Bath & North East Somerset Council

Improving People's Lives

Corporate Policy Development and Scrutiny Panel

Date: **Tuesday, 28th January, 2025**
Time: **4.00 pm**
Venue: **Council Chamber - Guildhall, Bath**

Councillors: Robin Moss, Ian Halsall, Hal MacFie, Toby Simon, Malcolm Treby, Colin Blackburn, George Tomlin and Duncan Hounsell

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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

Paper copies are available for inspection at the Guildhall - Bath.

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.

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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.

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Further details of the scheme can be found at:

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Corporate Policy Development and Scrutiny Panel - Tuesday, 28th January, 2025

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

   At the time of publication no notifications had been received.

7. MINUTES (Pages 7 - 12)

8. CABINET MEMBER UPDATE

   The Cabinet Member will update the Panel on any relevant issues. Panel members may ask questions on the update provided.

9. BUDGET AND COUNCIL TAX 2025/26 AND FINANCIAL OUTLOOK (Pages 13 - 162)

10. NEW LIBRARY SYSTEM ROLL OUT - UPDATE (Pages 163 - 168)

11. PANEL WORKPLAN (Pages 169 - 172)

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.

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BATH AND NORTH EAST SOMERSET

MINUTES OF CORPORATE POLICY DEVELOPMENT AND SCRUTINY PANEL MEETING

Tuesday, 14th January, 2025

Present:- **Councillors** Robin Moss, Ian Halsall, Hal MacFie, Toby Simon, Malcolm Treby, Colin Blackburn, George Tomlin and Duncan Hounsell

113 WELCOME AND INTRODUCTIONS

The Chair welcomed everyone to the meeting.

The Chair welcomed Councillor Malcolm Treby in the role of Vice Chair which was ratified by the Panel.

114 EMERGENCY EVACUATION PROCEDURE

The Chair drew attention to the emergency evacuation procedure.

115 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

There were none

116 DECLARATIONS OF INTEREST

There were none.

117 TO ANNOUNCE ANY URGENT BUSINESS AGREED BY THE CHAIRMAN

There was none.

118 ITEMS FROM THE PUBLIC OR COUNCILLORS - TO RECEIVE STATEMENTS, PETITIONS OR QUESTIONS RELATING TO THE BUSINESS OF THIS MEETING

There were none

119 MINUTES

The Panel confirmed the minutes of the previous meeting as a true record and they were duly signed by the Chair.

120 CABINET MEMBER UPDATE

The Cabinet Member for Resources, Councillor Mark Elliott updated the Panel covering the following points:

- The major activity has been around budget setting. There has been increased demand on Children's Services over the Christmas period.
- There is an interim Section 151 Finance Director. There will be a new appointment in March 2025.

Regarding the Quarter 3 outturn report, The Cabinet Member explained that this would likely come to the Panel's March meeting. He explained that the outturn looks as expected but there has been increased pressure on Children's Services.

Councillor Moss stated that budget proposals seem very similar to last year, do we expect different outcomes? The Cabinet Member stated that he would cover this in the item on the Budget.

Regarding the pressure on Children's Services, the Cabinet Member explained that all three areas in that service (Transport, Children in Care, Schools) were problematic, but the recent pressure had come from a significant increase in children coming into care over the Christmas period.

Councillor Halsall mentioned the positive Ofsted outcome for the service area.

The Chair thanked the Cabinet Member

121 BUDGET REPORT

The Cabinet Member for Resources, Councillor Mark Elliott, introduced the report and explained that it covered items within this Panel's remit. He explained that the full budget is being worked on but there is an unusual level of uncertainty particularly around mitigation around National Insurance contributions. He stated that the hard figures will be published in early February.

Panel members made the following points and asked the following questions:

Councillor Blackburn stated that the report was a pale reflection on what was brought to scrutiny previously. Councillor Moss agreed that a fuller picture had been given in previous years. The Cabinet Member stated that the Executive Director had flagged up that full budget papers could not be produced for this meeting. Councillor Moss stated that in 2022/23 the full budget papers came to this Panel. The Cabinet Member stated that he was happy to support this in the future provided the deadlines can be met.

Councillor Simon stated that the Panel have been assured that a balanced budget it achievable and the report represents about the right amount of information for early January. He stated that it would have been helpful to have more on the capital side. He added that focus on the detail of the relevant portfolios is the best use of the Panel's time today.

Councillor Halsall asked about Council Tax rises. The Cabinet Member stated that, while it will rise, BANES still remains 4th lowest in terms of Council Tax.

In response to a query on telephony from Councillor Simon, the Cabinet Member explained that it would be an ongoing cost as it is a service not a purchase.

Councillor Simon asked about the Being Our Best (BOB) programme. The Chief Executive, Will Godfrey explained the programme and that details would be brought to the Employment Committee on 14th February 2025. There is a meeting with Trade Unions tomorrow.

Councillor MacFie asked where the change in Business Rates had come from. The officer explained that this related to the Business Rates Pool and a change in allocations. In response to a query from Councillor Simon, the officer explained that there is a concern that the Government are moving towards a deprivation/needs-based allocation. The Cabinet Member explained that this was another factor in the theme of uncertainty, there is some extra money in the system this year but we do not have the information to plan ahead and we need more clarify from Government regarding a multiyear settlement. Councillor Moss stated that, at the LGA Conference, the Deputy Prime Minister indicated a move towards multi year settlements from next year. The Cabinet Member stated that he was pleased to hear this.

Councillor Halsall mentioned reference to AI in the press and asked for assurance that this would be used to improve our service and that members are trained. The Cabinet Member supported this. The Chief Executive stated that it was early days but he could see the benefits of this and the Council wide impact in that colleagues will be freed up. He stated that the Panel would be briefing on this at a future meeting.

Councillor Treby asked for more Capital information and for more information around whether things are up/down/the same as last year. In response to his query regarding the indicative increase in contract inflation, the Cabinet Member explained that this was largely related to National Insurance increases in our suppliers. The officer further explained that there was an increase with social care contracts. In response to a query in Capital financing, the officer explained that this was a rolling programme.

Councillor Moss stated that regarding paragraph 3.3 – Savings Income Generation, he was not sure the sentence reflected the facts as there is a seeming inability to predict potential pressures which tend to skew our budgets half way through the year. He asked if BANES was an outlier in this regard. The Cabinet Member stated that we do have a good track record on savings but we have suffered by not predicting rising costs.

Councillor Simon stated that maybe there could be investment in a better model for forecasting regarding Children's and Social Care Services. The Chief Executive stated that our discipline on delivering savings is pretty good but there is increasing demand and increasing cost of provision and both of these factors are outside our control. The Cabinet Member added that at the high needs end of child care, it can be a very small number needing a high level of funding which is hard to predict.

Councillor Moss stated that the Council knew about Newton House since January 2024 but did not highlight it until December 2024 and now emergency provision will cost money. He stated that it was important to avoid this.

The Chair thanked the Cabinet Member and officers.

122 DEVELOPMENT OF DRAFT HERITAGE SERVICES PLAN

The Council Leader, Councillor Kevin Guy introduced the item and the officer gave a presentation which covered the following:

- Heritage Service Business Plan – Early Stage Briefing
- Vision
- Strategic Priorities
- Roman Baths 2024/25 - Challenging Market Conditions
- Additional Income Generation
- Value for Money – Benchmarking/Awards
- 2025/26 Service KPIs
- 2025/26 Key Activity
- 2025/26 Risk

Panel members made the following points and asked the following questions:

Councillor Moss asked that the figures (KPI slide) regarding increase in net profit p/council tax household be checked.

Councillor Halsall asked how we can support other heritage assets outside of the city. The officer stated that this presentation has focused on the assets in Bath as part of the business plan but the service is also responsible for culture and tourism across the area. He explained that cultural plans for BANES are being worked on as we can think more widely having steadied the ship post Covid.

Councillor Halsall asked how we can develop our understanding of the past while looking to the future with apprenticeships and training. The officer stated the service has a strong track record on apprenticeships. The Council Leader stated that satisfaction of staff in the service is very high, he praised the officer and his team.

Councillor Blackburn asked if the discovery card provided data and if this will be captured with the new CRM. The officer explained that data on Council owned sites can be collected. The CRM will collect data on new packages such as the family trails.

In response to a query from Councillor Blackburn regarding ticket prices, the officer stated that he would come back to the Panel will a full answer in the future. He explained that setting a ticket price is a tight rope, good value scores have to be considered.

Councillor Blackburn asked about the Far East market. The officer explained that we engage with the Chinese Embassy via Visit West.

Councillor Moss thanked the Council Leader and officer for the early opportunity for the Panel to see this information. He stated that he understood the focus on assets in Bath which are key in the budget but it would be useful to get numbers of people

in groups (coaches/day trips/longer stays etc) and promote North East Somerset. The officer stated that some of that information is available such as group volumes, but we do not hold information regarding onward intentions. The Council Leader mentioned the Northeast Somerset cultural strategy – there have been discussions around how to get people to stay longer and visit the wider area.

The Chair thanked the Council Leader and officer.

123 PANEL WORKPLAN

The Panel noted the future workplan.

The meeting ended at 5.40 pm

Chair(person) .....

Date Confirmed and Signed .....

Prepared by Democratic Services

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g **Bath & North East Somerset Council**		
MEETING:	**Corporate Policy Development & Scrutiny Panel**	
MEETING DATE:	**28th January 2025**	EXECUTIVE FORWARD PLAN REFERENCE: E
TITLE:	**Budget and Council Tax 2025/26 and Financial Outlook – DRAFT REPORT**	
WARD:	All	
AN OPEN PUBLIC ITEM		
List of attachments to this report **Annex 1: Revenue Budget 2025/26 – individual service cash limits** **Annex 2: (i) 2025/26 to 2027/28 Budget Savings and Income proposals** **Annex 2: (ii) 2025/26 to 2027/28 Funding Requirements.** **Annex 3: 2025/26 Draft Emerging Capital Schemes** **Annex 4: Draft Equalities Impact Assessment of 2025/26 Budget Proposals** **Annex 4: (i) Equality Impact Introduction & Legal Background** **Annex 5: Council Pay & Reward Policy 2025/26** **Annex 6: Advice of Monitoring Officer on the Budget Setting Process** **Annex 7: Fees & Charges Brochure 2025/26**		

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 2025/26.

2. RECOMMENDATIONS

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

The content of this draft report and 2025/26 budget proposal, including:

- Annex 1: Draft Revenue Budget 2025/26 – individual service cash limits
- Annex 2(i): 2025/26 – 2027/28 Draft Savings and Income proposals
- Annex 2(ii): 2025/26 – 2027/28 Draft Funding Requirements
- Annex 3: 2025/26 Draft Emerging Capital Schemes
- Annex 4: Draft Equality impacts of 2025/26 Budget Proposals
- Annex 5: Pay & Reward Policy 2025/26
- Annex 6: Advice of the Monitoring Officer

- Annex 7: Place Management Fees and Charges 2025/26

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 6.

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 4.

5. THE REPORT

5.1 The 2025/26 Budget Summary

The Medium-Term Financial Strategy (MTFS) was approved in September 2024 and outlined how the budget would be delivered over the medium to long-term. This considers the current economic outlook of constrained national public finances due to continued low economic growth together with Council services being impacted by sustained inflation and National Insurance increases impacting the Council's running costs as well as the supply chain for external provision. In addition, the Council continues to see demand and activity rise for essential Social Care services, which is compounded by high market costs and a reliance on out of area provision.

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 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. In recognition of the significant budget risks from changes in cost as a result of the government National Insurance changes, demand on statutory services rising above modelled levels, alongside savings delivery risk, the following contingencies and provisions have been included in the budget:

- Corporate Contingency of £3m for savings delivery risk and slippage
- Contract Inflation Provision of £2.6m for the impacts of Employer National Insurance on supplies and services and contract spend across services.
- High Risk Service Demand & Cost Increase Provision of £4.3m

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 2025/26 budget is a funding gap of £14.01m. The proposed budget meets this funding gap in two ways:

1) Income generation plans of £6.70m.

2) Cost reduction plans of £7.31m.

The ongoing impact of sustained inflation and high demand for Social Care has created an imbalance in how the Council funds its services. Income from Council tax and Business rates alone do not fully fund the Council's services. To balance the budget the Council needs to reduce its running costs and grow its commercial and fees and charges income. The Council revenue support grant has reduced from £31m in 2013/14 to £1.3m per annum in 2025/26 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 £27.62m 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 annexes.

The budget includes a recommendation that general Council Tax is increased by 2.99% in 2025/26 (an increase of £51.92 per Band D property) and the Adult Social Care Precept is increased by 2% (an increase of £34.72 per Band D property). This results in a total proposed Band D Council Tax for Bath and North East Somerset Council next year of £1,823.06 (£1,736.42 in 2024/25) an overall increase of 4.99% or £86.64 per Band D (£1.67 per week).

The proposed net revenue budget for Bath and North East Somerset for 2025/26 is £151.71m.

5.1.1 Corporate Strategy and the Councils' Priorities

Bath & North East Somerset Council has one overriding purpose – to improve people's lives. Our Corporate Strategy provides a clear and ambitious framework for delivery. It sets out our two core policies of tackling the climate and ecological emergency and giving people a bigger say as week as our three principles for how we will deliver- preparing for the future, delivering for local residents and focusing on prevention. It also sets out how shared outcomes will be delivered through key partnerships that the council works with such as our Future Ambition Board and Health and Wellbeing Board.

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

In the report to cabinet in September 2024 on the Medium-Term Financial Strategy (MTFS), it was highlighted that work was underway to Identify key scenarios, particularly in the light of central government fiscal policy and approach to local government funding. This work has been reflected in the budget papers and process. The MTFS report also identified that the council is introducing a new operating model which delivers the council's purpose through innovation in our ways of working. A report to cabinet in November 2024 approved the council's operating model and directorate functions for use in service planning and redesign work, within the context

of the Being Our Best programme with its workstreams of 'Great Jobs', 'Smarter Structures' and 'Culture of Excellence'.

Given this, the budget proposal set out in this report aims to establish a longer-term approach to budget planning, built around the council's priorities, operating model and partnerships and investing in prevention to address budget pressures and reduce costs. This includes

- Focusing on securing financial sustainability in children's services, recognising the increased demand and complexity of caseloads.
- Ensuring the full benefits to service users of adult social care redesign following bringing of services in-house from April 2024
- Making sure that the council's property holdings best serve the needs of service delivery
- New ways to interact and receive council information and services, using improved digital channels and AI.

The council will also continue to work closely with the West of England Mayoral Combined Authority to maximise the benefits to our area and communities from our membership. We will also work closely with the MCA and with the Future Ambition Board to deliver our Economic Strategy for Bath and North East Somerset, prioritising green growth, good jobs and affordable housing, and work with our health partners through the Health and Wellbeing Board to deliver our Joint Health and Wellbeing Strategy.

5.2 The Revenue Budget 2025/26

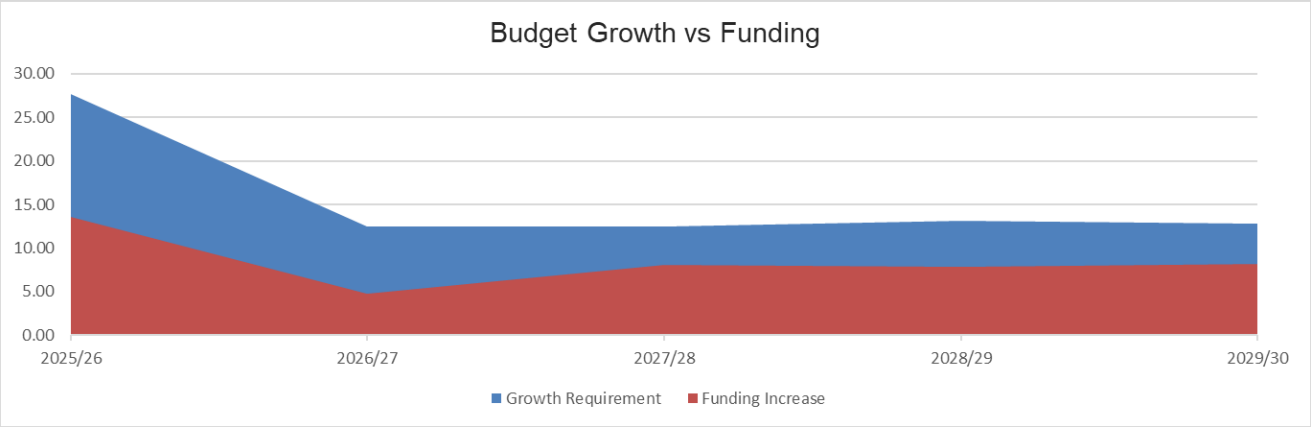
5.2.1 **2024/25 Current Budget Position**

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 £5.5m. Urgent management actions have been developed with £4.12m of mitigations identified, reducing the forecast over budget position to £1.42m, 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
	2025/26	2026/27	2027/28	2028/29	2029/30	
Growth Requirement	27.62	12.53	12.52	13.19	12.81	78.66
Funding Increase	13.61	4.80	8.13	7.88	8.13	42.55
Annual Funding gap	**14.01**	**7.73**	**4.39**	**5.31**	**4.67**	**36.11**
Savings Proposals	14.01	2.34	0.85	0.10	0.10	17.41
Remaining Funding Gap	**0.00**	**5.39**	**3.54**	**5.21**	**4.57**	**18.71**



This illustrates a balanced budget for 2025/26 with a forecast budget gap of £18.71m from 2026/27 to 2029/30.

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

Budget Planning	Future years assumptions £m				
	2025/26	2026/27	2027/28	2028/29	2029/30
Budget Requirement (Previous Year)	**135.85**	**151.71**	**156.50**	**164.63**	**172.51**
Budget Adjustments	6.36	(0.29)	0.00	0.00	0.00
Pay & Pension	8.40	3.37	3.31	3.39	3.48
Demographic Growth	5.78	3.56	3.69	3.81	3.87
Contract Inflation	5.15	2.82	2.78	2.82	2.86
New Homes Bonus Grant	(0.59)	0.00	0.00	0.00	0.00
Capital Financing	2.16	1.81	1.97	2.02	1.21
Settlement grant funding	(5.63)	0.70	0.00	0.00	0.00
Budget pressure / rebasing	5.99	0.55	0.76	1.14	1.40
Funding Requirement Sub Total	**27.62**	**12.53**	**12.52**	**13.19**	**12.81**
Draft Budget Before Savings	**163.48**	**164.23**	**169.02**	**177.82**	**185.32**
Proposed Savings Plans	(14.01)	(2.34)	(0.85)	(0.10)	(0.10)
Estimated Savings Required	(0.00)	(5.39)	(3.54)	(5.21)	(4.57)
Savings Requirement Sub Total	**(14.01)**	**(7.73)**	**(4.39)**	**(5.31)**	**(4.67)**
Budget Requirement	**149.46**	**156.50**	**164.63**	**172.51**	**180.64**
Business Rate Relief Adjustment*	2.24	0.00	0.00	0.00	0.00
Revised Budget Requirement	**151.71**	**156.50**	**164.63**	**172.51**	**180.64**
Funding of Budget Requirement					
Council Tax	130.05	135.90	142.73	149.91	157.34
Business rates retention*	29.17	21.21	21.90	22.60	23.31
Reserve transfers From	0.00	0.00	0.00	0.00	0.00
Reserve transfers (To)	(7.51)	(0.60)	0.00	0.00	0.00
Funding of Budget Requirement Total	**151.71**	**156.50**	**164.63**	**172.51**	**180.64**

** Budget adjustment realigns s31 grant income for 2025/26 from government funded business rate relief compensation.*

The forecast includes the following cost pressures and assumptions:

- **Pay Inflation –** Estimated 4.00% in 2025/26 and 3% thereafter.
- **Council tax –** General assumed at 2.99% in 2025/26 and 1.99% in future years and Adult Social Care precept 2% in 2025/26 and future years.
- **Pension Costs –** Have been revised in line with the current revaluation no increase up to 2026/27.
- **Demographic Growth –** Additional demand from new placement and market pressures in Adult & Children Social Care.
- **Interest Rates -** Interest rate reductions to follow movement in Bank of England base rate currently 4.75% for treasury management cash investments. The Council will fix budget interest rates following the provisional settlement.
- **Inflation –** CPI projections modelled on current rates of 2%, with up to 5% provision for Social Care.
- **Budget Pressures / Rebasing –** 2025/26 budget rebasing takes into account current pressures identified in Quarter 2 monitoring where emerging pressures cannot be directly mitigated.
- **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.
- **Reserves –** The Council's earmarked reserves have been reviewed with new allocations made for the implementation of the Being our Best programme and transformation and system improvement projects.

5.2.3 The Government Settlement

The Provisional Settlement was received on the 18th December 2024 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.

The provisional settlement together with the finalisation of the Council Tax Base gave the council an additional £1.1m of funding for 2025/26 over the amount originally anticipated, of which £0.7m is one-off. The £1.1m has been allocated to specific investment items included in Annex 2ii.

- **Revenue Support Grant (RSG)**

As a result of the continued delay in the Fairer Funding and Business Rate Retention Review which is now planned for 2026/27, the Council will continue to receive the Revenue Support Grant (RSG) in 2025/26 of £1.256m (2024/25 £0.831m). The increase of £0.425m reflects the transfer into RSG of £0.411m in respect of the specific grants listed below, based on 2024/25 grant amounts, and an inflationary uplift of £0.014m on the core RSG:

- Extended Rights for Home to School Transport Grant - £0.379m
- Electoral Integrity Grant - £0.017m
- Transparency Code Grant - £0.013m
- Tenant Satisfaction Measures Grant - £0.002m

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 removed from 2025/26 with the funding repurposed into the Recovery Grant (see below). This represents a loss of £0.165m of grant in 2025/26 from this change.

- **Recovery Grant**

  The government has introduced a new, one-off Recovery Grant, worth £600m which is targeted at places the government assesses as having greater need and demand for services (using deprivation as a proxy for this) and less ability to raise income locally from Council Tax. Based on this allocation methodology the Council doesn't receive any funding through this grant.

- **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 that the New Homes Bonus will continue in its current format for a final year in 2025/26. This results in a 2025/26 New Homes Bonus grant payment of £0.913m for new housing growth over the past year, an increase of £0.586m from 2024/25. The settlement confirmed that the grant would only be paid for one year and that the national housing growth baseline adjustment would remain at 0.4% for 2025/26.

- **Social Care Grant**

  The provisional settlement has confirmed an increase of £2.205m in the Social Care grant funding taking the total grant for 2025/26 to £15.455m. The grant increase has been allocated to fund Adults and Children's Social Care demand and inflation pressures. This funding is assumed as recurrent in the base budget.

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

  The provisional settlement included grant funding for 2025/26 of £3.193m through the Market Sustainability & Improvement Fund Grant. This is the same level of grant as received in 2024/25. This funding is assumed as recurrent in the base budget.

- **Adult Social Care Discharge Fund Grant**

  The provisional settlement announced the transfer of this funding fixed at the 2024/25 level of £1.146m into the newly named “Local Authority Better Care Fund.

- **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. Greater integration is seen as a potential way to use resources more efficiently by enabling people to stay well, safe and independent at home for longer and to provide the right care in the right place at the right time.

  The Council & B&NES ICB Better Care fund for 2025/26 is anticipated to be £27m with the Council contribution of £9m and ICB contribution of £18m. The ICB contribution is expected to rise in line with planned NHS uplifts once confirmed. For 2024/25 this increase was 5.66%.

  The Council budget assumes that the funding transfer of £15.7m NHS mandated minimum contribution will remain consistent with prior years; with £11.3m of this funding transferred in 2024/25 for Council commissioned schemes under the S75 pooled budget arrangements.

  The December 2024 settlement has confirmed that the existing Better Care Fund social care grant will be renamed the Local Authority Better Care Grant and will be maintained at the same value as 2024/25 at £4.903m, with the funding from the Adult Social Care Discharge Fund rolled into the grant for 2025/26 at the same level as received in 2024/25 (£1.146m). For B&NES the total funding from these two grants is £6.049m.

- **Children’s Social Care Prevention Grant**

  The provisional settlement announced a new Children’s Social Care Prevention grant with total funding of £250m (which will be increased to £263m in the final settlement). The grant is to fund the national rollout of “Family Help” a whole family preventative service. Conditions placed on the grant will be published in the final settlement. The Council’s provisional share of the grant for 2025/26 is £0.370m and it is assumed that this will be ring-fenced to cover the costs of implementing the Family Help service.

- **Children’s & Families Grant**

  The government has announced proposals to consolidate 6 children’s social care programmes into a new Children’s & Families Grant. The programmes are as follows:

  - Supporting Families
  - Supported Accommodation Reforms - New Burdens to LAs
  - Staying Put
  - Virtual School Heads Extension for previously looked after children
  - Leaving Care Allowance uplift
  - Personal Advisors

Funding for each component will maintain 2024/25 funding levels and the Council's total of the consolidated funding is £0.982m. Conditions placed on the Children's & Families Grant will be published as part of the final settlement.

- **Extended Producer Responsibility for Packaging Funding**

  2025/26 will be the first year of the Extended Producer Responsibility for Packaging (pEPR) scheme. The extra funding announced at the Autumn Budget includes a guarantee that local authorities in England will receive at least £1.1 billion in total in 2025/26 from the new Extended Producer Responsibility for packaging (pEPR) scheme, with each local authority guaranteed at least the level of income indicated in provisional local payment figures for the first year. The payment for the Council in 2025/26 is £2.7m, which has been incorporated into the budget reflecting the cost pressures and investment made into waste services in this and previous years budgets. Future years funding will be based on data submitted by the Council to the scheme administrators, and this will be reviewed as part of the 2026/27 budget process.

- **Employers National Insurance Increase**

  The government has announced that £515 million of new funding will be provided to support councils with the costs associated with the increase in employer National Insurance Contributions (NICs). Individual allocations will be based on 2023/24 Revenue Outturn data and published at the final settlement. Our original assumption was that the cost pressure from this change would be fully funded by government. Our current estimate based on the proposed allocation methodology is that there is a £1.3m shortfall in funding of the Council's direct staffing cost increase of £2.6m from the Employers National Insurance increases in 2025/26. The underfunding also appears to have impacted other neighbouring authorities.

- **Business Rates**

  It has been confirmed that the 100% Business Rate Retention Pilot will continue into 2025/26. 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.

  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 2025/26:

  - 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 (1.7%), increasing the multiplier from 54.6p to 55.5p
- the Retail, Hospitality and Leisure (RHL) scheme will be extended for a sixth year into 2025/26, but with a reduction in the level of relief from 75% to 40% whilst maintaining the cap on the relief at £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.

2024/25 Business Rate Collection Fund Surplus

The forecast for the Business Rate element of the collection fund in 2024/25 is for a surplus of £6.661m. The Council's share of the estimated surplus, after allowing for amounts due to the Avon Fire Authority and the West of England Combined Authority, is £6.261m. This includes £5.34m from the final 2023/24 business rates collection fund outturn position which, in line with the MTFS proposal, will be transferred to earmarked reserves to provide £3m cover for the one-off costs of implementing the "Being Our Best Programme" with a revised pay offer and new structures and £2.34m allocated to the transformation reserve for costs associated with service redesign and systems improvement projects that deliver service efficiencies and savings.

- **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 94% of B&NES schools will have converted to academies by April 2025 and at least one other plans to convert in the coming years. This would leave only four primary schools maintained by the Local Authority.

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 in DFE and Treasury guidance 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 was submitted in May 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 DFE will respond to the resubmission in early 2025.

The deficit recovery plan shows our proposals to review our processes to encourage schools to develop early support for pupils with SEND thus limiting the need for Education, Health and Care Plans (EHCPs). We are also creating more localised provision to limit expenditure on expensive non maintained special school places. The Education Capital Programme has been utilised to direct resources to provide additional SEND places in mainstream schools and extend special school provision.

We have also successfully bid for a new Special School, to be built under the free school programme. We have also bid for a new Alternative Provision school under the same programme which has also been successful. However, we are still waiting for the DFE to confirm when construction will commence.

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 £22.3m in 2023/24 and that balance was carried forward to 2024/25. The estimated forecast in 2024/25 (including the carry forward from 2023/24) is £33.9m.

The DFE have published information on additional resources for SEND. In the 2025/26 financial year an additional £1bn has been allocated nationally. B&NES has been allocated £2.557m additional allocation equating to a 6.79% increase. However, there are significant pressures on the SEND services, in particular the numbers of EHCP's have increased by over 10% in the past year. The increase in funding has been built into the High Needs Budget planning and has been included in the resubmitted safety valve plan.

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 2025/26 savings and income generation plans total £14.01m. The Council has a good track record of delivering proposed savings. In relation to the 2024/25 approved savings of £16.42m, 78% (£12.81m) are forecast to be delivered in full. Of the £3.61m not currently achieved, £2.65m are being mitigated through savings, contingency or income elsewhere in the respective service, while £0.96m of savings are being delayed until 2025/26 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 £27.62m 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(ii).

The material items requiring additional funding are listed below, this illustrates some of the economic and financial challenges the Council is facing.

- Adult Services budget growth £6.5m
- Children's Services budget growth £9.2m
- Neighbourhood Services budget growth £3.2m

5.2.6 **Children's Services Management Plan**

Children's services underwent several external audits in 2024/25 by various regulatory bodies. The quality-of-service provision remains high, with inspectors highlighting elements of outstanding practice. However, pressures on children's social care continue to pose challenges. The service has a strong track record of delivering savings, with senior managers and practitioners balancing the best interests of the child with the need to reduce costs. Over the past 12 months, costs have been driven by:

- An increase in the number of looked-after children
- Complexity of needs
- Unfavourable external market conditions in residential care and more children (than budgeted) in residential care
- Support costs for children and families with disabled children
- Home-to-school transport costs, with high levels of children transported out of the area for special education needs and high use of taxis compared to other local authorities, both due to a sufficiency of local provision
- The use of agency staff to fulfil safeguarding duties, with costs being higher than budgeted vacant posts

The council has focused on the following areas to reduce costs and deliver the best outcomes for children, young people, and their family networks. This work will continue into 2025/26 and includes:

- Support for children and young people (CYP) and families on the edge of care/early help
- Reunification of CYP with family and the use of kinship arrangements
- Regular practice reviews of high-cost placements, ensuring health costs are funded

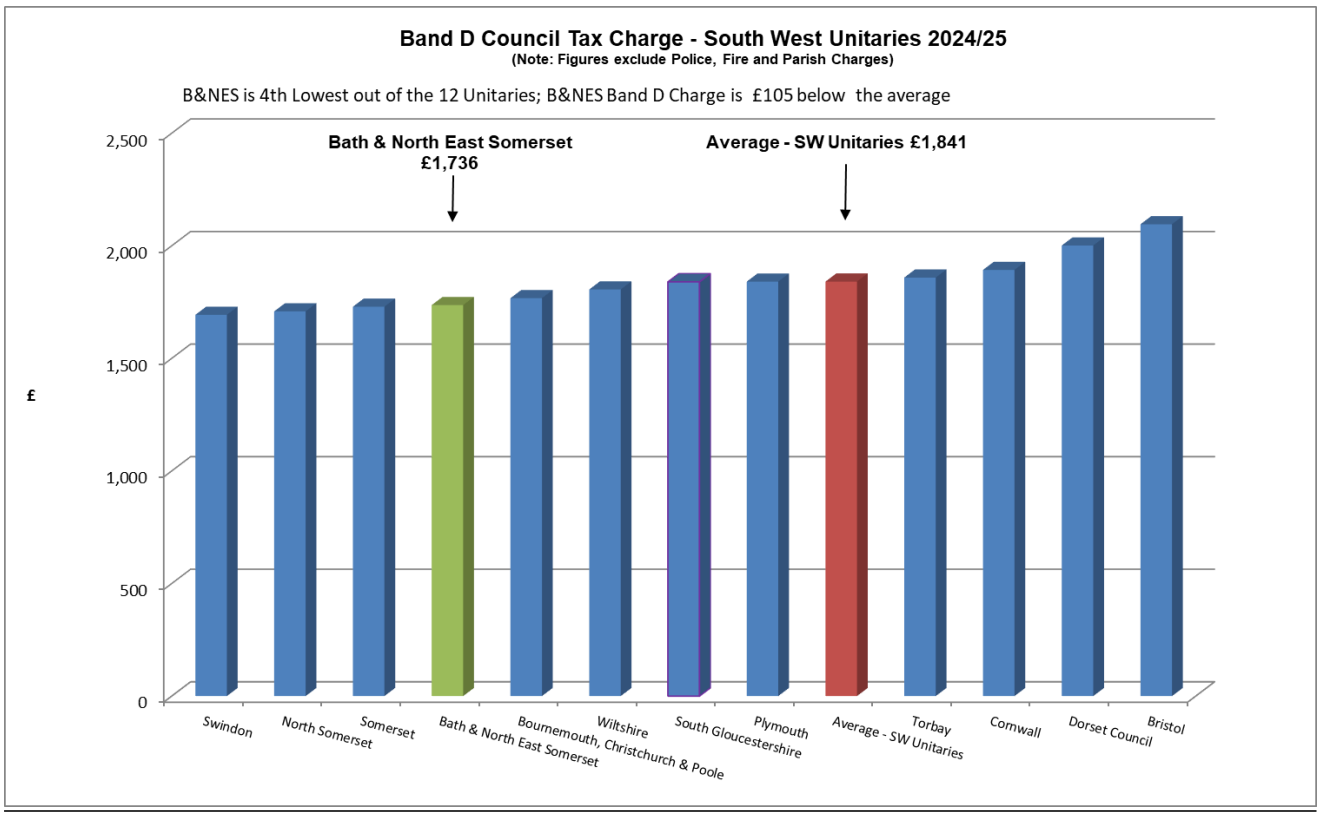
- Provision of local residential accommodation and education arrangements
- Establishment of a new transitions team across adult social care, children's social care, and SEND, to support young people as they move from children's to adult services
- Establishment of a new SEND early help service
- A review of disabled children's services and costs
- Implementation of a home-to-school action plan, including bringing some transport provision back in-house
- An external review of Home to School Transport, commissioned in 2024/25, with findings due to be reported in January/February 2025

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 2025/26. The proposal therefore within this report is to increase general Council Tax by 2.99% in 2025/26. This will increase a Band D by £51.92 for 2025/26 to £1,536.06. 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 £1,823.06 (£1,736.42 in 2024/25) an increase of 4.99% and £86.64 per Band D (£1.67 per week). The tax base for 2025/26 is 70,973.86, an increase of 1,717.98 (+2.48%) from 2024/25 and factors in the additional income from the increased premium charged on second homes as agreed by Council in November 2023.

The diagram below shows that B&NES had the fourth lowest Council Tax of the South West Unitary Authorities in 2024/25:



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 25th February 2025.

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 for 2025/26. The Council's plans include this for 2025/26 (this would increase the Adult Social Care Precept to £20.37m an increase of £2.90m from 2024/25) and future years.

The funding requirement for Adult Social Care before savings and grant funding is £6.5m (Annex 2ii) which will be part funded from the Adult Social Care Precept increase.

5.3.3 2024/25 Council Tax Collection Fund Surplus

The forecast for the Council Tax element of the collection fund in 2024/25 is for a surplus of £0.800m. The Council's share of the estimated surplus, after allowing for amounts due to Avon Fire Authority and Avon & Somerset Police, is £0.664m. The Councils share of the surplus consists of the Collection Fund position carried forward from 2023/24 of £0.372m and the forecast in year surplus of £0.292m.

5.3.4 Estimates for Future Years Band D Council Tax

The current Medium Term Financial Plan has factored in an annual increase of 1.99% for 2026/27 and future years for general Council Tax together with 2% Adult Social Care precept increases. Projections will be adjusted accordingly in line with any future referendum limits set by the new Government after the next spending review.

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 2025.

The Government have announced that from April 2025, most working age Welfare Benefits rates, including Universal Credit, will be increased by 1.7%. We are proposing to set the lowest income band in line with the standard allowance for Universal Credit for 2025 and for subsequent years. 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 2025.

5.4 West of England Mayoral Combined Authority (WECA)

The West of England Mayoral Combined Authority (MCA) was formed in 2017. Since its formation, the Mayoral Combined Authority has secured over £1.8bn in new funding, laying strong foundations for transformative projects that positively impact the lives of people throughout the West of England.

The MCA plays a vital role in regional infrastructure, focusing on strategic planning and effective investment to deliver the Mayor's priorities. It collaborates with unitary authorities, local partners, businesses, communities, and investors to bring this vision to life.

The MCA is a partnership organisation that collaborates with unitary authorities to strategically plan and deliver initiatives that benefit the region.

The West of England Strategic Framework sets out our plan to deliver a brighter future for local people and communities: "By 2040, the West of England will have a world-renowned green economy that is creating new jobs for residents; the region will be more equal – with all residents having access to good homes, opportunities, and services; and the region will be more prosperous with a healthier and happier population who are driving the region's success."

To deliver this vision, our priorities for delivery are:

- Creating a better-connected region, working towards a world-class transport system.
- Delivering net zero and nature recovery.
- Creating the jobs and training our region needs now and in the future.
- Supporting sustainable communities that people are proud to call home.

• Putting the West of England on the map for national and global success.

Operating the MCA incurs no additional costs to our constituent councils, as it is fully funded through government grants and a portion of regional business rates retention growth, which would not exist without the Mayoral Combined Authority.

The Combined Authority's budget will be set on 31 January 2025 by the West of England Combined Authority Committee. The assumptions outlined below are based on current budget proposals and are subject to the meeting's outcome. The following elements of the West of 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 2025/26 is £5.194m. Unitary Authority levies are pooled by the Mayoral Combined Authority's Transport Integration Team and managed on a regional basis. The increasing costs and demand for transport services will need to be carefully managed if current levels of service provision are to remain affordable and viable within the funding available in 2025/26 and beyond.

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

The published West of England Mayoral Combined Authority Revenue & Capital Budget will continue to support several projects and initiatives for our Unitary Authority including the following schemes with approved funding for 2025/26:

- CRSTS – Bath Sustainable Walking & Cycling Links - £2.6m
- CRSTS – Bath City Centre - £3.3m
- Bath Quays Bridge Cycle / Pedestrian Links - £1.5m
- Maintenance Challenge Fund – Manvers Street Remediation - £1.9m
- B&NES Liveable Neighbourhoods - £2.7m
- Midsomer Norton & Westfield Walking, Wheeling and Cycling Links - £1.4m
- Somer Valley Links - £5.6m

Further bids for infrastructure funding may be made in line with the Mayoral 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.

In addition to specific projects, the West of England Mayoral Combined Authority will continue advancing key long-term strategic initiatives, including regional transport development, strategic rail investments, and spatial planning to support sustainable, clean growth.

The Mayoral 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 Mayoral 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 reached £44,202.12 as of 9 December 2024. There have been around 500 individual donations received. Most people donate between £10 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 a number of individuals donating more than once. Nationally UK charities have reported a decline in public donations.

Grants awarded

So far, £41,235 has been allocated to local causes.

In 2021-22, 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 total of £25,235 was awarded.

In 2022-23, 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. A total of £6,000 was awarded.

In 2023-24, a further 20 grants of £500 were awarded in support of low cost/free food projects, including those at registered Warm Spaces. A total of £10,000.

Full details of recipients is available on the Council's website.

It is intended to open the fund to grants again when we have reached a total of £5,000.

Subject to further donations received, it is recommended that the scheme continues into 2025/26.

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 September 2024 estimated that Un-earmarked reserves would total £12.58m by 31st March 2025.

The budget risk assessment has set a range of between £11.8m and £13.0m 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 Section 151 Officer in consultation with the Cabinet Member for Resources and the Chief Executive.

5.7 Local Government Act 2003: Section 25
DRAFT Robustness of and Risks within the Proposed Budget for 2025/26 Statutory Section 151 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 Section 151 Officer for the Council is Christopher Kinsella (in the post of Executive Director – Resources S151).

In expressing his opinion, the Section 151 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 2025/26 budget to inform the advice.

5.7.2 Robustness of Estimates

The Council's September 2024 Medium Term Financial Strategy considered the national economic outlook that has informed the 2025/26 budget assumptions that are in section 5.2.2. of the report.

Cost and income estimates have been informed by the 2024/25 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 was modelled taking into account best and worst case scenario's using budget growth estimates covering the government settlement, rebasing of in-year budget pressures and savings delivery totalling with worst case estimate a budget gap at that time of c£16.9m.

The budget savings requirement for 2025/26 is £14.01m, 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 2(i).

In recognition of the significant budget risks from changes in cost as a result of the government National Insurance changes, demand on statutory services rising above modelled levels, alongside savings delivery risk, the following contingencies and provisions have been included in the budget:

- Corporate Contingency of £3m for savings delivery risk and slippage
- Contract Inflation Provision of £2.6m for the impacts of Employer National Insurance on supplies and services and contract spend across services.
- High Risk Service Demand & Cost Increase Provision of £4.3m

CIPFA has published its 2023/24 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 2023/24) B&NES to be medium to low risk within the CIPFA family group of Unitary Authorities.

The Councils reserve sustainability which compares the level of usable reserves to net revenue expenditure remains in the lower risk band, demonstrating the Council's financial sustainability.

The resilience index has identified that the cost of delivering Social Care in comparison to net revenue budget has increased by a further 1% from 2022/23 to 78%. There have been continuing increases in the cost of Children's Social Care, this has been recognised in the 2025/26 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 DRAFT Executive Summary of the Section 151 Officer on the budget position

For 2025/26 the savings requirement is £14.01m 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 2025/26 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 as well as provision for contract inflation (£2.6m) and high risk service demand & cost increases (£4.3m).

5.7.4 Consequences of Failing to Deliver a Budget

If the Council is unable to produce a balanced budget 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 DRAFT 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 budget risks, the revenue budget has provided a £3m budget contingency to mitigate slippage on savings delivery as well as provision for contract inflation (£2.6m) and high risk service demand & cost increases (£4.3m).

The budget has recognised the current and future years funding requirement with £27.62m allocated to portfolios in 2025/26 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 2024/25.

The Council in 2024/25 is forecasting a deficit balance on the Dedicated Schools Grant of £33.9m 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 2025/26 planned level of General Fund Un-earmarked reserve at £12.58m (is within the required range of £11.8m to £13.0m).

The conclusion of the CFO is that the estimates for 2025/26 are robust and the budget is lawful. Reserve levels are adequate and reasonable in meeting the Council's risks.

5.8 Capital Programme 2025/26 to 2029/30

The new and emerging Capital schemes can be found in Annex 3, these include schemes funded from Corporate Supported borrowing funded from a £1.8m addition to the revenue budget for capital financing the 2025/26 to 2029/30 budget.

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

6. RISK MANAGEMENT

The key risks to the budget are currently assessed as:

Risk	Likelihood	Impact	Risk Management Update
Reinstated government restrictions in the event of a new pandemic.	Possible	High	This is certainly a material risk, whilst not one the Council has direct control over, every step would be 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, particularly in Adult & Children's Social Care. A High Risk Service Demand & Cost Increase Provision of £4.3m has been included in the budget in 2025/26 to reflect this risk.
Viability risk on the Councils Commercial Estate assets held for	Possible	High	Current asset reviews have identified that due to the age and complexity of the Councils Commercial Estate,

income generation.			some assets operating costs and capital investment needs may exceed annual rental income values. This will be managed through a detailed asset review that informs a programme of prioritisation for investment in the estate.
Contract inflationary pressure	Likely	High	With increase in wage, energy and fuel costs, and the Employers National Insurance increase, 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 contract inflation risk provision for potential 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 funding in recognition of unfunded 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. The latest forecast from our treasury management advisors is that longer term borrowing rates will remain volatile as the market reviews economic data on both the UK and US.
Volatility and uncertainty around business rates	Likely	High	The impacts of the current economic challenges will increase the volatility and uncertainty around business rate income. In 2025/26 this risk has been partly offset by the extension of the business rate relief scheme for Retail, Leisure and Hospitality businesses, although the level of relief has reduced. We continue to monitor arrears, CVAs, and liquidations with a specific reserve held to manage in-year

			volatility.
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	New government policy and funding reforms that are planned for implementation from 2026/27 are likely to have an impact on resourcing of Council services and priorities. This will be assessed once more details are announced as the governments planned changes develop.
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 took place from 12 December 2024 until 20 January 2025. The findings of the consultation will be presented to the 13th February Cabinet meeting.

Contact person	Christopher Kinsella, Executive Director of Resources (S151 Officer), 01225 477103 Gary Adams, Head of Financial Management, 01225 477107
Background papers	September Cabinet - Medium Term Financial Strategy https://democracy.bathnes.gov.uk/ieListDocuments.aspx?CId=122&MId=6419&Ver=4
Please contact the report author if you need to access this report in an alternative format	

Annex 1 - Portfolio Cash Limits 2025/26 - Proposed Revenue Budget

CABINET PORTFOLIO	Service	Nov'24 Revised Cash Limits	Removal of One-offs (including one-off virements in 2024/25) + Add Feb'25 on-going technical virements	2024/25 Base Budget	MTFS Funding Requirements	MTFS Savings	Business Rates Relief, Grant and Funding Adjustments	Total 2025/26 Budget Changes	2025/26 Proposed Budget
		£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Leader	Housing Delivery Vehicle	(1,000)		(1,000)					(1,000)
	Emergency Planning	698	27	725	13			13	738
	PORTFOLIO SUB TOTAL	(302)	27	(275)	13			13	(262)
Climate Emergency & Sustainable Travel	Environmental Monitoring (Air Pollution)	202	6	208	5			5	213
	Transport Strategy	449	17	466	199			199	665
	Green Transformation	669	(34)	635	59			59	694
	PORTFOLIO SUB TOTAL	1,320	(11)	1,309	263			263	1,572
Council Priorities & Delivery	Human Resources & Organisational Development	887	103	990	62	(2,000)		(1,938)	(948)
	Business Change	760	29	789	14			14	803
	Corporate Office	1,999	(18)	1,981	129			129	2,110
	PORTFOLIO SUB TOTAL	3,646	113	3,759	205	(2,000)		(1,795)	1,964
Resources	Council Solicitor & Democratic Services	2,790	279	3,069	223			223	3,292
	Finance	2,498	154	2,652	372			372	3,024
	Revenues & Benefits	2,049	100	2,148	63	(50)		13	2,161
	Risk & Assurance Services	1,519	87	1,605	67			67	1,672
	Procurement & Commissioning	322	16	338	10			10	348
	Information Technology	7,448	211	7,660	608			608	8,268
	Commercial Estate	(12,717)	71	(12,646)	5	(200)		(195)	(12,841)
	Hsg / Council Tax Benefits Subsidy	405		405					405
	Capital Financing / Interest	4,906		4,906	570			570	5,476
	Unfunded Pensions	1,388		1,388					1,388
	Corporate Budgets incl. Capital, Audit & Bank Charges	(631)	(4,413)	(5,044)	12,852	(1,000)	2,243	14,096	9,051
	New Homes Bonus Grant	(327)		(327)	(586)			(586)	(913)
	Magistrates	12		12					12
	Coroners	550		550	25			25	575
	Environment Agency	262		262	5			5	267
	West of England Combined Authority Levy	5,194		5,194					5,194
	PORTFOLIO SUB TOTAL	15,667	(3,496)	12,171	14,214	(1,250)	2,243	15,208	27,379
Economic & Cultural Sustainable Development	Corporate Estate Including R&M	5,566	(103)	5,464	81	(275)		(194)	5,270
	Regeneration	(679)	172	(508)	16	(200)		(184)	(692)
	Business & Skills	388	11	400	(11)	(6)		(17)	383
	Heritage Services	(12,227)	(15)	(12,242)	197	(2,148)		(1,951)	(14,193)
	World Heritage	122	2	123	1			1	124
	Visit Bath	76		76		(75)		(75)	1
	Events & Active Lifestyles	378	14	392	47			47	439
	PORTFOLIO SUB TOTAL	(6,376)	81	(6,295)	331	(2,704)		(2,373)	(8,668)
Adult Services	Adult Services	59,458	1,469	60,927	4,071	(2,327)		1,744	62,671
	Public Health								
	Adult Substance Misuse (Drug Action Team)	70	3	73	2			2	75
	Leisure	289	4	293	14	(15)		(1)	292
	PORTFOLIO SUB TOTAL	59,817	1,476	61,293	4,087	(2,342)		1,745	63,038

CABINET PORTFOLIO	Service	Nov'24 Revised Cash Limits	Removal of One-offs (including one-off virements in 2024/25) + Add Feb'25 on-going technical virements	2024/25 Base Budget	MTFS Funding Requirements	MTFS Savings	Business Rates Relief, Grant and Funding Adjustments	Total 2025/26 Budget Changes	2025/26 Proposed Budget
		£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Children's Services	Children, Young People & Families	18,822	250	19,072	4,544	(2,323)		2,221	21,293
	Integrated Commissioning - CYP	2,461	(493)	1,967	98	(150)		(52)	1,915
	Safeguarding - CYP	90	5	96	3			3	99
	Inclusion & Prevention	2,449	(54)	2,395	66			66	2,461
	Education Transformation	4,441	98	4,538	289			289	4,827
	Home to School Transport	9,322	81	9,403	2,535	(600)		1,935	11,338
	Schools' Budget	(1,501)	(46)	(1,547)	333			333	(1,214)
	PORTFOLIO SUB TOTAL	36,084	(159)	35,925	7,868	(3,073)		4,795	40,720
Highways	Transport & Parking Services - Parking	(8,875)	110	(8,765)	354	(1,276)		(922)	(9,687)
	Park & Ride	(473)		(473)	127	(200)		(73)	(546)
	Network & Traffic Management	680	62	742	81	(11)		70	812
	Highway Maintenance	6,864	47	6,911	177	(2)		175	7,086
	Clean Air Zone								
	PORTFOLIO SUB TOTAL	(1,804)	218	(1,586)	739	(1,489)		(750)	(2,336)
Neighbourhood Services	Neighbourhoods & Environment - Waste & Fleet Services	19,867	587	20,454	(538)	(925)		(1,463)	18,991
	Neighbourhoods & Environment - Parks & Bereavement Services	1,923	152	2,075	91	(14)		77	2,152
	Customer Services (including Libraries)	2,716	103	2,819	66			66	2,885
	Public Protection	1,220	31	1,251	38			38	1,289
	Community Safety	213	(20)	193	2			2	195
	Registrars Service	(118)	22	(96)	17	(45)		(28)	(124)
	PORTFOLIO SUB TOTAL	25,821	875	26,697	(324)	(984)		(1,308)	25,389
Built Environment & Sustainable Development	Building Control	(119)	29	(90)	141	(20)		121	31
	Development Management	1,306	97	1,403	59			59	1,462
	Housing	1,498	43	1,541	27	(150)		(123)	1,418
	PORTFOLIO SUB TOTAL	2,685	169	2,854	227	(170)		57	2,911
	NET BUDGET	136,561	(707)	135,854	27,623	(14,012)	2,243	15,855	151,708

Sources of Funding

Council Tax	120,257		120,257				9,132	129,390
Retained Business Rates	19,403		19,403				3,502	22,905
Collection Fund Deficit (-) or Surplus (+)	(306)		(306)				7,231	6,925
Transfers (to) / from Reserves	(2,793)	(707)	(3,500)				(4,011)	(7,511)
TOTAL FUNDING	136,561	(707)	135,854				15,855	151,708

Council Tax - Calculation

Council Tax Debit £'000	120,257	129,390
Taxbase (No. of Band D equivalent properties)	69255.88	70973.86
Band D Charge £	£1,736.42	£1,823.06
%age increase		4.99%

Annex 2(i): 2025/26 - 2027/28 Budget Savings and Income Generation Proposals

2025/26 - 2027/28 Savings and Income Generation Proposals								
Savings Proposal Title	**Description**	**2025/26 £'000**	**2026/27 £'000**	**2027/28 £'000**	**Impacts to Service Delivery**	**Portfolio Holder / Director**	***Current Net Exp Budget / (Income Budget) £000***	***Category***
Portfolio: Council Priorities and Delivery								
Being Our Best Programme	Targeted staffing savings from Being Our Best Programme through the planned review and rationalisation of the council's management and operating structures.	(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.	Cllr Dave Wood / Cherry Bennett	*124,803*	Existing Budget Proposal
Council Priorities and Delivery Total		**(2,000)**	**0**	**0**				
Portfolio: Resources								
Household Support Fund Grant	Recover admin costs from Household Support Fund grant	(50)			No impact to service delivery	Cllr Mark Elliot / Jeff Wring	*2,163*	New Budget Proposal
City Region Deal Business Rates Pool - Tier 3 income	Increased income from the City Region Deal Business Rates Pool	(1,000)			None - additional net income only.	Cllr Mark Elliot / Chris Kinsella	*(800)*	New Budget Proposal
Commercial Estate - Increased Income	Deliver additional income by refurbishing empty commercial properties more quickly so they can be let.	(200)			Fewer empty properties.	Cllr Mark Elliot / Chris Kinsella	*(12,717)*	New Budget Proposal
Resources Total		**(1,250)**	**0**	**0**				
Portfolio: Economic and Cultural Sustainable Development								
Heritage Business Plan	Update to projected surplus to reflect visitor projections, updated income forecasts and service efficiencies	(2,148)	(22)	(253)	None - additional net income only.	Cllr Paul Roper / Sophie Broadfield	*(12,227)*	Revised Budget Proposal
Corporate Estate & Development – Corporate Landlord	Reducing Corporate Estate size and holdings and reduce energy costs through investment in renewables and retrofit.	(275)	(220)		The rationalisation of the Corporate Estate will reduce revenue expenditure on underutilised assets, requiring some co-location or relocation of services, working with Capital Delivery, Legal and Sustainable Economy on a decarbonisation programme.	Cllr Paul Roper / Simon Martin	*5,566*	Existing Budget Proposal
Bath Quays South Lettings	New lettings secured for Bath Quays South offices over and above previous financial projections.	(150)	(100)	(100)	No impact to service delivery	Cllr Paul Roper / Simon Martin	*(600)*	Revised Budget Proposal
Visit West	WECA funding has now replaced Unitary Authority contributions and no commitment is required at a Council level from 25/26 onwards.	(75)			None - change of funding source.	Cllr Paul Roper / Sophie Broadfield	*(75)*	New Budget Proposal
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)			No impact to service delivery	Cllr Paul Roper / Simon Martin	*(673)*	Existing Budget Proposal
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.	(6)	(6)		Flexibility to add additional services and support for local businesses will reduce and focus will be on external grant funded activity only	Cllr Paul Roper / Simon Martin	*400*	Existing Budget Proposal
Economic and Cultural Sustainable Development Total		**(2,704)**	**(348)**	**(353)**				
Portfolio: Adult Services								
Adult Social Care Commissioning	This proposal will be achieved through maximizing the use of the Better Care Fund and Improved Better Care Fund to protect social care expenditure.	(750)			This will make best use of the Better Care Fund and Improved Better Care Fund to support better independence and support for people.	Cllr Alison Born / Suzanne Westhead	*4,900*	Revised Budget Proposal
Adult Social Care Commissioning	This proposal will be achieved through efficient management of contracts for services and optimisation of commissioning resources.	(125)	(100)		This will make best use of the Better Care Fund and Improved Better Care Fund to support better independence and support for people.	Cllr Alison Born / Suzanne Westhead	*63,721*	Revised Budget Proposal
Review of Care Packages	The approach to social care reviews under the Care Act will ensure people's needs are being met, their outcomes are being achieved and that support when needed is provided in the most cost effective way. Savings have been identified through matching levels of care to people's needs.	(900)			None	Cllr Alison Born / Suzanne Westhead	*63,721*	Revised Budget Proposal
Technology Enabled Care	This proposal will be achieved by using technology enabled care to reduce social care resource requirements. Technology enabled care products such as personal alarms and pendants, bed and chair sensors, pills dispensers and door sensors support people to undertake daily living tasks and enable independence.	(50)	(75)		This will make best use of social care resources to support better independence and support for people.	Cllr Alison Born / Suzanne Westhead	*63,721*	Revised Budget Proposal
Provider Services Income Opportunities	As a provider of Learning Disabilities Day Services, Community Resource Centres - Residential Care Homes and an Extra Care Service the council has always offered a service to self-funders. This proposal seeks to increase the level of income generated from self-funders, placements commissioned by other local authorities and Integrated Care Board (ICB) by charging the actual cost of delivering care.	(100)	(100)	(50)	None	Cllr Alison Born / Suzanne Westhead	*63,721*	Revised Budget Proposal
Prevention and Early Intervention in Adult Social Care	Deliver savings through efficiencies from services, recommissioning services within existing budget and maximising alternative funding sources for housing related support.	(402)			This will support better independence and support for residents needing support.	Cllr Alison Born / Suzanne Westhead	*63,721*	Revised Budget Proposal
RVP Leisure Facilities	New contract in place for the operation of the leisure facilities in RVP including tennis courts, adventure golf, events spaces and café.	(15)	(20)		The new contract encourage investment in facilities, better health and wellbeing outcomes for residents and tackling health inequalities, along with additional income generation from the site linked to a 20-year business plan and lease.	Cllr Alison Born / Rebecca Reynolds	*289*	Revised Budget Proposal
Adult Services Total		**(2,342)**	**(295)**	**(50)**				

Annex 2(i): 2025/26 - 2027/28 Budget Savings and Income Generation Proposals

2025/26 - 2027/28 Savings and Income Generation Proposals								
Savings Proposal Title	**Description**	**2025/26 £'000**	**2026/27 £'000**	**2027/28 £'000**	**Impacts to Service Delivery**	**Portfolio Holder / Director**	***Current Net Exp Budget / (Income Budget) £000***	***Category***
Portfolio: Children's Services								
Reunifications	The savings will be delivered by an increase in family reunifications and step downs from residential placements.	(1,400)	(390)		All children within residential placements will be considered for reunification or step down. Any suitability criteria will be based on the availability of suitable placements or family reunification. The team monitors outcomes to address disparities, supports providers to promote equality and inclusion, and is working towards a co production model with parent carers.	Cllr Paul May / Mary Kearney-Knowles	*19,340*	Revised Budget Proposal
Specialist Commissioning Saving	These savings will reduce reliance on high-cost placements, particularly out-of-area or unregulated provisions, promoting stability and better outcomes for children. However, achieving these savings requires a careful balance to ensure cost reductions do not compromise the quality, safety, or suitability of placements, which are essential for meeting the complex needs of Children Looked After.	(923)			By focusing on value-driven commissioning and stronger collaboration with providers, these savings could enhance service efficiency while maintaining high standards of care.	Cllr Paul May / Mary Kearney-Knowles	*19,340*	Revised Budget Proposal
Home to School Transport Savings	Reduced costs as a result of investment in internal provision.	(600)			Some services will be delivered internally, reducing reliance on external providers.	Cllr Paul May / Chris Major	*9,322*	Revised Budget Proposal
Early Help	Early help in B&NES aims to provide children, young people and families with the right support at the right time by the right service as soon as needs are identified to prevent them getting worse.	(150)	(150)		Our Early Help services are delivered through a mixture of internal Council teams and external organisations who are commissioned and have a contract with the Council. We are reviewing these services against population needs to consider future service provision and the impact in light of the budget reduction needed to meet the savings targets.	Cllr Paul May / Mary Kearney-Knowles	*889*	Revised Budget Proposal
New Specialist Residential Provision	New Specialist Residential Units.		(1,383)	(450)	This will enhance local provision for some of our most vulnerable children and keep them closer to family and extended networks	Cllr Paul May / Mary Kearney-Knowles	*19,340*	Revised Budget Proposal
Children's Services Total		**(3,073)**	**(1,923)**	**(450)**				
Portfolio: Highways								
Parking Services - Income Rebasing	Increased income rebasing across Highways and Parking Services	(560)			Minor impacts to manage changes to prices and deal with feedback from customers	Cllr Manda Rigby / Chris Major	*(15,469)*	Revised Budget Proposal
Parking Charges Review	Income generated from the implementation of a parking review and emissions-based pay and display	(334)	(140)		Consultations were undertaken during 2024/25 and amended schemes have been included within operational traffic regulation orders (TROs). This was previously included as a £374k additional income, and has reduced to £334k as a result of the amendments.	Cllr Manda Rigby / Chris Major	*(8,875)*	Revised Budget Proposal
Parking Permit Charges Review	Income generated from a review of the baseline charge for on street parking permits, including emissions-based resident parking permits	(172)			Charge is set within the Council's on street Traffic Regulation Orders; therefore, a public consultation will be undertaken. Outcome of consultations may impact upon the nature and the number of the proposal to be implemented.	Cllr Manda Rigby / Chris Major	*(8,875)*	New Budget Proposal
Parking Reinvestment Fund	Budget saving by not spending the Reinvestment Fund in Parking Services (one-off 2025/26 only).	(210)	210		No significant impact; however, non-essential maintenance and improvements of Parking assets, such as car parks, as well as developments which improve operational efficiency or customer experience may take longer to be identified, developed and implemented, subject to resource availability.	Cllr Manda Rigby / Chris Major	*210*	New Budget Proposal
Park and Ride	Updated income forecast for the Park and Ride	(200)	100	100	None - additional net income only.	Cllr Manda Rigby / Sophie Broadfield	*(473)*	New Budget Proposal
Fees and Charges	Inflationary increases in discretionary fees across the portfolio.	(13)	(14)	(14)	None - additional net income only.	Cllr Manda Rigby / Various	*N/A*	Revised Budget Proposal
Highways Total		**(1,489)**	**156**	**86**				
Portfolio: Neighbourhood Services								
Recycling Income	Income growth projected for 25-26 due to market prices and optical sorting at new facility.	(450)			Maintain advantageous contract prices, and use optical sorting at new facility to maximise materials value and help offset depot service operating costs.	Cllr Tim Ball / Chris Major	*19,867*	New Budget Proposal
Green Waste Fees and Charges Uplift	Increase garden waste fees from £57 to £70 per year to cover the increasing collection costs of running the service, so that subscribers contribute more to the cost of the service.	(350)			Delivered by annual billing process for subscriber service.	Cllr Tim Ball / Chris Major	*19,867*	New Budget Proposal
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.	(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	Cllr Tim Ball / Chris Major	*19,867*	Existing Budget Proposal
Registrars	Increased income forecast for the service	(45)			None - additional net income only.	Cllr Tim Ball / Chris Kinsella	*(883)*	Existing Budget Proposal
Fees and Charges	Inflationary increases in discretionary fees across the portfolio.	(62)	(64)	(65)	None - additional net income only.	Cllr Tim Ball / Various	*N/A*	Revised Budget Proposal
Neighbourhood Services Total		**(984)**	**(64)**	**(65)**				
Portfolio: Built Environment and Sustainable Development								
Housing	Housing - reprofile work on Housing delivery - (25/26 one off saving)	(75)	75		Reprofiled timeline for delivery	Cllr Matt McCabe / Simon Martin	*1,541*	New Budget Proposal
Housing	Budget for capital delivery of housing programme to match pipeline (25/26 one-off saving)	(75)	75		Reprofiled timeline for delivery	Cllr Matt McCabe / Simon Martin	*1,541*	New Budget Proposal
Fees and Charges	Inflationary increases in charges for Building Control and some other small areas of discretionary charges	(20)	(20)	(20)	None - additional net income only.	Cllr Matt McCabe / Various	*N/A*	Revised Budget Proposal
Built Environment and Sustainable Development Total		**(170)**	**130**	**(20)**				
OVERALL SAVINGS AND INCOME GENERATION PROPOSALS		**(14,012)**	**(2,344)**	**(852)**				

Annex 2(ii): 2025/26 - 2027/28 Funding Requirements

2025/26 - 2027/28 Funding Proposals						
Funding Title	**Description of Funding Requirement**	**Portfolio Holder / Director**	**2025/26 Funding £000**	**2026/27 Funding £000**	**2027/28 Funding £000**	**Category**
Portfolio: Leader of the Council						
Pay Inflation	Salary inflation estimated at 4% in 25/26, 3% in 26/27, 3% in 27/28, and allowing for annual staff pay increments.	Cllr Kevin Guy / Various	23	18	18	Revised Budget Proposal
Employer's National Insurance	Increases to Employer's National Insurance costs from April 2025	Cllr Kevin Guy / Various	13			New Budget Proposal
Leader of the Council Total			**36**	**18**	**18**	
Portfolio: Climate Emergency and Sustainable Travel						
Revenue budget for Renewable Energy Post (previously recharged to capital projects)	This post supports development of renewable energy projects. This work has previously been recharged to individual capital projects. The nature of forward project pipeline, in Feasibility & Development stage, means that current work cannot be fully capitalised and revenue funding is required to sustain this programme of work.	Cllr Sarah Warren / Sophie Broadfield	45			New Budget Proposal
Supported Bus No.8 Sunday Service	Provision of Sunday service which doesn't meet West of England Combined Authority (WECA) Bus Service Improvement Plan (BSIP) criteria.	Cllr Sarah Warren / Sophie Broadfield	50	(50)		New Budget Proposal
Car Club Delivery	Extension to car club scheme to North East Somerset - implementation already planned for Bath	Cllr Sarah Warren / Sophie Broadfield	50	(50)		New Budget Proposal
School Streets	Increase funding to existing planned programme to deliver three School Streets in 2025/26	Cllr Sarah Warren / Sophie Broadfield	87	(87)		New Budget Proposal
Contractual Inflation	Annual increases in contract costs within the portfolio.	Cllr Sarah Warren / Various	1	1	1	Revised Budget Proposal
Pay Inflation	Salary inflation estimated at 4% in 25/26, 3% in 26/27, 3% in 27/28, and allowing for annual staff pay increments.	Cllr Sarah Warren / Various	39	29	29	Revised Budget Proposal
Employer's National Insurance	Increases to Employer's National Insurance costs from April 2025	Cllr Sarah Warren / Various	108			New Budget Proposal
Climate Emergency and Sustainable Travel Total			**380**	**(157)**	**30**	
Portfolio: Council Priorities and Delivery						
Pay Inflation	Salary inflation estimated at 4% in 25/26, 3% in 26/27, 3% in 27/28, and allowing for annual staff pay increments.	Cllr Dave Wood / Various	165	125	123	Revised Budget Proposal
Employer's National Insurance	Increases to Employer's National Insurance costs from April 2025	Cllr Dave Wood / Various	30			New Budget Proposal
Council Priorities and Delivery Total			**195**	**125**	**123**	
Portfolio: Resources						
Reduction in Clean Air Zone Corporate Overheads	Bring CAZ overheads into baseline budget - reducing the original £280k saving applied to the 23/24 budget.	Cllr Mark Elliot / Chris Kinsella	85			Existing Budget Proposal
Cyber Improvements	Provide recurrent funding to maintain 24/7, 365 days per year cyber security monitoring and response contract	Cllr Mark Elliot / Chris Kinsella	90			Revised Budget Proposal
Artificial Intelligence (AI) Investment	Introducing AI capabilities to improve resident facing services.	Cllr Mark Elliot / Chris Kinsella	65	5		New Budget Proposal
Improved Customer Contact Technology	Replacement telephony and contact centre system with modern cloud based technology.	Cllr Mark Elliot / Chris Kinsella	251	50		New Budget Proposal
Corporate Supported Borrowing	Increase in borrowing requirement linked to new schemes added to capital programme.	Cllr Mark Elliot / Chris Kinsella	228	520	400	New Budget Proposal
Savings Rebasing	Previous staffing savings targets that have been incorporated into the Being Our Best Programme savings.	Cllr Mark Elliot / Various	425			Revised Budget Proposal
Corporate Budget Adjustments	Corporate Base Budget Adjustments including Contingency allocation, Capital Financing, New Homes Bonus & Settlement Grants	Cllr Mark Elliot / Chris Kinsella	9,142	3,762	4,648	Revised Budget Proposal
Community Engagement and Communications	Trialling new approaches to communication and engagement with residents	Cllr Mark Elliot / Chris Kinsella	50	(50)		New Budget Proposal
Student Community Partnership (SCP) Funding	Majority funded by the universities, this is B&NES contribution to SCP funding (previously funded though Bath Neighbourhood Community Infrastructure Levy (CIL) Fund)	Cllr Mark Elliot / Chris Kinsella	47	(47)		New Budget Proposal
Business Rate Revaluation and Inflation Increases	Business Rate Revaluation and Inflation Increase on Corporate Properties.	Cllr Mark Elliot / Various	1			Existing Budget Proposal
Contractual Inflation	Annual increases in contract costs within the portfolio.	Cllr Mark Elliot / Various	210	371	384	Revised Budget Proposal
Pay Inflation	Salary inflation estimated at 4% in 25/26, 3% in 26/27, 3% in 27/28, and allowing for annual staff pay increments.	Cllr Mark Elliot / Various	557	428	419	Revised Budget Proposal
Employer's National Insurance	Increases to Employer's National Insurance costs from April 2025	Cllr Mark Elliot / Various	538			New Budget Proposal
Cloud IT Systems Migration	*Reversal of previous year's growth - Migration of all IT Systems to Microsoft Azure Cloud Infrastructure.*	*Cllr Mark Elliot / Chris Kinsella*	*(50)*	*(85)*	*(85)*	
New Recruitment System	*Reversal of previous year's growth - Replacement of iTrent recruitment system.*	*Cllr Mark Elliot / Chris Kinsella*	*(25)*			
Resources Total			**11,614**	**4,954**	**5,766**	
Portfolio: Economic and Cultural Sustainable Development						
Staffing	Removal of income/recovery target associated with staffing recharges	Cllr Paul Roper / Chris Major	36			New Budget Proposal
Business Rate Revaluation and Inflation Increases	Business Rate Revaluation and Inflation Increase on Corporate Properties.	Cllr Paul Roper / Various	(2)			Existing Budget Proposal
Contractual Inflation	Annual increases in contract costs within the portfolio.	Cllr Paul Roper / Various	32	32	32	Revised Budget Proposal
Pay Inflation	Salary inflation estimated at 4% in 25/26, 3% in 26/27, 3% in 27/28, and allowing for annual staff pay increments.	Cllr Paul Roper / Various	124	93	91	Revised Budget Proposal
Employer's National Insurance	Increases to Employer's National Insurance costs from April 2025	Cllr Paul Roper / Various	265			New Budget Proposal
Economic and Cultural Sustainable Development Total			**455**	**125**	**123**	
Portfolio: Adult Services						
Social Care Settlement Grant Increase	Ring-fenced grant income announced in Local Government Finance Settlement.	Cllr Alison Born / Suzanne Westhead	(1,577)			New Budget Proposal
Contractual Inflation - Adult Social Care	The local authority commission placements and packages of care for people who have been assessed under the Care Act 2014 and have an eligible care and support need. This is the estimated inflation requirement to fund associated contracts.	Cllr Alison Born / Suzanne Westhead	3,155	1,379	1,379	Revised Budget Proposal
Contractual Inflation - Leisure Services	Annual increases in contract costs within the portfolio.	Cllr Alison Born / Rebecca Reynolds	12	12	12	Existing Budget Proposal
Demography	Adult Social Services have assessed the existing budget growth and demographics assumptions and have revised this figure to reflect rising demand, increased costs in the market and national policy directives.	Cllr Alison Born / Suzanne Westhead	1,958	1,316	1,342	Revised Budget Proposal
Pay Inflation	Salary inflation estimated at 4% in 25/26, 3% in 26/27, 3% in 27/28, and allowing for annual staff pay increments.	Cllr Alison Born / Suzanne Westhead	837	637	625	Revised Budget Proposal
Employer's National Insurance	Increases to Employer's National Insurance costs from April 2025	Cllr Alison Born / Suzanne Westhead	539			New Budget Proposal
Adult Services Total			**4,924**	**3,344**	**3,358**	

Annex 2(ii): 2025/26 - 2027/28 Funding Requirements

2025/26 - 2027/28 Funding Proposals						
Funding Title	**Description of Funding Requirement**	**Portfolio Holder / Director**	**2025/26 Funding £000**	**2026/27 Funding £000**	**2027/28 Funding £000**	**Category**
Portfolio: Children's Services						
Social Care Settlement Grant Increase	Ring-fenced grant income announced in Local Government Finance Settlement.	Cllr Paul May / Mary Kearney-Knowles	(628)			New Budget Proposal
Children's Social Care Prevention Grant	Ringfenced Children's Social Care Prevention Grant announced in Local Government Finance Settlement.	Cllr Paul May / Mary Kearney-Knowles	(370)			New Budget Proposal
Children's Social Care Prevention Grant	Spend linked to ringfenced Children's Social Care Prevention Grant announced in Local Government Finance Settlement.	Cllr Paul May / Mary Kearney-Knowles	370			New Budget Proposal
Corporate Overhead Rebasing	Dedicated Schools Grant recovery phased over 3 years (£1m) from 2024/25 to 2026/27.	Cllr Paul May / Mary Kearney-Knowles	333	333		Existing Budget Proposal
OFSTED SEND Staffing	Recruit additional staff to support the team with increased levels of demand for statutory assessment and higher caseloads.	Cllr Paul May / Chris Wilford	179	(179)		New Budget Proposal
Home to School Transport Rebasing	To address the current cost pressures as a result of high demand and increasing costs.	Cllr Paul May / Chris Major	1,718		(300)	New Budget Proposal
Home to School Transport investment	Investment in council employed drivers and vehicles.	Cllr Paul May / Chris Major	350			New Budget Proposal
Trial Youth Club Provision in Bath	Provision of open access detached youth work in the Bath area (currently no open access provision in Bath - provision in North East Somerset is funded through parishes)	Cllr Paul May / Mary Kearney-Knowles	50	(50)		New Budget Proposal
Business Rate Revaluation and Inflation Increases	Business Rate Revaluation and Inflation Increase on Corporate Properties.	Cllr Paul May / Mary Kearney-Knowles	23			Existing Budget Proposal
Contractual Inflation	The local authority must ensure every Child Looked After has a suitable and tailored placement, fulfilling Bath and North East Somerset's (B&NES) Sufficiency Duty. This statutory duty requires B&NES to secure appropriate placements for all Children Looked After.	Cllr Paul May / Mary Kearney-Knowles	1,207	576	595	Revised Budget Proposal
Demography	Children's Services have assessed the existing budget growth and demographics assumptions and have revised this figure to reflect rising demand, increased costs in the market and national policy directives.	Cllr Paul May / Mary Kearney-Knowles	3,824	912	930	Revised Budget Proposal
Pay Inflation	Salary inflation estimated at 4% in 25/26, 3% in 26/27, 3% in 27/28, and allowing for annual staff pay increments.	Cllr Paul May / Various	759	576	565	Revised Budget Proposal
Employer's National Insurance	Increases to Employer's National Insurance costs from April 2025	Cllr Paul May / Various	433			New Budget Proposal
Children's Services Total			**8,248**	**2,168**	**1,790**	
Portfolio: Highways						
HGV Charging Reversal	Removal of the proposed income line from implementation of a Euro 6 HGV charge in line with the wider CAZ charges, after public consultation.	Cllr Manda Rigby / Chris Major	100	10		New Budget Proposal
Impacts of infrastructure investment	On-going maintenance costs associated with increased asset base (CRSTS, Street Lighting)	Cllr Manda Rigby / Chris Major	22	34	88	New Budget Proposal
Extended Park and Ride Hours	Trial of increased Park and Ride service	Cllr Manda Rigby / Sophie Broadfield	125	(125)		New Budget Proposal
Speed Indicator Signage	6 new vehicle activated speed signs throughout B&NES	Cllr Manda Rigby / Chris Major	40	(40)		New Budget Proposal
More Enforcement Cameras	Improvements to pedestrian and traffic safety through two new enforcement camera sites.	Cllr Manda Rigby / Chris Major	120	(120)		New Budget Proposal
Business Rate Revaluation and Inflation Increases	Business Rate Revaluation and Inflation Increase on Corporate Properties (including car parks).	Cllr Manda Rigby / Chris Major	27			Existing Budget Proposal
Contractual Inflation	Annual increases in contract costs within the portfolio.	Cllr Manda Rigby / Chris Major	141	143	145	Revised Budget Proposal
Pay Inflation	Salary inflation estimated at 4% in 25/26, 3% in 26/27, 3% in 27/28, and allowing for annual staff pay increments.	Cllr Manda Rigby / Chris Major	191	145	142	Revised Budget Proposal
Employer's National Insurance	Increases to Employer's National Insurance costs from April 2025	Cllr Manda Rigby / Chris Major	105			New Budget Proposal
Technical adjustment relating to 2023/24 Savings Item - Reversal of One-Off Clean Air Zone (CAZ) Financial Assistance Scheme Income	*Income from Financial Assistance Scheme use by other Authorities and review of CAZ fee.*	*Cllr Manda Rigby / Chris Major*	*24*			
Highways Total			**895**	**47**	**375**	
Portfolio: Neighbourhood Services						
Extended Producer Responsibility Grant Funding	2025/26 allocation of funding resulting from new Extended Producer Responsibility scheme. Value subject to change on an annual basis.	Cllr Tim Ball / Chris Major	(2,700)	700		New Budget Proposal
Waste Staffing Costs	Adjusting base budgets to make sure sickness and holiday cover within waste and fleet services and adequately funded.	Cllr Tim Ball / Chris Major	756	55		New Budget Proposal
Waste Running Costs	Rebasing of revenue budget following the first year of operating the new waste facility at Pixash Lane, Keynsham.	Cllr Tim Ball / Chris Major	225	17		New Budget Proposal
Borrowing Costs	Inflationary increases associated with vehicle replacement	Cllr Tim Ball / Chris Major	177	188		New Budget Proposal
Increase in Clean and Green Funding	Two additional demand led rapid response crews (weeds, graffiti, litter, fortnightly monitoring)	Cllr Tim Ball / Chris Major	281	(81)		New Budget Proposal
Business Rate Revaluation and Inflation Increases	Business Rate Revaluation and Inflation Increase on Corporate Properties.	Cllr Tim Ball / Various	114			Existing Budget Proposal
Contractual Inflation	Annual increases in contract costs within the portfolio.	Cllr Tim Ball / Various	387	305	230	Revised Budget Proposal
Pay Inflation	Salary inflation estimated at 4% in 25/26, 3% in 26/27, 3% in 27/28, and allowing for annual staff pay increments.	Cllr Tim Ball / Various	793	604	591	Revised Budget Proposal
Employer's National Insurance	Increases to Employer's National Insurance costs from April 2025	Cllr Tim Ball / Various	471			New Budget Proposal
Neighbourhood Services Total			**504**	**1,788**	**821**	
Portfolio: Built Environment and Sustainable Development						
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			Existing Budget Proposal
Contractual Inflation	Annual increases in contract costs within the portfolio.	Cllr Matt McCabe / Various	2	2	2	Revised Budget Proposal
Pay Inflation	Salary inflation estimated at 4% in 25/26, 3% in 26/27, 3% in 27/28, and allowing for annual staff pay increments.	Cllr Matt McCabe / Various	147	112	110	Revised Budget Proposal
Employer's National Insurance	Increases to Employer's National Insurance costs from April 2025	Cllr Matt McCabe / Various	98			New Budget Proposal
Built Environment and Sustainable Development Total			**372**	**114**	**112**	
OVERALL FUNDING PROPOSALS			**27,623**	**12,526**	**12,516**	

Draft Capital Schemes (Growth) **Annex 3**

	25/26 Budget (£'000)	26/27 Budget (£'000)	27/28 Budget (£'000)	28/29 Budget (£'000)	29/30 Budget (£'000)	5 year Total (£'000)	Description
Corporate Support Borrowing (CSB)							
Local Active Travel Safety Programme (LATS)	1,232	1,200				2,432	Programme enhancement to carry out more initiatives. Full programme of works for 25/26 will be detailed in an Annex of the final Budget Report
Equality Act Works	50	50	50	50	50	250	Annual sum to carry out improvement works
Vehicle Replacements	2,600		4,600			7,200	Carbon Reduction measure - electrification of Waste vehicles
Capital Contingency	1,900					1,900	Replenish for 24/25 Victoria Art Galley works and increase in risk provision for Commercial Estate Maintenance & Fire Safety Works.
Renewable energy in B&NES	50	50	50	50	50	250	Carbon Reduction measure - programme management
Haycombe Cremator	340	1,160	(1,500)			-	Earlier plant replacement to maintain operations
Commercial Estate Fire Safety Works	326	109				435	Landlord repairs to address building fabric condition to support re-letting
Guildhall Roof Refurbishment	2,000	2,000				4,000	Maintenance to address roof defects
Radstock Road Depot - Community Equipment Store	300					300	Maintenance to address building condition to continue operational occupation for housing & home adaptations service
Haycombe Cemetery Expansion		750	500	500	750	2,500	Expansion of facilities to ensure future operations
Fleet Decarbonisation Programme Management	75					75	Carbon Reduction measure - programme management
Corporate Estate Decarbonisation Programme	250	1,000	1,000	1,000	750	4,000	Carbon Reduction measure - match Council Funds to upgrade heating plant (towards c£10m programme)
Adult Day Services Equipment Replacement	30	30	30	30	30	150	Programme for steady state replacements.
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.
Litter Bin Replacement Programme					20	20	Extension of Programme for steady state replacements.
Tree Planting					44	44	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	295					295	Various projects including Chew Valley Recreational Trail, Keynsham Memorial Park Weir, Bath River Line, Waterspace, Biodiversity Net Gain, Tree Planting, Landscape City Project and Somer Valley Rediscovered
Grant Adjustments							
CRSTS Bath City Centre (BCC)	700	3,500				4,200	WECA grant to deliver public transport and active travel improvements
CRSTS Somer Valley Links (SVL)	5,300	9,800				15,100	WECA grant to deliver transport improvements to A37/A362 and A367/A363
CRSTS Bath Sustainable Walking & Cycling Links (BSWCL)	514	2,386				2,900	WECA grant to deliver clear, safe, and people-focussed routes in and around Bath
Early Years Premises Improvements	116					116	DfE grant to help current Early Years & Wraparound Care providers update their premises.
Schools Capital Maintenance Schemes		77				77	Uplift to match government grant settlement
SEND (Special Education Needs & Disability) Capital Programme		611				611	Alignment to government grant funding.
Disabled Facilities Grants					1,789	1,789	Extension of programme reflecting potential grant award.
Local Active Travel Safety Programme (LATS)					1,163	1,163	Extension of programme into 5th year on estimate of WECA Settlement
Highways Maintenance					5,834	5,834	Extension of programme into 5th year on estimate of WECA Settlement
Service Supporting Borrowing/Revenue/Other							
ANPR Enforcement Camera Replacement				450		450	Provision for the replacement of equipment.
Property Disposals	300					300	Allowance for associated costs to be funded by receipts
Commercial Estate Refurbishment Programme	1,494					1,494	Reassessment of SSB need following 24/25 implementation.
Odd Down Sports Ground and Other Leisure Facilities	700					700	Additional CIL £200K and Leisure contribution £500K
Bath Christmas Market	30	30	30	30	50	170	Revenue contributions funded from pitch income. Uplift and extension to year 5.
Housing Delivery Initiation Fund	1,000					1,000	Work to advance release of sites to be funded through viable business cases
Car Park Security	125					125	Including Improvements to the security of the undercover area at Bath Sports & Leisure Centre.
Resident Parking Zone	700					700	Extension in new areas subject to consultation, SSB funded by new income
Property Company Investment		7,389	36,000	23,000	7,000	73,389	Alignment and increase to SSB for loans to execute Aequus Business Plan.
CRSTS - Match Funding		14,592				14,592	Reflecting council Resource (S106 / CIL and Capital Financing Reserve) providing match funding to CRSTS grant. Shown on 26/27 but profile subject to finalisation of implementation plans.
Fashion Museum Renovation	- 4,080	- 4,693	- 3,753	10,241	4,785	2,500	Re-alignment and increase to show latest Council borrowing to support. Programmes reset to reflect £20m of Council Borrowing support, including £3m CSB. Balance of funding to be secured from National Lottery application, Regeneration Grants and other fundraising.
Commercial Estate Refurbishment Programme					1,000	1,000	Extension of programme reflecting SSB funding.
Commercial Estate Planned Maintenance					500	500	Extension of programme reflecting SSB funding.
Heritage Infrastructure Development Fund					300	300	Extension of programme reflecting SSB funding.
Vehicle Replacements	52	412	0	17	2,280	2,762	Alignment to expected replacements and extension of programme reflecting SSB funding.
Total Additional Programme	**16,399**	**40,453**	**37,007**	**35,368**	**32,786**	**162,013**	

Draft Emerging Capital Schemes (Adjustments)

Annex 3

	25/26 Budget (£'000)	26/27 Budget (£'000)	27/28 Budget (£'000)	28/29 Budget (£'000)	29/30 Budget (£'000)	5 year Total (£'000)	Description
Capital Review Adjustments (All Funding)							
Parks S106 Projects	(1,478)	(587)	(588)			(2,653)	Full section 106 review of all parks allocations and aligned to programme delivery within terms of the agreements. This is updating future programme which did not align with received balances. No balances have been repaid.
Carrswood Day Centre Heating Upgrades	(396)					(396)	SSB Realignment to revised programme
Community Resource Centres - Improvements	(2,202)					(2,202)	Remove SSB sum as business case couldn't justify investment and alternative proposals emerging
Bath Quays North	(9,870)	7,340	(4,340)	4,980		(1,890)	Re-alignment of Programme to current EDF funding offer and new profile
CIL - Education	(12)					(12)	Underspend on £350K 19/20 allocation for Bath primary schools improvement now completed
Total Review Adjustments	**(13,958)**	**6,753**	**(4,928)**	**4,980**	**0**	**(7,153)**	

Annex 4
Equality Impacts of 2025-2026 Budget Proposals

The following report provides supplementary information for existing/revised growth or income budget items, or additional growth and income budget proposals for 2025/26. Annex 4.1 to this report provides an introduction and legal background to this budget equality report.

Table of portfolio holders holding budget proposals with potential impact.
The Proposals are presented in two sections for each service area to reflect the following:
a. Savings and income generation budget proposals
b. New budget proposals
There is further section to reflect the following:
c. Growth

Budget proposals that note a potential positive or negative impact on people with protected characteristics.

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Children's Services – Cllr Paul May	
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Portfolio Holder: Cllr Alison Born

Adult Services Proposal: Adult Social Care Commissioning
The published Equality Impact Assessment is available to view on the link below:
https://www.bathnes.gov.uk/sites/default/files/AS01%20Budget%20Proposal%20and%20EQIA%20Commissioning%202025-26_0.pdf

Precis:
This proposal will be achieved through maximising the use of the Better Care Fund and Improved Better Care Fund to protect social care expenditure.

2025-26 budget proposal statement

- Maximise the Better Care Fund and Improved Better Care Fund through ongoing review to support protecting and developing adult social care expenditure.

Considerations:

- There is anticipated positive impact on people with protected characteristics as:
  - Working closely with internal and external stakeholders to ensure that Better Care Fund and Improved Better Care Fund is spent on service in line with local priorities.
  - This should create a positive impact for people as Better Care Fund and Improved Better Care Fund will be invested to support better independence and support.
- There is a risk of delays in publication of Better Care Fund planning guidance by DHSC.

Recommendation:

- Proportionate equality analysis should be carried out as part of the review and implementation process

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

Proposal: Technology Enabled Care
The published Equality Impact Assessment is available to view on the link below:
https://www.bathnes.gov.uk/sites/default/files/AS02%20Budget%20Proposal%20and%20EQIA%20Technology%202025-26_0.pdf

Precis:
This proposal will be achieved by using technology enabled care to reduce social care resource requirements. Technology enabled care products such as personal alarms and pendants, bed and chair sensors, pills dispensers and door sensors support people to undertake daily living tasks and enable independence.

2025-26 budget proposal statement
'This will make best use of social care resources to support better independence and support for people'.

Considerations:

- There is anticipated positive impact on people with protected characteristics as:
  - Technology enabled care has been proven to better independence and support.
  - These are positive changes that will be managed within national frameworks and industry standards for technology enabled care.
- Risks of low take up of technology enabled care.

Recommendation:

- During implementation and through an ongoing review process proportionate equality analysis should be carried out as part of the review and implementation process.

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

Proposal: Provider Services Income Opportunities

The published Equality Impact Assessment is available to view on the link below:
https://www.bathnes.gov.uk/sites/default/files/AS05%20Budget%20Proposal%20and%20EQIA%20Provider%20Servcies%20Income%20Opportunities%20final%202025-26%201.pdf

Precis:

As a provider and an Extra Care Service the council has always offered a service to self-funders. This proposal seeks to increase the level of income generated from self-funders, placements commissioned by other local authorities and Integrated Care Board (ICB) by charging the actual cost of delivering care of Learning Disabilities Day Services, Community Resource Centres - Residential Care Homes

2025-26 budget proposal statement:

'This proposal seeks to increase the level of income generated from placements made by other local authorities, placements commissioned by the ICB and self-funders by charging the actual cost of delivering care'.

Considerations:

- Services users who have a package of care funded by ASC (1) will see no change as the financial assessment care charge is based on their income not on service delivery costs or fee levels.
- A 10% increase will be applied incrementally to self-funders.
- Risk of increase in complaints from existing service users and funders (self-funders and other local authorities/ICB).
- Risk of people giving notice and moving to other provision.

Recommendation:

- Complete a detailed Equality Impact Assessment as part of the process of implementing this new price change.

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

New Budget Proposal

Proposal: Review of Care Packages
The published Equality Impact Assessment is available to view on the link below:
https://www.bathnes.gov.uk/sites/default/files/AS04%20Budget%20Proposal%20and%20EQAI%20Reviews%202025-26_0.pdf

Precis:
The target operating model proposals include supporting more people to access the resources available in our communities using online portals that provide advice and information about access to adult social care. Alongside this we are enhancing our support to people who would provide to manage their own care through direct payments.

2025-26 budget proposal statement:
'The Care Act eligibility proposals include an approach to reviews under the Care Act that ensure people's needs are being met, their outcomes are being achieved and that support when needed is provided in the most cost-effective way using least restrictive practices'.

Considerations:
- The proposals ensure that Adult Social Care is meeting its statutory duties and do not go beyond the legal limits for Adult Social Care Support including the application of the National Frameworks for Continuing Health Care Funding, Section 117 funding for Mental Health Needs and the Joint funding policy for B&NEs.
- Adult Social Care need to ensure that all services provided to service users are adequate and proportionate to meet their assessed eligible care and support needs.
- Ensure that digital exclusion does not negatively impact on vulnerable people.
- Risk of increase in complaints, multiple changes for staff and pace of change. This may negatively impact on older and disabled people. Women are more likely to work in the sector and may be disadvantaged by these changes.

Recommendation:
- Complete a detailed Equality Impact Assessment as part of the process to demonstrate consideration for people with protected characteristics.
- Carry out inclusive consultation.

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

Portfolio Holder: Cllr Paul May

Children and Young People Proposal: Reunifications
The published Equality Impact Assessment is available to view on the link below:
https://www.bathnes.gov.uk/sites/default/files/CS02%20-%20EqIA%20Savings%20Nov%2024_0.pdf

Precis:
The savings will be delivered by an increase in family reunifications and step downs from residential placements.

The project is an expansion of existing work with higher targets to achieve before the end of the 24/25 financial year.

2025-26 budget proposal statement:
All children within residential placements will be considered for reunification or step down. Any suitability criteria will be based on the availability of suitable placements or family reunification.

The team monitors outcomes to address disparities, supports providers to promote equality and inclusion, and is working towards a co-production model with parent carers.

Considerations:
- By embedding equality at every stage of the process, the team ensures that children from all backgrounds receive high-quality, equitable support.
- A placement change cannot be made for a child or young person based on the ability to deliver savings for the Local Authority.
- Risk that reunification with family may be unsuccessful and result in a more expensive placement due to complexity of child/young persons need.
- Boys, teenagers, disabled and ethnic minority children and young people are disproportionately represented as children 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
- Continue to monitor the impact of reunifications, including the on-costs of intensive intervention by officers.

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

Proposal: Specialist Commissioning Saving
The published Equality Impact Assessment is available to view on the link below:
https://www.bathnes.gov.uk/sites/default/files/CS03%20-%20EQIA%20Specialist%20Commissioning%20Saving.pdf

Precis:
These savings will reduce reliance on high-cost placements, particularly out-of-area or unregulated provisions, promoting stability and better outcomes for children. However, achieving these savings requires a careful balance to ensure cost reductions do not compromise the quality, safety, or suitability of placements, which are essential for meeting the complex needs of Children Looked After.

2025-26 budget proposal statement
'By focusing on value-driven commissioning and stronger collaboration with providers, these savings could enhance service efficiency while maintaining high standards of care'.

Considerations:
- Risk that B&NES will not offer competitive or comparative prices and lose ability to deliver statutory duties.
- Not being able to find placements for Children Looked After.
- The team monitors outcomes to address disparities, supports providers to promote equality and inclusion, and is working towards a co-production model with parent carers.
- By embedding equality at every stage of the commissioning process, the team ensures that children from all backgrounds receive high-quality, equitable support.
- Boys, teenagers, disabled and ethnic minority children and young people are disproportionately represented as children looked after (see Reunifications proposal).

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.

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

Portfolio Holder: Cllr Manda Rigby

Transport Proposal: Parking Reinvestment Fund (one-year only)
The published Equality Impact Assessment is available to view on the link below:
https://www.bathnes.gov.uk/sites/default/files/PS04%20Innovation%20Fund%20%20Parking%20Charges%20%202025-26.pdf

Precis: Budget saving by not spending the Reinvestment Fund in Parking Services – one year only.

2025-26 budget proposal statement
'*No significant impact; however, non-essential maintenance and improvements of Parking assets, such as car parks, as well as developments which improve operational efficiency or customer experience may take longer to be identified, developed and implemented, subject to resource availability'.*

Considerations:

- The removal of this budget will delay investment in the improvement of car parks within Midsomer Norton and Radstock, where parking charges are to be introduced in January 2025.
- Vulnerable people such as older, younger, disabled, pregnant people may be at increased risks of harm if the car parks are not well maintained.
- Improvements to street lighting and CCTV coverage across car parks may be delayed resulting in night-time security risks for those who feel or are more vulnerable including women, LGBTQ+ community, ethnic minority people and older people.
- Wider implications for the economy as people may choose to go elsewhere.
- Schemes will progress where a clear case can be demonstrated and where resources exist

Recommendation:

- Review and update the detailed Equality Impact Assessment considering where people with protected characteristics may be more impacted than others (see below).
- Consider knock-on effects.

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

Proposal: Parking Permit Charges Review
The published Equality Impact Assessment is available to view on the link below:
https://www.bathnes.gov.uk/sites/default/files/PS05%20On%20Street%20Parking%20Permit%20Charges%20EqIA%202025-26.pdf

Precis:
Income generated from a review of the baseline charge for on street parking permits, including emissions-based resident parking permits.

2025-26 budget proposal statement
'An increase in the baseline charge for on-street parking permits from £100 to £120 for an annual permit, with corresponding increase across bands where permits charges are emission based'.

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 by increased costs.
- People on maternity/paternity leave may have reduced income and could be negatively impacted.
- Many disabled people do not have a blue badge but need ease of access to facilities, including health services, so could be impacted.
- Women may be disproportionality disadvantaged as there is national acknowledgment of gender pay gaps.
- May displace or disadvantage many people with protected characteristics into residential areas that are not covered by a resident parking scheme.
- Positive: Improved air quality for all residents.

Recommendation:
- Complete a detailed Equality Impact Assessment
- Determine whether people from particular groups are disproportionately more likely to benefit or not from this practice.
- Consider the cumulative impact regarding cost of access for residents particularly to the above-mentioned groups of people with protected characteristics.
- Consider knock-on effects.
- Carry out inclusive consultation.

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

Portfolio Holder: Cllr Tim Ball

Neighbourhood Services Proposal: Green waste fees and charges uplift.
The published Equality Impact Assessment is available to view on the link below:
https://www.bathnes.gov.uk/sites/default/files/PS02%20Garden%20Waste%20Fees%20and%20Charges%20Uplift%20EqIA%20%20-%20November%202024.pdf

Precis:
Increase garden waste fees to £70 per year as part of the fees and charges process. Delivered by annual billing process for subscriber service.

2025-26 budget proposal statement
'Review of an existing service. Costs of running the garden waste service have been increasing.
National requirement to provide an optional garden waste service as part of the Environment Act 2021.
No scope for review. Rates proposed are in common with other authorities.'

Considerations:

- Resident communications on website will advise the availability of a free tipping service at the household recycling centres for those who cannot afford subscription fees
- This may have a detrimental impact on disabled, older people and those who are at socio-economic disadvantage meaning inequality in access to waste services.
- Free access to 3 recycling centres for all B&NES residents.
- Potential for increasing travel costs and adverse climate impact of increased vehicle movements when accessing the recycling centres.
- Service team to monitor service usage patterns and subscriptions to determine any adverse impacts.
- Home composting also available as an alternative option of disposing of garden waste.

Recommendation:

- Complete a detailed Equality Impact Assessment considering where people with protected characteristics may be more impacted than others.

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

Growth

Portfolio Holder: Cllr Alison Born

Proposal: Contract Inflation Request
The published Equality Impact Assessment is available to view on the link below:
https://www.bathnes.gov.uk/sites/default/files/AG02%20Budget%20Proposal%20and%20EQIA%20Adults%20Services%20Inflation.pdf

Precis: The local authority commission placements and packages of care for people who have been assessed under the Care Act 2014 and have an eligible care and support need. This is the estimated inflation requirement to fund associated contracts.

2025-26 budget proposal statement
'Adult Social Services have seen an increase in the need and complexity of the young people transitioning to adulthood and adults who have eligible social care needs; this alongside rising demand is having an impact on the service. These increased costs have been recognised as a regional and national issue by ADASS (The Association of Directors of Social Services)'.

Considerations:

- Tenders for new contracts and frameworks will seek assurance from bidding organisations around their compliance to the Equality Act and will exclude those who do not provide this assurance from contracting with the local authority.
- See detailed Equality Impact Assessment for the equalities profile of B&NES adult services users.
- There is currently no data held related to gender reassignment, marriage or civil partnership, pregnancy and maternity or religion or belief.
- Adult service users could be placed at increased safeguarding risk if the budget growth request is not met.
- The outcome could be a positive or negative impact, for people with protected characteristics, dependent on the decision.

Recommendation:

- Complete a proportionate Equality Impact Assessment to identify where the proposal
- Implement strategies to improve equality, diversity and inclusion across the service (EDI working group established).
- Improve equality data collation of all protected characteristics.
- Continue to embed equality analysis throughout service delivery.

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

Portfolio Holder: Cllr Paul May

Proposal: Budget Growth and Demographics
The published Equality Impact Assessment is available to view on the link below:
https://www.bathnes.gov.uk/sites/default/files/CG01%20-%20CSC%20growth%20EqIA%202025.pdf

Precis: Children's Services have assessed the existing budget growth and demographics assumptions and have revised this figure to reflect rising demand, increased costs in the market and national policy directives.

2025-26 budget proposal statement
'Children's Services have seen an increase in the need and complexity of the children and young people who need to be accommodated and the increase cost of care in the market. This growth will enable the Local Authority to effectively discharge their statutory duties'.

Considerations:

- This budget growth request recognises the additional growth required to ensure that the Local Authority has sufficient funding to effectively deliver statutory services to adults with eligible social care needs and to those with protected characteristics. (There could be a positive or negative impact dependent on the decision)
- The population of B&NES is projected to increase by 8% from 2018 to 2028,
- There is a predicted population growth in B&NES for over 65's, significantly for people aged between 75-84yrs and for people living with dementia.

Recommendation:

- Implement strategies to improve equality, diversity and inclusion across the service (EDI working group established).
- Continue to embed equality analysis throughout service delivery.

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

Proposal: Children's Services Inflation
The published Equality Impact Assessment is available to view on the link below:
https://www.bathnes.gov.uk/sites/default/files/CG03%20-%20EQIA%20Children%27s%20Services%20Inflation.pdf

Precis: Children's Services have assessed the existing budget growth and demographics assumptions and have revised this figure to reflect rising demand, increased costs in the market and national policy directives.

2025-26 budget proposal statement:
"Children's Services have seen an increase in the need and complexity of the children and young people who need to be accommodated and the increase cost of care in the market. This growth will enable the Local Authority to effectively discharge their statutory duties'.

Considerations:

- We have seen an increase in the need and complexity of the children and young people who need to be accommodated and the increase cost of care in the market. These increased costs have been recognised as a regional and national issue by ADCS (The association of Directors of Children's Service) and the DFE (Department of Education).
- See detailed Equality Impact Assessment for the equalities profile of children and young people in B&NES.
- Children and Young People could be placed at increased safeguarding risk if the budget growth request is not met.
- The outcome could be a positive or negative impact, for people with protected characteristics, dependent on the decision.

Recommendation:

- Continue to embed equality analysis throughout service delivery.

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

Proposal: SEND Staffing
The published Equality Impact Assessment is available to view on the link below:
https://www.bathnes.gov.uk/sites/default/files/CG02%20-%20EIA%20OFSTED%20SEND%20Staffing%20Nov%2024.pdf

Precis: Recruit additional staff to support the team with increased levels of demand for statutory assessment and higher caseloads.

2025-26 budget proposal statement:

'This growth request is to increase the staffing in the statutory SEND team. The council is responsible for the statutory assessment of all children who may have special educational needs and disabilities.
The outcome intended is to increase capacity and increase the council's compliance with the timescale for the completion of these assessments. Currently, the council only completes 24% of all assessments within the set timescale of 20 weeks. Increased staffing should improve our compliance'.

Considerations:

- See detailed Equality Impact Assessment for the equalities profile of children and young people with an Educational and Health Care Plan (EHCP) in B&NES.
- Children and Young People could be placed at increased safeguarding risk if the budget growth request is not met.
- The outcome could be a positive or negative impact, for people with protected characteristics, dependent on the decision.

Recommendation:

- Continue to embed equality analysis throughout service delivery.

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

Proposal: Home to School Transport Growth and Savings
The published Equality Impact Assessment is available to view on the link below:
https://www.bathnes.gov.uk/sites/default/files/PG03%20HTST%20Budget%20Proposal%20EqIA%202025-26%20.pdf

Precis:
Cost pressures remain in the home to school transport service and as such the budget needs rebasing. However, work to in-house delivery is intended to reduce reliance on a challenging external marketplace, and in turn reduce costs. Both growth and invest to save proposals have been included in the budget papers.

2025-26 budget proposal statement
'Aim to achieve all eligible children be provided with appropriate Travel arrangements.'

Considerations:
- Funding is required to prevent the transport being cancelled resulting in eligible children not be provided transport to school which will be a breach of the Council Statutory Duty.
- Some services will be delivered internally, reducing reliance on external providers.
- Continuing to recruit drivers to enable increase of in-house provision, recruitment has proven problematic due to onboarding times compared to the private sector.
- High risk of vulnerable children missing education if transport is not provided

Recommendation:
- Review and update the detailed Equality Impact Assessment as an ongoing process to consider the impact of decisions and service delivery for children and young people with protected characteristics.

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

Portfolio Holder: Cllr Mark Elliott

Proposal: Artificial Intelligence
The published Equality Impact Assessment is available to view on the link below:
https://www.bathnes.gov.uk/sites/default/files/RG02%20EqIA%20Artificial%20Intelligence.pdf

Precis: B&NES is piloting the use of Artificial Intelligence (AI) in internal and resident-facing services, including:

- AI summarisation of meetings and phone calls.
- AI web bot answering queries like "When is my next recycling pickup?"
- AI creation of draft documents from multiple sources.

The intended outcome is to enhance service quality for residents and increase staff efficiency.

2025-26 budget proposal statement
'Introducing AI capabilities to improve resident facing services'.

Considerations:

- B&NES council is new to AI use.
- There is anticipation that AI will offer wide ranging improvements in communication means and accessibility options for all residents, visitors and staff.
- It is already known that the following improved inclusive options will be available at point of contact:
  - *Verbal to written word transcription*
  - *A wide range of translated languages.*
  - *Web bots to support people who find using the telephone difficult or expensive or are unavailable or unviable to use.*
  - *Documentation creation and summarisation from multiple sources.*
- Although there will be many anticipated benefits there should be careful consideration of people experiencing digital exclusion.
- Consideration of individual staff needs when implementing new systems and strategies.

Recommendation:

- Complete a detailed Equality Impact Assessment and ongoing equality analysis to identify positive and negative impact to residents, visitors and workforce.
- Carry out inclusive consultation

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

Proposal: Unified Communications
The published Equality Impact Assessment is available to view on the link below:
https://www.bathnes.gov.uk/sites/default/files/RG03%20-%20EqIA%20Unified%20Communications.pdf

Precis: This is a replacement of the existing 'legacy' telephony and contact centre systems with a modern cloud solution.

2025-26 budget proposal statement
'Replacement service, modernising our telephone and communications'.

Considerations:

- Gaps identified for digital inclusion including access to multiple languages including sign language. This project will provide improved accessibility when contacting the council.
- There is anticipation that this project will offer wide ranging improvements in communication means and accessibility options for all residents, visitors and staff
- Pilot web bots are already in place on the B&NES website for limited services, these are already demonstrating a high volume of use and initial feedback has been positive
- Options of phone calls will still be available for people that prefer this
- Consideration of support required of individual staff needs when implementing new systems and strategies.

Recommendation:

- Complete a detailed Equality Impact Assessment and ongoing equality analysis to identify positive and negative impact to residents, visitors and workforce.
- Carry out inclusive consultation

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

Additional Protected Characteristics as adopted by B&NES:

The Equality Act does not cover armed forces community. However, the Armed Forces Bill (which came in on 22 Nov 2022) introduces a requirement to pay 'due regard' to make sure the Armed Forces Community are not disadvantaged when accessing public services.

The Equality Act does not cover care experienced people. B&NES adopted this group as a protected characteristic in March 2024 alongside over 80 other Local Authorities. Although we have data for care leavers and children/young people who are currently in the care of B&NES we do not have wider data on disadvantage experienced through being in care.

These additional Protected Characteristics are not evident on this report any significant positive or negative impacts would have been made clear.

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

Annex 5 - Bath and North East Somerset Council Pay and Reward Policy 2025/2026

Introduction

1. This document sets out the Pay and Reward Policy for Bath & North East Somerset Council (B&NES) for the period 1 April 2025 to 31 March 2026. 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 of Financial Services, Assurance and Pensions

- Director of Place Management
- Director of Capital Delivery & Housing
- 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
- Legal Services Manager

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 Leaders 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 2023 Gender and Ethnicity Pay Gap in 2024. 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 (61.5%) than men (38.5%) and with a greater number working part-time and/or in administrative roles, there is a median gender pay gap across the organisation of -2.2% as at March 2023.

24. This was the second 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 £15.62 per hour. For employees self identifying as asian the median hourly rate was £15.72 which is a gap -£0.10. For employees self-identifying as black the median hourly rate was £15.62 which is a gap of £0. For employees self-identifying as mixed ethnicity the median hourly rate was £15.43 which is a gap of £0.19. For employees self-identifying as other ethnicity the median hourly rate £14.97 was which is a gap of £0.65.

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 1 of the NJC payscale which is £24,047 and £12.45 per hour as at 1 April 2024[1]. 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 £110,386 and for the Chief Executive it is £169,950.

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.

[1] At the time of writing (2 January 2025) we are undertaking collective bargaining negotiations with local trade union representatives to revise our pay and grading structure.
National pay negotiations for 2025 are also on-going and the final pay award is unknown at the time of writing.

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 2025-2026 is as follows:

34.

Multiple of salary	Ratio
• 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
• the multiple between the annual salary of the lowest paid Council employee and the average Chief Officer (full-time equivalent basis) as a ratio	1:4
• the multiple between median earning of Council employees and the Chief Executive (full-time equivalent basis) as a ratio	1:6
• the multiple between median earning of Council employees and the average Chief Officer (full-time equivalent basis) as a ratio	1:4

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 2025[2]:

Chief Executive (Head of Paid Service)
The salary for the post is £174,199 per annum. Additional payments will be made for Returning Officer duties in respect of 2025 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 is £131,257 per annum. The salary is a fixed point.

Executive Director Resources
The salary for the Executive Director Resources is £140,000 per annum. The salary is a fixed-point.

Directors and deputies to statutory officers

Pay Band	Roles	Number
Band 4 (JNC): £112,062 - £118,539	• Adult Social Care • Children & Education • Place Management • Sustainable Communities • People & Change • Financial Services, Assurance & Pensions	6
Band 5 (JNC): £99,122 - £105,589	• Education, Inclusion and Children's Safeguarding • Public Health & Prevention • Capital Delivery & Housing	3
Grade 14 (NJC): £88,839 - £95,511	• Head of Financial Management • Head of Legal & Democratic Services	2
Grade 13 (NJC): £61,710 - £67,504	• Legal Services Manager	1

[2] At the time of writing (2 January 2025) we are undertaking collective bargaining negotiations with local trade union representatives to revise our pay and grading structure.
The pay ranges for Executive Director and Director (Chief Officer) posts form part of the negotiations and are expected to increase recognising changes in the market for these positions.
National pay negotiations for 2025 are also on-going and the final pay award is unknown at the time of writing.

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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 25 February 2025. 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

Any alternative budget proposals must be finalised and submitted to the Section 151 Officer at least 3 working days before the day of the meeting – so by 5pm Wednesday for the following Tuesday's budget meeting.

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 6 March 2025.

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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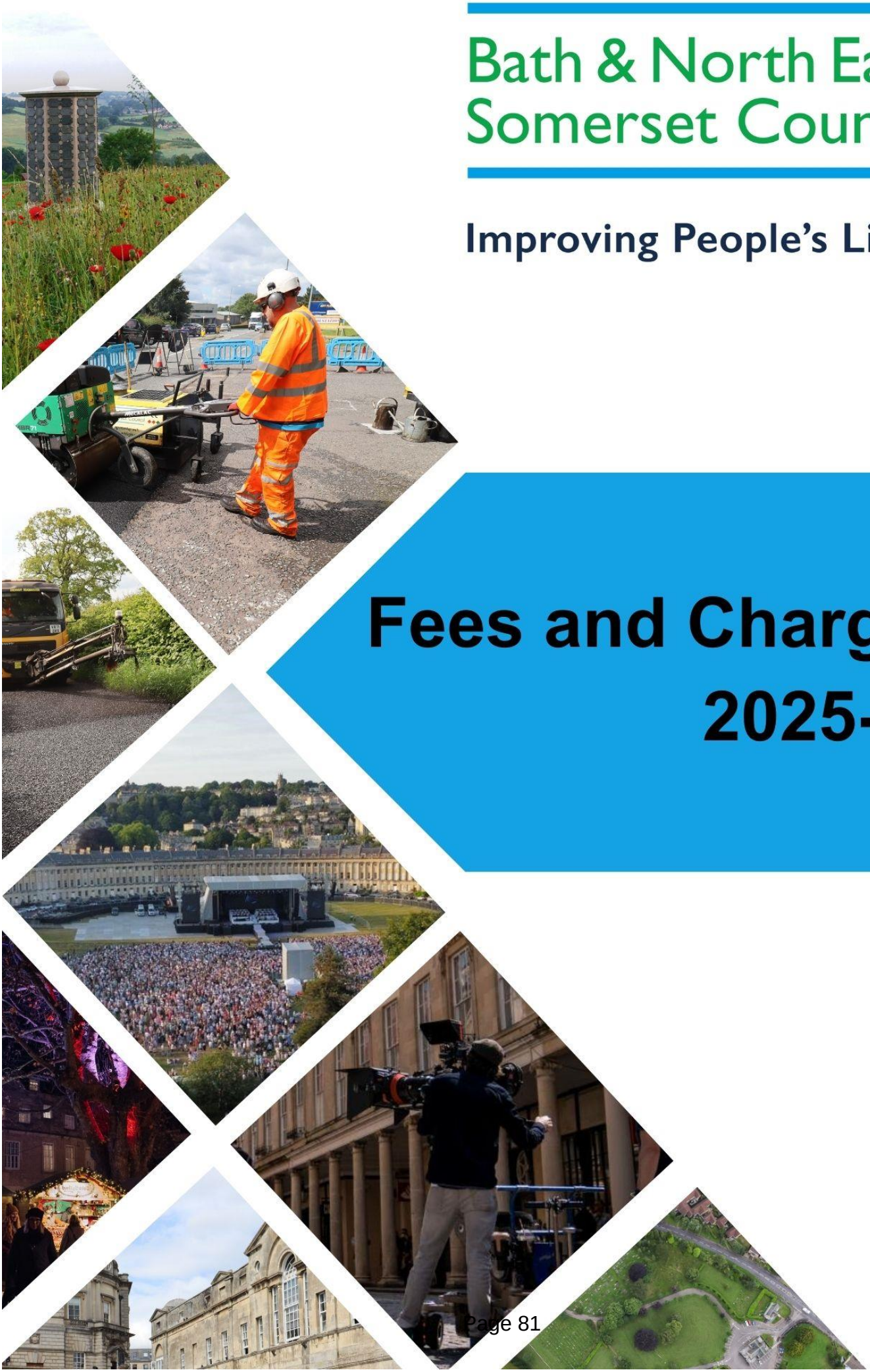
Bath & North East Somerset Council

Improving People's Lives

Fees and Charges 2025-26



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Bereavement

Ashes - Gardens

Including Replacement, Repainting, Cleaning

Englishcombe & Valley View Gardens - New Plot	Charge
Englishcombe/Valley View Garden*	£1,753.00
Interment Fee	£269.00
Interment Fee following cremation elsewhere	£350.00

Pergola Garden - New Plot	Charge
Pergola Garden*	£1,415.00
Interment Fee	£269.00
Interment Fee following cremation elsewhere	£350.00

Sanctum Vaults - New Vault	Charge
Sanctum 2000 Vault* Above ground vault for up to 2 ashes placements	£1,905.00
Sanctum Family Vault* Above ground vault for up to 4 ashes placements	£3,809.00
Placement Fee (first placement fee included)	£98.00

Circle Gardens - New Plot	Charge
Circle Garden*	£1,415.00
Interment Fee	£269.00
Interment Fee following cremation elsewhere	£350.00

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)"	£176.00
Interment Fee	£269.00
Interment Fee following cremation elsewhere	£350.00

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)	Price on Request
Added Inscription (per Character)*	£5.50
Interment Fee	£269.00
Interment Fee following cremation elsewhere	£350.00
Administration Fee for processing Garden buy-back	£52.00

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)"	£176.00
Photo plaque*	£294.00
Simple rose or cross design on stone (same colour as lettering)*	£167.00
Complex design on stone - i.e. Service Badges/colour motifs*	£236.00
Rose tile*	£167.00
Provision of in-house Celebrant for Interment of Cremated Remains (subject to availability)	£66.00
Saturday ashes Supplement for shrubberies / scatterings (subject to staff availability)	£153.00
Saturday ashes supplement for graves or gardens (subject to staff availability)	£230.00

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*	£296.00

*** 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	£1,176.00 (zero charge to family. To be claimed via Child Funeral Fund)	£1,176.00	£2,352.00
Standard Grave 50 years	N/A	£1,954.00	£1,954.00	£3,909.00
Standard Grave 75 years	N/A	£2,456.00	£2,456.00	£4,798.00
Standard Grave 99 years	N/A	£2,829.00	£2,829.00	£5,660.00
Vault Grave (inc interment fee) 50 years	N/A	£3,812.00	£3,812.00	£7,625.00
Vault Grave (inc interment fee) 75 years	N/A	£5,473.00	£5,473.00	£10,947.00
Vault Grave (inc interment fee) 99 years	N/A	£5,848.00	£5,848.00	£11,698.00
Additional 20 years to existing term (excluding vault graves)	N/A	£778.00	£778.00	£1,557.00
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.

Full Burial Interment Fee	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	£402.00 (zero charge to family. To be claimed via Child Funeral Fund)	£896.00
Interment fee for double depth (where achievable)	N/A	£501.00 (zero charge to family. To be claimed via Child Funeral Fund)	£1,104.00

Burial Extras	Charge
Use of Hilltop Chapel per 45 minute slot	£332.00
Celebrancy provided by our in-house celebrant	£219.00
Late arrival and over run of time slot penalty	From £98.00
Tree and plaque for green burial grave*	£418.00
Cancellation fee once digging of any grave has commenced	£417.00
Full Exhumation (based on individual assessments of the grave)	£3,756.00
Ashes Exhumation (based on individual assessments of the grave)	£275.00

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	£1,756.00	£3,513.00
Prepurchase Standard Grave 50 years	£2,925.00	£5,849.00
Prepurchase Standard Grave 75 years	£3,427.00	£6,852.00
Prepurchase Standard Grave 99 years	£3,802.00	£7,603.00
Prepurchase Vault Grave inc interment fee 50 years	£5,741.00	£11,481.00
Prepurchase Vault Grave inc interment fee 75 years	£6,093.00	£12,185.00
Prepurchase Vault Grave inc interment fee 99 years	£6,342.00	£12,685.00
Additional 20 years to existing term (excluding vault graves)	£1,169.00	£2,336.00
Administration Fee for processing Grave buy-back	£105.00	£105.00

Transfer of Ownership of Right of Interment	Charge
Simple i.e. probate to executors -	£67.00
Standard - paperwork	£95.00
Complex i.e. onward transfer required	£152.00
Express Service - paperwork to be drawn up within 3 days	plus £65.00

Searches	Charge
Tracing fees (per name)*	£53.00
Marking a traced grave in any cemetery*	£53.00

*** 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	£399.00
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	£462.00

Valley & Hilltop Chapel	Babies up to and including 23 weeks gestation	Children from 24 weeks gestation up to and including 17 years	18+ years
20 minute service duration with our in-house celebrant from: 9.00am	N/A	N/A	£775.00
20 minute service duration from: 09.30 a.m.	£0.00	£441.00 (Zero charge to family. To be claimed via Child Funeral Fund)	£927.00
45 minute service duration from: 10.00 am, 11.00 am, 12.00 pm, 1.00pm, 2.00 pm, 3.00 pm, 4.00pm.	£0.00	£557.00 (Zero charge to family. To be claimed via Child Funeral Fund)	£1,205.00

The cremation fee includes:-

a. Medical referees fee.
b. Certificate of cremation.
c. Provision of organ (not organist)
d. Provision of Obitus System
e. Scattering of remains on communal area - unwitnessed (Note: a charge will apply to FD's returning ashes after 6 months - See extras below).
f. Recycling of metals through a national scheme with profits going to charity.
g. Abatement of mercury from emissions.
h. Facility to accept large coffins.
i. Provision of biodegradable container as required.

Cremation Extras	Charge
Use of the Valley Chapel (following a service in the Hilltop Chapel)	£514.00
Extended use of Valley Chapel per time slot (per 45 mins subject to availability)	£514.00
Celebrancy provided by our in-house celebrant	£219.00
Saturday Supplement (subject to staff availability)	£332.00
Bringing the deceased into our care prior to a cremation	£23.00
Storage of remains (six months free of charge - remains held longer than this period will incur a monthly charge)	£59.00
Postage of remains to address in UK*	from £83.00
Ashes being returned by Funeral Directors after 6 months to intern/scatter in a communal area unwitnessed	each £57.00
Late arrival and over run of time slot penalty	From £98.00
Duplicate Cremation Certificate	£13.00

Media Charges

Cremation Extras	Charge
Live Web Cast + 28 day Downloadable	£71.00
Keepsake Copy of Webcast (DVD/Blu-ray/USB stick/CD)(First copy £71 thereafter £29 per copy)	£71.00
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)	£69.00
Music slideshow (up to 25 photos set to music with fade transitions)	£86.00
Additional 25 Photos for any Slideshow or Pro Tribute)	£29.00
Keepsake Copy Recording of a Pro Tribute	£29.00
Downloadable Copy Recording of a Pro Visual Tribute	£14.00
Family-Made Video Checking (checking and preparation of video supplied by family or third party (played once at a time)	£29.00
Obitus Extra Work - for either adding video to a Pro Tribute, revisions, late fee, or major departure from a standard product	£29.00

Other packages available.

Misc	Charge
Medical Referee (Price changes in April)	£32.00

*** 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)	£603.00	£1,203.00
Cremation Plot for 4 (for 50 years)	£979.00	£1,956.00
Cremation Plot for 4 (for 75 years)	£1,230.00	£2,457.00
Cremation Plot for 4 (for 99 years)	£1,415.00	£2,830.00
Additional 20 years to existing term	£376.00	£753.00

Interment Options - Cremated Remains	Charge
Witnessed interment in a shrubbery or scattering in The Grassland (to be arranged and paid by applicant of cremation)	£98.00
Interment of remains in a shrubbery following cremation elsewhere (to be arranged and paid by applicant of cremation)	£173.00
Scattering of remains on The Grassland following cremation elsewhere (to be arranged and paid by applicant of cremation)	£173.00
Cremated remains interment (Private Grave/Garden plot)	£269.00
Cremated remains interment (Private Grave/Garden Plot) following cremation elsewhere	£332.00
Cremated remains interment at full burial depth	£538.00
Additional cremated remains to be interred or scattered simultaneously in the same plot	£57.00
Additional Cremated remains to be interred or scattered simultaneously in the same plot following cremation elsewhere	£96.00
Administration fee for returned cremated remains to be interred or scattered at our convenience	£57.00
Provision of in-house Celebrant for interment of cremated remains	£66.00
Saturday Supplement for graves or gardens (subject to staff availability)	£161.00
Saturday supplement for shrubberies / scatterings (subject to staff availability)	£230.00

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)	£894.00	£1,786.00
Prepurchase Cremation Plot for 4 (for 50 years)	£1,531.00	£3,063.00
Prepurchase Cremation Plot for 4 (for 75 years)	£1,782.00	£3,564.00
Prepurchase Cremation Plot for 4 (for 99 years)	£1,970.00	£3,938.00
Additional 20 years to existing term	£637.00	£1,277.00

Cremated Remains - Scatterings	Charge
The Meadow or Glade scattering	£173.00
Additional cremated remains to be scattered on The Meadow or Glade following cremation elsewhere	£249.00
The Meadow or Glade plaque* (on 10 year lease)	£289.00
Choice of motif on The Meadow or The Glade plaque*	£89.00
Additional lease of 10 years for The Meadow or Glade plaque on expiry of previous lease	£145.00
The Glade Mushroom Plaque	£289.00

Cremated Remains - Green Burial	Charge
Coppice, Locksbrook and Haycombe Other* (plus interment)	£1,130.00
Additional Plaque*	£269.00

Caskets/Urns (Third party provider prices subject to change)	Charge
Light & Dark Oak Caskets	£109.00
Scatter Tube - full size	£37.00
Scatter Tube - keep sake	£10.00
Brass Urns* - full size	£244.00
Brass Urns* - keep sake	£53.00
3" Hand Held Heart*	£59.00
5" Keep Sake Heart*	£101.00
Wooden Keep Sake Heart – including inscription on front	£81.00
Wooden Keep Sake Heart – additional inscription on the reverse	£8.00

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
Baby Vase Blocks including plaque and inscription	£565.00
Butterfly Baby Shrubbery metal plaque	£128.00
Old Babies Section - White Marble Shrubbery Memorial* (including up to 20 characters)	£446.00
Old Babies Section - Extra letters over 20 characters* (each)	£4.00
Butterfly Section Tower plaques*	£231.00
Forest Friends Frieze – Memorial butterfly incl wording	£98.00

Benches	Charge
Eco Bench of Remembrance (25 year lease period) - including a bronze plaque*	£1,541.00
Extra plaque for Eco Bench of Remembrance until end of lease period*	£283.00
Additional 25 year lease of Eco Bench at expiry of previous lease	£771.00
One off clean of Wooden Bench of Remembrance*	£169.00
Granite Backed Bench of Remembrance (25 year lease period) - including a granite plaque*	£1,756.00
Additional 25 year lease of backed granite bench at expiry of previous lease	£878.00
Granite Backless Bench of Remembrance (25 year lease period) - including a granite plaque*	£1,466.00
Additional 25 year lease of backless granite bench at expiry of previous lease	£733.00
Motif on granite bench plaque	£169.00
Photo plaque on granite bench plaque	£162.00
Extra plaque for Granite Backed & Backless Bench of Remembrance until end of lease period*	£231.00

Book of Remembrance Memory Tree	Charge
Leaf on Book of Remembrance Memory Tree (10 year lease)	£153.00
Additional 10 year lease on Leaf on Book of Remembrance Memory Tree	£77.00

Willow Memory Tree	Charge
Granite Leaf on Willow Memory Tree (10 year lease)	£153.00
Additional 10 year lease on Leaf on Willow Memory Tree	£77.00

Memorial Wall Plaques and Sweetheart Leaves	Charge
Memorial Wall Plaques*	£340.00
Extra letters over 60 characters on inscription*	£5.50
Sweetheart Leaf with 25 year lease including inscription	£90.00

Saddlestone	Charge
Additional Inscription (per letter)*	£5.50
Repainting of a Saddlestone* **(in addition to an added inscription only)**	£177.00
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)	£1,265.00
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)**	£177.00
Repaint **only** of a Shrubbery Stone* **(no added inscription)**	£264.00

Tree of Remembrance	Charge
Tree of Remembrance for a 25 year period*	£793.00
Additional lease of Tree of Remembrance for 25 years on expiry of previous lease	£396.00
Tree of Remembrance - additional plaque until end of lease*	£269.00

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
Temporary grave marker for full graves or cremation plots (where not already included in the interment fee)	£42.00
Aluminium flower container (gold or silver topped)*	£14.00
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	£283.00
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*	£147.00
Added Inscription	£147.00
Added Memorial	£147.00
Replacement Memorial	£147.00
All Other Work (i.e cleaning/renovation etc.)	£0 charge
Duplicate Permit (to replace lost original)	£26.00

*** denotes VAT included**

Book of Remembrance & Memorial Cards

Book of Remembrance & Memorial Cards	Charges
2 line entry*	£147.00
5 line entry*	£186.00
8 line entry*	£244.00
Simple designs i.e. flowers*	£70.00
Complex design ie service badges/heraldic designs*	£123.00

*** denotes VAT included**

Pets (inc Pet Book of Remembrance)

Pet Burials and Ashes	Charges
1st Interment inc Exclusive Right of Burial (for 30 years)*	£475.00
2nd Interment* (for older plots only - check previous burial record)	£244.00
Pet coffin – extra small*	£187.00
Pet Coffin – Small	£212.00
Pet coffin - medium*	£227.00
Pet coffin - large*	£260.00
Cremated remains including plaque*	£219.00
Re-opening for ashes*	£104.00
Prepurchase of Right of Interment for 30 years*	£734.00
Renewal of Exclusive Right of Interment (per unit of 10 years)*	£155.00

*** denotes VAT included**

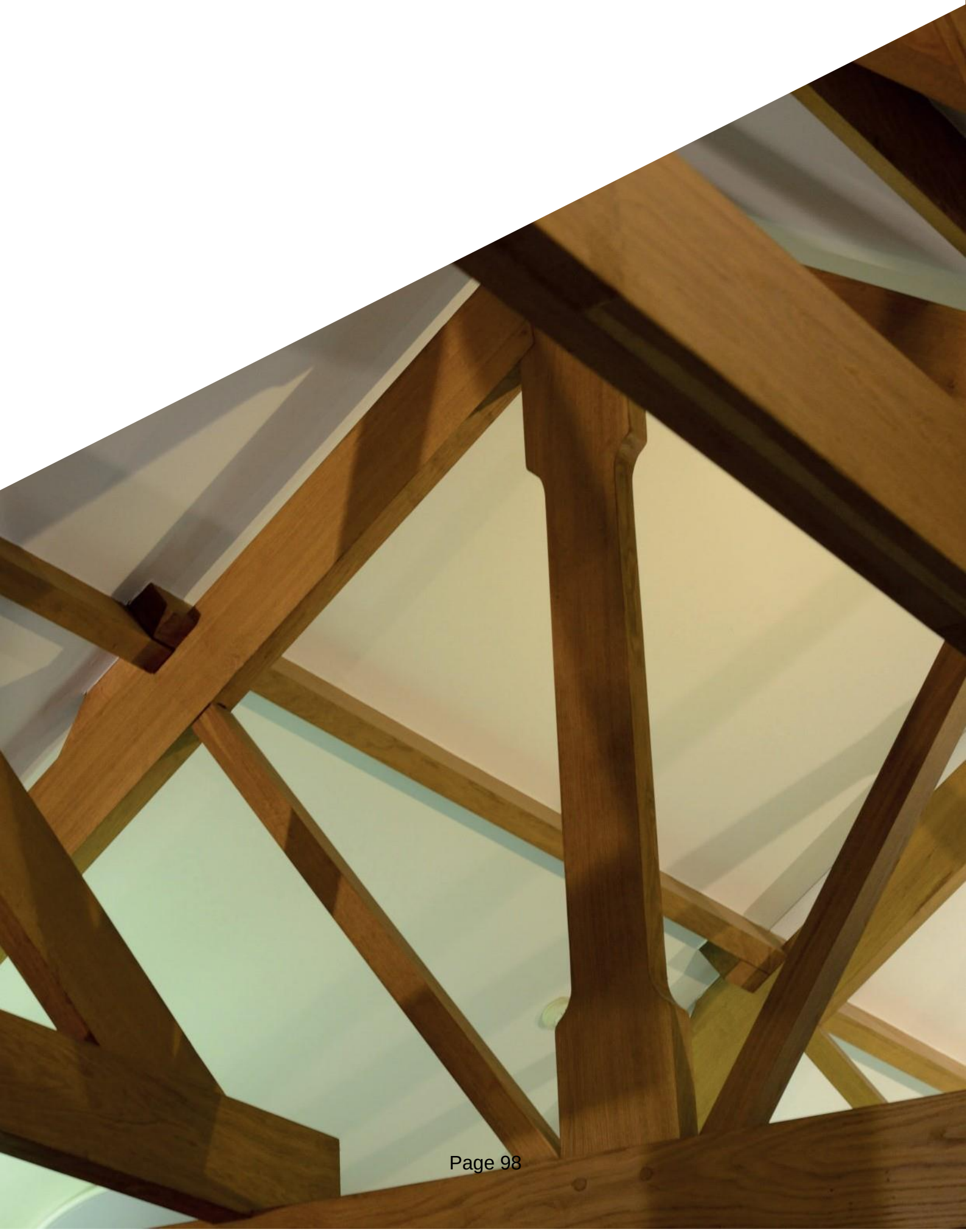
Pet Book of Remembrance	Charges
2 line entry*	£147.00
5 line entry*	£186.00
Simple designs ie flowers*	£70.00
Complex design ie animal*	£123.00

*** denotes VAT included**

Memorial Permits

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

Public Protection



Dog Warden

Service	Cost 25/26	Notes
Stray dogs 1 to 3 days kenneling	£175.00 vat exempt	per recovery plus any veterinary expenses and/or any other associated fees
Stray dogs 4 to 7 days kenneling	£334.00 vat exempt	per recovery plus any veterinary expenses and/or any other associated fees
Returned Stray dog charge without kenneling fee	£118.00	

Environmental Protection fees

Service	Cost 25/26	Notes
Contaminated land advice	£93.00	per hour, inc vat

Food Safety Fees

Training Courses

Service	Cost 25/26	Notes
RSPH Level 2 Award in Identifying and Controlling Allergy risks	£89.00	Includes VAT
Exam re-sit fee	£47.00	Includes VAT

Food Hygiene

Service	Cost 25/26	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	£93.00	Per hour .VAT exempt

Food & Trading Standards Business Support

Business Audit and Support

Service	Cost 25/26	Notes
Business Audit	£285.00	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	£198.00	vat exempt
FHRS Fast- track - Event catering	£198.00	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 25/26	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	£93	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 25/26	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	£93.00	vat exempt

Travelling to premises outside of B&NES

Service	Cost 25/26	Notes
Either - hourly rate + mileage charge or public transport costs and accommodation - with prior agreement as appropriate	£93.00+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 25/26	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 25/26	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 25/26	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 25/26	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 25/26	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 25/26	Notes
Basic	£10.00	ex vat
Detailed	£100.00	ex vat

Pollution Prevention and Control Act 1999 – LA-IPPC

Service	Cost 25/26	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	£93.00	ex vat

Private Water Supply Charges

Service	Cost 25/26	Notes
Risk Assessment	£93 per hour in time in addition to the actual sampling costs	
Sampling (each visit)	£93 per hour in time in addition to the actual sampling costs	
Investigation (each investigation)	£93 per hour in time in addition to the actual sampling costs	
Granting an authorisation (each authorisation)	£93 per hour in time in addition to the actual sampling costs	
Analysing a sample	£93 per hour in time in addition to the actual sampling costs	
Taken under regulation 10	£93 per hour in time in addition to the actual sampling costs	
Taken during check monitoring	£93 per hour in time in addition to the actual sampling costs	
Taken during audit monitoring	£93 per hour in time in addition to the actual sampling costs	
Officer time per hour and then part thereof	£93 per hour in time in addition to the actual sampling costs	

Pest Control Charges

Commercial Pest

Service	Cost 25/26	Notes
Rats	£407	inc vat
Mice	£407	inc vat
Additional visit for rodents	£147	inc vat
Wasps/Hornets' nest	£158	inc vat
additional wasp nest (at time of treatment)	£63	inc vat
Bedbugs, Fleas and Carpet Moths 1-2 rooms (Initial assessment and 1 treatment)	£376	inc vat
Bedbugs, Fleas and Carpet Moths 3-4 rooms (Initial assessment and 1 treatment)	£514	inc vat
Bedbugs, Fleas and Carpet Moths 5 rooms (Initial assessment and 1 treatment)	£661	inc vat
Bedbugs, Fleas and Carpet Moths 6-10 rooms (Initial assessment and 1 treatment)	£1248	inc vat
Additional visit Bedbugs, Fleas and Carpet Moths 1-2 rooms (normal business hours)	£294	inc vat
Additional visit Bedbugs, Fleas and Carpet Moths 3-4 rooms (normal business hours)	£441	inc vat
Additional visit Bedbugs, Fleas and Carpet Moths 5 rooms (normal business hours)	£588	inc vat
Additional visit Bedbugs, Fleas and Carpet Moths 6-10 rooms (normal business hours)	£1175	inc vat
Ants (2 visits within 4 weeks of the initial visit)	£220	inc vat
Cockroaches (initial Assessment & 2 visits)	£220	inc vat
Cockroaches (additional site visits)	£102	inc vat
Cluster Flies - (per attic)	£153	inc vat
Commercial Contract prices	£73	inc vat

Domestic Pest

Service	Cost 25/26	Notes
Rats (up to 3 visits)	£199/£100	Inc vat. Lower figure is for households on means tested benefit
Mice (up to 3 visits)	£199/£100	Inc vat. Lower figure is for households on means tested benefit
Wasps/Hornet nest (1 visit)	£122/£77	Inc vat. Lower figure is for households on means tested benefit
Additional nest (at time of treatment)	£37/£37	Inc vat. Lower figure is for households on means tested benefit
Cockroaches (up to 3 visits)	£220/£110	Inc vat. Lower figure is for households on means tested benefit
Cluster Flies	£147/£73	Inc vat. Lower figure is for households on means tested benefit
Bedbugs, Fleas and Carpet Moths 1-2 rooms (Initial assessment and 1 treatment)	£220/£110	Inc vat. Lower figure is for households on means tested benefit
Bedbugs, Fleas and Carpet Moths 3-4 rooms (Initial assessment and 1 treatment)	£367/£184	Inc vat. Lower figure is for households on means tested benefit
Bedbugs, Fleas and Carpet Moths 5 rooms (Initial assessment and 1 treatment)	£514/£257	Inc vat. Lower figure is for households on means tested benefit
Bedbugs, Fleas and Carpet Moths 6-10 rooms (Initial assessment and 1 treatment)	£661/£330	Inc vat. Lower figure is for households on means tested benefit
Additional visit Bedbugs, Fleas and Carpet Moths 1-2 rooms (normal business hours)	£147/£73	Inc vat. Lower figure is for households on means tested benefit
Additional visit Bedbugs, Fleas and Carpet Moths 3-4 rooms (normal business hours)	£294/£147	Inc vat. Lower figure is for households on means tested benefit
Additional visit Bedbugs, Fleas and Carpet Moths 5 rooms (normal business hours)	£441/£220	Inc vat. Lower figure is for households on means tested benefit

Service	Cost 25/26	Notes
Additional visit Bedbugs, Fleas and Carpet Moths 6-10 rooms (normal business hours)	£588/£294	Inc vat. Lower figure is for households on means tested benefit
Call out fee if no treatment takes place	£73	Inc vat.
Missed appointment	£73	Inc vat.
Out of hours charge (per hour per officer)	£102	Inc vat.
Administration charge for late cancellation	£73	Inc vat.
Administration charge for cancellation	£37	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		£70 (VAT exempt)
Petrol Pump Verification		£175.00 (+VAT) per officer per hour

Explosives

New Application

Storage between 0 and 250kg	Set by statutory instrument
1 year	£119.00
2 years	£154.00
3 years	£190.00
4 years	£226.00
5 years	£260.00

Renewal

Storage between 0 and 250kg	Set by statutory instrument
1 year	£59.00
2 years	£94.00
3 years	£132.00
4 years	£166.00
5 years	£202.00

New Application

Storage between 250kg up to 2000kg	Set by statutory instrument
1 year	£202.00
2 years	£266.00
3 years	£333.00
4 years	£409.00
5 years	£463.00

Renewal

Storage between 250kg up to 2000kg	Set by statutory instrument
1 year	£94.00
2 years	£161.00
3 years	£226.00
4 years	£291.00
5 years	£357.00

Miscellaneous fees

	Set by statutory instrument
Vary Name & Address	£40.00
Transfer Licence	£40.00
Replacement Licence	£40.00
Other variation	£93.00 per officer per hour

Service	Cost 25/25

Annual licence to sell year round	£500

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	£255
6-15 employees	£310
16+ employees	£400

Buy with Confidence Membership - National Scheme - New Members from 01/04/2016. All prices excluding VAT

Buy with Confidence categories	Charge
Initial Application Fee	FREE
Sole trader - No employees	£150
1-5 employees	£292
6-20 employees	£441
21-50 employees	£584
50+ employees	POA

Licensing Charges

Animals

Licence Activity	Statutory fee	25/26 fee
New	No	£761.00
Renewal	No	£436.00
Maintenance (Annual Fee)	No	£224.00
Variation	No	£196.00
DWA - New	No	£541.00
DWA - Maintenance (Annual Fee)	No	£204.00
Zoo - New	No	£1,784.00
Zoo - Renewal	No	£1,578.00
Zoo - Maintenance	No	£825.00
All - Replacement Licence	No	£11
All - Pre-Application Advice	No	£173 + VAT
All - Checking Service	No	£46 + VAT

Gambling

Licence Activity	Statutory fee	25/26 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	£404.00
Premises - Variation	No	£404.00
Premises - Transfer	No	£252.00
Premises - Maintenance (Annual Fee)	No	£489.00
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	25/26 fee
Temporary Use Licence	No	£133.00
All - Pre-Application Advice	No	£173.00 + VAT
All - Checking Service	No	£46.00 + VAT

Liquor

Licence Activity	Statutory fee	25/26 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	£173.00 + VAT
Premises - Checking Service	No	£46.00 + VAT
Club - New	Yes	banded on size - please request charge
Club - Variation	Yes	banded on size - please request charge

Licence Activity	Satutory fee	25/26 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	£173.00 + VAT
Club - Checking Service	No	£46.00 + VAT
Personal - New	Yes	£37.00
Personal - Change of Details	Yes	£10.50
Personal - Replacement Licence	Yes	£10.50
Personal - Pre-Application Advice	No	£173.00 + VAT
Personal - Checking Service	No	£46.00 + VAT
Temporary Event Notice (TEN) - New	Yes	£21.00
TEN - Replacement	Yes	£10.50
TEN - Pre-Application Advice	No	£173.00 + VAT
TEN - Checking Service	No	£46.00 + VAT

Pavement Licence

Licence Activity	Statutory fee	25/26 fee
Application	No	£500.00
Renewal	No	£350
Replacement Licence	No	£11
Pre-Application Advice	No	£173.00 + VAT
Checking Service	No	£46.00 + VAT

Amenities on the Highway

Licence Activity	Statutory fee	25/26 fee
Application	No	£205.00
Maintenance	No	£245
Transfer	No	£59
Replacement Permit	No	£11
Pre-Application Advice	No	£173.00 + VAT
Checking Service	No	£46.00 + VAT

Street Trading

Licence Activity	Statutory fee	25/26 fee
Individual Trader - New (including consultation)	No	£549.00
Individual Trader - Renewal	No	£46.00
Individual Trader - Maintenance	No	£3284
Individual Trader - Variation	No	£92.00
Individual Trader - Consultation	No	£183.00
Market Organiser - New	No	£549.00
Market Organiser - Renewal	No	£46.00
Market Organiser - Maintenance	No	£3433.00
Market Organiser - Variation	No	£92.00
Market Organiser - Consultation	No	£183.00
Christmas Market - New	No	£549
Christmas Market - Renewal	No	£45.00
Christmas Market - Maintenance	No	£7142
Christmas Market - Variation	No	£92.00
Christmas Market - Consultation	No	£183.00
Busker - New	No	£89.00
Busker - Renewal	No	£45.00
Mobile Artist - New	No	£89.00
Mobile Artist - Renewal	No	£45.00
All - Badge Fee	No	£13.00
All - Replacement Licence	No	£11.00
All - Pre-Application Advice	No	£173.00 + VAT
All - Checking Service	No	£46.00 + VAT

Taxi Drivers

Licence Activity	Statutory fee	25/26 fee
New	No	£582.00
Renewal	No	£444.00
Language Test	No	£124
Knowledge Retest	No	£92.00
Paper DBS	No	£116.00
Replacement Licence	No	£11
Pre-Application Advice	No	£173.00 + VAT
Checking Service	No	£46.00 + VAT

Taxi Vehicles (inc. Operators)

Licence Activity	Statutory fee	25/26 fee
HC - New (Zone 1)	No	£89.00
HC - New (Zone 2)	No	£73.00
HC - Renewal (Zone 1)	No	£180.00
HC - Renewal (Zone 2)	No	£149.00
HC - Change of Vehicle	No	£73.00
HC - Proprietorship Transfer	No	£38.00

Licence Activity	Statutory fee	25/26 fee
HC - Roof Sign	No	£139.00
HC - Replacement Licence	No	£11
HC - Pre-Application Advice	No	£173.00 + VAT
HC - Checking Service	No	£46.00 + VAT
PH - New	No	£73.00
PH - Renewal	No	£124.00
PH - Change of Vehicle	No	£73.00
PH - Proprietorship Transfer	No	£38.00
PH - Roof Sign	No	£83.00
PH - Replacement Licence	No	£11
PH - Pre-Application Advice	No	£173.00 + VAT
PH - Checking Service	No	£46.00 + VAT
Operator - New	No	£424.00
Operator - Renewal	No	£437.00
Operator - Replacement Licence	No	£11
Operator - Pre-Application Advice	No	£173.00 + VAT
Operator - Checking Service	No	£46.00 + VAT

Other Licences

Licence Activity	Statutory fee	25/26 fee
Charity - House to House	Yes	£0.00
Charity - Street Collections	Yes	£0.00
Hypnotism - Applications	No	£92.00
Hypnotism - Maintenance	No	£46.00
Film Classification - Applications	No	£92 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	£420.00
Fireworks (All Year) - Renewal	No	£42.00
Fireworks (All Year) - Maintenance	No	£7.00
Petroleum Storage Certificate - Applications	Yes	banded on size (please see Trading Standards Petroleum Storage fees)
Piercing (Personal) - Applications	No	£179.00
Piercing (Premises) - Applications	No	£488.00
Promotional Pitches	No	£83.00

Licence Activity	Statutory fee	25/26 fee
Scrap Metal - New	No	£213.00
Scrap Metal - Renewal	No	£213.00
Scrap Metal - Variation	No	£213.00
Scrap Metal - Change of Details	No	£37.00
Scrap Metal - Maintenance	No	£262.00
Sex - New	No	£1,831.00
Sex - Renewal	No	£129.00
Sex - Maintenance	No	£275.00
All - Replacement Licence	No	£11.00
All - Pre-Application Advice	No	£173.00 + VAT
All - Checking Service	No	£46.00 + VAT

Other Fees

Licence Activity	Statutory fee	25/26 fee
Business Advice and Support (Pre-App)	No	£173.00 + VAT
Checking Service	No	£46.00 + VAT
Replacement Licence	No	£11.00
Office Administration Fee for late payments etc.	No	£92.00

Business Waste Collection Service

Business Waste Prices (No VAT)

Recycling materials: Paper & cardboard (mixed or separated)

Container	Cost 2025/26
240 litre wheeled bin	£6.10
360 litre wheeled bin	£6.40
660 litre wheeled bin	£7.90
1100 litre wheeled bin	£11.25
Sack (minimum order 20)	£2.50
Stickers for cardboard bundles (minimum order 20)	£2.50

Recycling Materials: Cans & Plastics (mixed or separated)

Container	Cost 2025/26
240 litre wheeled bin	£6.10
360 litre wheeled bin	£6.40
660 litre wheeled bin	£7.90
1100 litre wheeled bin	£11.25
Sack (minimum order 20)	£2.50

Recycling Materials: Glass bottles & Jars

Container	Cost 2025/26
240 litre wheeled bin	£6.10
360 litre wheeled bin	£6.40

Recycling Materials: Food

Container	Cost 2025/26
140 litre wheeled bin	£10.90

Rubbish/General Waste

Container	Cost 2025/26
240 litre wheeled bin	£9.35
360 litre wheeled bin	£10.95
660 litre wheeled bin	£18.95
1100 litre wheeled bin	£25.45
Sack (minimum order 50)	£3.60

Waste

Garden Waste Collection Service

Description of Service	Fees 2025/26
Garden waste bin annual charge	£70.00
Garden waste bin delivery	£4.75
Garden waste sack (each)	£4.75

Large Item Collection Service

Description of Service	Fees 2025/26
Collection of 1-3 items	£39.22
Collection of 4-6 items	£68.58
Collection of 7-10 items	£85.53

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.

Domestic black wheeled bin

Description of Service	Fees 2025/26
Replacement of lost, stolen, vandalised or misused black wheeled bins	£23.97
Provision for new builds black wheeled bin	£23.97

Business Waste Clinical Waste Sacks

Historical Service no longer available to new customers

Description of Service	Fees 2025/26
Clinical waste sack	£2.94

Rubble & Soil above free limits

Description of Service	Fees 2025/26
Charge to residents for depositing rubble/soil at the transfer station above the permitted recycling centre free limit per tonne (No minimum charge)	£56.71

Public Weighbridge Facility

Description of Service	Fees 2025/26
All Vehicles	£13.21

Business Waste Transfer Station Charges

Description of Service	Fees 2025/26
Unsorted waste commercial waste (C&I) - loose & compacted, construction and demolition waste at weighbridge per tonne	£196.80
Unsorted waste commercial waste (C&I) - loose & compacted, construction and demolition waste minimum charge 0.5 tonne	£98.40
Sorted recycling wood and garden waste at weighbridge per tonne	£78.00
Sorted recycling wood and garden waste at weighbridge minimum charge 0.5 tonne	£39.00
Plasterboard waste at weighbridge per tonne	£168.00
Plasterboard waste at weighbridge minimum charge 0.5 tonne	£84.00
Mixed Inert waste at weighbridge per tonne	£72.00
Mixed Inert waste at weighbridge at weighbridge minimum charge 0.5 tonne	£36.00
Loads containing upholstered domestic seating per tonne	£360.00
Loads containing upholstered domestic seating minimum charge 0.05 tonne	£180.00
Mattress	£18.00
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 Land Hire rates below are exclusive of VAT, VAT status will be confirmed on application submission	Cost 25/26	Cost 26/27
Royal Crescent Lower Lawn	£5,857	£6,208.00
PEAK Commercial (Heritage Parks and prime city centre location) Royal Victoria Park, Parade Gardens, Sydney Gardens, Queen Square	£2,021	£2,142.00
OFF-PEAK Commercial (Heritage Parks and prime city centre location) Royal Victoria Park, Parade Gardens, Sydney Gardens, Queen Square	£1,516.00	£1,607.00
PEAK Charity (Heritage Parks and prime city centre location) 50% of the new commercial hire rate	£1,010.00	£1,071.00
OFF-PEAK Charity (Heritage Parks and prime city centre location) 50% of the new commercial hire rate	£758.00	£803.00
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)	£735.00	£779.00
Charity (All other parks and open spaces in B&NES)	£368.00	£390.00
Pigeon Park (Flat Rate per day)	£361.00	£382.50

Other costs

Service Services below are inclusive of VAT, except for *	Cost 25/26	Cost 26/27
Boules bookings per terrain (Queen Square, Sydney Gardens) *	£35.00	£37.00
Boules Clubs bookings unlimited use - 12 months *	£794.00	£841.50
Fitness Trainer Fees, unlimited use - 12 months	£952.00	£1,009.40
Fitness Trainer Fees, unlimited use - 6 months	£715.20	£758.40
Fitness Trainer Fees, unlimited use - 3 months	£476.40	£505.20
Fitness Trainer Fees, Administration Fee per renewal	£130.80	£138.60

Service	Cost 25/26	Cost 26/27
Forest Schools	£43.20 admin plus £9.60per session or £159.60 pa	£45.60 admin plus £10.20 per session or £169.20 pa
For utilities, VAT will follow the main supply of land, either exempt or standard rate. VAT status will be confirmed on application submission		
Power (utilities electricity/gas) per day excluding VAT	£32.00	£34
Power (utilities electricity/gas) per day including VAT	£38.40	£40.80
Water (per day if not meter read) per day excluding VAT	£32.00	£32.00
Water (per day if not meter read) per day including VAT	£38.40	
Damage Deposit Bond	£500-£5,000	£500-£5,000
Council Officer requiring to attend an Event	£140.40 per hour	£148.80 per hour
Event Administration Fee – Standard Event	£130.80	£138.60
Event Administration Fee for Major Event	£262.80	£278.40
Event Administration Fee - Multiple Standard Events within one financial year	£262.80	£278.40

Filming on Council Owned Land

Admin fee for filming on the highway

Service	Cost 25/26
1 to 10	£75.00
11 to 19	£138.00
20+	£POA

Admin fee for filming in a park or open space

Service	Cost 25/26
1 to 10	£115.00
11+	£POA
Admin fee for arranging drone filming	£115.00

Other Fees

Service	Cost 25/26
Recces	£118.00
Officer in attendance	£118.00

Filming - Suspension of parking spaces

Service	Cost 25/26
First by coning charge	£POA +VAT
Subsequent bays	£POA +VAT
Administration Fee for Parking	£POA +VAT

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

Additional Suspension charges that may also apply	Additional flat rate charge
Short Notice Charge – Level 1 New request made within 2-5 working days of start date	£143.10 +VAT
Short Notice Charge – Level 2 New request made within 6-9 working days of start date	£85.86 +VAT
Short Notice Charge – Level 3 New request for residential house move only, made within 2-9 working days of start date. Maximum of two bays for one day only.	£57.24 +VAT
Administration charge – Level 1. Extend an existing booking where signs are already in place, due to expire within 2-5 working days	£143.10 +VAT
Administration charge – Level 2. Extend an existing booking where signs are already in place, due to spire within 6-9 working days	£85.86 +VAT
Administration charge – Level 3. Amend an existing booking where the start date is within 5 working days	£85.86 +VAT
Administration charge – Level 4. Amend an existing booking where the start date is within 6-9 working days	57.24 +VAT

Location Fees

Area	Cost 25/26
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 25/26
CCTV Requests From Insurance Companies	£92
Emergency Planning/Event Multi-Agency Control Room	£1020
Emergency Planning/Event Exercise Planning/Delivery	POA

Bath Christmas Market

Catering & Bar Fees:

Description of Service	Cost 2024/2025
Milsom Street:	
Large Catering Chalet	£9,676.00 18 days + VAT
Small Catering Vehicle Pitch	£2,950 .00 18 days + VAT
Mobile Catering Pitch (cart/bike)	£2,212.00 18 days + VAT
Stall Street:	
Bar Vehicle Pitch	£6,600.00 18 days +VAT
Union Street:	
Small Catering Pitch	£3,200.00 18 days + VAT
Bath Street:	
Large Catering Chalet	£20,050.00 18 days + VAT
Mobile Catering Pitch (cart/bike)	£2,212.00 18 days + VAT
Hot Bath Street	
Small Catering Vehicle Pitch	£4,000.00 18 days +VAT
Abbeygate Street:	
Mobile Catering Pitch (cart/bike)	£2,212.00 18 days + VAT
Kingston Parade:	
Large Catering Chalet	£26,315.00 18 days + VAT
Medium Catering Chalet	£10,150.00 18 days + VAT
Mobile Catering Pitch (cart/bike)	£2,212.00 18 days + VAT
Abbey Green:	
Medium Catering Chalet	£10,150.00 18 days + VAT
Orange Grove	

Mobile Catering Pitch (cart/bike)	£2,212.00 18 days +VAT
Guildhall	
Mobile Catering Pitch (cart/bike)	£1,800.00 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

Description of Service	Cost 2024/2025
Zone 1: Corner Chalet	£4,830.00 + VAT for 18 days
Zone 1: Countertop Chalet	£3,925.00 + VAT for 18 days
Zone 1: Barn Door Chalet	£3,925.00 + VAT for 18 days
Zone 2: Corner Chalet	£4,450.00 + VAT for 18 days
Zone 2: Countertop Chalet	£3,540.00 + VAT for 18 days
Zone 2: Barn Door Chalet	£3,540.00 + VAT for 18 days
Zone 3: Barn Door Chalet	£2,285.00 + VAT for 18 days
Short Term Let Barn Door Chalet 7 days	£1,527.00 + VAT for 7 days
Short Term Lets Barn Door Chalet 11 days	£2,399.00 +VAT for 11 days
Small business carts all zones: Monday to Thursday	£155.00 + VAT for 4 days
Small business carts all zones: Friday to Sunday	£190.00 + 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 25/26
Rides and Attractions	£2,650.00 +VAT

Service	Cost 25/26
Sponsorship and funding contributions	POA

Service	Cost 25/26
Online advertising and web sales	POA

Clean Air Zone

Clean Air Zone

Service	Cost 25/26
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	2025/26
High Friction or Coloured Surfacing	Square Metre	£112.35
Knee rail fencing	Linear Metre	£35.14
SuDS Each Site specific quotation	Each	£POA
Soakaways	Each	£7,029.29
Petrol & Oil interceptors	Each	£7,029.29
Combined kerb drainage systems	Linear Metre	£21.08
Trees	Each	£431.21
Structures	Each	Site specific quotation (120 years)
Illuminated street furniture	Each	£548.28
Signalised 3 arm junction connected to Fibre	Each	£145,673.82
Signalised 3 arm junction connected to 4G	Each	£139,637.10
Signalised Junction with more than 3 arms	Each	£POA
Signalised crossing connected to Fibre	Each	£66,104.38
Signalised crossing connected to 4G	Each	£70,459.64
Zebra Crossing	Each	£37,113.3
Zebra Crossing with Anti Skid	Each	£53,955.30
Street Light	Each	£2,953.65
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 25/26
Permanent Minor Traffic Regulation Orders for developers	£5,216.89
Permanent Standard Traffic Regulation Orders for developers	£6,521.11
Permanent Complex Traffic Regulation Orders for developers	£10,433.78
Priority TRO for developers	Add 25% to above fees
H markings	£316.47
H markings - additional cost for use of different road marking in winter months	Add 25% to fee above

Street Works Permit Fees

Service	Cost 25/26
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 25/26
Section 14 Road Closure Notice (planned works) - fees & adverts	£1669.52
Section 14 Road Closure Notice (planned works) - late submission fee	£321.32
Section 14 Road Closure Notice (planned works) - amendment fee	£128.08
Section 16a Street Closures1 to 6 roads - fee & advert charge	£131.45 plus advert charge
Section 16 a Street Closure more than 6 roads - fee & advert charge	£390.98 plus advert charge
Community Street Party	£0
Playing Out Scheme	£0
Emergency Notice	£296.60
Town Police Clauses Act Street Closures (processions, crowds etc.)	£202.23 non-charity £145.95 charity

Traffic signals

Service	Cost 25/26
Permanent Traffic Signal switch on/off charge	£473.11
Permanent Traffic Signals switch on/off charge - 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	£37.08
Permanent Traffic Signal switch on/off Safety Inspection	£61.79
Permanent Traffic Signal switch on/off - late notice application (< 10 working days)	£713.57
Traffic Information on one VMS sign per day	£60.67
Temporary multi way traffic signals application - utility companies	£0
Temporary multi way traffic signals application - non-utility company applicant	£196.61
Temporary multi way signals - design advice (all applicants)	£59.55

Road Safety

Service	Cost 25/26
Supply of personal injury collision data to third parties	£230.32
Road safety audits for external clients	£947.11

Streetworks and Events

VAT may apply where activities occur within council car parks

Suspension of Parking spaces	location	Cost per day/bay		
Single or first space	All zones and areas	£57.24 standing charge		
Additional charge for each extra space - £POA		Day 1-13	Day 14-27	Day 28 and over
	Central Zone and Zone 1	£33.92	£37.31	£40.70
	All other zones and areas	£11.66	£12.83	£13.99

Additional Suspension charges that may also apply	Additional flat rate charge
Short Notice Charge – Level 1 New request made within 2-5 working days of start date	£143.10
Short Notice Charge – Level 2 New request made within 6-9 working days of start date	£85.86
Short Notice Charge – Level 3 New request for residential house move only, made within 2-9 working days of start date. Maximum of two bays for one day only.	£57.24
Extension of a booking - charges calculated at the appropriate day/bay rate starting from day 1 of the original start date.	See additional charge for each extra space - £POA
Administration charge – Level 1. Extend an existing booking where signs are already in place, due to expire within 2-5 working days	£143.10
Administration charge – Level 2. Extend an existing booking where signs are already in place, due to spire within 6-9 working days	£85.86
Administration charge – Level 3. Amend an existing booking where the start date is within 5 working days	£85.86
Administration charge – Level 4. Amend an existing booking where the start date is within 6-9 working days	£57.24

Blue Badge Application

Service	Cost 25/26
Application for a Blue Badge	£10.00

Service	Cost 25/26
NRSWA sample inspections	£50.00
NRSWA Section 50 licences (new apparatus in the highway)	£570.90
NRSWA Section 50 licences (new apparatus in the highway)- retrospective licence	£139.65
NRSWA Section 50 licences (maintenance apparatus in the highway)	£414.70
NRSWA Section 171 licences (excavation in the highway)	£244.65
NRSWA Section 171, 179 & 180 licences (control of openings in cellars)	£256.30
NRSWA Section 74 over-run charges	variable
NRSWA Oversail licences	£203.70
NRSWA Oversail licences - (under 5 days notice) New (non refundable)	£241.50
NRSWA Oversail licences - Retrospective - (non refundable)	£303.45
NRSWA Oversail Licence Emergency Fee	£63.00
NRSWA Raising Statutory Notices	N/A

Service	Cost 25/26
Pre 3rd 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	£48.30
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	£52.50
Temporary direction sign approval fee up to 10 signs	£78.75
Temporary direction sign approval fee 11 plus signs	£105.00
Temporary direction sign removal per sign	£10.50

* The government is reviewing Fixed Penalty Notices in 2025, therefore these statutory fees are subject to change mid-year.

Service	Cost 25/26
Traffic Management Plans	Actual Costs
A bus stop closure or pair with 5 plus working days notice plus £10 per additional stop	£87.63
A bus stop closure or pair with less than 5 working days notice plus £10 per additional stop	£168.00
Bus stop closure amendment fee	£16.85

Road Safety

Service	Cost 25/26
Supply of personal injury collision data to third parties	£230.32

Road safety audits for external clients	£965.15

Highway Maintenance

Service	Cost 25/26
Skip Licence (over 5 days notice)- New (non refundable)	£87.73
Skip Licence (under 5 days notice - New (non refundable)	£124.71
Skip Licence - Renewal (non refundable)	£71.90
Skip Licence - Retrospective (non refundable)	£148.30
Scaffold / Hoarding Licence (over 5 days notice)- New (non refundable)	£89.88
Scaffold / Hoarding Licence (under 5 days notice) - New (non refundable)	£128.08
Scaffold/Hoarding Emergency Fee	£62.92
Scaffold / Hoarding Licence - Renewal (non refundable)	£55.05
Scaffold / Hoarding Licence - Retrospective (non refundable)	£179.76
Cherry Picker/Mobile Crane Licence (over 5 days notice) - (non refundable)	£143.38
Cherry Picker/Mobile Crane Licence (under 5 days notice) - (non refundable)	£112.35
Cherry Picker/Mobile Crane Licence - Retrospective (non refundable)	£148.30
Building Materials and Container on Highway Licence (over 5 days notice) - (non refundable)	£75.18
Building Materials and Container on Highway Licence (under 5 days notice) - (non refundable)	£112.35
Building Materials/Container on Highway Licence - Renewal (non refundable)	£55.06
Building Materials/Container on Highway Licence - Retrospective (non refundable)	£148.30
Chase Fee	£13.48 per reminder
Safety Inspections	£61.79 per inspection
Banner on Highway Licence - New (non refundable)	£75.38
Footway Crossing Licence - New (non refundable)	£195.49
Footway Crossing Licence - Retrospective (non refundable)	£195.49
Duplicate Letter confirming Approval of Footway Crossing	£31.46

Service	Cost 25/26
Traffic Survey Equipment on the Highway (non refundable)	£87.63
Additional Site Inspection by Highway Inspector	£42.69
s116 Highways Stopping Up	£3624.41
Landowner Deposits - primary land	£264.03
Landowner Deposits - additional land	£33.71
Public Path Orders (Highway Act)	£4565.90
Public Path Orders (Town & Country Planning Act)	£6155.66
Local Search	£47.19
PROW Maps	£13.48
Section 14 PROW Closure Order (planned works) - fees & adverts	£1669.52
Section 14 PROW Closure Order (planned works) - late submission fee	£321.32
Section 14 PROW Closure Order (planned works) - amendment fee	£126.96
Section 14 TTRO Closure by order - SofS extension	£1669.52
Section 14 PROW Closure Notice (emergency works) – fees	£296.60

Land Drainage Consent for work on Ordinary Watercourses

Service	Cost 25/26
Temporary and Permanent works	£56.18

Street Lighting

Service	Cost 25/26
Permanent Relocation	£2,295.31
Temporary relocate and reinstall	£2,295.31
Trenching per metre	£125.83
Shield to Street light	£105.61

Transport Planning

Service	Cost 25/26
Temporary Automatic Traffic Counts (ATC)	£350.53
Hand Held Radar Speed Survey 1hour	£79.77

Manual Traffic Counts *(2x2hrs peaks)

Service	Cost 25/26
1 Enumerator	£338.17
Extra cost per Enumerator	£88.76

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

Service	Cost 25/26
1 Enumerator	£447.15
Extra cost per Enumerator	£219.40
*Subject to 50% uplift for Out of Hours work (between 19:00 and 07:00 or weekends)	

Ad hoc surveys

Service	Cost 25/26
07:00-19:00	£15.10 per hour plus mileage and expenses
19:00-07:00	£ 22.78 per hour plus mileage and expenses

Miovision Video Camera Surveys

Service	Cost 25/26
Copied onto USB stick and provided to requestor for 1 week's viewing	£34.82
Erect 1 camera	£375.25
External Costs for Processing	Cost plus 10%

Supply of Existing Data Manual Classified Counts

Service	Cost 25/26
One peak period	£123.59
Two peak period	£164.03
12 Hour Classified	£232.57

Traffic Modelling

Service	Cost 25/26
Use of existing traffic models	Cost plus 30%

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	2025/26
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	2025/26
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	£299
School Tree inspections - primary/infant	£141

Play Team	2025/26
Parish Council Annual Play Area Inspection	£124.00
Parish Council Operational Play Area Inspection (min. 1 visit; max 4 visits per year)	£96.39 per visit

Allotment charges	2025/26
Allotment annual charge per 25 sqm	£17.29
Allotment annual water charge per plot	£9.00
Allotment key deposit	£10.00

Sport and Parks hire rates	2025/26
Individual	£POA

Fees for Hot Air Balloons Launches from BANES sites	2025/26
Licence for Non-Commercial Club (valid to 31st March 2026).	£535.50
Licence for Commercial Club	£POA
Licence for small balloons (up to and including 105,000 ft3)	£36.00 per launch
Licence for large balloons (greater than a 105,000 ft3)	£44.00 per launch
Fees quoted exclude VAT. Fee applicable for any of the named launch sites owned by BANES: RVP, Weston Rec, Pennyquick Park and Kensington Meadows. We will ask for payment in advance and a licence to fly X number of flights within a financial year will be issued. If an operator finds that they are short of flights they can purchase more, but again it will be upfront and only valid to the 31st March]	

Parks Concessions	2025/2026
7 day Pitch licence (per calendar month)	£315.00
Where available power & electrics	recharged
3 day Pitch licence (per calendar month)	£158.00

Sponsorships	2025/26
Bench sponsorship (10 years)	£1,989.00
Bench plaque (on an existing bench)	£POA
3D Bed	£POA
Flowerbeds	£POA
Roundabout sponsorship	£POA

Horticultural Excellence	2025/26
Hanging basket 18 inch with our watering service	£150.00
Hanging basket 18 inch without watering service	£77.00
Window Box 90cm with our watering Service	£146.00
Window Box 90cm without our watering Service	£77.00
Window Box 120 cm with our watering service	£188.00
Window Box 120 cm without watering service	£89.00

Sydney Gardens Community Pavilion	2025/26
Commercial (price per hour)	£21.50
Concession (price per hour)	£POA

Other	2025/26
Land access licence arrangement	£75.00
Land use charge (contractor use of space/hire charge per day)	£POA

Transport

Description of Service	Fees 2025/26	Notes
Taxi Inspections	£60.00	Inc Vat
Taxi Meter Test	£24.00	Inc Vat
Taxi Inspection with MOT	£92.00	Inc Vat
Inspection /MOT and Meter Test	£114.00	Inc Vat
Diagnostic Testing	£98.00	Inc Vat
Headlight Check	£40.00	Inc Vat
Diesel Smoke Check	£40.00	Inc Vat
Air Conditioning Refresh (gas134a)	£80.00	Inc Vat
Air Conditioning Refresh (Gas 1234yf)	£122.00	Inc Vat
MOT Class I (Motorcycles <200cc)	£29.65	No VAT
MOT Class II (Motorcycles >200cc)	£29.65	No VAT
MOT Class IV (Cars & Motorcaravans)	£54.85	No VAT
MOT Class V (Private Passengers 13-16 Passengers Seats)	£59.55	No VAT
MOT Class VII (Goods vehicles >3.5t)	£58.60	No VAT
MOT PSV Test 9-22 Passengers	£187.00	Inc Vat
MOT PSV Test 23+ Passengers	£212.00	Inc Vat
MOT PSV Re-Test 9-22 Passengers (up to 14 Days)	£84.00	Inc Vat
MOT PSV Re-Test 23+ Passengers (up to 14 Days)	£101.00	Inc Vat
MOT PSV Part Paid Re-Test (Next Day)	£37.00	Inc Vat
MOT HGV Motor Vehicle Test 2 Axle	£157	Inc Vat
MOT HGV Motor Vehicle Test 3 Axle	£179	Inc Vat
MOT HGV Motor Vehicle 4+ Axles	£203	Inc Vat
MOT HGV Motor Vehicle Re-Test 2 Axle (up to 14 Days)	£65.00	Inc Vat

MOT HGV Motor Vehicle Re-Test 3 Axle (up to 14 Days)		£79.00	Inc Vat
MOT HGV Motor Vehicle Re-Test 4+ Axles (up to 14 Days)		£95.00	Inc Vat
MOT HGV Vehicle Part Paid (Next Day)		£38.00	Inc Vat
MOT HGV Trailer 1 Axle		£89.00	Inc Vat
MOT HGV Trailer 2 Axle		£102.00	Inc Vat
MOT HGV Trailer 3+ Axles		£112.00	Inc Vat
MOT HGV Trailer 1 Axle Re-Test (up to 14 Days)		£48.00	Inc Vat
MOT HGV Trailer 2 Axle Re-Test (up to 14 Days)		£55.00	Inc Vat
MOT HGV Trailer 3+ Axle Re-Test (up to 14 Days)		£66.00	Inc Vat
MOT HGV Trailer Part Paid Re-Test (Next Day)		£32.00	Inc Vat
Loaded IBC/Blocks <12t		£51.00	Inc Vat
Loaded IBC/Blocks >13t - 26t		£63.00	Inc Vat
Loaded Trailer		£50.00	Inc Vat
Submit Truck for Customer		£70.00	Inc Vat
Submit Truck for Customer with Loaded Trailer		£120.00	Inc Vat
Labour Charge Per Hour (car/small van)		£85.00	Inc Vat
Labour Charge Per Hour <3.5t (Class V and VII)		£90.00	Inc Vat
Labour Charge per hour HGV/PSV		£100.00	Inc Vat
RBT (Roller Brake Test) Per Axle		£16.00	Inc Vat
Tachograph calibration Digital (1b) with Battery		£108.00	Inc Vat
Tachograph Calibration Digital (1c) with Battery		£120.00	Inc Vat
Tachograph Diagnostics (Per Hour)		£96.00	Inc Vat
Analogue Calibrations	Page 161	£ POA	Inc Vat

Top Wash Small Vehicle (van)	£15.00	Inc Vat
Top Wash Medium Vehicle <3.5t	£20.00	Inc Vat
Top Wash Large Vehicle >3.5t	£25.00	Inc Vat
Under Chassis Wash Small Vehicles (van)	£15.00	Inc Vat
Under Chassis Wash Medium Vehicle <3.5t	£20.00	Inc Vat
Under Chassis Wash Large Vehicles	£25.00	Inc Vat

Bath & North East Somerset Council		
MEETING/ DECISION MAKER:	**Corporate Panel**	
MEETING/ DECISION DATE:	**28th January 2025**	EXECUTIVE FORWARD PLAN REFERENCE:
TITLE:	**Library Management System**	
WARD:	All	
AN OPEN PUBLIC ITEM		
List of attachments to this report: Letter to Axiell FINAL 7.11.2024 DS s		

1 THE ISSUE

1.1 On the 3rd of June 2024 a new library management IT system was implemented across our Libraries in B&NES. This includes the 3 libraries run by B&NES in Bath, Keynsham and Midsomer Norton along with 8 community run libraries. Unfortunately, the new system experienced performance problems, with the system running very slowly and crashing. Alongside performance problems there were some unexpected functionality limitations. The performance problems continued for several months and have had a negative impact on the experience for customers, staff and volunteers.

2 RECOMMENDATION

The Panel is asked to approval Proposal 1

2.1 Recommended Proposal 1 – Continue working with LibrariesWest Consortium and the LibrariesWest Board to improve the Library Management System.

Pros	Cons
Retain access to consortium benefits such as significant buying power	Reliant on LibrariesWest Board to liaise with Axiell supplier
Customers have access to 2.3million library stock items	Occasional delays to improvements as all members need to agree next steps
Reduced overheads for stock	
Digital Library access	

2.2 Proposal 2 – Provide notice on LibrariesWest Consortium for B&NES to withdraw.

Pros	Cons
Fully in control of our own Library stock	Loss of buying power of the consortium
Fully in control of our Library Management System	Loss of access to 2.2 million stock items *(164,000 are B&NES owned out of 2.3million)*
	Significantly increased costs for stock
	Significantly increased cost for IT systems
	Negative impact on customer experience with a much smaller library stock
	Digital library access would be removed including magazines
	Audiobooks access would be removed/reduced significantly

3 THE REPORT

3.1 Background

Libraries West

- Libraries West is a consortium of 7 local authority library services, created as a buying consortium to obtain more efficient and cost-effective contracts for shared buying such as book suppliers and the library management system.
    - The authorities are B&NES Council; Bournemouth, Christchurch & Poole Council; Bristol City Council; Dorset Council; North Somerset Council; Somerset County Council; South Gloucestershire Council.
- Libraries West is managed by a small team, paid for by the consortium and embedded within Somerset County Council. Somerset CC provide procurement, legal and other services to Libraries West as required. Fees for the consortium are calculated on a % based on population of each authority.

Library Management System (LMS)

- The LMS is the computer system that contains and manages the full library catalogue and borrowers. It has a staff interface, and public interfaces via the website and apps.
- Having a shared LMS across Libraries West enables customers from any of the included authorities to access over 2 million items plus additional facilities (e.g. printing) at any Libraries West library, providing a high level of customer provision that would not be individually possible.
- B&NES also provides the LMS and book stock for 8 Community Run Libraries (CRLs), though the CRLs are independent organisations.

LMS Procurement

- Libraries West's contract for the previous LMS ended in June 2024 and the contract was put out to tender.
- The procurement process was managed by Somerset County Council as per the consortium agreement, closely guided by the Libraries West Board and the Joint User Group (representatives of each authority).
- Axiell won the contract after a robust tender appraisal process

Axiell – LMS Supplier

- Axiell are a well-established international supplier of library management systems. They provide systems to many UK local authorities including Wiltshire, Coventry and Northern Ireland.
- The contract with Axiell and the Spark LMS system is for 10 years.

3.2 Implementation Timeline

Date	Item	
30/04/2024 – 10/05/2024	Training of new LMS to all staff and volunteers	
22/05/2024	Old LMS turned off in preparation for new LMS Library services continued using manual processes. Website, apps, and payments offline	
30/05/2024 – 05/06/2024	B&NES libraries moved onto Spark live system	*Performance issues on all platforms until 10th August when improvements were made*
07/06/2024	Website and app moved on to Spark live system	
21/06/2024	Due date for Phase 1 completion and move to BAU – deadline missed on many functions due to performance issues	
26/06/2024	First public apology communication from Libraries West released via website	
10/08/2024	Axiell moves the Spark LMS systems onto new servers – performance improves and work on Phase 1 functions starts	
18/10/2024	Work started to complete all Phase 1 functions	
21/10/2024	Libraries West met with Axiell to review all implementation phases in full, including items delayed. The Board instructed them to obtain revised deadlines on all outstanding items.	
22/10/2024 – Onwards	Functionality improvements being implemented including: Customer Facing Website – Improvements to experience Customer Notifications – Emails for book reservations etc. Customer Payments – Payments were waived until 22nd October when the issue was resolved. Access Levels for staff – Volunteers being given more access. Reporting – Management Information reports. Cataloguing – Work ongoing with Libraries West to improve	
7/11/2024	Letter sent to Axiell from Libraries West. Detailing requirements to apply service credits and make improve in several areas. This was signed by Dr Darren Smart who is the Chair of LibrariesWest Consortium. Letter to Axiell FINAL 7.11.2024 DS s	

3.3 Axiell have acknowledged to all UK customers at a recent event in London that they have not delivered the right service this year, in 2024, and are putting many systems in place to prevent it happening again (e.g. notification system to engineers if system slows).

3.4 The Libraries West Board are continuing discussions with Axiell to ensure robust contract management and service credits.

3.5 As a result of the performance issues many aspects of the LMS that should have rolled out in the first six months have been delayed and are only now being planned and implemented.

4 STATUTORY CONSIDERATIONS

5 RESOURCE IMPLICATIONS (FINANCE, PROPERTY, PEOPLE)

5.1 Due to the issues with the implementation of the Library Management System the amount of resources from our libraries team has been prioritised over the last six months to work on improving the situation.

6 RISK MANAGEMENT

6.1 A risk assessment related to the issue and recommendations has been undertaken, in compliance with the Council's decision making risk management guidance.

7 EQUALITIES

7.1 EIA is not applicable for this particular report which is related to Library Management System implementation issues.

8 CLIMATE CHANGE

8.1 N/A

9 OTHER OPTIONS CONSIDERED

9.1 N/A

10 CONSULTATION

10.1 S151 – Andy Rothery reviewed a draft version of this report in December 2024

Contact person	*Liam Abbott – 07717 300136, liam_abbott@bathnes.gov.uk*
Background papers	*N/A*
Please contact the report author if you need to access this report in an alternative format	

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Bath & North East Somerset Council

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
28TH JANUARY 2025				
28 Jan 2025 13 Feb 2025 25 Feb 2025 **E3590**	**Corporate Policy Development and Scrutiny Panel** **Cabinet** **Council**	**Budget and Council Tax 2025/26 and Financial Outlook**	Gary Adams Tel: 01225 477107	Executive Director - Resources (S151)
28 Jan 2025	**Corporate Policy Development and Scrutiny Panel**	**New Library System roll out - update**		
25TH MARCH 2025				
25 Mar 2025	**Corporate Policy Development and Scrutiny Panel**	**Aequus Company Performance Report**	Simon Martin Tel: 01225 477407	Executive Director - Resources (S151)
25 Mar 2025	**Corporate Policy Development and Scrutiny Panel**	**Update on Commercial and Corporate Estate**	Richard Long, Simon Martin Tel: 01225 477075, Tel: 01225 477407	Executive Director - Resources (S151)

Ref Date	Decision Maker/s	Title	Report Author Contact	Director Lead
25 Mar 2025	**Corporate Policy Development and Scrutiny Panel**	**Capital Programme Update**	Simon Martin Tel: 01225 477407	Executive Director - Resources (S151)
25 Mar 2025	**Corporate Policy Development and Scrutiny Panel**	**Quarter 3 Budget Monitoring Update**	Gary Adams Tel: 01225 477107	Executive Director - Resources (S151)
13 Feb 2025 25 Mar 2025 **E3598**	**Cabinet** **Corporate Policy Development and Scrutiny Panel**	**Corporate Performance Report 2024-2025 Quarter 3**	Ceri Williams Tel: 01225 396053	Chief Executive Executive Director - Resources (S151)
13TH MAY 2025				
8TH JULY 2025				
16TH SEPTEMBER 2025				
11TH NOVEMBER 2025				

The Forward Plan is administered by **DEMOCRATIC SERVICES**: Democratic_Services@bathnes.gov.uk

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