a national scheme with profits going to charity.
- Abatement and re-cycling of mercury from emissions.
- Facility to accept large coffins.
- Provision of biodegradable container as required.

Cremation Extras	Charge
Use of the Valley Chapel (following a service in the Hilltop Chapel)	£490.00
Extended use of Valley Chapel per time slot (per 30 mins subject to availability)	£220.00
Celebrancy provided by our in-house celebrant	£209.00
Saturday Supplement (subject to staff availability)	£220.00
Bringing the deceased into our care prior to a cremation	£22.00
Storage of remains (six months free of charge - remains held longer than this period will incur a monthly charge)	£56.00
Postage of remains to address in UK*	from £79.00
Ashes being returned by Funeral Directors after 1 year to inter/scatter in a communal area unwitnessed	each £12.00
Late arrival and over run of time slot penalty	£94.00
Duplicate Cremation Certificate	£12.00

Media Charges

Cremation Extras	Charge
Live Web Cast + 28 day Downloadable	£67.00
Keepsake Copy of Webcast (DVD/Blu-ray/USB stick/CD)(First copy £67 thereafter £27 per copy)	£67.00
Single Photo Tribute (additional photos £13)	£0.00
Basic slideshow (up to 25 photos shown on loop with simple transitions. This does not include music)	£65.00
Music slideshow (up to 25 photos set to music with fade transitions)	£82.00
Additional 25 Photos for any Slideshow or Pro Tribute)	£27.00
Keepsake Copy Recording of a Pro Tribute	£27.00
Downloadable Copy Recording of a Pro Visual Tribute	£13.00
Family-Made Video Checking (checking and preparation of video supplied by family or third party (played once at a time)	£27.00
Obitus Extra Work - for either adding video to a Pro Tribute, revisions, or major departure from a standard product	£27.00

Other packages available.

Misc	Charge
Medical Referee (Price changes in April)	£30.00

*** denotes VAT included**

Ashes

Cremated Remains

Including Crem Plots for 4, Scatterings, Green Ashes Burial, Caskets & Urns

Exclusive Right of Interment - Cremated Remains Plots	Deceased or Owner is Resident of BANES	Deceased or Owner is Non resident of BANES
Cremation Plot for 4 (for 30 years)	£574.00	£1,146.00
Cremation Plot for 4 (for 50 years)	£932.00	£1,863.00
Cremation Plot for 4 (for 75 years)	£1,171.00	£2,340.00
Cremation Plot for 4 (for 99 years)	£1,348.00	£2,696.00

Interment Options - Cremated Remains	Charge
Witnessed interment in a shrubbery or scattering in The Grassland (to be arranged and paid by applicant of cremation)	£93.00
Interment of remains in a shrubbery following cremation elsewhere (to be arranged and paid by applicant of cremation)	£165.00
Scattering of remains on The Grassland following cremation elsewhere (to be arranged and paid by applicant of cremation)	£165.00
Cremated remains interment (Private Grave/Garden plot)	£256.00
Cremated remains interment at full burial depth	£512.00
Additional cremated remains to be interred or scattered simultaneously in the same plot	£54.00
Administration fee for returned cremated remains to be interred or scattered at our convenience	£54.00
Saturday Supplement (subject to staff availability)	£153.00

Pre Purchase Exclusive Right of Interment in Cremated Remains Plots	Deceased or Owner is Resident of BANES	Deceased or Owner is Non resident of BANES
Prepurchase Cremation Plot for 4 (for 30 years)	£851.00	£1,701.00
Prepurchase Cremation Plot for 4 (for 50 years)	£1,458.00	£2,917.00
Prepurchase Cremation Plot for 4 (for 75 years)	£1,697.00	£3,394.00
Prepurchase Cremation Plot for 4 (for 99 years)	£1,876.00	£3,751.00

Cremated Remains - Scatterings	Charge
The Meadow or Glade scattering	£165.00
The Meadow or Glade plaque* (on 10 year lease)	£275.00
Choice of motif on The Meadow or The Glade plaque*	£85.00
The Glade Mushroom Plaque	£275.00

Cremated Remains - Green Burial	Charge
Coppice, Locksbrook and Haycombe Other* (plus interment)	£1,076.00
Additional Plaque*	£256.00

Caskets/Urns <small>(Third party provider prices subject to change)</small>	Charge
Light & Dark Oak Caskets	£104.00
Scatter Tube - full size	£35.00
Scatter Tube - keep sake	£9.00
Brass Urns* - full size	£232.00
Brass Urns* - keep sake	£50.00
3" Hand Held Heart*	£56.00
5" Keep Sake Heart*	£96.00

Ashes Into Glass	Charge
Jewellery & Paperweights	(As per brochure)

Yarwood Memorial Products	Charge
Urns, Keepsakes & Jewellery	(As per brochure)

* denotes VAT included

Memorials

Memorials Only

Babies	Charge
Old Babies Section - White Marble Shrubbery Memorial* (including up to 20 characters)	£425.00
Old Babies Section - Extra letters over 20 characters* (each)	£4.00
Butterfly Section Tower plaques*	£220.00
Forest Friends Frieze – Memorial butterfly incl wording	£98.00

Benches	Charge
Eco Bench of Remembrance (25 year lease period) - including a bronze plaque*	£1,468.00
Extra plaque for Eco Bench of Remembrance until end of lease period*	£270.00
One off clean of Wooden Bench of Remembrance*	£161.00
Granite Backed Bench of Remembrance (25 year lease period) - including a granite plaque*	£1,672.00
Granite Backless Bench of Remembrance (25 year lease period) - including a granite plaque*	£1,396.00
Motif on granite bench plaque	£161.00
Photo plaque on granite bench plaque	£154.00
Extra plaque for Granite Backed & Backless Bench of Remembrance until end of lease period*	£220.00

Book of Remembrance Memory Tree	Charge
Leaf on Book of Remembrance Memory Tree (10 year lease)	£146.00
Additional 10 year lease on Leaf on Book of Remembrance Memory Tree	£73.00

Willow Memory Tree	Charge
Granite Leaf on Willow Memory Tree (10 year lease)	£146.00
Additional 10 year lease on Leaf on Willow Memory Tree	£73.00

Memorial Wall Plaque	Charge
Memorial Wall Plaques*	£324.00
Extra letters over 60 characters on inscription*	£5.50

Saddlestone	Charge
Additional Inscription (per letter)*	£5.50
Repainting of a Saddlestone* (in addition to an added inscription only)	£169.00
Repaint only of a Saddlestone* (no added inscription)	£284.00

Shrubberies	Charge
Shrubbery Plaques 1 to 28*	£250.00
Shrubbery 31 - 32 Kerb Plaques (25 year lease)	£365.00
Photo Plaque for Kerb Plaque	£122.00
Motif on Kerb Plaque	£100.00
Replacement Shrubbery Memorial Stone* (includes up to 60 characters)	£1,205.00
Extra letters over 60 characters on Shrubbery Stone inscription* (each)	£5.50
Additional Inscription (per letter)* (each)	£5.50
Repainting of a Shrubbery Stone* (in addition to an added inscription only)	£169.00
Repaint only of a Shrubbery Stone* (no added inscription)	£264.00

Tree of Remembrance	Charge
Tree of Remembrance for a 25 year period*	£755.00
Tree of Remembrance - additional plaque until end of lease*	£256.00

Miscellaneous	Charge
Photo plaque on Shrubbery Stone*	£281.00
Simple rose or cross design on Shrubbery Stone (same colour as lettering)*	£161.00
Complex design on Shrubbery Stone - ie Service Badges/colour motifs*	£227.00
Rose tile for Shrubbery Stone or Saddlestone*	£161.00
Aluminium flower container (gold or silver topped)*	£13.00
Aluminium flower container Lid only for Kerb Block*	£5.00

* denotes VAT included

Memorial Permits

Memorial Fees	Charge
New Memorial - Lawn, Traditional, Vault & Cremated Remains Sections	£270.00
New Memorial - Babies Sections (for children aged from 24 weeks gestation and up to and including 17 years old this can be claimed via the Child Funeral Fund if within 6 months of funeral)	£140.00
New Memorial - Pets Section*	£140.00
Added Inscription	£140.00
Added Memorial	£140.00
Replacement Memorial	£140.00
All Other Work (i.e cleaning/renovation etc.)	£49.00
Duplicate Permit (to replace lost original)	£25.00

* denotes VAT included

Book of Remembrance & Memorial Cards

Book of Remembrance & Memorial Cards	Charges
2 line entry*	£140.00
5 line entry*	£177.00
8 line entry*	£232.00
Simple designs i.e. flowers*	£67.00
Complex design ie service badges/heraldic designs*	£117.00

* denotes VAT included

Pets (inc Pet Book of Remembrance)

Pet Burials and Ashes	Charges
1st Interment inc Exclusive Right of Burial (for 30 years)*	£452.00
2nd Interment* (for older plots only - check previous burial record)	£232.00
Pet coffin - small*	£178.00
Pet coffin - medium*	£202.00
Pet coffin - large*	£248.00
Cremated remains including plaque*	£209.00
Re-opening for ashes*	£99.00
Prepurchase of Right of Interment for 30 years*	£699.00
Renewal of Exclusive Right of Interment (per unit of 10 years)*	£148.00

Pet Book of Remembrance	Charges
2 line entry*	£140.00
5 line entry*	£177.00
Simple designs ie flowers*	£67.00
Complex design ie animal*	£117.00

* denotes VAT included

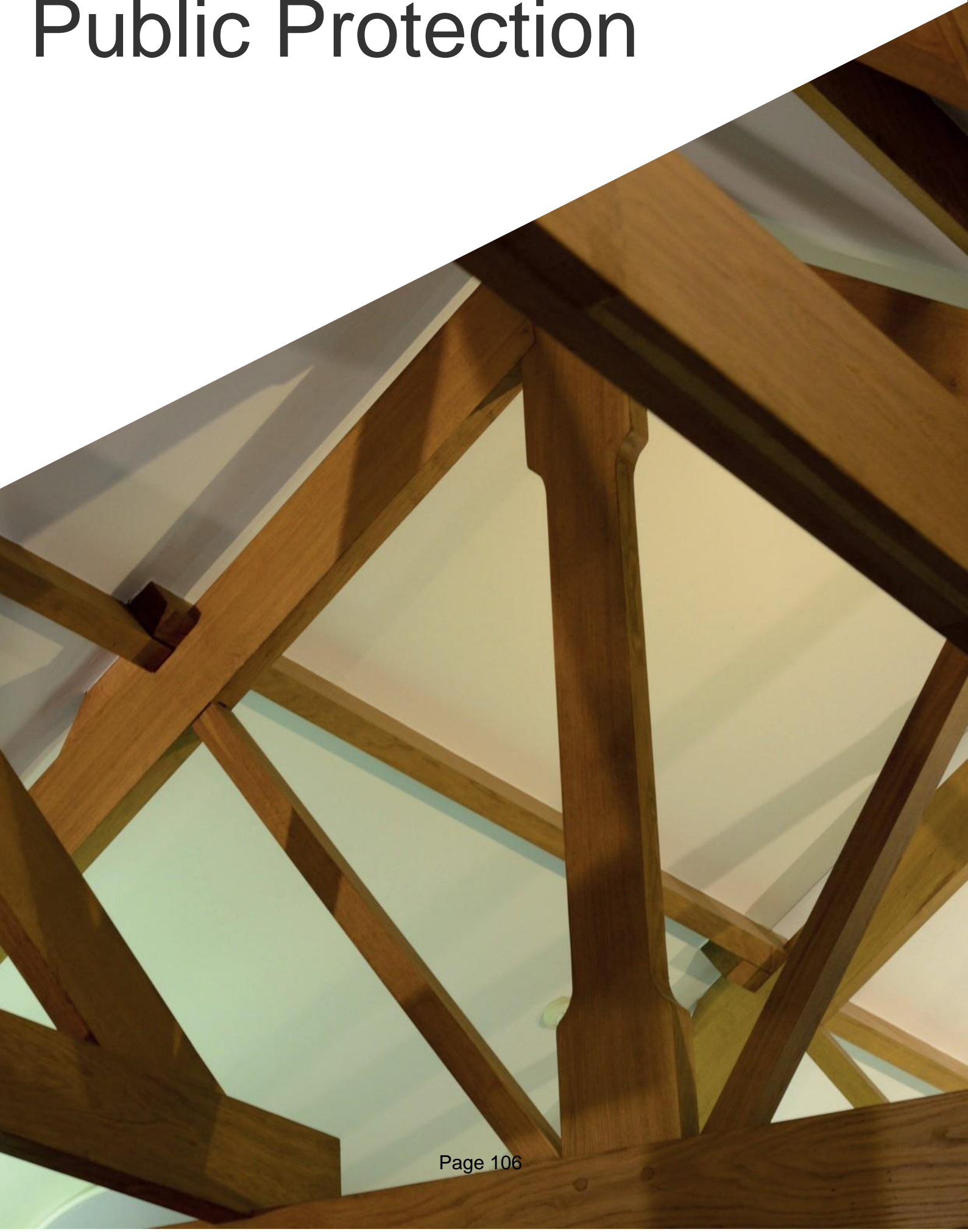
Memorial Permits

Memorial Fees	Charges
New Memorial - Lawn, Traditional, Vault & Cremated Remains Sections	£270.00
New Memorial - Babies Sections (for children aged from 24 weeks gestation and up to and including 17 years old this can be claimed via the Child Funeral Fund if within 6 months of funeral)	£140.00
New Memorial - Pets Section*	£140.00
Added Inscription	£140.00
Added Memorial	£140.00
Replacement Memorial	£140.00
All Other Work (i.e cleaning/renovation etc.)	£49.00
Duplicate Permit (to replace lost original)	£25.00

* denotes VAT included

New Memorial or Gardens development	Charges
New Memorial	£POA
New Garden	£POA

Building Control and Public Protection



Building Control Charges

Domestic Works

Type of Work	Cost 24/25	Notes
1 dwelling	£900.00	inc vat
2 dwellings	£1200.00	inc vat
3 dwellings	£1,500.00	inc vat
4 dwellings	£1,800.00	inc vat
5 dwellings	£2,160.00	inc vat
Garages and car ports up to 40m ²	£240.00	inc vat
Garages and car ports over 40m ² up to 60m ²	£408.00	inc vat
Extensions up to 10m ²	£480.00	inc vat
Extensions over 10m ² up to 40m ²	£600.00	inc vat
Extensions over 40m ² up to 60m ²	£756.00	inc vat
Extensions over 60m ² up to 80m ²	£828.00	inc vat
Loft Conversions up 40m ²	£540.00	inc vat
Loft Conversion over 40m ²	Please contact Building Control for specific quote	
Conversion of garage into living accommodation	£336.00	inc vat
Renovation of a thermal element	£186.00	inc vat
Replacement windows	£186.00	inc vat
Installation of wood burner	£252.00	inc vat
Electrical work - (non-Competent Persons Scheme)	£540.00	inc vat
Insertion of one supporting beam	£210.00	inc vat
Insertion of two supporting beams	£288.00	inc vat
Insertion of three supporting beams	£360.00	inc vat

Total estimated cost of works

Cost of Works	Cost 24/25	Notes
0 -1000	£210.00	inc vat
1,001-2,000	£288.00	inc vat
2,001-5,000	£360.00	inc vat
5,001-10,000	£432.00	inc vat
10,001-15,000	£486.00	inc vat
15,001-20,000	£558.00	inc vat
20,001-30,000	£648.00	inc vat
30,001-40,000	£732.00	inc vat
40,001-50,000	£840.00	inc vat

All other charges are worked out on a cost recovery basis.

Land Charges fees

Service	Cost 24/25	Notes
Standard Official Residential Search (LLC1 and CON29)	£141.00	partial vat inc
Official Certificate of Residential Search (LLC1 only)	£41.00	no vat
CON29 enquiries Residential	£100.00	inc vat
Standard Official Commercial Search (LLC1 and CON29)	£178.00	partial vat inc
Official Certificate of Commercial Search (LLC1 only)	£53.00	no vat
CON29 enquiries Commercial	£125.00	inc vat

Dog Warden

Service	Cost 24/25	Notes
Stray dogs (VAT exempt)	£150.00	per recovery

Environmental Protection fees

Service	Cost 24/25	Notes
Contaminated land advice	£91.00	per hour, inc vat

Food Safety Fees

Training Courses

Service	Cost 24/25	Notes
RSPH Level 2 Award in Identifying and Controlling Allergy risks	£89.00	Includes VAT
Exam re-sit fee	£47.00	Includes VAT
Allergen training	£89.00	Includes VAT
Allergen Essentials training course	£53.00	Includes VAT

Food Hygiene

Service	Cost 24/25	Notes
Safer Food Better Business Pack	£20.00	VAT exempt
Safer Food Better Business - additional Diary Sheets	£12.00	VAT exempt
Production of health / export certificates	£91.00	Per hour .VAT exempt

Food & Trading Standards Business Support

Business Advice and Support

Service	Cost 24/25	Notes
Food Business Support Package - for 3 hours food safety advice or consultation	£285	Includes vat
Additional advice and consultancy - hourly rate	£108.00	Includes vat
Bite Size - half an hour advice	£54.00	Includes vat
FHRS Rescore -business request visit	£194.00	vat exempt
FHRS Fast- track - Event catering	£194.00	vat exempt

Primary Authority

Option 1 - An agreement using standard contract terms with a fixed set up fee and annual renewable fee. Advice is then charged at an hourly rate

Service	Cost 24/25	Notes
Initial set up fee and 3 hours advice	£640	vat exempt
Annual Renewal fee including 3 hours advice	£255	vat exempt
Advice and Consultancy- Hourly rate	£91	vat exempt

Option 2 - An agreement using standard contract terms and a fixed minimum amount of hourly advice, set up fee and an annual renewal fee

Service	Cost 24/25	Notes
Initial Set-up fee and 17 hours of advice or consultation - valid for 12 months	£1,800.00	vat exempt
Annual Renewal Fee - including 17 hours of advice and consultation - valid for 12 months	£1,445.00	vat exempt
Additional advice and consultancy - hourly rate	£91.00	vat exempt

Travelling to premises outside of B&NES

Service	Cost 24/25	Notes
Either - hourly rate + mileage charge or public transport costs and accommodation - with prior agreement as appropriate	£91.00+0.45/mile	vat exempt
Verification Sampling Costs - by Public Analyst and provision of test certificates	charged at cost	

Local Air Pollution & Prevention Control Charges (Set By DEFRA)

Initial Application

Service	Cost 24/25	Notes
Standard Process	£1,650.00. Where an application is for a combined Part B and waste application, add an extra £310.	ex vat
Additional Fee for Operating without a Permit	£1,188.00. Where an application is for a combined Part B and waste application, add an extra £310.	ex vat.
Reduced fee activities - Dry Cleaners & PVR I	£155.00. Where an application is for a combined Part B and waste application, add an extra £310.	ex vat
PVR I & II (Combined)	£257.00. Where an application is for a combined Part B and waste application, add an extra £310.	ex vat
Vehicle Refinishers (VR's) and other reduced fee activities	£362.00. Where an application is for a combined Part B and waste application, add an extra £310.	ex vat
Reduced Fee Activities - Additional Fee for Operating without a Permit	£71.00. Where an application is for a combined Part B and waste application, add an extra £310.	ex vat
Mobile Crushing Plant - for 1st and 2nd permit	£1,650.00. Where an application is for a combined Part B and waste application, add an extra £310.	ex vat
Mobile Crushing Plant - for 3rd, 4th, 5th, 6th and 7th permit	£985.00. Where an application is for a combined Part B and waste application, add an extra £310.	ex vat

Service	Cost 24/25	Notes
Mobile Crushing Plant - for 8th and each subsequent permit	£498.00. Where an application is for a combined Part B and waste application, add an extra £310.	ex vat
Annual Subsistence	773 (+104)*	ex vat
Standard Process - Low	1162 (+156)*	ex vat
Standard Process - Medium	1748 (+207)*	ex vat
Standard Process - High	£79.00	ex vat
Reduced fee activities - Low	£158.00	ex vat
Reduced fee activities - Medium	£237.00	ex vat
Reduced fee activities - High	£113.00	ex vat
PVR I & II - Low	£226.00	ex vat
PVR I & II - Medium	£341.00	ex vat
PVR I & II - High	£228.00	ex vat
Vehicle Refinishers - Low	£365.00	ex vat
Vehicle Refinishers - Medium	£548.00	ex vat
Vehicle Refinishers - High	£626.00	ex vat
Mobile Crushing Plant - Low 1st and 2nd permit	£1,034.00	ex vat
Mobile Crushing Plant - Medium 1st and 2nd permit	£1,551.00	ex vat
Mobile Crushing Plant - High 1st and 2nd permit	£385.00	ex vat
Mobile Crushing Plant - Low 3rd to 7th permit	£617.00	ex vat
Mobile Crushing Plant - Medium 3rd to 7th permit	£924.00	ex vat
Mobile Crushing Plant - High 3rd to 7th permit	£198.00	ex vat
Mobile Crushing Plant - Low 8th and subsequent permit	£314.00	ex vat
Mobile Crushing Plant - Medium 8th and subsequent permit	£473.00	ex vat

Service	Cost 24/25	Notes
Mobile Crushing Plant - High 8th and subsequent permit	£52.00	ex vat
Late Payment Fee**	£38.00	ex vat

Payment in installments

***The additional amounts in brackets must be charged where a permit is for a combined Part B and waste installation. **this applies when an invoice is unpaid for 8 weeks from the date of issue**

Transfer and Surrender

Service	Cost 24/25	Notes
Transfer	£169.00	ex vat
Partial transfer	£497.00	ex vat
Surrender: all Part B activities	£0.00	ex vat
Transfer - Reduced fee	£0.00	ex vat
Partial Transfer - reduced fee	£47.00	ex vat
Temporary transfer for mobiles - first transfer	£53.00	ex vat
Temporary transfer for mobiles - repeat transfer	£0.00	ex vat
Temporary transfer for mobiles - following enforcement	£53.00	ex vat

Substantial Changes	Cost 24/25	Notes
Standard Process	£1,050.00	ex vat
Reduced fee activities - Service Stations, Dry Cleaners, Vehicle Resprayers & WOB	£102.00	ex vat
Standard process where the substantial change results in a new PPC activity.	£1,650.00	ex vat

Copy of Register

Service	Cost 24/25	Notes
Basic	£10.00	ex vat
Detailed	£100.00	ex vat

Pollution Prevention and Control Act 1999 – LA-IPPC

Service	Cost 24/25	Notes
Initial Application	£3,363.00	ex vat
Additional fee for operating without a permit	£1,188.00	ex vat
Annual Subsistence - Low	£1,343.00	ex vat
Annual Subsistence - Medium	£1,507.00	ex vat
Annual Subsistence - High	£2,230.00	ex vat
Late Payment Fee	£52.00	ex vat
Variation	£1,368.00	ex vat
Substantial Variation	£3,363.00	ex vat
Transfer	£235.00	ex vat
Partial transfer	£698.00	ex vat
Surrender ** excludes Environment Agency fee	£698.00	ex vat
Air Quality Information - Enquiries- cost per hour or part thereof	£91.00	ex vat

Private Water Supply Charges

Service	Cost 24/25	Notes
Risk Assessment	£91 per hour in time in addition to the actual sampling costs	
Sampling (each visit)	£91 per hour in time in addition to the actual sampling costs	
Investigation (each investigation)	£91 per hour in time in addition to the actual sampling costs	
Granting an authorisation (each authorisation)	£91 per hour in time in addition to the actual sampling costs	
Analysing a sample	£91 per hour in time in addition to the actual sampling costs	
Taken under regulation 10	£91 per hour in time in addition to the actual sampling costs	
Taken during check monitoring	£91 per hour in time in addition to the actual sampling costs	
Taken during audit monitoring	£91 per hour in time in addition to the actual sampling costs	
Officer time per hour and then part thereof	£91 per hour in time in addition to the actual sampling costs	

Pest Control Charges

Commercial Pest

Service	Cost 24/25	Notes
Rats	£399	inc vat
Mice	£399	inc vat
Additional visit for rodents	£144	inc vat
Wasps/Hornets' nest	£155	inc vat
additional wasp nest (at time of treatment)	£62.00	inc vat
Bedbugs, Fleas and Carpet Moths 1-2 rooms (Initial assessment and 1 treatment)	£360	inc vat
Bedbugs, Fleas and Carpet Moths 3-4 rooms (Initial assessment and 1 treatment)	£504	inc vat
Bedbugs, Fleas and Carpet Moths 5 rooms (Initial assessment and 1 treatment)	£648	inc vat
Bedbugs, Fleas and Carpet Moths 6-10 rooms (Initial assessment and 1 treatment)	£1224	inc vat
Additional visit Bedbugs, Fleas and Carpet Moths 1-2 rooms (normal business hours)	£288	inc vat
Additional visit Bedbugs, Fleas and Carpet Moths 3-4 rooms (normal business hours)	£432	inc vat
Additional visit Bedbugs, Fleas and Carpet Moths 5 rooms (normal business hours)	£576	inc vat
Additional visit Bedbugs, Fleas and Carpet Moths 6-10 rooms (normal business hours)	£1152	inc vat
Ants (2 visits within 4 weeks of the initial visit)	£216	inc vat
Cockroaches (initial Assessment & 2 visits)	£216	inc vat
Cockroaches (additional site visits)	£100	inc vat
Cluster Flies - (per attic)	£150	inc vat
Commercial Contract prices	£72	inc vat

Domestic Pest

Service	Cost 24/25	Notes
Rats (up to 3 visits)	£195/£98	Inc vat. Lower figure is for households on means tested benefit
Mice (up to 3 visits)	£195/98	Inc vat. Lower figure is for households on means tested benefit
Wasps/Hornet nest (1 visit)	£120/£75	Inc vat. Lower figure is for households on means tested benefit
Additional nest (at time of treatment)	£36/£36	Inc vat. Lower figure is for households on means tested benefit
Cockroaches (up to 3 visits)	£216/£108	Inc vat. Lower figure is for households on means tested benefit
Cluster Flies	£144/£72	Inc vat. Lower figure is for households on means tested benefit
Bedbugs, Fleas and Carpet Moths 1-2 rooms (Initial assessment and 1 treatment)	£216/£108	Inc vat. Lower figure is for households on means tested benefit
Bedbugs, Fleas and Carpet Moths 3-4 rooms (Initial assessment and 1 treatment)	£360/£180	Inc vat. Lower figure is for households on means tested benefit
Bedbugs, Fleas and Carpet Moths 5 rooms (Initial assessment and 1 treatment)	£504/£252	Inc vat. Lower figure is for households on means tested benefit
Bedbugs, Fleas and Carpet Moths 6-10 rooms (Initial assessment and 1 treatment)	£648/£324	Inc vat. Lower figure is for households on means tested benefit
Additional visit Bedbugs, Fleas and Carpet Moths 1-2 rooms (normal business hours)	£144/£72	Inc vat. Lower figure is for households on means tested benefit
Additional visit Bedbugs, Fleas and Carpet Moths 3-4 rooms (normal business hours)	£288/£144	Inc vat. Lower figure is for households on means tested benefit
Additional visit Bedbugs, Fleas and Carpet Moths 5 rooms (normal business hours)	£432/£216	Inc vat. Lower figure is for households on means tested benefit

Service	Cost 24/25	Notes
Additional visit Bedbugs, Fleas and Carpet Moths 6-10 rooms (normal business hours)	£576/288	Inc vat. Lower figure is for households on means tested benefit
Call out fee if no treatment takes place	£72/£72	Inc vat.
Missed appointment	£72/72	Inc vat.
Out of hours charge (per hour per officer)	£100/£100	Inc vat.
Administration charge for late cancellation	£72/£72	Inc vat.
Administration charge for cancellation	£36/£36	Inc vat.

Trading Standards Fees

Metrology

PLEASE NOTE THAT SOME CHARGES MAY REQUIRE THE ADDITION OF VAT. CHECK WITH OFFICERS PRIOR TO WORK BEING UNDERTAKEN

Charges for BATH & NORTH EAST SOMERSET COUNCIL Trading Standards

Licence or Service	Guide Time (hrs)	Charge
Weighbridge Operators Certificate		£69
Petrol Pump Verification		£171.40 (+VAT) per officer per hour

Explosives

New Application

Storage between 0 and 250kg	Set by statutory instrument
1 year	£113
2 years	£147
3 years	£181
4 years	£215
5 years	£248

Renewal

Storage between 0 and 250kg	Set by statutory instrument
1 year	£56.
2 years	£90
3 years	£125
4 years	£158
5 years	£193

New Application

Storage between 250kg up to 2000kg	Set by statutory instrument
1 year	£189.00
2 years	£248.00
3 years	£311.00
4 years	£382.00
5 years	£432.00

Renewal

Storage between 250kg up to 2000kg	Set by statutory instrument
1 year	£88.00
2 years	£150.00
3 years	£211.00
4 years	£272.00
5 years	£333.00

Miscellaneous fees

	Set by statutory instrument
Vary Name & Address	£37.00
Transfer Licence	£37.00
Replacement Licence	£37.00
Other variation	£55.00 per officer per hour

Petroleum Storage:

Petroleum Storage Licence	Charge
Storage up to 2,500 litres	£46.00
Storage between 2,500 and 50,000 litres	£62.00
Storage over 50,000litres	£128.00
Supply of information on Petroleum storage sites.	£140.00 per officer per hour

Trading Standards Buy with Confidence fees

Buy with Confidence membership - Existing Members pre April 2016 *
all prices excluding VAT

Buy with Confidence Membership (existing members)	Charge
Sole trader - No employees	£150
1-5 employees	£250
6-15 employees	£300
16+ employees	£380

Buy with Confidence Membership - National Scheme - New Members from 01/04/2016

Buy with Confidence categories	Charge
Initial Application Fee	FREE
Sole trader - No employees	£150
1-5 employees	£285
6-20 employees	£430
21-50 employees	£570
50+ employees	POA

Buy with Confidence + Care membership* all prices excluding VAT

Buy with Confidence plus care membership categories	Charge
Initial Application Fee	FREE
Sole trader - No employees	£150
1-5 employees	£285
6-20 employees	£430
21-50 employees	£570
50+ employees	POA

Additional premises: £85 each / **Additional profiles:** £30 each

Licensing Charges

Animals

Licence Activity	Statutory fee	24/25 fee
New	No	£673.00
Renewal	No	£436.00
Maintenance (Annual Fee)	No	£162.00
Variation	No	£136.00
DWA - New	No	£449.00
DWA - Maintenance (Annual Fee)	No	£168.00
Zoo - New	No	£1,570.00
Zoo - Renewal	No	£1,289.00
Zoo - Maintenance	No	£673.00
All - Replacement Licence	No	£10.50
All - Pre-Application Advice	No	£150 + VAT
All - Checking Service	No	£37 + VAT

Gambling

Licence Activity	Statutory fee	24/25 fee
Club Machines - New	Yes	£200.00
Club Machines - Variation	Yes	£100.00
Club Machines - Transfer	Yes	£25.00
Club Machines - Change of Name	Yes	£25.00
Club Machines - Copy of Permit	Yes	£15.00
Club Machines - Maintenance	Yes	£50.00
Lottery - Applications	Yes	£40.00
Lottery - Maintenance (Annual Fee)	Yes	£20.00
Premises - New	No	£336.00
Premises - Variation	No	£336.00
Premises - Transfer	No	£206.00
Premises - Maintenance (Annual Fee)	No	£93.00
Pub Machines – New (Permit)	Yes	£150.00
Pub Machines – New (Notification)	Yes	£50.00
Pub Machines - Variation	Yes	£100.00
Pub Machines - Transfer	Yes	£25.00
Pub Machines - Change of Name	Yes	£25.00
Pub Machines - Copy of Permit	Yes	£15.00
Pub Machines - Maintenance-Permits	Yes	£50.00
Occasional Use Licence	Yes	£0.00

Licence Activity	Statutory fee	24/25 fee
Temporary Use Licence	Yes	£112.00
All - Pre-Application Advice	No	£150.00 + VAT
All - Checking Service	No	£37.00 + VAT

Liquor

Licence Activity	Statutory fee	24/25 fee
Premises - New	Yes	banded on size - please request charge
Premises - Variation	Yes	banded on size - please request charge
Premises - Transfer	Yes	£23.00
Premises - DPS Variation	Yes	£23.00
Premises - DPS Removal	Yes	£23.00
Premises - Minor Variation	Yes	£89.00
Premises - Change of Details	Yes	£10.50
Premises - Replacement Licence	Yes	£10.50
Premises - Provisional Statement	Yes	£315.00
Premises - Notification of Interest	Yes	£21.00
Premises - Interim Authority Notice	Yes	£23.00
Premises - Maintenance (Annual Fee)	Yes	banded on size - please request charge
Premises - Pre-Application Advice	No	£150.00 + VAT
Premises - Checking Service	No	£37.00 + VAT
Club - New	Yes	banded on size - please request charge
Club - Variation	Yes	banded on size - please request charge

Licence Activity	Satutory fee	24/25 fee
Club - Change of Details	Yes	£10.50
Club - Replacement Certificate	Yes	£10.50
Club - Notification of Interest	Yes	£21.00
Club - Interim Authority Notice	Yes	£23.00
Club - Maintenance (Annual Fee)	Yes	banded on size - please request charge
Club - Pre-Application Advice	No	£150.00 + VAT
Club - Checking Service	No	£37.00 + VAT
Personal - New	Yes	£37.00
Personal - Change of Details	Yes	£10.50
Personal - Replacement Licence	Yes	£10.50
Personal - Pre-Application Advice	No	£150.00 + VAT
Personal - Checking Service	No	£37.00 + VAT
Temporary Event Notice (TEN) - New	Yes	£21.00
TEN - Replacement	Yes	£10.50
TEN - Pre-Application Advice	No	£150.00 + VAT
TEN - Checking Service	No	£37.00 + VAT

Pavement Licence

Licence Activity	Statutory fee	24/25 fee
Application	Yes	£100.00
Replacement Licence	No	£10.50
Pre-Application Advice	No	£150.00 + VAT
Checking Service	No	£37.00 + VAT

Street Trading

Licence Activity	Statutory fee	24/25 fee
Individual Trader - New (including consultation)	No	£449.00
Individual Trader - Renewal	No	£37.00
Individual Trader - Maintenance	No	£3,284.00
Individual Trader - Variation	No	£75.00
Individual Trader - Consultation	No	£150.00
Market Organiser - New	No	£449.00
Market Organiser - Renewal	No	£37.00
Market Organiser - Maintenance	No	£3,433.00
Market Organiser - Variation	No	£75.00
Market Organiser - Consultation	No	£150.00
Christmas Market - New	No	£449.00
Christmas Market - Renewal	No	£37.00
Christmas Market - Maintenance	No	£7,142.00
Christmas Market - Variation	No	£75.00

Licence Activity	Statutory fee	24/25 fee
Christmas Market - Consultation	No	£150.00
Busker - New	No	£75.00
Busker - Renewal	No	£37.00
Mobile Artist - New	No	£75.00
Mobile Artist - Renewal	No	£37.00
All - Badge Fee	No	£12.50
All - Replacement Licence	No	£10.50
All - Pre-Application Advice	No	£150.00 + VAT
All - Checking Service	No	£37.00 + VAT

Tables and Chairs

Licence Activity	Statutory fee	24/25 fee
Application	No	£181.00
Maintenance	No	£87.00
Transfer	No	£50.00
Replacement Licence	No	£10.50
Pre-Application Advice	No	£150.00 + VAT
Checking Service	No	£37.00 + VAT

Taxi Drivers

Licence Activity	Statutory fee	24/25 fee
New	No	£582.00
Renewal	No	£444.00
Knowledge Retest	No	£75.00
Paper DBS	No	£101.00
Replacement Licence	No	£10.50
Pre-Application Advice	No	£150.00 + VAT
Checking Service	No	£37.00 + VAT

Taxi Vehicles (inc. Operators)

Licence Activity	Statutory fee	24/25 fee
HC - New (Zone 1)	No	£89.00
HC - New (Zone 2)	No	£61.00
HC - Renewal (Zone 1)	No	£151.00
HC - Renewal (Zone 2)	No	£124.00
HC - Change of Vehicle	No	£61.00
HC - Proprietorship Transfer	No	£31.00

Licence Activity	Statutory fee	24/25 fee
HC - Roof Sign	No	£129.00
HC - Replacement Licence	No	£10.50
HC - Pre-Application Advice	No	£150.00 + VAT
HC - Checking Service	No	£37.00 + VAT
PH - New	No	£61.00
PH - Renewal	No	£124.00
PH - Change of Vehicle	No	£61.00
PH - Proprietorship Transfer	No	£31.00
PH - Roof Sign	No	£76.00
PH - Replacement Licence	No	£10.50
PH - Pre-Application Advice	No	£150.00 + VAT
PH - Checking Service	No	£37.00 + VAT
Operator - New	No	£424.00
Operator - Renewal	No	£237.00
Operator - Replacement Licence	No	£10.50
Operator - Pre-Application Advice	No	£150.00 + VAT
Operator - Checking Service	No	£37.00 + VAT

Other Licences

Licence Activity	Statutory fee	24/25 fee
Charity - House to House	Yes	£0.00
Charity - Street Collections	Yes	£0.00
Hypnotism - Applications	No	£75.00
Hypnotism - Maintenance	No	£37.00
Film Classification - Applications	No	£75 per hour or part thereof
Fireworks (Set Periods) - New	Yes	banded on size (please see Trading Standards Explosives fees)
Fireworks (Set Periods) - Renewal	Yes	banded on size (please see Trading Standards Explosives fees)
Fireworks (All Year) - New	No	£377.00
Fireworks (All Year) - Renewal	No	£37.00
Fireworks (All Year) - Maintenance	No	£6.00
Petroleum Storage Certificate - Applications	Yes	banded on size (please see Trading Standards Petroleum Storage fees)
Piercing (Personal) - Applications	No	£99.00
Piercing (Personal) – Maintenance	No	£62.00
Piercing (Premises) - Applications	No	£426.00
Piercing (Premises) – Maintenance	No	£62.00
Promotional Pitches	No	£80.00

Licence Activity	Statutory fee	24/25 fee
Scrap Metal - New	No	£187.00
Scrap Metal - Renewal	No	£187.00
Scrap Metal - Variation	No	£187.00
Scrap Metal - Change of Details	No	£37.00
Scrap Metal - Maintenance	No	£262.00
Sex - New	No	£1,495.00
Sex - Renewal	No	£112.00
Sex - Maintenance	No	£224.00
All - Replacement Licence	No	£10.50
All - Pre-Application Advice	No	£150.00 + VAT
All - Checking Service	No	£37.00 + VAT

Other Fees

Licence Activity	Statutory fee	24/25 fee
Business Advice and Support (Pre-App)	No	£150.00 + VAT
Checking Service	No	£37.00 + VAT
Replacement Licence	No	£10.50
Office Administration Fee for late payments etc.	No	£75.00

Business Waste Collection Service



Bin Costs

Business Waste Prices (No VAT)

Recycling materials: Paper & cardboard (mixed or separated)

Container	Cost 2024/25
240 litre wheeled bin	£5.70
360 litre wheeled bin	£6.00
660 litre wheeled bin	£7.40
1100 litre wheeled bin	£10.50
Sack (minimum order 20)	£2.35
Stickers for cardboard bundles (minimum order 20)	£2.35

Recycling Materials: Cans & Plastics (mixed or separated)

Container	Cost 2024/25
240 litre wheeled bin	£5.70
360 litre wheeled bin	£6.00
660 litre wheeled bin	£7.40
1100 litre wheeled bin	£10.50
Sack (minimum order 20)	£2.35

Recycling Materials: Glass bottles & Jars

Container	Cost 2024/25
240 litre wheeled bin	£5.70
360 litre wheeled bin	£6.00

Recycling Materials: Food

Container	Cost 2024/25
140 litre wheeled bin	£10.20

Rubbish/General Waste

Container	Cost 2024/25
240 litre wheeled bin	£8.75
360 litre wheeled bin	£10.25
660 litre wheeled bin	£17.70
1100 litre wheeled bin	£23.80
Sack (minimum order 50)	£3.35

Waste



Garden Waste Collection Service

Description of Service	Fees 2024/25
Garden waste bin annual charge	£56.95
Garden waste bin delivery	£3.65
Garden waste sack (each)	£3.65

Large Item Collection Service

Description of Service	Fees 2024/25
Collection of 1-3 items	£36.65
Collection of 4-6 items	£64.09
Collection of 7-10 items	£79.93

A 50% discount is given on the above prices for those residents in receipt of receive Council Tax Benefit, Housing Benefit, Disability Living Allowance, or you are a student.

Replacement black wheeled bin

Description of Service	Fees 2024/25
Replacement of lost, stolen, vandalised or misused black wheeled bins	£22.40

Business Waste Clinical Waste Sacks

Historical Service no longer available to new customers

Description of Service	Fees 2024/25
Clinical waste sack	£2.75

Rubble & Soil above free limits

Description of Service	Fees 2024/25
Charge to residents for depositing rubble/soil at the transfer station above the permitted recycling centre free limit per tonne (No minimum charge)	£53.00

Public Weighbridge Facility

Description of Service	Fees 2024/25
All Vehicles	£12.35

Business Waste Transfer Station Charges

Description of Service	Fees 2024/25
Unsorted waste at weighbridge per tonne	£204.91
Unsorted waste minimum charge 0.5 tonnes	£102.46
Sorted recycling including wood at weighbridge per tonne	£110.56
Sorted recycling including wood at weighbridge minimum charge 0.5 tonnes	£55.28
Sorted recycling (with no wood) at weighbridge per tonne	£85.60
Sorted recycling (with no wood) at weighbridge minimum charge 0.5 tonnes	£42.80
Loads containing upholstered domestic seating per tonne	£328.80
Loads containing upholstered domestic seating minimum charge 0.05 tonnes	£16.44
Mattress Single	£24.55
Mattress Double	£27.36
New business waste recycling streams	£POA

The transfer station charges may need to change during the financial year due to external market conditions.

City and Town Centre Management



Events on Council Owned Land

Landhire – Heritage, Prime Location and other parks

Service	Cost 24/25	Cost 25/26
Royal Crescent Lower Lawn	£5,093.00	£5,857.00
PEAK Commercial (Heritage Parks and prime city centre location) Royal Victoria Park, Parade Gardens, Sydney Gardens, Queen Square	£1,757.00	£2,021.00
OFF-PEAK Commercial (Heritage Parks and prime city centre location) Royal Victoria Park, Parade Gardens, Sydney Gardens, Queen Square	£1,318.00	£1,516.00
PEAK Charity (Heritage Parks and prime city centre location) 50% of the new commercial hire rate	£879.00	£1,010.00
OFF-PEAK Charity (Heritage Parks and prime city centre location) 50% of the new commercial hire rate	£659.00	£758.00
Commercial (All other parks and open spaces in B&NES, eg Henrietta Park, Alexandra Park, Beazers Maze, Firs Field, Brickfields Park, Green Park, Kensington Meadows, Lansdown, Keynsham Memorial Park)	£639.00	£735.00
Charity (All other parks and open spaces in B&NES)	£320.00	£368.00
Pigeon Park (Flat Rate per day)	£314.00	£361.00

Other costs

Service	Cost 24/25	Cost 25/26
Boules bookings per terrain (Queen Square, Sydney Gardens)	£30.00	£34.00
Fitness Trainer Fees, unlimited use - 12 months	£690.00	£794.00
Fitness Trainer Fees, unlimited use - 6 months	£518.00	£595.00
Fitness Trainer Fees, unlimited use - 3 months	£345.00	£397.00
Fitness Trainer Fees, Administration Fee per renewal	£95.00	£110.00

Service	Cost 24/25	Cost 25/26
Forest Schools	£31.00 admin plus £7.00 per session or £116 pa	£36.00 admin plus £8.00 per session or £134 pa
Power (utilities electricity/gas) per day	£28.00	£32.00
Water (per day if not meter read)	£28.00	£32.00
Damage Deposit Bond	£500-£5,000	£500-£5,000
Council Officer requiring to attend an Event	£102 per hour	£118 per hour
Event Administration Fee – Standard Event	£95.00	£110.00
Event Administration Fee for Major Event	£190.00	£218.00
Event Administration Fee - Multiple Standard Events within one financial year	£190.00	£218.00

Filming on Council Owned Land

Admin fee for filming on the highway

Service	Cost 24/25
1 to 10	£75.00
11 to 19	£138.00
20+	POA

Admin fee for filming in a park or open space

Service	Cost 24/25
1 to 10	£115.00
11+	POA
Admin fee for arranging drone filming	£115.00

Other Fees

Service	Cost 24/25
Recces	£118.00
Officer in attendance	£118.00

Filming - Suspension of parking spaces

Service	Cost 24/25
First by coning charge	£POA
Subsequent bays	£POA
Administration Fee for Parking	£POA

Suspension of Parking spaces	Restrictions	Cost per day/bay
Single or first space	All zones and areas	£POA
Each additional space and/or day	Central zone and Zone 1	£POA
Each additional space and/or day	All other zones and areas	£POA

Location Fees

Area	Cost 24/25
Unit Base - Lansdown Playing Fields North - Car Park only	£460.00
Unit Base - Lansdown Playing Fields North - Car Park plus field	£690.00
Roman Baths and Guildhall	POA
Culverhay School	POA

Emergency Planning/CCTV

Service	Cost 24/25
CCTV Requests From Insurance Companies	£90
Emergency Planning/Event Multi-Agency Control Room	£1000
Emergency Planning/Event Exercise Planning/Delivery	POA

Bath Christmas Market

Catering & Bar Fees:

Description of Service	Cost 2024/2025
Milsom Street:	
Large Catering Chalet	£9,215.00 18 days + VAT
Small Catering Pitch	£1,475.00 18 days + VAT
Mobile Catering Pitch	£1,475.00 18 days + VAT
Stall Street:	
Bar Vehicle Pitch	POA
Union Street:	
Small Catering Pitch	£2,212.00 18 days + VAT
Bath Street:	
Large Catering Chalet	£19,656.00 18 days + VAT
Mobile Catering Pitch	£1,475.00 18 days + VAT
Abbeygate Street:	
Mobile Catering Pitch	£1,475.00 18 days + VAT
Kingston Parade:	
Large Catering Chalet	£25,798.00 18 days + VAT
Medium Catering Chalet	£9,215.00 18 days + VAT
Small Catering Chalet	£6,435.00 18 days + VAT
Medium Mobile Catering Pitch	£1,755.00 18 days + VAT
Mobile Catering Pitch	£1,475.00 18 days + VAT
Abbey Green:	
Medium Catering Chalet	£9,215.00 18 days + VAT

All areas Additional Temporary Power (for catering):

Service	Cost 2024/2025
16amp single phase supply	£180 plus VAT for 18 days
32amp single phase supply	£200 plus VAT for 18 days
32amp three phase supply	£280 plus VAT for 18 days

Retail Chalets and on-site services:

Description of Service	Cost 2024/2025
All areas PAT testing	£7 per item plus VAT
All areas heater hire	£90.00 for 18 days + VAT (£5 per day)
All areas storage space (x1 palette)	£150 + VAT
Fridge space hire (free x1 palette for catering units)	£150 + VAT

Stallholder Pitch Request Fee:

Description of Service	Cost 2024/2025
Zone 1	£250 plus VAT
Zone 2	£200 plus VAT
Zone 3	£150 plus VAT

Stallholder Fees (Please note: Stall holders selling alcohol will incur an additional 10% fee)

Description of Service	Cost 2024/2025
Zone 1: Corner Chalet	£4,600.00 + VAT for 18 days
Zone 1: Countertop Chalet	£3,738.00 + VAT for 18 days
Zone 1: Barn Door Chalet	£3,738.00 + VAT for 18 days
Zone 2: Corner Chalet	£4,238.00 + VAT for 18 days
Zone 2: Countertop Chalet	£3,369.00 + VAT for 18 days
Zone 2: Barn Door Chalet	£3,369.00 + VAT for 18 days
Zone 3: Barn Door Chalet	£2,174.00 + VAT for 18 days
Short Term Let Barn Door Chalet 7 days	£1,454.00 + VAT for 7 days
Short Term Lets Barn Door Chalet 11 days	£2,284.00 +VAT for 11 days
Small business carts all zones: Monday to Thursday	£145 + VAT for 4 days
Small business carts all zones: Friday to Sunday	£180 + VAT for 3 days

Managed coach drop off/pick up and parking	Service	Cost
Monday	Cost per seat	£1.20
Tuesday	Cost per seat	£1.20
Wednesday	Cost per seat	£1.50
Thursday	Cost per seat	£1.50
Friday	Cost per seat	£1.50
Saturday	Cost per seat	£1.70
Sunday	Cost per seat	£1.70

Service	Cost 24/25
Rides and Attractions	£2,530.00

Service	Cost 24/25
Sponsorship and funding contributions	POA

Service	Cost 24/25
Online advertising and web sales	POA

Clean Air Zone

North East
Somerset Council

Clean air



ZONE

**Charges apply
Pay online**

Clean Air Zone

Service	Cost 24/25
PHGV	£100.00
Trucks and Lorries (N2 & N3)	£100.00
Taxis (M1 & M2)	£9.00
Buses and coaches (M3)	£100.00
Minibuses (M2)	£9.00
Van, light goods vehicle, pick-ups and some campervans and four-by-fours (N1)	£9.00

Only applicable to non-compliant vehicles. Motorists can check and confirm if charges apply here: https://vehiclecheck.drive-clean-air-zone.service.gov.uk/vehicle_checkers/enter_details

Highways Commuted Sums



Highways Commuted Sums

Feature	Units	2024/25
High Friction or Coloured Surfacing	Square Metre	£107
Knee rail fencing	Linear Metre	£33.47
SuDS Each Site specific quotation	Each	Site specific quotation
Soakaways	Each	£6,694.56
Petrol & Oil interceptors	Each	£6,694.56
Combined kerb drainage systems	Linear Metre	£20.08
Trees	Each	£401.68
Structures	Each	Site specific quotation (120 years)
Illuminated street furniture	Each	£522.17
Signalised 3 arm junction connected to Fibre	Each	£138,736.97
Signalised 3 arm junction connected to 4G	Each	£132,987.69
Signalised Junction with more than 3 arms	Each	Priced individually
Signalised crossing connected to Fibre	Each	£62,956.55
Signalised crossing connected to 4G	Each	£67,104.42
Zebra Crossing	Each	£35,346.00
Zebra Crossing with Anti Skid	Each	£51,386.00
Street Light	Each	£2,813.00
ANPR and CCTV systems	Each	Site specific quotation (120 years)
Bollards	Each	Site specific quotation (120 years)

Highways Delivery



Permanent Traffic Regulation Orders

Service	Cost 24/25
Permanent Traffic Regulation Orders for developers	£5114.60
H markings	£301.40
H markings - additional cost for use of different road marking in winter months	Add 25% to fee above

Street Works Permit Fees

Service	Cost 24/25
Major (Provisional Advance Authorisation) - category 0, 1 & 2 & all traffic sensitive streets	£95.00
Major (Provisional Advance Authorisation) - category 3 & 4 & all non-traffic sensitive streets	£62.00
Major - category 0, 1 & 2 & all traffic sensitive streets	£193.00
Major - category 3 & 4 & all non-traffic sensitive streets	£101.00
Standard - category 0, 1 & 2 & all traffic sensitive streets	£117.00
Standard - category 3 & 4 & all non-traffic sensitive streets	£58.00
Minor - category 0, 1 & 2 & all traffic sensitive streets	£59.00
Minor - category 3 & 4 & all non-traffic sensitive streets	£30.00
Immediate - category 0, 1 & 2 & all traffic sensitive streets	£54.00
Immediate - category 3 & 4 & all non-traffic sensitive streets	£26.00
Permit variation - category 0, 1 & 2 & all traffic sensitive streets	£45.00
Permit variation - category 3 & 4 & all non-traffic sensitive streets	£35.00

Temporary Traffic Regulation Notices

Service	Cost 24/25
Section 14 Road Closure Notice (planned works) - fees & adverts	£1,590.02
Section 14 Road Closure Notice (planned works) - late submission fee	£306.02
Section 14 Road Closure Notice (planned works) - amendment fee	£121.98
Section 16a Street Closures ¹ to 6 roads - fee & advert charge	£125.19 plus advert charge
Section 16 a Street Closure more than 6 roads - fee & advert charge	£372.36 plus advert charge
Community Street Party	£0
Playing Out Scheme	£0
Emergency Notice	£282.48
Town Police Clauses Act Street Closures (processions, crowds etc.)	£192.60 non charity £139 charity

Traffic signals

Service	Cost 24/25
Permanent Traffic Signal switch on/off charge	£430.10
Permanent Traffic Signals switch on/off cahnge - out of hours additional charge (if switch-off at weekends or 18.00 - 08.00 weekdays)	20% additional charge
Permanent Traffic Signal switch on/off additional admin fee	£35.31
Permanent Traffic Signal switch on/off Safety Inspection	£58.85
Permanent Traffic Signal switch on/off - late notice application (< 10 working days)	£548.90
Traffic Information on one VMS sign per day	£57.78
Temporary multi way traffic signals application - utility companies	£0
Temporary multi way traffic signals application - non-utility company applicant	£187.25
Temporary multi way signals - design advice (all applicants)	£56.71

Road Safety

Service	Cost 24/25
Supply of accident data to third parties	£219.35
Road safety audits for external clients	£902.01

Streetworks and Events

Suspension of Parking spaces	Restrictions	Cost per day/bay
Single or first space	All zones and areas	£54
Each additional space and/or day	Central zone and Zone 1	£32
Each additional space and/or day	All other zones and areas	£11

Service	Cost 24/25
NRSWA sample inspections	£50
NRSWA Section 50 licences (new apparatus in the highway)	£519
NRSWA Section 50 licences (new apparatus in the highway)-retrospective licence	£133
NRSWA Section 50 licences (maintenance apparatus in the highway)	£377
NRSWA Section 171 licences (excavation in the highway)	£233
NRSWA Section 74 over-run charges	variable
NRSWA Oversail licences	£194
NRSWA Oversail licences - (under 5 days notice) New (non refundable)	£230
NRSWA Oversail licences - Retrospective - (non refundable)	£289
NRSWA Oversail Licence Emergency Fee	£60
NRSWA Raising Statutory Notices	N/A

Service	Cost 24/25
Pre 3 rd April 2023 NRSWA Section 72 Defects	£47.50
From 3 April 2023 NRSWA Section 72 Defects	£120.00
NRSWA fixed penalty notice	£120.00
NRSWA fixed penalty notice (discount fee if paid early)	£80.00
NRSWA Fixed Penalty Charge for incorrect Notices	£120.00
NRSWA Fixed Penalty Charge for incorrect Notices if a discount applies	£80.00
Temporary signals application	£46
Street Works Co-ordination Notice (cost per road affected by a commercial event's road closure or diversion route)	N/A
Temporary direction sign approval fee up to 5 signs	£50
Temporary direction sign approval fee up to 10 signs	£75
Temporary direction sign approval fee 11 plus signs	£100
Temporary direction sign removal per sign	£10

Service	Cost 24/25
Traffic Management Plans	Actual Costs
A bus stop closure or pair with 5 plus working days notice plus £10 per additional stop	£83.46
A bus stop closure or pair with less than 5 working days notice plus £10 per additional stop	£160.50
Bus stop closure amendment fee	£16.05

Road Safety

Service	Cost 24/25
Supply of accident data to third parties	£219.35
Road safety audits for external clients	£902.01

Highway Maintenance

Service	Cost 24/25
Skip Licence (over 5 days notice)- New (non refundable)	£83.46
Skip Licence (under 5 days notice - New (non refundable)	£118.77
Skip Licence - Renewal (non refundable)	£68.48
Skip Licence - Retrospective (non refundable)	£141.24
Scaffold / Hoarding Licence (over 5 days notice)- New (non refundable)	£85.60
Scaffold / Hoarding Licence (under 5 days notice) - New (non refundable)	£121.98
Scaffold/Hoarding Emergency Fee	£59.92
Scaffold / Hoarding Licence - Renewal (non refundable)	£52.43
Scaffold / Hoarding Licence - Retrospective (non refundable)	£171.20
Cherry Picker/Mobile Crane Licence (over 5 days notice)-(non refundable)	£71.69
Cherry Picker/Mobile Crane Licence (under 5 days notice) - (non refundable)	£107.00
Cherry Picker/Mobile Crane Licence - Retrospective (non refundable)	£141.24
Building Materials and Container on Highway Licence (over 5 days notice) - (non refundable)	£71.69
Building Materials and Container on Highway Licence (under 5 days notice)- (non refundable)	£107.00
Building Materials/Container on Highway Licence - Renewal (non refundable)	£52.43
Building Materials/Container on Highway Licence - Retrospective (non refundable)	£141.24
Chase Fee	£12.84 per reminder
Safety Inspections	£58.85 per inspection
Banner on Highway Licence - New (non refundable)	£71.69
Footway Crossing Licence - New (non refundable)	£186.18
Footway Crossing Licence - Retrospective (non refundable)	£186.18
Duplicate Letter confirming Approval of Footway Crossing	£29.96

Service	Cost 24/25
Traffic Survey Equipment on the Highway (non refundable)	£83.46
Additional Site Inspection by Highway Inspector	£40.66
s116 Highways Stopping Up	£3,451.82
Landowner Deposits - primary land	£251.45
Landowner Deposits - additional land	£32.10
Public Path Orders (Highway Act)	£4,348.48
Public Path Orders (Town & Country Planning Act)	£5,862.53
Local Search	£44.94
PROW Maps	£12.84
Section 14 PROW Closure Order (planned works) - fees & adverts	£1,590.02
Section 14 PROW Closure Order (planned works) - late submission fee	£306.02
Section 14 PROW Closure Order (planned works) - amendment fee	£120.91
Section 14 TTRO Closure by order - SofS extension	£1,590.02
Section 14 PROW Closure Notice (emergency works) – fees	£282.48

Land Drainage Consent for work on Ordinary Watercourses

Service	Cost 24/25
Temporary and Permanent works	£53.50

Street Lighting

Service	Cost 24/25
Permanent Relocation	£1,244.41
Temporary relocate and reinstall	£2,186.01
Trenching per metre	£119.84
Shield to Street light	£100.58

Transport Planning

Service	Cost 24/25
Temporary Automatic Traffic Counts (ATC)	£333.84
Hand Held Radar Speed Survey 1hour	£75.97

Manual Traffic Counts *(2x2hrs peaks)

Service	Cost 24/25
1 Enumerator	£322.07
Extra cost per Enumerator	£84.53

Manual Traffic Counts *(12hr 07:00-19:00)

Service	Cost 24/25
1 Enumerator	£425.86
Extra cost per Enumerator	£208.95

*Subject to 50% uplift for Out of Hours work (between 19:00 and 07:00 or weekends)

Ad hoc surveys

Service	Cost 24/25
07:00-19:00	£14.38 per hour plus mileage and expenses
19:00-07:00	£ 21.69 per hour plus mileage and expenses

Miovision Video Camera Surveys

Service	Cost 24/25
Copied onto USB stick and provided to requestor for 1 week's viewing	£33.17
Erect 1 camera	£357.38
External Costs for Processing	Page 160 Cost plus 10%

Supply of Existing Data Manual Classified Counts

Service	Cost 24/25
One peak period	£1117.70
Two peak period	£156.22
12 Hour Classified	£221.49

Traffic Modelling

Service	Cost 24/25
Use of existing traffic models	Cost plus 10%

Fees for New Developments under section 38 and 278 highways Act

Estimated Construction costs	Fee %
up to £30,000	15.00%
£31,000 to £75,000	13.00%
£76,000 to £130,000	11.00%
£131,000 to £325,000	9.00%
£326,000 to £650,000	8.00%
Over 651,000	7.00%
Structures Technical Approval	5.00%

Parks



Grounds Maintenance		2024/25
Grounds maintenance (range of grass cutting, strimming, weed control, shrubbery maintenance, leafing, sports pitch maintenance, marking) - price as specified		POA
Japanese knotweed/ Giant Hogweed and other invasive plant treatments - price as specified		POA

Arboricultural services		2024/25
Arboricultural services - tree surgery work i.e felling and tree maintenance - price as specified		POA
Arboricultural consultation services - tree condition and BS5837 inspections and reports - price as specified		POA
School Tree inspections - senior		£288.75
School Tree inspections - primary/infant		£136.50

Play Team		2024/25
External play area inspections, installations, and repairs		£380.00
Play consultancy		POA
Parish Council Annual Play area inspection, installations, and repairs		£120.00
Parish Council Operational Play area inspection (recommended at least once per year)		£94.50

Allotment charges	2024/25
Allotment annual charge per 25 sqm	£16.79
Allotment annual water charge per plot	£9.00
Allotment key deposit	£10.00

Sport and Parks hire rates	2024/25
Western Region combined fee	£551.25
Individual	£93.00
Commercial Balloons up to (and including) a 105 000ft ³ , on a pay per launch basis	£35.50
Commercial Balloons over a 105 000ft ³ , on a pay per launch basis	£43.00
Small Hot air balloon launch fee - commercial per launch (up to 5 people)	£36.00

Parks Concessions	2024/2025	2025/2026
7 day Pitch licence (per calendar month)	£300.00	£315.00
Where available power & electrics	recharged	recharged
3 day Pitch licence (per calendar month)	£150.00	£158.00
Individual Trader - New (including consultation)	£449.00	
Individual Trader – Renewal	£37.00	
Individual Trader – Variation	£75.00	
Individual Trader – Consultation No	£150.00	

Parade Gardens	2024/25
Parade gardens entry non-resident	£2.50
Parade gardens entry concessions	£1.25
Parade gardens entry weddings and groups per person	£2.00

Sponsorships	2024/25
Bench sponsorship (10 years)	£1,989.00
NEW - Bench renewal (renewal existing bench no installation)	£945.00
3D Bed	POA
Flowerbeds	POA
Tree sponsorship	£380.00
Roundabout sponsorship	POA

Horticultural Excellence	2024/25
Hanging basket 18 inch with our watering service	£145.00
Hanging basket 18 inch without watering service	£74.00
Window Box 90cm with our watering Service	£141.00
Window Box 90cm without our watering Service	£74.00
Window Box 120 cm with our watering service	£188.00
Window Box 120 cm without watering service	£86.00

Sydney Gardens Community Pavilion	2024/25
Commercial (price per hour)	£21.00
Concession (price per hour)	£POA

Other	2024/25
Land access licence arrangement	£50.00
Land use charge (contractor use of space/hire charge per day)	£POA

Transport



Description of Service	Fees 2024/25	Notes
Taxi Inspections	£58.85	No VAT
Taxi Meter Test	£23.54	No VAT
Inspection /MOT and Meter Test	£112.00	Including VAT
Diagnostic Testing	£80.50	Plus VAT
Air Conditioning Refresh	£65.00	Plus VAT
MOT Class 1	£29.65	No VAT
MOT Class 2	£29.65	No VAT
MOT Class 4	£54.85	No VAT
MOT Class 5	£59.55	No VAT
MOT Class 7	£58.60	No VAT
Labour Charge per hour Light Vehicle up to 3.5 tonnes	£70.00	Plus VAT
Labour Charge per hour HGV	£90.00	Plus VAT
Rolling road brake test per axle	£13.00	Plus VAT
Tachograph calibration with battery	£94.50	Plus VAT
DVSA HGV Test – 2 Axle	£91.00	No VAT
DVSA HGV Test – 3 Axle	£113.00	No VAT
DVSA HGV Test – 4 Axle	£137.00	No VAT
DVSA HGV Test – Trailer 1 Axle	£41.00	No VAT
DVSA HGV Test – Trailer 2 Axle	£54.00	No VAT
DVSA HGV Test – Trailer 3 Axle	£64.00	No VAT
DVSA HGV Test – Trailer 4 Axle	£64.00	No VAT
DVSA HGV Test – Trailer 5 Axle	£64.00	No VAT
DVSA HGV Lane Fee	£55.00	Including VAT

Description of Service	Fees 2024/25	Notes
DVSA Trailer Lane Fee	£40.00	Including VAT
DVSA PCV Lane Fee	£70.00	Including VAT
DVSA PCV test up to 22 passengers	£103.00	No VAT
DVSA PCV test 23 or more passengers	£128.00	No VAT
Top Wash Small vehicle	£15.00	Including VAT
Top Wash Medium up to 3.5 tonnes	£20.00	Including VAT
Top wash Large vehicle	£25.00	Including VAT
Underbody wash	£20.00	Including VAT

CORPORATE POLICY DEVELOPMENT AND SCRUTINY PANEL

This Forward Plan lists all the items coming to the Panel over the next few months.

Inevitably, some of the published information may change; Government guidance recognises that the plan is a best assessment, at the time of publication, of anticipated decision making. The online Forward Plan is updated regularly and can be seen on the Council's website at:

<http://democracy.bathnes.gov.uk/mgPlansHome.aspx?bcr=1>

The Forward Plan demonstrates the Council's commitment to openness and participation in decision making. It assists the Panel in planning their input to policy formulation and development, and in reviewing the work of the Cabinet.

Should you wish to make representations, please contact the report author or, Democratic Services . A formal agenda will be issued 5 clear working days before the meeting.

Agenda papers can be inspected on the Council's website.

Ref Date	Decision Maker/s	Title	Report Author Contact	Director Lead
16TH JANUARY 2024				
16 Jan 2024	Corporate Policy Development and Scrutiny Panel	Aequus Update	Simon Martin Tel: 01225 477407	Executive Director - Resources (S151)
16 Jan 2024 1 Feb 2024 E3486	Corporate Policy Development and Scrutiny Panel Cabinet	Somer Valley Enterprise Zone Update	simon_martin@bathnes.gov.uk Richard Holden Tel: 01225 47 7655	Director of Capital & Housing Delivery
23RD JANUARY 2024				
23 Jan 2024 8 Feb 2024 20 Feb 2024 E3500	Corporate Policy Development and Scrutiny Panel Cabinet Council	Budget and Council Tax 2024/25 and Financial Outlook	Email: andy_rothery@bathnes.gov.uk Andy Rothery Gary Adams Tel: 01225 477103 Tel: 01225 477107	Executive Director - Resources (S151)
12TH MARCH 2024				

Ref Date	Decision Maker/s	Title	Report Author Contact	Director Lead
12 Mar 2024	Corporate Policy Development and Scrutiny Panel	Performance indicators - outcomes of resident survey	Steve Harman Tel: Mob: 07530263207	
14TH MAY 2024				
23RD JULY 2024				
17TH SEPTEMBER 2024				
19TH NOVEMBER 2024				
ITEMS TO BE SCHEDULED:				
Page 171		Commercial Estate Update		
The Forward Plan is administered by DEMOCRATIC SERVICES: Democratic_Services@bathnes.gov.uk				

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