

3 February 2025

Dear Members

Council Meeting

I hereby give notice that a meeting of the Council will be held in the **Council Chamber, County Buildings, Martin Street, Stafford** on **Tuesday 11 February 2025 at 7.00pm** to deal with the business as set out on the agenda.



Tim Clegg
Chief Executive

COUNCIL MEETING - 11 FEBRUARY 2025

Mayor, Councillor Frank James

AGENDA

- 1 Approval of the Minutes of the meeting of Council held on 3 December 2024 as published on the Council's website.
- 2 Apologies for Absence
- 3 Declarations of Interest
- 4 Announcements (Paragraph 3.2(iii) of the Council Procedure Rules)
- 5 Public Question Time - Nil
- 6 Councillor Session
 - (a) Councillor J M Pert has submitted the following question in accordance with Paragraph 12.3(a) of the Council Procedure Rules:-

“Given the White Paper on Local Government Reorganisation launched just before the Christmas holidays last year, will the Leader of the Council give a commitment that he will always come back to Council with any proposals that affect Stafford Borough Council and its sovereignty so that a debate and a vote can be taken with a free vote for members, prior to submitting or agreeing anything?”
 - (b) Councillor F Beatty has submitted the following question in accordance with Paragraph 12.3(a) of the Council Procedure Rules:-

"In the light of the cabinet's inexplicable failure, over the past eighteen months, to bring forward the new Local Plan – or even to offer a timetable to do so - a new house building target for Stafford Borough has been imposed by the government, which has eye wateringly doubled the number of houses required to be put up in our towns and villages each year; so when will the cabinet member update members and residents on where he is planning for all these extra houses to be built and for the accompanying infrastructure? Or does he plan to leave it to developers to dictate the pace and place of housing delivery?"
- 7 Notice of Motion - Nil

Page Nos

- 8 Recommendation Referred from Cabinet

Council is requested to consider the recommendation from the Cabinet meeting held on 9 January 2025 in respect of the following matter:

Proposed Development of Rowley Park Sports Stadium Play Facilities
CAB54/24

“That:-

- (a) the allocation of existing off-site contributions under the terms of S106 agreements for the amount of £265,881 as detailed in paragraph 3.1 of the report be approved for the enhancement of the above open space in Rowley Park;
- (b) that permission to spend the above sum as detailed in paragraph 5.3 of the report be recommended to Council;
- (c) it be agreed that a master planning exercise be undertaken alongside a suitably qualified external consultant and a two-stage public consultation be undertaken, as detailed in paragraph 5.7 of the report”.

The accompanying report for the above recommendation can be viewed on the on the Council’s website [Cabinet - 9 January 2025 - Agenda](#)

9	General Fund Revenue Budget and Capital Programme 2024-28	4 - 61
10	Fees and Charges Review 2025/2026	62 - 69
11	Review of Members’ Allowances	70 - 94
12	Item referred from Scrutiny Committee	

Council is requested to consider the recommendation from the Resources Scrutiny Committee meeting held on 21 January 2025 in respect of the following matter:

Constitution Update: Procurement Act 2023 - RSC16/25

“That the Procurement Regulations in the Constitution be updated as set out in the **APPENDIX**”.

The accompanying report for the above recommendation can be viewed on the Council’s website [Resources Scrutiny Committee - 21 January 2025 - Agenda](#)

Chief Executive

Civic Centre
Riverside
Stafford
ST16 3AQ

Agenda Item 9

General Fund Revenue Budget and Capital Programme 2024-27

Committee:	Council
Date of Meeting:	11 February 2025
Report of:	Deputy Chief Executive - Resources
Portfolio:	Resources Portfolio

The following matter was considered by Resources Scrutiny Committee at its meeting on 21 January 2025 and Cabinet on 23 January 2025 and is submitted to Council as required.

1 Purpose of Report

- 1.1 To propose to the Council the General Fund Revenue Budget for 2025-26, the updated Capital Programme 2024-25 to 2027-28 and indicative budgets for 2026-27 to 2027-28.

2 Recommendations

- 2.1 That the following be recommended for approval:-
- (a) The Budget Requirement for the General Fund Revenue Budget for 2025-26 be set at £18.347 million;
 - (b) The indicative General Fund Revenue Budgets be set at £17.404million for 2026-27 and £17.950 million for 2027-28;
 - (c) The General Fund working balance be set at a minimum of £1.0 million;
 - (d) The detailed capital programme as set out in **APPENDIX 2** be approved;
 - (e) That the Council Tax for 2025-26 be increased by 2.99% to £178.75;
 - (f) The Council's Tax Base be set at 49,634.15 (as determined by the Deputy Chief Executive resources);
 - (g) Note that the inflation parameter for fees and charges for 2025-26 was generally set at 3%.
 - (h) That the increase in stray dog budget be approved (£30k per annum)

Reasons for Recommendations

- 2.2 As part of the council's annual budget setting process, it is required to determine its budget requirement and seek approval from council to approve it. The above recommendations allow the council to set the budget it needs to carry out its functions.

3 Key Issues

- 3.1 This report is being delivered in a profoundly uncertain time for local government. Recent central government announcements suggest that their ambition is to change the local government landscape in such a way that only councils with a minimum population of 500,000 exist. The impact of this is discussed in the body of the report.
- 3.2 This report sets out the current position on the General Fund Revenue Budget for 2024-25 and indicative budgets for 2025-26 to 2027-28. It also reflects the position on the provisional Local Government Finance Settlement 2025-26, New Homes Bonus Grant allocation, the position on the Council's Collection Fund, the Council's Tax Base for 2025-26 and the consequential Council Tax for 2025-26.
- 3.3 The budget for 2025-26 is based on the estimated outturn position for 2024-25, which has been updated to reflect known changes and estimates for 2025-26.
- 3.4 Indicative budgets have been set out for 2026-27 and 2027-28 which include the key issues which it is anticipated will have a potential impact on the council's finances. However, it should be noted that there are substantial uncertainties regarding the central Government policy for local government finance. There is a significant anticipated change in the council's financial position in 2026-27 as central government have made clear that the intention is to reset business rates. This will remove all business rates growth that the council currently receives income from. It cannot be assumed that support will be provided to manage this reduction in resources by central government, particularly in light of the poor finance settlement which has been received. This will be discussed further in the body of the report.
- 3.5 The council is still operating with a one year financial settlement. Central government has suggested that it will move to multi year settlements but it is unclear what that will look like, particularly taking into account the ambition to remove county councils and district councils and merge other councils to achieve the minimum population size of 500,000.
- 3.6 A spending review is anticipated in the spring which may also look to make further savings. It is not possible to anticipate what impact this will have on the council at this stage.

4 Relationship to Corporate Priorities

- 4.1 The revenue budget and the capital programme supports the delivery of all of the Council's priorities but primarily relates to objective 4 "To be a well-run, financially sustainable and ambitious organisation, responsive to the needs of our customers and communities and focussed on delivering our objectives."

5 Report Detail

Local government landscape

- 5.1 Central government released a white paper on Monday 16 December 2024 which laid out its ambitions to reshape the local government landscape. In its proposals are the end of the current arrangement of district councils and county councils, the merging of smaller unitary authorities and the creation of a new tier of "strategic authorities" which will sit above the new larger councils. The new councils are anticipated to have at least 500,000 people in their area. This will mean councils cover a much larger geographic area than present. The council was not consulted prior to these proposals being announced. There is currently a consultation on the future funding mechanism for local government which reflects the intention to move to a new local government structure but there is not one on the proposed structures themselves.
- 5.2 The paper sets a timeline of April 2027 for the first wave of new councils to "go live" with the remainder in April 2028. This is an incredibly ambitious timescale to work to and if it goes forward as planned is likely to have a massive impact on the council's ability to deliver its services and plans during the same time period.
- 5.3 It is unclear at this stage what costs are likely to occur as a result of these proposals. No figures have been included in the budget to reflect these proposals.
- 5.4 The recent change by central government of the national insurance rates will have a number of impacts on local government. First and most simply, the national insurance costs of the council will increase. Central government have stated that the council will be compensated for the impact of the increase in national insurance on directly employed staff but at this stage it is unclear if 100% of the increase will be covered. Due to the calculation being used, it is more likely that an element of the increased costs will be covered.
- 5.5 Secondly there will be an impact on partners of the council, be that direct suppliers of services, those who use council services or those who work more indirectly with the council. This is likely to cause increased pressures for them and they may in turn look to the council for greater support. In a worst case scenario organisations may be unable to continue to provide services at the same level or increase council costs if companies we work with seek to

increase their charges. This in turn will require the council to evaluate the manner in which it delivers services to ensure best value and support stakeholders where possible.

- 5.6 The final major change in the local government landscape is the reset of business rates. Central government have been clear that they are intending to reset business rates which means that the element of business rates that council's retain will change. In practice, this means that the "growth" element of business rates (the amount greater than the baseline) will be removed. Should no additional grants or compensatory mechanism be provided equal to this amount it will create significant pressures for local councils.

Provisional local government settlement

- 5.7 The budget settlement was very challenging for rural and district councils in general and Stafford Borough Council was no different.
- 5.8 The council saw no increase year on year in its settlement, which was in itself dependent on the council increasing its council tax the maximum amount. This stagnation contrasts sharply with the substantial increases experienced by some urban metropolitan areas - some of which saw increases of almost 10%. This is leading to rural areas becoming increasingly dependent on locally raised revenue through council tax and business rates. (the proposed reset in business rates in 2026/27 will make it more challenging for the council to balance its budget in future years, although the proposals suggest the council may not exist in its current form by this point in time).
- 5.9 In particular, the Settlement determines both the core funding to the Council and basis of incentive funding for Business Rates. A Baseline Funding Level was determined at the commencement of the current scheme in 2013-14 with a Tariff paid to central government representing the difference between income collected and the Baseline. The Baseline Funding now represents the sole major form of core funding following the reduction of Revenue Support Grant to a notional figure.
- 5.10 The settlement confirmed the continuation of the Council Tax referendum rules for lower tier councils from last year. It is still possible to increase Council Tax by the higher of 2.99% or £5 (rather than the higher of 1.99% or £5) without holding a referendum.

5.11 The 2025-26 Settlement is broken down as below:

	£m
Revenue Support Grant	0.1
Baseline funding level	3.1
Business rates multiplier compensation	0.6
Council tax	8.9
New Homes Bonus	0.2
Funding floor	2.0
Total	14.9

5.12 This demonstrates the anticipation that council tax will be increased by 2.99% by central government.

5.13 It was a single year settlement, but it was announced that multi year settlements were planned going forwards. It is unclear what time frame this will be.

Budget Issues and Adjustments 2025-26

Inflation

5.14 The budgets for 2025-26 reflect the nationally agreed £1,290 pay award for 2024-25. A provision of 3% has been included for 2025-26; then 2% for 2026-27 and 2% for 2027-28.

5.15 Individual calculations have been carried out in respect of the budgets most affected by inflation. For October 2024 inflation is running at 3.2% CPIH and 3.4% RPI. For contracts the estimated inflationary figure we have used is 3% for January 2025. For ongoing budgets, the general inflation assumption is 3%.

Spending changes

5.16 The detailed budgets have been refreshed to reflect the forecast for 2024-25. Additional provision has been made within Portfolio budgets for inflation and other general items, including for a pay award and increments.

5.17 For all portfolios the senior management restructure has been reflected. This can be seen in the detailed **APPENDICES ATTACHED**. It must be noted that the figures as presented reflect the nature of the shared service arrangement with Cannock Chase Council and respective hosting of services and so should not be viewed in isolation. Rather they should be taken into account with the detailed Cannock Chase Council appendices, which can be found in the equivalent budget setting report at Cannock Chase Council. Each council maintains its sovereignty over its respective costs/income. The overall saving

for the senior management restructure is circa £176k on an ongoing basis across both councils.

5.18 We have reviewed all major income streams to ensure they are appropriate and they are reflected in the appendices.

5.19 The major changes on the 2025-26 Portfolio budgets (recurring in future years) are itemised below:

- Insurance premiums - 2025/26 saw an increase of £87k this has been reflected on an ongoing basis.
- The increase in national insurance has been reflected in the budgets however no provision has been made for potential compensating income from central government as the detail is not clear as yet as to the amount and how long this will be for. This will be known in the final settlement.
- Provision has been made for the new local plan. A new local plan 2025-2045 is required as the previous adopted local plan is more than 5 years old. It will provide clear guidance to developers, and also members of the public, through planning policies and proposals in across the Borough. This will enable any resident or business to see the requirements related to future development. Therefore it is important that robust evidence based work continues to be carried out to support new policies and proposals as the new Local Plan progresses, to be adopted. Since the original budget was established a comprehensive new evidence base is now required to ensure the New Local Plan can progress to Examination. For example the Economic and Housing Development Needs Assessment (EHDNA) to underpin the new mandatory housing figure and identify the scale of employment land requirements for the New Local Plan will have to be completed.

Business Rates Income

5.20 The Council's exposure to volatility in Business Rates is a key risk with a reduction in income from business rates due to the failure or temporary closure of a key industry and successful appeals against Rateable Values and backdated refunds. In order to mitigate this risk as much as possible, provision is made in both the budget and final accounts for a reduction in income due to appeals.

2024-25 Forecast Outturn

- 5.21 The Budget for 2024-25 is monitored against the profiled budget. The latest portfolio position reflects the inflationary increases in costs and known changes in the forecast and the impact of the savings achieved. The estimated outturn is a £329k deficit against the profiled budget. This can be seen in the below table.

	2024/25 budget	2024/25 forecast	Variance
Portfolio	£	£	£
Community	1,205,810	1,111,500	(94,310)
Environment	4,075,350	4,226,510	151,160
Leisure	2,140,560	2,083,650	(56,910)
Planning	1,884,570	2,006,420	121,850
Resources	8,400,830	8,607,730	206,900
Total	17,707,120	18,035,810	328,690

- 5.22 The overall council position reflects a strong performance on investment income in year. This was driven by higher interest rates. It must be noted that the benefits are effectively windfalls as they cannot be guaranteed on an ongoing basis. Whilst interest rates were forecast to fall as inflation fell due to changes in macro economic events and central government policy changes they have not fallen as forecast. At present the council is forecasting a £1m surplus over the budgeted for position for investment income. This results in a favourable overall forecast outturn for 2024/25 of £76k. This can be seen in table 2 below.

Business Rates Pooling and Retention

- 5.23 There is an assumption that the reset of Business Rates growth achieved to date will occur in 2026-27 with no transitional payments made to the council. It is assumed that the council will remain part of the Staffordshire pooling arrangements in future years.

- 5.24 An analysis of the revised Retained Business Rates income for the Council is set out in **APPENDIX 3**.

New Homes Bonus

- 5.25 Allocations for the New Homes Bonus (NHB) scheme for 2025-26 will be £0.2m. It is assumed that the NHB scheme will contribute nothing to the council's budget post 2025/26. In a consultation published In December 2024, the Ministry of Housing, Communities and Local Government (MHCLG) said it is proposing that 2025-26 will be the last year the NHB is paid "in its current format". MHCLG added: "It is the government's intention that 2025-26 will be the final year of the NHB in its current format and councils should consider this in their financial planning." Therefore it is prudent to assume no further payments at this time.

Revenue Budget Summary 2025-26

- 5.26 The Portfolio Budget position set out below reflects the forecast outturn position for 2024-25, the proposed budget for 2025-26, and indicative budgets for 2026-27 and 2027-28. The detailed budgets are included in **APPENDIX 1**.

Table 2: Revenue Budget Recommended to Council

	Forecast Outturn 2024-25 £000	Budget 2025-26 £000	Indicative Budget 2026-27 £000	Indicative Budget 2027-28 £000
Net Expenditure				
Portfolio budgets	18,036	19,379	19,735	20,084
Net investment income	(3,300)	(2,300)	(2,100)	(1,900)
Technical financing	5,247	2,587	884	881
Net Spending	19,983	19,666	18,519	19,065
Less: government Grants				
Business rates grants - S.31	(1,250)	(1,115)	(1,115)	(1,115)
New Homes Bonus	(431)	(204)	-	-
Budget Requirement	18,302	18,347	17,404	17,950
Financing				
Business Rates	(7,521)	(7,422)	(5,030)	(5,363)
Revenue Support Grant	(120)	(142)	(140)	(140)
Fund guarantee grant	(2,120)	-	-	-
Services grant	(20)			
Council Tax Income	(8,557)	(8,872)	(9,183)	(9,505)
Rural services delivery grant	(34)	-	-	-
Council tax deficit	15	102	-	-
Funding Floor	-	(2,035)	-	-
Total Financing	(18,357)	(18,369)	(14,353)	(15,008)
Transfer from/(to) Balances	(55)	(22)	3,051	2,942
Estimate of future years grant			(1,800)	(1,500)
Transfer from/(to) Balances	(55)	(22)	1,215	1,442

- 5.27 The above budgets are in general based upon the maintenance of existing service provision and delivery of the priorities set out in the existing Corporate Business Plan as well as the new draft corporate business plan.
- 5.28 The service for the collection and kennelling of stray dogs has seen a significant increase in kennelling costs, coupled with an increase in demand for the service. It is necessary therefore to increase the budget for the service by £30k, which is included as a recommendation and reflected in the budgets above.
- 5.29 As indicated above details are only currently available for the 2025-26 financial year. Limited amendments have been made to assumptions in relation to the new funding regime for 2026-27 and onwards. The Business

Rates Scheme in particular carries the greatest uncertainty, along with any outcome from other funding reviews. In light of the uncertainty as reflected in various sections of this report, it is difficult to project the true overall position over the medium term.

5.30 The major changes in the indicative Budget for 2025-26 when compared to the currently proposed 2025-26 budget are as set out in Table 3.

5.31 Table 3: Changes in 2025-26 budget assumptions

Description	Change £000
Portfolio budgets higher than anticipated	1,343
Investment income	(1,000)
Investment Reserve	400
MRP	(32)
Budget support reserve	750
New Homes Bonus	146
RSG	(21)
Council tax	29
Council tax deficit	102
Business rates	(1,218)
Funding floor	(2,035)
One off grants estimate	1,500
Total	(36)

5.32 There are numerous changes in the above table, reflecting the challenging landscape the council finds itself in. The primary changes are;

- the new grants paid to the council as a one off, (the funding floor from central government), the removal of the one off grants estimate.
- The increase in portfolio budgets driven by the increase in salaries, national insurance and the costs of the new local plan.
- There is increased investment income forecast as interest rates are no longer forecast to fall as quickly as originally anticipated as inflation is proving to be “stickier” than was originally forecast and growth forecasts have been reduced leading to a more fragile economic outlook.
- A new reserve has been created, the budget support reserve, to mitigate potential changes in funding regimes going forwards.
- There has been an increase in business rates income driven by an increase in the estimated multiplier and S31 grants indexation.

- 5.33 Table 2 identifies a transfer to balances in 2025-26 of £22k. The council has not budgeted for the national insurance support from central government as it is unclear exactly how much this will be at this stage. The difference of opinion across the sector on the amounts that will be received mean it is more prudent to not budget for this at this stage. When it is received this will have a positive impact on the position presented. The council has budgeted for one off grants from central government in its budget setting process in future years. This is based on a conservative analysis of previous years one off grant settlements. Moving towards multi year settlements would have given the council more certainty around budget planning if the reorganisation of local government were not being planned at the same time.

Reserves and Balances

- 5.34 Reserves and balances comprise general reserves, the Working Balance and Earmarked Reserves. They help the Council to cope with unpredictable financial pressures and plan for future spending commitments. They are an essential part of good financial management and assist the Section 151 Officer in providing reassurance to Council on the robustness of the estimates and the adequacy of reserves. (see **APPENDIX 6**)
- 5.35 The Council holds a number of earmarked reserves for specific purposes. Earmarked reserves are itemised in **APPENDIX 4**.
- 5.36 The Working Balance - the current policy has for several years been to maintain the level of the General Fund balance at a minimum of £1 million. This is maintained over the planning period, and supplemented by the Revenue Surplus reserve.

Capital Programme 2024-25 to 2027-28

- 5.37 The Capital Programme is attached as **APPENDIX 2**.
- 5.38 The significant change for the capital programme is the inclusion of the Food Waste budget of £1.458 million in 2025/26, at this time the budget reflects the one off grant received. Other changes reflect schemes approved during the year, slippage has also been reflected in the schemes being presented for approval as appropriate.
- 5.39 The council has capital resources of £0.702 million general fund and £4.341 million of S106 resources not allocated at present.

Council Tax Base and Collection Fund

- 5.40 The final part of the consideration of the Budget is the Council Tax Base. This is the number of properties in the borough expressed in terms of Band D equivalents. (**APPENDIX 5**)

- 5.41 The Council's Tax Base is now estimated to be 49,634.15 representing an increase of 0.7% on 2024-25. The increase reflects the net increase in new properties built, offset by the cost of the Local Council Tax Reduction scheme.
- 5.42 The Council's Collection Fund has been reviewed as part of the budget process.

Council Tax 2025-26

- 5.43 In determining the level of Council Tax for 2025-26 Cabinet will need to take into account the medium term financial position and the Council Tax Referendum Thresholds.
- 5.44 The proposed increase of 2.99% is within the guidelines for district councils as contained in Government policy. Each additional 1% increase in Council Tax would generate approximately £80,000 a year.
- 5.45 The proposed level of Stafford's Council Tax for 2025-26 is £178.75 for a Band D property with the overall level of Council Tax subject to final determination by Council in February 2025. The figures set out in this report may require minor amendment if any further information emerges before then.
- 5.46 The total Council Tax for the Borough will reflect the spending decision made by the County Council, the Office of the Police and Crime Commissioner and the Fire Authority. In addition, in certain areas, parish council precepts are also added to the overall bill.

Financial Planning

- 5.47 The Government has intended to introduce a new financial regime for local government for several years. This long delayed change has meant that the council has struggled to plan for the medium term and decision making has been forced to be more focused on the short term than strategic on occasion. The announced change in business rates scheme (removing the growth), the change to potential unitarisation, removal of grants such as the rural services grant and pressure to deliver new government targets are leading to even more uncertain times than has been experienced to date.
- 5.48 After many years of austerity and savings being delivered, the council is having to make decisions around which services/projects it focuses on to ensure successful delivery. This could potentially be increasingly difficult depending on how events around the central government agenda develop over coming months.

- 5.49 The Council has at the present date minimal general fund uncommitted capital resources. Its future programme will be financed by the generation of capital receipts and prudential borrowing subject to its financing being prudent, sustainable and affordable. Although with the advent of higher interest rates, it is becoming harder to justify borrowing to fund capital spending, especially as there is also an opportunity cost to borrowing, of foregoing an investment return.

Horizon scanning

- 5.50 All of the changes in the above report, potential or known, are going to lead to challenges for the council. Recruitment was already very difficult for the council, competing with so many other organisations in both the public and private sector. With the additional uncertainty around the future structure of local government, even less applicants will be interested in moving between councils or joining local government. This is likely to impact service delivery and the council will have to prioritise which areas it focuses on.
- 5.51 The economy is showing some worrying signs with inflation starting to increase and a lack of growth. With the introduction of the changes in National Insurance next year this is anticipated to have a further detrimental impact on economic growth. Should this occur as expected, council services may well see more demand as it impacts on the general population. It may also lead to further savings being needed in government departments to bridge the gap created by the lack of economic growth and the consequential reduction in forecast tax revenues.
- 5.52 A multi year settlement has been promised next year which would help the council plan its financial position more effectively but the details around this are unclear at present.
- 5.53 The revenue budgets currently do not include the significant waste changes with the introduction of food waste collection required from April 2026, however, the capital costs have been included. At present there is no estimate of what or if any transitional funding will be received from the government. There is also the introduction of The Extended Producer responsibility scheme which relates to the obligations in relation to the collection of packaging materials as part of Simpler recycling. Provisional allocations have been advised but have not been included in the budget at this time as final allocations will not be confirmed until Autumn 2025. These payments will in part replace recycling credits currently received and at present are broadly expected to have a neutral financial impact.

6 Implications

6.1 Financial

Contained in the report

6.2 Legal

Nil

6.3 Human Resources

Nil

6.4 Risk Management

A risk register is included in **APPENDIX 7**

Setting the budget is recognised as a significant risk to the council and included in the strategic risk register. The risks noted are both the setting of the budget within the timescales and the risks around setting a balanced budget. These are referenced throughout the report and the mitigations that have been put in place.

6.5 Equalities and Diversity

Nil

6.6 Health

Nil

6.7 Climate Change

Funding has been allocated to support the climate change agenda at the council. This will be managed by the appropriate service manager with reports being presented to members as appropriate to utilise the funds.

7 Appendices

Appendix 1: Detailed budgets

Appendix 2: Capital programme

Appendix 3: Business rates

Appendix 4: Reserves

Appendix 5: Band D equivalents

Appendix 6: Robustness of estimates and adequacy of reserves

Appendix 7: Risk register

8 Previous Consideration

Resources Scrutiny Committee 21 January 2025 - Minute No TBC

Cabinet 23 January 2025 - Minute No CAB58/25

9 Background Papers

Files are available in Financial Services

Contact Officer: Chris Forrester

Telephone Number: 01543 464 334

Ward Interest: Nil

Report Track: Resources Scrutiny Committee 21 January 2025

Cabinet 23 January 2025

Council 11 February 2025

Key Decision: Yes

Resources

	Outturn 2024-2025 £	Budget 2025-2026 £	Budget 2026-2027 £	Budget 2027-2028 £
1 Public Buildings				
Employee Expenses	80,360	89,470	91,060	92,630
Premises Related Expenditure	1,259,980	1,306,290	1,339,820	1,374,440
Supplies & Services	122,180	130,030	132,310	134,620
Total Expenditure	1,462,520	1,525,790	1,563,190	1,601,690
Income	(497,470)	(489,430)	(404,140)	(404,140)
Total Income	(497,470)	(489,430)	(404,140)	(404,140)
Public Buildings Net Expenditure	965,050	1,036,360	1,159,050	1,197,550
2 Facilities Management				
Employee Expenses	239,990	294,490	301,310	306,180
Transport Related Expenditure	4,000	4,000	4,000	4,000
Supplies & Services	8,160	4,660	4,660	4,660
Total Expenditure	252,150	303,150	309,970	314,840
Facilities Management Net Expenditure	252,150	303,150	309,970	314,840
3 Executive Management				
Employee Expenses	980,600	1,012,230	1,040,740	1,065,000
Supplies & Services	32,520	34,200	35,040	35,620
Total Expenditure	1,013,120	1,046,430	1,075,780	1,100,620
Income	(158,960)	(159,370)	(162,500)	(165,760)
Total Income	(158,960)	(159,370)	(162,500)	(165,760)
Executive Management Net Expenditure	854,160	887,060	913,280	934,860
4 Corporate Business and Partnerships				
Employee Expenses	205,690	217,800	224,210	228,970
Transport Related Expenditure	200	200	200	200
Supplies & Services	46,670	37,440	37,930	38,270
Total Expenditure	252,560	255,440	262,340	267,440
Income	(17,000)	-	-	-
Total Income	(17,000)	-	-	-
Corporate Business and Partnerships Net Expenditure	235,560	255,440	262,340	267,440
5 Communications				
Employee Expenses	155,830	168,210	174,500	178,140
Transport Related Expenditure	80	80	80	80
Supplies & Services	18,710	18,710	18,730	18,750
Total Expenditure	174,620	187,000	193,310	196,970
Communications Net Expenditure	174,620	187,000	193,310	196,970

Resources

	Outturn 2024-2025 £	Budget 2025-2026 £	Budget 2026-2027 £	Budget 2027-2028 £
6 Customer Services				
Employee Expenses	385,130	403,830	413,760	422,410
Supplies & Services	6,630	11,530	11,530	11,530
Total Expenditure	391,760	415,360	425,290	433,940
Customer Services Net Expenditure	391,760	415,360	425,290	433,940
7 Out of Hours Service				
Supplies & Services	9,150	10,070	11,080	11,080
Total Expenditure	9,150	10,070	11,080	11,080
Out of Hours Service Net Expenditure	9,150	10,070	11,080	11,080
8 Law and Administration				
Employee Expenses	1,267,760	1,403,480	1,437,710	1,469,430
Premises Related Expenditure	2,360	2,410	2,460	2,510
Transport Related Expenditure	2,660	2,710	2,760	2,810
Supplies & Services	107,700	105,750	106,090	106,430
Third Party Payments	40,090	41,310	42,140	42,960
Total Expenditure	1,420,570	1,555,660	1,591,160	1,624,140
Income	(442,170)	(471,460)	(486,710)	(497,260)
Total Income	(442,170)	(471,460)	(486,710)	(497,260)
Law and Administration Net Expenditure	978,400	1,084,200	1,104,450	1,126,880
9 Finance				
Supplies & Services	1,350	1,350	1,350	1,350
Third Party Payments	843,000	876,810	893,350	909,590
Total Expenditure	844,350	878,160	894,700	910,940
Finance Net Expenditure	844,350	878,160	894,700	910,940
10 Human Resources Services				
Employee Expenses	635,580	674,560	693,430	709,460
Transport Related Expenditure	2,000	2,000	2,000	2,000
Supplies & Services	105,110	105,110	105,110	105,110
Total Expenditure	742,690	781,670	800,540	816,570
Income	(274,580)	(291,900)	(300,260)	(307,360)
Total Income	(274,580)	(291,900)	(300,260)	(307,360)
Human Resources Services Net Expenditure	468,110	489,770	500,280	509,210

Resources

	Outturn 2024-2025 £	Budget 2025-2026 £	Budget 2026-2027 £	Budget 2027-2028 £
11 Technology				
Employee Expenses	1,202,020	1,261,260	1,296,480	1,331,700
Transport Related Expenditure	8,800	8,800	8,800	8,800
Supplies & Services	662,050	662,500	662,500	662,500
Total Expenditure	1,872,870	1,932,560	1,967,780	2,003,000
Income	(909,530)	(943,440)	(964,110)	(984,830)
Total Income	(909,530)	(943,440)	(964,110)	(984,830)
Technology Net Expenditure	963,340	989,120	1,003,670	1,018,170
12 Members Services				
Employee Expenses	4,000	4,000	4,000	4,000
Transport Related Expenditure	1,250	1,250	1,250	1,250
Supplies & Services	325,790	354,270	361,140	368,150
Total Expenditure	331,040	359,520	366,390	373,400
Members Services Net Expenditure	331,040	359,520	366,390	373,400
13 Revenues & Benefits				
Supplies & Services	77,270	85,670	85,670	85,670
Third Party Payments	1,694,880	1,767,010	1,808,900	1,852,630
Total Expenditure	1,772,150	1,852,680	1,894,570	1,938,300
Income	(847,230)	(793,430)	(793,430)	(793,430)
Total Income	(847,230)	(793,430)	(793,430)	(793,430)
Revenues & Benefits Net Expenditure	924,920	1,059,250	1,101,140	1,144,870
14 Housing Benefit Payments				
Supplies & Services	10,000	10,000	10,000	10,000
Transfer Payments	18,461,020	18,835,740	19,217,950	19,607,810
Total Expenditure	18,471,020	18,845,740	19,227,950	19,617,810
Income	(18,361,300)	(18,728,530)	(19,103,090)	(19,485,150)
Total Income	(18,361,300)	(18,728,530)	(19,103,090)	(19,485,150)
Housing Benefit Payments Net Expenditure	109,720	117,210	124,860	132,660
15 Parish Councils				
Supplies & Services	51,000	51,000	51,000	51,000
Total Expenditure	51,000	51,000	51,000	51,000
Parish Councils Net Expenditure	51,000	51,000	51,000	51,000
16 Corporate and Democratic Core				
Supplies & Services	328,650	307,550	313,440	319,450
Total Expenditure	328,650	307,550	313,440	319,450
Corporate and Democratic Core Net Expenditure	328,650	307,550	313,440	319,450

Resources

	Outturn 2024-2025 £	Budget 2025-2026 £	Budget 2026-2027 £	Budget 2027-2028 £
17 Non-Distributed Costs				
Employee Expenses	230,130	239,970	244,770	249,670
Third Party Payments	43,300	44,170	45,050	45,950
Total Expenditure	273,430	284,140	289,820	295,620
Non-Distributed Costs Net Expenditure	273,430	284,140	289,820	295,620
18 Asset Management/Energy Conservation				
Supplies & Services	44,120	44,120	44,120	44,120
Total Expenditure	44,120	44,120	44,120	44,120
Asset Management/Energy Conservation Net Expenditure	44,120	44,120	44,120	44,120
19 Electoral Registration				
Employee Expenses	2,150	2,150	2,150	2,150
Supplies & Services	40,590	40,590	40,590	40,590
Total Expenditure	42,740	42,740	42,740	42,740
Electoral Registration Net Expenditure	42,740	42,740	42,740	42,740
20 Elections				
Supplies & Services	42,950	39,500	39,500	39,500
Total Expenditure	42,950	39,500	39,500	39,500
Income	(1,200)	-	-	-
Total Income	(1,200)	-	-	-
Elections Net Expenditure	41,750	39,500	39,500	39,500
21 Items to be Allocated				
Employee Expenses	(39,000)	(102,440)	(100,790)	(99,040)
Supplies & Services	(150,000)	(100,000)	(200,000)	(200,000)
Total Expenditure	(189,000)	(202,440)	(300,790)	(299,040)
Items to be Allocated Net Expenditure	(189,000)	(202,440)	(300,790)	(299,040)
22 Audit, Risk, Resilience and Procurement				
Third Party Payments	257,120	267,760	273,170	278,380
Total Expenditure	257,120	267,760	273,170	278,380
Audit, Risk, Resilience and Procurement Net Expenditure	257,120	267,760	273,170	278,380
23 Insurance Premiums				
Third Party Payments	255,590	281,150	309,270	340,200
Total Expenditure	255,590	281,150	309,270	340,200
Insurance Premiums Net Expenditure	255,590	281,150	309,270	340,200
Resources Net Expenditure	8,607,730	9,187,190	9,432,080	9,684,780

Resources Portfolio

Variation Statement 2025/2026 to 2027/2028

	2025/2026 Indicative	Real Terms / Efficiency Variations	2025/2026 Budget	2026/2027 Indicative	Real Terms / Efficiency Variations	2026/2027 Budget	Inflation	Real Terms / Efficiency Variations	2027/2028 Budget
	£000	£000	£000	£000	£000	£000	£000	£000	£000
Employee Costs	5,743	- 74	5,669	5,871	- 48	5,823	110	28	5,961
Premises Related Costs	1,371	- 62	1,309	1,408	- 66	1,342	36	- 1	1,377
Transport Related Costs	19	-	19	19	-	19	-	-	19
Supplies and Services	1,605	349	1,954	1,718	154	1,872	14	2	1,888
Third Party Payments	3,097	181	3,278	3,162	210	3,372	73	25	3,470
Transfer Payments	14,633	4,203	18,836	13,419	5,799	19,218	390	-	19,608
Total Expenditure	26,468	4,597	31,065	25,597	6,049	31,646	623	54	32,323
Income	- 18,216	- 3,662	- 21,878	- 17,043	- 5,171	- 22,214	- 420	- 4	- 22,638
Net Expenditure	8,252	935	9,187	8,554	878	9,432	203	50	9,685

Resources Portfolio**Proposed Inflation/ Real Terms Efficiency Variations****2025/26 Change**

	£'000	£'000
<u>Real Term Variations</u>		
Staffing variations		63
National insurance increase		70
Climate change post transferred to Environment Portfolio		-49
Senior management restructure		-41
Reduced utility charges		-61
Reduced Civic Centre rental income		70
Members allowances		19
Items to be allocated		
Contract provision	-100	
Shared service saving delay	400	300
Apprenticeship levy		8
Insurance premiums		87
Shared Service Cost Rate Increase	95	
Shared Service Rate Increase on Income	-27	68
Housing benefits review of spend		
Expenditure	4,203	
Income	- 3,885	318
Bank charges		8
Reduced revenues and benefits grants and miscellaneous income		55
Audit fees		19
minor variations		1
		<u>935</u>

2026/27 Change

	£'000	£'000
<u>Real Term Variations</u>		
Staffing variations		90
National insurance increase		70
Climate change post transferred to Environment Portfolio		-49
Senior management restructure		-41
Reduced utility charges		-65
Reduced Civic Centre rental income		153
Members allowances		19
Items to be allocated		
Contract provision	-200	
Shared service saving	300	100
Apprenticeship levy		9
Insurance premiums		111
Shared Service Cost Rate Increase	104	
Shared Service Rate Increase on Income	-34	70
Housing benefits review of spend		
Expenditure	5,800	
Income	- 5,475	325
Bank charges		7
Reduced revenues and benefits grants and miscellaneous income		55
Audit fees		23
minor variations		1
		878

2027/28 Change

	£'000	£'000
<u>Real Term Variations</u>		
Increase in pension changes, increments and staffing		26
Insurance premiums		19
Shared services additional cost	7	
Shared Service additional income	- 3	4
Minor variations		1
		50

Community

	Outturn 2024-2025 £	Budget 2025-2026 £	Budget 2026-2027 £	Budget 2027-2028 £
1 Private Sector Housing (Standards)				
Employee Expenses	508,180	565,270	554,020	565,210
Transport Related Expenditure	15,300	15,540	15,790	15,790
Supplies & Services	21,990	30,410	30,540	30,540
Total Expenditure	545,470	611,220	600,350	611,540
Income	(422,310)	(443,710)	(444,770)	(453,230)
Total Income	(422,310)	(443,710)	(444,770)	(453,230)
Private Sector Housing (Standards) Net Expenditure	123,160	167,510	155,580	158,310
2 Housing Act Sewerage Works				
Premises Related Expenditure	2,170	2,210	2,250	2,300
Total Expenditure	2,170	2,210	2,250	2,300
Housing Act Sewerage Works Net Expenditure	2,170	2,210	2,250	2,300
3 Private Sector Hsg (Loans & Mortgages)				
Premises Related Expenditure	5,730	5,850	5,970	6,090
Total Expenditure	5,730	5,850	5,970	6,090
Income	(9,230)	(9,750)	(10,300)	(10,500)
Total Income	(9,230)	(9,750)	(10,300)	(10,500)
Private Sector Hsg (Loans & Mortgages) Net Expenditure	(3,500)	(3,900)	(4,330)	(4,410)
4 Partnerships				
Supplies & Services	25,140	25,140	25,140	25,140
Total Expenditure	25,140	25,140	25,140	25,140
Partnerships Net Expenditure	25,140	25,140	25,140	25,140
5 Homelessness & Housing Advice				
Employee Expenses	418,840	458,390	465,600	474,900
Premises Related Expenditure	98,270	118,810	119,090	122,070
Transport Related Expenditure	5,650	5,650	5,650	5,650
Supplies & Services	361,790	377,580	250,650	255,400
Third Party Payments	110,640	154,450	169,490	164,520
Total Expenditure	995,190	1,114,880	1,010,480	1,022,540
Income	(321,080)	(296,510)	(164,930)	(164,930)
Total Income	(321,080)	(296,510)	(164,930)	(164,930)
Homelessness & Housing Advice Net Expenditure	674,110	818,370	845,550	857,610
6 Glover Street				
Premises Related Expenditure	20,670	21,460	22,410	23,410
Supplies & Services	150	150	150	150
Total Expenditure	20,820	21,610	22,560	23,560
Income	(25,010)	(29,000)	(29,380)	(29,970)
Total Income	(25,010)	(29,000)		(29,970)
Glover Street Net Expenditure	(4,190)	(7,390)	(6,820)	(6,410)

Community

	Outturn 2024-2025 £	Budget 2025-2026 £	Budget 2026-2027 £	Budget 2027-2028 £
7 Grants & Contributions				
Supplies & Services	128,960	128,960	128,960	128,960
Total Expenditure	128,960	128,960	128,960	128,960
Grants & Contributions Net Expenditure	128,960	128,960	128,960	128,960
8 CCTV				
Premises Related Expenditure	9,080	9,620	10,200	10,810
Supplies & Services	18,330	18,330	18,330	18,330
Third Party Payments	138,240	152,060	167,270	175,630
Total Expenditure	165,650	180,010	195,800	204,770
CCTV Net Expenditure	165,650	180,010	195,800	204,770
Community Net Expenditure	1,111,500	1,310,910	1,342,130	1,366,270

Community Portfolio

Variation Statement 2025/2026 to 2027/2028

	2025/2026 Indicative	Real Terms / Efficiency Variations	2025/2026 Budget	2026/2027 Indicative	Real Terms / Efficiency Variations	2026/2027 Budget	Inflation	Real Terms / Efficiency Variations	2027/2028 Budget
	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's
Employee Costs	1,066	- 42	1,024	1,088	- 68	1,020	19	1	1,040
Premises Related Costs	121	37	158	126	34	160	5	-	165
Transport Related Costs	21	-	21	21	-	21	-	-	21
Supplies and Services	449	131	580	454	-	454	5	-	459
Third Party	152	155	307	167	169	336	3	1	340
Total Expenditure	1,809	281	2,090	1,856	135	1,991	32	2	2,025
Income	- 576	- 203	- 779	- 586	- 63	- 649	- 1	- 9	- 659
Net Expenditure	1,233	78	1,311	1,270	72	1,342	31	- 7	1,366

Community Portfolio**Proposed Real Terms / Efficiency Variations****2025/26 Change**

	£'000	£'000
<u>Real Term Variations</u>		
Reduced utility charges		-13
National Insurance increase		14
Empty home officer		
Employees	22	
Income	-8	14
DFG recharge to capital		-6
Glover street additional income		-10
Senior management restructure		77
Minor variations		2
		<u>78</u>

2026/27 Change

	£'000	£'000
<u>Real Term Variations</u>		
Reduced utility charges		-13
National Insurance increase		14
DFG recharge to capital		-6
Glover street additional income		-10
Senior management restructure		88
Minor variations		-1
		<u>72</u>

2027/28 Change

	£'000	£'000
<u>Real Term Variations</u>		
Increase in pension costs		2
CCTV contract		5
DFG recharge to capital		-8
minor variations		-6
		<u>-7</u>

Leisure and Culture

	Outturn 2024-2025 £	Budget 2025-2026 £	Budget 2026-2027 £	Budget 2027-2028 £
1 Leisure Section				
Employee Expenses	113,520	117,740	120,230	122,740
Transport Related Expenditure	2,250	2,250	2,250	2,250
Supplies & Services	4,610	4,610	4,610	4,610
Total Expenditure	120,380	124,600	127,090	129,600
Leisure Section Net Expenditure	120,380	124,600	127,090	129,600
2 Allotments				
Premises Related Expenditure	4,280	4,350	4,440	4,530
Supplies & Services	14,770	15,150	15,540	15,940
Total Expenditure	19,050	19,500	19,980	20,470
Income	(830)	(830)	(830)	(830)
Total Income	(830)	(830)		(830)
Allotments Net Expenditure	18,220	18,670	19,150	19,640
3 Ancient High House				
Premises Related Expenditure	(65,420)	10,540	10,750	10,970
Total Expenditure	(65,420)	10,540	10,750	10,970
Ancient High House Net Expenditure	(65,420)	10,540	10,750	10,970
4 Broadeye Windmill				
Premises Related Expenditure	3,030	3,050	3,150	3,250
Supplies & Services	70	70	70	70
Total Expenditure	3,100	3,120	3,220	3,320
Broadeye Windmill Net Expenditure	3,100	3,120	3,220	3,320
5 Izaak Walton Cottage				
Premises Related Expenditure	8,310	8,480	8,650	8,820
Total Expenditure	8,310	8,480	8,650	8,820
Izaak Walton Cottage Net Expenditure	8,310	8,480	8,650	8,820
6 Stafford Castle				
Premises Related Expenditure	12,690	12,940	13,200	13,460
Total Expenditure	12,690	12,940	13,200	13,460
Stafford Castle Net Expenditure	12,690	12,940	13,200	13,460
7 Leisure Management Contract				
Supplies & Services	377,210	441,470	575,440	443,410
Third Party Payments	602,480	570,920	504,400	505,740
Total Expenditure	979,690	1,012,390	1,079,840	949,150
Income	(159,370)	(185,330)	(260,040)	(202,760)
Total Income	(159,370)	(185,330)	(260,040)	(202,760)
Leisure Management Contract Net Expenditure	820,320	827,060	819,800	746,390

Leisure and Culture

	Outturn 2024-2025 £	Budget 2025-2026 £	Budget 2026-2027 £	Budget 2027-2028 £
8 Leisure Strategy				
Employee Expenses	330,550	339,660	349,020	358,380
Premises Related Expenditure	4,950	5,050	5,150	5,250
Supplies & Services	89,630	89,630	89,630	89,630
Third Party Payments	35,380	62,530	63,800	65,080
Total Expenditure	460,510	496,870	507,600	518,340
Leisure Strategy Net Expenditure	460,510	496,870	507,600	518,340
9 Parks & Open Spaces				
Employee Expenses	279,600	284,290	289,910	296,400
Premises Related Expenditure	411,890	431,190	442,240	453,660
Transport Related Expenditure	2,500	5,120	5,230	5,340
Supplies & Services	114,390	107,110	107,120	107,130
Total Expenditure	808,380	827,710	844,500	862,530
Income	(102,840)	(97,490)	(99,410)	(101,360)
Total Income	(102,840)	(97,490)	(99,410)	(101,360)
Parks & Open Spaces Net Expenditure	705,540	730,220	745,090	761,170
Leisure and Culture Net Expenditure	2,083,650	2,232,500	2,254,550	2,211,710

Leisure Portfolio**Variation Statement 2025/2026 to 2027/2028**

	2025/2026 Indicative	Real Terms / Efficiency Variations	2025/2026 Budget	2026/2027 Indicative	Real Terms / Efficiency Variations	2026/2027 Budget	Inflation	Real Terms / Efficiency Variations	2027/2028 Budget
	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's
Employee Costs	733	9	742	750	9	759	7	12	778
Premises Related Costs	487	- 11	476	499	- 11	488	12	-	500
Transport Related Costs	7	-	7	7	-	7	-	-	7
Supplies and Services	658	-	658	792	1	793	-	- 132	661
Third Party Payments	581	53	634	513	55	568	11	- 8	571
Total Expenditure	2,466	51	2,517	2,561	54	2,615	30	- 128	2,517
Income	- 284	-	- 284	- 360	-	- 360	- 2	57	- 305
Net Expenditure	2,182	51	2,233	2,201	54	2,255	28	- 71	2,212

Leisure Portfolio**Proposed Real Terms / Efficiency Variations****2025/26 Change**

	£'000	£'000
<u>Real Term Variations</u>		
National insurance increase		9
Senior management restructure		63
Leisure Management Contract		
Third Party Payments		-10
Utility charges		-11
		<u>51</u>

2026/27 Change

	£'000	£'000
<u>Real Term Variations</u>		
National insurance increase		9
Senior management restructure		63
Leisure Management Contract		
Third Party Payments		-9
Utility charges		-11
minor variations		2
		<u>54</u>

2027/28 Change

	£'000	£'000
<u>Real Term Variations</u>		
Increase in pension costs		11
Leisure management contract		
Base contract change	-9	
Equalisation reserve	57	
Equalisation reserve Income	-132	-84
minor variations		2
		<u>- 71</u>

Environment

	Outturn 2024-2025 £	Budget 2025-2026 £	Budget 2026-2027 £	Budget 2027-2028 £
1 Management & Support				
Employee Expenses	183,300	195,030	198,960	202,990
Transport Related Expenditure	1,000	1,000	1,000	1,000
Supplies & Services	43,450	43,450	43,450	43,450
Total Expenditure	227,750	239,480	243,410	247,440
Management & Support Net Expenditure	227,750	239,480	243,410	247,440
2 Regulatory Services				
Employee Expenses	883,260	802,900	748,390	763,860
Premises Related Expenditure	8,500	9,450	9,640	9,830
Transport Related Expenditure	23,500	23,500	23,520	23,540
Supplies & Services	51,140	51,190	51,220	51,250
Total Expenditure	966,400	887,040	832,770	848,480
Income	(227,400)	(234,560)	(234,790)	(235,150)
Total Income	(227,400)	(234,560)	(234,790)	(235,150)
Regulatory Services Net Expenditure	739,000	652,480	597,980	613,330
3 Strategic Health Delivery				
Employee Expenses	43,680	63,090	64,400	65,760
Transport Related Expenditure	500	500	500	500
Supplies & Services	300	300	300	300
Total Expenditure	44,480	63,890	65,200	66,560
Strategic Health Delivery Net Expenditure	44,480	63,890	65,200	66,560
4 Partnerships Environmental Management				
Employee Expenses	40,160	52,430	53,490	54,580
Premises Related Expenditure	90	960	980	1,000
Transport Related Expenditure	960	960	960	960
Supplies & Services	26,220	19,750	19,750	19,750
Total Expenditure	67,430	74,100	75,180	76,290
Income	(16,550)	(10,280)	(10,490)	(10,700)
Total Income	(16,550)	(10,280)	(10,490)	(10,700)
Partnerships Environmental Management Net Expenditure	50,880	63,820	64,690	65,590

Environment

	Outturn 2024-2025 £	Budget 2025-2026 £	Budget 2026-2027 £	Budget 2027-2028 £
5 Waste & Recycling				
Employee Expenses	71,640	74,510	76,190	77,900
Premises Related Expenditure	1,610	-	-	-
Transport Related Expenditure	2,500	2,500	2,500	2,500
Supplies & Services	117,670	146,410	146,660	146,970
Third Party Payments	4,858,190	5,077,250	5,018,570	5,169,920
Total Expenditure	5,051,610	5,300,670	5,243,920	5,397,290
Income	(2,760,890)	(2,802,400)	(2,854,800)	(2,907,570)
Total Income	(2,760,890)	(2,802,400)	(2,854,800)	(2,907,570)
Waste & Recycling Net Expenditure	2,290,720	2,498,270	2,389,120	2,489,720
6 Bereavement Services				
Employee Expenses	280,750	303,580	310,010	314,960
Premises Related Expenditure	255,200	265,610	274,330	283,440
Transport Related Expenditure	5,870	5,870	5,870	5,870
Supplies & Services	346,300	327,650	328,790	329,970
Total Expenditure	888,120	902,710	919,000	934,240
Income	(1,981,050)	(1,987,120)	(2,026,810)	(2,067,270)
Total Income	(1,981,050)	(1,987,120)	(2,026,810)	(2,067,270)
Bereavement Services Net Expenditure	(1,092,930)	(1,084,410)	(1,107,810)	(1,133,030)
7 Misc Highways Functions (ex Planning)				
Premises Related Expenditure	43,380	44,940	46,500	48,130
Total Expenditure	43,380	44,940	46,500	48,130
Income	(10,190)	(5,000)	(5,000)	(5,000)
Total Income	(10,190)	(5,000)	(5,000)	(5,000)
Misc Highways Functions (ex Planning) Net Expenditure	33,190	39,940	41,500	43,130
8 Drainage Services				
Premises Related Expenditure	4,550	4,640	4,730	4,830
Supplies & Services	123,060	126,760	130,560	134,480
Total Expenditure	127,610	131,400	135,290	139,310
Drainage Services Net Expenditure	127,610	131,400	135,290	139,310
9 Street Scene				
Employee Expenses	2,184,940	2,310,530	2,358,600	2,405,040
Premises Related Expenditure	34,420	35,720	37,080	38,490
Transport Related Expenditure	309,740	315,800	321,970	328,270
Supplies & Services	430,460	432,490	434,560	436,680
Total Expenditure	2,959,560	3,094,540	3,152,210	3,208,480
Income	(733,590)	(748,700)	(765,190)	(779,640)
Total Income	(733,590)	(748,700)	(765,190)	(779,640)
Street Scene Net Expenditure	2,225,970	2,345,840	2,387,020	2,428,840

Environment

	Outturn 2024-2025 £	Budget 2025-2026 £	Budget 2026-2027 £	Budget 2027-2028 £
10 Cleansing Services				
Premises Related Expenditure	39,160	40,050	41,160	42,300
Supplies & Services	19,610	19,630	19,640	19,650
Total Expenditure	58,770	59,680	60,800	61,950
Cleansing Services Net Expenditure	58,770	59,680	60,800	61,950
11 Pest Control				
Employee Expenses	188,470	222,590	227,200	231,840
Transport Related Expenditure	10,220	10,420	10,630	10,840
Supplies & Services	43,870	43,870	43,870	43,870
Total Expenditure	242,560	276,880	281,700	286,550
Income	(156,480)	(181,030)	(184,660)	(188,360)
Total Income	(156,480)	(181,030)	(184,660)	(188,360)
Pest Control Net Expenditure	86,080	95,850	97,040	98,190
12 Dog Warden Service				
Transport Related Expenditure	2,510	2,510	2,560	2,610
Supplies & Services	3,920	3,920	3,920	3,920
Third Party Payments	6,360	35,990	36,120	36,840
Total Expenditure	12,790	42,420	42,600	43,370
Income	(9,000)	(9,230)	(9,420)	(9,610)
Total Income	(9,000)	(9,230)	(9,420)	(9,610)
Dog Warden Service Net Expenditure	3,790	33,190	33,180	33,760
13 Off Street Parking Services				
Employee Expenses	73,000	88,340	91,450	105,070
Premises Related Expenditure	861,500	900,600	926,730	953,880
Transport Related Expenditure	2,300	2,300	2,300	2,300
Supplies & Services	169,200	154,750	156,850	158,990
Third Party Payments	483,660	498,180	508,150	518,310
Total Expenditure	1,589,660	1,644,170	1,685,480	1,738,550
Income	(2,506,890)	(2,541,120)	(2,541,120)	(2,541,120)
Total Income	(2,506,890)	(2,541,120)	(2,541,120)	(2,541,120)
Off Street Parking Services Net Expenditure	(917,230)	(896,950)	(855,640)	(802,570)

Environment

	Outturn 2024-2025 £	Budget 2025-2026 £	Budget 2026-2027 £	Budget 2027-2028 £
14 Borough Markets				
Employee Expenses	185,120	13,160	13,520	13,880
Premises Related Expenditure	136,870	39,320	40,170	41,030
Transport Related Expenditure	100	-	-	-
Supplies & Services	52,350	36,640	36,640	36,640
Total Expenditure	374,440	89,120	90,330	91,550
Income	(72,760)	(33,000)	(33,000)	(33,000)
Total Income	(72,760)	(33,000)	(33,000)	(33,000)
Borough Markets Net Expenditure	301,680	56,120	57,330	58,550
15 Climate Change				
Employee Expenses	46,750	48,890	49,880	50,900
Total Expenditure	46,750	48,890	49,880	50,900
Climate Change Net Expenditure	46,750	48,890	49,880	50,900
16 Events				
Employee Expenses	-	35,200	36,520	38,510
Total Expenditure	-	35,200	36,520	38,510
Events Net Expenditure	-	35,200	36,520	38,510
Environment Net Expenditure	4,226,510	4,382,690	4,295,510	4,500,180

Environment Portfolio**Variation Statement 2025/2026 to 2027/2028**

	2025/2026 Indicative	Real Terms / Efficiency Variations	2025/2026 Budget	2026/2027 Indicative	Real Terms / Efficiency Variations	2026/2027 Budget	Inflation	Real Terms / Efficiency Variations	2027/2028 Budget
	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's
Employee Costs	4,143	67	4,210	4,227	2	4,229	74	22	4,325
Premises Related Costs	1,650	- 309	1,341	1,705	- 324	1,381	42	-	1,423
Transport Related Costs	366	- 1	365	372	-	372	7	- 1	378
Supplies and Services	1,378	29	1,407	1,384	32	1,416	6	4	1,426
Third Party Payments	5,547	65	5,612	5,708	- 145	5,563	109	53	5,725
Total Expenditure	13,084	- 149	12,935	13,396	- 435	12,961	238	78	13,277
Income	- 8,675	123	- 8,552	- 8,811	146	- 8,665	- 115	3	- 8,777
Net Expenditure	4,409	- 26	4,383	4,585	- 289	4,296	123	81	4,500

Environment Portfolio**Proposed Real Terms / Efficiency Variations****2025/26 Change**

	£'000	£'000
<u>Real Term Variations</u>		
National Insurance increase		90
Environmental health staffing		133
Climate change post transferred from resources portfolio		49
Senior management restructure		-145
Markets provision		
Employees	-60	
Premises	-141	
Supplies	-36	
Income	<u>129</u>	-108
Utility costs		-155
Streetscene contract income		34
Waste		
Contract	124	
Dry recycling gate fees reflect tonnages and prices	-46	
Reduced recycling credits	2	
Chargeable garden waste	<u>-30</u>	50
Schedule 2 waste		-33
Sow and penk drainage levy		11
Dog warden expenditure		30
Bereavement income		55
Parking		
Expenditure	24	
Income	<u>-75</u>	-51
minor variations		<u>14</u>
		<u>-26</u>

2026/27 Change

	£'000	£'000
<u>Real Term Variations</u>		
Pay and staffing variations		4
National Insurance increase		90
Environmental health staffing		63
Climate change post transferred from resources portfolio		49
Senior management restructure		-145
Markets provision		
Employees	-60	
Premises	-148	
Supplies	-36	
Income	129	-115
Utility costs		-164
Streetscene contract income		32
Waste		
Contract	-88	
Dry recycling gate fees reflect tonnages and prices	-47	
Reduced recycling credits	10	
Chargeable garden waste	-16	-141
Schedule 2 waste		-27
Sow and penk drainage levy		11
Dog warden expenditure		30
Bereavement income		57
Parking		
Expenditure	27	
Income	-75	-48
minor variations		15
		<u>-289</u>

2027/28 Change

	£'000	£'000
<u>Real Term Variations</u>		
Increase in pension costs		10
Waste		
Property growth	43	
Dry recycling gate fees	10	
Sale of recyclate	4	57
Minor variation		14
		<u>81</u>

Economic Development and Planning

	Outturn 2024-2025 £	Budget 2025-2026 £	Budget 2026-2027 £	Budget 2027-2028 £
1 Management and Support				
Employee Expenses	230,630	273,760	279,490	285,230
Supplies & Services	78,380	41,150	41,150	41,150
Total Expenditure	309,010	314,910	320,640	326,380
Income	(20,540)	(23,560)	(24,020)	(24,490)
Total Income	(20,540)	(23,560)	(24,020)	(24,490)
Management and Support Net Expenditure	288,470	291,350	296,620	301,890
2 Building Control				
Supplies & Services	500	500	500	500
Third Party Payments	252,050	281,670	292,190	301,630
Total Expenditure	252,550	282,170	292,690	302,130
Building Control Net Expenditure	252,550	282,170	292,690	302,130
3 Development Management				
Employee Expenses	1,135,600	1,189,610	1,216,620	1,243,710
Transport Related Expenditure	24,690	24,690	24,690	24,690
Supplies & Services	201,140	201,140	201,140	201,140
Total Expenditure	1,361,430	1,415,440	1,442,450	1,469,540
Income	(796,170)	(756,500)	(756,500)	(756,500)
Total Income	(796,170)	(756,500)	(756,500)	(756,500)
Development Management Net Expenditure	565,260	658,940	685,950	713,040
4 Forward Planning				
Employee Expenses	288,950	319,670	328,520	335,330
Transport Related Expenditure	6,520	6,520	6,520	6,520
Supplies & Services	48,940	530,240	337,210	170,290
Total Expenditure	344,410	856,430	672,250	512,140
Income	(2,580)	(310,350)	(32,500)	(32,500)
Total Income	(2,580)	(310,350)	(32,500)	(32,500)
Forward Planning Net Expenditure	341,830	546,080	639,750	479,640
5 Land Charges - Local Searches				
Employee Expenses	59,770	63,630	64,980	66,340
Supplies & Services	28,080	34,210	32,860	31,500
Total Expenditure	87,850	97,840	97,840	97,840
Income	(103,840)	(97,840)	(97,840)	(97,840)
Total Income	(103,840)	(97,840)	(97,840)	(97,840)
Land Charges - Local Searches Net Expenditure	(15,990)	-	-	-

Economic Development and Planning

	Outturn 2024-2025 £	Budget 2025-2026 £	Budget 2026-2027 £	Budget 2027-2028 £
6 Land & Properties				
Premises Related Expenditure	446,040	154,050	117,300	103,850
Supplies & Services	131,990	1,590	1,590	1,590
Total Expenditure	578,030	155,640	118,890	105,440
Income	(564,530)	(160,510)	(122,880)	(90,260)
Total Income	(564,530)	(160,510)	(122,880)	(90,260)
Land & Properties Net Expenditure	13,500	(4,870)	(3,990)	15,180
7 Economic Growth and Strategic Projects				
Employee Expenses	358,060	398,330	405,570	413,610
Premises Related Expenditure	37,290	38,140	39,020	39,920
Transport Related Expenditure	1,600	1,600	1,600	1,600
Supplies & Services	143,210	33,210	33,210	33,210
Total Expenditure	540,160	471,280	479,400	488,340
Economic Growth and Strategic Projects Net Expenditure	540,160	471,280	479,400	488,340
8 Borough Tourism				
Supplies & Services	20,640	20,640	20,640	20,640
Total Expenditure	20,640	20,640	20,640	20,640
Borough Tourism Net Expenditure	20,640	20,640	20,640	20,640
Economic Development and Planning Net Expenditure	2,006,420	2,265,590	2,411,060	2,320,860

Economic Development and Planning Portfolio

Variation Statement 2025/2026 to 2027/2028

	2025/2026 Indicative	Real Terms / Efficiency Variations	2025/2026 Budget	2026/2027 Indicative	Real Terms / Efficiency Variations	2026/2027 Budget	Inflation	Real Terms / Efficiency Variations	2027/2028 Budget
	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's	£000's
Employee Costs	2,207	38	2,245	2,253	42	2,295	43	6	2,344
Premises Related Costs	81	111	192	83	73	156	2	- 14	144
Transport Related Costs	33	-	33	33	-	33	-	-	33
Supplies and Services	516	347	863	490	178	668	-	- 168	500
Third Party Payments	243	39	282	251	41	292	6	3	301
Total Expenditure	3,080	535	3,615	3,110	334	3,444	51	- 173	3,322
Income	- 1,121	- 228	- 1,349	- 1,097	64	- 1,033	- 1	33	- 1,001
Net Expenditure	1,959	307	2,266	2,013	398	2,411	50	- 140	2,321

Economic Development and Planning Portfolio**Proposed Real Terms / Efficiency Variations****2025/26 Change**

	£'000	£'000
<u>Real Term Variations</u>		
National insurance costs		30
Review use of reserves		27
Local Plan Expenditure increased costs and rephasing		
Supplies	336	
Income	-167	169
Senior management restructure		9
Building Control Shared Service Adjustment		39
Land charges expenditure		11
Reduced planning fee income		22
Guildhall		
Expenditure	110	
Income	-110	-
minor variations		-
		<u>307</u>

2026/27 Change

	£'000	£'000
<u>Real Term Variations</u>		
Pay award and staffing variations		6
National insurance costs		30
Review use of reserves		37
Local Plan Expenditure increased costs and rephasing		
Supplies	168	
Income	75	243
Senior management restructure		44
Building Control Shared Service Adjustment		6
Land charges expenditure		10
Reduced planning fee income		23
Guildhall		
Expenditure	73	
Income	-73	-
minor variations		-1
		<u>398</u>

2027/28 Change

	£'000	£'000
<u>Real Term Variations</u>		
Increase in pension costs		5
Local Plan Expenditure costs and rephasing		-167
Building Control Shared Service Adjustment		7
Guildhall		
Expenditure	-15	
Income	33	18
Minor variations		-3
		<u>-140</u>

Appendix 2

DRAFT GENERAL FUND CAPITAL PROGRAMME 2024/25 TO 2027/28					
	2024/25	2025/26	2026/27	2027/28	Program but not allocated
	£000	£000	£000	£000	£000
ENVIRONMENT					
Streetscene equipment	66	-	-	-	101
Streetscene Fleet replacement	430	579	-	-	-
Waste Contract - replacement green containers	93	35	35	35	-
Waste Contract - replacement blue bins	26	11	11	11	-
Waste Contract - replacement waste containers	81	4	4	4	-
Food Waste	-	1,458	-	-	-
Eccleshall Road Cemetery Biodiversity	14	-	-	-	-
Car Park systems	275	-	-	-	-
Total	985	2,087	50	50	101
COMMUNITY					
Disabled Facilities Grants	2,402	1,522	1,522	1,522	3,434
Private Sector Housing Assistance	103	-	-	-	-
Improvements at Glover St caravan site	5	-	-	-	-
Empty Homes	80	-	-	-	-
Total	2,590	1,522	1,522	1,522	3,434
LEISURE					
Stone Leisure Strategy Phase 2 (part s106)	758	-	-	-	-
Victoria Park Pedestrian Bridge	-	91	-	-	-
Stafford Castle - H&S Works	-	-	-	-	16
Yarnfield Recreational Facilities	17	-	-	-	-
Hixon Green Millennium Trust (HGMT)	2	-	-	-	-
Penkside	11	-	-	-	-
Stone Hockey and Rugby Club	400	-	-	-	-
SLC Solar Panels	215	-	-	-	-
Yelverton Park	150	-	-	-	-
Haywood and Hixon	419	-	-	-	-
Total	1,972	91	-	-	16
ECONOMIC DEVELOPMENT AND PLANNING					
Growth Point capital	50	-	-	-	-
Stafford Town Centre Enhancement	19	-	-	-	-
Station Gateway	-	-	-	-	3,500
UK Shared Prosperity Hub	2,376	-	-	-	-
Rural England Prosperity Fund REPF	419	-	-	-	-
Replacement Parking Ticket Machines	60	-	-	-	-
Future High Street Fund Co-op	2,029	7,930	-	-	-
Future High Street Fund Station Approach	558	-	-	-	-
Future High Street Fund Guildhall	4,818	-	-	-	-
Total	10,329	7,930	-	-	3,500

DRAFT GENERAL FUND CAPITAL PROGRAMME 2024/25 TO 2027/28					
	2024/25	2025/26	2026/27	2027/28	Program but not allocated
	£000	£000	£000	£000	£000
RESOURCES					
Corporate IT equipment	50	156	50	-	-
Contact Centre Phone system	-	-	-	-	30
Civic Centre Generator	-	-	-	-	50
Accommodation transformation & rationalisation	8	-	-	-	670
Civic Car	40	-	-	-	-
Revenues and Benefits system	208	-	-	-	-
Total	306	156	50	-	750
TOTAL CAPITAL PROGRAMME	16,182	11,786	1,622	1,572	7,801

Appendix 3

<u>Business Rates Retention - Retained Income</u>					
			2025-26	2026-27	2027-28
			Estimate	Estimate	Estimate
				full reset	Full reset
			£	£	£
<u>Business Rates Collection Fund</u>					
Gross Rates			74,473,171	75,962,634	77,481,887
<u>Less</u>	<u>Reliefs, Exemptions and Provisions</u>				
Mandatory Relief			-8,889,230	-9,067,015	-9,248,355
Discretionary relief Council funded			-224,518	-229,008	-233,588
Discretionary relief Government funded			-2,686,202	-2,739,926	-2,794,725
Exemptions			-2,520,965	-1,982,174	-1,721,488
Cost Of Collection			-174,165	-175,036	-175,911
Losses on collection			-2,174,737	-2,218,231	-2,262,596
Non Domestic Rates Income			57,803,354	59,551,243	61,045,224
<u>Less</u>	<u>amount due to</u>				
Government			-28,901,680	-29,775,620	-30,522,610
County			-5,202,300	-5,359,610	-5,494,070
Fire			-578,030	-595,510	-610,450
Net Business attributable to SBC			23,121,344	23,820,503	24,418,094
<u>General Fund determination of retained Business Rates</u>					
Net Business Rates attributable to SBC			23,121,344	23,820,503	24,418,094
less	Tariff		-16,871,253	-17,208,678	-17,552,851
	Reset		0	-3,453,909	-3,522,987
Core Funding			-3,095,997	-3,157,917	-3,221,076
	Growth		3,154,094	0	121,180
Plus	New Burdens funding subject to Levy				
Small Bus Relief & other reliefs S.31			2,622,377	2,674,824	2,728,321
Amount subject to Pool levy			5,776,471	2,674,824	2,849,501
	Pool Levy		-2,888,235	-1,337,412	-1,424,750
Business Rates Growth			2,888,235	1,337,412	1,424,750
<u>Retained Business Rates</u>					
	Baseline Funding		3,095,997	3,157,917	3,221,076
	Growth		2,888,235	1,337,412	1,424,750
	S&SOT Redistribution		1,155,294	534,965	569,900
	Pooling agreement		282,900	0	147,165
TOTAL Retained Income			7,422,427	5,030,294	5,362,891

Appendix 4

GENERAL FUND RESERVES & BALANCES AND CAPITAL RESOURCES 2023 - 2027

	01/04/2025	01/04/2026	01/04/2027	01/04/2028
	£	£	£	£
Contingency				
Revenue Surplus	1,000,000.00	1,000,000.00	1,000,000.00	1,000,000.00
Revenue Surplus	1,982,529.13	2,045,429.13	852,469.13	852,469.13
Insurance Reserve	661,472.83	661,472.83	661,472.83	661,472.83
VAT - Partial Exemption	195,300.00	195,300.00	195,300.00	195,300.00
Business Rates Pool Equalisation	4,566,085.02	4,566,085.02	4,566,085.02	1,834,265.02
B rates Contingency	685,000.00	685,000.00	685,000.00	685,000.00
Leisure Equalization Reserve	- 603,860.00	- 372,720.00	- 82,320.00	133,330.00
	8,486,526.98	8,780,566.98	7,878,006.98	5,361,836.98
Grants				
Strategic Health Delivery	30,782.27	30,782.27	30,782.27	30,782.27
Stepping Stones Unspent S&S	4,559.27	4,559.27	4,559.27	4,559.27
Homelessness Prevention	44,197.20	44,197.20	44,197.20	44,197.20
Neighbourhood Planning Grant	34,256.73	34,256.73	34,256.73	34,256.73
Stafford & Surrounds	5,722.95	5,722.95	5,722.95	5,722.95
Elector Grant	113,567.84	113,567.84	113,567.84	113,567.84
Inspire Grant	7,000.00	7,000.00	7,000.00	7,000.00
Rough Sleeping Grant	25,646.01	25,646.01	25,646.01	25,646.01
Planning Registers New Burdens	36,240.52	36,240.52	36,240.52	36,240.52
Northern Gateway Project	40,705.40	40,705.40	40,705.40	40,705.40
Housing Benefit Admin Grant	67,182.00	67,182.00	67,182.00	67,182.00
Flexible Homelessness Support Grant	169,309.27	169,309.27	169,309.27	169,309.27
Homelessness Reduction Act Grant	75,743.84	75,743.84	75,743.84	75,743.84
PCC Locality Deal Funding	29,670.39	29,670.39	29,670.39	29,670.39
EU Exit Preparation	24,968.00	24,968.00	24,968.00	24,968.00
Garden Community Grant	1.06	1.06	1.06	1.06
Eastgate Masterplan	5,309.00	5,309.00	5,309.00	5,309.00
Parks Improvement	153.00	153.00	153.00	153.00
Football Foundation Riverway ATP	8,849.00	8,849.00	8,849.00	8,849.00
Domestic Abuse Accom Duty New Burdens	18,555.00	18,555.00	18,555.00	18,555.00
Test and Trace	30,177.57	30,177.57	30,177.57	30,177.57
Revs and Bens Grants	5,820.00	5,820.00	5,820.00	5,820.00
Council Tax Hardship Fund	59,640.16	59,640.16	59,640.16	59,640.16
Support for Vulnerable Renters	3,425.00	3,425.00	3,425.00	3,425.00
Safety of women at night	144.00	144.00	144.00	144.00
OPCC Safer Streets	4,686.62	4,686.62	4,686.62	4,686.62
Homelessness Prevention Grant 22-23	10,017.50	10,017.50	10,017.50	10,017.50
Domestic Abuse Grant 22 23	10,703.00	10,703.00	10,703.00	10,703.00
Domestic Abuse Grants 23 24	34,593.00	34,593.00	34,593.00	34,593.00
UKSPF Revenue Grant	3.74	3.74	3.74	3.74
Elections Voter accessibility	24,062.00	24,062.00	24,062.00	24,062.00

	01/04/2025	01/04/2026	01/04/2027	01/04/2028
	£	£	£	£
Grants continued				
Council Tax Rebate	188,380.00	188,380.00	188,380.00	188,380.00
Fuel Payment Grant - Dept Energy	36,510.00	36,510.00	36,510.00	36,510.00
RSI 24 25 Grant	131,580.00	-	-	-
Levelling up capacity station gateway	76,000.00	76,000.00	76,000.00	76,000.00
Asylum Grant	50,250.00	50,250.00	50,250.00	50,250.00
	1,408,411.34	1,276,831.34	1,276,831.34	1,276,831.34
Donations				
Loans to Sports Clubs	22,088.09	22,088.09	22,088.09	22,088.09
Grants Sports Clubs	4,488.75	4,488.75	4,488.75	4,488.75
Castle Donations	9,628.00	9,628.00	9,628.00	9,628.00
High House Donations	23,071.81	23,071.81	23,071.81	23,071.81
	59,276.65	59,276.65	59,276.65	59,276.65
Shared Services				
HR Shared Service	139,935.86	139,935.86	139,935.86	139,935.86
IT Shared Service	165,706.46	165,706.46	165,706.46	165,706.46
Legal Shared Service	94,644.93	96,144.93	97,644.93	99,144.93
Shared Services Transformation	365,397.80	365,397.80	365,397.80	365,397.80
	765,685.05	767,185.05	768,685.05	770,185.05
Rolling Programme				
Housing Needs Survey	52,770.00	52,770.00	52,770.00	52,770.00
Elections	93,425.49	132,925.49	172,425.49	211,925.49
	146,195.49	185,695.49	225,195.49	264,695.49
Community				
Home Energy Conservation	31,700.00	31,700.00	31,700.00	31,700.00
Private Sector Housing	12,596.00	12,596.00	12,596.00	12,596.00
Sanctuary	6,009.18	6,009.18	6,009.18	6,009.18
Earned Autonomy Community safety	25,000.00	25,000.00	25,000.00	25,000.00
Empty Homes Officer	7,645.07	15.07	15.07	15.07
DFG Balance of Contribution	864.41	864.41	864.41	864.41
MEES Grant	743.67	743.67	743.67	743.67
Tenancy Sustainment Officer	47,793.07	47,793.07	47,793.07	47,793.07
Housing Options Officer	840.00	840.00	840.00	840.00
Housing Options Officer	91,990.00	91,990.00	91,990.00	91,990.00
Taxi Marshalls	5,381.64	5,381.64	5,381.64	5,381.64
	230,563.04	222,933.04	222,933.04	222,933.04

	01/04/2025	01/04/2026	01/04/2027	01/04/2028
	£	£	£	£
Corporate				
Training	95,920.18	95,920.18	95,920.18	95,920.18
Budget support	2,412,100.43	3,162,100.43	3,912,100.43	4,662,100.43
Climate Change	274,228.00	274,228.00	274,228.00	274,228.00
Business Initiative	500,000.00	500,000.00	500,000.00	500,000.00
Provision for Future Maintenance	43,129.84	43,129.84	43,129.84	43,129.84
Pensions Reserve	341,039.70	249,039.70	157,039.70	65,039.70
Covid 19 Reallocation	1,136,921.81	1,136,921.81	1,136,921.81	1,136,921.81
Corporate Pot	433,457.68	433,457.68	433,457.68	433,457.68
Anchor Org for Clinically Vulnerable	148.29	148.29	148.29	148.29
Building Maintenance	36,349.98	36,349.98	36,349.98	36,349.98
Unpresented cheques pre 2021-22	250,379.11	250,379.11	250,379.11	250,379.11
Contracts reserve	1,134,356.27	1,434,356.27	1,434,356.27	1,434,356.27
Partnerships FPN Income	2,385.31	2,385.31	2,385.31	2,385.31
Partnerships Contrib to Shared				
Community Dev Post	27,140.00	27,140.00	27,140.00	27,140.00
Asset valuation	200,000.00	200,000.00	200,000.00	200,000.00
SAC interest	200,000.00	200,000.00	200,000.00	200,000.00
IT Reserve	4.00	4.00	4.00	4.00
	7,087,560.60	8,045,560.60	8,703,560.60	9,361,560.60
Environment				
Streetscene Transformation	82,750.00	110,100.00	137,450.00	164,800.00
CAMEO - emissions trading scheme	57,767.67	57,767.67	57,767.67	57,767.67
Stewardship Rural Payments Agency	25,773.60	25,773.60	25,773.60	25,773.60
Cremator Maintenance Plan	80,453.40	80,453.40	80,453.40	80,453.40
Environmental Fines	11,516.27	11,516.27	11,516.27	11,516.27
Streetscene Trading	117,602.84	117,602.84	117,602.84	117,602.84
Taxi Licences	63,911.62	63,911.62	63,911.62	63,911.62
Operations Project Management	1,530.62	1,530.62	1,530.62	1,530.62
Strategic Health Delivery Ctrb to				
Reserve	29,411.81	29,411.81	29,411.81	29,411.81
New Parking Machines at Freedom				
Leisure	3.50	3.50	3.50	3.50
	470,721.33	498,071.33	525,421.33	552,771.33
Leisure				
Football development fund	12,923.68	20,923.68	28,923.68	36,923.68
HLF Vict Park - equalisation reserve	82,353.39	82,353.39	82,353.39	82,353.39
Freedom Performance Bone	50,000.00	75,000.00	100,000.00	125,000.00
Leisure Management Contract Reserv	548,296.00	548,296.00	548,296.00	548,296.00
Alleyes Dryside Provision	80,000.00	80,000.00	80,000.00	80,000.00
Vic Park Cafe and Area Hire	23,101.63	23,101.63	23,101.63	23,101.63
Tourism	4,524.75	4,524.75	4,524.75	4,524.75
	801,199.45	834,199.45	867,199.45	900,199.45

	01/04/2025	01/04/2026	01/04/2027	01/04/2028
	£	£	£	£
Planning				
LDF	277,839.33	- 0.00	- 0.00	- 0.00
CIL Reserve	- 20,250.00	- 20,250.00	- 20,250.00	- 20,250.00
Dev Mgmt. Equalisation	23,833.76	23,833.76	23,833.76	23,833.76
20% Planning Increase	195,507.69	325,507.69	455,507.69	585,507.69
Stafford TC Strategic Review	71,763.00	71,763.00	71,763.00	71,763.00
Station Gateway	17,280.13	17,280.13	17,280.13	17,280.13
Economic Growth Strategy	80,000.00	80,000.00	80,000.00	80,000.00
Stone Leisure Revenue Funding	59,213.10	59,213.10	59,213.10	59,213.10
	705,187.01	557,347.68	687,347.68	817,347.68
Resources				
Health & Safety	15,000.00	15,000.00	15,000.00	15,000.00
HR future shared service development	53,887.64	53,887.64	53,887.64	53,887.64
Localisation of Council Tax Support	187,992.63	151,632.63	115,272.63	78,912.63
R12 Employee Survey Outcomes	20,000.00	20,000.00	20,000.00	20,000.00
R13 Organisation Development Plan	60,000.00	60,000.00	60,000.00	60,000.00
Mayoral Afternoon Tea	3,000.00	3,000.00	3,000.00	3,000.00
Property Maintenance	9,340.00	9,340.00	9,340.00	9,340.00
Council tax support new burdens	12,233.00	12,233.00	12,233.00	12,233.00
	361,453.27	325,093.27	288,733.27	252,373.27
Section 106				
Section 106 commuted sums	1,229,839.78	1,229,839.78	1,229,839.78	1,229,839.78
Cannock SAC contributions	308,247.37	308,247.37	308,247.37	308,247.37
S106 swimming pool	408,810.75	408,810.75	408,810.75	408,810.75
S106 Sports cts/hall	339,887.86	339,887.86	339,887.86	339,887.86
S106 Artificial Turf	61,889.40	61,889.40	61,889.40	61,889.40
Cannock SAC Partnership	1,148,198.59	1,095,188.59	1,041,088.59	1,017,558.59
Biodiversity Contributions S106	25,500.00	25,500.00	25,500.00	25,500.00
S106 Bowling Green Contribution	1,186.51	1,186.51	1,186.51	1,186.51
	3,523,560.26	3,470,550.26	3,416,450.26	3,392,920.26
Revenue	24,046,340.47	25,023,311.14	24,919,641.14	23,232,931.14
Capital Programme Funding				
RCCO GF	638,869.65	869.65	71,869.65	38,869.65
Investment Reserve	6,700,000.00	7,993,000.00	7,993,000.00	8,100,000.00
Revenue Surplus	23,209.17	17,209.17	17,209.17	17,209.17
Invest to Save	8,413.69	8,413.69	8,413.69	8,413.69
Budget support	15,961.00	15,961.00	15,961.00	15,961.00
New Homes Bonus	879,405.64	879,405.64	879,405.64	163,405.64
VAT Shelter	126,562.10	126,562.10	126,562.10	25,562.10
	8,392,421.25	9,041,421.25	9,112,421.25	8,369,421.25
Rollovers				
Rollovers 19-20	11,318.10	11,318.10	11,318.10	11,318.10
	11,318.10	11,318.10	11,318.10	11,318.10

	01/04/2025	01/04/2026	01/04/2027	01/04/2028
	£	£	£	£
Capital Contingency				
RCCO HSF/SG	3,788,781.00	3,483,781.00	3,483,781.00	-
Working Balance Transfer	2,549,000.00	-	-	-
New Homes Bonus	782,431.00	431.00	431.00	431.00
Economic Development	912,000.00	912,000.00	912,000.00	912,000.00
Civic Car	460.00	460.00	460.00	460.00
	8,032,672.00	4,396,672.00	4,396,672.00	912,891.00
Capital Sinking Fund				
Cremator Sinking Fund	850,000.00	900,000.00	950,000.00	1,000,000.00
Pest Control Vehicles	16,000.00	32,400.00	48,800.00	65,200.00
Sweepers Sinking Fund	695,999.00	186,999.00	256,999.00	326,999.00
Rowley Park 3G Pitch Sinking Fund	180,000.00	195,000.00	210,000.00	225,000.00
Riverway	175,000.00	200,000.00	225,000.00	250,000.00
Victoria Park Safety	80,000.00	80,000.00	80,000.00	80,000.00
Tenterbanks CP Bud B	35,780.00	35,780.00	35,780.00	35,780.00
CRM replacement reserve	74,162.50	74,162.50	74,162.50	74,162.50
	2,106,941.50	1,704,341.50	1,880,741.50	2,057,141.50
Capital	18,543,352.85	15,153,752.85	15,401,152.85	11,350,771.85
Earmarked	42,589,693.32	40,177,063.99	40,320,793.99	34,583,702.99

Band Equivalents

Parish	Tax Base Post LCTS 2025-26
Adbaston	227.04
Barlaston	1,040.08
Berkswich	793.14
Bradley	230.05
Brocton	542.38
Chebsey	249.49
Church Eaton	293.83
Colwich	1,890.59
Creswell	877.81
Doxey	904.25
Eccleshall	2,156.93
Ellenhall	65.59
Forton	142.87
Fradswell	84.27
Fulford	2,285.54
Gayton	86.22
Gnosall	2,011.82
Haughton	457.32
High Offley	388.61
Hilderstone	277.43
Hixon	748.78
Hopton and Coton	844.90
Hyde Lea	187.68
Ingestre	84.10
Marston	88.73
Milwich	199.61
Norbury	200.04
Ranton	189.25
Salt and Enson	184.28
Sandon and Burston	171.18
Seighford	769.32
Stafford	19,943.11
Standon	330.03
Stone	6,403.94
Stone Rural	750.96
Stowe-By-Chartley	194.15
Swynnerton	1,361.73
Tixall	130.07

Parish	Tax Base Post LCTS 2025-26
Weston	478.00
Whitgreave	88.55
Yarnfield and Cold Meece	814.38
Subtotal	49,168.05
MOD Class O	466.10
Total	49,634.15

Report of the Chief Finance Officer on the Robustness of the Budget Estimates and the Adequacy of the Council's Reserves

Introduction

Section 25 of the Local Government Act 2003 places a duty on the Chief Financial Officer (or Section 151 Officer, the Head of Finance) to make a report to the Council on the robustness of budget estimates and the adequacy of the Council's reserves. The Council must have regard to this report when making its decisions about budgets and council tax for the forthcoming year. This is because the Council is setting the council tax before the commencement of the year and cannot increase it during the year. An understanding of the risks of increased expenditure during the year in terms of likelihood and impact is therefore important.

Robustness of Budget Estimates

The Council's budget estimates for 2025-26, including the forecast outturn for 2024-25, have been prepared by appropriately qualified and experienced staff in consultation with service managers. Budgets have been discussed and fully managed by the Leadership Team.

The budget for 2025-26 has been constructed based upon the maintenance of existing level of service, adjusted for known changes in 2024-25. It is considered to accurately reflect likely expenditure in 2025-26, being based on historic information, experience of expenditure in previous years and latest projections where appropriate.

The indicative budgets for 2026-27 and 2027-28 are similarly based upon the best information available at this moment in time.

The full risk assessment of the Council's Budget 2025-26 has been carried out and is included in APPENDIX 7.

The impact of the National Living Wage has been incorporated into the budget. Allowance has also been made for staff incremental progression. Sufficient provision has been built in for current employer pension contributions, in line with the 2023 actuarial valuation.

Inflation on contractor costs has been allowed based on the projected retail/consumer prices index increases and on energy budgets based on anticipated tariff increases as well as specific reviews of particularly high value contracts such as the Freedom Leisure contract. Any differential inflationary uplift as required by contracts has been reflected.

Some fees and charges are budgeted to increase in 2025. Given the demand-led nature of some of the more significant income budgets, such as parking, development control and land charges, prudent but realistic assumptions have been made about estimated income. Major sources of income will continue to be closely monitored throughout the year with a view to protecting overall income to the Council as far as possible.

Net investment income of £1,500k has been included within 2025-26 budgets. This has been based on current projections of bank rate which are anticipated to start to reduce towards the end of 2025-26. Prudent assumptions about cash flow have been made and the advice of the Council's treasury management consultants has been taken into account in determining the average rate of return.

No specific contingency budget is provided in 2025-26 as it is considered that the Council's overall revenue balances are sufficient to act as an overall contingency (see below). However, robust budget monitoring arrangements, including Business Rates monitoring, are in place and will continue throughout the year. In addition to budget monitoring by officers, all Cabinet members will receive a monthly update and there will be quarterly reports to the Cabinet and Scrutiny Committees via "Performance Reports".

Significant expenditure and income budgets will be monitored closely during the year. Any projected variances will be addressed in a timely manner.

The Council has a Risk Management Strategy and has identified its key corporate risks. Significant financial risks will be managed appropriately. In addition, some financial risks will be mitigated by the Council's insurance arrangements.

I can therefore confirm that the budget estimates as presented are robust.

Adequacy of the Council's Reserves

The Chartered Institute of Public Finance and Accountancy (CIPFA) has issued guidance on local authority reserves and balances. It sets out three main purposes for which reserves are held:-

- A working balance to help cushion the impact of uneven cash flows and avoid unnecessary temporary borrowing.
- A contingency to cushion the impact of unexpected events or emergencies.
- A means of building up funds to meet known or predicted liabilities, known as earmarked reserves.

The Council is projected to hold total General Fund reserves of £24.046 million at 31 March 2025 and £25.023 million at 31 March 2026. This includes S106 amounts of £3.524 million at 31 March 2025 and £3.471 million as at the 31 March 2026.

The Council also has a planned four-year capital programme which is financially sustainable based on current capital resources and a prudent assessment of future capital resources. The financial strategy includes the use of unallocated reserves and a Revenue Contribution to Capital Outlay to supplement capital resources and mitigate any borrowing requirement; nevertheless, Prudential Borrowing to finance the Council's capital programme will be used where there is a robust business case.

The successful Future High Streets Fund bid has enabled the inclusion of the project in the capital programme. At an overall cost of £21.5 million, this project presents a substantial challenge to deliver; but it also presents financial risks. It is essential that costs are controlled and milestones are met, to avoid the prospect of defaulting on

Government requirements, additional borrowing and/or additional revenue contributions.

The quantum of the Future High Streets Fund bid, its financial risks and the future debt repayments on borrowing, coupled with the ongoing additional costs of (in particular) inflation and waste management, represent burdens on the Financial Plan. When combined with the uncertainty of a fundamental Government review of local government finance, the medium term outlook is very challenging. There is no scope over the Financial Plan period for further discretionary projects or expenditure that could have a negative effect on reserves.

The Council has set a policy of a minimum level of general reserves of £1 million. The Budget for 2025-26 has been constructed on the basis that there will be a level of general reserves in excess of £1 million.

I can therefore confirm that the Council's reserves are adequate.

Chris Forrester Deputy Chief Executive (Resources) and S151 Officer

Appendix 7

Working Balance - Financial Risks facing the Authority

Risk	Level of risk	Explanation of risk / justification for cover
Inflation	Medium	Inflation has been included in the Financial Plan in accordance with Government policy.
Investment interest	Medium	The amount earned depends on the prevailing interest rates and the level of cash balances held. Prudent assumptions have been made.
National insurance increase	Medium	The increase in national insurance is anticipated to have major implications for businesses and charities in the area. This might increase pressure on council services and may increase pressures in council contract expenses going forwards.
Major income sources:		
• Planning fees	Medium	Dependent on economic conditions.
• Land charges fees	Low	Dependent on the housing market/basis of determining recoverable expenses/proposed transfer to Land Registry.
• Car parking	Medium	Certain amount of volatility based on demand.
• Environmental services	Low	Licensing income dependent on renewals.
• Bereavement services	Low	Some risk as it is a major source of income. For example, should new entrants cause a reduction in income this would be a challenge to the service.
• Spending pressures:		
Waste and recycling	Medium	There is significant uncertainty with regards to waste and recycling moving forwards. The introduction of food waste collection has a significant potential impact on council budgets which is unclear at present.
• Leisure management	Medium	Result of the changing habits of residents in the area post covid and the need to attract them back to using facilities. Energy costs remain high and there are new budget entrants to the market. Future leisure contract procurement will coincide with local government reorganisation causing uncertainty in the market.
• Levelling Up	High	The Future High Streets Fund and LUF station gateway schemes represent major investment programmes over a number of years with substantial Council contributions. It includes obligations to Government, requires engagement of partners and

Risk	Level of risk	Explanation of risk / justification for cover
		carries high expectations locally. It therefore represents a major financial risk.
Funding Sources:		
New Homes Bonus	High	The scheme is likely to come to an end, but it is unclear how these monies will be allocated to councils going forwards, if at all.
Business Rates Scheme and Resets	Very High	A reset of growth achieved under the current system is going to take place in the middle of the current medium term financial plan. How the reset is implemented could have material implications. A reserve has been created to mitigate the risk.
Volatility in Business Rates	High	The Council will be exposed to volatility or reduction in its business rates due to the failure or temporary closure of a key businesses and successful backdated appeals against Rateable Values. Greater control of Business Rates gives councils greater freedoms and removes dependency on central funding, but it passes on a greater risk to core funding if Business Rates income falls.
Funding settlements from central government	High	With central government only awarding one year settlements it makes ongoing funding uncertain for the council. Reserves have been created where appropriate and possible to mitigate potential reductions in central government funding. There are proposals to move to multi year settlements but it is unclear what this will look like in practice as yet.
Local Government Reorganisation:		
Recruitment	High	The plans by central government to effectively end the current local government structures and replace them with new much larger councils will have major impacts on the sector. The council was already experiencing difficulties with recruitment and retention but this move will create even more difficulty in the sector as people are less likely to be willing to join organisations which are planned to be wound up. This is in turn likely to result in higher use of consultants to fill vacancies and increase costs. It may also harm the retention of staff as they look to

Risk	Level of risk	Explanation of risk / justification for cover
		move to roles with greater long term certainty in other organisations or sectors.
Enacting the changes	High	The move to new local government structures will require large amounts of investment, both staffing time and financial investment. This is currently not budgeted for due to lack of detail on the proposals beyond a targeted end result. (much larger and fewer councils and the creation of new strategic authorities overlying them with Mayors)

Agenda Item 10**Fees and Charges Review 2025/2026**

Committee:	Council
Date of Meeting:	11 February 2025
Report of:	Deputy Chief Executive - Resources
Portfolio:	Resources Portfolio

The following matter was considered by Resources Scrutiny Committee at its meeting on 21 January 2025 and Cabinet on 23 January 2025 and is submitted to Council as required.

1 Purpose of Report

- 1.1 The purpose of this report is to propose to the Council the Fees and Charges for 2025.

2 Recommendation

- 2.1 That the proposed Fees and Charges for 2025 be approved, specifically the new charges in paragraph 5.10 and the increases above 3.4% as set out in **APPENDIX 1**.

Reasons for Recommendations

- 2.2 The report sets out the proposed changes to Fees and Charges for 2025. In accordance with the revised financial regulations agreed by Council on the 16 September 2019 the following items are included:
- Where a new charge has been introduced.
 - The proposed increase is above the annual level of inflation.
 - Where the power to set fees and charges has been specifically reserved by the Council.
- 2.3 In addition, this report includes those fees and charges where no increase is proposed from 1 April 2025, for noting.

3 Key Issues

- 3.1 The setting of fees and charges is an important part of the annual budget setting process. For October 2024 inflation is running at 3.2% CPIH and 3.4% RPI.

4 Relationship to Corporate Priorities

- 4.1 This report supports all of the Council's Corporate Priorities.

5 Report Detail

- 5.1 The proposed charges will have a direct impact on the 2025-26 budget and beyond. Decisions that relate to next year's budget and the Medium Term Financial Strategy (2025-28) should be taken in the context of the Council's overall financial position and an analysis of any available data that can inform the direction of the Council's financial strategy.
- 5.2 There is no certainty on what the financial landscape will be moving forwards. In addition, the government has indicated that it is going to review business rates with a planned reset, fairer funding reforms and new homes bonus, starting early in the spring of 2025. This adds further uncertainty about the financial position of the council moving forwards.
- 5.3 Apart from the risks regarding future Government support to local government, the council is facing increasing financial pressures from existing service delivery. It is also unclear at present what the impact of the increase in national insurance and minimum wage will have on partners providing services on behalf of the council. Essential services will continue to be in great demand, and benefits and debt defaults may increase as businesses take into account the increased costs that they face. Costs, including in respect of pay, supplies and contractors, are all likely to rise. The scope for the Council to increase income in proportion to inflation is limited: we have no control over Business Rates and Council Tax is effectively capped at the higher of 2.99% or £5.
- 5.4 The size of the projected budget gap should be considered when making discretionary decisions over income and expenditure. Put simply, the higher the yield from fees and charges, the smaller the budget gap, which reduces the need to find savings elsewhere. This needs to be balanced by the diminishing returns - in general, the higher the charge for a service, the lower the demand. Also, relatively high charges can have secondary impacts: they may exclude or discourage some customers from using Council services who would normally depend on such services; and they may have an adverse impact on the local economy.

- 5.5 The process for setting fees and charges reflects the revised financial regulations as agreed by Council on 16 September 2019. This set out the criteria for fees and charges which would be reported to Cabinet and Council for approval as follows:
- Where a new charge has been introduced.
 - The proposed increase is above the annual level of inflation.
 - Where the power to set fees and charges has been specifically reserved by the Council.
- 5.6 There has also been a change in process for this cycle that the fees and charges changes are now effective from the 1 April rather than the 1 January. This brings them into line with the budget setting cycle.
- 5.7 For 2025/26, inflation - as defined in financial regulations - is the Retail Prices Index, which currently stands at 3.4%. However, in general, where officers have delegated authority, charges will rise by approximately 3%, allowing for rounding.
- 5.8 Certain fees are set by reference to external bodies or set by legislation/regulations. These are included in the full list of published fees and charges but are not referred to in this report.
- 5.9 Fees and charges are also set after bearing in mind market conditions. As a result, some charges where the Council has the power to vary them will not rise, the most significant of which are:
- Taxi licence fees are subject to a separate review and require consultation.
- 5.10 Charges for new services are as set out below.
- Crematorium token amount of cremated remains £5.00
 - Cemeteries shoring timber for grave excavation £225.00
- 5.11 There are some fees proposed to be deleted.
- Private water supply cost recovery basis, will change to full cost incurred unless otherwise stated in regulations
 - Crematorium babytainers / bags - no longer use these in the service
 - St Johns Market - no longer operational
- 5.12 Proposed increases above the threshold of 3.4% are detailed in **APPENDIX 1**.
- 5.13 A full copy of Fees and Charges will be available on the Members' portal before the Council meeting and will be published on the website once approved by Council.

6 Implications

6.1 Financial

Fees and charges are an important source of income to the Council. As costs rise with inflation, if income from fees and charges does not rise proportionately, this will add to the 2025-26 budget gap - the difference between projected expenditure and income.

6.2 Legal

As set out in the report.

6.3 Human Resources

As set out in the report.

6.4 Risk Management

The risk issues contained in this report are not strategic and therefore should not be included in the Strategic Risk Register.

The level of income generated by the Council from fees and charges is a key risk as a number of the Council's main income streams are sensitive to adverse economic conditions and can vary significantly as a result.

6.5 Equalities and Diversity

The Council operates a concessionary fees and charges scheme.

6.6 Health

None

6.7 Climate Change

None

7 Appendices

Appendix 1: Proposed increases above 3.4%

8 Previous Consideration

Resources Scrutiny Committee 21 January 2025 - Minute No TBC

Cabinet 23 January 2025 - Minute No CAB59/25

9 Background Papers

File available in Financial Services.

Contact Officer: Emma Fullagar

Telephone Number: 01543 464 720

Ward Interest: Nil

Report Track: Resources Scrutiny Committee 21 January 2025

Cabinet 23 January 2025

Council 11 February 2025

Key Decision: Yes

Fees and Charges 2025/26 Increases above or below 3.4% rounded inflation

LICENCE FEES	Existing Charge £ - p	VAT	Date Set	Proposed Charge 01-Apr-25 £ - p
Pre-Application Form Checking Service				
Checking of application forms prior to submission for all licence applications	26.50	NB	01/01/2024	40.00
Animal Welfare Regulation Licence				
(Riding Establishments, Animal Boarding Establishments, Dog Breeding and Pet Shops)				
1, 2 or 3 year Licence	200.00	NB	01/01/2024	300.00
Additional Charge after licence is granted	122.00	NB	01/01/2024	150.00
Reinspection	122.00	NB	01/01/2024	150.00
Variation	67.00	NB	01/01/2024	100.00
Exhibition Licence 3 years	145.00	NB	01/01/2024	150.00
Additional Charge after licence is granted	78.00	NB	01/01/2024	100.00
Administration fee for additions/ amendments of licence	11.25	NB	01/01/2024	20.00
Street Trading				
A500 road sites annual fee per site	6,376.00	NB	01/01/2023	3,000.00
STAFFORD CREMATORIUM				
Memorial Seats - Existing Seats Only				
Bench Style				
(a) For a 10 year period	1,300.00	S	01/01/2024	1,360.00
(b) Renewal fee for a further 10 years	650.00	S	01/01/2024	670.00
(c) Additional Plaque	170.00	S	01/01/2024	200.00
Sanctum				
(a) Purchase price	1,000.00	S	01/01/2024	1,200.00
(b) Additional lease per annum	30.00	S	01/01/2024	33.00
(c) Additional inscription per letter	2.50	S	01/01/2024	2.55
(d) Witness placing within	44.50	S	01/01/2024	46.00

PREMISES LICENCE FEES	Existing Charge £ - p	VAT	Date Set	Proposed Charge 01-Apr-25 £ - p
Bingo Club				
Transitional Non Fast-Track Application	1,625.00	NB	01/01/2024	1,750.00
New Application	3,250.00	NB	01/01/2024	3,500.00
Annual Fee	925.00	NB	01/01/2024	1,000.00
Application to Vary	1,625.00	NB	01/01/2024	1,750.00
Application to Transfer	1,110.00	NB	01/01/2024	1,200.00
Application for Re-instatement	1,110.00	NB	01/01/2024	1,200.00
Application for Provisional Statement	3,250.00	NB	01/01/2024	3,500.00
Licence Application-provisional statement holde	1,110.00	NB	01/01/2024	1,200.00
Copy Licence	22.00	NB	01/01/2024	25.00
Notification of Change	46.00	NB	01/01/2024	50.00
Betting Premises (excluding Tracks)				
Transitional Non Fast-Track Application	1,392.50	NB	01/01/2024	1,500.00
New Application	2,785.00	NB	01/01/2024	3,000.00
Annual Fee	555.00	NB	01/01/2024	600.00
Application to Vary	1,392.50	NB	01/01/2024	1,500.00
Application to Transfer	1,110.00	NB	01/01/2024	1,200.00
Application for Re-instatement	1,110.00	NB	01/01/2024	1,200.00
Application for Provisional Statement	2,785.00	NB	01/01/2024	3,000.00
Licence Application-provisional statement holde	1,110.00	NB	01/01/2024	1,200.00
Copy Licence	22.00	NB	01/01/2024	25.00
Notification of Change	46.00	NB	01/01/2024	50.00
Tracks				
Transitional Non Fast-Track Application	1,160.00	NB	01/01/2024	1,250.00
New Application	2,320.00	NB	01/01/2024	2,500.00
Annual Fee	925.00	NB	01/01/2024	1,000.00
Application to Vary	1,160.00	NB	01/01/2024	1,250.00
Application to Transfer	880.00	NB	01/01/2024	950.00
Application for Re-instatement	880.00	NB	01/01/2024	950.00
Application for Provisional Statement	2,320.00	NB	01/01/2024	2,500.00
Licence Application-provisional statement holde	880.00	NB	01/01/2024	950.00
Copy Licence	22.00	NB	01/01/2024	25.00
Notification of Change	46.00	NB	01/01/2024	50.00

PREMISES LICENCE FEES continued	Existing Charge £ - p	VAT	Date Set	Proposed Charge 01-Apr-25 £ - p
Family Entertainment Centres				
Transitional Non Fast-Track Application	925.00	NB	01/01/2024	1,000.00
New Application	1,850.00	NB	01/01/2024	2,000.00
Annual Fee	695.00	NB	01/01/2024	750.00
Application to Vary	925.00	NB	01/01/2024	1,000.00
Application to Transfer	880.00	NB	01/01/2024	950.00
Application for Re-instatement	880.00	NB	01/01/2024	950.00
Application for Provisional Statement	1,850.00	NB	01/01/2024	2,000.00
Licence Application-provisional statement holde	880.00	NB	01/01/2024	950.00
Copy Licence	22.00	NB	01/01/2024	25.00
Notification of Change	46.00	NB	01/01/2024	50.00
Adult Gaming Centres				
Transitional Non Fast-Track Application	925.00	NB	01/01/2024	1,000.00
New Application	1,850.00	NB	01/01/2024	2,000.00
Annual Fee	925.00	NB	01/01/2024	1,000.00
Application to Vary	925.00	NB	01/01/2024	1,000.00
Application to Transfer	1,110.00	NB	01/01/2024	1,200.00
Application for Re-instatement	1,110.00	NB	01/01/2024	1,200.00
Application for Provisional Statement	1,850.00	NB	01/01/2024	2,000.00
Licence Application-provisional statement holde	1,110.00	NB	01/01/2024	1,200.00
Copy Licence	22.00	NB	01/01/2024	25.00
Notification of Change	46.00	NB	01/01/2024	50.00

Agenda Item 11

Review of Members' Allowances

Committee:	Council
Date of Meeting:	11 February 2025
Report of:	Head of Law and Governance
Portfolio:	Resources Portfolio

1 Purpose of Report

- 1.1 To advise Members of the recommendations of the Independent Panel on Members Allowances.

2 Recommendations

- 2.1 That the Council make a scheme of allowances for the period from 1 April 2025 having regard to the Panel's recommendations set out in the **APPENDIX** and the proposed revised scheme at **ANNEX 1**.

Reasons for Recommendations

- 2.2 The Council's current Scheme of Allowances expires at the end of March 2025. In adopting a new scheme, the Council must have regard to recommendations made by an Independent Remuneration Panel.

3 Key Issues

- 3.1 The Council's current Scheme of Members Allowances is due to expire on 31 March 2025.
- 3.2 An Independent Remuneration Panel was therefore convened to consider current allowances and make recommendations on a revised scheme.
- 3.3 The Panel's findings are contained in their report as set out in the **APPENDIX**.

4 Relationship to Corporate Priorities

- 4.1 Leading and delivering for our community.

5 Report Detail

- 5.1 In accordance with the Local Authorities (Members Allowances) (England) Regulations 2003, Local Authorities are required to have in place a Members' Allowances Scheme. The Council is required to establish an Independent Panel on Members' Remuneration and to have regard to its recommendations in making its scheme. A new scheme does not need to be made each year if allowances are subject to indexation. However, indexation can only be applied for up to 4 years without seeking further Panel recommendations.
- 5.2 Since 2004, the Independent Panel has generally met every 4 years to recommend a scheme for the following 4 years, with indexation for the intervening years. The Panel met in 2020 and recommended a scheme for the period from 1 April 2021 until 31 March 2025 with indexation linked to any officer pay awards. The current scheme was adopted by Council at its meeting on 26 January 2021.
- 5.3 The Panel was convened in 2024 and met on three occasions. The report of the Panel containing its recommendations is attached as an **APPENDIX**. The Panel's recommended scheme is set out in **ANNEX 1** to the report.
- 5.5 The scheme proposed by the Panel set out in **ANNEX 1** maintains Special Responsibility Allowances at their current levels, and increases the basis allowance by 3.5%. It is recommended that all allowances continue to be indexed in line with any officer pay awards.

6 Implications

6.1 Financial

The existing members budget in the indicative 2025/26 budget was insufficient to meet the cost of the proposals outlined in the report above with a shortfall of £19,020 for the 2025/26 financial year. The budget going to cabinet in January 2025 reflects the cost of these proposals and budgets for the pay award increases in future years.

6.2 Legal

As set out in the report

6.3 Human Resources

Nil

6.4 Risk Management

Nil

6.5 Equalities and Diversity

Nil

6.6 Health

Nil

6.7 Climate Change

Nil

7 Appendices

Appendix 1: Report of the Independent Remuneration Panel

Annex 1: Proposed Members Allowance Scheme

8 Previous Consideration

None

9 Background Papers

None

Contact Officer: Ian Curran

Telephone Number: 01785 619220

Ward Interest: N/A

Report Track: Council 11 February 2025 (Only)

Key Decision: N/A

2024: Report of the Independent Panel - Review of Members Allowances

Membership of the Panel

Mr D Riddell - Resident of the Borough and representative of Stafford Chamber of Commerce

Mr D Tyler - Resident of the Borough and retired public sector worker

Mr N Wallace - Resident of the Borough

1. Remit - To make recommendations to the Council on the adoption of a scheme for Members Allowances in pursuance of the Local Authorities (Members Allowances) (England) Regulations 2003.
2. The Panel met on three occasions, firstly on 2 October 2024 to review the requirements of the regulations and determine the information required to undertake the review, secondly on 30 October 2024 to interview a number of Members and thirdly on 25 November 2024 to consider all information received by the panel and to agree its findings.
3. In reaching their conclusions on the proposed allowances, the Panel took into account all matters brought to their attention. The Panel were provided with the following information:
 - 2024 Members Allowance Scheme
 - Results of 2024 Members survey on suitability of current allowances
 - Spreadsheets displaying a comparison of SBC allowances against other Staffordshire authorities
 - Spreadsheets displaying a comparison of SBC allowances against other LA's within the same statistical family group
 - Details of any previous members allowance increases since 2015
 - Projections of overall scheme costs linked to potential percentage increases
 - Details of all Council committees including frequency of meetings
4. The Panel interviewed a selection of members, in person and via questionnaire, including Group Leaders, a Scrutiny Chairman and councillors relatively new to the role.
5. Responses to the members survey indicated that the majority of councillors considered that the current basic allowance was either too low or about right. The majority of responses considered that the roles that attracted Special

Responsibility Allowances was appropriate and that the current allowances for those roles were reasonable. Upon speaking to councillors, the panel noted that the amount of allowances did not appear to be the motivating factor behind why individuals stood for election. Members did raise concerns about the need to attract councillors from all walks of life. However, it was not considered that a significant increase in allowances would be an effective, or appropriate, solution to that issue. The panel considered that the Council should give separate consideration as to how it may widen attraction, or awareness, of the councillor role in future and officers may wish to engage members further on how this may be achieved. For example, could further information and advertisement of the role be provided in the run up to future elections (e.g. by using links with the Chamber of Commerce or other partners).

6. The panel did ask members whether there had been any significant changes to working practices following the Covid pandemic. The responses did not identify any significant or quantifiable effect that would influence the level of allowances to be recommended. However, it was felt that there were some positive outcomes to working practices with the introduction of new technology allowing members to meet with others remotely where appropriate.
7. The panel noted the findings made by a previous panel at the last review where they considered that statistically there did appear to be a case for increasing allowances. The panel was also aware that the Council operated shared service arrangements with neighbouring Cannock Chase District Council. This meant that, while both Councils continued to operate as completely separate democratic bodies with their own councillors, electorate, corporate plans and local priorities, they shared many operational staffing resources, save that Cannock Chase Council still managed its own housing stock. The panel noted that the council's basic allowance was below that paid at Cannock Chase Council and that it was also below the average paid to other similar councils within its family group.
8. The panel considered that there was a reasonable case to increase the basic allowance to close the gap on the average paid at other councils within the "family group". There were insufficient grounds provided to suggest that Special Responsibility Allowances should be amended at this time. It is noted that all allowances in the current 2024/25 scheme will be increased by 2.5% to reflect the recent officer pay award. The panel considered that the current basic allowance should then also be increased by 3.5% to close the aforementioned gap.
9. The panel also considered that it was appropriate for the Basic and Special Responsibility Allowances to continue to be index linked annually to any increases in officer pay.

10. All other aspects of the scheme are to remain unchanged.

11. Recommendations

That:-

- (a) A scheme of Members' Allowances as set out in **ANNEX 1** be implemented with effect from 1 April 2025;
- (b) The Scheme of Members' Allowances should be adjusted annually in line with pay awards to the Councils Officers;

Appendices

Appendix A: Current 2024/25 Members Allowance Scheme

Appendix B: Members Survey 2024

Appendix C: Data comparing SBC allowances with other Staffordshire authorities and SBC family audit group

Appendix D: Allowance increases since 2015

Appendix E: Table of estimated costs if percentage increase applied

Current Members Allowances Scheme

STAFFORD BOROUGH COUNCIL

Members' Allowances Scheme Commencing 1 April 2021

Members Allowances

1 Basic Allowance

The Basic Allowance will be £5342.98 payable in 12 monthly instalments on the twentieth day of each month (Scheme to be adjusted annually in line with pay awards to Council Officers, until 31 March 2025, unless the Scheme is reviewed at an earlier date.)

2 Special Responsibility Allowances

A Special Responsibility Allowance as set out below is payable, in addition to the Basic Allowance, for the following positions in 12 equal instalments on the twentieth of each month:-

Member Description	Allowances 2024/25
Leader of the Council	£12466.93
Deputy Leader (inclusive of Cabinet Member's Allowance)	£8904.95
Cabinet Members	£6767.75
Opposition Leader*	£4749.31
Chairman of Scrutiny Committee	£3799.44
Audit and Accounts Committee Chairman	£2730.85
Planning Committee Chairman	£4986.77
Licensing Committee Chairman	£1899.72
Standards Committee Chairman	£1155.44
Public Appeals Chairman	£1899.73

* Defined as Leader of the largest political group not represented in the Cabinet . If there are two or more of such groups of equal size the person jointly appointed by those groups as Leader of the Opposition shall be entitled to the allowance but in the absence of such appointment no allowance shall be paid.

A special responsibility allowance as set out below is payable quarterly in arrears on the twentieth day of June, September, December and March only if the Member has chaired a meeting of the relevant committee in the preceding quarter:-

Planning Committee Vice Chairman	£1068.59
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Employee Appeals Committee Chairman	£1127.95
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If a member holds more than one position for which a special responsibility allowance is payable only one allowance will be payable. Unless the member chooses otherwise the highest of the allowances for which they are eligible will be paid.

3 Dependents' Carers' Allowance

The cost incurred up to a maximum of £8.91 per hour (or the Living Wage, whichever be the higher) payable in respect of arranging for the care of children or other dependents necessarily incurred in attending meetings or performing duties which qualify for travel and subsistence allowances.

4 Co-optees Allowance

Co-optees will be reimbursed any expenses necessarily incurred.

Travel And Subsistence

1 Introduction

1.1 Elected Members necessarily incurring additional expense in the course of their duties (as set out below) in respect of travel, meals or overnight accommodation will be reimbursed expenses in accordance with the following scheme, subject to appropriate evidence of expenditure being produced.

1.2 Duties attracting travel and subsistence allowances:-

Attending a meeting of the Council, the Cabinet and any committee, sub-committee or joint committee of the Council as a member or as a visiting member under rule 5.8 of the Council Procedure Rules.

Attending a meeting at the request of the Council, the Executive, a committee or sub-committee of the Council or an officer of the Council.

Attending briefings in any capacity for which a special responsibility allowance is paid.

Attendance at conferences as approved by the Council.

Attendance at meetings of other bodies as the Council's appointed representative.

2 Overnight Accommodation and Subsistence

- 2.1 The Head of Law and Governance will, except in exceptional circumstances, book and pay the hotel directly for members attending conferences, meetings or training that requires an overnight stay. The cost of the accommodation is subject to the following limits:-

	Outside London	London or Conference
Overnight rates	£100.00	£120.00

- 2.2 In exceptional circumstances (eg where the Member is limited to a designated conference location), the Head of Law and Governance has the discretion to authorise payment in excess of the above limits (but see 2.8).
- 2.3 The Authority will only pay the actual cost incurred for each meal and one drink. The maximum should only be claimed when the meal has cost that amount or more. If an attempt is made to make an unreasonable claim for additional items the entire claim will become invalid and reimbursement will not be made.
- 2.4 Meal allowances cannot be claimed if meals are included either as part of a conference/training course or if they are included in the cost of the accommodation i.e. the member is booked in the hotel on a bed and breakfast or dinner, bed and breakfast basis.
- 2.5 Gratuities for service are paid at the discretion of the member and, except where specifically included on a bill as a service charge, are not reclaimable from the authority.
- 2.6 Entertainment expenses will not be met by the Authority. These are to be met in full by the member.
- 2.7 All claims for expenditure shall be certified and approved by the Head Law and Governance.
- 2.8 Excess reimbursement will not be made to members who incur expenditure above the maximum rate of reimbursement unless in the view of the Head of Law and Governance the additional expenditure was unavoidable.
- 2.9 Any claim for reimbursement that is submitted without a valid receipt will not be paid.
- 2.10 Any member making false, fraudulent or unnecessary claims may be in breach of the Code of Conduct for Members.

3 Day Subsistence

- 3.1 Day Subsistence expenses will be payable to a member who is prevented by official duties from taking a meal at home or the place where they normally take their meals and thereby incur additional expenditure. Subsistence reimbursement is subject to the following limits:-

Allowance	Valid Claim Period	Maximum Amount
Breakfast	When departing from home before 7 00 am and not returning before 11.00 am	£7.50
Lunch	When leaving home or place of work before 11 am and arriving back at their home or place of work after 3.00 pm	£10.00
Dinner	When leaving home before 5.00 pm and not returning until after 8.00 pm	£17.50

- 3.2 Meal allowances will only be paid when it is necessary for the member to be absent from home during the specified periods due to Council business and where it would not be possible to take the meal at home.
- 3.3 The Authority will only pay the actual cost incurred for each meal. The maximum should only be claimed when the meal has cost that amount or more. If an attempt is made to make an unreasonable claim for additional items the entire claim will become invalid and reimbursement will not be made.
- 3.4 Expenses will not be paid where a suitable meal is provided during the course of the official duties or where the member could have arranged their day to avoid incurring the expenses.
- 3.5 Gratuities for service are paid at the discretion of the member and except where specifically included on a bill as a service charge are not reclaimable from the authority.
- 3.6 Any claim for reimbursement that is submitted without a valid receipt will not be paid.
- 3.7 All claims for expenditure shall be certified and approved by the Head of Law and Governance.
- 3.8 Any member making false, fraudulent or unnecessary claims may be in breach of the Code of Conduct for Members.

4 Travelling expenses

- 4.1 As a general principle, members should use standard class public transport services to travel unless it is impractical to do so or other means of transport are more economic. Advantage should be taken of any discounted fares or special offers. Members travelling by rail should obtain tickets through the Head of Law and Governance.
- 4.2 In circumstances where a member uses their private car in preference to more economic public transport, the authority will reimburse the lowest available standard class public transport fare.
- 4.3 Where travel by public transport would, in total be more expensive than travel by car with reimbursement being made at the appropriate rate, then the journey may be made by car. An example of this might be where two or more persons travel together. Members are encouraged to car share and in such circumstances the driver may claim any necessary additional mileage incurred.
- 4.4 Actual bus or underground fares incurred will be reimbursed.
- 4.5 Where it is necessary to travel by taxi due to lack of other available transport or the journey is urgent (i.e. taking public transport would mean being late or the journey time is excessive), the actual expenditure will be reimbursed. (Members who will need to use taxis on a frequent regular basis should request the Head of Law and Governance to set up an account with a taxi firm to achieve economy.)
- 4.6 Car parking fees at the destination will be paid for the duration of the official duties at a rate not exceeding the current daily parking rate at Stafford Railway Station.
- 4.7 Members who travel by public transport but need to use their cars to travel to the public transport departure point (e.g. because no public transport is available for that part of the journey), will be reimbursed the actual car parking charges incurred and the mileage incurred to and from their home and the point where they join public transport.
- 4.8 Tickets and receipts must be obtained, retained and submitted in all circumstances or reimbursement will not be made.
- 4.9 Where a Member uses their private transport the following rates will be paid:-

Amount Per Mile

Vehicle	52.2p
Bicycle	20p*

*maximum payable under HM Revenues and Customs

5 Time Limits on Claims

- 5.1 Claims for travel and subsistence and dependents' carers' allowances must be made within 2 months of the date of the event giving rise to the claim and a VAT receipt(s) must be attached to mileage claims which cover(s) the cost of petrol used for the mileage claimed. Discretion to approve claims submitted after the 2 month deadline is delegated to the Head of Law and Governance.

6 Suspension of Allowances

- 6.1 Where a member is suspended from the Council under Part III of the Local Government Act 2000 any allowances due in respect of the period of suspension will be withheld by the Council. Where a member is partially suspended from the Council that part of any allowances which is specifically related to the duties and responsibilities from which the member is suspended will be withheld.

7 Forgoing Allowances

- 7.1 Any member may by notice in writing to the Head of Law and Governance elect to forgo entitlement to all or any part of their allowances.

Councillor	Hours per week on Committee Meetings	Hours per week on Surgeries	Hours per week on Research/ Reading	Hours per week on Correspondence/ Emails/Phone Calls	Hours per week on Borough Matters	Level of allowance paid is:	is the number and type of role for which an SRA is paid reasonable?	Are the allowances you receive adequate?
1	0	2	1	1	1	About right	Yes	Y
2	varies	0	3	20		About right	Yes	Y
3	2	1	4	4	5	Too low	Yes	N
4	1	1	3	7	1	Too low	Yes	N
5	2	8	8	14	10	Too low	Yes	N
6	2	1	5	2		Too high	Yes	Y
7		1	3	3	1	About right	Yes	Y
8	8	0	12	24		About right	Yes	Y
9	10	0	5	4	2	About right	Yes	Y
10	1	8	1	3	1	About right	Yes	Y
11	1.5	6	2	8		Too low	No	N
12	3.5	0	8	5	1	Too low	No	Y

Should Members Allowances be index linked?	Is Officer pay is an appropriate index?
--	--

Y	Yes
Y	Yes
Y	Yes
Y	Yes
N	
Y	No
Y	Yes
Y	Yes
Y	Yes
Y	Yes
Y	Yes
Y	Yes

Comparative data with othe Staffordshire Councils (according to published figures)

	Population	Cllrs	Basic Allowance	Leader	Deputy Leader	Cabinet Member	Opposition Leader	Scrutiny Chairman	Audit and Accounts Chairman	Planning Chairman	Licensing Chairman	Standards Chairman	Public Appeals Chairman	Planning Vice Chairman	Employee Appeals Chairman	Dependent's Care Allowance	Car Mileage Rate
South Staffs	110,500	42	6,343.00	15,168.00		6,619.00	2,757.00	2,757.00	2,757.00	3,866.00	2,757.00			1,102.00			
Tamworth	78,600	30	5,864.00	14,676.00	11,005.00	9,539.00	6,604.00	6,604.00	3,667.00	6,604.00	1,467.00						
Cannock Chase	100,500	41	5,706.00	19,403.00	9,903.00	8,578.00	7,260.00	2,138.00	1,982.00	4,619.00	1,982.00						0.52
East Staffs	124,000	37	5,445.00	20,245.00		9,202.00	8,098.00	4,048.00		7,730.00	6,747.00	1,617.00				10.42	0.45
Stafford Borough	136,800	40	5,342.98	12,466.93	8,904.95	6,767.75	4,749.31	3,799.44	2,730.85	4,986.77	1,899.72	1,155.44	1,899.73	1,068.59	1,127.95	11.44	0.52
Average	109,488	42.5	5,202.67	15,723.22	9,335.06	7,816.62	5,377.53	3,773.38	2,623.96	5,669.80	3,028.27	1,405.81	1,899.73	1,414.12	1,421.92	10.76	0.49
Staffs Moorlands	95,800	56	4,818.00	14,454.00	8,672.00	6,504.00	5,059.00	4,336.00	2,891.00	5,059.00	3,614.00	1,445.00		1,770.00		10.42	0.45
Lichfield	106,400	47	4,549.92	13,649.64	8,190.36	7,506.60	3,115.40	2,731.20	1,715.88	6,823.80	2,731.20			1,715.88	1,715.88		
Newcastle	123,300	47	3,552.48														

Family Group (according to published figures)

	Population	Cllrs	Basic Allowance	Leader	Deputy Leader	Cabinet Member	Opposition Leader	Scrutiny Chairman	Audit and Accounts Chairman	Planning Chairman	Licensing Chairman	Standards Chairman	Public Appeals Chairman	Planning Vice Chairman	Employee Appeals Chairman	Dependent's Care Allowance	Car Mileage Rate
Test Valley	130,500	43	8,388.52	18,455.00	11,744.00	10,150.00	3,775.00	8,389.00	2,685.00	6,292.00	3,775.00			1,258.00		15.15	0.45
South Kesteven	143,400	56	6,366.00	22,281.00	17,508.00	12,732.00	6,366.00	6,366.00	4,266.00	5,730.00	3,501.00	2,865.00		1,893.00	4,266.00		
Stroud	121,100	51	6,358.00	12,716.00	6,358.00	6,993.80	6,358.50	6,993.80									
Broadland	131,700	47	5,553.00	14,733.00	10,313.00	7,366.00	2,947.00	4,420.00	2,947.00	4,420.00	2,947.00			2,055.00			
Average	129,900	46.3	5,532.84	15,954.23	9,406.23	8,016.34	4,637.82	4,990.71	3,034.19	5,657.62	3,284.41	1,566.75	2,062.58	2,121.41	2,121.77	13.02	0.47
Hinkley and Bosworth	113,600	34	5,520.00	17,596.00	8,625.00	7,591.00	4,830.00	4,830.00	4,830.00	5,750.00	2,614.00		2,614.00		2,614.00		0.45
Chorley	117,800	42	5,434.55	16,406.59	2,368.92	5,437.06	8,420.70	5,437.06		3,680.14	3,680.14			1,812.80			0.52
Stafford Borough	136,800	40	5,342.98	12,466.93	8,904.95	6,767.75	4,749.31	3,799.44	2,730.85	4,986.77	1,899.72	1,155.44	1,899.73	1,068.59	1,127.95	8.91	0.52
West Oxfordshire	114,200	49	5,221.00	20,884.00	13,053.00	10,442.00	1,305.00	5,221.00	1,305.00	6,526.00	1,305.00					15.00	0.45
Braintree	155,200	49	5,154.00	15,462.00	12,885.00	10,308.00	5,154.00	5,154.00	5,154.00	9,021.00	5,154.00			4,512.00			0.45
Huntingdonshire	180,800	52	4,918.00	14,754.00	11,066.00	8,115.00	5,164.00	5,902.00		6,640.00	6,640.00			2,656.00	885.00		
South Ribble	111,000	50	4,911.00	15,368.83	4,948.75	6,412.27	4,948.74	3,753.72		5,495.76	3,491.85	572.55					
Lichfield	106,400	47	4,549.92	13,649.64	8,190.36	7,506.60	3,115.40	2,731.20	1,715.88	6,823.80	2,731.20			1,715.88	1,715.88		
Amber Valley	126,200	42	4,210.00	12,632.00	6,316.00	4,391.00	3,158.00	1,882.00	1,674.00	2,526.00	1,674.00	1,674.00	1,674.00				

Councils with housing stock: Cannock Chase District Council, South Kesteven District Council, Stroud District Council, Hinckley and Bosworth Borough Council, West Oxfordshire City Council, Amber Valley Borough Council

Retail Prices Index: annual percentage change

CDID CDSI
Source dataset ID MM23
Unit %
Release date 14-02-2024
Next release 20 March 2024

1990	9.5
1991	5.9
1992	3.7
1993	1.6
1994	2.4
1995	3.5
1996	2.4
1997	3.1
1998	3.4
1999	1.5
2000	3.0
2001	1.8
2002	1.7
2003	2.9
2004	3.0
2005	2.8
2006	3.2
2007	4.3
2008	4.0
2009	-0.5
2010	4.6
2011	5.2
2012	3.2
2013	3.0
2014	2.4
2015	1.0
2016	1.7
2017	3.6
2018	3.3
2019	2.6
2020	1.5
2021	4.0
2022	11.6
2023	9.7

Consumer Price Index

CDID L55O
Source dataset ID MM23
Unit %
Release date 14-08-2024
Next release 18 September 2024

1990	8.0
1991	7.5
1992	4.6
1993	2.6
1994	2.2
1995	2.7
1996	2.9
1997	2.2
1998	1.8
1999	1.7
2000	1.2
2001	1.6
2002	1.5
2003	1.4
2004	1.4
2005	2.1
2006	2.5
2007	2.4
2008	3.5
2009	2.0
2010	2.5
2011	3.8
2012	2.6
2013	2.3
2014	1.5
2015	0.4
2016	1.0
2017	2.6
2018	2.3
2019	1.7
2020	1.0
2021	2.5
2022	7.9
2023	6.8

Allowance Increases Since 2015

2015	2.1% increase
2016	No increase (no pay award)
2017	1.00% increase
2018	2.00% increase
2019	2.00% increase
2020	2.75% increase
2021	1.75% increase
2022	4.04% increase
2023	3.88% increase
2024	2.5% increase

MEMBERS' ALLOWANCES - ESTIMATED CHANGE IN BASIC, SRA AND CIVIC ALLOWANCES IF LINKED TO PERCENTAGE INCREASES

	Current Allowance (including 3.88% increase April 2023)	Number of Members in receipt of Allowance	Total Amount Payable	0.50%	1%	1.50%	2.00%	2.50%	3%	3.50%	4%	4.50%	5%
Basic	£5,342.98	40	£213,719.20	£1,068.60	£2,137.19	£3,205.79	£4,274.38	£5,342.98	£6,411.58	£7,480.17	£8,548.77	£9,617.36	£10,685.96
Leader of the Council	£12,466.93	1	£12,466.93	£62.30	£124.67	£187.00	£249.34	£311.67	£374.01	£436.34	£498.68	£561.01	£623.35
Deputy Leader	£8,904.95	1	£8,904.95	£44.52	£89.05	£133.57	£178.10	£222.62	£267.15	£311.67	£356.20	£400.72	£445.25
Cabinet Members	£6,767.75	6	£40,606.50	£203.00	£406.07	£609.10	£812.13	£1,015.16	£1,218.20	£1,421.23	£1,624.26	£1,827.29	£2,030.33
Opposition Leader	£4,749.31	1	£4,749.31	£23.75	£47.49	£71.24	£94.99	£118.73	£142.48	£166.23	£189.97	£213.72	£237.47
Chairman of Scrutiny Committee	£3,799.44	3	£11,398.32	£57.00	£113.98	£170.97	£227.97	£284.96	£341.95	£398.94	£455.93	£512.92	£569.92
Chairman Audit & Accounts	£2,730.85	1	£2,730.85	£13.65	£27.31	£40.96	£54.62	£68.27	£81.93	£95.58	£109.23	£122.89	£136.54
Chairman Planning Committee	£4,986.77	1	£4,987	£24.93	£49.87	£74.80	£99.74	£124.68	£149.61	£174.55	£199.48	£224.42	£249.35
Chairman Licensing Committee	£1,899.72	1	£1,899.72	£9.50	£19.00	£28.50	£37.99	£47.49	£56.99	£66.50	£75.99	£85.49	£94.99
Chairman Standards Committee	£1,155.44	1	£1,155.44	£5.78	£11.55	£17.33	£23.11	£28.89	£34.66	£40.44	£46.22	£51.99	£57.77
Chairman Public Appeals Committee	£1,899.73	1	£1,899.73	£9.50	£19.00	£28.50	£37.99	£47.49	£56.99	£66.50	£75.99	£85.49	£94.99
TOTALS				####	£3,045.18	£4,567.76	£6,090.36	£7,612.94	£9,135.55	£10,658.15	£12,180.72	£13,703.30	£15,225.92
		£304,517.72		#####	£307,562.89	£309,085.48	£310,508.07	£312,130.66	£313,653.25	£315,175.84	£316,698.42	£318,221.01	£319,873.60
				####									
Revised Allowance Payable if Percentage Increase Applied													
Basic				5,369.69	5,396.41	5,423.10	5,449.84	5,476.55	5,503.27	5,529.98	5,556.70	5,583.41	5,610.13
Leader of the Council				12,529.26	12,591.60	12,653.93	12,716.27	12,778.60	12,840.94	12,903.27	12,965.61	13,027.94	13,090.28
Deputy Leader				8,949.47	8,994.00	9,038.52	9,083.05	9,127.57	9,172.10	9,216.62	9,261.15	9,305.67	9,350.20
Cabinet Members				6,801.59	8,935.43	6,869.27	6,903.11	6,936.94	6,970.78	7,004.62	7,038.46	7,072.30	7,106.14
Opposition Leader				4,773.06	4,796.80	4,820.55	4,844.30	4,868.04	4,891.79	4,915.54	4,939.28	4,963.03	4,986.78
Chairman of Scrutiny Committee				3,798.34	3,837.43	3,856.43	3,875.43	3,894.43	3,913.42	3,932.42	3,951.42	3,970.41	3,989.41
Chairman Audit & Accounts				2,744.50	2,758.16	2,771.81	2,785.47	2,799.12	2,812.78	2,826.43	2,840.08	2,853.74	2,867.39
Chairman Planning Committee				5,011.70	5,036.63	5,061.57	5,086.51	5,111.44	5,136.37	5,161.31	5,186.24	5,211.17	5,236.11
Chairman Licensing Committee				1,909.22	1,918.72	1,928.22	1,937.71	1,947.21	1,956.71	1,966.21	1,975.71	1,985.21	1,994.71
Chairman Standards Committee				1,161.22	1,166.99	1,172.77	1,178.55	1,184.33	1,190.10	1,195.88	1,201.66	1,207.43	1,213.21
Chairman Public Appeals				1,909.23	1,918.73	1,928.23	1,937.72	1,947.22	1,956.72	1,966.22	1,975.72	1,985.22	1,994.72

Proposed

Members Allowances Scheme

STAFFORD BOROUGH COUNCIL

Members' Allowances Scheme Commencing 1 April 2025

Members Allowances

1 Basic Allowance

The Basic Allowance will be £5668.23 payable in 12 monthly instalments on the twentieth day of each month (Scheme to be adjusted annually in line with pay awards to Council Officers, until 31 March 2029, unless the Scheme is reviewed at an earlier date.)

2 Special Responsibility Allowances

A Special Responsibility Allowance as set out below is payable, in addition to the Basic Allowance, for the following positions in 12 equal instalments on the twentieth of each month:-

Member Description	Allowances 2025/26
Leader of the Council	£12778.60
Deputy Leader (inclusive of Cabinet Member's Allowance)	£9127.57
Cabinet Members	£6936.94
Opposition Leader*	£4868.04
Chairman of Scrutiny Committee	£3894.43
Audit and Accounts Committee Chairman	£2799.12
Planning Committee Chairman	£5111.44
Licensing Committee Chairman	£1947.21
Standards Committee Chairman	£1184.33
Public Appeals Chairman	£1947.22

* Defined as Leader of the largest political group not represented in the Cabinet . If there are two or more of such groups of equal size the person jointly appointed by those groups as Leader of the Opposition shall be entitled to the allowance but in the absence of such appointment no allowance shall be paid.

A special responsibility allowance as set out below is payable quarterly in arrears on the twentieth day of June, September, December and March only if the Member has chaired a meeting of the relevant committee in the preceding quarter:-

Planning Committee Vice Chairman	£1095.30
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Employee Appeals Committee Chairman	£1156.15
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If a member holds more than one position for which a special responsibility allowance is payable only one allowance will be payable. Unless the member chooses otherwise the highest of the allowances for which they are eligible will be paid.

3 Dependents' Carers' Allowance

The cost incurred up to a maximum of £8.91 per hour (or the Living Wage, whichever be the higher) payable in respect of arranging for the care of children or other dependents necessarily incurred in attending meetings or performing duties which qualify for travel and subsistence allowances.

4 Co-optees Allowance

Co-optees will be reimbursed any expenses necessarily incurred.

Travel And Subsistence

1 Introduction

1.1 Elected Members necessarily incurring additional expense in the course of their duties (as set out below) in respect of travel, meals or overnight accommodation will be reimbursed expenses in accordance with the following scheme, subject to appropriate evidence of expenditure being produced.

1.2 Duties attracting travel and subsistence allowances:-

Attending a meeting of the Council, the Cabinet and any committee, sub-committee or joint committee of the Council as a member or as a visiting member under rule 5.8 of the Council Procedure Rules.

Attending a meeting at the request of the Council, the Executive, a committee or sub-committee of the Council or an officer of the Council.

Attending briefings in any capacity for which a special responsibility allowance is paid.

Attendance at conferences as approved by the Council.

Attendance at meetings of other bodies as the Council's appointed representative.

2 Overnight Accommodation and Subsistence

- 2.1 The Head of Law and Governance will, except in exceptional circumstances, book and pay the hotel directly for members attending conferences, meetings or training that requires an overnight stay. The cost of the accommodation is subject to the following limits:-

	Outside London	London or Conference
Overnight rates	£100.00	£120.00

- 2.2 In exceptional circumstances (eg where the Member is limited to a designated conference location), the Head of Law and Governance has the discretion to authorise payment in excess of the above limits (but see 2.8).
- 2.3 The Authority will only pay the actual cost incurred for each meal and one drink. The maximum should only be claimed when the meal has cost that amount or more. If an attempt is made to make an unreasonable claim for additional items the entire claim will become invalid and reimbursement will not be made.
- 2.4 Meal allowances cannot be claimed if meals are included either as part of a conference/training course or if they are included in the cost of the accommodation i.e. the member is booked in the hotel on a bed and breakfast or dinner, bed and breakfast basis.
- 2.5 Gratuities for service are paid at the discretion of the member and, except where specifically included on a bill as a service charge, are not reclaimable from the authority.
- 2.6 Entertainment expenses will not be met by the Authority. These are to be met in full by the member.
- 2.7 All claims for expenditure shall be certified and approved by the Head Law and Governance.
- 2.8 Excess reimbursement will not be made to members who incur expenditure above the maximum rate of reimbursement unless in the view of the Head of Law and Governance the additional expenditure was unavoidable.
- 2.9 Any claim for reimbursement that is submitted without a valid receipt will not be paid.
- 2.10 Any member making false, fraudulent or unnecessary claims may be in breach of the Code of Conduct for Members.

3 Day Subsistence

- 3.1 Day Subsistence expenses will be payable to a member who is prevented by official duties from taking a meal at home or the place where they normally take their meals and thereby incur additional expenditure. Subsistence reimbursement is subject to the following limits:-

Allowance	Valid Claim Period	Maximum Amount
Breakfast	When departing from home before 7 00 am and not returning before 11.00 am	£7.50
Lunch	When leaving home or place of work before 11 am and arriving back at their home or place of work after 3.00 pm	£10.00
Dinner	When leaving home before 5.00 pm and not returning until after 8.00 pm	£17.50

- 3.2 Meal allowances will only be paid when it is necessary for the member to be absent from home during the specified periods due to Council business and where it would not be possible to take the meal at home.
- 3.3 The Authority will only pay the actual cost incurred for each meal. The maximum should only be claimed when the meal has cost that amount or more. If an attempt is made to make an unreasonable claim for additional items the entire claim will become invalid and reimbursement will not be made.
- 3.4 Expenses will not be paid where a suitable meal is provided during the course of the official duties or where the member could have arranged their day to avoid incurring the expenses.
- 3.5 Gratuities for service are paid at the discretion of the member and except where specifically included on a bill as a service charge are not reclaimable from the authority.
- 3.6 Any claim for reimbursement that is submitted without a valid receipt will not be paid.
- 3.7 All claims for expenditure shall be certified and approved by the Head of Law and Governance.
- 3.8 Any member making false, fraudulent or unnecessary claims may be in breach of the Code of Conduct for Members.

4 Travelling expenses

- 4.1 As a general principle, members should use standard class public transport services to travel unless it is impractical to do so or other means of transport are more economic. Advantage should be taken of any discounted fares or special offers. Members travelling by rail should obtain tickets through the Head of Law and Governance.
- 4.2 In circumstances where a member uses their private car in preference to more economic public transport, the authority will reimburse the lowest available standard class public transport fare.
- 4.3 Where travel by public transport would, in total be more expensive than travel by car with reimbursement being made at the appropriate rate, then the journey may be made by car. An example of this might be where two or more persons travel together. Members are encouraged to car share and in such circumstances the driver may claim any necessary additional mileage incurred.
- 4.4 Actual bus or underground fares incurred will be reimbursed.
- 4.5 Where it is necessary to travel by taxi due to lack of other available transport or the journey is urgent (i.e. taking public transport would mean being late or the journey time is excessive), the actual expenditure will be reimbursed. (Members who will need to use taxis on a frequent regular basis should request the Head of Law and Governance to set up an account with a taxi firm to achieve economy.)
- 4.6 Car parking fees at the destination will be paid for the duration of the official duties at a rate not exceeding the current daily parking rate at Stafford Railway Station.
- 4.7 Members who travel by public transport but need to use their cars to travel to the public transport departure point (e.g. because no public transport is available for that part of the journey), will be reimbursed the actual car parking charges incurred and the mileage incurred to and from their home and the point where they join public transport.
- 4.8 Tickets and receipts must be obtained, retained and submitted in all circumstances or reimbursement will not be made.
- 4.9 Where a Member uses their private transport the following rates will be paid:-

Amount Per Mile

Vehicle	52.2p
Bicycle	20p*

*maximum payable under HM Revenues and Customs

5 Time Limits on Claims

- 5.1 Claims for travel and subsistence and dependents' carers' allowances must be made within 2 months of the date of the event giving rise to the claim and a VAT receipt(s) must be attached to mileage claims which cover(s) the cost of petrol used for the mileage claimed. Discretion to approve claims submitted after the 2 month deadline is delegated to the Head of Law and Governance.

6 Suspension of Allowances

- 6.1 Where a member is suspended from the Council under Part III of the Local Government Act 2000 any allowances due in respect of the period of suspension will be withheld by the Council. Where a member is partially suspended from the Council that part of any allowances which is specifically related to the duties and responsibilities from which the member is suspended will be withheld.

7 Forgoing Allowances

- 7.1 Any member may by notice in writing to the Head of Law and Governance elect to forgo entitlement to all or any part of their allowances.