

POLICY AND RESOURCES COMMITTEE

NOTICE AND AGENDA

For a meeting to be held in the Penn Chamber, Three Rivers House, Northway, Rickmansworth on Monday, 4 December 2023 at 7.30 pm

Members of the Policy and Resources Committee:

Councillors:

Sarah Nelmes (Chair)
Jon Tankard
Paul Rainbow
Chris Lloyd
Andrew Scarth
Steve Drury
Keith Martin

Stephen Giles-Medhurst (Vice-Chair)
Philip Hearn
Abbas Merali
Oliver Cooper
Stephen Cox
Chris Mitchell

*Joanne Wagstaffe, Chief Executive
Friday, 24 November 2023*

The Council welcomes contributions from members of the public on agenda items at the Policy and Resources Committee meetings. Details of the procedure are provided below:

For those wishing to speak:

Members of the public are entitled to register and identify which item(s) they wish to speak on from the published agenda for the meeting. Those who wish to register to speak are asked to register on the night of the meeting from 7pm. Please note that contributions will be limited to one person speaking for and one against each item for not more than three minutes.

In the event of registering your interest to speak on an agenda item but not taking up that right because the item is deferred, you will be given the right to speak on that item at the next meeting of the Committee.

Those wishing to observe the meeting are requested to arrive from 7pm.

In accordance with The Openness of Local Government Bodies Regulations 2014 any matters considered under Part I business only of the meeting may be filmed, recorded, photographed, broadcast or reported via social media by any person.

Recording and reporting the Council's meetings is subject to the law and it is the responsibility of those doing the recording and reporting to ensure compliance. This will include the Human Rights Act, the Data Protection Legislation and the laws of libel and defamation.

1. APOLOGIES FOR ABSENCE

To receive any apologies for absence.

2. MINUTES

(Pages 5
- 22)

1. To note the minutes of the special meeting of the Committee held on 5 October 2023; and
2. Confirm, as a correct record, the minutes of the Policy and Resources Committee meeting held on 13 November 2023

3. NOTICE OF OTHER BUSINESS

Items of other business notified under Council Procedure Rule 30 to be announced, together with the special circumstances that justify their consideration as a matter of urgency. The Chair to rule on the admission of such items.

4. DECLARATIONS OF INTEREST

To receive any declarations of interest.

5. PROCUREMENT STRATEGY

(Pages
23 - 44)

To consider a report of the Director of Finance detailing the new Procurement Strategy to support the Council Corporate Framework and recommending that the Procurement Strategy be approved and adopted by Council.

6. OTHER BUSINESS - IF APPROVED UNDER ITEM 3 ABOVE

Items of Other Business notified under Council Procedure Rule 30 to be announced together with the special circumstances that justify their consideration as a matter of urgency. The Chair to rule on the admission of such items.

7. DISCRETIONARY FEES AND CHARGES

(Pages
45 - 68)

To consider a report of the Director of Finance recommending that Council approve the Fees and Charges set out in the schedule at -

1. Appendix 1, to be effective from 1 January 2023; and
2. Appendix 2 to be effective from 1 April 2023

8. VARIATION TO PUBLIC SPACES PROTECTION ORDER (PSPO) PUBLIC CONSULTATION RESULT

(Pages
69 - 80)

To consider a report of the Environmental Strategy Manager recommending:

1. The inclusion of Greenfields Avenue, Carpenders Park Children's Play Area, to the Public Spaces Protection Order (PSPO) schedule excluding dogs from the area;
2. The children's play area at The Mead, Carpenders Park, is removed from the PSPO schedule excluding dogs from the area; and

3. That public access to the report be immediate.

9. PROPOSED EXPANSION OF THE WATFORD BC BERYL BIKE SCHEME INTO CROXLEY GREEN

(Pages
81 - 102)

To consider a report by the Head of Regulatory Services setting out a proposal by Watford Borough Council to extend the existing Beryl Bike scheme into Croxley Green.

The report's recommendations are that the Committee: Agree –

1. That officers continue to develop the proposal set out in the report at a cost of £45,000;
2. Delegate all decisions on the development a pilot scheme to the Director of Finance in consultation with the Lead Member for General Public Services and relevant Ward Councillors; and
3. Agree that officers pursue a future CIL [Community Infrastructure Levy] application for the monies.

10. EXCLUSION OF PRESS AND PUBLIC

If the Committee wishes to consider the remaining item in private, it will be appropriate for a resolution to be passed in the following terms: -

“That, under Section 100A of the Local Government Act 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined under Paragraph 3 of Part I of Schedule 12A to the Act. It has been decided by the Council that in all the circumstances, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.”

Note: If other confidential business is approved under item 3, it will also be necessary to specify the class of exempt or confidential information in the additional items.

General Enquiries: Please contact the Committee Team at committeeteam@threerivers.gov.uk

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**POLICY AND RESOURCES COMMITTEE
MINUTES
THREE RIVERS DISTRICT COUNCIL**

At a meeting of the Policy and Resources Committee held in the Penn Chamber, Three Rivers House, Rickmansworth, on Monday, 5 October 2023 from 7.30 – 9.00 pm

Present: Councillors

Sarah Nelmes (Chair)
Stephen Giles-Medhurst (Vice-Chair) (Economic Development and Planning Policy)
Jon Tankard (Sustainability and Climate)
Paul Rainbow (Public Services)
Chris Lloyd (Leisure)
Andrew Scarth (Housing, Public Health and Wellbeing)
Steve Drury (Community Partnerships)
Keith Martin (Resources)
Philip Hearn
Abbas Merali
Oliver Cooper
Stephen Cox
Chris Mitchell

Officers in Attendance:

Marko Kalik, Head of Planning Policy and Conservation
Anita Hibbs, Committee Manager

1. APOLOGIES FOR ABSENCE

Apologies for absence was received from Councillor John Tankard, substituted by Councillor Matthew Bedford, and Councillor Chris Mitchell.

2. MINUTES

As the minutes of the 11 September 2023 Policy and Resources Committee meeting were still to be finalised, the Chair proposed, and it was AGREED, that consideration of the minutes be deferred until the next meeting of the Committee.

3. NOTICE OF OTHER BUSINESS

There were no items of Other Business.

4. DECLARATIONS OF INTEREST

There were no Declarations of Interest.

5. LOCAL PLAN REGULATION 18 PART 4 CONSULTATION

The Committee considered a report by Mr Marko Kalik, Head of Planning Policy and Conservation seeking Member's approval to the Local Plan Regulation 18 Part

4: Three Rivers Preferred Local Plan Lower Housing Growth Option – protecting more Greenbelt land.

It was recommended that the Policy & Resources Committee:

1. Approves and recommends to Full Council the Local Plan Regulation 18: Part Four: Three Rivers' Preferred Local Plan Lower Housing Growth Option – Protecting More Green Belt Land document, as set out in Appendix 1, for public consultation in accordance with the regulations and the Local Development Scheme.
2. That delegated authority be granted to the Head of Planning Policy & Conservation in consultation with the Lead Member for the Local Plan to make any minor changes that are required before the documents are published for consultation.
3. That public access to the report be immediate.
4. That public access to the decision be immediate.

At the invitation of the Chair, Mr Kalik presented the report. For the benefit of those Members who had not participated in Local Plan Sub Committee meetings where this Item had been considered, Mr Kalik provided a recap on how Members and officers had come to the present position and on proposals for the way forward.

At the conclusion of Mr Kalik's presentation, the Committee heard a representation by Mr John Bishop on behalf of the Three Rivers Joint Residents' Association.

The Committee then heard a detailed presentation by Councillor Giles-Medhurst, as Chair of the Local Plan Sub-Committee. During the course of his presentation, Councillor Giles-Medhurst moved that the Committee approve the Recommendations set out at Paragraph 16.1 of the report that was before the Committee.

The Committee then heard contributions from Members of the Local Plan Sub-Committee including Councillors Mitchell and Cooper.

In response to questions by Councillor Cooper, Mr Kalik provided the following information.

- a) Referring to Paragraph 2.12 of Appendix 1 to the report, officers had reviewed National Planning policies and were of the view that there were no exceptional circumstances that would allow use of an alternative method rather than using the Government's Standard Method relative to housing targets.
- b) Officers had been holding regular "duty to cooperate" meetings with neighbouring authorities, infrastructure providers and other agencies. Therefore, it was unlikely that the Council would receive objections on the basis that it had not been holding "duty to cooperate" meetings.

The Committee then heard contributions from Councillors Hearn, Cooper, and Cox.

At this stage in the proceedings, Councillor Cooper moved the following amendment to the motion by Councillor Giles-Medhurst that the Committee approve the recommendations set out at Paragraph 16.1 of the report that was before the Committee:

Amendment 1

That the following sites be removed [from Appendix 1 – Local Plan Regulation 18 Part Four Consultation Document]:

1. CFS3: Fraser Crescent and Woodside Road
2. CFS6: Mansion House
3. PCS21: Love Lane
4. CFS65: Bucknalls Lane
5. CFS16: Chorleywood Station Car Park
6. EOS12.4: Maple Cross
7. EOS7.0: Shepherds Lane and Mill End
8. CFS59: London Road

Councillor Cooper addressed the Committee in support of the amendment. Councillor Hearn seconded the amendment.

The Chair spoke against the amendment before opening the debate to Members of the Committee.

Having put the amendment to a vote by way of a show of hands, the Chair declared that the amendment was **not carried**.

Councillor Cooper, seconded by Councillor Hearn, proposed the following amendment to the motion by Councillor Giles-Medhurst.

Amendment 2

That the following brownfield site be removed [from Appendix 1 – Local Plan Regulation 18 Part Four Consultation Document]: CG65: [Croxley Green] British Red Cross Community Way.

Having put the amendment to a vote by way of a show of hands, the Chair declared that the amendment was **not carried**.

Councillor Cooper, seconded by Councillor Hearn, proposed the following amendment to the motion by Councillor Giles-Medhurst.

Amendment 3

With reference to –

- a) EOS12.4: Maple Cross; and
- b) EOS7.0: Mill End,

that the following wording be included in the consultation:

“The infrastructure requiring current expenditure be open and operating before residential properties can be occupied”.

In response to a question by the Chair on the wording of the amendment, it was proposed that it would be necessary to seek legal advice as to whether the wording could be included in a local plan consultation.

After detailed discussion of the amendment, Councillor Cooper AGREED that the amendment be withdrawn.

Councillor Cooper, seconded by Councillor Hearn, proposed the following amendment to the motion by Councillor Giles-Medhurst.

Amendment 4

Regarding CFS16: Chorleywood Station Car Park, the consultation include wording to the effect that –

- a) There be no changes to the boundaries of Chorleywood Common; and
- b) That the permitted path through the site be preserved.

Councillor Cooper spoke in support of the amendment, noting that the permitted path through the site was not a “right of way”.

Following a debate by Members of the Committee on the proposed amendment, Councillor Cooper AGREED to the deletion of Paragraph a) of the amendment.

The Chair then put the revised amendment to a vote by way of a show of hands and declared that the amendment **was carried**.

Councillor Cooper, seconded by Councillor Hearn, proposed the following amendment to the motion by Councillor Giles-Medhurst.

Amendment 5

Regarding CFS65: Bucknalls Lane, that the wording in the consultation document be amended to include the following –

“Access would be required from the A405”.

Following discussion of the proposed amendment, the Chair declared that the amendment **was carried** by general assent.

Substantive Motion

The Chair put the substantive motion to a vote by way of a show of hands and declared that the motion **was carried**.

RESOLVED: That the Committee –

1. Approve and recommend to Full Council the Local Plan Regulation 18: Part Four: Three Rivers' Preferred Local Plan Lower Housing Growth Option – Protecting More Green Belt Land document, as set out in Appendix 1, for public consultation in accordance with the regulations and the Local Development Scheme, subject to the inclusion of the following provisions in the consultation:
 - a) CFS16 Chorleywood Station Car Park: that the permitted path through the site be preserved; and
 - b) CFS65: Bucknalls Lane: that access would be required from the A405
2. That delegated authority be granted to the Head of Planning Policy & Conservation in consultation with the Lead Member for the Local Plan to make any minor changes that were required before the documents were published for consultation.
3. That public access to –
 - The report; and
 - The decisionbe immediate.

The meeting ended at 9.00 pm.

CHAIR

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POLICY AND RESOURCES COMMITTEE

MINUTES

THREE RIVERS DISTRICT COUNCIL

At a meeting of the Policy and Resources Committee held in the Penn Chamber, Three Rivers House, Rickmansworth, on Monday, 13 November 2023 from 7.30 - 9.01 pm.

Present: Councillors

1. Sarah Nelmes (Chair)
2. Stephen Giles-Medhurst (Vice-Chair)
3. Jon Tankard
4. Paul Rainbow
5. Chris Lloyd
6. Andrew Scarth
7. Oliver Cooper
8. Steve Drury
9. Keith Martin
10. Philip Hearn
11. Stephen Cox
12. Chris Mitchell

Officers in Attendance:

Joanne Wagstaffe	Chief Executive
Alison Scott	Director of Finance
Emma Sheridan	Associate Director for Customer and Community
Rebecca Young	Head of Strategy and Partnerships
Stephen Rix	Associate Director, Legal & Democratic Services
Joanna Hewitson	Climate Change & Sustainability Strategy Officer
Shivani Dave	Partnerships Manager
Jason Hagland	Strategic Housing Manager
Cameron MacLean	Legal & Democratic Services Officer

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Merali.

2. MINUTES

The minutes of the meeting of the Policy and Resources Committee of 11 September 2023 were confirmed, and the Chair authorised to sign them as a correct record.

3. NOTICE OF OTHER BUSINESS

There were no Items of Other Business.

4. DECLARATIONS OF INTEREST

There were no Declarations of Interest.

5. BUDGET MONITORING REPORT AS AT 30 SEPTEMBER 2023

The Committee considered a report by the Director of Finance setting out the expected financial position over the Three-Year Medium-Term based on the Council's actual financial performance at the end of Quarter 2 (30 September 2023) set against the latest budget.

Councillor Keith Martin introduced the report and Alison Scott, Head of Finance, made a few observations on the report.

In the subsequent discussion, the following points were made.

- a) Regarding the Revenue Reserve Position and proposals to maintain a minimum General Fund balance of £2 million, it was noted that the £2 million referred to in Paragraph 3.2.2 of the report comprised the General Reserve Fund and the Economic Impact Reserve (Paragraph 3.2.3) and were available for general use.

Work on budget preparation had started, including proposals to bridge any gaps in the budget.

- b) In response to a number of questions, the Director of Finance noted that –
- Regarding VAT, partial exemption allowed local authorities, within prescribed limits, to claim back VAT;
 - The key risk in relation to Business Rates concerned revaluation, notably the significant increase in valuation of Warner Brothers. Government had reset the Business Rate system based on a 3% Appeals allowance across the board. Therefore, if Warner Brothers appealed, that would exceed the appeals allowance. Therefore, officers were in discussion with government on how to allow for this at the end of the year.
 - The Council's external auditors would bring a final report to the December meeting of the Audit Committee on the 2019/20 accounts, followed, shortly thereafter, by a report on the 2020/21 accounts.

- c) Referring to the Table: 2023/24 Revenue Account – General Fund Summary, at Paragraph 1.3.3 of the report, and the supplementary estimates and variances saving of £327,000, and the £489,000 variation to latest budget overspend, it was noted that most of the £489,000 came from recyclable income referred to in Paragraph 3.5.1.

- d) Regarding Appendix 3, Annex A: P&R Committee Medium-Term Revenue Budget Service, and the officer comment –

“Variance to be managed in year of £60,000 due to backdated rent and interest from Telefonica.”

the Director of Finance stated that she would need to get further information before she could respond to questions about this item.

- e) Based on previous years, it was anticipated there would be an increase in recyclable income towards the end of the year, but this was dependent upon price fluctuations in the global commodities market.

As there were no more questions, the Chair proposed that the Committee consider the recommendations as set out in the report.

Councillor Martin, seconded by the Chair, moved that the Committee approve the recommendations, as set out in the report. In the subsequent show of hands, the votes cast were, as follows –

For the Motion: 10
Against: 0
Abstentions: 2

RESOLVED: That that the Committee recommend to Council:

That –

1. The Revenue Budget Virements, as set out in Appendices 1 to 3, be approved and incorporated into the Three-Year Medium-Term Financial Plan.
2. That the Revenue Budget Supplementary Estimates, as set out in Appendices 1 to 3, be approved and incorporated into the Three-Year Medium Term Financial Plan.
3. That the Revenue Variances to be managed as set out in Appendices 1 to 3 be noted.
4. That the Capital Variances, as set out in Appendices 1 to 3, be approved and incorporated into the Three-Year Medium-Term Financial Plan.

6. EXCLUSIVE RIGHTS OF BURIAL EXTENSION POLICY

The Committee considered a report of the Environmental Strategy Manager, regarding the introduction of a new policy to allow for the extension of the Exclusive Right of Burial (ERoB) for a further 50 years, once the original 100-year ERoB had lapsed.

Emma Sheridan, Associate Director for Customer and Community, presented the report.

In the subsequent discussion, the following points were raised.

- a) As the proposed lease term was for 50 years i.e. half the time of the original 100-year lease, it was proposed that it would be appropriate to charge half the fee charged for the original lease.

Extending the EroB would provide a potential cost saving to the Council in that, when a lease lapsed, it became the Council's responsibility to look after untended graves.

- b) Regarding the possible termination of a lease before the expiry of the 50-year extension, it was noted that the Council had a duty of care to ensure that memorials on designated plots were being maintained, failing which the lease would revert to the Council.

As there were no more questions, the Chair, seconded by Councillor Martin, proposed that the Committee approve the recommendations as set out in the report.

RESOLVED: That –

1. A 50-year extension to the ERoB be approved;
2. That a deed be issued, accordingly; and
3. That the fee for the 50-year extension be set annually through the fees and charges budget setting process at 50% of the full ERoB resident fee at the time it is required.

7. CLIMATE EMERGENCY AND SUSTAINABILITY STRATEGY AND ACTION PLAN UPDATE, CLIMATE CHANGE, LEISURE AND COMMUNITY COMMITTEE

The Committee considered a report in which it was noted that a Climate Emergency and Sustainability Strategy had been adopted by Full Council in May 2021. The present report sought the Committee's approval to adopting the "Climate Emergency and Sustainability Strategy 2023-2027".

Joanna Hewitson, Climate Change & Sustainability Strategy Officer, presented the report.

In subsequent discussion, the following points arose.

- a) Watford Community Housing was addressing environmental concerns by implementing a programme providing external cladding on its properties at a cost of approximately £20,000 per property.

It was noted that the Council had previously worked with Watford Community Housing and was now working with Thrive Homes who had an ambitious programme of retrofitting properties, the cost of which was between £30,000 and £35,000 for external wall insulation (EWI) or a standard 3-bedroom semidetached property, with government grants being in the region of £10,000.

- b) It was noted that, under the Government's Social Housing Decarbonisation Funds: Wave 2.1 and 2.2, the Council was excluded from applying for funding from 2.2 as it was already seeking funds under 2.1. In addition, the Council was constrained in the amount of government funding for which it could apply based on the application by Thrive Homes for funding and match funding requirements.

As there were no more questions, the Chair, seconded by Councillor Tankard, proposed that the Committee approve the recommendations as set out in the report.

RESOLVED: That the Committee –

1. Approve the revised Climate Emergency and Sustainability Strategy 2023-2027 (“the Strategy”);
2. Recommend the Strategy to Council for adoption; and
3. Note the updates arising from the Climate Change and Sustainability Action Plan.

8. ADAPTATION AND RESILIENCE RISK REGISTER

The Committee considered a report, the purpose of which was to demonstrate that Three Rivers District Council (TRDC) acknowledged that climate adaptation was a crucial part of the climate and ecological emergency, and that TRDC was acting accordingly to ensure that the Council was resilient and adaptable to the risks associated with the impacts of climate change.

Joanna Hewitson, Climate Change & Sustainability Strategy Officer, presented the report.

In the subsequent discussion, the following points arose.

- a) In Appendix A, it was proposed that the Fire Brigade should be included in Column 17: D – Drought, at Paragraph D1.
- b) That there was a need to address pluvial (surface water) flooding and to inform residents of what measures they could take to mitigate this risk.

The Chair stated that information would be provided on the Council’s website.

- c) Regarding the use of Article 4 Directions (removal of permitted development rights) as a means of restricting property owners from paving over driveways and other such activities which were to the detriment of the environment, it was noted that the Council’s Planning officers had been consulted when the Risk Register was compiled.

As a critical aspect of flood prevention, officers had carried out communication exercises intended to inform the public about paving over driveways and had liaised with Planning officers on stressing environmental protection measures when considering planning applications.

- d) Referring to statistics provided by Hertfordshire County Council (HCC) it was noted that there was a significant problem with blocked gullies not being cleared and that HCC had yet to approve its Drainage strategy.

To address problems of flooding, the Council, when considering Planning applications for new developments, had required the inclusion of attenuation ponds as part of the development which had the benefit of resolving flooding issues beyond the area of the development.

- e) Regarding the use of Article 4 Directions, it was proposed that officers could look at their application in relation to, say, conservation areas, and not just single planning applications.

Councillor Lloyd, seconded by Councillor Tankard, moved that the Committee approve the recommendations as set out in the report.

RESOLVED: That the Committee –

1. Approve the Adaptation and Resilience Risk Register (“the Register”);
2. Recommend to Full Council at its meeting on 12 December 2023 that it adopt the Register;
3. Note that the actions arising from the Register would form part of the Service Plans; and
4. The Finance and Budgetary Risk Register should add a direct reference to the Adaptation and Resilience Risk Register.

9. EQUALITY, DIVERSITY AND INCLUSION POLICY 2023-26

The Committee considered a report of the Head of Strategy and Partnerships recommending that the Committee approve and recommend to Full Council adoption of the Equality, Diversity & Inclusion Policy (“the Policy”), set out in Appendix 1 of the report.

It was noted that the Policy has been finalised after taking into consideration feedback from the Equalities Sub-Committee and public consultation, the results of the public consultation being summarised in the report.

Shivani Dave, Partnerships Manager, presented the report.

During the subsequent discussion, the following points arose.

- a) Regarding the demographic information set out in Paragraph 4.1 of the background paper: Results of Equality, Diversity and Inclusion Policy Consultation, it was reported that there had been some issues with the requirement to register with the “Have Your Say” platform before the survey could be completed.

The Community Engagement Officers within the Partnerships Team were working with local community groups and partners to ensure that their voices were being heard even if they had not completed the “Have Your Say” survey.

It was noted that, not everyone who has registered for, and returned, the survey had completed the demographic information requested as this was optional.

- b) Regarding the impolite comments that had been submitted in the comments section in the survey, it was reported that two people who were critical of the survey had submitted the comments.
- c) It was acknowledged that receiving only 45 responses from the 153 people who had visited the survey was below officer’s expectations and that changes had been made to improve both resident and Three Rivers District Council (TRDC) Elected Member and staff engagement as there were elements of the policy that were of relevance to the Council and its employees.

The Chair moved that the Committee approve the recommendations, as set out in the report.

RESOLVED: That the Committee –

1. Approve the Equality, Diversity & Inclusion Policy (“the Policy”); and
2. Recommend the Policy to Full Council for adoption.

10. SAFEGUARDING CHILDREN AND ADULTS POLICY 2023

The Committee considered a report of the Head of Strategy and Partnerships recommending changes to the Council’s Safeguarding Children, Young People and Adults at Risk Policy (“the Policy”) to bring it up to date and in line with the requirements of the Hertfordshire Safeguarding Children Partnership, and the Hertfordshire Safeguarding Adults Board.

Rebecca Young, Head of Strategy and Partnerships, presented the report.

In the subsequent conversation, the following points were raised.

- a) It was confirmed that the changes that had been made to the Policy would bring it in line with the policy of Hertfordshire County Council (HCC).
- b) The compulsory training for Three Rivers District Council (TRDC) staff and Elected Members would reflect the changes that were being recommended and which would be updated by HCC.

It was proposed that the Safeguarding training should be made available to everyone.

The Chair moved that the Committee approve the recommendations, as set out in the report.

RESOLVED: That the Committee –

1. Adopt the new Safeguarding Children, Young People and Adults at Risk Policy 2023-2026 (“the Policy”);
2. Recommend to Full Council at its meeting on 12 December 2023 that it adopt the Policy;
3. That public access to –
 - a) The report; and
 - b) To the decisions of the Committee and Full Council, be immediate.

11. SERVICE PLANNING 2024-27

Rebecca Young, Head of Strategy and Partnerships, on behalf of the various Associate Directors and Heads of Service, introduced the Service Delivery Plans (“the Plans”) 2023-27 that were before the Committee, noting that these particular Plans were specifically for the Committee’s consideration.

Ms Young noted that the Plans included Key Performance Indicators (KPIs), Service Volumes, and Key Risks to Service Plan Delivery.

The Chair observed that the Service Plans were part of the integrated budget setting process.

In the subsequent discussion, the following points were raised.

- a) It was proposed that, with reference to the Service Delivery Plan 2024-27: Property Services & Major Projects, that the last item under the subheading “Major Projects” viz. “Adoption of Shepherds Lane within Local Plan” be removed.

The Chair proposed that, as this was the first draft of the Service Delivery Plans, it would be premature to remove this item and that it could be reviewed prior to the Service Plan being finalised.

In response to a proposal that officers clarify what was meant by the word “adoption” in the reference to Shepherds Lane, the Chair proposed that officers review and clarify the proposal in light of the Committee’s comments.

- b) Regarding the Legal, Election and Committee Services Service Delivery Plan 2023-26, under the heading “Service Purpose and Core Functions: electoral services” where it stated –

“Compile and maintain a register of electors including undertaking of an annual canvass (Statutory Function)”

the Chair proposed that officers provide relevant percentage “stretch” target information in relation to the annual canvass and what is achieved.

NOTED.

12. THREE RIVERS COMMUNITY STRATEGY 2023-28

The Committee considered a report of the Head of Strategy and Partnerships recommending adoption of the Three Rivers Community Strategy 2023- 28, noting that the Council was the lead partner of the Three Rivers Local Strategic Partnership (LSP) responsible for drafting the strategy.

Shivani Dave, Partnerships Manager, presented the report.

In the subsequent discussion, the following points were made.

- a) The practical differences that the residents of Three Rivers District Council (TRDC) would see as a result of the implementation of the Community Strategy included, for example, in response to the “cost of living” crisis –
- The setting up of individual community group meetings involving community partners within neighbourhoods in the District; and

- Through these meetings, the provision of “Warm Hubs” (also known as “Welcoming Hubs”) as part of a coordinated programme of “warm” spaces provided by community partners.

The Chair noted that the LSP involved several statutory bodies including the Police, the Fire Brigade, the Probation Service, the Job Centre, the Citizens Advice Bureau, Housing Associations, Mind (Mental Health charity), local charities such as Ascend, and working with organisations addressing issues such as domestic abuse, in an effort to make sure that nobody “fell through the cracks”.

- b) The Community Strategy had the greatest impact on those residents and persons within TRDC who were most in need of support. Therefore, by implication, the Community Strategy contributed to the well-being of all residents within TRDC.
- c) With reference to the Equality, Diversity and Inclusion Policy 2023-2026 [see item headed: Equality, Diversity and Inclusion Policy 2023-26] regarding the statistics of the number of persons who embarked upon Council surveys which they then failed to complete, it was proposed that the major block to people completing and submitting the survey was the requirement to register at the outset of the survey process. Consequently, the requirement to register for the survey has been removed.

It was noted that the various organisations within the LSP structure consulted with their respective service users and the draft Three Rivers Community Strategy had been the subject of discussion at three LSP meetings. The final version of the Strategy, which was before the Committee this evening, had been subjected to significant scrutiny by the LSP and its various substructures and service users.

- d) It was noted that it was the norm for people who engaged in public consultations not to comment, when asked, on the consultation process. Those people who did comment, tended to comment adversely on the consultation process. Therefore, for a consultation which had a broad consensus, the expectation was that there would be a relatively low consultation response rate.

Anecdotally, it was suggested that, if the response rate was relatively low, that was an indication of general support for the subject of the consultation.

- e) It was proposed, regarding those persons who had registered to complete the Council’s Equality, Diversity and Inclusion survey but has not then proceeded to complete the survey, that it may be possible for the Council to follow up, in accordance with GDPR (General Data Protection Regulation) regulations, as to why those persons had not completed the survey.
- f) If the Council was consulting with existing service users through existing service providers, there was a possibility that persons who were not existing service users were being overlooked in any consultation process.

It was noted that this was one of the reasons the Council was developing a new consultation platform and requesting people to register with the platform which would allow comparisons to be made with those who had registered, service users and the wider community. Groups that were not included in the list of registered users or service users could then be identified and the Council could

seek to engage with these groups through Community Engagement Officers and the Council's community partners and agencies. It may be that online engagement was not appropriate for some groups and the platform was just one of several tools of engagement available to the Council.

It was further noted that it was for this reason that the LSP included so many different partners and agencies. The only major agency that was not a member of the LSP was the NHS and an offer had been made to the NHS to join the next meeting of the LSP by way of a remote connection.

As there were no more questions, Councillor Drury, second by the Chair, moved that the Committee approve the recommendations as set out in the report.

RESOLVED: That the Committee –

1. Adopt the Three Rivers Community Strategy 2023-28 (“the Strategy”);
2. Recommend to Full Council that it adopt the Policy;
3. That public access to –
 - a) The report; and
 - b) To the decisions of the Committee and Full Council,
be immediate.

13. HOUSING, HOMELESSNESS AND ROUGH SLEEPING STRATEGY 2023-28 – PUBLIC CONSULTATION

The Committee considered a report of the Strategic Housing Manager reviewing the Council's Housing, Homelessness and Rough Sleeping Strategy 2017-2022.

The report included a pre-consultation draft of the Council's proposed Housing, Homelessness and Rough Sleeping Strategy 2023-2028, as set out in Appendix 1 of the report.

Jason Hagland, Strategic Housing Manager, presented the report.

In the subsequent discussion, the following points arose.

- a) Regarding the number of Afghan refugees in Three Rivers District Council, it was noted that there were two households in Three Rivers District Council (TRDC) area. One of the families was in Croxley Green and has been accommodated with funding from the Home Office under the Afghan Relocations and Assistance Policy (ARAP).

A second Afghan family had, of their own volition, vacated the hotel accommodation that has been provided and has subsequently been housed by the Council with retrospective Home Office funding.

- b) It was noted that in the section “Local Population within the Country” on Page 5 of the Housing, Homelessness & Rough Sleeping Strategy 2023-2028, the figure of 36,857 in two of the three pie charts on that page were incorrect and would be corrected before the document was sent out for consultation.

- c) Regarding the consultation on the Council's Housing, Homelessness and Rough Sleeping Strategy 2023-2028, officers would endeavour not to carry out the consultation over the Christmas period.
- d) Apart from one reference in the Index to the graph: Reasons for Homelessness – Accepted Duty, on page 10 of the Housing, Homelessness and Rough Sleeping Strategy 2023-2028, there was no other reference to ongoing housing and homelessness issues that might affect veterans and their families. It was proposed that these issues be referred to in the document within the context of the Council's Housing Allocation scheme and the relevant provision i.e. lack of need for local connection.

The Chair noted that the Council was a signed-up Member of the Armed Forces Covenant¹ ("the Covenant") and the Council ensured that its policies aligned with the Covenant.

Mr Hagland confirmed that the Council's Housing Allocations Policy was in line with the guidance from the Armed Forces Covenant regarding the Council's duty to ex-Armed Forces Members and their families. That said, should anyone wish to raise any issues or concerns in relation to the Council's housing policy and how it affected former members of the Armed Forces and their families, he would encourage them to do so by way of the planned consultation on the Council's Housing, Homelessness and Rough Sleeping Strategy 2023-2028.

- e) Regarding the technical nature of some of the terminology used in the consultation document, including references to LSOAs (Lower Super Output Areas), it was proposed that it would be best to avoid technical terms in a consultation document.

The Chair noted that it was the aim of the Council to produce documents that were in plain English. Mr Hagland stated that he would review the terminology used in the consultation document and would liaise with the Council's Communications Team to ensure that the document met the requirements of plain English.

As there were no more questions, the Chair proposed that the Committee approve the recommendations as set out in the report.

RESOLVED: To –

1. Approve, subject to ensuring that the document complied with the requirements of plain English, the proposed Housing, Homelessness and Rough Sleeping Strategy 2023-2028; and
2. That officers proceed with publishing the document for the purposes of public consultation.

14. OTHER BUSINESS (if approved under Item 3 above)

There was no other business.

¹ <https://www.armedforcescovenant.gov.uk/>

By way of conclusion, Councillor Scarth thanked the Chair for having chaired the meeting, and officers for their reports.

The meeting ended at 9:01 PM

CHAIR

POLICY AND RESOURCES COMMITTEE

PART I

Amendments to Contract Procedure Rules (CED/DCES/DoF)

Summary

1.0 Summary

The report details the new Procurement Strategy to support the Council Corporate Framework.

The Strategy has been written to ensure that Procurement supports the Council's key objectives.

The Procurement Strategy is centred on key Procurement Strategic aims and sets out how the Council can deliver Social Value through its procurement either through economic, community or environmental considerations.

The Procurement Strategy sets out its commitments to Social Value through Appendix A and how it will measure itself in Appendix B within the Strategy. The Strategy also references the Council's recent Climate and Sustainability Impact tool.

It should be noted that the Government is currently undertaking a review of Public Sector Procurement and the intention is for changes to be undertaken in 2024. The National Procurement Policy has been published and this procurement strategy reflects the aims of that policy.

The Consultation for this Strategy has been conducted across all services within the Council with close working with the Sustainability team. The Council's Procurement Strategy was last updated in April 2013.

The recommendation of the Procurement Strategy attached at Appendix 1 for adoption by the Council.

Details

The Council spends a significant proportion of its annual budget on externally purchased goods, services and works. The importance of effective procurement has never been greater for local government. The demand for public services is increasing, while resources are drastically reducing. The pressure to find greater efficiencies and improve productivity is driving councils to look for ways to deliver better outcomes for local people.

This strategy sets out Three Rivers District Council's vision for procurement and priorities to support the Corporate Framework. This incorporates the latest government procurement legislation and initiatives with the Council undertaking a watching brief in the event of any further change. The Council's strategy also sets out the Council's commitment to Sustainable Procurement from an environmental and social perspective.

This Procurement Strategy will encompass the need to support the Council's key objective's of the new Council Framework:

The Council aims to provide quality services that are responsive to the needs of the community and deliver optimum best value. It is also important that the strategy reflects both our compliance obligations and our procurement aspirations.

This strategy, by itself, will not lead to effective procurement; it is the commitment of everyone within the Council carrying out procurement activity which is key to successful procurement.

Options and Reasons for Recommendations

The current published Procurement Strategy is out of date (2013). The new Procurement Strategy reflects the Council objectives, places sustainability and social value at its core and reflects the National Government objectives.

Policy/Budget Reference and Implications

The recommendations in this report are within the Council's agreed policy and budgets. There is no impact to Council Budgets and the strategy is reflective of government policy.

No Council Performance Indicators are affected as a consequence of adopting these rules.

Financial Implications

There are no Financial Implications as a consequence of this contract. There are no Budget implications.

Legal Implications

The legal implications is addressed under risk.

Equal Opportunities Implications

There is no impact to Equalities, Human Rights and Data Protection from this report and no impact assessment was required.

Staffing Implications

There are no staffing implications as a consequence of adopting these rules.

Environmental Implications

The options around Environmental and Sustainable considerations are embedded within this strategy. These options are core to the strategy and reflect the Council Framework.

Community Safety Implications

There are no Community Safety implications as a consequence of adopting these rules.

Public Health implications

There are no Public Health implications as a consequence of adopting these rules.

Customer Services Centre Implications

There are no Customer Services Centre implications as a consequence of adopting these rules.

Communications and Website Implications

The Council's website will be required to be updated with the new strategy published. The strategy could be art-worked to fit into the Council's branding.

Risk and Health & Safety Implications

The Council has agreed its risk management strategy which can be found on the website at <http://www.threerivers.gov.uk>. In addition, the risks of the proposals in the report have also been assessed against the Council's duties under Health and Safety legislation relating to employees, visitors and persons affected by our operations. The risk management implications of this report are detailed below.

The following table provides specific detail of the risks.

Nature of risk	Consequence	Suggested Control Measures	Response	Risk Rating
Legislative Risk	Procurement Law changes in 2024 or there is an amendment to the National Procurement Policy	The revised strategy complies with the National Procurement Policy requirements. The Council will retain a watching brief and amend if required. The principal of the Strategy will remain.	Treat	1
Adoption	Procurements are made without the Officers considering the Strategy and the Council's Commitments as shown in the Strategy	<ul style="list-style-type: none"> - the revised Contract Procedure Rules approved in May 2022 addresses Social Value in detail with the risks of an unsuccessful procurement largely mitigated. - For large procurements, a strategy should be written that reflects and identifies the Social Value measures in place. - Revised evaluation models around the National TOMs framework (as stated in the Strategy) - Further training and fully detailed within the Procurement Toolkit. Measures in contracts are reported and managed. - Annual Review of Procurement activity to highlight the Strategy success and future opportunities. 	Treat	6
Transparency	Thresholds do not encourage Officers to advertise or Frameworks are used.	- Place adverts and engage with Suppliers in the Communities. Encourage transparency for opportunities in the Council. Hold Event days. Publish Pipeline and Contract Register	Treat	3
Evaluation Models	Procurements are not specific in identifying Social Value measures and Evaluation model is Generic	Build Specific Evaluation models for Social Value and ensure these are linked to Measures and deliverables in Contracts. Provide Training and explain the National TOMS Framework.	Treat	6

The above risks are scored using the matrix below. The Council has determined its aversion to risk and is prepared to tolerate risks where the combination of impact and likelihood scores 6 or less.

Very Likely ----- Likelihood ----- ▼ Remote	Low	High	Very High	Very High
	4	8	12	16
	Low	Medium	High	Very High
	3	6	9	12
	Low	Low	Medium	High
	2	4	6	8
	Low	Low	Low	Low
	1	2	3	4
	Impact			
	Low	-----▶		Unacceptable

Impact Score
 4 (Catastrophic)
 3 (Critical)
 2 (Significant)
 1 (Marginal)

Likelihood Score
 4 (Very Likely (≥80%))
 3 (Likely (21-79%))
 2 (Unlikely (6-20%))
 1 (Remote (≤5%))

In the officers’ opinion none of the new risks above, were they to come about, would seriously prejudice the achievement of the Strategic Plan and are therefore operational risks. Effectiveness of the management of operational risks is reviewed by the Audit Committee annually.

Recommendation

That the Procurement Strategy is approved and adopted by the Council.

APPENDICES / ATTACHMENTS

Procurement Strategy



Procurement Strategy 2023 - 2026

**Derek Hatcher
Corporate Procurement Manager**

DOCUMENT CONTROL

Author	Derek Hatcher
Version number	Ver.4
Document	Procurement Strategy
Issue date	17 th November 2023
Approval date	
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Version	Date	Comments
Draft	8th August 2022	
Ver. 1	11 th November 2022	Following Circulation across CMT Groups. Including comments from Departments.
Ver. 2	21 st December 2022	Incorporating Climate and Sustainability Impact Tool
Ver. 3	17 th May 2023	Review following CMT – New Corporate Framework included
Ver. 4	17 th November 2023	Added - Climate and Sustainability Impact Assessment – Appendix C

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1. Foreword - Introduction

The Council spends a significant proportion of its annual budget on externally purchased goods, services and works. The importance of effective procurement has never been greater for local government. The demand for public services is increasing, while resources are drastically reducing. The pressure to find greater efficiencies and improve productivity is driving councils to look for ways to deliver better outcomes for local people.

This strategy sets out Three Rivers District Council's vision for procurement and our priorities to support the Corporate Framework up to 2026. This incorporates the latest government procurement legislation and initiatives with the Council undertaking a watching brief in the event of any further change. The Council's strategy also sets out the Council's commitment to Sustainable Procurement from an environmental and social perspective.

This Procurement Strategy will encompass the need to support the Council's Objectives to:

- Provide responsive and responsible local leadership.
- Expand our position as a great place to do business.
- Support and enable sustainable communities.
- Achieve net carbon zero and be climate resilient.

The Council aims to provide quality services that are responsive to the needs of our community and deliver optimum best value. It is also important that the strategy reflects both our compliance obligations and our procurement aspirations.

This strategy, by itself, will not lead to effective procurement; it is the commitment of everyone within the Council carrying out procurement activity which will be key to successful procurement.

The Council is committed to:

- Achieving best value through all of its procurement activities;
- ensuring that paying above the National Living Wage remains an integral part of our commitment and we will continue to ensure that our contracted staff are treated fairly;
- ensuring that the Council has regard to and takes steps to mitigate any negative environmental impacts of any goods, services and works contracts procured and supports the principles to achieve a Net Carbon Zero Council by 2030;
- ensuring that local businesses particularly Small and Medium Enterprises and third sector organisations have visibility and can participate in the Council's contracting processes;
- ensuring that the Council operates a transparent procurement process with contract opportunities visible to businesses ensuring that businesses are encouraged to participate to supply the council;
- ensure that our procurements deliver added social value benefits at little or no additional cost to the Council;

Our achievements

The Council has a long standing view that effective procurement plays an important part in achieving its goals and objectives, whether this is in relation to significant individual projects or the many minor projects that contribute to our success. The Council has achieved significant benefits and value through the undertaking successful procurement. These include;

- Leisure Facilities Management Contract which incorporates William Penn Leisure Centre (Mill End), the redevelopment of South Oxhey Leisure Centre at Gosforth Lane and Rickmansworth Golf Course incorporating the Fairway Inn.
- TRDC has provided a new energy efficient building for the waste and recycling teams which includes an air source heat pump, LED lighting, radiant heating – which supply heat directly to the whole building – solar panels and two electric vehicle charging points providing four chargers. Electric Vehicles are utilised. In addition, to support local ecology, the building has been surrounded by bird boxes, bat boxes, an otter holt and log piles for insects - all created from waste materials. Fruit trees have also been planted throughout the site.

The Council has innovated to support its impact on the community:

- Parks and Open Spaces – Green flags delivered for its parks
- Leavesden Country Park Project – community involvement, through the friends of Leavesden Country Park training to perform tasks such as visitor observations and delivery of key elements in the management plan to activity sessions on the heritage and history to engage the community, along with family fun days.
- Play areas – Full public consultation is inbuilt as part of the tender process. Social value is delivered benefiting the local community including local supply chain opportunities, creating jobs, improving skills, providing work experience opportunities, supporting local volunteering opportunities, supporting local charities and community groups and organisations, improving environmental conditions.

The Council has been innovative in identifying opportunities:

- A Shared Service with Watford Borough Council for the provision of back-office functions including Finance, Revenues and Benefits, ICT Support, Human Resources and Procurement. This includes collaborative joint procurement across these disciplines.

Considering the most appropriate Procurement Routes for complex requirements:

- Leavesden Country Park Project – used procurement strategy for each element of the project including the project management. Adapted the tender documents and specification to suit each element of the project such as Artists for the sculpture trail, building of Leavesden HIVE, street furniture, restoration works at East Lane Cemetery and conservation works. This was a complex and multi contractor project over a number of years.
- LCP – heritage trail tender – Adapting the procurement route to ensure that this was a two stage approach, with public consultation on workshops and separate consultations on designs, to the public were involved before awarding the contract. This ensured that the community's expectations and artist's final pieces, were exactly what was required.

The Council has ensured that sustainability is integral to our procurement process. We have ensured that procurement activities are undertaken by well-informed Council officers with support from professional procurement staff, providing specialist support and advice. The Council has recently

developed a Climate and Sustainability Impact tool to assist in the procurement process allowing full business case assessments and aiding suppliers wishing to tender.

Waste strategy plans form part of our tender requirements when engaging contractors for regeneration projects, helping minimise any waste produced. The delivery of the plan is actioned and monitored via weight certificates from landfill sites.

We advertise our low value contracts, on Delta (which is published by Journals and in Contracts Finder), to ensure that we specifically attract local suppliers, Small Medium Enterprises (SMEs) and third sector organisations to the Council's contracting opportunities.

We also publish our procurement pipeline and contract register to allow visibility of contracts where sub- contacting may be on offer.

The aim of Three Rivers District Council is to consider Best Value through our statutory procurement obligations. We recognise that goods and services delivered by local businesses and the third sector support and boost the local economy and in some cases may reduce the economic and environmental impact and costs associated with transportation.

Delivering value for money through procurement can ensure Three Rivers District Council objectives and ensure it can deliver its priorities in accordance with the Corporate Framework.

2. What is Procurement?

Procurement is the process of acquiring, goods, works and services, covering both acquisition from third parties and in-house providers. The process spans the whole cycle from identification of needs through to the end of a contract or the end of the useful life of an asset.

The impact of procurement is far greater than just the definition of a ‘process’ and our vision, aims and objectives set out in this strategy detail the contribution that effective procurement arrangements can make to a range of socio-economic agendas. These include a successful local economy, a thriving voluntary sector, community empowerment, environmental issues and value for money. Good procurement is essential to ensure good public services, from buying works, goods and services that work as they are supposed to, to achieving savings that can be ploughed back into front-line services. Local Government spends over £60billion a year, with the Council’s external spend approximately £40m, procuring a wide range of works, goods and services, from everyday items such as pens and paper, to major infrastructure projects.

2.1 National Procurement Policy

The Government is developing major legislative reforms for public procurement (set out in its Green Paper on Transforming Public Procurement) which will deliver a new regulatory regime that better meets the needs of the UK following leaving the EU in January 2020. Whilst there is no immediate change to the procurement rules the current green paper will likely implement change in 2024, the key elements in the National Procurement Policy will be to ensure that public procurement should be leveraged to support priority national and local outcomes for the public benefit. The three key themes are:

- Social Value
- Commercial and Delivery
- Skills and Capacity for Procurement

The National Procurement Policy sets out the national priorities that all contracting authorities should have regard to in their procurement where it is relevant to the subject matter of the contract and it is proportionate to do so.

The Council’s procurement strategy ensures that the Council is in a position to deliver on the key themes of the Government’s policy. The Council will continue to review the information and guidance received from government and ensure that we revise this procurement strategy in line with any future new rules that may impact on how we procure the Council’s contracting requirements.

3. The Council’s Strategic Procurement Aims

The Council’s strategic procurement aims are shown below:

1. Enhance value: Although the core function of a procurement process is to secure a contract to provide goods, services or works, this also provides opportunities for the council to secure additional social and community value. Through all procurement activity the council will seek to enhance the value of the contract through securing commitments and contributions that will provide additional benefit to the community of Three Rivers.
2. Deliver sustainably: The council has declared both a Climate and Ecological Emergency and has a commitment to be net carbon zero by 2030 and improve the bio-diversity of the District. Sustainability and responding to these emergencies and commitments is not just the

responsibility of directly managed council services, but must be embedded and delivered in all of our contracts and third party arrangements. Through procurement we will ensure that all of our contracts support the council in meeting these commitments.

3. Drive Innovation: Working with a variety of sectors (commercial, local, environmental and sustainability) provides the council with opportunities to seek innovation and new ways to deliver our services. Through procurement we will aim to drive innovation in our service delivery through procuring outcomes rather than inputs and being open to new ideas and opportunities.
4. Be commercial: Being commercial through procurement means that the council will look to deliver efficiencies through effective procurement, strategically assessing the council's requirements and identifying the most efficient and effective procurement and contracting approach to deliver the required outcomes and best value. Working with and in partnership with the commercial sector requires the council to think commercially, to understand the drivers of commercial organizations and know how to work with them to ensure that all parties achieve their desired outcomes.
5. Ensure compliance: All procurement activity must be conducted in accordance with the law and the council's contract procedure rules.

4. Social Value

The Public Services (Social Value) Act 2012 requires the Council to consider how the services we procure might improve the economic, social and environmental well-being of the area. It is defined as improving economic, social and environmental wellbeing from public sector contracts over and above the delivery of the services directly required at no extra cost. Used properly, additional social value can be beneficial to both suppliers and councils and represent a joint effort to exploit maximum value from procurement. The Council has committed to ensure that social value criteria is stated in each evaluation model and outcomes can be recorded to enable the social benefit to be measured.

Social value forms a key deliverable of the Council's key Sustainable Procurement goals and is set out in the next section. Social Value directly links to the four themes to be delivered under the Council's Corporate Framework.

4.1 Sustainable Procurement

Sustainability is an important consideration when making procurement decisions. It ensures that we consider the environmental and social impact of procurement decisions. The Council is committed to making our spending decisions in a way that delivers both value for money on a whole life cycle basis, and achieving wider economic, social and environmental benefits.

Sustainable Procurement enables the Council to significantly improve our contracting approach and change the way we engage with the market.

Whilst there are situations where contracting with a 'big' supplier to deliver a service will provide better control and process efficiencies, we also recognise that contracting with smaller, medium size organisations can enhance quality of service and provide better options for service users.

It is for this reason that we are strengthening our commitment to work more closely with local and SME suppliers and seek to deliver more innovative solutions through this approach. The Council has developed a Climate and Sustainability impact tool to aid the procurement process to be completed in all relevant tender applications and can be found at Appendix C.

Sustainable Procurement focuses on three main themes - environmental, economic and social sustainable developments.

Appendix A provides detail of the Council's commitments to Sustainable Procurement.

4.2 Best Value

Local authorities have a duty under the Local Government Act 1999 to obtain Best Value. Best Value does not mean the lowest cost. There are many aspects to achieving best value through the procurement process. The Council achieves this by performing benchmarking exercises, lessons learned exercises, market engagement and reviewing delivery to inform the specifications and requirements. The final evaluation model will determine how each element defines the measure of best value by the Council including meeting appropriate specifications, standards and delivery timescales as well as consideration for sustainable solutions (detailed in appendix A). The final model will provide a relevant weighting per quality questions vs price elements for evaluation purposes.

4.3 Best Value, Sustainability and Social Value

The Council is committed to take into account, in a manner consistent with Best Value and our statutory procurement obligations, our duty to promote or improve the social, economic or environmental well-being of our communities within our contracting process.

It is recognised that some technologies or approaches may cost more to buy than less environmentally efficient alternatives. Nonetheless with whole-life consideration, it may be more cost effective to buy such products and services.

As environmental efficiency is always an integral part of our requirements, we believe that it is fully consistent with the principles of Best Value to pay a bit more if necessary to obtain these benefits.

Therefore, when we identify a need for a product or service we will seek to incorporate sustainability requirements that are consistent with this strategy to the extent that it is relevant and proportionate to the subject matter of the contract. It will form part of the Most Economically Advantageous Tender (MEAT) evaluation process.

The purpose of a construction contract may be refurbished homes or a new corporate development. However, the project can create local job opportunities or provide local training. The legacy of the project is therefore an improved physical and social infrastructure. When considering service provision, we will seek to award contracts based on overall value (including Social Value) in line with the Public Services (Social Value) Act 2012.

The Council is a long standing advocate of the National Living Wage (NLW) and will ensure that its Contractors and Supply Chain will adhere and pay this as a minimum.

4.4 Environmental Procurement

Our vision for long term environmental sustainability in Three Rivers forms part of the Councils Corporate Framework. The Council is increasingly placing environmental sustainability and its potential for improvements in quality of life at the heart its vision for the future of all its residents. Three Rivers District Council has an Environmental Target of Net Carbon Neutrality by 2030.

High quality green open space; public realm green infrastructure; efficient waste services with a variety of recycling options; healthy, walkable streets; clean energy; and measures to address fuel poverty play an important role in fostering civic pride and sense of belonging amongst the residents and businesses of Three Rivers.

Over the years the Council has used its contracting activities to lead by example in the delivery of environmental sustainability objectives, particularly in terms of the types of vehicles we procure and deploy for the delivery of the Council's essential services: we have continued to develop a robust procurement approach that allows us to increase the take-up of emerging fuel technology that is clean, efficient and one which improves air quality within the District. This is shown in the initiatives developed at Batchworth Depot.

Our construction procurements focus on ensuring waste recycling on construction sites and use of energy efficient products to deliver less energy consuming buildings. There is a continue review of its infrastructure to deliver energy efficient schemes shown in the Server Room Air Conditioning upgrade at Three Rivers House. This has resulted in a cost reduction of 80% (£16,000) and a reduction of 59,000 kwh per annum. This is now a very energy efficient environment for the cooling of our servers. The Council has installed Air Source Heat Pumps to Three Rivers House in 2023 to further reduce its carbon.

This strategy builds on our achievements in this area with particular emphasis on green energy procurement. The Council also has a significant commercial and industrial portfolio with a strategy to ensure that those properties gain the relevant EPC standard prior to being leased to tenants.

- Using renewable resources and preserving un-renewable ones
- Reducing, reusing and recycling, with particular reference to plastics, and with a focus on re-use
- Reducing CO2 emissions, including measurement of whole life or embodied CO2 where practicable, taking into account manufacture, transport and disposal.
- If avoidance of CO2 is impossible, mitigation measures need to be agreed as part of the contract
- Diverting from landfill and incineration as far as practically possible
- Proactively sourcing low carbon and green energy
- Using "whole life" costing where practicable, taking account of the cost of disposal and decommissioning
- Purchasing sustainable timber products
- Adopting food and agriculture practices that enhance the health and welfare of people and animals, such as seasonal, local food; organically grown/raised; Fairtrade; and red tractor.
- Minimising negative impact of freight associated with the Council's procurement and contracting activities.
- Minimising biodiversity and ecological damage [such as through choices of pesticides/ herbicides/ composts and ensuring products and services have a net zero biodiversity impact, or net gain.]
- Reducing water consumption
- Choosing products with an appropriate lifespan [e.g. for phones, some are designed to be supported for 5 years plus (iPhones), while others are more like 3 years], which are durable, repairable, and are recyclable at end of use.
- The Council will lead, encourage and work with organisations submitting tenders to identify and understand emissions to eradicate these emissions by 2030 in accordance with the Council's aims.

These all contribute to a greener and brighter future and creating a diverse, happy and healthy town.

It should be noted that any Procurement may need to respond and be compliant with any changing outputs of the Environment Act 2021 with the Council ensuring a watching brief on developments.

4.5 Supporting the Local Economy

A key opportunity for the Council, as part of our commitments to obtain maximum value from contracted services and our wider spend with external organisations, is to strongly focus on securing enhanced contractual benefits for the local area, economy and for the health and wellbeing of our residents.

We aim to achieve more from our expenditure on services. As such we will, within the boundaries of regulatory requirement, be innovative in considering what economic benefits can be delivered through our contracting activities.

The Council recognises that there are significant advantages of engaging with small local businesses, for both the Council and the local economy. This is recognised in the Council's Objectives. The Council is committed to using procurement processes that encourage such businesses to compete for opportunities. Whilst UK Procurement Regulations preclude the Council from any explicit local buying policies through openness, fairness and transparency, the Council will procure in a manner that benefits the local economy. The Council has committed to advertising all contracts over £25k to Procurement Threshold and with a commitment to seek quotations from local suppliers for spend below £25k.

The Council will publish its Contract Register and procurement pipeline quarterly to ensure that there is a visibility of contract awards and future procurements. The council is committed to engage with the local market and to advertise future opportunities.

- Promoting social innovation
- Making payment on time to our suppliers
- Supporting local employment
- Encouraging local suppliers into the supply chain
- Looking to improve regeneration and integration of our local community
- Employment and skills initiatives including apprenticeships
- Procuring healthy and sustainable food

The Council defines "local" as Three Rivers, the South West Herts neighbouring boroughs and within 10 miles of the borough.

4.6 Procuring Ethically and Responsibly

The Modern Slavery Act which came into force in October 2015 further highlights the need to tackle unfair treatment of contracted staff across the whole spectrum of an organisation's supply chain.

The Council has, in the past, delivered on our equalities duties and have been proactive in ensuring that workers' rights are preserved as part of the procurement of new contracts and when a decision is made to in-source a service.

The Council will build on these achievements and take account of emerging issues and legislative demands in this area. The Council will also assess firing and rehiring employment practices as part of this process.

- Fulfilling our public sector equality duty
- Ethical practices such as Fair Trade

- Diversity (community, supplier and workforce)
- Paying the National Living Wage
- Tackling Modern Slavery and Human Trafficking

4.7 Management of Risk

Risk management is an integral part of a procurement process and must be considered at the planning stage of any procurement process. The Council will identify the risks associated with all major procurement activity and the contingencies for service disruption in each project and how these are to be mitigated and managed. Mandatory Council policies need to be addressed within each procurement including policies such as cyber security, meeting national living wage and procurement compliance.

For any high financial value, high risk or high profile procurement and which also involves significant risk including staff transfer; or significant potential for reputational or financial risks we will utilise our project management methodology throughout a projects life to ensure it delivers the project objectives and outcomes. Risks and issues register(s) relating to the procurement will be set up and regularly monitored by the project team.

4.8 Managing Contracts and Supplier Relationships

Contract and relationship management refers to the effective management and control of all contracts from their planning inception until their completion by the appointed contractor(s). It covers the supported policies, procedures and systems needed to undertake it, together with broader issues from the identification and minimisation of risk, successful and timely delivery of outcomes and performance, effective control of cost and variations, and the maintenance of clear communications and operational relationships with contractors. Buyers and contract managers will be proactive in relation to managing contracts and performance in order to ensure that positive output and outcomes are maximised, cost variations are minimised and any issues in relation to the delivery of the contract are appropriately addressed at the earliest opportunity.

4.9 Legal Considerations

The Council must adhere to the UK Public Contracts Regulations in its procurement activities. The Council has also developed its own Contract Procedure Rules which set out procedures, timescales, and rules for procurement and is part of the Council's Constitution. The key principles of the rules underpinning procurement activities are as follows:

- Fair and Equal Treatment
- Non-discriminatory
- Proportionality
- Transparency
- Mutual Recognition

The Council shall have regard to the principles in the procurement process and will continue to ensure all elements are met.

When the UK left the EU in January 2020 it made a commitment that there would be no immediate change to the procurement rules. Currently the government has produced a green paper on procurement that will likely implement change in 2024. The Council will continue to review emerging

information and directives and ensure that we revise our practices in line with any new rules that may impact our Contract Procedure Rules.

4.10 Strategy Success

The success of this strategy will depend on the implementation and effectiveness of the following key principles and actions:

- Political and management endorsement and support
- Council-wide recognition of the importance of the role of procurement in delivering improvement and efficiency
- Improved forward planning by service areas;
- Adequate resourcing and prioritisation of projects;
- Adequate support from key internal functions throughout the procurement cycle;
- Continued development of procurement capacity and capability within services, encouragement of continuous improvement;
- Identification, allocation and continuous management of risk;
- Management of performance shortfalls and adequate tools to tackle poor performance;
- Continuity of knowledge throughout the procurement phases and the delivery of regular and effective training.

5. Conclusions

This strategy sets out how procurement will support the Council in achieving its corporate vision in line with the Corporate Priorities through its tendering exercises and contract management.

It sets out procurement objectives taking into consideration the National Procurement Policy to achieve best value in this period of financial austerity for local government.

It highlights the Council's responsibilities and commitment to residents and that local businesses have the knowledge and tools to enable them to supply to the Council.

It ensures the council remains compliant with the Public Contracts Regulations 2015 as amended.

This strategy has been put in place to ensure that procurement continues to support the Council in achieving its objectives to 2023.

Appendix B sets out how the Council intends to measure itself to demonstrate success in achieving this Procurement Strategy.

Appendix A – Procurement Commitments (Sustainability)

Environmental Procurement

It is important that the council define clear environmental benefits in our procurement in a way that is practicable and proportionate to the value and complexity of each individual contract. The Council will use its Climate and Sustainability Impact Tool to aid the procurement process and provide transparency on environmental procurement as part of using the tool.

The outputs and outcomes that we set and agree with our suppliers will be realistic and we will be proactive with regards to how we track our progress, making sure that the outcomes are realised and captured through robust contract management.

Our commitments in this area:

- For Construction, Contractors will be required to re-use a certain percentage of the materials found on site. Disposal to landfill should be the last resort option.
- Where cleaning services and products are sourced, the contractual requirement will be for the use of biodegradable and plant-based products, fully-recyclable packaging, and/or the use of alternative cleaning methods, such as steam-cleaning to be employed. Alternatives would only be considered whereby the above would be justified to be unreasonable.
- The Council will encourage reduced packaging for products and the use of recycled and recyclable packaging over less desirable alternatives such as polystyrene.
- The Council will seek to minimise and ultimately bring to an end the use of plastics at the earliest opportunity.
- The Council will strictly prohibit all avoidable plastic, disposable, and non-recyclable catering materials for Council operations. Energy efficient products will reduce the carbon intensity of the local authority's functions through decreased energy consumption.
- The Council will actively consider the energy consumption, [embodied energy,] emissions levels, and other vital energy related sourcing requirements when we procure equipment and devices.
- The Council will also ensure electronic waste is minimised and, when produced, disposed of in a way that maximises re-use and/or recycling.
- Consideration will be given to products which are more durable and repairable, so do not need to be replaced as frequently, improving cost effectiveness and reducing the amount of material going to landfill and energy from waste. We believe it is worthwhile spending more on a product that will last and remain effective for appreciably longer.
- For our vehicle procurements, we will prioritize the procurement of zero emission vehicles. In the event that operational, technical or financial reasons prevent the purchase of zero emission vehicles an exemption will be sought and the Council will ensure vehicles used with lower levels of pollution, either through their manufacture, usage or disposal. This could relate to the actual vehicles meeting the relevant emission standards but also with specific reference to the fuel technology deployed for operating the vehicles
- Our approach for energy procurement will be to secure 100% of our total consumption from renewable sources as part of the procurement process and ensure that we maintain sustained growth of 'green' electricity in our energy contracts.
- The reduction of the frequency of delivery of purchased products by suppliers supplying to the

Council will have positive impact on air quality in the District. To this end, we will work with our suppliers to ensure that delivery schedules are reduced to the lowest possible frequencies.

- We will encourage suppliers to adopt processes and procedures to reduce their environmental impact, for example through certification to independent environmental accreditation schemes such as ISO14001, BES6001, others as relevant, including emerging standards, or their equivalent, where relevant and proportionate.

Procuring for Social Value (Everyone)

A key opportunity for the Council, as part of our commitments to obtain maximum value from contracted services and our wider spend with external organisations, is to strongly focus on securing enhanced contractual benefits for the local area, economy and for the health and wellbeing of our residents.

We aim to achieve more from our expenditure on services. As such we will, within the boundaries of regulatory requirement, be innovative in considering what economic benefits can be delivered through our contracting activities.

Our commitments in this area:

- We will consider the size of contract and assess if it can be split into smaller lots to make it more accessible to smaller and local businesses and the third sector without necessarily increasing costs or reducing quality control.
- For works and services contracts, we consider their capacity to provide jobs and training opportunities for local people. Where relevant, we will ask suppliers about their proposals for using local suppliers, their methods for achieving them and the expected results. The results will be included as targets within the contract.
- We will promote economic regeneration through active communication with local suppliers to support their access to information on business opportunities, how to do business with the Council and identifying who is responsible for different spend categories. The gateway for local suppliers to accessing contract opportunities is through various local, regional and national advertising portals.
- The Council will ensure that the Council's e-tendering system has links to relevant portals that would allow easy access to our contracts.
- As far as it is practicable to do, the Council will advertise contracts above the £25K threshold via our e-tendering system. Some contracts, by their nature are better packaged as relatively large contracts either because of their complexity or as part of securing efficiencies. Where this is the case, large suppliers will be encouraged to sub contract elements to local businesses and the third sector. Where the delivery of a service contract requires a supplier to have or to establish a local base for delivery, the supplier will be expected to demonstrate as part of the selection process that they will not only establish a local base but that they will also be encouraged to recruit locally.
- The Council will actively seek to secure jobs, skills training and apprenticeships opportunities for our residents through our supply chain. In particular, where appropriate, contracting expenditure with a threshold of £1M and extends beyond 12 months, and contracts with a significant workforce element will be required to deliver a minimum of one apprentice place, skills training, work placement or work experience for local students.
- The Council will continue to support our business community and third sector by organising and participating in workshops and other supplier engagement events to familiarise potential

suppliers with Council requirements and procurement processes.

Procuring Ethically and Responsibly

The Modern Slavery Act which came into force in October 2015 further highlights the need to tackle unfair treatment of contracted staff across the whole spectrum of an organisation's supply chain.

The Council has, in the past, delivered on our equalities duties and have been proactive in ensuring that workers' rights are preserved as part of the procurement of new contracts and when a decision is made to in-source a service.

The Council will build on these achievements and take account of emerging issues and legislative demands in this area. The Council will also assess hire and fire as part of this process.

Our Commitments in this area:

- The Council will ensure that our procurement activities supports the Councils ethos of valuing diversity and that our contracted services are accessible to everyone whatever their circumstances.
- will use innovative approaches to support local priorities, creating greater opportunity and prosperity for narrowing economic, environmental and health inequality; we will evaluate the impact of our projects and use what have learned to improve and further develop our services.
- Where the Council makes a decision to either renew its contracts or outsource any of its services to the private or voluntary sector, we will consider workforce issues and human rights with a view to deal with them on a case by case basis as allowed under UK procurement, local government and other relevant legislation.
- Specifically, we will seek to address the issues below.
- We require our suppliers to offer wages and benefits that as a minimum meet relevant industry benchmarks and nationally required standards and to consider pay and workforce conditions in its services and works contracts in a manner consistent with Best Value ensuring that pay rates are at least equivalent to the National Living Wage. The Council does not advocate the practice of hire and fire employers.
- Will promote the use of Fair Trade (and equivalent) products within our contracts and specifically for catering services delivered within the Council owned premises where Fair Trade (and equivalent) products will be solely served.
- Businesses with an annual turnover as that stipulated by the government, will be required to show that they have complied with the fundamental requirements of the Modern Slavery Act (2015) or risk facing exclusion at the qualification stage of a tender exercise. This will be in addition to existing requirements on equalities and non-discrimination of workforce.
- Our contract managers will ensure that annual Slavery and Human Trafficking Statements of our contracted suppliers are submitted and checked.
- We will promote consideration of Trade Union recognition as part of the operation of our contracted services and there will be early consultation with relevant Trade Unions before we embark on the procurement of outsourced services to ensure that issues such as the transfer and treatment of staff under TUPE as well as terms & conditions, including pay, training and pension provision are fairly negotiated.
- The Council will also require its suppliers to establish a whistleblowing process that allows contracted staff to report concerns about how their employer deals with workforce matters in

their workplace, particularly if the issue being reported is widespread within the organisation.

Appendix B – Measurement of Procurement Success

The following metrics will be benchmarked by the Council to demonstrate success of this Procurement Strategy:

- **Assessment of Spend under Contract (against the Council’s Contract Register)**
- **Publication of the Procurement Route adopted by the Council for Contracts awarded (advertised, framework, quote) as stated within the Contract Procedure Rules**
- **Procurement Exemptions (Number and Value)**
- **Financial Performance – Savings (Cashable & Non Cashable)**
- **Social Value Commitment (See below)**
- **Move to Net Carbon Zero (measured – as part of our Sustainability strategy)**

For our Sustainable Procurement metrics, the Council will record and report on the following:

Environmental Procurement

Our procurement activities and each procurement projects would be expected to have specific targets against these measures:

- **% of FSC timber used in a given product**
- **% of material recycled or utilised on site**
- **% reduction in water consumption**
- **Energy saved (KWh) comparing product A to B**
- **Reduction in carbon emissions (tonnes) – as part of the council’s Sustainability Strategy.**
- **Whole life cost (including disposal)**
- **Whole life energy consumption / CO2 emissions**

Social Value

Our procurement activities and each procurement projects would be expected to have specific targets against these measures.

- **Number and percentage of local people employed on the contract**
- **Number and percentage of local people offered training and apprenticeships**
- **Amount and percentage of spending with local subcontractors**
- **Amount and percentage of direct spend with local suppliers**
- **Amount and percentage of direct spend with Small and Medium Size Enterprises**
- **Amount and percentage spend of direct spend with the third sector**
- **We will expect all our contracts to be paying as a minimum NLW**

Three Rivers District Council will review and adopt the National TOMS Framework for Social Value and build this evaluation criteria into its procurement.

These commitments will be delivered as Key Performance Indicators within the Contract.

See typical categories and social values below:

TOMs Theme	TOMs Outcomes	Client's Priority Rating 10 (highest) - 1 (lowest) All columns to be completed
Jobs: Promote Local Skills and Employment	More local people in employment	
	More opportunities for disadvantaged people	
	Improved skills for local people	
	Improved employability of young people	
Growth: Supporting Growth of Responsible Regional Business	More opportunities for SMEs and VCSEs	
	Improving staff wellbeing and mental health	
	Ethical Procurement is Promoted	
	Social value embedded in the supply chain	
Social: Healthier, Safer, and more Resilient Communities	Crime is reduced	
	Creating a healthier community	
	More working with the community	
Environment: Decarbonising and Safeguarding our World	Carbon emissions are reduced	
	Air Pollution is Reduced	
Innovation: Promoting Social Innovation	Social innovation to support responsible business	
	Addressing needs and priorities as identified by stakeholders	
	Social innovation to enable healthier safer and more resilient communities	
	Social innovation to safeguard the environment and respond to the climate change	

POLICY AND RESOURCES COMMITTEE

4 DECEMBER 2023

PART I - NOT DELEGATED

DISCRETIONARY FEES AND CHARGES (DoF)

Summary

- 1.1 The Council regularly reviews the level of fees and charges set for discretionary services and services where charges are set locally. Fees and Charges were last reviewed in Autumn 2022 with the latest charges introduced from 1 January 2023 and 1 April 2023.
- 1.2 Where the Council has discretion over the fee or charge, the Council aims to recover the full cost of delivering the service. As such, fees will usually increase in line with cost pressures.
- 1.3 A schedule of proposed fees and charges effective from 1 January 2024 is set out in Appendix 1 and a schedule of fees and charges effective from 1 April 2024 is set out in Appendix 2.

Details

- 2.1 Since fees and charges were last reviewed in Autumn 2022, there has been a significant increase in the cost of delivering services, including those where a charge is made for both statutory and discretionary services.
- 2.2 The latest Budget Monitoring Report to Policy and Resource Committee sets out the inflationary pressures, particularly across pay and utilities, which are driving an increase in net expenditure of £1.2m reported in the first quarter. The Council has been working hard to contain these costs, including by holding vacancies, showing improvement in the overspend for the second quarter. It is important, however, that our fees and charges reflect this increase in cost.
- 2.3 Changes in statutory planning fees have been announced by the Government and from the 6th of December planning fees will increase between 25% and 35%.

Options and Reasons for Recommendations

- 3.1 Cabinet is recommended to recommend to Council to adopt the proposed fees and charges for 2024/25.

Policy/Budget Reference and Implications

- 4.1 The recommendations in this report are not within the Council's agreed policy and budgets but will feed into the 2024/25 budget setting process..

Financial Implications

- 5.1 The increase in fees and charges is forecast to generate additional income of £140k in 2024/25, plus additional garage income of £138k. This will help to

manage increased cost of service provision due to inflationary pressures during 2024/25. Increased income from revised fees and charges introduced from January 2024 will also help to reduce the budget pressure reported in 2023/24.

Legal Implications

- 6.1 Where the relevant statute sets out a fee or charge for the service in question, the Council does not have a discretion to alter that and nothing within this report will permit such a change.
- 6.2 Where the Council is providing a statutory service which the Council is mandated to provide or which the Council has a duty to provide, this is not subject to an authority to charge unless this is set out in the relevant statute and according such matters are not covered by this report or any associated charging policy.
- 6.3 There are specific powers to charge for services detailed throughout local government legislation as set out below:
- 6.4 The Local Government Act 2003 (“the 2003 Act”) introduced a general power to charge for the provision of any discretionary service. The discretionary charging powers do not apply to services which an authority is mandated or has a duty to provide. However, councils can charge for discretionary services (that is, services they have power to provide but are not obliged or have a duty to provide by law). In order to do so, the recipient of the discretionary service must have agreed in advance, to pay for the provision of such services. The 2003 Act power cannot be used where charging is prohibited or where another specific charging regime applies. Charging is limited to cost recovery and statutory guidance which the Council is required to have required to.
- 6.5 A local authority may be able to rely on the subsidiary powers under section 111 of the LGA 1972 to authorise the provision of a service to facilitate the discharge of a specific function. If reliance were to be placed on this power, it would be necessary to be satisfied that the function in question is incidental to the discharge of statutory functions of the Council. Where this is established, the local authority may charge under section 93 for that function-related service.
- 6.6 This power in relation to incidental services is subject to the restriction in S 93 that it cannot be used to raise income – i.e. you could not use it to generate a profit, but could rely on it to charge equivalent to the costs of provision of the “service” which is incidental to the statutory function.
- 6.7 In relation to utilisation of the general power of competence in the Localism Act 2011(“LA 2011”), these charging provisions follow, very closely, the requirements of the 2003 Act to allow local authorities to charge up to full cost recovery for discretionary services. These provisions operate alongside rather than replace the Local Government Act 2003 powers.
- 6.8 The power to charge under the LA 2011 is subject to a duty to secure that, taking one financial year with another, the income from charges does not exceed the costs of provision. As with the 2003 Act powers, charging for things done in exercise of the General Power of Competence is not a power to make a profit from those activities.
- 6.9 With regard to the Edited Electoral Register the Council must ensure that the provisions of the Representation of the People (England & Wales) Regulations

(RPR) 2001 - which set out, among other matters, the fees which may be charged regarding the edited register - are complied with.

- 6.10 Finally, where the introduction of new/altered fees or charges requires consultation and/or engagement with affected users to have been undertaken prior to the proposed changes, officers will need to have satisfied themselves that the appropriate actions have been taken prior to bringing forward these proposals for members' consideration.

Equal Opportunities Implications

- 7.1 The Equality Impact Assessment Relevance Test is attached at Appendix 3.

Has a relevance test been completed for Equality Impact?	Yes
Did the relevance test conclude a full impact assessment was required?	No

Staffing Implications

- 8.1 There are no staffing implications arising from this report

Environmental Implications

- 9.1 There are no environmental implications arising from this report

Community Safety Implications

- 10.1 There are no community safety implications arising from this report

Public Health implications

- 11.1 There are no public health implications arising from this report

Customer Services Centre Implications

- 12.1 There are no customer services centre implications arising from this report

Communications and Website Implications

- 13.1 The revised Fees and Charges, effective from 1 January 2023 and 1 April 2023 will be advertised on the Council's website and relevant service information.

Risk and Health & Safety Implications

- 14.1 The Council has agreed its risk management strategy which can be found on the website at <http://www.threerivers.gov.uk>. In addition, the risks of the proposals in the report have also been assessed against the Council's duties under Health and Safety legislation relating to employees, visitors and persons affected by our operations. The risk management implications of this report are detailed below.
- 14.2 The subject of this report is covered by the finance service plan(s). Any risks resulting from this report will be included in the risk register and, if necessary, managed within this/these plan(s).

Nature of Risk	Consequence	Suggested Control Measures	Response <i>(tolerate, treat, terminate, transfer)</i>	Risk Rating <i>(combination of likelihood and impact)</i>
Inaccurate estimates of fees and charges income and / or estimates of cost of delivering chargeable services	A budget pressure is created due to income shortfalls or increased expenditure	Budget levels realistically set and closely scrutinised	Fees and charges, including and surplus or loss are monitored through budget monitoring	4

14.3 The above risks are scored using the matrix below. The Council has determined its aversion to risk and is prepared to tolerate risks where the combination of impact and likelihood scores 6 or less.

Very Likely	Low	High	Very High	Very High
	4	8	12	16
	Low	Medium	High	Very High
	3	6	9	12
Likelihood	Low	Low	Medium	High
	2	4	6	8
Remote	Low	Low	Low	Low
	1	2	3	4
		Impact		
		Low	Unacceptable	

Impact Score

- 4 (Catastrophic)
- 3 (Critical)
- 2 (Significant)
- 1 (Marginal)

Likelihood Score

- 4 (Very Likely (≥80%))
- 3 (Likely (21-79%))
- 2 (Unlikely (6-20%))
- 1 (Remote (≤5%))

14.4 In the officers' opinion none of the new risks above, were they to come about, would seriously prejudice the achievement of the Strategic Plan and are therefore operational risks. The effectiveness of the management of operational risks is reviewed by the Audit Committee annually and financial risks are reported to each meeting of the Audit Committee.

Recommendation

15.1 That:

- Council is recommended to approve the Fees and Charges set out in the schedule at Appendix 1 to be effective from 1 January 2023
- Council is recommended to approve the Fees and Charges set out in the schedule at Appendix 2 to be effective from 1 April 2023

Report prepared by: Hannah Doney. Head of Finance

Data Quality

Data sources:

Fees and Charges schedule 2022/23

Data checked by:

Hannah Doney. Head of Finance

Data rating:

1	Poor	
2	Sufficient	
3	High	✓

Background Papers

APPENDICES / ATTACHMENTS

- Appendix 1 – Discretionary and Locally Set Fees and Charges effective from 1 January 2023
- Appendix 2 - Discretionary and Locally Set Fees and Charges effective from 1 April 2023
- Appendix 3 – Equality Impact Assessment relevance test

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Three Rivers Fees and Charges Schedule - Discretionary and Locally Set from 1 January 2024

Service Area	Name of Fee or Charge	Description of Fee or Charge	Statutory or Discretionary	VAT	Current Charge EXC VAT 2023/24 £	Increase	Proposed charge from 1 January 2024 EXC VAT £	Proposed charge from 1 January 2024 INC VAT £	Additional Description / Information	
Parking	Pay & Display Charges	Long Term Tariff	Discretionary	Non Business	4.00	0.00%	4.00	4.00	No change	
		Short Term Tariff	Up to 1 hour	Discretionary	Non Business	0.00	0.00%	0.00		0.00
			Up to 2 hours		Non Business	1.00	0.00%	1.00		1.00
			Up to 3 hours		Non Business	2.50	0.00%	2.50		2.50
			Up to 4 hours		Non Business	4.00	0.00%	4.00	4.00	
	Business Permits	Rickmansworth	Discretionary	Non Business	540.00	25.00%	675.00	675.00	Permit charges have not been increased since 2016. Had fees been increased in line with inflation, the increase over the period would have been 28%. (CIPH index 130.2 in October 2023 copared to 101.6 in October 2018).	
		Chorleywood	Discretionary	Non Business	240.00	25.00%	300.00	300.00		
	Resident Permits	Zones A, A1, B, C, C1, E, BED, RG, NS, GS and NL	First Permit	Discretionary	Non Business	60.00	25.00%	75.00		75.00
			Second Permit		Non Business	110.00	25.45%	138.00		138.00
		Zones CG, D, OW, OZ and W	First Permit	Discretionary	Non Business	30.00	26.67%	38.00		38.00
			Second Permit		Non Business	55.00	25.45%	69.00		69.00
	Special Permits		Discretionary	Non Business	vary between £23 - £90 depending on zone			55.00		55.00
	Visitor Vouchers	All Zones	Discretionary	Non Business	12.00	25.00%	15.00	15.00		
		Except CG, D, OW, OZ and W	Discretionary	Non Business	6.00	33.33%	8.00	8.00		
	Annual Pay & Display Permits	Eligible in TRDC long term car parks	Discretionary	Non Business	1,080.00	25.00%	1,350.00	1,350.00		
	Season Tickets	Eligible in Ferry Car park, Chorleywood and Winton Approach, Croxley Green	12 months	Discretionary	Non Business	750.00	25.07%	938.00	938.00	
			6 months		Non Business	375.00	25.07%	469.00	469.00	
	Doctor and Health Visitor Permits	Per permit	Up to 5 permits	Discretionary	Non Business	25.00	28.00%	32.00	32.00	
			Over 5 permits		Non Business	55.00	25.45%	69.00	69.00	
	Replacement Permits	All Zones		Non Business	15.00	26.67%	19.00	19.00		
Motorcycle Permits	All Zones		Non Business	25.00	28.00%	32.00	32.00			
Ferry Car Park Permits	Ferry Car Park		Non Business	200.00	25.00%	250.00	250.00			
Suspensions and Dispensations	Suspensions and Dispensations	12 months		Non Business	100.00	25.00%	125.00	125.00		
		6 months		Non Business	100.00	25.00%	125.00	125.00		
		Per bay per day	Discretionary	Non Business	30.00	10.00%	33.00	33.00		
Leisure	Watersmeet - Hire Rates	Auditorium	Commercial	Mon-Fri (Theatre)	Discretionary	Standard Rated	211.53	9.91%	232.50	279.00
				Sat-Sun (Theatre)	Discretionary	Standard Rated	236.50	9.94%	260.00	312.00
				Mon-Fri (Cabaret)	Discretionary	Standard Rated	249.04	10.09%	274.17	329.00
			Sat-Sun (Cabaret)	Discretionary	Standard Rated	286.22	10.06%	315.00	378.00	
			Not for Profit	Mon-Fri (Theatre)	Discretionary	Standard Rated	120.78	10.39%	133.33	160.00
				Sat-Sun (Theatre)	Discretionary	Standard Rated	144.65	10.04%	159.17	191.00
		Mon-Fri (Cabaret)		Discretionary	Standard Rated	175.23	9.86%	192.50	231.00	
			Sat-Sun (Cabaret)	Discretionary	Standard Rated	212.74	10.07%	234.17	281.00	
		Colne	Commercial	Mon-Fri	Discretionary	Standard Rated	49.72	10.62%	55.00	66.00
				Sat-Sun	Discretionary	Standard Rated	68.53	9.44%	75.00	90.00
				Not for Profit	Mon-Fri	Discretionary	Standard Rated	40.48	9.11%	44.17
				Sat-Sun	Discretionary	Standard Rated	63.58	8.79%	69.17	83.00
			Kitchen	Mon-Fri	Discretionary	Standard Rated	96.47	8.84%	105.00	126.00
				Sat-Sun	Discretionary	Standard Rated	121.11	8.72%	131.67	158.00

Service Area	Name of Fee or Charge	Description of Fee or Charge	Statutory or Discretionary	VAT	Current Charge EXC VAT 2023/24 £	Increase	Proposed charge from 1 January 2024 EXC VAT £	Proposed charge from 1 January 2024 INC VAT £	Additional Description / Information	
Watersmeet - Equipment / Staff	Microphone	Daily	Discretionary	Standard Rated	11.11	12.51%	12.50	15.00		
		Weekly	Discretionary	Standard Rated	33.22	10.39%	36.67	44.00		
	Radio Microphone	Daily	Discretionary	Standard Rated	17.05	12.43%	19.17	23.00		
		Weekly	Discretionary	Standard Rated	51.04	9.38%	55.83	67.00		
	Follow Spot	Daily	Discretionary	Standard Rated	23.32	10.76%	25.83	31.00		
		Weekly	Discretionary	Standard Rated	69.96	9.59%	76.67	92.00		
	Electric Piano	Daily	Discretionary	Standard Rated	30.69	11.34%	34.17	41.00		
		Weekly	Discretionary	Standard Rated	92.07	9.51%	100.83	121.00		
	Staging/Risers	Daily	Discretionary	Standard Rated	15.29	9.03%	16.67	20.00		
		Weekly	Discretionary	Standard Rated	45.87	9.00%	50.00	60.00		
	Portable Projector	Daily	Discretionary	Standard Rated	15.29	9.03%	16.67	20.00		
		Weekly	Discretionary	Standard Rated	45.87	9.00%	50.00	60.00		
	Digital Projector	Daily	Discretionary	Standard Rated	212.41	9.07%	231.67	278.00		
		Weekly	Discretionary	Standard Rated	637.56	8.88%	694.17	833.00		
	Baby Grand Piano	Daily	Discretionary	Standard Rated	232.43	8.99%	253.33	304.00		
		Weekly	Discretionary	Standard Rated	697.07	8.79%	758.33	910.00		
	Smoke Machine	Daily	Discretionary	Standard Rated	60.94	9.40%	66.67	80.00		
	Smoke Machine Fluid	Daily	Discretionary	Standard Rated	38.61	10.08%	42.50	51.00		
	Haze Machine	Daily	Discretionary	Standard Rated	46.42	9.50%	50.83	61.00		
	Haze Machine Fluid	Daily	Discretionary	Standard Rated	30.58	8.99%	33.33	40.00		
	DVD / TV	Daily	Discretionary	Standard Rated	37.73	10.44%	41.67	50.00		
	Flip Chart	Daily	Discretionary	Standard Rated	7.81	17.41%	9.17	11.00		
	Lectern	Daily	Discretionary	Standard Rated	7.81	17.41%	9.17	11.00		
	Lighting/Stage Assistant	Per hour	Discretionary	Standard Rated	18.70	11.39%	20.83	25.00		
	Sound Technician	Per hour	Discretionary	Standard Rated	27.50	9.09%	30.00	36.00		
	Additional Stewards	Per hour	Discretionary	Standard Rated	13.20	13.64%	15.00	18.00		
	Hire of Grounds	Charity / Not for profit / School fun runs		Discretionary	Standard Rated	66.00	9.09%	72.00	86.40	
		Charity events / school fetes		Discretionary	Standard Rated	196.90	9.19%	215.00	258.00	
		Non-charity event		Discretionary	Standard Rated	378.40	14.52%	433.33	520.00	
		Damage deposit required for Charity events / School fetes and Non-charity events		Discretionary	Standard Rated	755.70	11.71%	844.17	1,013.00	
		Funfairs	Operational day	Discretionary	Standard Rated	675.40	12.03%	756.67	908.00	
			Any additional non-operational days	Discretionary	Standard Rated	168.30	21.81%	205.00	246.00	
		Funfair damage deposit		Discretionary	Standard Rated	1,350.80	10.37%	1,490.83	1,789.00	
	Filming	Up to one hour		Discretionary	Standard Rated	116.60	27.93%	149.17	179.00	Charges apply to filming in parks and open spaces including cemeteries
		Between 1 and 4 hours		Discretionary	Standard Rated	390.50	14.38%	446.67	536.00	
		Between 4 and 12 hours		Discretionary	Standard Rated	781.00	11.61%	871.67	1,046.00	
		Between 12 and 24 hours		Discretionary	Standard Rated	1,166.00	10.63%	1,290.00	1,548.00	
		Unit Base cost per day		Discretionary	Standard Rated	583.00	12.49%	655.83	787.00	
		Filming damage deposit for 1 hour and over		Discretionary	Standard Rated	1,563.10	10.14%	1,721.67	2,066.00	
	Leavesden HIVE	Community rate (including schools and charities)	Per Hour	Discretionary	Standard Rated	11.00	13.64%	12.50	15.00	
			Morning (9am-1pm)	Discretionary	Standard Rated	33.00	11.12%	36.67	44.00	
			Afternoon (1pm-5pm)	Discretionary	Standard Rated	33.00	11.12%	36.67	44.00	
			Evening (5pm-9pm) -	Discretionary	Standard Rated	27.50	9.09%	30.00	36.00	
			Weekend Morning (9am-1pm)	Discretionary	Standard Rated	38.50	10.39%	42.50	51.00	
			Weekend Afternoon (1pm-5pm)	Discretionary	Standard Rated	38.50	10.39%	42.50	51.00	
			Weekend Evening (5pm-9pm)	Discretionary	Standard Rated	38.50	10.39%	42.50	51.00	
		Commercial rate	Per Hour	Discretionary	Standard Rated	22.00	9.86%	24.17	29.00	
Morning (9am-1pm)			Discretionary	Standard Rated	55.00	9.09%	60.00	72.00		
Afternoon (1pm-5pm)			Discretionary	Standard Rated	55.00	9.09%	60.00	72.00		
Evening (5pm-9pm) -			Discretionary	Standard Rated	55.00	9.09%	60.00	72.00		
Weekend Morning (9am-1pm)			Discretionary	Standard Rated	66.00	9.85%	72.50	87.00		
Weekend Afternoon (1pm-5pm)			Discretionary	Standard Rated	66.00	9.85%	72.50	87.00		
Weekend Evening (5pm-9pm)			Discretionary	Standard Rated	77.00	9.31%	84.17	101.00		

Service Area	Name of Fee or Charge	Description of Fee or Charge	Statutory or Discretionary	VAT	Current Charge EXC VAT 2023/24 £	Increase	Proposed charge from 1 January 2024 EXC VAT £	Proposed charge from 1 January 2024 INC VAT £	Additional Description / Information				
Regulatory	Local Land Charges & Fees	Personal Search	Discretionary		N/A	0.00%	N/A	N/A					
		LLC1	Discretionary	Non Business	20.07	9.60%	22.00	22.00					
		LLC1 Additional Parcel (each)	Discretionary	Non Business	8.26	8.95%	9.00	9.00					
		CON29 Residential	Discretionary	Standard Rated	66.97	18.42%	79.31	96.00					
		CON29 Non Residential	Discretionary	Standard Rated	98.18	15.34%	113.24	136.00					
		CON29 Additional Parcel (each)	Discretionary	Standard Rated	16.53	8.88%	18.00	22.00					
		Full combined Search Residential	Discretionary	Standard Rated	87.04	16.18%	101.13	116.00	VAT only payable on £73.00				
		Full combined Search Non Residential	Discretionary	Standard Rated	118.25	14.22%	135.06	157.00	VAT only payable on £107.00				
		Full combined Search Additional Parcel (each)	Discretionary	Standard Rated	24.79	8.91%	27.00	31.00	VAT only payable on £18.00				
		CON290 Each Enquiry (other than Question 22)	Discretionary	Standard Rated	16.53	8.88%	18.00	22.00					
		CON290 Question 21	Discretionary	Standard Rated	N/A		N/A	N/A	Any enquiries should be sent to Hertfordshire County Council.				
		CON290 Question 22	Discretionary	Standard Rated	25.87	33.89%	34.64	42.00					
		Solicitors Own Enquiry	Discretionary		N/A		N/A	N/A	No longer answered as part of a LLC Search. Please send any enquiries direct to the source department.				
		Planning	Pre Application Fees	Householder Development	Pre application advice	Discretionary	Standard Rated	90.00	0.00%	90.00	108.00	Maintained to keep differential with planning fees. Will be reviewed when planning fee increases come in.	
					Meeting	Discretionary	Standard Rated	145.20	0.00%	145.20	174.24	Pre-Application Fees will be reviewed in the light of changes to Statutory Planning Fees	
Follow up enquiry	Discretionary				Standard Rated	50.00	0.00%	50.00	60.00				
Residential Development (New builds and Conversions)	Single Dwellings including replacement			Pre application advice	Discretionary	Standard Rated	376.80	0.00%	376.80	452.16			
				Meeting	Discretionary	Standard Rated	145.20	0.00%	145.20	174.24			
				Follow up enquiry	Discretionary	Standard Rated	72.60	0.00%	72.60	87.12			
2 to 5 dwellings	Pre application advice			Discretionary	Standard Rated	618.00	0.00%	618.00	741.60				
	Meeting			Discretionary	Standard Rated	224.40	0.00%	224.40	269.28				
	Follow up enquiry			Discretionary	Standard Rated	112.20	0.00%	112.20	134.64				
6 to 10 dwellings	Pre application advice			Discretionary	Standard Rated	924.00	0.00%	924.00	1,108.80				
	Meeting			Discretionary	Standard Rated	330.00	0.00%	330.00	396.00				
	Follow up enquiry			Discretionary	Standard Rated	165.00	0.00%	165.00	198.00				
10 to 24 dwellings	Pre application advice			Discretionary	Standard Rated	1,848.00	0.00%	1,848.00	2,217.60				
	Meeting			Discretionary	Standard Rated	660.00	0.00%	660.00	792.00				
	Follow up enquiry			Discretionary	Standard Rated	330.00	0.00%	330.00	396.00				
25 to 49 dwellings	Pre application advice			Discretionary	Standard Rated	3,696.00	0.00%	3,696.00	4,435.20				
	Meeting			Discretionary	Standard Rated	1,320.00	0.00%	1,320.00	1,584.00				
	Follow up enquiry			Discretionary	Standard Rated	660.00	0.00%	660.00	792.00				
50 to 99 dwellings	Pre application advice			Discretionary	Standard Rated	6,000.00	0.00%	6,000.00	7,200.00				
	Meeting			Discretionary	Standard Rated	1,320.00	0.00%	1,320.00	1,584.00				
	Follow up enquiry			Discretionary	Standard Rated	660.00	0.00%	660.00	792.00				
100 to 199 dwellings	Pre application advice			Discretionary	Standard Rated	9,000.00	0.00%	9,000.00	10,800.00				
	Meeting			Discretionary	Standard Rated	1,320.00	0.00%	1,320.00	1,584.00				
	Follow up enquiry			Discretionary	Standard Rated	660.00	0.00%	660.00	792.00				
200 to 499 dwellings	Pre application advice			Discretionary	Standard Rated	12,000.00	0.00%	12,000.00	14,400.00				
	Meeting			Discretionary	Standard Rated	1,320.00	0.00%	1,320.00	1,584.00				
	Follow up enquiry			Discretionary	Standard Rated	660.00	0.00%	660.00	792.00				
500+ dwellings	Pre application advice			Discretionary	Standard Rated	N/A		N/A	N/A	Fees to be negotiated on a case by case basis.			
	Meeting			Discretionary	Standard Rated								
	Follow up enquiry			Discretionary	Standard Rated								
Non-residential development (including erection, alteration of plant or machinery on non-residential premises)	0-100sqm Floorspace (GFA)			Pre application advice	Discretionary	Standard Rated	376.80	0.00%	376.80	452.16	Pre-Application Fees will be reviewed in the light of changes to Statutory Planning Fees		
					Discretionary	Standard Rated	145.20	0.00%	145.20	174.24			
				Meeting	Discretionary	Standard Rated	72.60	0.00%	72.60	87.12			
					Discretionary	Standard Rated	618.00	0.00%	618.00	741.60			
				Follow up enquiry	Discretionary	Standard Rated	224.40	0.00%	224.40	269.28			
					Discretionary	Standard Rated	112.20	0.00%	112.20	134.64			
				101 to 500 sqm Floorspace (GFA)	Pre application advice	Discretionary	Standard Rated	924.00	0.00%	924.00			1,108.80
					Meeting	Discretionary	Standard Rated	330.00	0.00%	330.00			396.00
					Follow up enquiry	Discretionary	Standard Rated	165.00	0.00%	165.00			198.00
				501 to 1,000 sqm	Pre application advice	Discretionary	Standard Rated	1,848.00	0.00%	1,848.00			2,217.60
					Meeting	Discretionary	Standard Rated	660.00	0.00%	660.00			792.00
					Follow up enquiry	Discretionary	Standard Rated	330.00	0.00%	330.00			396.00

Service Area	Name of Fee or Charge	Description of Fee or Charge	Statutory or Discretionary	VAT	Current Charge EXC VAT 2023/24 £	Increase	Proposed charge from 1 January 2024 EXC VAT £	Proposed charge from 1 January 2024 INC VAT £	Additional Description / Information		
		Over 5,000 sqm	Pre application advice	Discretionary	Standard Rated	3,696.00	0.00%	3,696.00	4,435.20		
			Meeting	Discretionary	Standard Rated	1,320.00	0.00%	1,320.00	1,584.00		
			Follow up enquiry	Discretionary	Standard Rated	660.00	0.00%	660.00	792.00		
		Change of Use of existing buildings or land with no increase in floorspace - (If change of use involves increases in floorspace then to be considered under relevant category)	Pre application advice	Discretionary	Standard Rated	250.00	0.00%	250.00	300.00		
			Meeting	Discretionary	Standard Rated	132.00	0.00%	132.00	158.40		
			Follow up enquiry	Discretionary	Standard Rated	66.00	0.00%	66.00	79.20		
		Agriculture and Forestry buildings	465sqm and under	Pre application advice	Discretionary	Standard Rated	85.20	0.00%	85.20	102.24	
			Meeting	Discretionary	Standard Rated	105.60	0.00%	105.60	126.72		
			Follow up enquiry	Discretionary	Standard Rated	52.80	0.00%	52.80	63.36		
			466-540sqm	Pre application advice	Discretionary	Standard Rated	250.00	0.00%	250.00	300.00	
			Meeting	Discretionary	Standard Rated	132.00	0.00%	132.00	158.40		
			Follow up enquiry	Discretionary	Standard Rated	66.00	0.00%	66.00	79.20		
			541sqm and over	Pre application advice	Discretionary	Standard Rated	650.00	0.00%	650.00	780.00	
			Meeting	Discretionary	Standard Rated	224.40	0.00%	224.40	269.28		
			Follow up enquiry	Discretionary	Standard Rated	112.20	0.00%	112.20	134.64		
		Buildings and structures for equestrian purposes including stables, menage, riding schools	40sqm and under	Pre application advice	Discretionary	Standard Rated	85.20	0.00%	85.20	102.24	
			Meeting	Discretionary	Standard Rated	105.60	0.00%	105.60	126.72		
			Follow up enquiry	Discretionary	Standard Rated	52.80	0.00%	52.80	63.36		
			41sqm and over	Pre application advice	Discretionary	Standard Rated	202.80	0.00%	202.80	243.36	
			Meeting	Discretionary	Standard Rated	132.00	0.00%	132.00	158.40		
			Follow up enquiry	Discretionary	Standard Rated	66.00	0.00%	66.00	79.20		
		Erection gates, walls, fences or other means of enclosure (not householder); and the construction of car parks, service roads and other means of access to land		Pre application advice	Discretionary	Standard Rated	92.40	0.00%	92.40	110.88	
			Meeting	Discretionary	Standard Rated	132.00	0.00%	132.00	158.40		
			Follow up enquiry	Discretionary	Standard Rated	66.00	0.00%	66.00	79.20		
		Advertisements		Pre application advice	Discretionary	Standard Rated	92.40	0.00%	92.40	110.88	
			Meeting	Discretionary	Standard Rated	132.00	0.00%	132.00	158.40		
			Follow up enquiry	Discretionary	Standard Rated	66.00	0.00%	66.00	79.20		
		Telecommunications Development		Pre application advice	Discretionary	Standard Rated	202.80	0.00%	202.80	243.36	
			Meeting	Discretionary	Standard Rated	105.60	0.00%	105.60	126.72		
			Follow up enquiry	Discretionary	Standard Rated	52.80	0.00%	52.80	63.36		
		Street Naming & Numbering	New Postal Numbers Only	1 plot	Discretionary	Non Business	120.91	9.17%	132.00	132.00	
				2 plots	Discretionary	Non Business	242.89	9.10%	265.00	265.00	
				3-5 plots	Discretionary	Non Business	271.78	8.91%	296.00	296.00	
				6-10 plots	Discretionary	Non Business	363.80	8.85%	396.00	396.00	
				11-20 plots	Discretionary	Non Business	422.65	8.84%	460.00	460.00	
				21-25 plots	Discretionary	Non Business	483.64	8.76%	526.00	526.00	
				26-50 plots	Discretionary	Non Business	543.56	8.73%	591.00	591.00	
				51-75 plots	Discretionary	Non Business	604.55	8.84%	658.00	658.00	
				76-100 plots	Discretionary	Non Business	724.39	8.78%	788.00	788.00	
				101-150 plots	Discretionary	Non Business	846.37	8.82%	921.00	921.00	
				151-250 plots	Discretionary	Non Business	968.35	8.74%	1,053.00	1,053.00	
				over 251 plots	Discretionary	Non Business	968.35	8.74%	1,053.00	1,053.00	Plus £12.10 per unit thereafter
			New Street and/or block names and postal numbers	Per street name	Discretionary	Non Business	240.22	9.07%	262.00	262.00	Plus fee for postal numbers as above. No charge for block names
			Conversion/subdivision or renumbering (that requires new postal numbers)	1 plot	Discretionary	Non Business	120.91	9.17%	132.00	132.00	
				2 plots	Discretionary	Non Business	242.89	9.10%	265.00	265.00	
				3-5 plots	Discretionary	Non Business	271.78	8.91%	296.00	296.00	
				6-10 plots	Discretionary	Non Business	363.80	8.85%	396.00	396.00	
				11-20 plots	Discretionary	Non Business	422.65	8.84%	460.00	460.00	
				21-25 plots	Discretionary	Non Business	483.64	8.76%	526.00	526.00	
				26-50 plots	Discretionary	Non Business	543.56	8.73%	591.00	591.00	
		51-75 plots	Discretionary	Non Business	604.55	8.84%	658.00	658.00			
		76-100 plots	Discretionary	Non Business	724.39	8.78%	788.00	788.00			
		101-150 plots	Discretionary	Non Business	846.37	8.82%	921.00	921.00			
		151-250 plots	Discretionary	Non Business	968.35	8.74%	1,053.00	1,053.00			
		over 251 plots	Discretionary	Non Business	968.35	8.74%	1,053.00	1,053.00	Plus £12.10 per unit thereafter		
	Adding/removal or amendment of a house/business name	Per Property	Discretionary	Non Business	120.91	9.17%	132.00	132.00			
	Reissue of an official naming or numbering statement		Discretionary	Non Business	31.03	9.57%	34.00	34.00			
	Changing an existing street name		Discretionary	Non Business	N/A	N/A	N/A	N/A	Individually charged dependent on necessary workload and associated costs		

Service Area	Name of Fee or Charge	Description of Fee or Charge	Statutory or Discretionary	VAT	Current Charge EXC VAT 2023/24 £	Increase	Proposed charge from 1 January 2024 EXC VAT £	Proposed charge from 1 January 2024 INC VAT £	Additional Description / Information			
Economic & Sustainable Development	Right to Build Register	Part 1 Initial Registration Costs	Discretionary	Non Business	206.00	8.74%	224.00	224.00				
		Part 1 Annual Fee	Discretionary	Non Business	180.25	8.74%	196.00	196.00				
		Part 2 Initial Registration Costs	Discretionary	Non Business	206.00	8.74%	224.00	224.00				
Environmental	Trade waste and recycling	Return fee		Non Business	121.00	9.09%	132.00	132.00				
		Additional charge for extra collection on a different day		Non Business	61.60	8.77%	67.00	67.00				
		Admin charge for any changes to contract/invoicing		Non Business	36.30	10.19%	40.00	40.00				
	Standard Commercial waste collection	Standard Commercial waste collection	6 monthly charge	140 litre	Discretionary	Non Business	217.80	8.82%	237.00	237.00	Six monthly charge	
				240 litre	Discretionary	Non Business	246.40	8.77%	268.00	268.00	Six monthly charge	
				360 litre	Discretionary	Non Business	324.50	8.78%	353.00	353.00	Six monthly charge	
				660 litre	Discretionary	Non Business	430.10	8.81%	468.00	468.00	Six monthly charge	
				1100 litre	Discretionary	Non Business	573.10	8.71%	623.00	623.00	Six monthly charge	
			Additional/excess waste	140 litre	Discretionary	Non Business	14.60	9.61%	16.00	16.00	Excess Waste Charge	
				240 litre	Discretionary	Non Business	15.70	14.67%	18.00	18.00	Excess Waste Charge	
				360 litre	Discretionary	Non Business	18.70	12.30%	21.00	21.00	Excess Waste Charge	
				660 litre	Discretionary	Non Business	22.76	9.85%	25.00	25.00	Excess Waste Charge	
				1100 litre	Discretionary	Non Business	28.26	9.70%	31.00	31.00	Excess Waste Charge	
	Trade Sacks	For Customers with Access Problems	50 Sacks	Discretionary	Non Business	217.80	8.82%	237.00	237.00			
	Standard - Second and More Collections	Per container	6 monthly charge	140 litre	Discretionary	Non Business	203.50	9.09%	222.00	222.00	Six monthly charge	
				240 litre	Discretionary	Non Business	233.20	8.92%	254.00	254.00	Six monthly charge	
				360 litre	Discretionary	Non Business	309.10	8.70%	336.00	336.00	Six monthly charge	
				660 litre	Discretionary	Non Business	416.90	8.90%	454.00	454.00	Six monthly charge	
				1100 litre	Discretionary	Non Business	557.70	8.84%	607.00	607.00	Six monthly charge	
	Recycling Containers - Mixed Recycling	Per container	6 monthly charge	140 litre	Discretionary	Non Business	£103.40	9.28%	113.00	113.00	Six monthly charge	
				240 litre	Discretionary	Non Business	£116.60	8.92%	127.00	127.00	Six monthly charge	
				360 litre	Discretionary	Non Business	£154.00	9.09%	168.00	168.00	Six monthly charge	
				660 litre	Discretionary	Non Business	£204.60	8.99%	223.00	223.00	Six monthly charge	
				1100 litre	Discretionary	Non Business	£271.70	8.94%	296.00	296.00	Six monthly charge	
			Additional/excess waste	140 litre	Discretionary	Non Business	10.20	17.68%	12.00	12.00	Excess Waste Charge	
				240 litre	Discretionary	Non Business	10.70	12.12%	12.00	12.00	Excess Waste Charge	
				360 litre	Discretionary	Non Business	12.14	15.28%	14.00	14.00	Excess Waste Charge	
				660 litre	Discretionary	Non Business	14.09	13.55%	16.00	16.00	Excess Waste Charge	
				1100 litre	Discretionary	Non Business	16.67	14.01%	19.00	19.00	Excess Waste Charge	
	Mixed Rec. - Second and More Collections	Per container	6 monthly charge	140 litre	Discretionary	Non Business	89.10	8.87%	97.00	97.00	Six monthly charge	
240 litre				Discretionary	Non Business	103.40	9.28%	113.00	113.00	Six monthly charge		
360 litre				Discretionary	Non Business	141.90	9.23%	155.00	155.00	Six monthly charge		
660 litre				Discretionary	Non Business	191.40	9.20%	209.00	209.00	Six monthly charge		
1100 litre				Discretionary	Non Business	259.60	9.01%	283.00	283.00	Six monthly charge		
Pub Glass	Charge per 240 Litre Container	6 monthly charge	1 container	Discretionary	Non Business	116.60	8.92%	127.00	127.00	Six monthly charge		
			2 containers	Discretionary	Non Business	154.00	9.09%	168.00	168.00	Six monthly charge		
			3 containers	Discretionary	Non Business	204.60	8.99%	223.00	223.00	Six monthly charge		
			4 containers	Discretionary	Non Business	271.70	8.94%	296.00	296.00	Six monthly charge		
			5 containers	Discretionary	Non Business	271.70	8.94%	296.00	296.00	Six monthly charge		
			6 containers	Discretionary	Non Business	388.30	8.94%	423.00	423.00	Six monthly charge		
			7 containers	Discretionary	Non Business	425.70	8.76%	463.00	463.00	Six monthly charge		
			10 containers	Discretionary	Non Business	543.40	8.76%	591.00	591.00	Six monthly charge		
			Additional/excess waste	1 container	Discretionary	Non Business	10.70	12.12%	12.00	12.00	Excess Waste Charge	
				2 containers	Discretionary	Non Business	12.14	15.28%	14.00	14.00	Excess Waste Charge	
		3 containers		Discretionary	Non Business	14.09	13.55%	16.00	16.00	Excess Waste Charge		
		4 containers		Discretionary	Non Business	16.67	14.01%	19.00	19.00	Excess Waste Charge		
		5 containers		Discretionary	Non Business	16.67	14.01%	19.00	19.00	Excess Waste Charge		
					6 containers	Discretionary	Non Business	21.15	8.73%	23.00	23.00	Excess Waste Charge
					7 containers	Discretionary	Non Business	22.59	10.65%	25.00	25.00	Excess Waste Charge
			10 containers	Discretionary	Non Business	27.12	10.64%	30.00	30.00	Excess Waste Charge		

Service Area	Name of Fee or Charge	Description of Fee or Charge	Statutory or Discretionary	VAT	Current Charge EXC VAT 2023/24 £	Increase	Proposed charge from 1 January 2024 EXC VAT £	Proposed charge from 1 January 2024 INC VAT £	Additional Description / Information			
Charity Shops & Local Authority Funded Schools	Per container	6 monthly charge	140 litre	Discretionary	Non Business	190.30	8.78%	207.00	207.00	Six monthly. No charge for disposal		
			240 litre	Discretionary	Non Business	199.10	8.99%	217.00	217.00	Six monthly. No charge for disposal		
			360 litre	Discretionary	Non Business	255.20	8.93%	278.00	278.00	Six monthly. No charge for disposal		
			660 litre	Discretionary	Non Business	297.00	8.75%	323.00	323.00	Six monthly. No charge for disposal		
			1100 litre	Discretionary	Non Business	304.70	8.96%	332.00	332.00	Six monthly. No charge for disposal		
		Additional/excess waste	140 litre	Discretionary	Non Business	13.54	10.77%	15.00	15.00	Excess Waste Charge		
			240 litre	Discretionary	Non Business	13.87	15.35%	16.00	16.00	Excess Waste Charge		
			360 litre	Discretionary	Non Business	16.04	12.23%	18.00	18.00	Excess Waste Charge		
			660 litre	Discretionary	Non Business	17.64	13.35%	20.00	20.00	Excess Waste Charge		
			1100 litre	Discretionary	Non Business	17.94	11.48%	20.00	20.00	Excess Waste Charge		
		Second and More Collections	6 monthly charge	140 litre	Discretionary	Non Business	177.10	8.98%	193.00	193.00		
				240 litre	Discretionary	Non Business	185.90	9.20%	203.00	203.00		
	360 litre			Discretionary	Non Business	240.90	8.76%	262.00	262.00			
	660 litre			Discretionary	Non Business	287.10	9.02%	313.00	313.00			
	1100 litre			Discretionary	Non Business	292.60	9.02%	319.00	319.00			
	Weekly Charge		140 litre	Discretionary	Non Business	6.81	17.49%	8.00	8.00			
			240 litre	Discretionary	Non Business	7.15	25.87%	9.00	9.00			
			360 litre	Discretionary	Non Business	9.26	18.76%	11.00	11.00			
			660 litre	Discretionary	Non Business	11.04	8.66%	12.00	12.00			
			1100 litre	Discretionary	Non Business	11.25	15.52%	13.00	13.00			
	Charge for Business - Where property is used for domestic and commercial purposes		Per container	6 monthly charge	140 litre	Discretionary	Non Business	187.00	9.09%	204.00	204.00	Six monthly charge
					240 litre	Discretionary	Non Business	212.30	8.81%	231.00	231.00	Six monthly charge
		360 litre			Discretionary	Non Business	295.90	8.82%	322.00	322.00	Six monthly charge	
		Additional/excess waste	140 litre	Discretionary	Non Business	13.41	11.87%	15.00	15.00	Excess Waste Charge		
240 litre			Discretionary	Non Business	14.39	11.20%	16.00	16.00	Excess Waste Charge			
360 litre			Discretionary	Non Business	17.60	13.64%	20.00	20.00	Excess Waste Charge			
Business - Where property is used for domestic and commercial purposes - Second and More		Per container	6 monthly charge	140 litre	Discretionary	Non Business	171.60	8.97%	187.00	187.00	Six monthly charge	
				240 litre	Discretionary	Non Business	199.10	8.99%	217.00	217.00	Six monthly charge	
				360 litre	Discretionary	Non Business	244.20	8.93%	266.00	266.00	Six monthly charge	
Charities/ school fairs (one off events)	Delivery and Collection Charge			Discretionary	Non Business	53.90	9.46%	59.00	59.00			
		Per container	Charities	140 litre	Discretionary	Non Business	7.32	9.36%	8.00	8.00	No disposal charge	
				240 litre	Discretionary	Non Business	7.66	17.55%	9.00	9.00	No disposal charge	
				360 litre	Discretionary	Non Business	9.81	12.11%	11.00	11.00	No disposal charge	
				660 litre	Discretionary	Non Business	11.42	13.86%	13.00	13.00	No disposal charge	
	1100 litre			Discretionary	Non Business	11.72	10.97%	13.00	13.00	No disposal charge		
	Commercial		140 litre	Discretionary	Non Business	8.38	19.30%	10.00	10.00	Including disposal		
				240 litre	Discretionary	Non Business	9.48	16.01%	11.00	11.00	Including disposal	
				360 litre	Discretionary	Non Business	12.49	12.13%	14.00	14.00	Including disposal	
				660 litre	Discretionary	Non Business	16.54	8.80%	18.00	18.00	Including disposal	
				1100 litre	Discretionary	Non Business	22.04	8.87%	24.00	24.00	Including disposal	
	One off Recycling collection			Discretionary	Non Business	No Charge	0.00%	No Charge	No Charge			

Service Area	Name of Fee or Charge	Description of Fee or Charge	Statutory or Discretionary	VAT	Current Charge EXC VAT 2023/24 £	Increase	Proposed charge from 1 January 2024 EXC VAT £	Proposed charge from 1 January 2024 INC VAT £	Additional Description / Information		
Clinical Waste	Half Yearly Charge	Monthly Collection	Doctors Monthly	Discretionary	Non Business	N/A	N/A	N/A	N/A	TRDC businesses will not be charged VAT, any business outside the TRDC boundary will be charged VAT.	
			Dentists Monthly	Discretionary	Non Business	286.00	8.74%	311.00	311.00		
			Funeral Directors Monthly	Discretionary	Non Business	397.10	8.79%	432.00	432.00		
			Nursing Homes Monthly	Discretionary	Non Business	N/A	N/A	N/A	N/A		
			Nurseries Monthly	Discretionary	Non Business	N/A	N/A	N/A	N/A		
			Tattooist / Chiropodist / Acupuncturist Monthly	Discretionary	Non Business	244.20	8.93%	266.00	266.00		
			Veterinary Surgeries Monthly	Discretionary	Non Business	N/A	N/A	N/A	N/A		
			Fortnightly Collection	Doctors Fortnightly	Discretionary	Non Business	794.20	8.79%	864.00		864.00
				Dentists Fortnightly	Discretionary	Non Business	587.40	8.78%	639.00		639.00
		Funeral Directors Fortnightly		Discretionary	Non Business	794.20	8.79%	864.00	864.00		
		Nursing Homes Fortnightly		Discretionary	Non Business	1,215.50	8.76%	1,322.00	1,322.00		
		Nurseries Fortnightly		Discretionary	Non Business	897.60	8.73%	976.00	976.00		
		Tattooist / Chiropodist / Acupuncturist Fortnightly		Discretionary	Non Business	488.40	8.72%	531.00	531.00		
		Veterinary Surgeries Fortnightly		Discretionary	Non Business	1,558.70	8.74%	1,695.00	1,695.00		
		Weekly Collection		Doctors Weekly	Discretionary	Non Business	1,584.00	8.71%	1,722.00		1,722.00
				Dentists Weekly	Discretionary	Non Business	1,166.00	8.75%	1,268.00		1,268.00
			Funeral Directors Weekly	Discretionary	Non Business	1,584.00	8.71%	1,722.00	1,722.00		
			Nursing Homes Weekly	Discretionary	Non Business	2,027.30	8.72%	2,204.00	2,204.00		
			Nurseries Weekly	Discretionary	Non Business	1,795.20	8.73%	1,952.00	1,952.00		
			Tattooist / Chiropodist / Acupuncturist Weekly	Discretionary	Non Business	975.70	8.74%	1,061.00	1,061.00		
			Veterinary Surgeries Weekly	Discretionary	Non Business	3,120.70	8.73%	3,393.00	3,393.00		
			Contaminated bin from flats	240 litre	Discretionary	Non Business	49.50	9.09%	54.00		54.00
				660 litre	Discretionary	Non Business	92.40	9.31%	101.00		101.00
		1100 litre		Discretionary	Non Business	124.30	9.41%	136.00	136.00		
		Return Fee		Discretionary	Non Business	62.70	10.05%	69.00	69.00		
		Special Collections	1 to 3 Items	Discretionary	Non Business	55.00	9.09%	60.00	60.00		50% concessionary fee charged for residents on the following benefits - Income Support, ESA, Council Tax Benefit and Housing Benefit
			Additional items	Discretionary	Non Business	20.90	10.05%	23.00	23.00		
Televisions, cookers, washing machines, tumble dryers, fridge/freezers	Discretionary		Non Business	55.00	9.09%	60.00	60.00				
Above 10 items and house clearances	Discretionary		Non Business	0.00	0.00%	0.00	0.00				
Animal Control	Stray dog (these fees are charged in addition to the £25 statutory fee)	Pianos	Discretionary	Non Business	165.00	9.09%	180.00	180.00	Quote, no concessions		
		Handling	Discretionary	Non Business	113.30	9.44%	124.00	124.00	Outside only, no concessions		
		Kennel fee	Discretionary	Non Business	23.10	12.55%	26.00	26.00			
		Transportation	Discretionary	Non Business	56.65	9.44%	62.00	62.00			
	Dangerous wild animals	Discretionary	Non Business	453.20	8.78%	493.00	493.00	Per full or part day plus vets fees			

Service Area	Name of Fee or Charge	Description of Fee or Charge	Statutory or Discretionary	VAT	Current Charge EXC VAT 2023/24 £	Increase	Proposed charge from 1 January 2024 EXC VAT £	Proposed charge from 1 January 2024 INC VAT £	Additional Description / Information	
	Animal welfare licensing fees	New Applicant	Home Board	Discretionary	Non Business	306.02	16.33%	356.00	356.00	
			Dog Day Care - Commercial	Discretionary	Non Business	354.17	16.33%	412.00	412.00	
			Exhibit 1-5 species	Discretionary	Non Business	628.09	16.54%	732.00	732.00	
			Exhibit 6 or more species	Discretionary	Non Business	892.38	16.65%	1,041.00	1,041.00	
			Breeding - residential	Discretionary	Non Business	316.72	16.19%	368.00	368.00	plus vets fees
			Breeding - commercial	Discretionary	Non Business	411.95	16.52%	480.00	480.00	plus vets fees
			Kennels	Discretionary	Non Business	377.71	16.49%	440.00	440.00	
			Cattery	Discretionary	Non Business	377.71	16.49%	440.00	440.00	
			Hiring Horses	Discretionary	Non Business	240.75	15.89%	279.00	279.00	plus vets fees
			Selling Pets (retail)	Discretionary	Non Business	377.71	16.49%	440.00	440.00	
			Selling Pets (small)	Discretionary	Non Business	330.63	16.14%	384.00	384.00	
			Combination Kennel & Cattery	Discretionary	Non Business	491.13	16.47%	572.00	572.00	
			Franchises (home boarding)	Discretionary	Non Business	99.51	15.57%	115.00	115.00	
			Grant per host		Non Business	208.65	16.94%	244.00	244.00	
			Renewal application	Home Board		Non Business	211.86	16.11%	246.00	246.00
		Dog Day Care - Commercial			Non Business	236.47	16.29%	275.00	275.00	
		Exhibit 1-5 species			Non Business	531.79	16.59%	620.00	620.00	
		Exhibit 6 or more species			Non Business	747.93	16.72%	873.00	873.00	
		Breeding - residential			Non Business	260.01	16.15%	302.00	302.00	plus vets fees
		Breeding - commercial			Non Business	284.62	16.30%	331.00	331.00	plus vets fees
		Kennels			Non Business	236.47	16.29%	275.00	275.00	
		Cattery			Non Business	236.47	16.29%	275.00	275.00	
		Hiring horses			Non Business	236.47	16.29%	275.00	275.00	plus vets fees
		Selling Pets (retail unit)			Non Business	284.62	16.30%	331.00	331.00	
		Selling Pets (small unit)			Non Business	236.47	15.87%	274.00	274.00	
		Combination Kennel & Cattery			Non Business	424.79	16.29%	494.00	494.00	
		Franchises (home boarding)			Non Business	99.51	15.57%	115.00	115.00	
		Grant per host			Non Business	160.50	16.51%	187.00	187.00	
		2 year licence		Home Board		Non Business	372.36	16.29%	433.00	433.00
			Dog Day Care - Commercial		Non Business	468.66	16.50%	546.00	546.00	
			Breeding - residential		Non Business	430.14	16.47%	501.00	501.00	
			Breeding - commercial		Non Business	574.59	16.43%	669.00	669.00	
			Kennels		Non Business	492.20	16.62%	574.00	574.00	
			Cattery		Non Business	492.20	16.62%	574.00	574.00	
			Hiring Horses		Non Business	378.78	16.43%	441.00	441.00	plus vets fees
			Selling Pets (retail unit)		Non Business	540.35	16.59%	630.00	630.00	
			Selling Pets (small unit)		Non Business	420.51	16.29%	489.00	489.00	
			Combination Kennel & Cattery		Non Business	732.95	16.38%	853.00	853.00	
			Grant per host		Non Business	236.47	16.72%	276.00	276.00	

Service Area	Name of Fee or Charge	Description of Fee or Charge	Statutory or Discretionary	VAT	Current Charge EXC VAT 2023/24 £	Increase	Proposed charge from 1 January 2024 EXC VAT £	Proposed charge from 1 January 2024 INC VAT £	Additional Description / Information	
	3 year licence	Home Board		Non Business	531.79	16.59%	620.00	620.00		
		Dog Day Care - Commercial		Non Business	699.78	16.75%	817.00	817.00		
		Breeding - residential		Non Business	600.27	16.45%	699.00	699.00		
		Breeding - commercial		Non Business	864.56	16.59%	1,008.00	1,008.00		
		Kennels		Non Business	747.93	16.72%	873.00	873.00		
		Cattery		Non Business	747.93	16.72%	873.00	873.00		
		Hiring Horses		Non Business	521.09	16.49%	607.00	607.00	plus vets fees	
		Selling Pets (retail unit)		Non Business	796.08	16.70%	929.00	929.00		
		Selling Pets (small unit)		Non Business	604.55	16.45%	704.00	704.00		
		Combination Kennel & Cattery		Non Business	1,040.04	16.53%	1,212.00	1,212.00		
	Grant per host		Non Business	311.37	16.90%	364.00	364.00			
	Other fees	Variation and transfer fee - no inspection	Discretionary	Non Business	24.61	13.77%	28.00	28.00		
		Variation and transfer fee - with inspection	Discretionary	Non Business	120.91	16.62%	141.00	141.00		
		Re-inspection - per hour	Discretionary	Non Business	48.15	16.30%	56.00	56.00		
	Removal of Dead Animals	Removal of dead animals (non-domestic)	Discretionary	Non Business	62.70	10.05%	69.00	69.00		
	Removal of Graffiti	Removal of graffiti from commercial premises	Discretionary	Non Business	68.20	9.97%	75.00	75.00	Minimum charge 2hrs plus materials	
	Football pitch hire	Equipment package; 2 nets, net pins, 4 corner flags	Discretionary	Standard Rated	119.49	8.80%	130.00	156.00		
	Football pitch hire	30 Week Hire	Adult	Discretionary	Standard Rated	1,713.79	8.73%	1,863.33	2,236.00	Club provide set up
	Football pitch hire		Under 18s	Discretionary	Standard Rated	804.29	8.79%	875.00	1,050.00	
	Football pitch hire		Under 12s	Discretionary	Standard Rated	374.50	9.03%	408.33	490.00	
Football pitch hire	15 week hire	Adult	Discretionary	Standard Rated	908.61	8.77%	988.33	1,186.00		
Football pitch hire		Under 18s	Discretionary	Standard Rated	433.35	9.03%	472.50	567.00		
Football pitch hire		Under 12s	Discretionary	Standard Rated	199.74	9.31%	218.33	262.00		
Football pitch hire	Occasional	Adult	Discretionary	Standard Rated	65.99	9.87%	72.50	87.00		
Football pitch hire		Under 18s	Discretionary	Standard Rated	44.59	10.28%	49.17	59.00		
Football pitch hire		Under 12s	Discretionary	Standard Rated	17.84	12.13%	20.00	24.00		
Football pitch hire	Tournament - Day Rate	Discretionary	Standard Rated	385.00	8.88%	419.17	503.00	Any site		
Grounds Maintenance Charge for Internments	Saturday (and after 4pm on weekdays)	per hour (or part hour) per person		Exempt	24.72	9.22%	27.00	27.00		
	Sunday / Bank Holiday	per hour (or part hour) per person		Exempt	32.96	9.22%	36.00	36.00		
Nappy sacks	Price per sack		Discretionary	Standard Rated	0.42	19.05%	0.50	0.60		
	Price per roll		Discretionary	Standard Rated	10.32	21.15%	12.50	15.00		
Bins at new developments	Per item	Postage		Discretionary	Non Business	3.30	36.36%	4.50	4.50	
		1110 litre		Discretionary	Non Business	254.10	10.19%	280.00	280.00	
		660 litre		Discretionary	Non Business	249.70	10.13%	275.00	275.00	
		360 litre		Discretionary	Non Business	39.60	11.11%	44.00	44.00	
		240 litre		Discretionary	Non Business	22.00	13.64%	25.00	25.00	
		140 litre		Discretionary	Non Business	18.70	12.30%	21.00	21.00	
		23 litre food pod		Discretionary	Non Business	5.50	18.18%	6.50	6.50	
		7 litre food caddy		Discretionary	Non Business	3.30	21.21%	4.00	4.00	
Memorial Bench	Delivery of bins		Discretionary	Non Business	55.00	18.18%	65.00	65.00		
		Modern Bench	Discretionary	Exempt	3,190.00	10.00%	3,468.00	3,468.00		
		Green Metal Bench - Include Arm Rests	Discretionary	Exempt	1,133.00	10.00%	1,247.00	1,247.00		
		Wooden/Metal Mix Bench	Discretionary	Exempt	1,586.20	10.00%	1,745.00	1,745.00		
Memorial Benches elsewhere	Plaques for benches		Discretionary	Exempt	283.25	10.00%	312.00	312.00		
		Plastic/Resin Bench	Discretionary	Exempt	1,133.00	10.00%	1,247.00	1,247.00		
		Green Metal Bench - Include Arm Rests	Discretionary	Exempt	1,133.00	10.00%	1,247.00	1,247.00		
Memorial Trees	Wooden/Metal Mix Bench		Discretionary	Exempt	1,586.20	10.00%	1,745.00	1,745.00		
			Discretionary	Exempt	1,699.50	10.00%	1,870.00	1,870.00		
Bench - Chorleywood House Grounds	Memorial Tree and Plaque	Discretionary	Exempt	1,699.50	10.00%	1,870.00	1,870.00			
	Wooden bench, with arm supports and a back rest	Discretionary	Exempt	1,054.90	10.00%	1,161.00	1,161.00			

Service Area	Name of Fee or Charge	Description of Fee or Charge	Statutory or Discretionary	VAT	Current Charge EXC VAT 2023/24 £	Increase	Proposed charge from 1 January 2024 EXC VAT £	Proposed charge from 1 January 2024 INC VAT £	Additional Description / Information	
Other fees/charges that require amendment										
Fixed Penalty Notices	Fly Tipping	Section 33 Environmental Protection Act 1990 - early payment (10 days)		Exempt	300.00	9.00%	327.00	327.00		
		Section 33 Environmental Protection Act 1990		Exempt	400.00	9.00%	436.00	436.00		
	Domestic Duty of Care	Section 34 Environmental Protection Act 1990 - early payment (within 10 days)		Exempt	300.00	9.00%	327.00	327.00		
		Section 34 Environmental Protection Act 1990		Exempt	400.00	9.00%	436.00	436.00		
Housing	HMO Licence Fee	Licence granted for 5 years		Exempt	27.50	9.09%	30.00	30.00		
	High Hedges Fee	Fee for investigation into potential High Hedge as per Part 8 of the ASB Act 2004		Exempt	448.00	9.15%	489.00	489.00		
	Immigration Inspection Fee			Exempt	112.20	9.63%	123.00	123.00		
Legal	Property	Hourly rate for commercial transactions		Standard Rated			190.00	228.00		
		Lease Extension (Residential)		Standard Rated			750.00	900.00		
		Leases (Commercial)		Standard Rated			1,000.00	1,200.00	Minimum	
		Leases (to voluntary groups etc)		Standard Rated			500.00	600.00	Minimum	
		Licences (Gate/Garden)		Standard Rated			350.00	420.00		
		Licences (Grazing)		Standard Rated			350.00	420.00	Minimum	
		Licences (complex)		Standard Rated			500.00	600.00		
		Licences to Assign		Standard Rated			450.00	540.00		
		Sundry transactions e.g Deed of Variation, Release, Surrender		Standard Rated			500.00	600.00	Minimum	
		Easements		Standard Rated			750.00	900.00	Minimum	
		Sales of Land (based on value of land)		Standard Rated			750.00	900.00	Minimum	
		Planning		\$106 Hourly rate		Standard Rated		250.00	300.00	
		Environmental Health	EH - skin piercing/tattooist registrations	Premises Registration (skin piercing/tattooists)						

Three Rivers Fees and Charges Schedule - Discretionary and Locally Set from From 1 April 2024

Service Area	Name of Fee or Charge	Description of Fee or Charge		Statutory or Discretionary	VAT	Current Charge EXC VAT 2023/24 £	Increase	Proposed charge 24/25 EXC VAT £	Proposed charge 24/25 INC VAT £	Additional Description / Information
Licencing	Drivers	New Private Hire & Hackney Carriage Driver Licence	1 year	Discretionary	Non Business	177.62	10.35%	196.00	196.00	Statutory consultation required for a number of the licensing fees.
			2 year	Discretionary	Non Business	355.24	10.35%	392.00	392.00	
			3 year	Discretionary	Non Business	464.38	10.04%	511.00	511.00	
		Private Hire & Hackney Carriage Driver Renewal	1 year	Discretionary	Non Business	158.36	10.51%	175.00	175.00	
			2 year	Discretionary	Non Business	340.26	10.21%	375.00	375.00	
			3 year	Discretionary	Non Business	426.93	10.09%	470.00	470.00	
		Dual Driver	1 year	Discretionary	Non Business	207.58	10.32%	229.00	229.00	
			3 year	Discretionary	Non Business	548.91	10.22%	605.00	605.00	
		Dual Driver Renewal	1 year	Discretionary	Non Business	203.30	10.18%	224.00	224.00	
			3 year	Discretionary	Non Business	535.00	10.28%	590.00	590.00	
		Replacement Driver Licence		Discretionary	Non Business	11.77	10.45%	13.00	13.00	
		Replacement Badge		Discretionary	Non Business	22.47	11.26%	25.00	25.00	
		Enhanced Disclosure and Barring Service Certificate			Non Business	52.60	0.00%	52.60	52.60	
		Change of Address/ Details		Discretionary	Non Business	27.82	11.43%	31.00	31.00	
Knowledge Test - 2nd to 5th attempt		Discretionary	Non Business	17.12	10.98%	19.00	19.00			

Service Area	Name of Fee or Charge	Description of Fee or Charge	Statutory or Discretionary	VAT	Current Charge EXC VAT 2023/24 £	Increase	Proposed charge 24/25 EXC VAT £	Proposed charge 24/25 INC VAT £	Additional Description / Information	
Vehicles	Private Hire & Hackney Carriage New Vehicle		Discretionary	Non Business	203.30	10.18%	224.00	224.00		
	Renewal Vehicle Licence		Discretionary	Non Business	170.13	10.50%	188.00	188.00		
	Change of Licence Holder		Discretionary	Non Business	49.22	9.71%	54.00	54.00		
	Change of Vehicle		Discretionary	Non Business	71.69	10.20%	79.00	79.00		
	Cherished Plate			Non Business	40.66	10.67%	45.00	45.00		
	Internal Plate Holder Replacement		Discretionary	Non Business	2.14	40.19%	3.00	3.00		
	Replacement External Plate		Discretionary	Non Business	28.89	10.76%	32.00	32.00		
	Replacement Internal Plate		Discretionary	Non Business	17.12	10.98%	19.00	19.00		
	Replacement Plate and Licence		Discretionary	Non Business	40.66	10.67%	45.00	45.00		
	Replacement Paper Licence		Discretionary	Non Business	11.77	10.45%	13.00	13.00		
	Replacement Bracket		Discretionary	Non Business	10.70	152.34%	27.00	27.00	Reflects costs of brackets to the Council.	
	Pins for bracket			Non Business	1.00	0.00%	1.00	1.00		
	No Smoking Sign			Non Business	1.00	0.00%	1.00	1.00		
	Door Stickers		Discretionary	Non Business	6.42	9.03%	7.00	7.00		
	Platform including yellow security button			Non Business	n/a	n/a	7.00	7.00		
	Advertising		Discretionary	Non Business	27.82	11.43%	31.00	31.00		
	Change of Address/ Details		Discretionary	Non Business	27.82	11.43%	31.00	31.00		
	Exemption		Discretionary	Non Business	71.69	8.80%	78.00	78.00		
	Private Hire Operator	Operator Licence - 1 Vehicle	5 year	Discretionary	Non Business	1,073.21	10.42%	1,185.00	1,185.00	
			1 year	Discretionary	Non Business	215.07	10.20%	237.00	237.00	
Operator Licence - 2-4 Vehicles		5 year	Discretionary	Non Business	1,411.33	10.18%	1,555.00	1,555.00		
		1 year	Discretionary	Non Business	282.48	11.16%	314.00	314.00		
Operator Licence - 5-10 Vehicles		5 year	Discretionary	Non Business	1,918.51	10.24%	2,115.00	2,115.00		
		1 year	Discretionary	Non Business	384.13	10.12%	423.00	423.00		
Operator Licence - 11+ Vehicles		5 year	Discretionary	Non Business	2,001.97	10.14%	2,205.00	2,205.00		
		1 year	Discretionary	Non Business	400.18	10.20%	441.00	441.00		
Private Hire Operator Replacement Licence			Discretionary	Non Business	11.77	10.45%	13.00	13.00		
Knowledge Test				Non Business	17.12	10.98%	19.00	19.00		
Change of Address/ Details		Discretionary	Non Business	27.82	11.43%	31.00	31.00			
Replacement Paper Licence		Discretionary	Non Business	11.77	10.45%	13.00	13.00			

Service Area	Name of Fee or Charge	Description of Fee or Charge	Statutory or Discretionary	VAT	Current Charge EXC VAT 2023/24 £	Increase	Proposed charge 24/25 EXC VAT £	Proposed charge 24/25 INC VAT £	Additional Description / Information
	Scrap Metal	Scrap Metal Licence Site 3yrs	Discretionary	Non Business	852.79	10.11%	939.00	939.00	
		Renewal of Scrap Metal Site Licence	Discretionary	Non Business	834.60	10.11%	919.00	919.00	
		Additional Site Licence	Discretionary	Non Business	549.98	10.00%	605.00	605.00	
		Scrap Metal Collectors Licence	Discretionary	Non Business	327.42	10.26%	361.00	361.00	
		Scrap Metal Collectors Renewal	Discretionary	Non Business	302.81	10.30%	334.00	334.00	
		Application to Vary Scrap Metal Licence	Discretionary	Non Business	176.55	10.45%	195.00	195.00	
		Change of Licencee Details	Discretionary	Non Business	17.12	10.98%	19.00	19.00	
		Change of Licenced Sites	Discretionary	Non Business	176.55	10.45%	195.00	195.00	
		Change of Site Manager	Discretionary	Non Business	17.12	10.98%	19.00	19.00	
		Collectors of Site Licence	Discretionary	Non Business	852.79	10.11%	939.00	939.00	
	Sexual Entertainment	Sexual Entertainment Venue	Discretionary	Non Business	907.36	10.10%	999.00	999.00	
		Fee on Grant of a Licence	Discretionary	Non Business	330.63	10.09%	364.00	364.00	
		Renewal of Sexual Entertainment Venue Licence	Discretionary	Non Business	902.01	10.09%	993.00	993.00	
		Major Variation of Sexual Entertainment Venue	Discretionary	Non Business	220.42	10.24%	243.00	243.00	At officers discretion
		Minor Variation of Sexual Entertainment Venue	Discretionary	Non Business	88.81	10.35%	98.00	98.00	At officers discretion
	Street Trading	Street Trading	Discretionary	Non Business	243.96	10.26%	269.00	269.00	An amended draft Street Trading Policy introduces new fees but does not specify the amounts. This amended policy is to be presented to the December Regulatory Services for adoption. The specific fee amounts will need to be agreed (as part of these fees and charges) and then consulted upon and come in effect later in January 2024 if/when the Policy comes into effect New fees detailed below
		Occasional Street Trading Consent	Discretionary	Non Business	62.00	11.29%	69.00	69.00	
		One Off Street Trading Consent	Discretionary	Non Business	27.00	11.11%	30.00	30.00	
		Renewal of Consent Fee	Discretionary	Non Business	222.96	10.33%	246.00	246.00	
		Special Treatment	Premises Registration			194.00	10.31%	214.00	214.00
	Operator Registration			61.00	11.48%	68.00	68.00		

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Three Rivers Fees and Charges Schedule - Cemeteries Set from 1 April 2024

Name of Fee or Charge	Description of Fee or Charge	VAT	Current Charge EXC VAT 2023/24 £	Increase	Proposed charge from 1 January 2024 EXC VAT £	Proposed charge from 1 January 2024 INC VAT £	
Cemeteries	TRDC Resident	Purchase full plot	Exempt	1,144.00	8.74%	1,244.00	1,244.00
		Purchase full plot for cremated	Exempt	1,144.00	8.74%	1,244.00	1,244.00
		Purchase half plot	Exempt	573.10	8.71%	623.00	623.00
		Purchase full plot Woodland	Exempt	624.80	8.83%	680.00	680.00
		Purchase half plot Woodland	Exempt	311.30	8.90%	339.00	339.00
		Stillborn Child Interment	Exempt	No Charge	0.00%	No Charge	No Charge
		Child under 18 interment	Exempt	No Charge	0.00%	No Charge	No Charge
		Single Depth interment	Exempt	830.50	8.73%	903.00	903.00
		Double Depth interment	Exempt	1,013.10	8.78%	1,102.00	1,102.00
		Treble Depth interment	Exempt	1,926.10	8.72%	2,094.00	2,094.00
		Ashes interment	Exempt	354.20	8.98%	386.00	386.00
		Weekend interment rate	Exempt	1,229.80	8.72%	1,337.00	1,337.00
		Woodland Single Depth interment	Exempt	830.50	8.73%	903.00	903.00
		Woodland Ashes interment	Exempt	354.20	8.98%	386.00	386.00
		Tree & Bulb Contribution	Exempt	129.80	9.40%	142.00	142.00
		Permit for new memorial	Exempt	281.60	9.02%	307.00	307.00
		Permit to amend memorial	Exempt	96.80	9.50%	106.00	106.00
		Permit to add kerbing	Exempt	195.80	8.78%	213.00	213.00
		Memorial Plaque in Memorial Garden	Exempt	283.25	8.74%	308.00	308.00
		Transfer title on Deed	Exempt	80.30	9.59%	88.00	88.00
	TRDC Non-resident	Purchase full plot	Exempt	3,432.00	8.71%	3,731.00	3,731.00
		Purchase full plot for cremated	Exempt	3,432.00	8.71%	3,731.00	3,731.00
		Purchase half plot	Exempt	1,719.30	8.71%	1,869.00	1,869.00
		Purchase full plot Woodland	Exempt	1,874.40	8.73%	2,038.00	2,038.00
		Purchase half plot Woodland	Exempt	933.90	8.79%	1,016.00	1,016.00

Stillborn Child Interment	Exempt	No Charge	0.00%	No Charge	No Charge
Child under 18 interment	Exempt	No Charge	0.00%	No Charge	No Charge
Single Depth interment	Exempt	2,491.50	8.73%	2,709.00	2,709.00
Double Depth interment	Exempt	3,039.30	8.71%	3,304.00	3,304.00
Treble Depth interment	Exempt	5,778.30	8.72%	6,282.00	6,282.00
Ashes interment	Exempt	1,062.60	8.79%	1,156.00	1,156.00
Woodland Single Depth interment	Exempt	2,491.50	8.73%	2,709.00	2,709.00
Woodland Ashes interment	Exempt	1,062.60	8.79%	1,156.00	1,156.00

All prices inc VAT

Garage Site	Increase %	Rent 23/24 per Garage	Rent 24/25 per Garage	Comments
FROGMOOR COURT	11.2%	1,496.00	£ 1,684.80	
BREAKSPEARE ROAD	11.5%	1,440.40	£ 1,627.20	
BULLSLAND GARDENS	11.5%	1,440.40	£ 1,627.20	
GROVE CRESCENT	11.5%	1,440.40	£ 1,627.20	
OWENS WAY	11.5%	1,440.40	£ 1,627.20	
SHERWOOD HOUSE	11.5%	1,440.40	£ 1,627.20	
DUGDALES	11.5%	1,440.40	£ 1,627.20	
HIGH STREET	11.5%	1,440.40	£ 1,627.20	
LOVATTS	11.5%	1,440.40	£ 1,627.20	
SKIDMORE WAY	11.5%	1,440.40	£ 1,627.20	
BALDWINS LANE	11.4%	1,364.96	£ 1,540.80	
TIBBS HILL ROAD	11.4%	1,364.96	£ 1,540.80	
COPMANS WICK	11.4%	1,364.96	£ 1,540.80	
PARSONAGE CLOSE	11.4%	1,364.96	£ 1,540.80	
HUBBARDS ROAD	11.4%	1,364.96	£ 1,540.80	
COUNCIL COTTAGES	11.4%	1,364.96	£ 1,540.80	
ST LAWRENCE CLOSE	11.4%	1,364.96	£ 1,540.80	
ROSEHILL GARDENS	11.7%	1,310.40	£ 1,483.20	
RYMAN COURT	11.1%	1,383.20	£ 1,555.20	
JACKETTS FIELD	11.1%	1,383.20	£ 1,555.20	
ANTHONY CLOSE	11.4%	1,211.60	£ 1,368.00	
BARNHURST PATH	11.4%	1,211.60	£ 1,368.00	
LITTLE OXHEY LANE	11.4%	1,211.60	£ 1,368.00	
TOMS LANE	11.4%	1,211.60	£ 1,368.00	
WHITFIELD WAY	11.4%	1,211.60	£ 1,368.00	
CHURCH HILL	11.4%	1,211.60	£ 1,368.00	
HARROGATE ROAD	11.4%	1,211.60	£ 1,368.00	
HAYLING ROAD	11.4%	1,211.60	£ 1,368.00	
QUICKWOOD CLOSE	11.4%	1,211.60	£ 1,368.00	
TUDOR WAY	11.4%	1,211.60	£ 1,368.00	
BLUEBELL DRIVE	11.5%	1,146.60	£ 1,296.00	
FLEETWOOD WAY	11.5%	1,146.60	£ 1,296.00	
HALLOWES CRESCENT	11.5%	1,146.60	£ 1,296.00	
MARKESTON GREEN	11.5%	1,146.60	£ 1,296.00	
MORRISTON CLOSE	11.5%	1,146.60	£ 1,296.00	
PRESTWICK ROAD	11.5%	1,146.60	£ 1,296.00	
HAMILTON ROAD	11.5%	1,146.60	£ 1,296.00	
HAMILTON ROAD	11.5%	1,146.60	£ 1,296.00	
AINSDALE ROAD	11.5%	1,146.60	£ 1,296.00	
BLACKFORD ROAD	11.5%	1,146.60	£ 1,296.00	
BUCKLANDS	11.5%	1,146.60	£ 1,296.00	
CHILTERN DRIVE	11.5%	1,146.60	£ 1,296.00	
NAIRN GREEN	11.5%	1,146.60	£ 1,296.00	
OTLEY WAY	11.5%	1,146.60	£ 1,296.00	
WOODHALL LANE	11.5%	1,146.60	£ 1,296.00	

HORSLEYS	11.7%	1,081.08	£	1,224.00	
BRADBERRY	10.9%	1,141.40	£	1,281.60	
WOODWICKS	10.9%	1,141.40	£	1,281.60	
ALEXANDRA ROAD	0.0%	1,383.20	£	1,383.20	Charges have not been increased where occupancy levels are low.
DOWNER DRIVE	0.0%	1,310.40	£	1,310.40	
ASHLEYS	0.0%	1,211.60	£	1,211.60	
BELL CLOSE	0.0%	1,211.60	£	1,211.60	
MONEYHILL COURT	0.0%	1,211.60	£	1,211.60	
WINDSOR WAY	0.0%	1,211.60	£	1,211.60	
BERESFORD ROAD	0.0%	1,146.60	£	1,146.60	
EDINBURGH AVENUE	0.0%	1,146.60	£	1,146.60	
OAKFIELD	0.0%	1,146.60	£	1,146.60	
THE QUEENS DRIVE	0.0%	1,146.60	£	1,146.60	
LONGCROFT ROAD	0.0%	1,141.40	£	1,141.40	
BUTTLEHIDE	0.0%	1,141.40	£	1,141.40	
POLLARDS	0.0%	1,081.08	£	1,081.08	

**Policy and Resources Committee
Monday, 4 December 2023**

PART I

**Variation to PSPO Public Consultation result
DCES**

1 Summary

- 1.1 There is a Public Spaces Protection order (PSPO) with restrictions relating to dogs in place throughout the district. One restriction excludes dogs from children's play areas and sports courts.
- 1.2 When the original PSPO was introduced, the play area in Greenfields Avenue, Carpenders Park was omitted from the schedule.
 - 1.2.1 Watford Rural Parish Council have requested the area be included in the schedule and the area listed as The Mead, Carpenders Park be removed as it is no longer in situ.

2 Details

- 2.1 Adding or removing an area or restriction from a PSPO schedule must be treated as a variation to the order and a public consultation is required.
- 2.2 Watford Rural Parish Council (WRPC) requested the area be added to the schedule as they have often found dog owners taking their dogs into the enclosed children's play area. When challenged, the dog owners claim to be using the area because it is the only place they can let their dog off lead as it is enclosed. As the area was not included on the schedule, enforcement action cannot be taken against these owners.
 - 2.2.1 Following directive from the Associate Director for Customer and Community, a public consultation was carried out from 14th June 2023 – 30th August 2023; with instruction to report the results to the Policy and Resources Committee sitting in December 2023.
 - 2.2.2 The response from the public was extremely low, but those that did respond were 100% in favour of adding the Greenfields Avenue play area to the schedule and removing the play area listed in The Mead. The results chart is attached as Appendix A.

3 Options and Reasons for Recommendations

- 3.1 The options available to Committee are:
 - (a) to proceed with the request from the Parish Council, supported by the minimal number of respondents, to include Greenfield Avenue and remove The Mead play areas in the PSPO schedule, or,
 - (b) to keep the schedule as it is.
- 3.1.1 Officers will recommend that option (a) is accepted to provide a consistent approach with children's play areas district wide.

4 Policy/Budget Reference and Implications

- 4.1 The recommendations in this report are within the Council's agreed policy and budgets. The relevant policies are:
- 4.2 The Community Strategy 2018-2023; The Strategic Plan 2018-2021; The Anti-Social Behaviour Policy.
- 4.3 The recommendations in this report relate to the achievement of the following performance indicators.
- 4.3.1 CP02 – Satisfaction with parks and open spaces
- 4.4 The impact of the recommendations on this performance indicator is:
- 4.4.1 To increase satisfaction with parks and open spaces.

Equal Opportunities, Community Safety, Public Health, Customer Services Centre.

None specific.

5 Financial Implications

- 5.1 There are no changes to the budget or the efficiency gains already agreed by Members. Signs must be placed on the gates of the area advising of the offence and penalty. There are no spare dog exclusion signs so these will need to be purchased, the costs will be met within existing budget.

6 Legal Implications

- 6.1 Advice was sought from the Council Solicitor at the time who advised there were no issues provided the process outlined in the legislation was followed and if approved the schedule will be amended by the Legal team and the amended schedule posted on the Council website.

7 Equal Opportunities Implications

- 7.1 No Impact Assessment required.

8 Staffing Implications

Currently the only officers able to enforce the order throughout the district the Animal Welfare and Licensing Inspector, supported by the Police Community Support Officers (PCSO's) So whilst the PSPO can be enforced it should be recognised that it will be difficult to provide regular visits, as it is across the district.

9 Environmental Implications

- 9.1 Excluding dogs from this area will maintain consistency throughout the district whereby dogs are excluded from all children's play areas. It will make the area a safe place for children to play without risk of injury from a dog or disease from deposits not cleared up.

10 Communications and Website Implications

10.1 The PSPO is available to view on the Council website. If Committee approval is granted the amended schedule will replace the existing one.

11 Risk and Health & Safety Implications

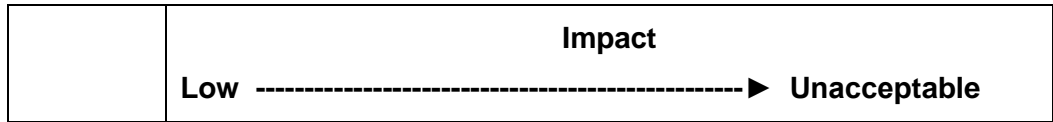
11.1 The Council has agreed its risk management strategy which can be found on the website at <http://www.threerivers.gov.uk>. In addition, the risks of the proposals in the report have also been assessed against the Council’s duties under Health and Safety legislation relating to employees, visitors and persons affected by our operations. The risk management implications of this report are detailed below.

11.2 The subject of this report is covered by the Environmental Protection service plan. Any risks resulting from this report will be included in the risk register and, if necessary, managed within this plan.

Nature of Risk	Consequence	Suggested Control Measures	Response <i>(tolerate, treat, terminate, transfer)</i>	Risk Rating <i>(combination of likelihood and impact)</i>
Dogs will continue to be at large in children’s play areas	A child may be injured by a dog or falls ill through contact with dog faeces	PSPO Use of FPN’s and CPN’s	Publicise the restrictions of the PSPO and the enforcement powers of the Council	6

11.3 The above risks are scored using the matrix below. The Council has determined its aversion to risk and is prepared to tolerate risks where the combination of impact and likelihood scores 6 or less.

Very Likely Remote ↓ Likelihood	Low 4	High 8	Very High 12	Very High 16
	Low 3	Medium 6	High 9	Very High 12
	Low 2	Low 4	Medium 6	High 8
	Low 1	Low 2	Low 3	Low 4



Impact Score	Likelihood Score
4 (Catastrophic)	4 (Very Likely (≥80%))
3 (Critical)	3 (Likely (21-79%))
2 (Significant)	2 (Unlikely (6-20%))
1 (Marginal)	1 (Remote (≤5%))

11.4 In the officers' opinion none of the new risks above, were they to come about, would seriously prejudice the achievement of the Strategic Plan and are therefore operational risks. The effectiveness of the management of operational risks is reviewed by the Audit Committee annually.

12 Recommendation

12.1 That, to provide consistency with dog exclusion areas throughout the district:

Committee approve the inclusion of the Greenfields Avenue, Carpenders Park children's play area to the Public Spaces Protection Order schedule excluding dogs from the area, and,

The children's play area at The Mead, Carpenders Park is removed from the Public Spaces Protection Order schedule excluding dogs from the area.

That public access to the report be immediate.

Report prepared by: Sandling, Animal Welfare and Licensing Inspector

Data Quality

Data sources:

Public Spaces Protection Order Schedule

Data checked by:

Jennie Probert, Environmental Strategy Manager

Data rating: Tick (✓)

1	Poor	
2	Sufficient	✓
3	High	

Background Papers

Anti-Social Behaviour, Crime and Policing Act 2014

Three Rivers District Council Public Spaces Protection Order

APPENDICES / ATTACHMENTS

Appendix A – copy of the results of the consultation

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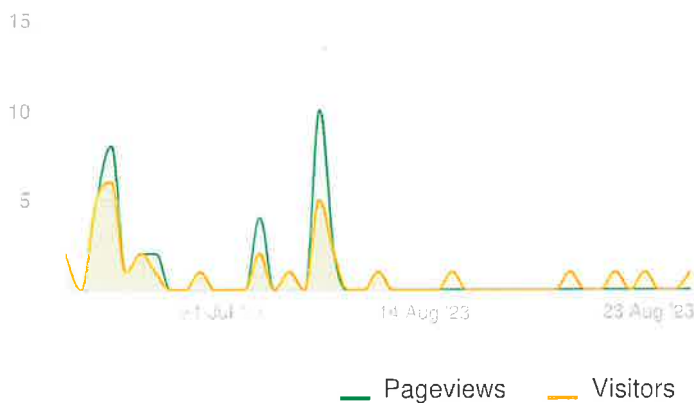
Project Report

14 June 2023 - 30 August 2023

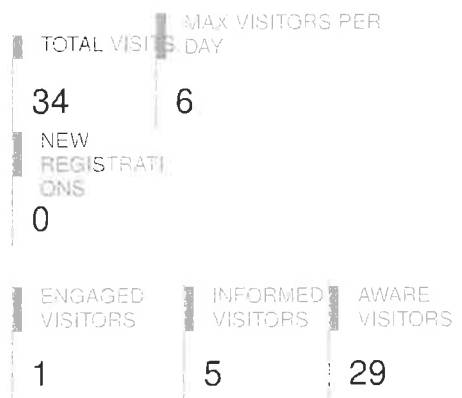
Have Your Say Three Rivers Variation to Public Spaces Protection Order



Visitors Summary



Highlights



Aware Participants	29	Engaged Participants	1		
Aware Actions Performed	Participants	Engaged Actions Performed	Registered	Unverified	Anonymous
Visited a Project or Tool Page	29	Contributed on Forums	0	0	0
Informed Participants	5	Participated in Surveys	1	0	0
Informed Actions Performed	Participants	Contributed to Newsfeeds	0	0	0
Viewed a video	0	Participated in Quick Polls	0	0	0
Viewed a photo	0	Posted on Guestbooks	0	0	0
Downloaded a document	1	Contributed to Stories	0	0	0
Visited the Key Dates page	0	Asked Questions	0	0	0
Visited an FAQ list Page	0	Placed Pins on Places	0	0	0
Visited Instagram Page	0	Contributed to Ideas	0	0	0
Visited Multiple Project Pages	4				
Contributed to a tool (engaged)	1				

ENGAGEMENT TOOLS SUMMARY



Tool Type	Engagement Tool Name	Tool Status	Visitors	Contributors		
				Registered	Unverified	Anonymous
Survey Tool	Variation to Public Spaces Protection Order	Published	4	1	0	0

INFORMATION WIDGET SUMMARY



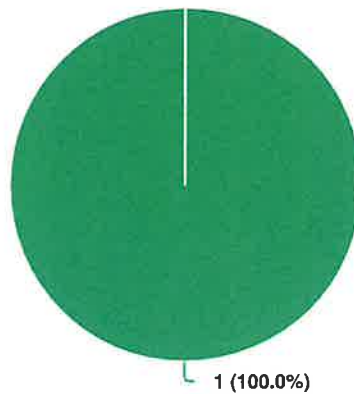
Widget Type	Engagement Tool Name	Visitors	Views/Downloads
Document	Public-space-protection-order-pspo-dogs-2022.pdf	1	1
Key Dates	Key Date	0	0

ENGAGEMENT TOOL: SURVEY TOOL

Variation to Public Spaces Protection Order

Visitors 4	Contributors 1	CONTRIBUTIONS 1
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Do you agree the children's play area in Greenfield Avenue Carpenders Park should be included in the Public Spaces Protecti...



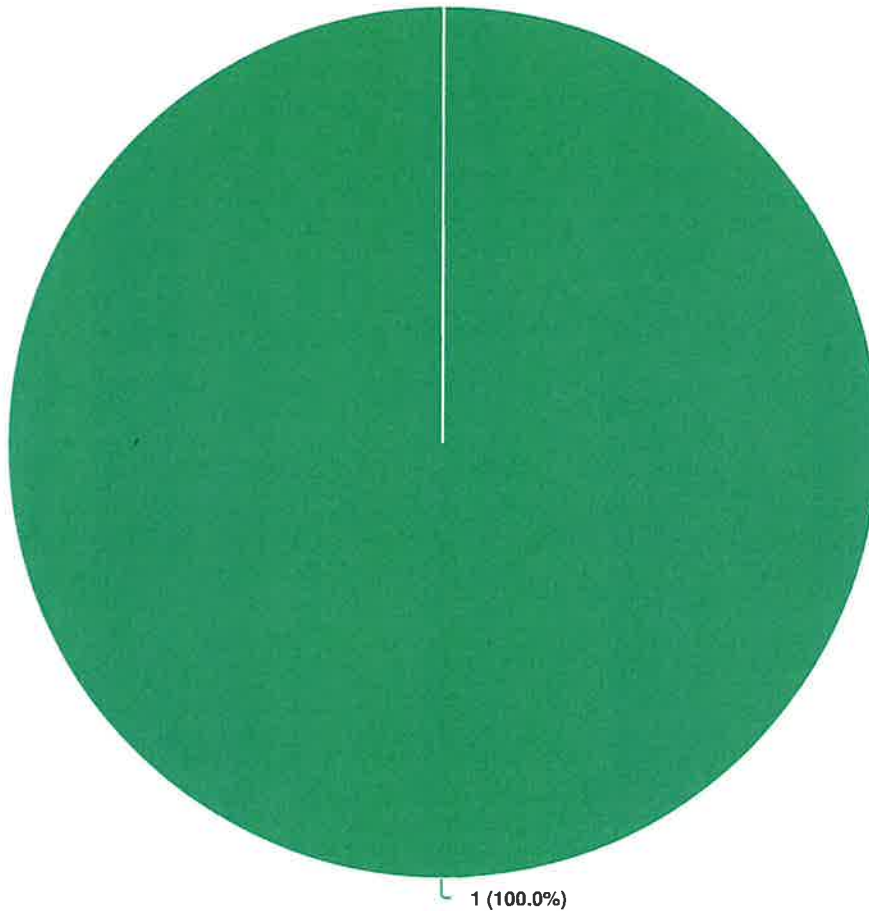
Question options

- Yes

Mandatory Question (1 response(s))

Question type: Radio Button Question

Do you agree the children's play area at The Mead Carpenders Park should be removed from the Public Spaces Protection Order dog exclusion restriction?



Question options

- Yes

Optional question (1 response(s), 0 skipped)

Question type: Radio Button Question

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POLICY AND RESOURCES COMMITTEE – 4 December 2023

PART I

PROPOSED EXPANSION OF THE WATFORD BC BERYL BIKE SCHEME INTO CROXLEY GREEN, HERTS

(ADEIP)

1. Summary

- 1.1 Watford Borough Council (WBC) and Three Rivers DC (TRDC) have been working together to establish whether the Beryl Bike scheme could be expanded into Croxley Green to meet user demand and provide opportunities to promote sustainable transport. This report details the proposals and costs of the project and seeks Committee approval to proceed.

2 Details

- 2.1 The District Council promotes walking and cycling through its Cycling Strategy (2003, updated 2008) by developing improvements to local cycling and walking infrastructure. The strategy includes supporting initiatives to enable and encourage local people to walk and cycle (typically through travel planning and training). The Strategy contains three objectives:
- Maximise the use of cycles as a mode of transport, in order to reduce reliance on the use of private cars;
 - Develop a cycle network which is safe, convenient, attractive and efficient, and so encouraging and enabling cycling;
 - Ensure that the needs of cyclists are represented in transport, land use, health, education, leisure, and environmental proposals.
- 2.2 The Strategy is intended to promote cycling as a cheap, fun, healthy, reliable, and adaptable form of transport, available to almost everyone. The Strategy aims to develop a local network of cycle routes with ongoing investment in additions and improvements. New cycle parking facilities have been introduced around the district to support the development of various routes in each town.
- 2.3 The District Strategy is being reviewed to meet new standards for the provision of walking and cycling improvements set by Government in 2017. This revised Strategy, referred to as a Local Walking and Cycling Implementation Plan (LCWIP) has recently been out to consultation and the results of this consultation are awaited.
- 2.4 A core objective of the council's Corporate Framework is to strive towards net zero. The draft Climate Emergency and Sustainability Strategy Update 2023-27 includes the ambition for the district to achieve net zero by 2045. The Strategy identifies the need to increase sustainable modes of transport and active travel for residents and businesses. This is essential as 15% (82.7 Kt CO₂e) of district emissions in 2021 were caused by transport on A roads and minor roads¹
- 2.5 Watford BC currently run a bike share scheme, known as Beryl bikes and have worked with TRDC to establish whether the Beryl Bike scheme could be expanded into Croxley Green for a 2-year pilot project to meet user demand and provide opportunities to promote sustainable transport.
- 2.6 As part of Watford BC's ambitions to develop sustainable transport, one of the Mayor's commitments when he was first elected in 2018 was to create a new bike share (cycle hire)

¹ [2005-21-uk-local-authority-ghg-emissions-update-060723.xlsx \(live.com\)](#)

scheme. After a procurement exercise WBC made a decision to award the contract to Smidsy Ltd trading as Beryl for a period of 4 years on 9 September 2019 with an option to extend for an additional 2 years.

- 2.7 For WBC Beryl deployed 200 pedal bikes in March 2020 and 100 electric bikes (initially due in April 2020 but delayed due to Covid-19 and subsequently deployed over coming months) with 77 'Beryl bays' across the borough making provision for 150% of the number of bikes to ensure sufficient capacity for bike parking. Bikes are available 24 hours a day, 7 days a week, all year round, with KPIs in place to monitor Beryl's responsibility to maintain availability and balance the fleet.
- 2.8 In WBC Beryl own all the bikes and equipment, factoring the purchase of new parts for the bikes and upkeep of the fleet into their operational expenditure. At contract end Beryl are responsible for removing all bikes and Beryl bays, making good all locations to return them back to their original state. They are also to manage a handover of scheme data in compliance with the contract and data protection legislation at the time.
- 2.9 WBC consider the scheme a recognisable success as a flagship initiative for Transforming Travel in Watford, with over 33,000 users signed up to Beryl and over 350,000 journeys taken, covering 1.1 million total kilometres. The scheme has been well respected, not encountering the vandalism challenges seen elsewhere, and Beryl have taken a number of steps to establish local partnerships and deliver social value.
- 2.10 The scheme contributes to reducing air pollution, delivers an affordable mode of transport, and enables independence especially for those who cannot drive. CoMo UK's Annual Bike Share Report (2022) highlighted that bike share motivates people to pick up cycling, incentivises more frequent cycling, reduces carbon emissions and increases levels of physical activity.
- 2.11 Monitoring of demand and usage patterns by Beryl has indicated an opportunity to expand the scheme into TRDC, specifically Croxley Green as a pilot project. This would:
- Open up access to the Watford Beryl bike share scheme to residents of TRDC (Croxcley Green)
 - Generate additional ridership/new users
 - Support sustainable transport initiatives to key public transport interchanges
 - Generate additional income (to be utilised by Beryl for scheme management/maintenance)
- 2.12 This pilot project would be achieved by the introduction of 15 Beryl ebikes (ebikes outperform pedal bikes in popularity and viability for this proposal) in 5 locations around Croxley Green (exact locations to be determined depending on land availability/ownership etc):
1. The Green/All saints
 2. Baldwins Lane North
 3. Baldwins Lane South
 4. Croxley Library
 5. Croxley Station/Watford Road
- 2.13 The availability of these locations is still to be determined as are exact details of how the bays are to be provided, although initially it is expected virtual bays painted on the floor will be trialled with more permanent infrastructure provided as a future option. Beryl Bikes staff will

collect bikes to charge as required. The location of the new zone and bays would be visible through the Beryl Bikes app.

- 2.14 Beryl bike staff would monitor the usage of the bikes to ensure the bikes and their locations are managed. The user costs would replicate WBC costs so this expansion is viewed as part of a comprehensive scheme. The costs would be:

£1.50 Pay as You Ride (PAY) tariff to unlock the bike and then 14p per minute

£1.50 Minute Bundle to unlock the bike and then a £20 for 400 minutes

- 2.15 The capital cost of this pilot project for expansion of the scheme with 15 ebikes into Croxley Green would be £45k. There is no revenue requirement. All revenue arising from the scheme would be utilised for bike maintenance and further project development.

- 2.17 At the end of the contract period, and if the contract with Beryl is not renewed the ebikes could be sold back to Beryl or repurposed for use by the Council. The understanding is that a full joint procurement exercise with WBC could be undertaken for a future scheme.

- 2.18 Depending on the timescales for agreeing to proceed and securing the bike locations, Officers are advised the scheme could be implemented by Spring 2024. It is anticipated no planning permission would be required for the scheme/bays as they would be permitted development but relevant landowner agreements would be required if the sites for the bays are not owned by TRDC.

- 2.19 Officers have identified existing capital budgets for this proposal but would also apply (retrospectively) for monies through the Community Infrastructure Levy (CIL). The next submission stage for the CIL process is January 2024 with decisions on any applications for CIL in this next application window determined in April 2024.

Options and Reasons for Recommendation

- 2.1 The opportunity to provide a pilot bike hire scheme in Croxley Green will encourage the use of cycling within the District and support the objectives of the Cycle Strategy and the Climate Emergency and Sustainability Strategy.

- 2.2 It is expected the scheme will deliver some of the positive outcomes for the residents of Three Rivers as have been seen in Watford in terms of environmental, health and wellbeing and leisure impacts. It is also recognised Beryl have delivered social value in their work with local charities and organisations.

- 2.3 A core issue impacting cycling in the District is the cycle infrastructure, with core components of the TRDC road system providing a hostile environment to cycling including the topography. There are routes in Three Rivers where interventions would likely significantly boost propensity to cycle and through the Council's emerging Local Cycling and Walking Infrastructure Plan these are being considered. However, this pilot project would assist in overcoming some of the current barriers to cycling.

3 Policy/Budget Reference and Implications

- 3.1 The pilot scheme will require an initial capital of investment of £45,000 from within existing sustainable travel capital programme budgets. It is intended to make a CIL application to the Council for this amount as part of the next CIL round. There are no ongoing revenue costs associated with the pilot scheme.

4 Financial Implications

- 4.1 This scheme would cost £45,000 for a 2-year pilot scheme. The 15 ebikes would be owned by TRDC and utilised/disposed of accordingly at the end of the contract term. There is no revenue budget commitment in respect of the pilot scheme.

4.2 The 2023/24 capital budgets for the development of the Cycling Strategy and other TPP budgets will be utilised for this pilot project. However, a retrospective future Community Infrastructure Levy (CIL) application will be submitted in the new year to seek the funding for this project. The scheme will be managed within the existing budgetary provision.

4.3 Existing staff resource will be used to continue to investigate and deliver this project and costs associated with any scheme promotion will be within existing budgets.

5 Legal Implications

5.1 The Legal team have not had sight of WBC's contract with Beryl. Therefore, it is unknown whether the initial pilot scheme could be implemented by a process of WBC agreeing an extension to its existing contract to cover the provision of e-bikes at Croxley Green for TRDC. It has been suggested that this is a possible option, and it is one officers wish to explore as a possible route to implementation of the pilot scheme. An assessment needs to be made of what the current contract allows and any legal and procurement restrictions.

5.2 If the extension of WBC's existing contract to cover the pilot scheme proves not to be an option then TRDC could consider procuring its own contract (by its own procurement process or jointly with WBC) for the proposed pilot e-bike scheme. Any new contract (or contract extension) would need to ensure compliance with TRDC's Contracts Procedure Rules.

5.3 Additionally, TRDC may require management of the scheme by WBC and if this is required TRDC may need to enter into an agreement with WBC for the management of the pilot scheme. This is most likely to be required if it is possible to extend the current WBC contract to cover the pilot scheme.

5.4 The scope of WBC's existing contract, WBC's and TRDC's Contracts Procedure Rules and the Public Contracts Regulations 2015 will affect any procurement process and final contractual arrangements.

5.5 Final site locations will require the relevant permissions which will be sought with appropriate parties.

6 Community Safety

6.1 The location of the 'parking/bay' sites' will be designed to take account of safety implications.

7 Public Health

7.1 Cycling as a form of active travel and recreational exercise contributes towards general public health and is enabled and encouraged by these recommendations.

8 Staffing Implications

8.1 Existing Officer resource to be utilised to deliver the project with the support of WBC and Beryl bike staff, although it is noted there would be responsibility for an additional service/contract.

9 Equal Opportunities Implications

9.1 A Short Equalities Impact Assessment has been completed. Please see attached at Appendix A for more information on the implications.

10 Climate Change and Sustainability Implications

10.1 A sustainability impact assessment has been undertaken resulting in a score of:

Climate and Sustainability Impact Assessment Summary	
Homes, buildings, infrastructure, equipment and energy	3.00
Travel	3.80
Goods and Consumption	3.20
Ecology	3.20
Adaptation	#DIV/0!
Engagement and Influence	4
Total Overall Average Score	3.5

10.2 Beryl is a B Corp listed company, and thus part of a global community of businesses that meet high standards of social and environmental impact. B Corp organisations are scored every three years. Beryl gained B Corp status in 2018 and in June 2022 they increased their score from 83 to 89. The strong impact assessment of 3.5 reflects their approach to the circularity of the raw materials used in manufacture, the approach to extending the working life of the bikes as well as the carbon avoidance by encouraging active travel.

11 Communications and Website Implications

11.1 As the project evolves updates will be provided for the website and in future press releases. Officers will work with WBC Communications team for scheme launch.

12 Risk and Health & Safety Implications

12.1 The Council has agreed its risk management strategy which can be found on the website at <http://www.threerivers.gov.uk>. In addition, the risks of the proposals in the report have also been assessed against the Council's duties under Health and Safety legislation relating to employees, visitors and persons affected by our operations. The risk management implications of this report are detailed below.

12.2 The subject of this report is covered by the Regulatory Services Service Plan. Any risks resulting from this report will be included in the risk register and, if necessary, managed within this/these plan(s).

Nature of Risk	Consequence	Suggested Control Measures	Response <i>(tolerate, treat, terminate, transfer)</i>	Risk Rating <i>(combination of likelihood and impact)</i>
The pilot scheme will not progress if WBC do not extend their contract or if permission is not forthcoming for the proposed sites	The scheme would not progress within current timescales but Officers would continue to	Continue discussions with WBC and provider Monitor progress	Tolerate	4-6

Nature of Risk	Consequence	Suggested Control Measures	Response <i>(tolerate, treat, terminate, transfer)</i>	Risk Rating <i>(combination of likelihood and impact)</i>
	investigate opportunities			
There will be minimal take up of the scheme and the bikes will not be used	Bikes remain unused No cost implications for TRDC	A pilot project which will be monitored/reviewed prior to any further commitments/investment Close working with Beryl bikes and WBC to launch the scheme and monitor take up/use	Tolerate	4
15ebikes will remain at the end of the 2-year contract term	Ebikes will remain with no scheme to be utilised for	Close working with Beryl bikes and WBC to monitor take up/use and future opportunities Consider alternative uses for the ebikes i.e., Council staff	Tolerate	4

The above risks are scored using the matrix below. The Council has determined its aversion to risk and is prepared to tolerate risks where the combination of impact and likelihood scores 6 or less.

Very Likely Likelihood ▼ Remote	Low	High	Very High	Very High
	4	8	12	16
	Low	Medium	High	Very High
	3	6	9	12
	Low	Low	Medium	High
2	4	6	8	
Low	Low	Low	Low	
1	2	3	4	
Impact Low -----> Unacceptable				

Impact Score

4 (Catastrophic)

3 (Critical)

2 (Significant)

1 (Marginal)

Likelihood Score

4 (Very Likely (≥80%))

3 (Likely (21-79%))

2 (Unlikely (6-20%))

1 (Remote (≤5%))

12.3 In the officers' opinion none of the new risks above, were they to come about, would seriously prejudice the achievement of the Strategic Plan and are therefore operational risks. The effectiveness of the management of operational risks is reviewed by the Audit Committee annually.

The remainder are therefore operational risks. Progress against the treatment plans for strategic risks is reported to the Policy and Resources Committee quarterly. The effectiveness of all treatment plans are reviewed by the Audit Committee annually.

13 Recommendation

13.1 That the Committee:

- i) Agree that the Council enter arrangements to deliver a pilot e-bike scheme working with Watford Borough Council and Beryl Bikes at a capital cost of £45,000.

- ii) Delegate authority on final sites within the areas outlined in the report to the Head of Regulatory Services in consultation with the Lead Member for General Public Services and Ward Councillors.
- iii) Delegate authority for approving and entering all required contractual arrangements to implement the pilot e-bike scheme to the Director of Finance in consultation with the Lead Member for General Public Services.
- iv) Agree that Officers pursue a future CIL application for the capital monies.
- v) That public access to Appendix 2: Part 2 be denied until the scheme is implemented.

Report prepared by: Kimberley Rowley, Head of Regulatory Services

Data Quality

Data sources:

[2005-21-uk-local-authority-ghg-emissions-update-060723.xlsx \(live.com\)](#)

Data checked by:

Kimberley Rowley, Head of Regulatory Services

Data rating:

1	Poor	
2	Sufficient	X
3	High	

Background Papers

Beryl Bike presentation (October 2023)

WBC Committee papers

Appendices

Appendix 1 – Equality Impact Assessment

Appendix 2 – WBCs Contractual Terms with Beryl Bikes (**restricted**)

Short Equality Impact and Outcome Assessment (EIA)

EIAs make services better for everyone and support value for money by getting services right first time.

EIAs enable us to consider all the information about a service, policy or strategy from an equalities perspective and then action plan to get the best outcomes for staff and service-users¹. They analyse how all our work as a council might impact differently on different groups²

They help us make good decisions and evidence how we have reached these decisions.³

See end notes for full guidance. For further support or advice please contact the Strategy and Partnerships Team

Equality Impact and Outcomes Assessment (EIA)

First, consider whether you need to complete an EIA, or if there is another way to evidence assessment of impacts, or that an EIA is not needed⁴

Title ⁵	Introduction of Beryl Bikes to Croxley Green	ID No ⁶	SP007
Team/Service ⁷	Strategy and Partnerships		
Focus of EIA ⁸	A core objective of the new Corporate Framework is to achieve carbon net zero and be climate resilient. The proposal to introduce Beryl Bikes to Croxley Green as a pilot scheme which will help achieve this overarching objective. The Bikes will be available to all residents (over 16), businesses and visitors for a low cost thus providing greater options for travel which encourage a switch from car use, but also provide more flexibility to those cannot afford car travel. The outcome for the Council and the District is to make substantive reductions in carbon emissions which will help improve air quality in Croxley Green.		
Assessment of overall impacts and any further recommendations ⁹			
The aim of this scheme is to maximise equality and inclusion, which is a co-benefit for tackling emissions because everyone, no matter what their protected characteristic maybe, is critical in tackling the climate emergency. An increase in cycling will lead to further co-benefits of improving health and wellbeing, and mobility and access to work and leisure.			
Whilst we do not have specific local consultation information on cycling colleagues at Watford Borough Council who run a Beryl bike scheme shared useful research from existing bike schemes as well as national travel statistics.			

Gov.UK National Travel Survey statistics were also used to determine hours spent travelling by age, gender and mode of travel:-

Department for Transport statistics

Average number of trips (trip rates) by age, gender and main mode: England, 2017

Bicycle mode	Trips per person per year								
	All ages	0-16	17-20	21-29	30-39	40-49	50-59	60-69	70+
All people:	17	14	18	19	20	23	17	16	7
Males:	24	20	30	27	29	31	26	22	12
Females:	9	8	5	12	11	16	8	10	3

Bicycle mode	Miles per person per year								
	All ages	0-16	17-20	21-29	30-39	40-49	50-59	60-69	70+
All people:	60	26	49	63	96	102	76	45	23
Males:	95	36	81	93	153	160	131	74	42
Females:	25	16	16	34	39	45	21	19	8

From an equalities perspective, there is clear statistical evidence that women cycle less than men and this was confirmed during schemes visits. A number of schemes are addressing this gender imbalance by encouraging more women to cycle, particularly women from ethnic groups, which Three Rivers would look to do, bikes are also unisex.

Known positive effects:

- The scheme is open to everyone 16 years of age and older, regardless of whether they have a protected characteristic or not – however, it may be some time before adapted bikes are introduced for the less able-bodied user
- Research shows that the scheme is used for commuting, student travel, leisure, first/last mile inter-modal journeys
- Cycling promotes a healthier lifestyle and a sustainable alternative to the use of vehicles

Beryl Bikes will promote inclusion through increasing mobility for all.

At present the scheme will not have any adapted bikes for those with mobility issues unable to use conventional bikes. There is potential to roll out adapted bikes as the scheme develops. It will expand the provision and range of transport for public usage at a reasonable price, complementing the existing transport network. It will reduce the number of single occupancy car journeys in Three Rivers leading to fewer

cars on the road/congestion. The Bike Share scheme will open up opportunities for a wide range of the community to get out and about across the borough, which may not be possible, or easy, with current transport options.	
Potential Issues	Mitigating Actions
<ul style="list-style-type: none"> • The scheme is a digital service and accessed via smart phone or the internet only. We know that older people are less likely to have a smartphone than the population as a whole and, overall, are less likely to be digitally enabled/confident. • The service is cashless and debited to the passenger's card/bank account via the App/online only. Around 1.5 million people in the UK do not have bank accounts. • You must be at least 16 years to register and hire a bike under the UK schemes. 	<ul style="list-style-type: none"> • Having a smartphone is not a barrier to using the hire scheme, it is more that some people would not have a data contract to use – Three Rivers has recently signed up to the Good Things Foundation which makes us a data hub for people to have free data, the libraries also have computers and free wifi. Non smartphone users will be able to speak to the customer service team and hire a bike using a unique customer code. • There is no known analysis against protected characteristics of this group but the main reason for not having an account is 'too little money to warrant one'. • The Bike Share scheme will be available to everyone aged 16 and over and will be inclusive, providing equality of opportunity to all individuals 16 and over. It is recognised that those under 16 will not be able to participate in the scheme, due to safety implications and the need for payment via a bank account
Actions Planned ¹⁰	
The introduction of Beryl Bike is a core component to enable the council to achieve net zero, see above actions listed and main report for further detail on the scheme.	

EIA sign-off: (for the EIA to be final an email must sent from the relevant people agreeing it or this section must be signed)

Equality Impact Assessment officer: Rebecca Young

Date: 27/11/2023

Equalities Lead Officer: Rebecca Young

Date: 27/11/2023

Guidance end-notes

¹ The following principles, drawn from case law, explain what we must do to fulfil our duties under the Equality Act:

- Knowledge: everyone working for the council must be aware of our equality duties and apply them appropriately in their work.

-
- **Timeliness:** the duty applies at the time of considering policy options and/or before a final decision is taken – not afterwards.
 - **Real Consideration:** the duty must be an integral and rigorous part of your decision-making and influence the process. • **Sufficient Information:** you must assess what information you have and what is needed to give proper consideration.
 - **No delegation:** the council is responsible for ensuring that any contracted services which provide services on our behalf can comply with the duty, are required in contracts to comply with it, and do comply in practice. It is a duty that cannot be delegated.
 - **Review:** the equality duty is a continuing duty. It applies when a policy is developed/agreed, and when it is implemented/reviewed.
 - **Proper Record Keeping:** to show that we have fulfilled our duties we must keep records of the process and the impacts identified.

NB: Filling out this EIA in itself does not meet the requirements of the equality duty. All the requirements above must be fulfilled or the EIA (and any decision based on it) may be open to challenge. Properly used, an EIA can be a tool to help us comply with our equality duty and as a record that to demonstrate that we have done so.

² Our duties in the Equality Act 2010

As a council, we have a legal duty (under the Equality Act 2010) to show that we have identified and considered the impact and potential impact of our activities on all people with ‘protected characteristics’ (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation, and marriage and civil partnership).

This applies to policies, services (including commissioned services), and our employees. The level of detail of this consideration will depend on what you are assessing, who it might affect, those groups’ vulnerability, and how serious any potential impacts might be. We use this EIA template to complete this process and evidence our consideration

The following are the duties in the Act. You must give ‘due regard’ (pay conscious attention) to the need to:

- avoid, reduce or minimise negative impact (if you identify unlawful discrimination, including victimisation and harassment, you must stop the action and take advice immediately).
- promote equality of opportunity. This means the need to: – Remove or minimise disadvantages suffered by equality groups – Take steps to meet the needs of equality groups – Encourage equality groups to participate in public life or any other activity where participation is disproportionately low – Consider if there is a need to treat disabled people differently, including more favourable treatment where necessary

-
- foster good relations between people who share a protected characteristic and those who do not. This means: – Tackle prejudice – Promote understanding

³ EIAs are always proportionate to:

- The size of the service or scope of the policy/strategy
- The resources involved
- The numbers of people affected
- The size of the likely impact
- The vulnerability of the people affected

The greater the potential adverse impact of the proposed policy on a protected group (e.g. disabled people), the more vulnerable the group in the context being considered, the more thorough and demanding the process required by the Act will be.

⁴ When to complete an EIA:

- When planning or developing a new service, policy or strategy
- When reviewing an existing service, policy or strategy
- When ending or substantially changing a service, policy or strategy
- When there is an important change in the service, policy or strategy, or in the city (eg: a change in population), or at a national level (eg: a change of legislation)

Assessment of equality impact can be evidenced as part of the process of reviewing or needs assessment or strategy development or consultation or planning. It does not have to be on this template but must be documented. Wherever possible, build the EIA into your usual planning/review processes.

Do you need to complete an EIA? Consider:

- Is the policy, decision or service likely to be relevant to any people because of their protected characteristics?
- How many people is it likely to affect?
- How significant are its impacts?
- Does it relate to an area where there are known inequalities?

How vulnerable are the people (potentially) affected? If there are potential impacts on people but you decide not to complete an EIA it is usually sensible to document why.

⁵ **Title of EIA:** This should clearly explain what service / policy / strategy / change you are assessing

⁶ **ID no:** The unique reference for this EIA. This will be added by Community Partnerships

⁷ **Team/Service:** Main team responsible for the policy, practice, service or function being assessed

⁸ **Focus of EIA:** A member of the public should have a good understanding of the policy or service and any proposals after reading this section. Please use plain English and write any acronyms in full first time - eg: 'Equality Impact Assessment (EIA)'

This section should explain what you are assessing:

- What are the main aims or purpose of the policy, practice, service or function?
- Who implements, carries out or delivers the policy, practice, service or function? Please state where this is more than one person/team/body and where other organisations deliver under procurement or partnership arrangements.
- How does it fit with other services?
- Who is affected by the policy, practice, service or function, or by how it is delivered? Who are the external and internal service users, groups, or communities?
- What outcomes do you want to achieve, why and for whom? Eg: what do you want to provide, what changes or improvements, and what should the benefits be? • What do existing or previous inspections of the policy, practice, service or function tell you?
- What is the reason for the proposal or change (financial, service, legal etc)? The Act requires us to make these clear.

⁹ **Assessment of overall impacts and any further recommendations**

- Make a frank and realistic assessment of the overall extent to which the negative impacts can be reduced or avoided by the mitigating measures. Explain what positive impacts will result from the actions and how you can make the most of these.
- Countervailing considerations: These may include the reasons behind the formulation of the policy, the benefits it is expected to deliver, budget reductions, the need to avert a graver crisis by introducing a policy now and not later, and so on. The weight of these factors in favour of implementing the policy must then be measured against the weight of any evidence as to the potential negative equality impacts of the policy,
- Are there any further recommendations? Is further engagement needed? Is more research or monitoring needed? Does there need to be a change in the proposal itself?

¹⁰ **Action Planning:** The Equality Duty is an ongoing duty: policies must be kept under review, continuing to give 'due regard' to the duty. If an assessment of a broad proposal leads to more specific proposals, then further equality assessment and consultation are needed.

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TRDC Climate and Sustainability Impact Assessment

This toolkit is a self-assessment to help officers think about how their policies, projects, procurements, commissioning and services can align with Three Rivers' Climate Emergency and Sustainability Strategy. It also supports report authors to draft the environmental implications section on decision reports, and procurement strategy reports.

How to use the tool

The self-assessment is intended to help officers reflect critically on their project or service's environmental impact. It is a reflective tool, not a framework for approving or rejecting a decision, so it will work best if each question is considered honestly and carefully.

We envision this tool will be used early in the design of a project/policy/procurement to identify areas where environmental harms can be mitigated, and environmental benefits enhanced. If you would like advice, please discuss with your Head of Service, and contact the Climate and Sustainability Team if necessary.

Once you are happy that your proposal is optimised, then complete this form, and copy the results in each section in to your decision report (committee/synopsis report) where applicable.



**THREE RIVERS
DISTRICT COUNCIL**

The next tab presents a set of questions about the proposal on a range of sustainability criteria. Each answer is colour-coded to indicate its environmental impact as below:

Colour code	Recommendation
Dark green (4)	Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect.
Light green (3)	Some positive impact for sustainability. Recommendation to further enhance this aspect where possible and proceed.
Yellow (2)	Some negative impacts sustainability. Recommendation to review these aspects and find mitigations where possible.
Red (1)	Considerable inconsistency with the council's sustainability objectives. Strong recommendation to review these aspects and find mitigations.
Grey (0)	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.

Once you've selected your answer in the "Impact" column (C), then give the relevant score in the "Score" column (E). Higher scores indicate more sustainable proposals.

Against each area, the assessment presents prompts to highlight best practice suggestions and enable consideration of how negative impacts could be lessened on a project.

This assessment was inspired by Jim Cunningham at Hammersmith and Fulham Council and developed by officers of Three Rivers District Council.

Version Date

1

TRDC Climate and Sustainability Impact Assessment

Score / Colour Code

Dark green (5)
Light green (3)
Yellow (2)
Red (1)
Grey (0)

Impact and Recommendation
Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect.
Some positive impact for sustainability. Recommendation to further enhance this aspect where possible and proceed.
Some possible negative impacts for sustainability. Recommendation to review these aspects and find mitigations where possible.
Considerable inconsistency with the council's sustainability objectives. Strong recommendation to review these aspects and find mitigations.
Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.

Guidance for use
Please answer all questions from the drop-down options in the Impact column (C), including 'not applicable' as needed.

Please email your completed copy of the form to Joanna.Newton@treeviers.gov.uk.

Key to the colour coding of answers is given at the top of the page.

Table with 2 columns: Name of project/policy/procurement and date, Brief description (1-2 sentences).

Homes, buildings, infrastructure, equipment and energy

Table with columns: Question, Impact (select from list), Score (-1 to 4), Justification or mitigation, Impact (select from list), Revised Score (-1-4).

Ways to optimise sustainability and work towards net zero carbon:
- Fit out buildings to a high standard.
- Include energy efficiency measures when carrying out refurbishment to deliver improvement in EPC ratings.
- Replace gas boilers with renewable heating, such as heat pumps. Consider District Heat Networks where appropriate.
- Construct new buildings to Passivhaus standard.
- Design and deliver buildings and infrastructure with lower-carbon materials, such as recycled material and timber frames.
- Use construction methods that reduce overall energy use, such as modular factory-built components, or use of electrical plant on-site.
- Install solar panels or other renewable energy generation, and consider including battery storage.
- Switch to a certified renewable energy provider e.g. utilities power purchase agreements (PPAs).
- Use energy efficient appliances.
- Install low-energy LED lighting.
- Invest measures to help manage building energy demand, such as smart meters, times engaging, or building management systems.

Travel

Table with columns: Question, Impact (select from list), Score (0-4), Justification or mitigation, Impact (select from list), Revised Score (0-4).

Ways to optimise sustainability and work towards net zero carbon:
- Reduce the need to travel e.g. through remote meetings, or rationalising routes and rounds.
- Share vehicles or substitute different modes of travel, rather than procuring more fuel.
- Specify electric, hybrid, or most fuel efficient vehicles for new fleet or services making transport.
- Support staff and staff to walk, cycle, or use public transport e.g. with cycle parking, training, incentives.
- Use low-carbon delivery services.
- Model and mitigate the project's effect on traffic and congestion e.g. rerouting the service or deliveries.

Goods and Consumption

Table with columns: Question, Impact (select from list), Score (0-4), Justification or mitigation, Impact (select from list), Revised Score (0-4).

Ways to optimise sustainability and work towards net zero carbon:
- Procure goods through sharing, leasing, or product as a service models rather than ownership.
- Use pre-owned and reconditioned goods, and reduce reliance on procuring new goods.
- Use recycled materials, and ensure items that can be reconditioned or recycled at end-of-life.
- Use lifecycle costing and assess costs to capture the full cost of operation, repair and disposal of an item.
- Ensure meet and dirty is high-quality, high-welfare.
- Design waste, including food waste, out of business models e.g. separating (and composting) food waste; replacing single-use items with reusable items.
- Use contact points with residents, community groups and businesses to engage and enable them to adopt low-waste, low-carbon behaviours.

Ecology

Table with columns: Question, Impact (select from list), Score (0-4), Justification or mitigation, Impact (select from list), Revised Score (0-4).

Ways to optimise sustainability and work towards net zero carbon:
- Seek guidance from Landscapes Team if relevant.
- Avoid converting green space to hard surfacing.
- Use underutilised space for planting, such as green roofs and walls.
- Plant native plants and perennials, rather than non-native ornamental species, to encourage biodiversity.
- Reduce trimming of grass and hedges, and avoid use of synthetic pesticides.
- Provide space for animals e.g. long grass areas, bird boxes, bat boxes, insect hotels, etc.

Adaptation

Table with columns: Question, Impact (select from list), Score (0-4), Justification or mitigation, Impact (select from list), Revised Score (0-4).

Ways to optimise sustainability and work towards net zero carbon:
- Install water saving devices in taps, showers and toilets.
- Re-use grey water in new developments.
- Capture and re-use rainwater where possible e.g. water butts for use in car washing, watering garden, toilets.
- Ensure all new building or refurbishment (especially of homes) models and mitigates future overheating risk, with adequate ventilation and shading.
- Avoid increasing areas of hard surfacing.
- Convert hard surfacing to green and permeable surfacing where possible, and install Sustainable Drainage systems (SuDS).
- Plant drought-tolerant plants and multi-landscapes to avoid water loss through evaporation.

Engagement and Influence

Table with columns: Question, Impact (select from list), Score (0-4), Justification or mitigation, Impact (select from list), Revised Score (0-4).

Ways to optimise sustainability and work towards net zero carbon:
- Make every contact count: by using contact points with residents, businesses and community groups to promote understanding of the climate emergency.

Total Overall Average Score application: 3.53

Climate and Sustainability Impact Assessment Summary table with columns: Category and Score.

List 1

Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect.
Some positive impact for sustainability. Recommendation to further enhance this aspect where possible and proceed.
Some possible negative impacts for sustainability. Recommendation to review these aspects and find mitigations where possible.
Considerable inconsistency with the council's sustainability objectives. Strong recommendation to review these aspects and find mitigations.
Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.
Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.
Strong positive impacts for sustainability. Recommendation to proceed as is with this aspect.
Some positive impact for sustainability. Recommendation to further enhance this aspect where possible and proceed.
Some possible negative impacts for sustainability. Recommendation to review these aspects and find mitigations where possible.
Considerable inconsistency with the council's sustainability objectives. Strong recommendation to review these aspects and find mitigations.

	List 2	List 3
4	No	No
3	To some extent	N/A
2	N/A	
-1		
0	Yes	Yes
0		
4		
3		
2		
-1		

Ok -	excel
Light green (3)	Some positive impact for sustainability. Recommendation to further enhance this aspect where possible and proceed.
Yellow (2)	Some possible negative impacts for sustainability. Recommendation to review these aspects and find mitigations where possible.
Red (1)	Considerable inconsistency with the council's sustainability objectives. Strong recommendation to review these aspects and find mitigations.
Grey (0)	Neutral or not applicable. Recommendation to consider how benefits could be achieved in this area, but otherwise proceed.

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

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