

Report to: **Council**
Date: **18 February 2020**
Title: **REVENUE BUDGET PROPOSALS FOR 2020-21**
Portfolio Area: **Cllr N Jory – Budget Setting Process**

Wards Affected: **All**

Urgent Decision: **N** Approval and clearance obtained: **Y**

Date next steps can be taken:
18th February 2020

Author: **Lisa Buckle** Role: **Corporate Director for Strategic Finance (S151 Officer)**

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Recommendations:

It is RECOMMENDED to Council:-

- i) To set an increase in Council Tax for 2020/21 of £5 (Band D of £236.63 for 2020/21 – an increase of 10 pence per week or £5 per year – equates to a 2.16% increase).**
- ii) That the financial pressures shown in Appendix A of £663,500 are approved**
- iii) That the contributions to Earmarked Reserves of £87,500 are approved**
- iv) That the savings of £530,200 as shown in Appendix A are approved (to include investing a further £0.5m in the CCLA Property Fund as 2.41)**
- v) That £228,135 of New Homes Bonus funding is used to fund the 2020/21 Revenue Budget as set out in 2.20 of the report**
- vi) To maintain the deficit recovery period of the Pension Deficit at 17 years (as per 2.25)**

- vii) **The inclusion of an Economy post (shared with South Hams District Council) within the staffing establishment, as set out in section 1.7.**
- viii) **To delegate to the S151 Officer, in consultation with the Leader and Deputy Leader to agree the final amount of New Homes Bonus funding for the Dartmoor National Park Sustainable Community Fund for 2020/21.**
- ix) **That a collection fund surplus of £67,000 is utilised in 2020/21.**
- x) **That the Total Net Expenditure of the Council is £7,211,895 for 2020/21.**
- xi) **That the level of reserves as set out within this report and the assessment of their adequacy and the robustness of budget estimates be noted. This is a requirement of Part 2 of the Local Government Act 2003.**

That the Council also approve the Fees and Charges below which form part of the Revenue Budget Proposals for 2020/21:

- xii) **To approve the proposed Environmental Health charges in Appendix D.**
- xiii) **To approve the proposed unchanged fees and charges set out for Development Management in Appendix C.**
- xiv) **To approve that charges be introduced for the use of the existing electric charging points at Kilworthy Park.**
- xv) **To approve the introduction of Proof of Life charges with immediate effect, once approval from Members has been received as set out in paragraph 5.13.**
- xvi) **To approve the changes to S257 Footpath Diversion Orders charges with immediate effect, once approval from Members has been received as set out in paragraph 5.14.**
- xvii) **To approve the proposals to increase charges to Parish and Town Councils for the emptying of dog waste and litter bins as set out in paragraph 5.15**
- xviii) **delegated authority is given to the Section 151 Officer and the Portfolio Holder to set the Local Land Charges as appropriate for cost recovery.**

1. Executive summary

- 1.1 The Council's Medium Term Financial Strategy (MTFS) is based on a financial forecast over a rolling five year timeframe to 2024/25. The Council, along with other local authorities, has faced unprecedented reductions in Government funding. Between 2009/10 and 20/21, the Council's Core Government funding has reduced by £3 million.
- 1.2 West Devon has continued to work in partnership with South Hams District Council which has allowed West Devon Borough Council to achieve annual savings of £2.2 million and more importantly protect all statutory front line services. Between both Councils the annual shared

services savings being achieved are over £6 million. However, the Councils continue to face considerable financial challenges as a result of uncertainty in the wider economy and constraints on public sector spending.

1.3 ***The report attached sets out proposals for the Council to achieve a balanced budget in 2020/21, as shown in Appendix B.*** West Devon Borough Council is currently forecasting a £415,663 budget gap by the following year, 2021/22. The aggregated Budget Gap by 2024/25 is £1.594 million. ***The changes in the Budget Report since the meeting of the Overview and Scrutiny Committee are shown in section 2.13.***

1.4 A Members' Budget Workshop was held on 12th November. The results of the Members' Budget Survey have been circulated to all Members. A total of twenty two responses were received to the survey. Based on those results, the following changes have been reflected within this latest budget report:-

- A Climate Change Policy Officer (a two year temporary post) has been included at a cost of £25,000 per annum
- The business rates pooling gain has been increased by £30,000 to £110,000 in 2020/21
- Following the Triennial Pension Revaluation (see 2.23), the Council has been notified that its Pension Deficit has reduced from £7.116m (75.8% funded) at 31.3.2016 to £5.076m (84.3% funded) at 31.3.2019. This will result in a reduction in the Pension Employer secondary rate contributions (due to a reduction in the actuarial deficit at 31.3.2019) of £175,000 per annum (see 2.25)
- The primary rate, the employer's pension contribution rate is increasing by 1.5% for WDBC from 13.3% to 14.8% producing a cost pressure of £75,000 per annum from 2020/21 for the next three years (see 2.22). The Devon Pension Fund in general is experiencing a 2% increase in the primary rate due to the change in financial assumptions.
- Additional treasury management income of £15,000 per annum, from the investment of an extra £0.5million in the CCLA (see 2.41 for details)
- Additional employments estates income of £25,000 per annum
- An annual income from street naming and numbering of £15,000 per annum
- Corporate consultancy income of £10,000 per annum
- A reduction in ICT contracts of £8,000 per annum
- Modelling work will be carried out on car parking fees to model the effect of increasing fees by approximately 4% in 2020-21 (£40,000) and to review the range of current tariffs in different car parks. This is on the basis that car parking fees would not be increased in 2021-22. The last time fees were increased was in July 2018. This is a separate agenda item on the Hub Committee.
- The latest Quarter 3 Budget Monitoring report shows that car parking income is expected to underachieve its income target for 2019/20 of £1,006,000 by 6.5% (£65,000). Therefore no increase in car parking

income has been built into Appendix A for the 2020/21 Budget as the increase in fees is likely to only meet part of the current shortfall in budgeted income.

- 1.5 There are estimated one off redundancy and pension strain costs following the Senior Leadership Team and Extended Leadership Team restructure of £25,000 per annum for three years.
- 1.6 In addition, three temporary housing posts (shared with South Hams District Council) have been proposed in this report to be made permanent, to be funded by the Flexible Homelessness Government grant funding, to provide stability of resource within the Council's Housing team. The wdbc share of costs is £32,500. This does not create a cost pressure on the 'bottom line' as the cost pressure is offset by the government grant income (both the cost and the income are budgeted for), therefore there is a neutral impact on the budget.
- 1.7 Members' views are also sought on including an Economy post (shared with South Hams District Council) within the staffing establishment going forward, to be funded from the business rates pooling gains, to further drive the Council's economic aims and the Enterprise strategic theme, creating places for enterprise to thrive and business to grow. The cost of this post is expected to be around £25,000 per annum (WDBC share). This post was supported at the Overview and Scrutiny Committee meeting on 14 January 2020 and the Hub Committee meeting on 28th January 2020. Therefore this cost has been built in to Appendix A as a budget pressure for 2020/21 onwards.
- 1.8 **Income from fees and charges**
The fees and charges outlined in this report in Section 5 are expected to either be cost neutral or to have a non-material impact in 2020/21. Therefore no additional income has been built into the budget for 2020/21 for these.
- 1.9 A Cross Party Member Working Group (Financial Stability Review Group) was set up in November 2017 with defined Terms of Reference to look at the Medium Term Financial Strategy and to further look at options for securing financial stability for the longer term. The Group have met monthly since September 2019 and report to the Overview and Scrutiny Committee on a regular basis.

2. CHANGES TO THE 2020/21 BUDGET REPORT SINCE THE HUB COMMITTEE MEETING OF 17TH DECEMBER 2019

Draft Local Government Finance Settlement for 2020/21

- 2.1 On 20th December 2019, the Government announced the draft Finance Settlement for 2020/21 for consultation. The key points from the Finance Settlement are below.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/854542/Provisional Settlement Consultation Document.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/854542/Provisional_Settlement_Consultation_Document.pdf)

- 2.2 There will be a one year Spending Round for 2020-21 and plans for a more substantial Spending Review for 2021-22 onwards. So effectively this a 'roll-forward' settlement for 2020-21 for one year. The Final Local Government Finance Settlement has been published and there are no changes to any of the Council's figures.
- 2.3 Core Spending Power has increased by 0.42%. This is made up of Income from Council Tax, Business Rates, New Homes Bonus and Rural Services Delivery Grant. The analysis of the 0.42% increase in Spending Power (increased resources available) is made up of:-
- an 'assumed' increase in council tax of £5
 - an increase in income from business rates of 1.63%
 - a reduction in New Homes Bonus funding of 30.5%

Chart 1 – Core Spending Power (£m)

'Core Spending Power' is a headline figure used by MHCLG to represent the key revenue resources available to local authorities, including an estimate of actual and potential council tax.

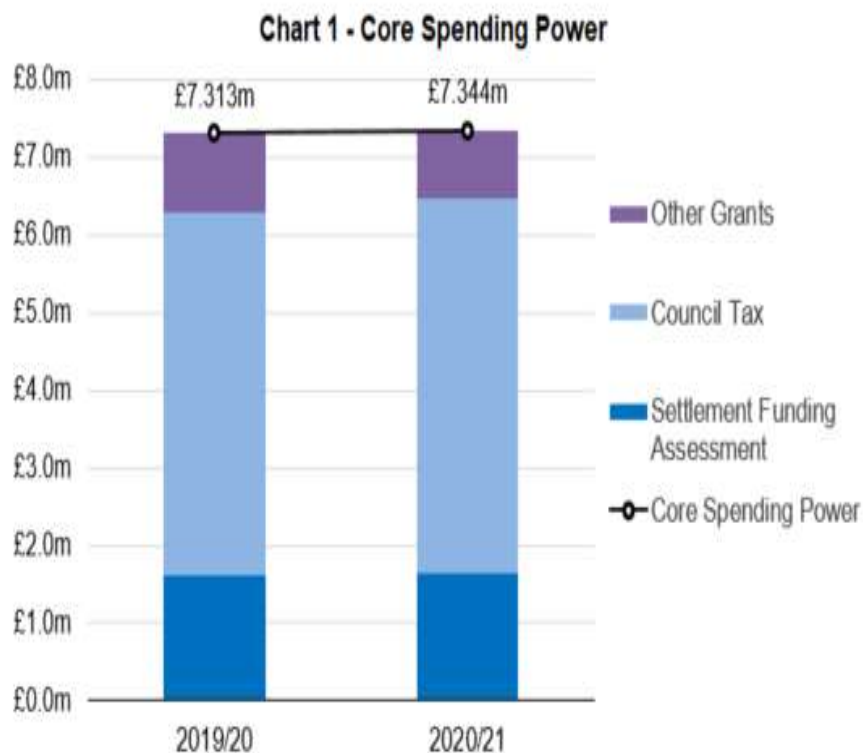


Chart 2 – Core Spending Power (£m)

	2019/20	2020/21	Change
Core Spending Power	7.313	7.344	0.42%
<i>Which consists of:</i>			
Settlement Funding Assessment (Business Rates Baseline)	1.622	1.648	1.63%
Assumed Council Tax	4.674	4.818	3.1%
New Homes Bonus	0.501	0.348	(30.5)%
Rural Services Delivery Grant	0.464	0.464	Nil
Other grants	0.052	0.066	26.9%

Chart 3 – Change in Core Spending Power by class of Authority (2019/20 to 2020/21)

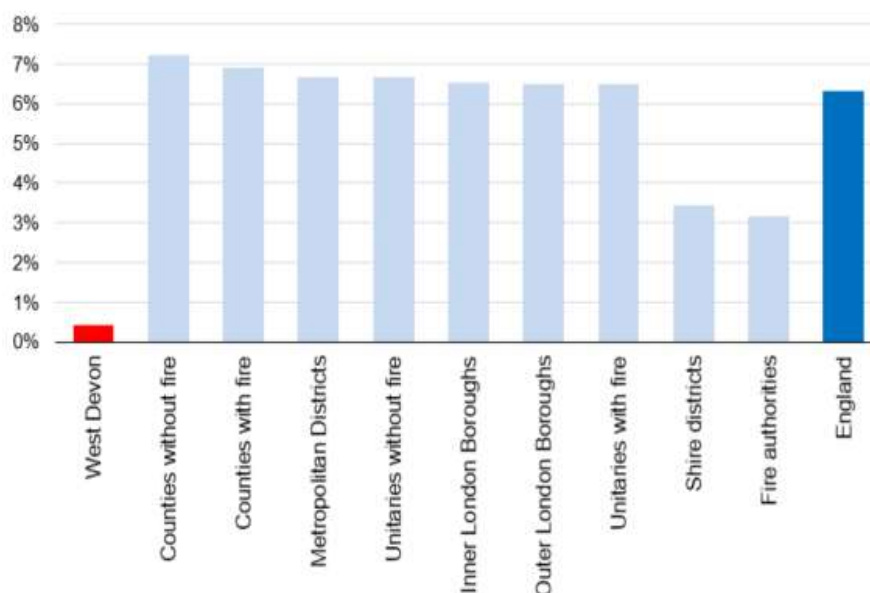


Chart 3 shows how the increase in Core Spending Power for West Devon Borough Council (0.42%) compares against other classes of Local Authorities. The reason that West Devon is a long way below the average is because of the large reduction in New Homes Bonus funding for West Devon, mainly due to the 0.4% baseline and the reduction in years paid to four years.

Council Tax

- 2.4 The Council Tax Referendum limits for District Councils will be the higher of 1.99% or £5, for 2020/21. The Budget reports includes modelling an increase in council tax in 2020/21 of £5, equating to a Band D council tax of £236.63 for 2020/21. This is an increase of 10 pence per week or £5 per year and equates to a 2.16% increase.

- 2.5 Council in September 2019 (Council Minute CM36) has set the strategic intention to raise council tax by the maximum allowed in any given year, without triggering a council tax referendum, to endeavour to continue to deliver services. The actual council tax for any given year will be decided by Council in the preceding February. (The council tax for 2020/21, the WDBC share, will be set at this Council meeting on 18th February 2020).
- 2.6 A 1% increase in council tax generates £47,000. It has been assumed that the number of properties within the Borough will increase by 70 per annum from 2020/21 to 2024/25 – this is an increase of approximately 0.3%. The results of the Members' Budget Survey were such that 69% of Members supported increasing council tax by the maximum allowable, without triggering a council tax referendum. 22% of Members supported a lower increase of 1.99% (this would add a budget pressure of £7,900 in 2020/21) and 9% of Members supported a lower increase of 0.99% (this would add a budget pressure of £54,800 in 2020/21).
- 2.7 The Government proposes to continue with no referendum principles for Town and Parish Councils in 2020/21. Town and Parish Councils have been informed of this.

Negative Revenue Support Grant

- 2.8 Negative Revenue Support Grant (RSG) for 2020/21 will be withdrawn and will continue to be funded by the Government. This means the Council wouldn't have to forego some of its business rates income (£293,000) by paying some of it back to Government in the form of 'negative government grant' in 2020/21.
- 2.9 There has been no news on what will happen to negative RSG from 2021/22 onwards and therefore the modelling in this report has assumed negative RSG will remain for 2021/22 onwards in some form (e.g. as part of the business rates baseline reset). It is currently estimated to be £293,000 per annum which would be deducted off the Council's business rates funding and represents negative Government grant (it is effectively the Council's further predicted funding cuts).

Rural Services Delivery Grant

- 2.10 For 2020/21, the funding amount (£81m nationally) and the methodology for distribution remain unchanged from 2019/20. The Council will continue to lobby on the basis that the £81m should be increased. West Devon Borough Council's share of this is £464,365 for 2020/21. This is Government grant to recognise the additional cost of delivering services in rural areas.

Business Rates

- 2.11 A similar system in 2020-21 to that in place for 2019-20 is being proposed, with further reform delayed until 2021-22. The business rates baseline for 2020/21 has been confirmed at £1.648m in the draft Finance Settlement.

This was previously estimated at £1.661m for 2020/21. Estimates have been made of the Baseline funding Levels for 2021/22 onwards. The £1.648m is the amount the Council retains from its business rates income collected of £10 million (the Council keeps about 16p in every £1 collected of business rates to fund its services).

Chart 4 – Settlement Funding Assessment (£m)

	2019/20	2020/21	Change
Settlement Funding Assessment (SFA)	1.622	1.648	1.6%
Which consists of:-			
Business Rates Baseline funding	1.622	1.648	1.6%
Revenue Support Grant (Government grant)	Nil	Nil	Nil

- 2.12 There are five 100% pilot areas from 2017/18 that will continue for 2020/21 being Liverpool, Greater Manchester, West of England, Cornwall and West Midlands. There are 27 local authority areas that have applied to pool in 2020/21, of which the Devon Business Rates Pool is one. West Devon Borough Council will continue to be part of a Devonwide Business Rates Pool for 2020/21.

Other updates to the Budget report since the Hub Committee meeting of 17th December 2019

- 2.13 The following table shows the changes to the Budget report since the Hub Committee meeting on 17th December 2019 and since the Overview and Scrutiny Committee meeting on 14 January 2020:-

The table below shows the summary of changes:-

	Total (£)
<i>Budget Gap for 2020/21 reported to the Overview and Scrutiny Committee on 14th January 2020</i>	23,335
<i>Changes:-</i>	
The premium planning service was not supported at the Overview and Scrutiny Committee meeting and therefore this has been taken out of the Budget process and will not be introduced.	4,800
The economy officer post was supported at the Overview and Scrutiny Committee meeting and the Hub Committee, therefore this has been built into Appendix A as a cost pressure	25,000
Economy officer to be funded by business rates pooling gains in 2020/21, therefore the business rates pooling gains have been increased by £25,000	(25,000)
Budget Gap of 28,135 to be funded by New Homes Bonus (This increases the amount of the New Homes Bonus which is funding the revenue base budget from £200,000 to £228,135 – see 2.20)	(28,135)
<i>Budget Gap for 2020/21 (A balanced budget is presented in this report, as per Appendix B)</i>	<i>Nil</i>

2.14 The minute from the Overview and Scrutiny meeting of 14 January 2020 is shown below:-

O&S 70 REVENUE BUDGET PROPOSALS 2020/21

The Committee considered a report that sought consideration of the draft Revenue Budget proposals for 2020/21.

During the ensuing debate, the following points were raised:-

- (a) It was confirmed that the proposal to recruit a temporary Climate Change Policy Officer would be on a shared (50/50 basis) with South Hams District Council;
- (b) In respect of the modelling work that was to be undertaken on car parking fees, it was confirmed that the Council would consult with its key stakeholders as part of this process. Also, the Leader advised that it was intended that this modelling would look at sites on a place by place basis;
- (c) With regard to the proposed Economy post, officers advised that it was intended that one of the key roles of the postholder would be to write and submit bids in order to obtain external grant funding;
- (d) When questioned, officers gave an assurance that they would continue to lobby Central Government in order to ensure that legislation was changed whereby business rates were no longer payable on public conveniences;
- (e) Members were informed that the result of the 2019 Pension Actuarial Valuation would also be considered by the Audit Committee at its meeting on 21 January 2020;
- (f) The Committee discussed the proposal to introduce a premium planning service and, whilst the intention of the initiative was recognised, the majority of Members did not feel it appropriate to introduce it at this present time;
- (g) Before the Council made a final decision to implement a pricing scheme for the use of the Electric Charging Points that were situated at Kilworthy Park, Tavistock, the Committee requested that the current usage of these Points be established. Also, Members asked that an answer be provided as to whether or not the current Points would need to be replaced in order to be able to charge users.

It was then:

RESOLVED

That, as part of the 2020/21 Budget Setting process, the Hub Committee take into account that the Overview and Scrutiny Committee support:

1. the proposed increase in Council Tax for 2020/21 of £5 (Band D of £236.63 for 2020/21 – an increase of 10 pence per week or £5 per year – equates to a 2.16% increase);
2. the proposed financial pressures of £638,500 (as shown in Appendix A of the presented agenda report);
3. the proposed contributions to Earmarked Reserves of £87,500;
4. the proposed savings of £535,000 (as shown in Appendix A of the presented agenda report);
5. the proposed use of £200,000 of New Homes Bonus funding to fund the 2020/21 Revenue Budget (as set out in Section 2.20 of the presented agenda report);
6. the proposal to maintain the deficit recovery period of the Pension Deficit at 17 years (as per Section 2.26 of the presented agenda report);
7. the inclusion of an Economy post (to be shared with South Hams District Council) within the staffing establishment, as set out in Section 1.7 of the presented agenda report;
8. approval of the proposed Environmental Health Charges (as set out in Appendix D of the presented agenda report);
9. approval of the proposed unchanged fees and charges for Development Management (as set out in Appendix C of the presented agenda report);
10. charges being introduced for the use of the existing Electric Charging points at Kilworthy Park, Tavistock;
11. charges being introduced (with immediate effect following the Council meeting to be held on 18 February 2020) for 'Proof of Life' charges to be introduced in accordance with section 5.13 of the presented agenda report;
12. approval of changes to S257 Footpath Diversion Orders charges (with immediate effect following the Council meeting to

be held on 18 February 2020) in accordance with section 5.14 of the presented agenda report;

13. approval be given to the proposals to increase charges to Town and Parish Councils for the emptying of dog waste and litter bins (as set out in paragraph 5.15 of the presented agenda report); and
14. delegating authority to the Section 151 Officer, in consultation with the lead Hub Committee Member, to set the Local Land Charges as appropriate to ensure cost recovery.

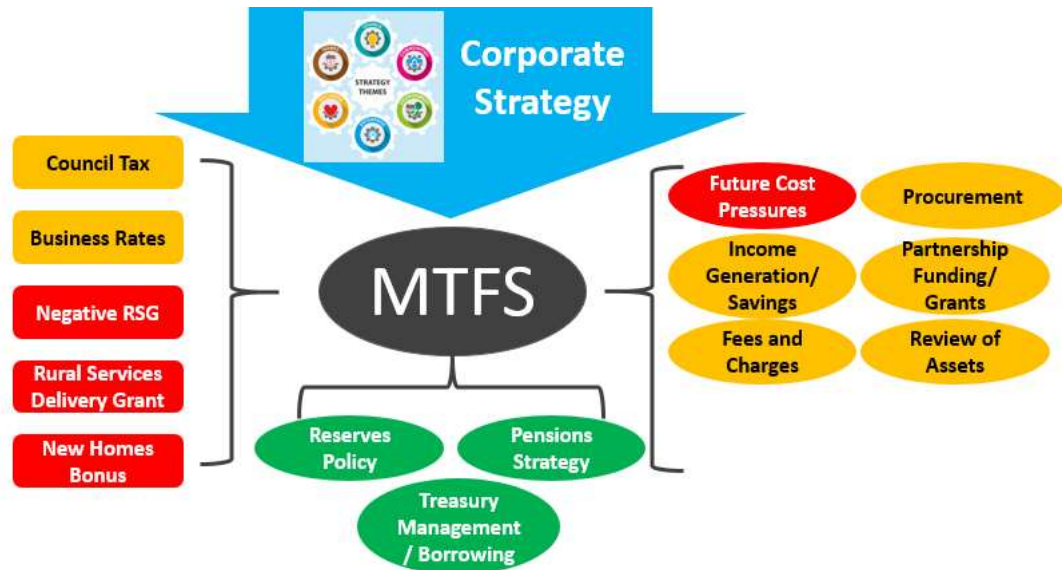
The Revenue Budget Proposals report for 2020-21 was also considered by the Hub Committee on 28th January 2020. The recommendations from the Hub Committee meeting are as set out in this report.

2.15 The TaxBase for 2020/21 was approved by the Senior Leadership Team on 18th December and has been confirmed at 20,271.71. This is an increase of 95.14 Band D Equivalent properties from the 2019/20 TaxBase. (The increase of just over 95 Band D properties is more than the previously modelled assumption that the number of properties would increase by 70 per annum).

2.16 **THE COMPONENTS MAKING UP A MEDIUM TERM FINANCIAL STRATEGY (MTFS)**

The Diagram below sets out all of the component parts which constitute the make-up of a Medium Term Financial Strategy. Items in Green denote those elements where the Council has a large degree of control over the setting of policies and strategies. Items in Amber denote those components of the MTFS where the Council has a degree of control. Red items signal components where the Council has hardly any control over funding allocations which are decided by the Government and future cost pressures which can largely be outside of the Council's control or influence.

2019/20 Net Budget £7.1 million



2.17 The Medium Term Financial Strategy (MTFS) report was approved by Council in September 2019. A Budget update report was presented to the Hub Committee on 5th November 2019 and reflected the following changes:-

- The provision for a pay award has been increased from 1% to 2% for each year of the Medium Term Financial Strategy. This is subject to national negotiation on an annual basis. The Medium Term Financial Strategy is not an expression of Council Policy on pay awards, but a means of ensuring an appropriate provision is made as part of the financial planning of the Council.
- Two planning enforcement posts (the WDBC share of costs) have been included within the cost pressures.
- The Public Lavatories Bill has been dropped due to the proroguing of Parliament. Therefore the savings from business rates not being payable on public toilets (£18,000) will be delayed until at least 2021-22. This does not change any of the previous discussions between Town and Parish Councils and the Borough Council on public conveniences and the Borough Council would not be seeking to re-open discussions due to the Public Lavatories Bill being delayed.

New Homes Bonus (NHB)

2.18 NHB will continue for 2020-21 for one year, with any funding beyond 2020-21 being subject to the next Spending Review. For one year the Government will fund legacy payments and the baseline will remain at 0.4%. The baseline is the proportion of housing growth which is deducted as 'natural growth as such' before New Homes Bonus is paid to a Council – this is the equivalent of 98 properties for West Devon. So the Council receives no New Homes Bonus on the first 98 properties of property growth per year (Note property growth is modelled at 70 extra properties per year, hence NHB allocations are reducing due to the 0.4% baseline and the reduction in the number of years paid to four).

2.19 The Council's New Homes Bonus allocation for 2020/21 has been announced at £347,543. The financial modelling has included using £228,135 of New Homes Bonus funding for 2020/21 to fund the revenue base budget and this has then been reduced to £100,000 in 2021/22 and £50,000 in 2022/23 for modelling purposes.

2.20 The table below sets out the suggested use of New Homes Bonus funding for 2020/21:-

NHB	Amount (£)
Provisional New Homes Bonus 2020-21 allocation	347,543
Suggested allocation:-	
To fund the Revenue Base Budget – see 2.13	(228,135)
To fund the Capital Programme for 2020/21* (This is a £50,000 allocation for affordable housing)	(50,000)
Dartmoor National Park allocation**	TBA
Amount remaining unallocated	69,408

*The Capital Programme Proposals for 2020-21 are a separate agenda item on the Hub Committee agenda

**Dartmoor National Park (DNP) – On an annual basis Dartmoor National Park request a share of the New Homes Bonus to reflect new homes delivered within the Park. The money is used to support a local community fund and, for example, joint work through the rural housing enabler. Members consider this on an annual basis as part of the Budget process.

Pensions Strategy (Actuarial Valuation)

2.21 The Council has taken specialist pension advice on the options for the Council's Pension position (informing the actuarial valuation), with the aim of reducing the current deficit contributions, increasing affordability, whilst best managing the pension deficit. Options were presented to the Council's Audit Committee on 22nd January 2019 and this work is being progressed by the S151 Officer in accordance with the timetable for the Triennial Pension Revaluation. The S151 Officer attended an employers'

meeting on 14th November and has received the results of the Triennial Revaluation of the Pension Fund.

2.22 The total pension contribution rates payable for employers consists of two elements, the primary rate and the secondary rate:

- **The primary rate** – this is the anticipated cost to the Council of the pension rights that members will accrue each year in the future. The primary rate, or future service rate is expressed as a percentage of pensionable payroll. The primary rate, the employer’s pension contribution rate is increasing by 1.5% for WDBC from 13.3% to 14.8% producing a cost pressure of £75,000 per annum from 2020/21 for the next three years. The Devon Pension Fund in general is experiencing a 2% increase in the primary rate due to the change in financial assumptions.
- **The secondary rate** – this arises where the cost of pension rights that have already been accrued turn out to be higher than expected, resulting in a deficit. This happens where the Fund experience differs from previous assumptions, and so the contributions paid do not match the cost of the pension rights accrued during a previous period. The secondary rate, or deficit recovery rate is set as a cash figure.

2019 Pension Actuarial Valuation result

2.23 The funding level and the movement in the Council’s pension position following the Triennial Pension Revaluation are shown below:

	As at 31 st March 2016 (£'000)	As at 31 st March 2019 (£'000)
Assets	22,282	27,258
Liabilities	29,398	32,334
(Deficit)	(7,116)	(5,076)
Funding Level	75.8%	84.3%

2.24 The Pension Deficit has reduced from £7.116m (75.8% funded) at 31.3.2016 to £5.076m (84.3% funded) at 31.3.2019. The secondary rate, the amount paid to meet the pension deficit, will reduce from £500,000 per annum (the amount budgeted in the base budget) to around £325,000 per annum – an annual saving of £175,000 for the next three years (£500,000 less £325,000). This is on the basis of the pension deficit recovery period remaining at 17 years.

2.25 The actuaries have also offered the option of reducing the deficit recovery period to 14 years and this would produce an annual saving of £113,000 (£500,000 less £387,000). **It is recommended by the S151**

Officer that the deficit recovery period is maintained at 17 years and is not reduced to 14 years and an annual saving of £175,000 has been built into Appendix A. This was also recommended by the Audit Committee at their meeting on 21st January 2020.

- 2.26 The table below shows the primary rate (shown in a percentage) and the secondary rate (cash amount).

Employer Contribution Rate	Applicable from 1st April 2020	Applicable from 1st April 2021	Applicable from 1st April 2022
Primary Rate (% of Pay)	14.8%	14.8%	14.8%
Secondary Rate (cash amount per annum) based on 14 year deficit recovery period	£387,294	£401,413	£416,048
Secondary Rate (cash amount per annum) based on 17 year deficit recovery period (Option recommended by the S151 Officer)	£325,000	£337,000	£350,000

Note – the amount budgeted for the secondary rate (pension deficit contributions) in the 2019/20 base budget is £500,000 per annum.

Treasury Management and Borrowing Strategy

- 2.27 The Council has taken external treasury management advice on the Council's overall borrowing levels and debt levels. The Council set an Upper Limit on External Borrowing (for all Council services) as part of the Medium Term Financial Strategy of £50 million. In March 2019, the Council considered its Capital Strategy and Treasury Management Strategy which contained the new requirements issued by MHCLG in February 2018 of the new guidance.

Council Tax Support Grant (CTSG) for 2020/21 onwards

2.28 At the Hub Committee meeting on 5th November 2019, (Minute HC45) Members had a detailed debate on the third recommendation of the report, which sought authority to withdraw 100% Council Tax Support Grant from Town and Parish Councils with effect from 1 April 2020. Some Members felt it would better serve Town and Parish Councils to stagger the withdrawal of the Council Tax Support Grant, particularly in light of the consultation responses received. However, other Members noted that to delay the withdrawal could adversely impact Town and Parish Councils, particularly if a council tax referendum limit on raising precept levels for Town and Parish Councils was introduced by Central Government in 2021/22. On balance, the Committee agreed with the recommendation as set out in the presented report. It was then resolved that Council be recommended to withdraw the Council Tax Support Grant from Town and Parish Councils with effect from 1 April 2020 by 100%. This was approved by Council on 17th December 2019.

Results of the Members' Budget Survey 2019

2.29 A Members' Budget Workshop was held on 12th November. The results of the Members' Budget Survey have been circulated to all Members. A total of twenty two responses were received to the survey. Based on those results, the following changes have been reflected within this latest budget report:-

- A Climate Change Policy Officer (a two year temporary post) has been included at a cost of £25,000 per annum.
- The business rates pooling gain has been increased by £30,000 to £110,000 in 2020/21
- A reduction in the Pension Employer secondary rate contributions (due to a reduction in the actuarial deficit at 31.3.2019) of £175,000 per annum (see 2.24)
- Additional treasury management income of £15,000 per annum, from the investment of an extra £0.5million in the CCLA (see 2.41 for details).
- Additional employments estates income of £25,000 per annum
- An annual income from street naming and numbering of £15,000 per annum
- Corporate consultancy income of £10,000 per annum. The Council will look to attract more work from other Councils. This would primarily be through the Council delivering consultancy or short term work activities for other Councils (e.g. Disabled Facilities Grants), rather than delivering full services.
- A reduction in ICT contracts of £8,000 per annum
- Modelling work will be carried out on car parking fees to model the effect of increasing fees by approximately 4% in 2020-21 (£40,000) and to review the range of current tariffs in different car parks. This is on the basis that car parking fees would not be increased in 2021-22. The 4% was the average of the range of options which were supported by Members in the Members' Budget Survey. The last time fees were increased was in July 2018.

2.30 The following items were not supported by the majority of Members in the Budget Survey and have therefore not been included in Appendix A:

- **Increase car parking pay and display fees and transfer the additional income to an earmarked reserve to help fund installation of rapid electric charging points (on a larger scale, over and above grant funding already available)** – Members considered an option which looked at increasing car parking pay and display fees and transferring the additional income to an earmarked reserve to help fund investment in the installation of rapid electric charging points in the Council's car parks. Some Members made the point that the Council should be able to access government grant funding.

Other Budget Ideas raised by Members in the Budget Survey

2.31 A Member requested that additional funds be made available to the Community Safety Partnership and included as an extra cost pressure from 2020/21 onwards.

2.32 Some Members asked for more information as to what duties the Climate Change Officer would undertake before they made a decision. The Climate Change Action Plan was a separate item on the December Council agenda. Another Member suggested this post was essential to transition the Council's climate change emergency to one of 'business as usual'.

2.33 The other ideas from Members that were suggested to generate Income or reduce expenditure in the Members' Budget Survey were as follows:

- Private companies be invited to bid for the right to install electric charging points wherever needed
- A woodland creation scheme – buy land and create a diverse 'zoned' woodland
- Cut down on travel reimbursement by further use of the IT/Skype

2.34 This latest budget position includes a provision for the pay award of 2% per annum in line with the previous Medium Term Financial Strategy. This is subject to national negotiation on an annual basis. The Medium Term Financial Strategy is not an expression of Council Policy on pay awards, but a means of ensuring an appropriate provision is made as part of the overall financial planning of the Council. The 2020/21 pay award is still being negotiated and therefore the pay award cost pressure might change once this has been agreed in the New Year.

2.35 In addition, three temporary housing posts (shared with South Hams District Council) have been proposed in this report to be made permanent, to be funded by the Flexible Homelessness Government

grant funding, to provide stability of resource within the Council's Housing team. The wdbc share of costs is £32,500.

- 2.36 The Government has reformed temporary accommodation finance through a flexible homeless support grant. There has also been financial recognition of the enormous additional burden placed on local authorities through the Homeless Reduction Act, meaning that the service has been able to continue delivering its statutory service, perform highly in preventing homelessness and reducing lengths of stays in temporary accommodation. The Council has robust homeless and rough sleeper prevention strategies which has meant the Council has prevented homelessness for 799 households since its inception in 2017. The short term nature of grant funding has meant the Council has only been able to offer short term contracts, and the Council has used significant resource on the training and induction of staff, only to lose staff to our neighbouring Authorities when permanent positions have arisen. In order to provide stability of resource to really drive homeless prevention in our area, it is recommended that three housing posts are made permanent posts on the establishment, to be funded by flexible homelessness grant (Government grant funding). This does not create a cost pressure on the 'bottom line' as the cost pressure is offset by the government grant income (both the cost and the income are budgeted for), therefore there is a neutral impact on the budget.
- 2.37 Members' views are also sought on including an Economy post (shared with South Hams District Council) within the staffing establishment going forward, to be funded from the business rates pooling gains, to further drive the Council's economic aims and the Enterprise strategic theme, creating places for enterprise to thrive and business to grow.
- 2.38 The cost of this post is expected to be £25,000 per annum (WDBC share). Currently, this cost has been built in to Appendix A as a budget pressure for 2020/21 onwards. It is envisaged that this Economy post would:
- Put together bids for external funding and use Grantfinder to attract external grants
 - Set up projects to support local business growth, create new jobs and improve local skills.
 - Help to promote tourism and investment in the local region.
 - Conduct research and analyse statistics.
 - Build partnerships between local government, businesses and communities.
 - Work in partnership with the Federation of Small Businesses (FSB).
 - Advise businesses and community groups about available grants and funding.
 - Work with the Local Enterprise Partnership on opportunities for funding.
 - Promote our local area to attract new businesses and retain existing businesses through a targeted approach.
 - Develop local economic development strategies and an action plan to implement them – assist with the Town Centre work.

- Help local businesses to become more competitive in finding new markets.
- 2.39 When this was considered by the Hub Committee on 17th December, it was recommended that the Economy Officer post had performance targets.

Senior Leadership Team/Extended Leadership Team restructure

- 2.40 The Corporate Peer Challenge report, carried out in November 2018, recommended a review of the management structure of the Councils. The first part of this review was carried out in September 2019 with the formation of a Senior Leadership Team (SLT) that provides the clarity and capacity to meet the challenge of delivering the ambitious objectives of the Councils. The report to Council on 23rd July requested that the Chief Executive review and implement changes to the Extended Leadership Team (ELT) by December 2019. The annual savings (WDBC share) from the SLT and ELT staff restructure are £94,000 per annum. There are estimated to be some one-off redundancy and pension strain costs associated with the restructure and an amount of £25,000 for three years has been budgeted for as a cost pressure.

Investment in the CCLA (Churches, Charities and Local Authorities) Property Fund

- 2.41 The CCLA (Churches, Charities and Local Authorities) Property Fund has been specifically set up for local authorities and currently has investments of over £1,178 million, with local authority investors including county councils, metropolitan councils/London boroughs and unitary and district councils. Devon County Council, Plymouth City Council and four Devon town councils are invested in the Fund. The fund own and operate commercial properties across the UK, across various sectors with many having blue-chip tenants. The Council is recommended to increase its investment in the CCLA Property Fund from £0.5m to £1m generating extra income of say 3% so an extra £15,000 of income from 20/21 onwards.

(The interest rate achieved on the CCLA Property Fund will be in the region of 4.5% - This is predicted to be 3% higher than what the Council could achieve by investing its funds with Money Market Funds or fixed term deposits with Banks and Building Societies). The extra £0.5m investment will be taken from the Council's Treasury Management balances and instead of investing this money in Money Market Funds the investment would instead be made in CCLA.

Partnership Funding/Grants

- 2.42 The Hub Committee considered a report on Partnership funding on 5th November 2019. Minute HC50 on Partnership Funding resolved the following:-

It was then **RESOLVED** that:

1. The feedback given by each partner had been considered and evaluated based on local need, alignment to the Council's Corporate Strategy and statutory duty;
2. The following partners be awarded funding as follows for the next three years (2020/21 to 2022/23):-
 - Citizens Advice Torridge, North, Mid and West Devon - £32,900
 - West Devon Community and Voluntary Services (CVS) - £5,100
 - Junior Life Skills - £2,510
 - Okehampton Community Recreation Association (OCRA) - £1,333
 - Okehampton & District Community Transport Group - £6,533
 - Tavistock Ring & Ride - £6,533, provided a service still continues
 - Young Devon - £2,500
 - Heart of the South West Local Enterprise Partnership (LEP) - £5,000
 - Tamar Estuaries Consultative Forum - £4,624 + 2.75%
 - Tamar Valley Area of Outstanding Natural Beauty - £8,835
 - Cornwall & West Devon Mining Landscape World Heritage Site Partnership Board (WHS) - £4,000; and
3. No alternative or additional commissioning opportunities be made available at this stage.

3 BUDGET PRESSURES, SAVINGS AND INCOME GENERATION

- 3.1 Financial modelling has been undertaken for the next five years to predict the Council's financial situation for the short and medium term.
- 3.2 **Appendix A** to the Medium Term Financial Strategy sets out the Budget Pressures forecast for the next five years and the additional savings and income forecast.

These figures in Appendix A show the changes to the existing base budget.

(As set out in Appendix A)	2020/21	2021/22	2022/23	2023/24	2024/25
Cost Pressures	£663,500	£350,000	£285,000	£360,000	£310,000
Contributions to Earmarked Reserves	£87,500	£87,500	£87,500	£87,500	£87,500
Savings and additional income	(£530,200)	(£247,200)	(£391,200)	(£1,200)	(£1,200)

4. OVERALL POSITION – BUDGET GAP

- 4.1 Appendix B illustrates the overall financial forecast for the forthcoming five years. The Council's Net Budget is £7.1 million in 2019/20.
- 4.2 A Summary forecast is shown below of the potential budget situation if all of the budget pressures and the savings and income generation in Appendix A were approved. It also shows the situation if the Council Tax is increased by £5 per annum (shown in Appendix B).

- 4.3 The following table illustrates the predicted budget gap from 2020/21 onwards for the Council as shown in Appendix B:

Cumulative Budget Gap	2020/21 £	2021/22 £	2022/23 £	2023/24 £	2024/25 £	Total Aggregated Budget Gap £
Modelling as set out in Appendix B	Nil – A balanced Budget is set out in these budget proposals	415,663	210,490	409,617	558,045	1,593,815

- 4.4 ***The report attached sets out proposals for the Council to achieve a balanced budget in 2020/21, as shown in Appendix B.*** West Devon Borough Council is currently forecasting a £415,663 budget gap by the following year, 2021/22. The aggregated Budget Gap by 2024/25 is £1.594 million.

5 FEES AND CHARGES

5.1 Environmental Health Charges

- 5.2 Appendix D sets out proposals for Environmental Health Charges for 2020/21.

- 5.3 Environmental Health charges were reviewed for 2016/17 to ensure that the Council charges were consistent across WDBC and SHDC and complied with the legislation in terms of the maximum charge being full cost recovery. The charges were changed to reflect this requirement and the review of charges for 2020/21 reflects the full cost recovery concept and the proposals are as follows.

- 5.4 New animal licensing regulations were introduced in October 2018. This year's (2019-20) fees were based on estimates of the times to be taken for the various requirements of the new regulations. In practice these turned out to be slight underestimates, so additional staff time has been allocated this year, also staff costs have risen due to the pay award. All costs have been calculated by assessing staff time taken for all licensing work divided according to pay scale and adding other relevant costs. The proposed costs are in line with those of other Devon Local Authorities.

- 5.5 The setting of fees for the issuing of licences for Hackney Carriage and Private Hire Vehicles, as well as Private Hire operators is governed by the Local Government (Miscellaneous Provisions) Act 1976, this

requires that where the fee set is proposed to be greater than £25 the Council must advertise these changes for a period of 28 days, and publish a notice in the local newspaper. Due to the cost of the advertisement of fees it is not economically beneficial to the local authority to increase these fees by inflation each year. Fees for these licences will be reviewed on a 3 yearly basis to ensure that the Council is not subsidising the delivery of the service substantially. Therefore, no increases are proposed for 2020/21.

- 5.6 A new charge of £300 is being introduced in response to new legislation whereby tenants are able to request that a Local Council carries out an inspection of the rented property to support a civil action taken against a landlord. In addition, a charge of £41 per hour will be levied if attendance at court is necessary.
- 5.7 In the event of a serious private water supply sampling failure, a new fee of £100 will be charged for the officer time required to investigate further.
- 5.8 Following a review of charges for the granting and renewal of zoo licenses, increases are proposed to reflect the time spent by officers in processing applications and inspecting premises.
- 5.9 In terms of additional income, the changes to existing Environmental Health and Licensing charges shouldn't have a significant impact since most charges are remaining the same and those that are increasing are based on cost recovery rather than income generation.
- 5.10 The Council currently charges £60 for a Disclosure & Barring Service (DBS) which covers the cost of an enhanced check and administration fees. The cost to us from central government is set to decrease by £4 and so the proposal is to pass this saving on to our customers and charge £56 for the service instead. This action will be cost neutral to the Council.

Development Management

- 5.11 Substantial changes were made to many of the Development Management fees and charges in 2019/20. It is considered that these figures represent fair and appropriate amounts to charge for 2020/21 and so the proposal is to freeze charges at their current levels for 2020/21 and then review once again when setting fees for 2021/22. A breakdown of these fees can be found at Appendix C to this report.

Electric Charging points outside Kilworthy Park

- 5.12 It is proposed to charge for the use of the electric charging points outside Kilworthy Park.

Proof of Life

- 5.13 British nationals in receipt of pensions from a foreign country are required to periodically confirm 'Proof of Life' to continue receipt of their pension payments. This requires completion of a form with ID and utility bills in order that the form can be validated. Within the last couple of years, GP's have introduced a fee for completing the form. This ranges from £30 - £60. As a result, Councils have now experienced an increase in the numbers of people requesting that we sign the forms for them. In the absence of a charging policy, we have continued to do this for free. While the volumes are not currently large (under 30 in the past 12 months), introducing a small fee of £25 would cover the costs of validating the forms. The proposal is to introduce these charges with immediate effect, once approval from Members has been received.

S257 Footpath Diversion Orders

- 5.14 This fee relates to applications to divert a Public Right Of Way (PROW) to facilitate the delivery of a development using section 257 of the Town and Country Planning Act. The proposal is to increase the fee from £1,460 to £2,500 to reflect the actual costs of providing the service. Since there are 2-3 applications each year on average, this is likely to increase income overall by approximately £2,100 in 2020/21, with increased income in 2019/20 dependant on whether any further applications are received. The proposal is to introduce these increases with immediate effect, once approval from Members has been received.

Emptying of dog waste and litter bins

- 5.15 A number of litter and dog bins are serviced by the waste contractor on behalf of town and parish councils. The new waste and cleansing contract which started on 1 April 2019 includes a new pricing structure for emptying and cleansing bins and so it is necessary to review charges in line with actual contract costs. It is worth noting that these charges have been maintained at the current level and not increased in line with inflation since 2015. For this reason the percentage increase in charges appears high and it is therefore proposed that the increase is phased in over two years to allow the town and parish councils to adjust their budgets accordingly as set out in the table below.

Activity	Current Fee	Proposed Fee 2020-21	Proposed Fee 2021-22*
Servicing of litter bins	£1.00	£2.00	£3.06
Servicing of dog bins	£1.00	£2.00	£3.06

*It is proposed that from 2021-22 onwards, fees are increased in line with contract inflation.

** Charges would be applied per empty.

- 5.16 The proposed changes will allow the budget to reflect the actual costs of bin emptying and will track inflation over the life-time of the contract. Whilst income from bin servicing will increase by £18,000 this will be offset by the higher costs incurred from an increase in bin numbers in recent years.

Local Land Charges

- 5.17 Local Land Charges (LLC) is a statutory service where the income raised is intended to cover the cost of providing the service, so far as it's possible to do so. Officers are in the process of determining the actual cost of providing the service in order to ensure the appropriate fees are being charged. It is proposed that delegated authority is given to the Section 151 Officer and the Portfolio Holder to agree the LLC fees for 2020/21.

Car Parking Fees

- 5.18 Modelling work will be carried out on car parking fees to model the effect of increasing fees by approximately 4% in 2020-21 (£40,000) and to review the range of current tariffs in different car parks. This is on the basis that car parking fees would not be increased in 2021-22. The last time fees were increased was in July 2018.

- 5.19 The latest Quarter 3 Budget Monitoring report shows that car parking income is expected to underachieve its income target for 2019/20 of £1,006,000 by 6.5% (£65,000). Therefore no increase in car parking income has been built into Appendix A for the 2020/21 Budget as the increase in fees is likely to only meet part of the current shortfall in budgeted income. This will be the subject of a future report to the Hub Committee.

Income from fees and charges

- 5.20 The fees and charges outlined in this report in Section 5 are expected to either be cost neutral or to have a non-material impact in 2020/21. Therefore no additional income has been built into the budget for 2020/21 for these.

6 FINANCIAL SUSTAINABILITY AND TIMESCALES

- 6.1 The Council is progressing various options for closing the budget gap for 2020/21 onwards, to achieve long term financial sustainability. The table below sets out a timescale for those options and the various strands that the Council is exploring.

Option	Possible Budget Impact	Timescale
<p>Extended Leadership Team (ELT) Budget options</p> <p>The Extended Leadership (ELT) have been tasked with identifying budget options for Members to consider for income generation/savings/reduced expenditure for 2020/21 and 2021/22 onwards, taking into consideration the Council's corporate strategy and the latest budget position.</p>	<p>To be quantified</p>	<p>Options were considered at the Members' Budget Workshop on Tuesday 12th November. This work is on-going.</p>
<p>Asset Review</p> <p>The Invest to Earn Committee are considering commercial property business cases within the Commercial Property acquisition strategy. An updated Commercial Investment Strategy was presented to the July 2019 Hub Committee.</p>	<p>To be quantified</p>	<p>On-going through meetings of the Invest to Earn Committee</p>
<p>Three weekly residual waste collection</p> <p>A report was taken to the Hub Committee in June 2019 for the three weekly residual waste collection. A recommendation was made to the Waste Working Group to extend the trial for a full financial year to provide more robust data, with the potential to go live around September to October 2021 (if supported by the results of the trial).</p> <p>Savings are likely to be in the region of £100k to £150k p.a. Currently 16 to 20 Local Authorities operate a three or four weekly residual collection service, the majority of these have experienced an increase in recycling rates and a reduction in cost after introduction of the system.</p>	<p>£50,000 in 2021/22 and £100,000 per annum thereafter</p>	<p>A trial would be for a full financial year, with the potential to go live around September to October 2021 (if supported by the results of the trial).</p>

Option	Possible Budget Impact	Timescale
<p>Strategic Accommodation Review</p> <p>Members of the Accommodation Working Group are reviewing options. A report was presented to the Hub Committee on 5th November 2019. Currently West Devon BC pays South Hams DC £90,000 per year which reflects the cost of the shared service provision and the far greater footprint used at Follaton House for the provision of some frontline services (call centre) and all back office functions. Members have requested that this annual payment is reviewed. The Medium Term Financial Strategy currently includes an aspirational savings target of £50,000 for 2021/22 onwards.</p>	<p>To be quantified</p>	<p>By April 2020</p>
<p>Funding Options</p>		
<p>New Homes Bonus allocations for 2020/21 onwards</p> <p>The Government has stated that 2020/21 represents the final year of NHB funding and from 2021 onwards they will explore how to incentivise housing growth most effectively and will consult on this issue.</p> <p>The financial modelling has included using £228,135 of New Homes Bonus (or its replacement) funding for 2020/21 to fund the revenue base budget and this has then been reduced to £100,000 for 2021/22 and £50,000 for 2022/23 onwards for modelling purposes.</p>	<p>To be assessed. It is not known what NHB allocations (or a similar scheme) will be in future years when the NHB scheme is replaced.</p>	<p>Awaiting further announcements from the Government (a consultation document is expected in Spring 2020)</p>
<p>Negative Revenue Support Grant (RSG)</p> <p>Negative Revenue Support Grant (RSG) for 2020/21 has been eliminated for one year.</p>	<p>Negative RSG of £293,000 for 2021/22 onwards has been built into</p>	<p>Negative Revenue Support Grant (RSG) for 2020/21 has been eliminated for one year.</p>

Option	Possible Budget Impact	Timescale
	this budget report.	
<p>Use of Reserves as a temporary measure</p> <p>The Council could temporarily utilise Reserves to balance an element of the 2021/22 budget, whilst longer term solutions are being implemented.</p> <p>This would be a very short term solution though. The current levels of Reserves are £1.13 million Unearmarked Reserves and Earmarked Reserves of £3.15 million.</p>	To be assessed	To be decided as part of the Budget Process

6.2 Through the Financial Stability Review Group, further measures will continue to be considered to balance future budget positions.

7 CAPITAL PROGRAMME AND PRUDENTIAL BORROWING

7.1 The Capital Programme is set by the Council and may be funded by sale proceeds from the disposal of assets (capital receipts), external grants and contributions, directly from revenue or from borrowing. The Capital Budget Proposals for 2020/21 are a separate report on this agenda. This sets out a Proposed Capital Programme for 2020/21 of £1,050,000 and the sources of funding for the Capital Programme.

7.2 **Commercial Property Acquisition Strategy** – The Council has agreed a commercial property acquisition strategy. To date, four investment properties have been purchased with a value of £21.3 million in aggregate.

7.3 Purchases made within the strategy are capital expenditure. A report on the updated Commercial Investment Strategy to include the renewable energy sector was a separate report on the July 2019 Hub Committee agenda. The Council is progressing work on the business case for the renewable energy sector. An income projection of £280,000 from the net ancillary income from investments in commercial property has been included within the budget model for 2020/21, as this is the level currently being achieved by the portfolio in 2019/20.

- 7.4 The Council's Asset Base is £46 million at 31 March 2019. The Council will continually review and challenge its asset base in order to deliver the optimum value for money from the Council's Assets.
- 7.5 **Prudential Borrowing** - The Council will consider the use of prudential borrowing to support capital investment to deliver services and will ensure that the full costs of borrowing are taken into account when investment decisions are made.
- 7.6 Public Works Loans Board (PWLB) borrowing – On 9th October the Council received notification that overnight, the PWLB borrowing rate had increased by 1% across all of their loans which are available. This was without any prior notice and this dramatic increase overnight is unprecedented in years gone by. For example 50 year borrowing is now 3% interest rate (previously just under 2%). This only affects new loans taken out and this doesn't affect loans taken out for commercial property in 2018/19, which were fixed at the time for a fixed interest rate for the next 50 years.
- 7.7 The Council is assessing the impact on all of its business cases which involve external borrowing. It is thought that other market providers e.g. bank and pension funds will look to offer products that are at a more competitive rate than the current PWLB offering.
- 7.8 An overall Borrowing Limit (£50 million) has been approved as part of the Medium Term Financial Strategy for all of the Council's services.

8 Earmarked and Unearmarked Reserves Policy

- 8.1 The current predicted Levels of Reserves at 31.3.2020 are £1.132 million Unearmarked Reserves and Earmarked Reserves of £3.151 million. The Council's Net Budget is £7.2 million for 2020/21. Therefore Unearmarked Reserves equate to 15.7% of the Council's Net Budget. A full list of Earmarked Reserves is attached at Appendix E.
- 8.2 Given the increase in financial risks which the Council faces, the Council has increased the minimum level of Unearmarked Reserves to be held to £900,000. The increased financial risks are in part from the Council's commercial investment strategy where prudential borrowing of up to a total borrowing limit of £50 million (for all Council services) has been approved.
- 8.3 **Budget Monitoring** – The latest Quarter 3 Budget Monitoring report shows the actual net revenue expenditure is forecast to be under budget by £46,000 when compared against the total budget set for 2019/20.

9 NEXT STEPS AND PROPOSED WAY FORWARD

- 9.1 This report is a snapshot (a position statement) in February 2020 and future Member decisions on the budget strategy will inform future reports.
- 9.2 Officers will continue to work with the Cross Party Member Working Group (Financial Stability Review Group) and the results of this will be incorporated into future Budget reports. Section 6 sets out the potential timescales against the areas identified.
- 9.3 The table below shows the budget timetable for the budget meetings for the 2020/21 Budget.

28 th January 2020	Hub Committee – To recommend Final Budget Proposals to Council for 2020/21
13th February 2020 (9am)	Date which Council Procedure Rule 16 applies
18th February 2020	Full Council – To approve Final Budget Proposals for 2020/21 and set the WDBC share of the Council Tax
21st February 2020	Council Tax Resolution Panel – to agree the Council Tax Resolution for 2020/21 (This is WDBC share plus all other precepting authorities share).

Note 1- Council Procedure Rule 16 states that ‘Where a member intends to move a motion or amendment in relation to the Budget, the text of that motion or amendment must be put in writing and submitted to the Head of Paid Service by 9am on the third working day before the meeting, in order that officers may have sufficient time to consider and advise the Council of the financial implications

of any such motion or amendment'. As per the timetable above, this would need to be submitted by 9am on Thursday 13th February 2020.

10. Implications

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance		<p>The Hub Committee is responsible for recommending to Council the budgetary framework. It is the role of the Overview and Scrutiny Committee to scrutinise the Budget proposals being proposed by the Council on an annual basis. In accordance with the Financial Procedure Rules, Council must decide the general level of Reserves and the use of Earmarked Reserves.</p> <p>The preparation of the Budget report is evidence that the Council has considered and taken into account all relevant information and proper advice when determining its financial arrangements in accordance with statutory requirements, and in particular, that it will set a lawful budget.</p>
Financial implications to include reference to value for money		<p><i>The report attached sets out proposals for the Council to achieve a balanced budget in 2020/21, as shown in Appendix B.</i> West Devon Borough Council is currently forecasting a £415,663 budget gap by the following year, 2021/22. The aggregated Budget Gap by 2024/25 is £1.594 million.</p> <p>The recommendations adopted and the annual budget setting process will ensure the Council has arrangements in place to secure economy, efficiency and effectiveness in its use of resources. The Council's auditors, Grant Thornton, provided an unqualified value for money opinion for the Borough Council for 2018-19, which was reported to the Council's Audit Committee in July 2019.</p>
Risk		Each of the budget options taken forward by Members will consider the risks of the option.
Supporting Corporate Strategy		The Budget report supports all six of the Corporate Themes of Council, Homes, Enterprise, Communities, Environment and Wellbeing.

Climate Change - Carbon / Biodiversity Impact		A Climate Change Action Plan was presented to Council in December 2019. Following this report, a strategy will be implemented as to how the Council could finance the items within the Action Plan, whether that is from external grant sources or some funding from the Council's own resources.
Comprehensive Impact Assessment Implications		
Equality and Diversity		Equality Impact Assessments are completed for the budget proposals.
Safeguarding		None directly arising from this report.
Community Safety, Crime and Disorder		None directly arising from this report.
Health, Safety and Wellbeing		None directly arising from this report.
Other implications		None directly arising from this report.

Supporting Information

Appendices:

Appendix A – Budget pressures and savings

Appendix B – Modelling of the Budget Position

Appendix C – Development Management Fees and Charges for 2020/21

Appendix D – Environmental Health Fees and Charges for 2020/21

Appendix E - Schedule of Reserves (Unearmarked and Earmarked)

Appendix F – Draft Revenue Budget for the Financial Year 2020/21

Appendix G – Sensitivity Analysis and Risk Analysis

Background Papers:

Hub Committee – 28th January 2020 – Budget Proposals report for 2020/21

Overview and Scrutiny Committee – 14th January 2020 – Budget Proposals report for 2020/21

Hub Committee – 17th December 2019 – Budget Proposals report for 2020/21

Hub Committee – 5th November 2019 – Budget Update report for 2020/21 to 2024/25

Hub Committee – 16th July 2019 – Medium Term Financial Position for 2020/21 onwards

Council 17th September 2019 – Medium Term Financial Strategy