



Public Document Pack  
**BOSTON**  
**BOROUGH COUNCIL**

**Joint Chief Executive**  
**Rob Barlow**

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13 February 2024

**TO: ALL MEMBERS OF THE CABINET**

**NOTICE OF MEETING OF THE CABINET**

Dear Councillor

You are invited to attend a meeting of the Cabinet on  
**Wednesday, 21st February, 2024 at 6.30 pm**

In the Committee Room, Municipal Buildings, West Street, Boston PE21 8QR

**ROB BARLOW**  
**Joint Chief Executive**

Membership:

Leader of the Council – Councillor Anne Dorrian

Deputy Leaders – Councillor Dale Broughton

Councillors John Baxter, Callum Butler, Emma Cresswell, Sandeep Ghosh and  
Sarah Sharpe

**A G E N D A**

**PART I - PRELIMINARIES**

**A APOLOGIES**

To receive apologies for absence.

**B MINUTES (Pages 1 - 6)**

To sign and confirm the minutes of the last meeting held on 16 January 2024

**C DECLARATIONS OF INTERESTS**

To receive declarations of interests in respect of any item on the agenda.

## D QUESTIONS FROM MEMBERS OF THE PUBLIC

To answer any written questions received from members of the public no later than 5 p.m. two clear working days prior to the meeting – for this meeting the deadline is 5 p.m. on Friday 16<sup>th</sup> February 2024.

## **PART II - AGENDA ITEMS**

- 1 RECOMMENDATIONS FROM OVERVIEW AND SCRUTINY (STANDING ITEM)\*
- 2 RECOMMENDATIONS FROM THE BOSTON TOWN AREA COMMITTEE (BTAC) (STANDING ITEM)
- 3 ANNUAL BUDGET REPORT 2024/25, MEDIUM TERM FINANCIAL STRATEGY, CAPITAL PROGRAMME AND CAPITAL STRATEGY, AND ANNUAL DELIVERY PLAN. (Pages 7 - 142)

(A report of Christine Marshall, Deputy Chief Executive – Corporate Development & Section 151 Officer)

*Portfolio Holder: Councillor Sandeep Ghosh*

### **Appendix 7 is To Follow**

- 4 SOUTH & EAST LINCOLNSHIRE COUNCILS PARTNERSHIP COMMUNITY LOTTERY - 1 YEAR PROGRESS (Pages 143 - 170)

(A report of Emily Spicer, Assistant Director – Wellbeing and Community Leadership)

*Portfolio Holder: Councillor Emma Cresswell*

- 5 REGULATION OF INVESTIGATORY POWERS ACT 2000 - PARTNERSHIP POLICY (Pages 171 - 218)

(A report of Christian Allen, Assistant Director - Regulatory and Senior Responsible Officer (SRO) for RIPA)

*Portfolio Holder: Councillor Anne Dorrian*

- 6 GUILDHALL ACTION PLAN (Pages 219 - 246)

(A report of Phil Perry, Assistant Director – Culture and Leisure)

*Portfolio Holder: Councillor Sarah Sharpe.*

\* In accordance with the Constitution, recommendations of Overview and Scrutiny Committees referred to Cabinet (if any) shall be included at this point in the agenda (*unless they have been considered in the context of the Cabinet deliberations on a substantive item on the agenda*) within six weeks of the Overview and Scrutiny Committee completing its report / recommendations.

**Call-In** –any decision taken by the Cabinet concerning an item on this agenda can be ‘called in’ in accordance with the Constitution, within 5 working days of the decision notice being published. It is expected that the decision notice will be published on . Subject to this publication, the deadline for calling in a decision is **5 p.m. on Friday 23<sup>rd</sup> February 2024** .

**This meeting may be subject to being recorded**

**Members of the public are welcome to attend this meeting as observers except during the consideration of exempt or confidential items.**

**Emergency Procedures** *In the event of a fire alarm sounding all attendees are asked to leave the building via the nearest emergency exit and make their way to the Fire Assembly Point located in the car park at the rear of the Municipal Buildings.*

**Alternative Versions** - Should you wish to have the agenda or report in an alternative format such as larger text, Braille or a specific language, please contact Democratic Services on direct dial (01205) 314227

The person to contact about the agenda and documents for this meeting is Pippa Rose, Democratic Services Officer, Municipal Buildings, Boston Tel. no: 01205 314228 e-mail [pippa.rose@boston.gov.uk](mailto:pippa.rose@boston.gov.uk)

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## BOSTON BOROUGH COUNCIL

### NOTICE OF DECISIONS TAKEN BY CABINET ON 16 JANUARY 2024

DATE OF PUBLICATION: THURSDAY, 18 JANUARY 2024

DEADLINE FOR CALL-IN: THURSDAY, 25 JANUARY 2024

#### NOTES:

A COPY OF THE CABINET AGENDA HAS BEEN PREVIOUSLY CIRCULATED TO ALL MEMBERS OF THE COUNCIL. IF YOU REQUIRE ANY FURTHER INFORMATION ON ANY ISSUE PLEASE CONTACT, IN THE FIRST INSTANCE, THE PORTFOLIO HOLDER OR OFFICER NAMED IN THE RIGHT HAND COLUMN.

### MEETING OF THE CABINET

16 January 2024

#### Present:

Councillor Anne Dorrian, in the Chair  
Councillors John Baxter, Dale Broughton, Callum Butler, Emma Cresswell, Sandeep Ghosh and Sarah Sharpe

#### Officers –

Strategic Finance Manager, Deputy Chief Executive - Communities., Section 151 Officer, Deputy Chief Executive (Programme Delivery & SIRO) and Assistant Director - Wellbeing and Community Leadership

### 118 APOLOGIES

There were no apologies of absence received

### 119 MINUTES

The minutes from the previous meeting held, 13 December 2023, were agreed.

### 120 DECLARATIONS OF INTERESTS

There were none

### 121 QUESTIONS FROM MEMBERS OF THE PUBLIC

There were none

### 122 RECOMMENDATIONS FROM OVERVIEW AND SCRUTINY (STANDING ITEM)\*

None

**123 RECOMMENDATIONS FROM THE BOSTON TOWN AREA COMMITTEE (BTAC) (STANDING ITEM)**

None

**124 2024/25 DRAFT BUDGET, MEDIUM TERM PLAN AND STRATEGY (FOR CONSULTATION)**

The Portfolio Holder – Finance presented the draft Budget Overview – 2024/25 which included the five year Medium Term Financial Strategy (MTFS) from 2024/25 to 2028/29, along with the recommended level of Council Tax 2024/25.

During the presentation the Portfolio Holder – Finance explained that the creation of the budget had been extremely challenging. The budget had been set within a background of unprecedented inflationary pressures and significant changes in resident, customer and business needs.

The draft budget for 2024/25 had been prepared in detail with the information available at the time and would continue to be refined over the coming weeks.

Draft settlement detailing the allocations of Revenue Support grant, Rural Services Delivery grant, New Homes Bonus and the Funding Guarantee was received from Government on 18<sup>th</sup> December 2023 and had been built into the budgets, the final settlement figures would be received in February 2024 and budgets would be updated to reflect any changes.

As part of the budget setting process a number of pressures had been identified and included in the budget; including the pay award at 3.5% for 2024/25, increases in the Internal Drainage Board Levy, increases in contract costs, rent rebate and allowances, and homelessness service pressures.

Government restrict the increase in Council Tax to a maximum of 3% or £5. A 3% increase would mean an additional £7.20 for a Band D property. This would generate an additional £146,000 for the authority.

Officers were waiting for the National Non-Domestic Rates to be completed at the end of January 2024 before the budget could be updated to include the 2024/25 Business Rate figures.

Internal Drainage Boards (IDB) continued to be an ever-increasing pressure with an estimated increase for 2024/25 of £35,000. The Council was in ongoing discussions with the Department for Environment, Food & Rural Affairs and a specialist lobby group had been set up to lobby the Government on the IDB increases.

The Capital programme was in draft and was still subject to final amendments, including the Towns Fund allocation of £20million. There was ongoing investment through the use of grant funding from Towns Fund, UKSPF and Levelling Up funding and continuing investment for the Disabled Facilities Grant, investment in IT and vehicle replacements.

Work was being undertaken to identify solutions to the gap in balancing the budget, both short and medium term. Detailed transformation, savings and efficiencies programmes were being developed and would be brought forward for Members consideration.

Following Members questions the Deputy Chief Executive - Corporate Development & Section 151 Officer confirmed that;

- External Audit could raise an additional charge request although it was hoped this would not be necessary.
- Any affect to service delivery would be treated as a last case scenario to close the budget gap.

**RESOLVED:**

1. **That Cabinet approve the Draft Budget and Medium Term Financial Strategy for the period 2024/25 – 2028/29 for consultation.**
2. **That Cabinet note the intention to seek alignments of constitutional financial limits across the partnership as part of the budget setting process.**

**Notes the proposal for the final budget, and all future years, to include an annual RPI uplift to be included for all fees and charges where applicable.**

**125 LOCAL COUNCIL TAX SUPPORT SCHEME 2024/25**

The Portfolio Holder – Finance presented the Local Council Tax Support Scheme 2024/25 report which sought Cabinet approval to be presented at Full Council on 4<sup>th</sup> March 2024. Each year the Council is required to consider whether to revise its Council Tax Scheme.

Local Authorities have been required to level up local Council Tax Support Schemes to support low income households since 2011. Prior to this support was based on a National Council Tax Benefit Scheme delivered by Local Authorities but based on rules determined by Central Government. Regulations provide Councils with the flexibility to provide their own Local arrangements however, Government continues to provide the scheme for pensioners entitled to 100% of the support.

The Council currently provides up to 75% support for working age households, leaving at least 25% of the Annual Council Tax bill to be paid. The Scheme continued to protect War disabled pensioners and War widows providing up to 100% support.

Working age scheme expenditure in 2024 was predicted to be £1.925million.

Section 4 of the report recognised Care Leavers as one of the most vulnerable groups in society. The Council had provided a 100% reduction in Council Tax liability for this group between 18-21 years old. It was timely to recognise the duty it played to provide support for Care Leavers up to age 25. It was therefore proposed to simplify the scheme for care leavers to demonstrate the Council's commitments to support the vulnerable group of Care Leaver's ages 18-25, and that it should be included in the Council Tax Support Scheme 2024/25.

Following questions from Members the Deputy Head of Revenues and Benefits (PSPS) confirmed that;

- When applications for other benefits are received individuals were automatically considered for Council Tax Support.

- The procurement for external support for the fundamental review was set to complete in March 2024, with suggestions following the review received by Summer time. This would allow a decision to be in place ahead of the 2025/26 Budget setting process.

Members expressed their support for the Care Leavers group recommendation.

It was confirmed that alternative ways of community engagement, specifically survey completion were being considered.

**RESOLVED:**

1. **That Cabinet recommends Full Council approve the Council Tax Support Scheme for 2024/25 as follows:-**
  - a. Continuation of the current Council Tax Support Scheme, including uprating in line with Department for Work and Pensions' (DWP) annual update of allowances and premiums for 2024/25, and
  - b. The introduction of a class for Care Leavers, up to the age of 25, within the scheme.
2. **That Cabinet delegates approval for development of the 2024/25 final scheme policy to the Section 151 Officer in consultation with the Portfolio Holder for Finance, including administrative and minor changes.**

That Cabinet notes a fundamental review of the scheme will be undertaken during 2024/25.

**126 JOINT ANNUAL SCRUTINY OF THE SOUTH & EAST LINCOLNSHIRE COUNCILS PARTNERSHIP**

Councillor Brewis (SHDC) presented the report on behalf of the Partnership Scrutiny Task Group.

The Overview and Scrutiny Committee of Boston Borough Council, South Holland District Council and East Lindsey District Council commissioned a joint Scrutiny Task & Finish Panel to undertake a review of the progress on the opportunities identified in the approved business case of the South & East Lincolnshire Councils Partnership.

The report explained that the three Council's had retained their independence but had been working towards a single officer team to deliver the Partnership Business Case for the sub-region and each Council's respective priorities. The Partnership was projected to deliver £42million in efficiency savings over ten years; whilst providing all three Councils with greater capacity to deliver their priorities.

The Partnership's Memorandum of Agreement required that scrutiny work was undertaken annually.

Members were assured that the progress would be addressed annually to ensure that the recommendations are regularly reviewed.

**RESOLVED:**

1. **That Cabinet note the attached Appendix A and agree the associated recommendations**

## **127 SOUTH AND EAST COUNCILS PARTNERSHIP CUSTOMER EXPERIENCE STRATEGY**

The Deputy Leader presented the first South and East Lincolnshire Councils Partnership (SELCP) Customer Experience Strategy. The report sought Cabinets approval to adopt the strategy to commit to supporting the delivery of the vision, principles and approach to customer experience across Council services. The strategy would mean that all three partnering Councils offer a clear and cohesive experience.

The SELCP were committed to providing a customer experience that was simple, affective and would ensure the public could access the services that were offered. A key principle to achieving this was to understand the local community.

The Strategy set out three key aspects the Council was seeking over the next 4 years, in order to achieve the strategy:-

1. An organisational culture that was people focused
2. A simple, effective and positive customer experience
3. Support that meets customer's needs

The success would be monitored through the SELCP Customer Experience board who would have oversight of the strategy and associated action plan.

Members expressed their gratitude that the Strategy reflects Ward Members hard work in engaging with community and raising their concerns.

### **RESOLVED:**

**That Cabinet adopt the South & East Lincolnshire Councils Partnership Customer Experience Strategy and commit to supporting the delivery of the vision, principles and approach to Customer Experience across Council services.**

## **128 EXTERNAL SERIOUS VIOLENCE FUNDING**

The Leader presented the External Serious Violence Funding report which recommended that Cabinet accept grant funding from the Police and Crime Commissioner in accordance with five successful funding bid applications that Officers, alongside colleagues in Lincolnshire Police, submitted on the Council's behalf.

It was confirmed that; by accepting the funding it would bring £305,881 of extra grant funding into the borough between now and the 31<sup>st</sup> March 2025. This would deliver five fully funded projects detailed in section 3 of the report.

Through Capital funding it was proposed that five new CCTV cameras would be installed to allow further CCTV coverage within; Central Park, Market Place and Wormgate. The additional cameras would support ongoing work to assist in preventing and detecting crime while reassuring communities. There would also be two interactive engagement boards which would be installed in the Market Place and Central Park, providing safety messages and key information to Communities. A Capital fund of just under £18,000 would also be made available to improve the landscape and environment of the town centre. New planters, artwork and structures would be delivered as part of this.

It was proposed that, using the Revenue element of the funding, two Wardens would be hired to work alongside the Community Safety team. The Wardens would provide cover on the identified 'hotspot' areas during evenings and weekends. A Community Ambassador would also be recruited to join the Community Leadership Team to work in communities, building on existing relationships and support community cohesion.

Members expressed their delight for the funding, commenting on the positive impact it would have on both residents and visitors coming into the town. Also that, with Wardens covering evenings and weekends this would hopefully have a positive impact on the night time economy.

It was confirmed that Cabinet would also be seeking funding and partners to support the surrounding villages.

**RESOLVED:**

**That Cabinet accept the funding outlined and authorise; the Community Safety Manager, the Transformation Officer and the CCTV Manager to manage and deliver the projects highlighted in the report.**

The Meeting ended at 7.30 pm

Signed by the Chief Executive



**THURSDAY, 18 JANUARY 2024**

**These decisions will come into force (and may then be implemented) on the expiry of five clear working days after the date of this notice UNLESS the decisions are subjected to the Call-In procedure or are starred minutes requiring Full Council approval.**

# Agenda Item 3



<b>REPORT TO:</b>	Cabinet
<b>DATE:</b>	21st February 2024
<b>SUBJECT:</b>	Annual Budget Report 2024/25, Medium Term Financial Strategy, Capital Programme and Capital Strategy, and Annual Delivery Plan.
<b>PURPOSE:</b>	To approve: The General Fund Budget for 2024/25 including the use of reserves, Medium Term Financial Strategy, Capital Programme and Strategy, and the Annual Delivery Plan.
<b>KEY DECISION:</b>	<i>N/A</i>
<b>PORTFOLIO HOLDER:</b>	Councillor Sandeep Ghosh – Portfolio Holder for Finance
<b>REPORT OF:</b>	Christine Marshall, Deputy Chief Executive Corporate Development (S151)
<b>REPORT AUTHOR:</b>	Colleen Warren – Head of Finance (Client) and Louise Fenwick (Strategic Finance Manager)
<b>WARD(S) AFFECTED:</b>	All
<b>EXEMPT REPORT?</b>	<i>No</i>

## SUMMARY

Attached to this report is the final detail of the 2024/25 budget, the 5-year Medium Term Financial Strategy (MTFS) from 2024/25 to 2028/29, Capital Programme, Capital Strategy, and the Annual Delivery Plan for 2024/25.

The report also includes the recommended level of Council Tax for 2024/25 taking into account pressures including that of the IDB levy.

The final budget includes efficiencies that have been identified to support the short and medium-term financial strategy (MTFS) and the remaining efficiency target still to be achieved against which a plan of activity has been developed.

Due to some outstanding information, there may be further changes between Cabinet and Council.

## **RECOMMENDATIONS**

*That the Cabinet approves the following recommendations for onward referral to Full Council on 4<sup>th</sup> March 2024:*

1. *That the Revenue Estimates for the General Fund and Medium Term Financial Strategy for the period 2024/25 – 2028/29 (Appendices 1, 1a and 1b) be approved.*
2. *That the Council Tax for a band D property in 2024/25 be set at £216.09 (a £7.20 per annum increase on 2023/24 levels) be approved.*
3. *The additions to and use of reserves for specific schemes (as detailed at Appendix 1) be approved.*
4. *The Medium Term Financial Strategy (at Appendix 1) be approved.*
5. *The Capital Programme and Capital Strategy (Appendices 1 and 2) be approved.*
6. *The proposed Fees and charges as set out in Appendix 4 be approved.*
7. *The Annual Delivery Plan for 2024/25 (Appendix 5) be approved.*
8. *That Cabinet notes the results of the Budget Consultation process at Appendix 6.*
9. *That the alignment of constitutional financial limits across the partnership (Appendix 7) be approved.*
10. *That Cabinet recommends to Council to reaffirm its previous decision in respect of long term empty properties determined in Appendix 1 and makes a determination for the introduction of the premium for substantially furnished with no residents (second homes), to be introduced at the earliest point 1<sup>st</sup> April 2025.*

## **REASONS FOR RECOMMENDATIONS**

*To comply with the budgetary and policy framework and legislative requirement.*

## **OTHER OPTIONS CONSIDERED**

*No other options were considered.*

## **1. BACKGROUND**

- 1.1 The attached Budget Report and Financial Policies set out the Council's Revenue and Capital Budgets for 2024/25 - 2028/29.
- 1.2 The preparation of the budget for 2024/25 has been a detailed process involving officers and the attached appendices reflect the latest known position.
- 1.3 The Local Government Settlement announced on 5<sup>th</sup> February 2024 provided additional detail of continuing and additional one-off support to councils including confirmation of allocations of Revenue Support Grant (RSG), Rural Services Delivery Grant (RSDG), New Homes Bonus and the Minimum Funding guarantee.

1.4 The report below sets out the basis for the final budget and MTFS for the next five years and assumptions used in its development. The budget has been through a budget consultation process with the public and members, and draft budget proposals were subject to review by the Audit and Governance on 29<sup>th</sup> January 2024 and Corporate and Community Committee on 1<sup>st</sup> February 2024.

## 2. KEY BUDGET PRESSURES

2.1 Identified below are the major changes and key pressures that are being included within the proposed budget:

- A pay award for 2023/24 (£1,925 per pay point) was agreed in November 2023 being a rise of up to 9.42% for the lowest paid through to 3.88% for those on the highest bands. For 2024/25 a 3.5% increase has been assumed with this moving to 3% for 2025/26 and then 2.5% from 2026/27 onwards.
- Pension contributions will be 23.8% in 2024/25 with an additional lump sum amount payable towards the deficit on the pension scheme. This rate is applied only to those staff in the local government pension scheme. The pension contribution rate is assumed to stay at 23.8% throughout the life of the MTFS.
- The return on cash investment reflects the current Bank of England base rates and the forecasts provided by our external treasury advisors.
- Electricity and gas costs have been based on 2023/24 actuals and current contract prices.
- Vehicle fuel costs have been based on 2023/24 actuals and current fuel prices.
- Increased Internal Drainage Board levy.
- Increased contract and service costs are similarly a feature of the budget, albeit officers and members are working closely to seek to manage these implications and impacts, these include:
  - Increased demand for homelessness support and its associated subsidy implications
  - External audit fees (£100k - 160% increase from 2023/24 to 2024/25)
  - PSPS contract increase (£571k - 20% increase from 2023/24 to 2024/25 – part of this uplift will be funded through external grants eg UKSPF, LUF, TF, additional income etc.)

## 3. COUNCIL TAX AND BUSINESS RATES

3.1 The previous MTFS committed to a Council Tax increase in line with the maximum allowed under the recent Local Government Settlement. For Boston Borough Council in 2024/25 this is a £7.20 (3%) per annum increase (for band D properties).

3.2 The tax base projections for 2024/25 indicate growth of 28 band D equivalent properties reflecting the slow down in the housing market and the increasing demand for Council Tax Support. Future growth has been projected at 1.5%.

3.3 The NNDR1 production is now particularly important in terms of changes to the business rate yield which heavily influences not just our own budgets, but also the Pool we are part of within Lincolnshire and significantly the County Council. This is an area of focus as we seek to understand the changes within the yield, particularly as a result of economic impacts and changes in Government Policy.

3.4 In order to manage and review this important income stream and the changes within it regular review meetings are taking place internally. There have also been some significant changes which need further and detailed consideration in terms of growth and appeals.

#### 4 LOCAL GOVERNMENT SETTLEMENT

4.1 The final local government settlement delivered on 5<sup>th</sup> February 2024 has provided the following support:

<b>Boston</b>	<b>Budget 23/24</b>	<b>Budget 24/25</b>	<b>Movement from 23/24 to 24/25</b>
		<b>Settlement 06.02.24</b>	
<b>Revenue Support Grant</b>	433	454	21
<b>Rural Services delivery Grant</b>	100	116	16
<b>Lower Tier Service Grant</b>	0	0	0
<b>Services Grant</b>	109	19	(90)
<b>Funding Guarantee 4%</b>	457	550	93
<b>NHB</b>	288	343	55
<b>Total</b>	<b>1,387</b>	<b>1,482</b>	<b>95</b>

4.2 The 2024/25 local government finance settlement is for one year only. The main points are set out below:

- The Funding Guarantee replaces the Lower Tier Services Grant. This grant is intended to provide a funding floor for all local authorities, so that no local authority would see an increase in Core Spending Power that is lower than 4% before any decisions about organisational efficiencies, use of reserves or council tax levels are taken.
- Revenue Support Grant has been increased in line with what would have been the increase to the multiplier; there have also been existing grants worth rolled into the RSG amounts.
- Local Government Funding Reform – as per the published Policy Statement, the Review of Relative Needs and Resources ('Fair Funding Review') and a reset of Business Rates growth will not be implemented in the next two years.

#### 5 INTERNAL DRAINAGE BOARDS

5.1 Internal Drainage Board (IDB) levy figures have been estimated and are substantial increases on previous years due to the extensive use of power and fuel for the activities that these organisations undertake, along with other pressures. The 2024/25 estimated cost is £2.666m.

5.2 The Council is liaising with the local Internal Drainage Boards who have been trying to limit future increases, where possible, but proving impossible with the pressures from power costs being experienced, particularly standing charges, in addition to pay, pension and contract inflation. Representations have been and continue to be made to government due to the substantial loss of income to the Council. This embedded levy can no longer be afforded having a significant impact, every year that passes on the ability of the Council to finance the services it is providing and putting it at a disadvantage to the majority of Councils in England, with only a handful of councils impacted upon in this way.

5.3 The table below illustrates this point clearly. IDB levy will not only consume all the Council's proposed increase for 2024/25 which should be used to finance and support services but also require additional efficiencies/funding to be identified.

Council	Total Council Tax Received per year 2024/25	Total IDB levy per year 2024/25	Estimated Increase 2024/25	Council Tax 2024/25 Increase £6.03	Increase from 2021/22 to 2024/25
Boston Borough Council	£4.266m	£2.809m	£335k	£152k	£796k (23.8%)

5.4 The Council has been in detailed discussion with government officers regards this position over the past year. We are also aware that the IDBs have made extensive representations to DEFRA and via ADA of this significant issue and a Special Interest Group has been set up to lobby Government on this matter. Meetings with DLUCH have now taken place and will continue and we await a response on this key issue.

## 6 CAPITAL PROGRAMME 2024/25 – 2028/29

6.1 The capital programme included in Appendix 1, is subject to final additions and other announcements that may be received by the time of publication. Details of the capital schemes including slippage from the 2023/24 programme are included in Appendix 1c. A final version of the programme will be presented to Full Council for approval, if required.

6.2 The Council's Capital Strategy is attached at Appendix 2 and focuses on the core principles of capital investment. The Council has been in detailed discussion with government officers regarding this position over the past year regarding proposed regulation changes.

6.3 Due to the nature of some capital projects, it can be common for large scale project timing to change over the medium term. This budget provides the best estimates of deliverability available at the time of production and the programme will be flexed over time as reported in quarterly reports to Cabinet and Council. In addition, this Capital Programme now allows for slippage from 2023/24.

## 7 RESERVES

7.1 General Fund Specific Reserves are budgeted to reduce by £2.221m in 2024/25, this is predominantly to fund the Capital Programme which has seen slippage on some of the larger schemes. This figure will be adjusted once the outturn for 2023/24 is known.

## 8 BALANCING THE BUDGET AND OTHER PROPOSED CHANGES

8.1 In terms of balancing the budget the following areas have been considered as part of the budget setting process:

### Short Term

- Service Reviews planned.
- Continued work to engage on the Internal Drainage Board financing challenge.
- Review of all new pressures and service budgets to consider efficiency opportunities and alternative options.
- Commercialisation/opportunities.
- Alternative service delivery.

### Medium Term

- Work with PSPS in terms of its transformation plans for the future and to help finance contract cost pressures.
- Driving transformational change using the SELCP sub-regional partnership as a driver for innovation and efficiency.
- Reviewing all assets to maximise income and efficiency of use.
- Delivering and supporting economic growth
- Reviews of fees and charges in light of inflationary increases in costs, where appropriate.

8.2 Detailed efficiency and transformation plans are being put together for members consideration.

8.3 In order to facilitate delivery and to align constitutions across the SELCP in addition to providing administrative ease for implementation of funding streams it is proposed that some changes are made as part of the budget setting decision making process.

8.4 It is also proposed due to continued significant inflationary pressures, to include an annual RPI uplift for all fees and charges, where applicable.

## 9 ADDITIONAL CONSIDERATIONS

### 9.1 Council Tax Premiums

The levelling Up and Regeneration Act 2023 enabled authorities to charge a premium up to 100% for unoccupied and unfurnished properties for 1 year and charge a premium up to 100% on properties occupied periodically (second homes). At the end of November 2023, Boston had 312 properties which had been empty for more than two years and subject to a premium charge. It is proposed that Executive Board recommends that Full Council re-affirms its previous decision in respect of long-term empty properties, detailed in Appendix 1, and makes a determination for the introduction of the premium for substantially furnished with no resident (second homes), to be introduced at the earliest time, 1 April 2025.

## **9.2 Fees and Charges**

Appendix 4 sets out the Councils proposal for Fees and Charges for 2024/25. The document also compares the proposed fees and charges against those levied in 2023/24. It is proposed due to continued significant inflationary pressures, to include an annual RPI uplift for all fees and charges, where applicable.

## **9.3 Annual Delivery Plan**

The South and East Lincolnshire Councils Partnership Annual Delivery Plan (Appendix 5) identifies the planned programme of work for the Partnership and sovereign Councils for 2024/25, drawing on the previously approved Partnership Work Programme, as well as wider opportunities that have since been identified.

## **10 CONCLUSION**

Cabinet is recommended to approve this report for onward approval by Full Council as part of the formal annual budget setting process.

### **EXPECTED BENEFITS TO THE PARTNERSHIP**

This report enables Boston Borough Council to approve its Budget and Council Tax for 2024/25.

### **IMPLICATIONS**

#### **SOUTH AND EAST LINCOLNSHIRE COUNCILS PARTNERSHIP**

This budget support the SELCP partnership arrangements

#### **CORPORATE PRIORITIES**

This budget has been built in line with corporate priorities.

#### **STAFFING**

The Equality Act requires ELDC to consider any equality impacts in relation to staff from these plans. As projects within the programme are developed a draft impact assessment will be discussed with Trades Unions and staff, and especially as individual projects are delivered.

### **WORKFORCE CAPACITY IMPLICATIONS**

*Contained within the report.*

### **CONSTITUTIONAL AND LEGAL IMPLICATIONS**

This report is required by virtue of the Local Government Finance Act 1992, as amended by the Localism Act 2011.

### **DATA PROTECTION**

*None*

## **FINANCIAL**

*Contained within the report.*

## **RISK MANAGEMENT**

Risk management is considered as part of the budget setting process.

## **STAKEHOLDER / CONSULTATION / TIMESCALES**

The Council has a legal duty to consult residents on its budget proposals.

## **REPUTATION**

*None*

## **CONTRACTS**

*None*

## **CRIME AND DISORDER**

*None*

## **EQUALITY AND DIVERSITY/ HUMAN RIGHTS/ SAFEGUARDING**

New Equality Impact Assessments will be developed and published wherever these are required and will be made available during the management and decision-making of the Programme.

## **HEALTH AND WELL BEING**

*None*

## **CLIMATE CHANGE AND ENVIRONMENTAL IMPLICATIONS**

*None*

## **ACRONYMS**

**ADA – Association of Drainage Authorities**

**IDB – Internal Drainage Board**

**DEFRA – Department for Environment, Food and Rural Affairs**

**DLUCH – Department for Levelling Up, Housing and Communities**

**LUF – Levelling Up Funding**

**MTFS – Medium Term Financial Strategy**

**NNDR – National Non Domestic Rates**

**NOP – National Portfolio Organisation**

**UKSPF – UK Shared Prosperity Fund**

## APPENDICES

Appendix 1 - The Revenue Estimates for the General Fund for 2024/25 (Appendices 1, 1a, 1b, 1c).

Appendix 2 – Capital Strategy

Appendix 4 – SELCP Annual Delivery Plan 2024/25

Appendix 5 – Results of the Budget Consultation process

Appendix 6 – Fees and Charges 2024/25

Appendix 7 – Proposed Constitutional Amendment

## BACKGROUND PAPERS

*None*

## CHRONOLOGICAL HISTORY OF THIS REPORT

*Cabinet - 16<sup>th</sup> January 2024*

*A and G Committee – 29<sup>th</sup> January 2024*

*Corporate and Community Committee – 1<sup>st</sup> February 2024*

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## **BOSTON BOROUGH COUNCIL**

### **REPORT OF SANDEEP GHOSH, FINANCE PORTFOLIO HOLDER**

**(Authors: Christine Marshall (Deputy Chief Executive Corporate Development (S151)) and Colleen Warren (Head of Finance – Client))**

**BUDGET SETTING REPORT AND ASSOCIATED FINANCIAL STRATEGIES - 2024/25-2028/29**

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1a - MTFS by Account

1b - MTFS by Service Area

1c – Capital programme including 2023/24 Slippage.

**2 – Capital Strategy**

**3 – Treasury Management Policy and Investment Strategy (Full Council only)**

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**5 – South and East Lincolnshire Councils Partnership Annual Delivery Plan 2024/25**

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## FOREWORD TO THE BUDGET FROM COUNCILLOR SANDEEP GHOSH - FINANCE PORTFOLIO HOLDER

The creation of next year's budget has been challenging. It has been set within a background of unprecedented inflationary pressures and significant changes in resident, customer, and business needs. Despite these challenges, the Council's financial position means that it is well placed and able to take a considered approach to mitigating these exceptional challenges.

The Government has provided a one-year settlement; however, the uncertainty remains significant into the medium-term.

Boston Borough Council remains sovereign in terms of its constitution and budget, as do the Councils we partner with, and our BBC priorities are to ensure that the Council remains financially resilient, able to deliver services it has to by law, and to provide support to the district's most vulnerable residents. Secondly, to continue the process of redressing the imbalances created by the cost of living crisis by focussing on the provision of financial support to underpin economic recovery for the district and seeking to invest in our places.

Despite the challenges we have continued to work to develop new opportunities, efficiencies, and income streams to support the Council's revenue budget.

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A significant element of the Council's budget is the Drainage Board Levy. Like the Council, the drainage boards are also experiencing increased cost demands. The Council is liaising with the Boards, who are attempting to limit future increases, where possible. This is proving increasingly difficult with significant increases in power costs being experienced. Representations to government have been made and continue to be made due to the substantial loss of income to the Council,

Another key component of the council's budget is its share of business rates income which has seen changes following the settlement in December. In addition, inflationary pressures have been seen across all areas of the council's budget, particularly pay, contracts, utilities, and fuel.

The proposed council tax increase for 2024/25 is an annual increase of £7.20 for a band D property.

A series of short and medium term mitigations have been identified to balance the budget.

The Council has maintained a capital resource base commensurate with our capital delivery ambitions and is moving towards use of the minimum revenue provision for financing ongoing asset investment requirements.

The Budget for 2024/25 proposes:

- A Council Tax increase of £7.20 per year (for Band D homes this is equivalent to 13.8p per week).

- To continue with the generation of additional efficiencies, shared services and income from commercial activities guided by our Delivery Plans.
- Increased capital investment in Council assets to help generate new income streams, reduce running costs, and help deliver services more efficiently.
- Significant grant expenditure

Our focus is to deliver well the projects we have already committed to through the Towns Fund, Levelling Up Fund and UK Shared Prosperity Funds we have received to support our community and places to thrive in a challenging economic environment.

**Councillor Sandeep Ghosh, Portfolio Holder for Finance**



**EXECUTIVE SUMMARY:**

	<b>2023/24</b>	<b>2024/25</b>
Boston Borough Council Precept	£4.235m	£4.387m
Council Tax Increase	2.97%	3.45%*
Council Tax Band D	£208.89	£216.09
Government Funding	£1.387m	£1.482m
Retained Business Rates used to support budget	£4.208m	£5.598m
Boston Town Area Committee Special Expense Account	£0.764m	£0.769m
Earmarked Reserves (at 1 April)	£12.608m	£10.387m

\*See note at 4.5 - Council Tax

## 1. INTRODUCTION

1.1 This appendix sets out the 2024/25 budget estimates and Medium-Term Financial Strategy (MTFS) for the period 2024/25 to 2028/29 for the Council's General Fund. The Medium-Term Strategy sets out the current and forecast future costs of the Council and is linked to the Sub-regional Strategy and Annual Delivery Plan, which sets out the aims and ambitions of the Council.

1.2 The MTFS establishes a set of financial policies and principles which aim to provide a sound basis for maintaining the financial integrity of the Council over the medium term.

1.3 This Appendix sets out:

- The Council's Medium Term Financial Strategy for the period 2024/25 to 2028/29.
- The 2024/25 General Fund Revenue Budget & Financing.
- The General Fund Reserves Position.
- The General Fund Capital Programme and Financing.
- Risks, key issues, sensitivity, and monitoring.

1.4 The unprecedented challenges faced by all of us in 2022/23, 2023/24 have continued into 2024/25, with significant inflationary pressures. The government settlement delivered in mid-December for Boston included New Homes Bonus (£343k) and 4% funding guarantee (£550k).

1.5 In 2024/25, a budget is proposed that allows expenditure to be financed through the creation of efficiencies and appropriate funding in order to smooth the impact of the council's ongoing pressures. Savings are required going forward as a result of increased inflationary costs and other cost pressures but particularly in relation to substantial pressure from the IDB levy where the Council has and continues to lead on raising this issue with its partners in the South and East Lincolnshire Partnership. This means that the Council can continue to provide services whilst also supporting its overall objectives. The Council will continue to strive to be as efficient as possible in all its work, building on the SELCP Partnership with its partners whilst ensuring it maximises the income it receives.

## 2. BUDGET ASSUMPTIONS

Table 1 – Assumptions which influence the five year financial strategy.

Assumption	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
Budgeted inflation <sup>1</sup>	<b>0%</b>	0%	0%	0%	0%	0%
Pay costs increase <sup>2</sup>	<b>5%</b>	3.5%	3%	2.5%	2.5%	2.5%
Number of Full Time Equivalent Employees	<b>244.71</b>	227.16	218.66	217.42	217.42	217.42
Staffing levels <sup>3</sup>	<b>96%</b>	96%	96%	96%	96%	96%
Pension contribution rate – current service cost <sup>4</sup>	<b>23.6%</b>	23.6%	23.6%	23.6%	23.6%	23.6%
Pension contribution cash amount to fund deficit on scheme <sup>4</sup>	<b>£687,000</b>	£713,000	£741,000	£741,000	£741,000	£741,000
Return on cash investments <sup>5</sup>	<b>4.40%</b>	4.70%	3.20%	3.00%	3.25%	3.25%
Return on property funds <sup>6</sup>	<b>3.60%</b>	4.00%	4.00%	4.00%	4.00%	4.00%
Utility cost rises <sup>7</sup>	<b>150%</b>	0%	0%	0%	0%	0%
Fuel cost rises <sup>8</sup>	<b>25%</b>	0%	0%	0%	0%	0%
Tax base <sup>9</sup>	<b>1.1%</b>	0.1%	1.5%	1.5%	1.5%	1.5%

### Notes to Assumptions

These assumptions reflect, where known, future changes which may arise from the implementation of the council's organisational development plans including the South and East Lincolnshire Councils Partnership with South Holland District Council and East Lindsey District Council (see Section 7).

1. Although inflation does affect the price of supplies and services that the Council procures, because services are given cash limited budgets, they have to absorb the cost of inflation within the resources they have – as such the net impact of inflation is reduced to zero within the estimates. The only exceptions are those contracts which have an agreed inflationary arrangement built into them, we expect that contract costs will substantially increase on renewal.
2. The nationally agreed pay award ended on 31st March 2023. An award for 2023/24 was agreed November 2023 being a rise of up to 9.42% for the lowest paid through to 3.88% for those on the highest bands. For 2024/25 a 3.5% increased has been assumed with this moving to 3% for 2025/26 and then 2.5% from 2026/27 onwards.

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- 3. An annual General Fund saving in staff costs (£354k) has been built into the budget (equivalent to 4% of the staff budget) due to anticipated staff vacancies during the year.
- 4. Based on the Pension Triennial Valuation the pension contribution will be 23.6% in 2024/25 with an additional lump sum amount payable towards the deficit on the pension scheme – this rate is applied only to those staff in the local government pension scheme. A further review will take place which could change the amount from 2027/28 onwards. Any vacant posts are assumed to be within the pension scheme. The pension contribution rate is assumed to stay at 23.6% throughout the life of the MTFS. The lump sum of £713k towards the deficit is confirmed for 2024/25.
- 5. These are the estimated returns on cash. Average rate achieved to Q3 2023/24 was 5.09%.
- 6. These are the estimated returns on the Property Fund that the council holds. Average rate achieved to Q3 2023/24 was 3.99%.
- 7. Utility costs in 2023/24 were inflated by 150% as a result of increased wholesale prices. For 24/25 budget assumptions have been based on actuals for 2023/24 to rebase the budgets where needed to reflect actual spend.
- 8. Vehicle fuel costs were increased by 25% in 2023/24 due to national trends, fuel costs have now been rebased to reflect the current fuel costs and actuals from 2023/24.
- 9. The tax base projections for 2024/25 has provided for a growth of 28 band D equivalent properties. Future growth has been projected at 1.5% (see section 4.6 and Table 3).

## RESOURCES AND SPENDING PLANS

- 3.1 The following section of the Appendix outlines the resources that will be available to the Council under 6 headings, Business Rates, Council Tax, Revenue Support Grant and other Government Grants, New Homes Bonus, Fees and Charges and Other Income.
- 3.2 On 5<sup>th</sup> February 2024 the Local Government Finance Settlement 2024/25 was delivered. The papers included a continuation of New Homes Bonus for 2024/25 and the Funding Guarantee which replaced the Lower Tier Service grant.
- 3.3 As part of the policy statement, it was confirmed there would be no review of business rates or the funding formula for at least 2 years.
- 3.4 As a result of this announcement, it makes planning the years from 2026/27 onwards very difficult as many things could change because of these planned reviews and resets. As and when further announcements are made Members will be kept up to date accordingly and the financial impact assessed.

## 4. DETAILED RESOURCES AND SPENDING PLANS

### DETAILED RESOURCES

#### Business Rates

4.1 Under the current arrangements for retained Business Rates, where a Council collects rates above an assessed baseline level set by the Government, a 50% levy is applied that is paid to the Government. In order to avoid this 50% levy a business rates pool was adopted with the County Council and other districts within Lincolnshire.

4.2 The Council is expecting a number of appeals. A provision has been put aside based on intelligence from the Council's advisors to hopefully cover any effects from this but there still remains a large amount of uncertainty in this area.

4.3 Table 2 provides details of the anticipated business rates figures for 2024/25 and provisional figures for 2025/26 through to 2028/29.

Table 2 – Business Rates

Business Rates (Income)/Expenditure	Draft 2023/24 £'000	Draft 2024/25 £'000	Draft 2025/26 £'000	Draft 2026/27 £'000	Draft 2027/28 £'000	Draft 2028/29 £'000
Retained Business Rates	(7,658)	(8,110)	(8,141)	(8,303)	(8,469)	(8,639)
S31 Grants relating to Business Rates	(2,645)	(2,724)	(2,779)	(2,834)	(2,891)	(2,949)
Tariff	5,247	5,368	5,476	5,585	5,697	5,811
<b>Pre- levy income</b>	<b>(5,056)</b>	<b>(5,466)</b>	<b>(5,444)</b>	<b>(5,553)</b>	<b>(5,664)</b>	<b>(5,777)</b>
Renewable Energy (100% retained by Boston BC)	(189)	(222)	(226)	(231)	(235)	(240)
Levy payment to Lincolnshire Pool	298	312	291	297	303	309
Estimated (Surplus)/Deficit on Collection Fund	739	(222)	0	0	0	0
<b>Net Retained Business Rates Income</b>	<b>(4,208)</b>	<b>(5,598)</b>	<b>(5,378)</b>	<b>(5,486)</b>	<b>(5,596)</b>	<b>(5,708)</b>

4.4 As well as the potential for the authority to attract additional income through retained business rates there is also the risk of uncertainty through a reduction in the amount of business rates that it collects, this has been further exacerbated by economic impacts. This coupled with uncertainties relating to appeals against rateable values for business premises, with the potential for successful appeals being backdated makes estimating income accurately extremely challenging and potentially volatile.

### Council Tax

4.5 The MTFS assumes a Council Tax increase in line with the maximum allowed under the Local Government Settlement. In the case of BBC for 2024/25 this is a £7.20 (3%) per annum increase (for band D properties). See Table 3 below for the estimated changes in the tax base and council tax collected.

Table 3 – Council Tax

	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
	No. Of properties					
Council Tax base (Band D equivalents)	20,274	<b>20,302</b>	20,607	20,916	21,229	21,548
Council Tax Band D	208.89	<b>216.09</b>	<b>221.04</b>	<b>225.99</b>	<b>230.94</b>	<b>235.89</b>
Annual Increase £	6.03	<b>7.20</b>	<b>4.95</b>	<b>4.95</b>	<b>4.95</b>	<b>4.95</b>
Annual Increase 3% or £5	2.97%	<b>3.45%</b>	<b>2.29%</b>	<b>2.24%</b>	<b>2.19%</b>	<b>2.14%</b>
Gross Council Tax collected	£4,235,036	<b>£4,387,059</b>	<b>£4,554,867</b>	<b>£4,726,723</b>	<b>£4,902,709</b>	<b>£5,082,911</b>
In year Surplus / (deficit)	(£28,346)	<b>(£52,514)</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>
<b>TOTAL</b>	£4,206,690	<b>£4,334,545</b>	<b>£4,554,867</b>	<b>£4,726,723</b>	<b>£4,902,709</b>	<b>£5,082,911</b>

Local authorities are permitted to increase council tax by up to 3% or £5, whichever is higher, relating to the relative basic amount. The RBA takes into account the total of the council tax precepts plus Boston Town Area Committee, the table below demonstrates that the annual increase is within the 3% threshold when considering the RBA.

The increase in the in year deficit is due to an increase in arrears and an increase in the usage of the Council Tax Support Scheme.

Relative Basic Amount Calculation	2023/24		2024/25		Movement	
	Precept (£)	Band D (£)	Precept (£)	Band D (£)	£	%
BTAC	763,636.00	79.39	768,772.00	80.37	0.98	1.24
BBC	4,235,036.00	208.89	4,387,059.00	216.09	7.20	3.45
<b>Total – RBA</b>	<b>4,998,672.00</b>	246.56	<b>5,155,831.00</b>	253.96	7.40	3.00
Tax Base	No of Properties		No of Properties			
BTAC	9,619		9,566		-53.00	-0.55
BBC	20,274		20,302		28.00	0.14

### Council Tax Premiums

4.6 The levelling Up and Regeneration Act 2023 introduced two key changes to council tax premiums (additional Council Tax charges), enabling authorities to:

- Charge a premium up to 100% for unoccupied and unfurnished properties for 1 year, replacing the current provisions which allows the premium to be charged after 2 years, and
- Charge a premium up to 100% on properties occupied periodically (second homes). This requires a local authority to make a decision at least 12 months before the financial year to which it would apply.

4.7 Whilst Council Tax premiums are a means of incentivising owners to bring empty and under-utilised properties back into use. The government has indicated that it expects local authorities to have regard to guidance issued by the Secretary of State in terms of exceptions to the premiums, and regulations are expected in the new year.

4.8 It is proposed that Cabinet recommends that Council:

- i) Re-affirms its previous decision, made 27<sup>th</sup> February 2019, in respect of long-term empty properties, i.e.
  - For properties unoccupied and unfurnished for 2 years but less than 5 years – 100% premium.
  - For properties unoccupied and unfurnished for 5 years but less than 10 years – 200% premium.

- For properties unoccupied and unfurnished for over 10 years – 300% premium.

And that consideration will be given to Government guidance and any subsequent regulations made, in respect of exceptions.

ii) Makes a determination for the introduction of the premium for substantially furnished with no resident (second homes), to be introduced at the earliest time, 1 April 2025.

4.9 At the end of November 2023, Boston had 312 properties which had been empty for more than two years and subject to a premium charge. No additional revenue will be generated from the re-affirmation of the current approach. In addition, there are 114 properties which are substantially furnished but have no resident (second homes).

4.10 Additional revenue generated by premiums may be reduced as a result of Government guidance and anticipated regulation for exceptions, and when empty or second homes are brought back into use.

4.11 The tax base for 2024/25 has increased by 0.1% and a budgeted increase of 1.50% per annum assumed thereafter. This is based on the latest projected house building trajectory.

### **BTAC expenses**

	2023/24 £'000	2024/25 £'000	2025/26 £'000	2026/27 £'000	2027/28 £'000	2028/29 £'000
BTAC Expenses*	764	769	784	800	816	833

\*From 25/26 assumptions have been made that BTAC will remain as per 2024/25. This will be adjusted for final budget once all information is available.

Table 4 – Precepting Authority Band D charges

Authority	Proposed Band D amount. £p	Increase over 2024/25 £p	Increase over 2024/25 %
Lincolnshire County Council *	£1,578.69	£75.06	4.99%
Police and Crime Commissioner *	£304.20	£12.96	4.45%
Boston BC	£216.09	£7.20	3.45%
Parishes (average) *	TBC	TBC	TBC

\*TBC – will be confirmed for final budget as information not yet available.

### Revenue Support Grant (RSG) and Section 31 Grants

4.12 The table below currently builds in the assumption that RSG will continue throughout the MTFS period until such time as we have more information regarding future funding. Other than S31 grants for Business Rates (see table 2) the other main non-specific grants received by the Council relate to the Rural Services Delivery Grant (RSDG) and the more recent Funding Guarantee grant. RSDG for 2023/24 is proposed to be £116k and the Funding Guarantee grant is £550k for 2024/25, the future of this grant into the longer term is not known however it now incorporates the previous Lower Tier Grant.

Table 5 - Revenue Support Grant and other Non-Specific S31 Government Grants

	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
	£'000	£'000	£'000	£'000	£'000	£'000
Revenue Support Grant	433	454	454	454	454	454
Rural Services Delivery Grant	100	116	116	116	116	116
Services Grant	109	19	19	19	19	19
Funding Guarantee (3%)	457	550	550	550	550	550
<b>Total Received</b>	1,099	<b>1,139</b>	<b>1,139</b>	<b>1,139</b>	<b>1,139</b>	<b>1,139</b>
Annual Change in resource		(40)				

## New Homes Bonus

4.13 New Homes Bonus (NHB) allocations were announced as part of the Local Government Finance Settlement for 2024/25. The government has added a year of additional grant, and the assumption currently is that this will continue or be replaced with another similar scheme.

4.14 In light of current funding pressures the New Homes Bonus is being used to support budgetary pressures (£343k).

Table 6 – New Homes Bonus estimates

	Final 2023/24 £000	Final 2024/25 £000	Draft 2025/26 £000	Draft 2026/27 £000	Draft 2027/28 £000	Draft 2028/29 £000
New Homes Bonus	288	343	343	343	343	343

## Fees and Charges

4.15 The Council is dependent on direct payment for many of its services in the form of various fees, charges and rents. Fees and charges play an important role in the effective delivery of services; they not only raise income but can control access to services, help the council respond to competition, fund investment and guide client behaviour.

4.16 In some cases, the levels of fees are set by the Government and the Council has no control over what is charged. Where the Council has had control, it has not always increased these charges in line with inflation or other market conditions. Given future uncertainty around levels of government grant support and business rates income, It is proposed that the budget should apply RPI increases to all discretionary fees and charges on an annual basis where appropriate.

Table 7 – Fees and charges income budgets

Budget Area	2023/24 £'000	2024/25 £'000	2025/26 £'000	2026/27 £'000	2027/28 £'000	2028/29 £'000
Leisure income*	820	0	0	0	0	0
Building control	170	206	206	206	206	206
Licensing	131	142	142	142	142	142
Land charges	78	58	58	58	58	58
Bereavement	934	978	978	978	978	978
Garden Waste	644	680	680	680	680	680
Trade waste	402	395	395	395	395	395
Planning fees	645	645	600	600	600	600
Parking	1019	993	993	993	993	993
Markets	95	95	95	95	95	95
Other small areas	220	190	164	160	236	192
<b>TOTAL FEE INCOME</b>	<b>5,158</b>	<b>4,382</b>	<b>4,311</b>	<b>4,306</b>	<b>4,383</b>	<b>4,339</b>

\*No leisure income from 2024/25 due to transferring to Parkwood Leisure during 2023/24.

## Other Income

4.17 The Council also receives other forms of income, as shown in the following table.

Table 8 – Other Income

	2023/24 £'000	2024/25 £'000	2025/26 £'000	2026/27 £'000	2027/28 £'000	2028/29 £'000
Interest on Investments	1,632	2,084	1,588	1,375	1,259	1,205
Housing Benefit Subsidy	11,210	12,391	12,391	12,391	12,391	12,391
Housing Benefit/Universal Credit Overpayments	120	30	30	30	30	30
Council tax and Housing benefit administration grant	260	183	183	183	183	183
Specific Government Grants	736	419	151	151	151	151
Court Income & Council Tax Penalties	251	265	265	265	265	265
Rental income	967	900	904	908	912	917
NNDR admin grant	92	91	91	91	91	91
Other Contributions (from external bodies for sharing of services and posts)	1,522	0	0	0	0	0
Other Income/Grants	29,568	37,402	9,811	8,747	8,706	8,833
Use of Reserves	4,879	2,221	7,597	(58)	113	(58)
<b>Total Other Income</b>	<b>51,237</b>	<b>55,986</b>	<b>33,010</b>	<b>24,083</b>	<b>24,101</b>	<b>24,007</b>

- Use of Reserve values will change as and when new schemes are approved for inclusion within the programme.
- Increase in the Housing Benefit Subsidy income is due to a realignment of the budget to reflect current anticipated levels of activity. There is a corresponding increase in expenditure.

#### 4.18 Summary

Table 9 – All sources of income

	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
	£'000	£'000	£'000	£'000	£'000	£'000
Business Rates	4,208	<b>5,598</b>	5,378	5,486	5,596	5,708
Revenue Support Grant	433	<b>454</b>	454	454	454	454
Services Grant	109	<b>19</b>	19	19	19	19
Funding Guarantee (4%)	457	<b>550</b>	550	550	550	550
Rural Services Delivery Grant	100	<b>116</b>	116	116	116	116
New Homes Bonus	288	<b>343</b>	343	343	343	343
Council Tax	4,207	<b>4,335</b>	4,555	4,727	4,903	5,083
<b>Funding Subtotal</b>	<b>9,802</b>	<b>11,415</b>	<b>11,416</b>	<b>11,695</b>	<b>11,981</b>	<b>12,273</b>
Fees, Charges, Rents	5,158	<b>4,382</b>	4,311	4,306	4,383	4,339
Other Income	51,236	<b>55,985</b>	33,010	24,083	24,101	24,007
<b>Fees, Charges &amp; Other Income</b>	<b>56,394</b>	<b>60,367</b>	<b>37,321</b>	<b>28,389</b>	<b>28,484</b>	<b>28,345</b>

#### 2024/25 SPENDING PLANS

4.19 Table 10 below shows the estimated Council spending plans for the next 5 years. It shows expenditure analysed by the CIPFA Standard classification. The paragraphs below the table provide explanations for the main variances across the MTFS.

4.20 The table below summarises the main changes in expenditure budgets between 2023/24 and 2024/25. The ongoing delivery of the Council's Efficiencies and Transformation Programme may introduce further changes in the year ahead and over the Medium Term.

Table 10 – Spending Plans

	2023/24 £'000	2024/25 £'000	2025/26 £'000	2026/27 £'000	2027/28 £'000	2028/29 £'000
Employees*	10,667	11,437	11,339	11,499	11,858	12,352
Premises	2,415	2,492	2,454	2,471	2,493	2,502
Transport	994	2,469	2,482	2,496	2,510	2,525
Supplies and Services	3,529	2,933	3,278	3,238	3,302	3,301
Third Party Payments	3,413	4,835	4,540	4,307	4,308	4,309
Drainage Board Levies	2,470	2,809	2,950	3,097	3,252	3,415
Parish Councils' Precepts	533	579	590	602	614	626
Transfer Payments	39,167	42,040	15,981	14,978	14,879	14,809
Direct Revenue Financing of Capital	4,259	2,172	7,638	0	0	0
Interest Payable on Borrowing	494	111	111	111	111	111
Minimum Revenue Provision	15	111	207	207	207	207
Capital Charges Contra Entry	200	2,139	0	0	0	0
<b>Gross Expenditure</b>	<b>68,156</b>	<b>74,128</b>	<b>51,571</b>	<b>43,006</b>	<b>43,535</b>	<b>44,158</b>

\* Employee costs appear to move minimally from 2023/24 to 2024/25, this is due to the transfer of GMLC leisure staff to Parkwood Leisure.

Employee costs have been prepared in accordance with the Council's Pay Policy. Pay generally has been increased by salary increments due to staff, and by an estimated 3.5% increase in 2024/25, 3% for 2025/26 and 2.5% thereafter. Pension cost estimates have been prepared on the basis of current staff in the pension scheme at October 2023/24, and all vacant posts assumed to be within the pension scheme. There have been some staffing changes which are mainly grant funded as a result of successful bidding to government departments. The employee costs also include the latest results of the Pension Triennial Review.

Premises budgets have stabilised in 2024/25 from the large increases in 2023/24. All utilities budgets are now reflective of the actual costs in 2023/24 and adjusted for the new contract prices.

Transport costs have increased from 2023/24 levels due to realignment of fleet maintenance recharges, there is a corresponding increase in income to neutralise this.

Supplies and Services budgets have decreased mainly due to realignment of building maintenance recharges and also the transfer of GMLC leisure costs to Parkwood leisure.

Third party payments - These budgets reflect payments to Public Sector Partnership Services and other outside bodies.

Transfer Payments – There is a large decrease from 2023/24 levels due to less project grant funding being received.

Capital Charges – Changes in capital charges relate to revisions to the capital programme between years which do not affect the General Fund bottom line as they are funded from reserves.

Internal Drainage Board (IDB) increases are set out in the table below. 2024/25 increases have been built in with increases from the drainage boards averaging 39.5%. The Council is liaising with the local Internal Drainage Boards to work towards limiting future increases where possible. Lobbying of government is also underway with the impact of this loss of revenue to the Council due to the embedded levy having an impact every year that passes.

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<b>BBC</b>	<b>2021/22 Actual</b>	<b>2022/23 Actuals</b>	<b>2023/24 Actuals</b>	<b>2024/25 Budget</b>	<b>Increase from 2021/22 to 2024/25</b>	<b>Increase from 2021/22 to 2024/25</b>
	£	£	£	£	£	%
Witham Fourth Internal Drainage Board	1,108,050	1,196,693	1,256,520	1,357,042	248,992	0.225
Welland and Deepings Internal Drainage Board	61,851	66,799	77,962	84,199	22,348	0.361
Black Sluice Internal Drainage Board	842,838	885,757	1,139,128	1,366,954	524,116	0.622
South Holland Drainage Board	973	1,051	1,130	1,220	247	0.254
<b>TOTAL LEVY</b>	<b>2,013,712</b>	<b>2,150,300</b>	<b>2,474,740</b>	<b>2,809,414</b>	<b>795,703</b>	<b>0.395</b>

## 5. BUDGET REQUIREMENT

5.1 The budget requirement is formed by comparing resource prediction and spending plans.

Table 11 – Requirement Budget

	2023/24 Estimate £'000	2024/25 Estimate £'000	2025/26 Estimate £'000	2026/27 Estimate £'000	2027/28 Estimate £'000	2028/29 Estimate £'000
Fees, Charges & Other Income (table 9) *	(56,394)	(60,367)	(37,321)	(28,389)	(28,484)	(28,345)
Gross Expenditure (table 10)	68,156	74,128	51,571	43,006	43,535	44,158
Efficiency Target	(664)	(999)	(1,460)	(1,520)	(1,641)	(2,081)
<b>Net Budget</b>	<b>11,098</b>	<b>12,762</b>	<b>12,790</b>	<b>13,097</b>	<b>13,411</b>	<b>13,732</b>
<u>Funded By</u>						
Retained Business rates	(4,208)	(5,598)	(5,378)	(5,486)	(5,596)	(5,708)
Revenue Support Grant	(433)	(454)	(454)	(454)	(454)	(454)
Lower Tier Services Grant	0	0	0	0	0	0
Service Grant	(109)	(19)	(19)	(19)	(19)	(19)
Funding Guarantee (4%)	(457)	(550)	(550)	(550)	(550)	(550)
Rural Services Delivery Grant	(100)	(116)	(116)	(116)	(116)	(116)
New Homes Bonus	(288)	(343)	(343)	(343)	(343)	(343)
BTAC	(764)	(769)	(784)	(800)	(816)	(833)
Parish Precepts	(533)	(579)	(590)	(602)	(614)	(626)
Council Tax	(4,207)	(4,335)	(4,555)	(4,727)	(4,903)	(5,083)
<b>Total Funding</b>	<b>(11,098)</b>	<b>(12,762)</b>	<b>(12,790)</b>	<b>(13,097)</b>	<b>(13,411)</b>	<b>(13,732)</b>

\*Major change in other income is due to the inclusion of capital grants in 2023/24 from Towns Fund, UKSPF and LUF funding.

5.2 Based on current assumptions the Council has a significant efficiency target for 2024/25 which plans are already underway to address. With uncertainty around Business Rates after 2025/26 as mentioned earlier it is very unclear at this stage what the financial impact will be.

### 5.3 Boston Area Town Committee

Boston Town Area Committee (BTAC) special expenses are a separate charge to the residents of Boston for services provided in their town and are charged as a supplement to the main council tax. The BTAC budget for 2024/25 is estimated at £768,772 (2023/24 - £763,636).

## 6. RESERVES

In order to comply with the requirements of the Local Government Act 2003, the Authority must undertake a review of the level of reserves as part of annual budget preparation. A review of the reserves has been undertaken to make sure that they have a defined purpose, identified and approved values for additions to and usage of each reserve, and that they are set at an appropriate value which identifies the current and future requirements and risks the Council might face. This has included an assessment of risk registers, pressures upon services, inflation and interest rates and any underwriting arrangements. The proposed budget has been developed on the basis of not requiring any long-term support from reserves for the revenue budget.

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### 6.1 General reserves

The General Fund balance is estimated to stand at £2.0m for the next five years, which the Council's Section 151 Officer believes to be prudent for the Council at this time.

### 6.2 Specific Reserves

Specific reserves are set up to provide funds for known future commitments or provide resources for unexpected events. Given the risks and uncertainties facing both the local and national economy the Council is committed to retaining robust levels of reserves, whilst ensuring resources are available to enable efficient service delivery.

	<b>2024/25</b>
	<b>£'000</b>
<b>Contribution to Reserves</b>	
Transformation Reserve	
District Council Elections 23.24 contribution	(43)
Repairs and Renewals Reserve	
Riverside Ind Est-25% income	(17)
<b>Contribution to Reserves total</b>	<b>(60)</b>
<b>Contribution from Reserves</b>	
Capital Reserve	
Capital Programme 2024.25	2,115
Transformation Reserve	
Crowd fund annual cost	11
Community Leadership	8
Env Services Project Coordinator	7
Housing Reserve	
DASH Funding	3
Housing Options	6
Healthy and Accessible	16
Capital Programme 2024/25	57
Contingency Reserve	
Safety Resource	16
Regulatory Resources	42
<b>Contribution from Reserves total</b>	<b>2,281</b>
<b>Net contribution (to)/from Reserves</b>	<b>2,221</b>

Reserves	Estimated balance 31.03.2024 £'000	Balance 31.03.2025 £'000	Balance 31.03.2026 £'000	Balance 31.03.2027 £'000	Balance 31.03.2028 £'000	Balance 31.03.2029 £'000
Capital Funding	(5,987)	(3,872)	(955)	(955)	(955)	(955)
Transformation Reserve	(472)	(489)	(531)	(574)	(445)	(488)
Repairs and Renewals	(628)	(645)	(663)	(680)	(698)	(715)
ICT Reserve	(33)	(33)	(33)	(33)	(33)	(33)
Housing Reserve	(1,387)	(1,305)	(1,296)	(1,293)	(1,291)	(1,288)
Controlling Migration	(14)	(14)	(14)	(14)	(14)	(14)
Insurance Reserve	(230)	(230)	(230)	(230)	(230)	(230)
Property Fund Returns Risk Mitigation Reserve	(1,116)	(1,116)	(1,116)	(1,116)	(1,116)	(1,116)
Funding Volatility Reserve	(1,892)	(1,892)	(1,892)	(1,892)	(1,892)	(1,892)
Contingency Reserve	(421)	(363)	(353)	(353)	(353)	(353)
Climate Change Reserve	(84)	(84)	(84)	(84)	(84)	(84)
Planning Reserve	(86)	(86)	(86)	(86)	(86)	(86)
S106 & Commuted Sums Reserve	(143)	(143)	(143)	(143)	(143)	(143)
Property Fund Reserve	(115)	(115)	(115)	(115)	(115)	(115)
<b>Total Specific Reserves</b>	<b>(12,608)</b>	<b>(10,387)</b>	<b>(7,511)</b>	<b>(7,568)</b>	<b>(7,455)</b>	<b>(7,512)</b>
General Reserve	(2,000)	(2,000)	(2,000)	(2,000)	(2,000)	(2,000)
BTAC Reserve	(239)	(239)	(239)	(239)	(239)	(239)
<b>Total Reserves</b>	<b>(14,847)</b>	<b>(12,626)</b>	<b>(9,750)</b>	<b>(9,807)</b>	<b>(9,694)</b>	<b>(9,751)</b>

## CAPITAL PROGRAMME AND TREASURY MANAGEMENT

- 7.1 The Capital Strategy and Asset Management Strategy will generate potential future capital investment requirements. Specific schemes and values will only be included in the recommended programme when the need and likely costs have been further established in detailed business cases, and the Council has ensured that it has sufficient capital and revenue resources to implement such schemes.
- 7.2 The Council has limited capital resources and must look to new ways of financing its capital expenditure. It must also seek to reduce the running costs of its assets and maximise capital receipts.
- 7.3 Funding for Disabled Facility Grants (DFGs) comes from the Better Care Fund via Lincolnshire County Council's Health and Wellbeing Board.

The Treasury Management Strategy Statement pulls together the decisions of capital investment and our cash flow and revenue budgets.

**Table 12 – Capital Programme, Funding and Resource Implication**

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Ref	Scheme	2024/25 £'000	2025/26 £'000	2026/27 £'000	2027/28 £'000	2028/29 £'000	Total
1	Disabled Facilities Grants	630	630	630	630	630	<b>3,300</b>
2	Vehicle Replacement	311	0	0	0	0	<b>311</b>
3	Housing Strategy	57	0	0	0	0	<b>57</b>
4	Information Technology Infrastructure Refresh	367	163	265	548	100	<b>1,443</b>
5	UKSPF	279	0	0	0	0	<b>279</b>
6	UKSPF - Rural	203	0	0	0	0	<b>203</b>
7	LUF - Civic Hub	690	0	0	0	0	<b>690</b>
8	LUF - Crown House	7,160	0	0	0	0	<b>7,160</b>
9	LUF - Public Realm	6,413	0	0	0	0	<b>6,413</b>
<b>General Fund Total</b>		<b>16,260</b>	<b>793</b>	<b>895</b>	<b>1,178</b>	<b>730</b>	<b>19,856</b>
10	Towns Fund - Leisure	4,000	2,917	0	0	0	<b>6,917</b>
11	Towns Fund - Mayflower	8,150	0	0	0	0	<b>8,150</b>
12	Towns Fund - Healing the High St (incl Shodfriars)	1,600	1,003	0	0	0	<b>2,603</b>
13	Towns Fund - Boston Station	2,274	0	0	0	0	<b>2,274</b>
<b>Towns Fund Total</b>		<b>16,024</b>	<b>3,920</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>19,944</b>

	<b>Total Current Approved Programme</b>	<b>32,284</b>	<b>4,713</b>	<b>895</b>	<b>1,178</b>	<b>730</b>	<b>39,800</b>
	<b>New Projects/Additions</b>						
1	Disabled Facilities Grants - increase in line with grant received	256	170	170	70	0	666
2	Neighbourhoods Vehicle Replacements	56	406	0	2,004	425	2,891
	<b>New Projects/Additions Total</b>	<b>312</b>	<b>576</b>	<b>170</b>	<b>2,074</b>	<b>425</b>	<b>3,557</b>
	<b>Grand Total</b>	<b>32,596</b>	<b>5,289</b>	<b>1,065</b>	<b>3,252</b>	<b>1,155</b>	<b>43,357</b>
	<b>Funded By:</b>						
	Internal Borrowing	423	569	265	2,553	525	4,335
	External Grants	30,001	1,803	800	699	630	33,933
	Capital Reserve	2,115	2,917	0	0	0	5,032
	Other Reserve – Housing	57	0	0	0	0	57
	<b>Grand Total</b>	<b>32,596</b>	<b>5,289</b>	<b>1,065</b>	<b>3,252</b>	<b>1,155</b>	<b>43,357</b>

Table 13 – Treasury Assumptions

<b>Treasury Assumptions</b>	<b>2024/25</b>	<b>2025/26</b>	<b>2026/27</b>	<b>2027/28</b>	<b>2028/29</b>
Average Investment Balances	£29.1m	£20.3m	£13.5m	£10.8m	£9.1m
Investment return assumptions – on non-cash balances	4.70%	3.20%	3.00%	3.25%	3.25%
Investment assumptions – property fund return (revenue return only)	4.00%	4.00%	4.00%	4.00%	4.00%
External Borrowing	£1m	£1m	£1m	£1m	£1m
Average Borrowing Rate	11.125%	11.125%	11.125%	11.125%	11.125%

7.4 These assumptions include:

- The Council's available cash balances and investment returns will be influenced by the future development of the Council's Asset Management Plan and all decisions made regarding the use of the Council's Reserves for capital and revenue purposes.

## 8. CONSULTATION

8.1 Under the Gunning Principles, the following points are the golden rules of consultation:

- Proposals must contain enough information for the respondent to provide intelligent consideration.
- Must give adequate time for a response.
- Responses must be conscientiously taken into account.

8.2 Using these principles, the budget consultation process for the 2024/25 budget comprised a number of elements. It was published on the Council's website for consultation by all stakeholders, including the local business community.

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8.3 In addition to this the Council consulted through a number of Member forums including Cabinet, Audit and Governance and Corporate and Community Committee.

8.4 Following the budget consultation process, comments received through the Member meetings and consultation exercise were taken into account in preparing and recommending the proposed budget for Cabinet review and formal Council approval on 21st February and 4<sup>th</sup> March 2024 respectively.

## 9. EFFICIENCY TARGETS

9.1 The projected budgets recognise an increasingly challenging and uncertain position through the five year period of our financial strategy. A key factor is that the Local Government Finance Act 2012 and future finance reviews demand a significant transformation in the way public services are both paid for and provided, with an emphasis on business and housing growth to both improve economic development and maximise funding to the Council to help offset ongoing reductions in overall resources.

9.2 Based upon current budget assumptions the value of efficiency savings required to set a balanced budget for the next five years are as follows:

Table 14 – Efficiency Targets

	2024/25 £'000	2025/26 £'000	2026/27 £'000	2027/28 £'000	2028/29 £'000
Budget Efficiency Requirement (£'000) – annual	340	1,460	1,520	1,641	2,081
IDB Funding Requirement (£'000)	659	0	0	0	0
<b>Total</b>	<b>999</b>	<b>1,460</b>	<b>1,520</b>	<b>1,641</b>	<b>2,081</b>

9.3 The ongoing delivery of a significant level of efficiencies and savings is recognised as a key challenge to the Council that will require both political and cultural direction to ensure it is met.

## 10. SOUTH AND EAST LINCOLNSHIRE COUNCILS' PARTNERSHIP PLANS

10.1 As we think of 2024/25 there is great uncertainty with the central funding which could be allocated to Boston. This is driven by several financial matters which remain unresolved such as the implications of the Fairer Funding Review, Business Rates baseline reset and a review of the Business Rates retention scheme. It should therefore be noted the Councils assumptions on future budget gaps whilst prudent could well be understated. The Council is taking a positive response to this uncertainty by seeking to influence those matters raised above through both engagement and lobbying to ensure a fair deal is delivered for rural communities.

As we look forward into 2024/25 Cabinet will be promoting projects which aim to drive commercial opportunities, place the customer at the centre of everything we do and achieve as much as is possible through greater collaboration through the South and East Lincolnshire Councils Partnership. Some of these key projects to be developed during 2024/53 include.

- Realising efficiencies working together with East Lindsey District Council and South Holland District Council through the South and East Lincolnshire Councils Partnership
- Investment in infrastructure and facilities through the Towns Fund, LUF, NPO and UKSPF
- A Council service modernisation programme through investment with PSPS and also in ICT
- Building the case for investment in infrastructure
- Empowering communities in the way services are provided

- Commercialisation of services
- Addressing Deprivation in the area
- Tackling Climate Change through the Green Homes Initiative
- Delivering the Boston Town Centre Strategy and Action Plan

## 11. RISK AND SENSITIVITY

11.1 The following table shows the key risks and how we intend to treat them through our risk management practices.

11.2 Table 15 – Key Risks

Risk	Likelihood	Impact	Mitigating Action
Fairer Funding and Business Rate reset/changes	High	High	To lobby as required
IDB Levy	High	High	To lobby as required
Increased Interest Rates	High	High	Market advice and forecasting for continuation
Growth plans may require borrowing at some point in the future	High	High	Continue to closely monitor and prioritise the Council's Capital Financing Requirement.
Increased demand for Homelessness Support Services – relating to Homelessness Reduction Act	High	High	Monitor service demand and impact on costs. Optimise use of grant funding and closely monitor impact.
Lack of clarity for funding levels beyond 22/23 and spending review	High	Medium	Prudent budget set to provide best estimate. Transitional arrangements have been applied in similar previous changes imposed on funding arrangements.
Fluctuation in business rates	High	High	Growth plans and accurate monitoring
Fair Funding Review could take into account actual levels of commercial	Medium	Medium	Prudent budget set to provide best estimate.
Pension fund deficit	Medium	Medium	Close links with LCC pension fund

Additional bad debts as a result of economic circumstances	Medium	Medium	The Council has pro-active debt management and pre-pay fee policies.
Increased maintenance costs of ageing physical assets	Medium	Medium	Asset management plan. Pro-active rather than reactive maintenance programme
Inflation rises by more than budgeted projections	Medium	Medium	Budget assumptions kept up to date with most recent projections.
Court Income	High	Low	Court income projections are in line with budget. The budget has not been increased due to concerns over collectability of this income. A year-end review will be undertaken to inform future year's budgets.
PSPS may be unable to deliver an effective service within the agreed contract price.	Low	Medium	Reviewing Service Level Agreements, activity levels and service priorities, develop a suitable Transformation Programme
Fluctuation in business rates	High	High	Growth plans and accurate monitoring
Fee Income volatility	High	High	Early monitoring of deviations
Contract Cost volatility	High	High	To seek to pre-purchase were necessary
Lack of funding to partners causing displacement of service demand	High	High	Engagement and realism
Inadequate capital resources to finance future desired plans	High	High	Proportionate spending and sale of surplus assets
Central Government policy changes	High	High	Engagement in consultation and policy creation
Reductions in NHB impacting on future plans	High	High	Lobbying and service transformation
VAT – partial exemption	High	High	Close forecasting VAT partial exemption position
Failure to deliver the required transformation programme	Medium	High	Effective programme and project management
Reduction in Investment Values	Medium	Medium	Regular Monitoring, allocation of specific Reserve
Central Government policy changes	High	High	Engagement in consultation and policy creation
A poor settlement for rural councils	Medium	Medium	Lobbying as a special interest group
Increased demand for services in general	Medium	Medium	A robust performance management framework

## **12. OPTIONS**

12.1 There are no alternative budget options presented, however if Council does not accept the proposed budget, then any changes to income or expenditure which will produce a revised balanced budget must be presented and approved at the Council meeting.

## **13. RECOMMENDATIONS**

13.1 Reason for recommendation - To comply with the budgetary and policy framework.

13.2 Recommendations – That Cabinet recommends to Council:

- To approve the General Fund budget 2024/25.
- To approve the associated financial strategies 2024/25 to 2028/29
- To agree the approach to council tax premiums as detailed in paragraph 4.6.

Area	2024-25 £'000	2025-26 £'000	2026-27 £'000	2027-28 £'000	2028-29 £'000
Employee Related Expenditure	11,437,380	11,339,303	11,498,766	11,858,209	12,351,932
Premises Related Expenditure	2,492,258	2,454,422	2,470,522	2,493,166	2,501,999
Transport Related Expenditure	2,469,270	2,481,555	2,495,727	2,509,904	2,524,906
Supplies & Services	2,932,615	3,278,166	3,237,727	3,302,308	3,301,409
Drainage Board Levies	2,809,410	2,949,881	3,097,375	3,252,243	3,414,855
Parish Precepts	578,703	590,219	601,963	613,943	626,161
Third party Payments	4,835,040	4,539,945	4,306,910	4,308,332	4,308,763
Transfer Payments	42,040,212	15,980,615	14,978,304	14,878,583	14,808,870
Depreciation and Impairment Losses	2,166,639	2,166,639	2,166,639	2,166,639	2,166,639
Income	(58,805,437)	(29,723,729)	(28,446,740)	(28,370,651)	(28,402,887)
Efficiencies Required	(339,880)	(1,459,676)	(1,519,820)	(1,640,702)	(2,080,698)
<b>COUNCIL SUB-TOTAL</b>	<b>12,616,210</b>	<b>14,597,340</b>	<b>14,887,373</b>	<b>15,371,974</b>	<b>15,521,949</b>
Direct Revenue Financing of Capital Expenditure	2,171,954	7,638,158	0	0	0
Capital Charges Contra Entry	(27,433)	(2,166,640)	(2,166,640)	(2,166,640)	(2,166,640)
Minimum Revenue Provision	111,000	207,430	207,430	207,430	207,430
Interest on borrowing	111,250	111,250	111,250	111,250	111,250
Contributions From Reserves	(2,280,964)	(7,657,589)	(2,500)	(2,500)	(2,500)
Contributions to Reserves	60,200	60,200	60,200	(110,600)	60,200
<b>NET COST OF SERVICES</b>	<b>12,762,217</b>	<b>12,790,149</b>	<b>13,097,113</b>	<b>13,410,914</b>	<b>13,731,689</b>
<b>Financing</b>					
Net Retained Business rates	(2,963,628)	(2,891,137)	(2,948,959)	(3,007,939)	(3,068,097)
Section 31 Grant	(2,724,282)	(2,778,768)	(2,834,343)	(2,891,030)	(2,948,850)
less Pooling Levy returned to LCC	311,558	291,436	297,265	303,210	309,275
NNDR share of Collection Fund (Surplus)/Deficit	(221,504)	0	0	0	0
Revenue Support Grant	(454,000)	(454,000)	(454,000)	(454,000)	(454,000)
New Homes Bonus Grant	(343,342)	(343,342)	(343,342)	(343,342)	(343,342)
Council Tax	(4,387,059)	(4,554,867)	(4,726,723)	(4,902,709)	(5,082,911)
Specific Grants	(685,000)	(685,000)	(685,000)	(685,000)	(685,000)
Town & Parish Councils	(578,703)	(590,219)	(601,964)	(613,943)	(626,161)
BTAC	(768,772)	(784,253)	(800,047)	(816,162)	(832,602)
Share of C Tax Collection Fund (Surplus)/Deficit	52,514	0	0	0	0
<b>FUNDING</b>	<b>(12,762,217)</b>	<b>(12,790,149)</b>	<b>(13,097,113)</b>	<b>(13,410,914)</b>	<b>(13,731,689)</b>
<b>TAX BASE</b>	<b>20,302</b>	<b>20,607</b>	<b>20,916</b>	<b>21,229</b>	<b>21,548</b>
<b>BOSTON BC BAND D COUNCIL TAX</b>	<b>£ 216.09</b>	<b>£ 221.04</b>	<b>£ 225.99</b>	<b>£ 230.94</b>	<b>£ 235.89</b>
<b>Total Council Tax</b>	<b>4,387</b>	<b>4,555</b>	<b>4,727</b>	<b>4,903</b>	<b>5,083</b>

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Area	20224-25 £'000	2025-26 £'000	2026-27 £'000	2027-28 £'000	2028-29 £'000
Corporate	1,997,420	2,062,560	2,062,910	2,070,330	2,077,980
Finance	3,923,530	4,592,257	4,983,436	5,282,663	5,746,733
Wellbeing and Community Leadership	1,891,598	1,939,639	1,965,769	1,926,899	2,002,719
Economic Growth	(2,322,287)	181,060	180,139	186,330	192,120
Governance	790,700	791,980	767,920	924,880	791,020
General Fund Assets	199,000	198,140	248,270	271,020	292,600
Leisure and Culture	2,060,572	1,887,413	1,653,244	1,675,092	1,695,718
Neighbourhoods	3,179,057	3,437,497	3,540,405	3,622,712	3,705,697
Planning & Strategic Infrastructure	204,450	280,250	299,730	324,000	345,080
Regulatory	731,920	725,740	748,540	775,850	804,280
Strategic Growth & Development	300,130	(39,520)	(43,170)	(47,100)	(51,300)
Efficiencies Required	(339,880)	(1,459,676)	(1,519,820)	(1,640,702)	(2,080,698)
<b>COUNCIL SUB-TOTAL</b>	<b>12,616,210</b>	<b>14,597,340</b>	<b>14,887,373</b>	<b>15,371,974</b>	<b>15,521,949</b>
Direct Revenue Financing of Capital Expenditure	2,171,954	7,638,158	0	0	0
Capital Charges Contra Entry	(27,433)	(2,166,640)	(2,166,640)	(2,166,640)	(2,166,640)
Minimum Revenue Provision	111,000	207,430	207,430	207,430	207,430
Interest on borrowing	111,250	111,250	111,250	111,250	111,250
Contributions From Reserves	(2,280,964)	(7,657,589)	(2,500)	(2,500)	(2,500)
Contributions to Reserves	60,200	60,200	60,200	(110,600)	60,200
<b>NET COST OF SERVICES</b>	<b>12,762,217</b>	<b>12,790,149</b>	<b>13,097,113</b>	<b>13,410,914</b>	<b>13,731,689</b>
<b>Financing</b>					
Net Retained Business rates	(2,963,628)	(2,891,137)	(2,948,959)	(3,007,939)	(3,068,097)
Section 31 Grant	(2,724,282)	(2,778,768)	(2,834,343)	(2,891,030)	(2,948,850)
less Pooling Levy returned to LCC	311,558	291,436	297,265	303,210	309,275
NNDR share of Collection Fund (Deficit)/Surplus	(221,504)	0	0	0	0
Revenue Support Grant	(454,000)	(454,000)	(454,000)	(454,000)	(454,000)
New Homes Bonus Grant	(343,342)	(343,342)	(343,342)	(343,342)	(343,342)
Council Tax	(4,387,059)	(4,554,867)	(4,726,723)	(4,902,709)	(5,082,911)
Specific Grants	(685,000)	(685,000)	(685,000)	(685,000)	(685,000)
Town & Parish Councils	(578,703)	(590,219)	(601,964)	(613,943)	(626,161)
BTAC	(768,772)	(784,253)	(800,047)	(816,162)	(832,602)
Share of C Tax Collection Fund (Deficit)/Surplus	52,514	0	0	0	0
<b>FUNDING</b>	<b>(12,762,217)</b>	<b>(12,790,149)</b>	<b>(13,097,113)</b>	<b>(13,410,914)</b>	<b>(13,731,689)</b>
<b>TAX BASE</b>	<b>20,302</b>	<b>20,607</b>	<b>20,916</b>	<b>21,229</b>	<b>21,548</b>
<b>BOSTON BC BAND D COUNCIL TAX</b>	<b>£ 216.09</b>	<b>£ 221.04</b>	<b>£ 225.99</b>	<b>£ 230.94</b>	<b>£ 235.89</b>
<b>Total Council Tax</b>	<b>4,387</b>	<b>4,555</b>	<b>4,727</b>	<b>4,903</b>	<b>5,083</b>
<b>PERCENTAGE INCREASE</b>	<b>3.45%</b>	<b>2.29%</b>	<b>2.24%</b>	<b>2.19%</b>	<b>2.14%</b>

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Ref	Scheme	Approved 2024/25 £'000	Slippage from 2023/24 £'000	Revised 2024/25 £'000	2025/26 £'000	2026/27 £'000	2027/28 £'000	2028/29 £'000	Total
1	Disabled Facilities Grants	630	150	780	630	630	630	630	3,300
2	Vehicle Replacement	-	311	311	-	-	-	-	311
3	Housing Strategy	-	57	57	-	-	-	-	57
4	Information Technology Infrastructure Refresh	312	55	367	163	265	548	100	1,443
5	UKSPF	279	-	279	-	-	-	-	279
6	UKSPF - Rural	203	-	203	-	-	-	-	203
7	LUF - Civic Hub	-	690	690	-	-	-	-	690
8	LUF - Crown House	3,025	4,135	7,160	-	-	-	-	7,160
9	LUF - Public Realm	463	5,950	6,413	-	-	-	-	6,413
	<b>General Fund Total</b>	<b>4,912</b>	<b>11,348</b>	<b>16,260</b>	<b>793</b>	<b>895</b>	<b>1,178</b>	<b>730</b>	<b>19,856</b>
10	Towns Fund - Leisure	1,048	2,952	4,000	2,917	-	-	-	6,917
11	Towns Fund - Mayflower	734	7,416	8,150	-	-	-	-	8,150
12	Towns Fund - Healing the High St (incl Shodfriars)	1,140	460	1,600	1,003	-	-	-	2,603
13	Towns Fund - Boston Station	33	2,241	2,274	-	-	-	-	2,274
	<b>Towns Fund Total</b>	<b>2,955</b>	<b>13,069</b>	<b>16,024</b>	<b>3,920</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>19,944</b>
	<b>Total Current Approved Programme</b>	<b>7,867</b>	<b>24,417</b>	<b>32,284</b>	<b>4,713</b>	<b>895</b>	<b>1,178</b>	<b>730</b>	<b>39,800</b>
	<b>New Projects/Additions</b>								
1	Disabled Facilities Grants - increase in line with grant received	256	-	256	170	170	70	-	666
2	Neighbourhoods Vehicle Replacements	56	-	56	406	-	2,004	425	2,891
	<b>New Projects/Additions Total</b>	<b>312</b>	<b>-</b>	<b>312</b>	<b>576</b>	<b>170</b>	<b>2074</b>	<b>425</b>	<b>3557</b>
	<b>Grand Total</b>	<b>8,179</b>	<b>24,417</b>	<b>32,596</b>	<b>5,289</b>	<b>1,065</b>	<b>3,252</b>	<b>1,155</b>	<b>43,357</b>

Ref	Scheme	Approved 2024/25 £'000	Slippage from 2023/24 £'000	Revised 2024/25 £'000	2025/26 £'000	2026/27 £'000	2027/28 £'000	2028/29 £'000	Total
<b>Funded By:</b>									
	Internal Borrowing	368	55	423	569	265	2,553	525	4,335
	External Grants	7,034	22,967	30,001	1,803	800	699	630	33,933
	Capital Reserve	777	1,338	2,115	2,917	-	-	-	5,032
	Other Reserve – Housing	-	57	57	-	-	-	-	57
	<b>Grand Total</b>	<b>8,179</b>	<b>24,417</b>	<b>32,596</b>	<b>5,289</b>	<b>1,065</b>	<b>3,252</b>	<b>1,155</b>	<b>43,357</b>



**CAPITAL STRATEGY**

**2024/25 ONWARDS**

**PART 1**

**1.0 Introduction**

**1.1 Background**

- 1.1.1. This strategy is a high level summary of Boston Borough Council's approach to longer term capital investment in the future of the Borough. It guides the development of service capital plans, and sets out the policies and practices that the Council uses to establish, monitor and manage its capital programme, in line with the Medium Term Financial Strategy (MTFS).
- 1.1.2. The Council's priorities provide the backdrop to the MTFS which in turn ensures all new resources, be they revenue or capital, are allocated through the principles on which they are based.
- 1.1.3. The early sections of this document describe the Council's financial position. This indicates a requirement to ensure that the Council's Capital Strategy supports the Council going forward. In addition, guidance around using capital for mixed/commercial purposes and a revision of treasury and investment guidance is now in place pending a platform to support and protect councils looking to work in different ways, driven by long term financial pressures.
- 1.1.4. Boston Borough Council produces and renews its Capital Strategy on an annual basis. The Prudential Code 2021 recognises this as best practice and provides guidance to Local Authorities on how they should administer their Capital activities.
- 1.1.5. The Council expects continuous improvement in its performance and financial management. This requires strong executive leadership, strong challenge from scrutiny and commitment from employees. The Council's Organisational plans provide the framework to help drive and embed the necessary improvements.

1.1.6 This strategy has nine sections;

- Legislative and Best Practice Framework
- About Boston Borough Council
- Aims of the Strategy
- Financial Position Statement
- Strategic Objectives
- Capital Expenditure
- Capital Resources, and Plans
- Stewardship
- Risk Management

1.1.7 This document sets out how we will support the Council's Corporate Strategy and objectives with the capital resources at our disposal. There are inevitably more demands on the money needed than resources available, meaning that best value has to be sought by the Council on behalf of its residents, local businesses and users of services.

## PART 2

### 2.0 Legislative and Best Practice Framework

#### 2.1 Relevant Legislation

2.1.1 Councils have the power potentially to do almost anything. This is enshrined through the General Power of Competence (GPOC) in the Localism Act 2011. It is a very broadly expressed power, which overlaps other powers. GPOC, however, has important limits. It cannot be used in breach of other legislation, and is therefore supplemental to specific powers that allow councils to borrow and invest. Councils have the general power to borrow under Section 1 of the Local Government Act 2003. The power to invest is set out in the Local Government Act 2003, Section 12, which gives the Council the power to invest for any purpose relevant to its functions under any enactment, or for the purposes of the prudent management of its financial affairs. The power that allows councils to spend for capital purposes is included in the Local Government Act 2003.

#### 2.2 Current Guidance & Best Practice

2.2.1 The Prudential Code 2021 summarises the overriding matters that should be considered in determining a Capital Strategy. The Prudential Code makes it clear that councils' capital expenditure plans must be affordable, prudent and sustainable, and that treasury management decisions are taken in accordance with good professional practice and in full understanding of the risks involved.

## PART 3

### 3.0 About Boston

#### 3.1 Facts about the Borough

- 3.1.1 Boston, town and borough (district), administrative and historic county of Lincolnshire, England. It is located on the River Witham on the northern margin in the Fens.
- 3.1.2 Boston is a small port and market town with an incredibly rich and significant history. Emigrants from Boston have named several settlements around the world after the town, most notably Boston, Massachusetts in the United States.
- 3.1.3 There are a wealth of family-friendly attractions and activities in the town from wildlife parks to historic buildings. St Botolph's Church or 'The Stump' is widely thought of as the town's most notable landmark, being the largest church in England and visible from miles around.
- 3.1.4 Boston town has served as a small port and market town since the 13th century, when, as a member of the Hanseatic League, it traded in wool, wine, leather, tin, lead, and other commodities. With the progressive silting of the river and changing patterns of trade, the town's prosperity declined. It was from Boston that many of the Puritans set forth for the New World.
- 3.1.5 Boston's church is a landmark for the surrounding extensive area of flat reclaimed peat and silt marshland constituting the Fens. The tower, known as Boston Stump, is 272.5 feet (83 metres) high. It is the tallest parish church tower (exclusive of spire) in England. The church itself is a Decorated style building extensively restored since 1931.
- 3.1.6 The contemporary importance of the town of Boston derives from its continued modest function as a port and from the presence of agricultural and cattle markets. Industries are based largely on agricultural processing. The surrounding borough is mostly rural and intensively cultivated.

## PART 4

### 4.0 Aims of the Strategy

#### 4.1 The specific aims of this strategy are to ensure:

- Physical assets and related resources are efficiently and effectively used to support Boston Borough Council's priorities. These inputs will then be reviewed against the outputs from capital schemes to demonstrate Value for Money;
- Issues related to property and other assets are fully reflected in the Council's planning, specifically adequate funds for maintenance are available;

- The strategy itself is a useful tool to assist stakeholders' understanding of the Council's decision-making processes and project management of its capital investments;
- Provision is made for delivering corporate priorities and this is demonstrated through effective resource allocation;
- Invest to save projects are encouraged;
- The Council works within the Prudential Code framework and demonstrates robust and linked capital and treasury management;
- Review of the Asset Management Strategic Framework to identify surplus assets which can move through a disposal process to generate new capital resources;
- Capital spending plans are affordable and integrated with the Medium Term Financial Strategy;
- We work effectively with our partners in the South and East Lincolnshire Councils Partnership (SELCP), sharing expert resources and maximising funding opportunities, increasing the voice of the sub-region; and,
- Support for our partners by acting as an enabler in drawing down external funding for community projects. To further act as a match fund provider.

## PART 5

### 5.0 Financial Position Statement

#### 5.1 Financial overview

5.1.1 When taking financial decisions the considerations are multi-faceted. This means a single decision may impact upon revenue, capital, treasury and assets. These areas are all interlinked and should be fully understood to ensure plans are in place to maintain the Council's financial standing.

#### 5.2 Revenue

5.2.1 Through to 2028/29 the Council anticipates pressure on revenue budgets due to significant inflationary pressures, changes in customer requirements and reductions in income post covid and due to international events. Each year the ability to balance the budget is becoming more challenging, with options ranging from becoming more efficient, raising additional income and/or reducing services. The Council has an ongoing programme to develop plans to address the known challenges. In addition to this the impacts of changes to the localised business rate retention system, the proposed spending review and fairer funding from 2025/26 and beyond are unknown and have the potential to raise the budget gap significantly. There are no signs of an upturn in Council or indeed Government finances to provide optimism. Therefore the Council must continue to look to become self-financing by seeking alternative sources of finance. The Council will look towards its capital and treasury activities to mitigate and contribute towards relieving pressure on its future revenue budgets particularly as interest rates increase.

5.3 Capital

5.3.1 Annually the Council is required to invest in assets and projects which have a life of longer than one year. This investment, be it in IT systems, vehicles, property or equipment must be funded. The Council will look towards its capital and treasury activities to provide medium and long term resources for future capital expenditure. The Council also needs to consider ways of innovation that limit the amount of investment required during the timescale of this strategy in light of the significant pressures upon its resources, which may include new borrowing.

5.4 Treasury

5.4.1 The Council holds surplus cash during the year. These funds are largely monies held in reserves or short term cash holdings before payments are made to major preceptors and currently average approximately £29m excluding property fund investments. Whilst cash is held it is invested with full appreciation of the Prudential Code which requires Councils to consider security, liquidity and yield (in that order). In addition, many councils participate in borrowing to fund their capital programme. The Council will look towards its treasury activities making the best use of borrowing and investing with all decisions being undertaken having an appropriate approach towards prudence and proportionality, as well as security, liquidity and yield. Treasury management will be expected to make a positive contribution towards both revenue and capital pressures.

5.5 Asset Management

5.5.1 The Council has a balance sheet with fixed assets valued at circa £37m. The Council has focused its attentions on areas such as investment in Housing Companies, disposal of surplus assets and developing its Organisational plans. In addition the Council has been successful in bidding for funding both as part of the new SELCP partnership and in its own right. These funds have and will significantly bolster the Councils capital programme and support future plans.

**PART 6**

**6.0 Strategic Objectives**

6.1 Strategic fit

6.1.1 The financial strategies must support and empower the corporate strategy and priorities of the Council. This intrinsic link works both ways. By adopting the new strategy the Council will be looking to ensure the ongoing provision of both statutory and discretionary services to local residents and businesses. It must have due regard to legislation and guidance. All strategies adopted must also have full regard to the legislative framework and best practice guidance adopted by the sector. These offer clear boundaries and exemplify considerations for decision making and risk management.

6.1.2 This strategy links to a number of other corporate strategies and plans:

- Treasury Management Policy and Strategy Statement
- The Local Plan
- Medium Term Financial Strategy
- Risk Management Strategy
- Economic Development Strategic Framework
- Homelessness Strategy
- Asset Management Plan
- Crime and Disorder Strategy

## PART 7

### 7.0 Capital Expenditure

#### 7.1 Definition and considerations

7.1.1 The Local Government Act 2003 – which includes the legislation for the capital finance system – does not specify what precisely constitutes capital expenditure. Instead it:

- Refers to “expenditure of the authority which falls to be capitalised in accordance with proper practices”.
- Enables the Secretary of State to prescribe by regulation which local authority expenditure shall be treated as capital expenditure and which shall not be treated as capital expenditure
- Enables the Secretary of State to prescribe by regulation that the spending of a particular local authority shall – or shall not – be treated as capital expenditure

7.1.2 For the purposes of this strategy document, capital expenditure is defined as expenditure to acquire or upgrade assets (such as property, plant and equipment), so that future economic benefit or service potential will flow from the asset for more than one year.

7.1.3 The Council has set a de minimis limit of £10,000 for expenditure to be considered for capitalisation. The following categories of expenditure will require capital resources to fund their purposes:

1. The acquisition, reclamation, enhancement or laying out of land exclusive of roads, buildings or other structures
2. The acquisition, construction, preparation, enhancement or replacement of roads, buildings and other structures
3. The acquisition, installation or replacement of movable or immovable plant, machinery and apparatus and vehicles and vessels

4. The making of advances, grants or other financial assistance towards expenditure incurred or to be incurred on items detailed in points 1 to 3 above or on the acquisition of investments
5. The acquisition of share capital or loan capital in any body corporate
6. The issue of loan instrument in respect of which not all repayments by the authority are due within 1 year of issue
7. Works to increase substantially the thermal insulation of a building
8. Works to increase substantially the extent to which a building can be used by a disabled or elderly person
9. The acquisition of computer software, plus the in-house preparation of it, provided that the intention is to use the software for at least 1 year

7.1.4 Regulations state that expenditure on repair and maintenance which does not increase the life, value or extent of use of an asset is not deemed as capital expenditure.

**7.2 Future expenditure plans**

7.2.1 The Council has approved a five year (short/medium term) funded capital programme. Beyond this time capital resources will be limited unless funded through revenue support or external grants. In addition the Council will have an ongoing need for capital expenditure for replacement and renewal of its key assets used in delivering services.

7.2.2 Future capital projects will need to be subject to suitable business cases which will include how such schemes support corporate/stategic priorities. One way of creating capital resources can be through the borrowing of funds and then spending it on capital or through internal borrowing supported by a Minimum Revenue Provision requirement.

## **PART 8**

**8.0 Capital resources, and plans**

**8.2 Capital Expenditure and the Minimum Revenue Provision**

8.2.1 One important area of the Capital and Treasury guidance is the Minimum Revenue Provision (MRP) requirement. Where a Council undertakes capital expenditure, financed by borrowing, there is an expectation that each year the Council's revenue account should make a contribution to a reserve which will build up over time so that when the borrowing has to be repaid money is there to do so. Where the Council chooses to invest in assets which will not, or are unlikely to, have sufficient realisable value at the point of redemption to repay the borrowing, then this is essential for prudent management of the Council's affairs. The Council will ensure a suitable MRP policy is in place.

**8.3 Other Capital Considerations**

**Capital Receipts**

8.3.1 The forward availability of capital receipts will play an important part in both the timing and scope of the capital programme. The Council is looking at ways of obtaining capital receipts through the active marketing of its surplus assets and a review of how assets will be needed in the future to provide value for money services to the community

**Section 106 – Planning obligations**

8.3.2 The Council has powers under Section 106 to provide for infrastructure and facilities to support the local community alongside planning and development projects.

**8.4 External Grants and Contributions**

8.4.1 A partnership approach to service delivery is a core approach for the Council. Through its services, partnership working, supportive funding and innovation, the Council will seek to attract investment into the Borough. Acquiring grants and external funding is of increasing importance given lower levels of resources through core government funding.

**8.5 Borrowing**

8.5.1 Under the 'Prudential' framework for local authority capital, the Council can determine what level of long term borrowing it wishes to undertake to finance its capital priorities, within the framework of prudent, sustainable and affordable borrowing. Given the diminishing resources available to it the Council has to make appropriate decisions regarding servicing the financing costs before it undertakes any new borrowing. Regulations require the Council to approve its 'Prudential Indicators' at least annually, and they are included with the Treasury Management Strategy Statement. As the Council is required to have a balanced revenue budget over the medium term it will be important that the Council robustly reviews future spending proposals and likely resources available before borrowing to finance future capital investment.

**8.6 Revenue contributions**

8.6.1 The Council's budget and MTFS sets out the approach to the allocation of reserve balances and this Council's approach to managing its surplus cash. The budget makes provision for annual revenue contributions in support of some capital expenditure e.g. Vehicle Replacement. Where applicable specific contributions are identified from reserves or revenue contributions from specific services (such as ICT).

**8.7 Balances and Reserves**

8.7.1 Boston Borough Council holds limited levels of both general and specific reserves.

8.8 New sources

8.8.1 The Council is aware of the need to be innovative and to work closely with the Private, Public and Voluntary Sectors to deliver outcomes for local people at a time when there will be reduced levels of capital resources.

**PART 9**

**9.0 Stewardship**

9.1 General Governance Issues

9.1.1 Annually the Council produces a medium term (five years) revenue budget, a medium term (five years) capital programme which is supported by a capital strategy, a treasury management and investment strategy. Sitting behind these are the financial procedure rules within the constitution and treasury management practices which provide day to day operational guidance. Cabinet and Scrutiny Committees are not excluded from shaping these documents however the Governance and Audit Committee is charged with reviewing and recommending most of these documents to Full Council for approval. The requirement for Full Council to be involved is enshrined within statute.

9.1.2 The Council has adopted a risk management strategy which places the Council as having an open and aware approach towards risk.

9.2 Internal Governance

9.2.1 The Capital Programme will continue to be monitored by the Capital Programme Working Group (internal officer group), with additions to the programme approved by Cabinet, as part of its quarterly performance monitoring. Full Council will approve all capital additions over £500k, in line with the Council's financial procedure rules.

9.3 Revised External Governance

9.3.1 The views of the Council's treasury advisors, external auditors, counsel's opinion, professional bodies and peers have been considered in the production of this Strategy. Annually there will be a review of the Capital Strategy and formally approved as part of the budget setting process. This will ensure all matters of consideration and best practice are routinely acknowledged.

9.4 Performance measurement

9.4.1 The Council is determined to ensure high quality customer-focused services for all its residents and visitors to Boston Borough Council. The Council also wants to deliver

high quality services, although recognises the issues associated with reduced resources that are already impacting on its ability to deliver and maintain them.

9.4.2 Capital projects identify milestones and key outputs and these are used to integrate the delivery of Capital projects into the performance management framework.

## 9.5 Project evaluation

9.5.1 All capital projects need to be appraised and options appraisals are also required to ensure value for money in achieving the project objectives and realising benefits. Core principles to be followed, matters to be considered within the capital bidding process are:

- Council Objective/Priority
- Whole life cost of the proposal including the revenue effects
- Affordability and source of funding
- Partnership involvement
- Options appraisal
- Project appraisal
- Risks
- Improvements in service delivery
- Customer facing outcomes
- Other benefits and success criteria
- Efficiencies
- In principle support from the Service and Portfolio Holder
- Exit strategy
- Timescales
- Environmental considerations

9.5.2 Project evaluation should include the following activities:

- Feasibility
- Appraisal (to include report, financial appraisal, risk appraisal)
- Budget
- Monitoring and review
- Outturn

9.5.3 These processes will ensure that any capital scheme that feeds into the programme will comply with the principles of the Prudential Code and have appropriate regard to:

- Affordability
- Sustainability
- Prudence

- Proportionality
- Security
- Liquidity
- Yield

9.6 Consultation and Communication

9.6.1 The consultation process used to inform our priorities has enabled the Council to identify its strategic objectives to allow prioritisation of resources. The Council also consults annually as part of the budget setting process. This includes a general consultation exercise with the community.

9.7 Sustainability

9.7.1 Sustainability Impact Assessments are completed for Council projects where required.

9.8 Procurement

9.8.1 The purchase of capital assets should be conducted in accordance with Contract Procedure Rules, ensuring value for money, legality and sustainability at all times. Contract standing orders and rules governing the disposal or write off of assets are contained in the Constitution which is regularly reviewed.

9.9 Value for Money

9.9.1 The Council recognises that effective procurement lies at the heart of delivering value for money and is essential if the Council is to obtain real improvements to quality and service costs. The Council seeks to achieve value for money by applying rigorous procurement standards in the selection of suppliers and contractors to ensure efficiency, economy and effectiveness is received throughout the life of a contract. The significant resources applied to capital expenditure require the adopted principles of value for money to be at the heart of the Capital and Treasury Strategy. Specifically the Council will seek to strengthen the outcome indicators as part of post project reviews.

9.10 Invest to save

9.10.1 Whilst there are often revenue implications for investing in capital schemes, the Council is keen to invest in areas that result in long-term revenue savings and 'invest to save' schemes. It is also an aim to invest in assets that generate a revenue income or efficiencies.

9.11 Links to other partners

9.11.1 Partnership working is embedded in the organisation and the Council's approach to working with others has been commended. The Council's thrust in partnership working has three main strands being the SELCP as outlined about, the Greater Lincolnshire Local Economic Partnership, Strategic Service Delivery Partnerships and networking partnerships. In order to address the needs of the local community the integration of the Capital Strategy with those who the Council seeks to work with will be necessary to deliver on shared visions.

9.12 Equality

9.12.1 As part of the process of preparing business case for potential capital projects Equalities Impact Assessments will be completed when necessary. The Council recognises and values the diversity in the local community and the contribution that people from different backgrounds and cultures bring to the development and wellbeing of the Borough. Boston Borough Council is therefore committed to principles of equality in its capacity as an employer and service provider to all sections of the community.

## PART 10

### 10.0 Risks and their management

10.1 Risk Awareness

10.1.1 With the scale of the approach to ensuring that the Council will be better able to provide for future capital spend there are associated risks (and also opportunities).

10.1.2 All capital projects will have a risk log that is regularly reviewed and updated. All risks that may affect a project must be considered. These can include political, economic, legal, technological environmental and reputational as well as financial. Large projects will be managed in accordance with the Council's adopted project management principles.

10.1.3 A specific risk as a VAT registered body is the recovery of exempt VAT only up to a value of 5% of all the VAT it incurs. This is known as the de-minimis limit. Monitoring and control of exempt input tax is essential for the Council as where exempt input tax exceeds the 5% limit the whole amount is irrecoverable and will represent an additional cost to the Council. Each capital investment will be closely reviewed to assess its VAT implications.

# Partnership Alignment and Delivery Plan 2024/25



served by One Team

South & East Lincolnshire Councils Partnership

# Golden Thread

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**From Partnership Business Case**

**Sub-regional  
Strategy**

**Alignment &  
Delivery  
Plan**

**Performance  
Management  
Framework**

# Partnership's Sub-regional Strategy priorities

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Our Partnership's Sub-regional Strategy can be viewed at  
[www.selcp.co.uk/SRS](http://www.selcp.co.uk/SRS)



# Purpose of this Plan and tracking



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South & East Lincolnshire Councils Partnership

The Partnership needs to agree a programme of work annually for the following key reasons:

- To provide direction for Members and Officers;
- To deliver on the agreed Partnership priorities, both financial and non-financial; and
- To help direct and manage resources effectively and efficiently across the Partnership.

Note:

The Alignment and Delivery Plan sets out projects that Members support the principle of progressing. Some projects will require further decision making as they come forward.

Whilst projects are allocated to a specific Directorate in this plan, many projects involve cross-Directorate working to facilitate their delivery.

Action Status	
Completed	C
Not started	NS
On plan	
Off plan but mitigation in place to get back on plan	
Off plan and no mitigation	

# Strategic Partnership deliverables 24/25 (1 of 3)

Project title	Purpose	Project type	Strategic Priority	Delivery by date	Directorate	Assistant Director	Tracking
Secure new funding arrangement for Internal Drainage Boards	Lead the Local Government Association Special Interest Group work to secure a new funding arrangement for Drainage Boards that removes the financial pressure from Councils.	Policy Review	Efficient and Effective	Q4	Corporate Development	Corporate	
Align key elements of Council constitutions	To align key areas of the constitution across the Partnership to bring consistency to decision making processes in line with Peer Review and scrutiny recommendation.	Policy Review	Efficient and Effective	Q4	Corporate Development	Governance	
Implement Terms and Conditions alignment and shared Officer Pay arrangement	To align, as far as possible, officer Terms and Conditions of employment; and create a pay structure for officers shared across 2 and 3 Councils.	People	Efficient and Effective	Q4	Corporate Development	Corporate	
Implement a PSPS transformation programme	Agree a transformation programme with PSPS that supports the transformation of PSPS services and drives cost efficiencies for the Councils and service improvements for customers.	Partnership	Efficient and Effective	Q2	Corporate Development	Corporate	
Develop a Sub-regional Leisure and Culture Offer	Develop an opportunity for an external Leisure & Culture service across the sub-region for the three Councils consideration.	Partnership	Efficient and Effective	Q3	Communities	Leisure and Culture	
Sub-regional Neighbourhoods Service	Develop proposals for future service delivery models across the sub-region, incorporating waste and street scene services (including policy alignment).	Partnership	Efficient and Effective	Q3	Communities	Neighbourhoods	
Economic Strategy	Bring forward actions identified within the approved Strategy for 24/25, working closely with key strategic partners, such as Lincolnshire County Council.	Partnership	Growth and Prosperity	Q4	Growth	Economic Growth	
Housing Stock Conditions Survey	To undertake the survey.	People	Safer Communities	Q3	Communities	Wellbeing and Community Leadership	

# Strategic Partnership deliverables 24/25 (2 of 3)

Project title	Purpose	Project type	Strategic Priority	Delivery by date	Directorate	Assistant Director	Tracking
Investment in utilities	Lobby external bodies for investment to meet the power, water and digital utility needs of the sub-region; and develop a strategy to address challenges/opportunities.	Partnership	Growth and Prosperity	Q4	Growth	Planning and Strategic Infrastructure	
EV charging	Develop an EV charging framework for the sub-region and engage with the private sector to maximise delivery of EV charging infrastructure.	Policy / Partnership	Growth and Prosperity	Q4	Growth	Strategic Growth and Development	
Inclusive Growth	Develop a strategy to support skills and continued delivery of skills initiatives that respond to the needs of the sub-region.	Partnership	Growth and Prosperity	Q4	Growth	Economic Growth	
Long Term Plan for Towns Programme	With partners, develop and commence delivery of plans to maximise the use of the £20m(each) awarded to Boston, Skegness and Spalding over the next 10 years.	Partnership	Growth and Prosperity	Q2	Growth		
UK Shared Prosperity Fund and Rural England Prosperity Fund	Deliver the 24/25 programme, including the People and Skills strand.	People	Growth and Prosperity	Q3	Growth	Strategic Growth and Development	
National Portfolio Organisation and Cultural Development Fund	Ongoing delivery of both programmes of work focused on arts, cultural and heritage.	Partnership	Growth and Prosperity	Q4	Growth	Economic Growth	
Cultural-led economic interventions	Deliver a targeted programme of placed-based and cultural-led interventions within the sub-region.	Partnership	Growth and Prosperity	Q4	Growth	Economic Growth	
Private Sector Housing Strategy	To compete to Strategy.	People	Safer Communities	Q3	Communities	Wellbeing and Community Leadership	

# Strategic Partnership deliverables 24/25 (3 of 3)

Project title	Purpose	Project type	Strategic Priority	Delivery by date	Directorate	Assistant Director	Tracking
Investment in Transport Network	Lobby external bodies to build the case for investment in road, rail, port and public transport infrastructure.	Partnership	Growth and Prosperity	Q4	Growth	Strategic Growth and Development	
Government funding confidence	Maintain confidence with Government and other partners through the effective delivery of the existing funding streams (Town Deal, LUF, CDF etc); ensuring compliance with all funding administration requirements and monitoring.	Partnership	Growth and Prosperity	Q4	Growth	Economic Growth	
Housing delivery	Maintain support for housing delivery across the sub-region and explore new delivery models and partners, as well as direct delivery.	Policy Review	Growth and Prosperity	Q3	Growth	Planning and Strategic Infrastructure	
Tourism delivery	Support and enhance the tourism offer across the sub-region, including through the Destination Management Plan, Vital & Viable and Boston 400 work.	Policy / Partnership	Growth and Prosperity	Q4	Growth	Economic Growth	
Attainment of Purple Flag Status	Attainment of purple flag status (or equivalent) in the towns of Spalding, Boston and Skegness.	Partnership	Safer Communities	Q4	Communities	Wellbeing and Community Leadership	
Event delivery	Through an internal events team and external partners, establish and deliver a programme of events across the sub-region that supports economic growth and benefit our communities.	Partnership	Growth and Prosperity	Q4	Communities		

# Corporate deliverables 24/25 (1 of 4)

Project title	Purpose	Project type	Strategic Priority	Delivery by date	Directorate	Assistant Director	Tracking
Refresh Partnership Workforce Development Strategy	Refresh the Partnership Workforce Development Strategy.	Policy Review	Efficient and Effective	Q3	Corporate Development	Corporate	
Establish Member Development Group	Establish Partnership-wide Member Development Group to shape member development	Partnership	Efficient and Effective	Q2	Corporate Development	Governance	
Deliver the Lincolnshire Police and Crime Commissioner election	To ensure we undertake the election to timescales and in line with legislative requirements.	Legislative	Efficient and Effective	Q1	Corporate Development	Governance	
Deliver the General Election	To ensure we undertake the election to timescales and in line with legislative requirements.	Legislative	Efficient and Effective	TBD	Corporate Development	Governance	
Council Tax Support Scheme Review	A review is due on the Scheme with a view to considering whether current arrangements remain appropriate.	Policy Review	Safe and Resilient Communities	TBD	Corporate Development		
Consistent approach to room booking	Alignment of meeting room booking arrangements across the Partnership.	ICT Project	Efficient and Effective	Q1	Corporate Development	Corporate	
Launch a Partnership Intranet	Launch a single Partnership Intranet to replace the Council specific intranets in place.	ICT Project	Efficient and Effective	Q1	Corporate Development	Corporate	
Council Tax Support scheme review	Fundamental Review of Schemes.	Policy Review	People	Q3	Corporate Development	Corporate	
Discretionary Rate Relief Policy Review	Review and alignment opportunity.	Policy Review	People	Q3	Corporate Development	Corporate	
Street Naming and Numbering	Alignment of policy across the Partnership.	Policy Review	Efficient and Effective	Q3	Communities	Regulatory	

# Corporate deliverables 24/25 (2 of 4)

South & East Lincolnshire Councils Partnership

Project title	Purpose	Project type	Strategic Priority	Delivery by date	Directorate	Assistant Director	Tracking
Microsoft 365 alignment	Understand the cost implications and benefits of moving to an aligned M365 tenancy – including financial and operational efficiencies generated as a result.	ICT Project	Efficient and Effective	Q4	Corporate Development	Corporate	
Adoption of a Partnership Engagement Charter	Adopt an Engagement Charter across the Partnership setting out our commitment to how we will engage with communities.	Policy Review	All	Q1	Corporate Development	Corporate	
Employee Volunteering	Establish an approach across the Partnership that facilitates employee volunteering through time given by the employer.	Policy Review	Efficient and Effective	Q2	Corporate Development	Corporate	
Assets Service Review	Undertake a Service Review of the Assets Team.	Service Review	Efficient and Effective	Q3	Programme Delivery	General Fund Assets	
Environment Act – Waste Collection	Implement the waste collection requirements under the Environment Act across the Partnership.	Legislative	Environment	Q4 25/26	Communities	Neighbourhoods	
Partnership Play & Playing Fields Strategy	Develop a Partnership Play & Playing Fields Strategy ( <i>Dependent on the delivery of the Planning and Assets review of play provision during 23/24</i> ).	Policy Review	Healthy Lives	Q4	Communities	Leisure and Culture / Neighbourhoods	
SELCP RIPA Policy	Develop a Regulation of Investigatory Powers Act policy for the three councils.	Policy Review	Efficient and Effective	Q3	Communities	Regulatory	
Markets Management Software Alignment	Deliver the alignment of the Markets Management Software across the Partnership.	ICT Project	Efficient and Effective	Q2	Communities	Leisure and Culture	
Street Scene Software Alignment	Deliver alignment of Street Scene software.	ICT Project	Efficient and Effective	Q4	Communities	Neighbourhoods	
Sustainable Warm Grant Database Transition	Transition the database (ACCOLAID to UNIFORM) used for the sustainable warmth grant activity.	ICT Project	Efficient and Effective	Q3	Communities	Regulatory	
Market Policies	Review and implement changes to the market policies for all three councils within the Partnership.	Policy Review	Efficient and Effective	Q2	Communities	Leisure and Culture	

# Corporate deliverables 24/25 (3 of 4)

Project title	Purpose	Project type	Strategic Priority	Delivery by date	Directorate	Assistant Director	Tracking
SELCP Disabled Facilities Grant Policy	Develop a single Disabled Facilities Grant Policy for the three councils within the Partnership.	Policy Review	Efficient and Effective	Q4	Communities	Well-Being and Community Leadership	
SELCP Safeguarding Policy	Develop a single Safeguarding Policy for the three councils within the Partnership.	Policy Review	Efficient and Effective	Q4	Communities	Well-Being and Community Leadership	
Depot Provision across SELCP	To ensure the provision of depots across Boston, South Holland and East Lindsey provides the most efficient and effective/fit for purpose arrangement for waste collection and cleansing/grounds maintenance.	Assets	Efficient and Effective	Q3	Communities	Neighbourhoods	
SELCP Public Conveniences Efficiency Assessment	To ensure the provision of public conveniences in each Council area are served by the most efficient and effective service delivery model.	Assets	Efficient and Effective	Q3	Communities	Neighbourhoods	
CCTV Provision within the SELCP area	To assess the current level of CCTV provision across the three councils including ensuring resilience is supported through a range of mechanisms including the benefits of utilising volunteers.	Service Review	Safe and Resilient Communities	Q4	Communities	Well-Being and Community Leadership	
Neighbourhoods Service Review	Undertake a service review of the Neighbourhoods Division.	Service Review	Efficient and Effective	Q4	Communities	Neighbourhoods	
Fleet Replacement Programme	Development of a Fleet Replacement Programme that includes: - Electric/Renewables; Software for maintenance and Locations for delivery.	Assets and ICT Project	Efficient and Effective	Q4	Communities	Neighbourhoods	
Public Protection Service Review	Undertake a Service Review across Public Protection.	Service Review	Efficient and Effective	Q2	Communities	Regulatory	
Building Control Service Review	Undertake a Service Review across Building Control.	Service Review	Efficient and Effective	Q2	Communities	Regulatory	

# Corporate deliverables 24/25 (4 of 4)

Project title	Purpose	Project type	Strategic Priority	Delivery by date	Directorate	Assistant Director	Tracking
Implementation of Trusted Volunteer Scheme	Implement a Trusted Volunteer Scheme for the Partnership.	People	Efficient and Effective	Q2	Communities	Well-Being and Community Leadership	
Housing and Homelessness Policy and Procedures Review	To ensure the Housing and Homelessness Policy and Procedures remain fit for purpose across the Partnership.	Policy Review	Efficient and Effective	Q4	Communities	Well-Being and Community Leadership	
Planning Enforcement Policy Review	Update Planning Enforcement Policy.	Policy Review	Efficient and Effective	Q3	Growth	Planning and Strategic Infrastructure	

# Local deliverables – Boston (1 of 2)

Project title	Purpose	Project type	Delivery by date	Portfolio Holder	Directorate	Assistant Director	Tracking
Deliver BBC Peer Review	Host the Local Government Association for a Peer Review of Boston Borough Council	Partnership	Q2	Leader	Corporate Development	Corporate	
Implementation of enhanced revenues and benefits software	Improvement to Revenues and Benefits software to allow online service access for customers and online completion of key enquiries (pre-cursor to automation opportunities).	ICT Project	Q4	Finance	Corporate Development	Corporate	
Local Authority Housing Fund	Progress housing delivery through the Local Authority Housing Fund and similar interventions..	Asset project	Q3	Planning and Housing	Programme Delivery	Strategic Growth and Development	
PE21/Rosegarth delivery	Support delivery of the PE21/Rosegarth Levelling Up Fund project.	Asset project	Q1	Leader	Programme Delivery	Planning and Strategic Infrastructure	
Leisure Centre delivery	Support the delivery of the leisure centre Towns Fund scheme and lead on building works to completion.	Asset project	Q4	Leader	Programme Delivery	Strategic Projects	
Boston Town Centre Strategy	Deliver the action plan for Boston Town Centre in accordance with the vision and strategic objectives set out in the Boston Town Centre Strategy.	Partnership	2023-2027	Deputy Leader	Communities		
Green Flag Award Central Park	Deliver Green Flag status for Central Park .	Asset Project	Q4 25/26	Deputy Leader	Communities	Neighbourhoods	
New Leisure Operator	Successfully establish and deliver the monitoring programme for the new Leisure operator for Boston Leisure Centre.	Partnership	Q1	Communities (Place)	Communities	Leisure and Culture	
Waste Collection Round Review	Implementation of Waste Collection Round Review.	Service Review	Q2	Environment	Communities	Neighbourhoods	

# Local deliverables – Boston (2 of 2)

Project title	Purpose	Project type	Delivery by date	Portfolio Holder	Directorate	Assistant Director	Tracking
Depot and Fleet Review	Review the depot and fleet arrangements including maintenance.	Assets Project	Q4	Environment	Communities	Neighbourhoods	
Town Centre Community Forum	Establish a Town Centre Community Forum.	People	Q1	Deputy Leader	Communities	Well-Being and Community Leadership	
Quadrant	Continued delivery of the Quadrant and support the progression of Q2 / South 6 allocation.	Growth	Q4	Leader	Growth	Planning and Strategic Infrastructure	
Employment land	Explore options for additional employment land, including delivery of Local Development Orders.	Growth	Q4	Leader	Growth	Planning and Strategic Infrastructure	
Review of assets	Explore opportunities for increasing income and efficient use of assets whilst also considering disposal where appropriate. This may include Asset Transfer.	Assets Project	Q3	Finance	Programme Delivery	General Fund Assets	
Review of services and income generation	Explore opportunities for commercialisation and charging, where appropriate, to external parties who are making use of those services.	Commercialisation	Q2	Finance	Cross Directorate	Cross Directorate	
Review of contracts	Review contracts with a view to considering alternative options for delivery that are more efficient and cost effective.	Commercialisation	Q3	Finance	Cross Directorate	Cross Directorate	

# Local deliverables – East Lindsey (1 of 3)

Project title	Purpose	Project type	Delivery by date	Portfolio Holder	Directorate	Assistant Director	Tracking
Deliver ELDC Peer Review	Host the Local Government Association for a Peer Review of East Lindsey District Council.	Partnership	Q2	Leader	Corporate Development	Corporate	
Delivery of Uniform Case Management System	Complete Phase 2 delivery of the system for Planning and Building Control.	ICT Project	Q4	Deputy Leader	Corporate Development	Corporate	
Local Authority Housing Fund	Progressing housing delivery, including homes under the Local Authority Housing Fund.	Asset Project	Q1	Housing, Communities and Aging Better	Programme Delivery	Strategic Growth and Development	
Invest East Lindsey	Oversee and lead on a way forward for Invest East Lindsey.	Partnership	Ongoing	Finance	Programme Delivery	General Fund Assets	
Embassy Theatre, Skegness	Complete the building works for the Embassy Theatre, Skegness.	Asset Project	Ongoing	Coastal Economy	Programme Delivery	Strategic Projects	
Mobihub, Mablethorpe	Progress the land exchange work linked to the Mobi-hub project.	Asset Project	Ongoing	Planning	Programme Delivery	Strategic Projects	
Leisure Centre, Mablethorpe	Complete the Mablethorpe Leisure Centre build.	Asset Project	Q3	Finance	Programme Delivery	Strategic Projects	
Campus for Future Living, Mablethorpe	Complete the build of the Campus for Future Living in Mablethorpe.	Asset Project	Q1	Housing, Communities and Aging Better	Programme Delivery	Strategic Projects	
King George Planning Field, Sutton on Sea	The introduction of new facilities.	Asset Project	Q2	Operational Services	Programme Delivery	Strategic Projects	
	A revised sustainable management arrangement.		Q3			Strategic Projects	

Project title	Purpose	Project type	Delivery by date	Portfolio Holder	Directorate	Assistant Director	Tracking
Colonnade, Sutton on Sea	Complete the building of the Sutton on Sea Colonnade and associated lease arrangements.	Asset Project	Q2	Operational Services	Programme Delivery	Strategic Projects	
Skegness Foreshore	Progress the Skegness Foreshore Towns Fund Scheme.	Asset Project	Q4	Coastal Economy	Programme Delivery	General Fund Assets	
Public Space Protection Order - Skegness	Deliver a Public Space Protection Order for Skegness subject to a robust evidence base and public consultation including agreement through the democratic processes within the Council.	Legislative	Q4	Deputy Leader	Communities	Well-Being and Community Leadership	
3g Pitch Development	Deliver a 3g Pitch project in the district.	Assets Project	Q4	Deputy Leader	Communities	Leisure and Culture	
Pride in Place Phase two	Further development of the Pride in Place Service (supported through additional capital provision - sand clearance, sweepers, continued bin replacement programme).	People and Assets Project	Q3	Operational Services	Communities	Neighbourhoods	
Strategic Flood Risk Assessment	Evidence for Local Plan Review.	Policy Review	Q1	Planning	Growth	Planning and Strategic Infrastructure	
Local Plan Review	Submission for Examination.	Policy Review	Q3	Planning	Growth	Planning and Strategic Infrastructure	
Wolds Visitor Centre	Feasibility study and partner engagement into the establishment of a Visitor Centre.	Collaboration	Q2	Market Towns and Rural Economy	Growth	Economic Development	
Fairfield Enterprise Centre	Work with Lincolnshire County Council to support investment in relation to Industrial Estates and Business Centres, with a particular focus on Louth as an initial focus.	Collaboration	Q4	Market Towns and Rural Economy	Growth	Economic Development	

# Local deliverables – East Lindsey (3 of 3)

Project title	Purpose	Project type	Delivery by date	Portfolio Holder	Directorate	Assistant Director	Tracking
Theddlethorpe NWS	Engage with partners and support the Community Partnership approach and assist with the Community Investment Fund.	Partnership	Q4	Leader	Growth	Planning and Strategic Infrastructure	
Flood risk	Continue to work with partners on approaches to flood risk issues.	Partnership	Q4	Planning	Growth	Planning and Strategic Infrastructure	
Caravan scrutiny	Implement the action plan in response to scrutiny review.	Policy Review	Q4	Planning	Growth	Planning and Strategic Infrastructure	
Skegness Gateway	Take the scheme forward to delivery.	Partnership	Q4	Planning	Growth	Planning and Strategic Infrastructure	
Vital and Viable	Continue to deliver the actions from the Vital and Viable scheme; and support implementation of associated improvements.	Partnership / Policy	Q4	Market Towns and Rural Economy	Growth	Economic Development	

Officers are undertaking further activity to identify initiatives that deliver against these headings:

- Market Towns and rural areas
- Driving and supporting Economic Growth
- Supporting the delivery of affordable housing
- Supporting the vulnerable
- Supporting healthy living
- Decarbonisation and continued investment in green initiatives
- Invest to save initiatives

# Local deliverables – South Holland (1 of 3)

Project title	Purpose	Project type	Delivery by date	Portfolio Holder	Directorate	Assistant Director	Tracking
SHDC Peer Challenge follow up	A follow up by the Local Government Association to the 2023 SHDC Peer Challenge.	Review	Q1	Leader	Corporate Development	Corporate	
HRA Transformation Programme to be agreed	To ensure regulatory compliance in light of new legislation.	Service Review	Q1	Deputy Leader (Cabinet)	Corporate Development	Housing	
Implement new Governance arrangements for HRA	To ensure effective governance for the HRA, including effective performance management framework.	Service Review	Q4	Deputy Leader (Cabinet)	Corporate Development	Housing	
Review interconnected services for HRA commissioned services	To ensure value for money where the HRA commissions or provides third party services.	Service Review	Q4	Deputy Leader (Cabinet)	Corporate Development	Housing	
Maximising use of Priory Road offices	Review space usage at Priory Road Offices, including the rental of unused areas.	Asset Project	Q3	Assets and Strategic Planning	Programme Delivery	General Fund Assets	
Review of Asset Register	Review of Asset Register to identify surplus sites for sale or income generation.	Asset Project	Q3	Assets and Strategic Planning	Programme Delivery	General Fund Assets	
Housing Development opportunities	To progress activity to secure housing investment and delivery opportunities for the HRA and Welland Homes.	Asset Project	Q4	Deputy Leader (Cabinet)	Programme Delivery	Strategic Growth and Development	
Health and Wellbeing Hub, Spalding	Support and progress the Levelling Up funded Health and Wellbeing Hub.	Asset Project	2025	Deputy Leader (Council)	Programme Delivery	Strategic Growth and Development	
Land Charges HMLR Migration	To migrate the local land charges register to HM Land Registry.	Service Review	Q4	Public Protection	Communities	Regulatory	

# Local deliverables – South Holland (2 of 3)

Project title	Purpose	Project type	Delivery by date	Portfolio Holder	Directorate	Assistant Director	Tracking
Food Enterprise Zone	Progress the delivery and marketing of the South Lincolnshire FEZ to bring forward the development of the site.	Asset Project	Q4	Leader	Programme Delivery	Strategic Growth and Development	
	Develop power and infrastructure strategy for phase 2, that meets the needs of the agri-food sector.		Q4		Growth		
Welland Homes Review	Review of Welland Homes future options.	Service Review / Asset Project	Q1	Deputy Leader (Cabinet)	Programme Delivery	Strategic Growth and Development	
Waste Collection Transformation	To deliver a transformed waste collection service that meets legislative requirements and is optimum efficiency.	Service Review / Partnerships	Q4 25/26	Environmental Services	Communities	Neighbourhoods	
Carbon Reduction	Conduct a carbon footprint analysis exercise, establish an agreed carbon reduction target and subject to this develop a Carbon Reduction Plan.	Policy Review	Q4	Leader	Communities	Regulatory	
Environment Policy	To seek approval for an Environment Policy.	Policy Review	Q4	Leader	Communities	Regulatory	
Dog Control Public Space Protection Order	Consult on and subject to the outcome deliver a Dog Control Public Space Protection Order.	Policy Review	Q2	Public Protection	Communities	Regulatory	
Animal Welfare Policy	Develop an Animal Welfare Licensing Policy for the Council.	Policy Review	Q4	Public Protection	Communities	Regulatory	
Street Drinking Public Space Protection Order	Review of Public Space Protection Order for Street Drinking in Spalding.	Policy Review	Q4	Leader	Communities	Well-Being and Community Leadership	
Replacement of back-office planning, land charges and building control system	Procure and develop an implementation plan for a new system due to existing system retirement.	ICT Project	Q3	Assets and Strategic Planning	Growth	Planning and Strategic Infrastructure	

# Local deliverables – South Holland (3 of 3)

Project title	Purpose	Project type	Delivery by date	Portfolio Holder	Directorate	Assistant Director	Tracking
Chequers Yard, Holbeach	Progress delivery of Chequers Yard, Holbeach, including proposals for a health hub for the town.	Partnership	Q3	Leader	Growth	Strategic Growth and Development	
Gateway employment land scheme, Spalding	Support scheme delivery.	Partnership	Over a number of years	Leader	Growth	Strategic Growth and Development	
Spalding Western Relief Road	Working with Lincolnshire County Council, pursue funding for the delivery of section 1 of Spalding Western Relief Road and to work with landowners to bring forward existing consents.	Partnership	Q4	Leader	Growth	Strategic Growth and Development	
Spalding & Holbeach Town Centre Improvement Plan	To deliver the projects within the Spalding and Holbeach Town Centre Improvement Plan; and transition Spalding into the longer-term plan for towns vision.	Partnership	Q3	Leader	Growth	Strategic Growth and Development	
Business Improvement Board	To support the newly formed Spalding Business Board in progressing a Business Improvement District for the town.	Partnership	Q3	Leader	Growth	Strategic Growth and Development	
Review approach to derelict buildings in Spalding Town Centre	Review approach to derelict buildings to identify regeneration opportunities.	Review	Q4	Leader	Programme Delivery	General Fund Assets	
Review of assets	Explore opportunities for increasing income and efficient use of assets whilst also considering disposal where appropriate. This may include Asset Transfer.	Assets Project	Q3	Finance	Programme Delivery	General Fund Assets	
Review of services and income generation	Explore opportunities for commercialisation and charging, where appropriate, to external parties who are making use of those services.	Commercialisation	Q2	Finance	Cross Directorate	Cross Directorate	
Review of contracts	Review contracts with a view to considering alternative options for delivery that are more efficient and cost effective.	Commercialisation	Q3	Finance	Cross Directorate	Cross Directorate	

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**Boston Borough Council  
Budget 2024-25  
Consultation Report  
Published**



#### Introduction to this consultation

1. This report details the responses received for the Budget 2024/25 consultation undertaken between 19<sup>th</sup> January 2024 to 2<sup>nd</sup> February 2024.
2. The exercise was performed to seek residents' views on the Council's Budget proposals for 2024/25.

#### Methodology

3. A media release was issued to local newspapers to promote the consultation and social media activity was ongoing throughout the consultation period.
4. A link to the electronic questionnaire was made available on the Council's website and in the Boston Bulletin. Paper copies of the questionnaire were available on request.
5. It should be noted that base data has been rounded to the nearest number (so may add up to between 99% and 101%).

#### Response Rate

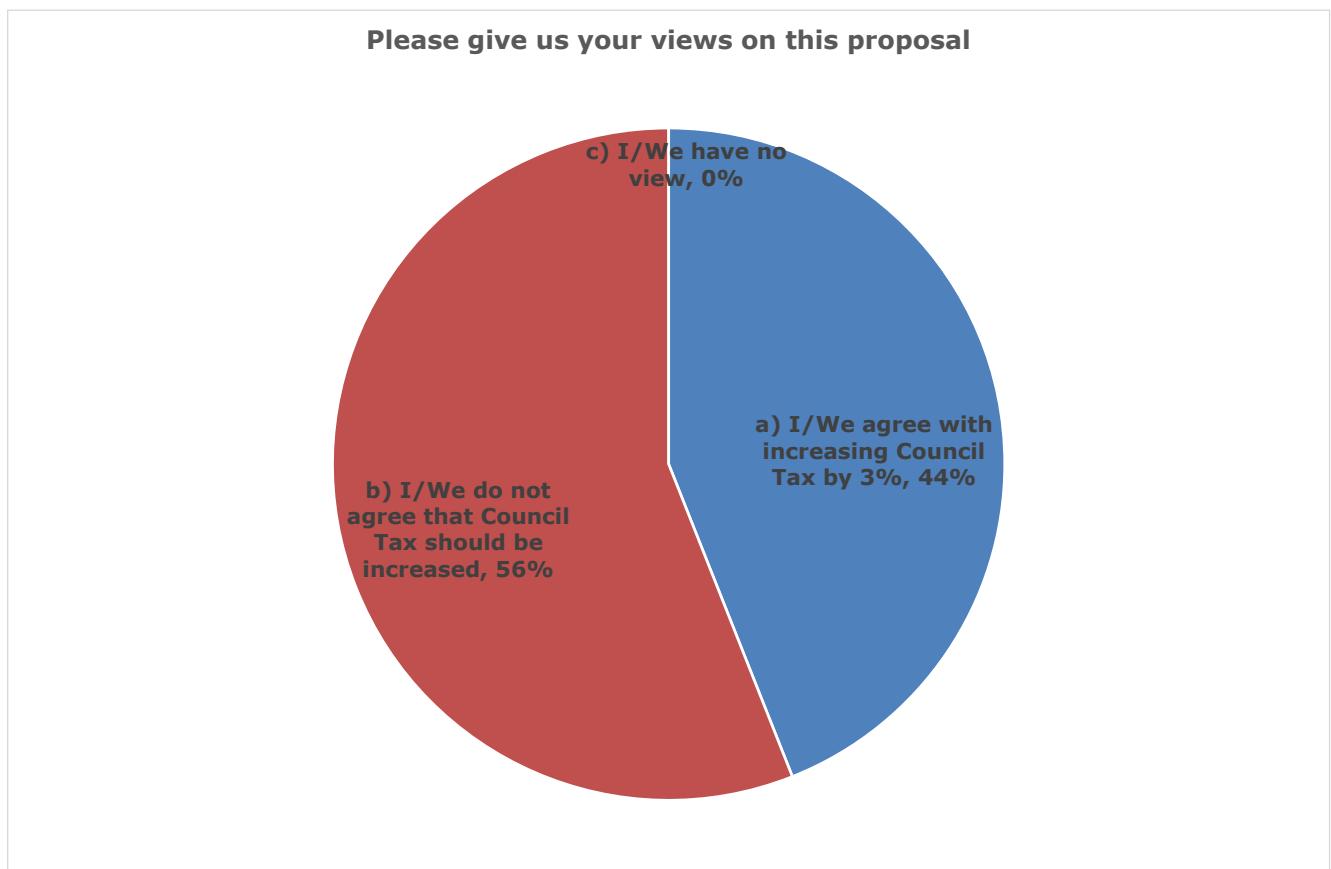
6. 9 electronic responses were received.

## Results and Analysis

7. 56% (5) of all respondents responding to the consultation responded as 'A resident' with the remaining 11% (1) responding as 'Other'. The respondent that stated 'Other' responded as 'someone that worked in the Borough'. 3 (33%) did not provide a response to this question.

### Council Tax

8. All respondents were advised that the Government was allowing the Council to increase its Council Tax by 3% or £5, whichever is the higher, relating to the relative basic amount (based on a Band D property) The Council was therefore proposing a £7.20 (3%) increase for 2024/25 - an extra 14p per week for a Band D property. A 3% increase is proposed for all Council Tax Bands. The chart below shows that 44% (4) of all respondents agreed with the Council increasing its Council Tax by 3% (£7.20), with the remaining 56% (5) stating that they 'did not agree' with the Council increasing its Council Tax by 3% (£7.20).



### Budget and Medium Term Financial Strategy

9. All respondents were asked if they had any comments to make in respect of the proposed Budget and associated papers. A full list of comments are included below.

- Perhaps you should raise by 5% to better meet the needs of the borough

- Increase in council tax is a burden on families who are already struggling. These are families who don't qualify for any benefits that are working families who cannot afford anymore increases.
- With the thousands of new houses built and continuing to be build, frontline services including waste collection and keeping the streets clean, should be prioritised, not cut, they need more vehicles and staff to cope with the demand. Help them please we appreciate them more than anything else
- It will not be popular, but residents need to realise you can only do so much with limited resources
- It is a concern that reserves are being used to supplement income shortfall. They can only be spent once. It brings problems in future years

10. All respondents were advised that in view of the cost of living crisis and financial pressures that both businesses and individuals were experiencing, the Council was looking to find different and innovative ways of working, and asked them what changes they thought the Council could implement in order to support that. A full list of suggestions are listed below.

- Perhaps look at the number of vanity projects the Council is engaging with, perhaps early identification where the project may not be viable.
- Support for families in council tax E bands and who do not qualify for benefits
- Frontline services need investment, you don't need to provide things like the guildhall and other assets. Looking at your structure, too much emphasis is on growth, you cannot grow unless you can maintain what you already have
- Run it more commercially

11. All respondents were given the opportunity to provide any other comments; a full list of these are detailed below.

- You need spend more money on frontline services and less on other things
- Please do not increase parking fees, this would not encourage higher footfall if you did

	Charges 2023/24 £	Proposed Increase 2024/25 £	Proposed Charges 2024/25 £	VAT LIABILITY
Burial Fee - Adult (Resident of the Borough)	890.00	53.00	943.00	Non business - no VAT
Burial Fee - Adult (Non resident within 5 years)	1,780.00	106.00	1,886.00	Non business - no VAT
Burial Fee - Child 6 - 17 years	0.00	0.00	0.00	Non business - no VAT
Burial Fee - Child 1 month - 5 years	0.00	0.00	0.00	Non business - no VAT
Burial Fee - Child up to 1 month	0.00	0.00	0.00	Non business - no VAT
Burial Fee - Non Viable Foetus or Baby Tissues resulting from post mortem	0.00	0.00	0.00	Non business - no VAT
Excavation of grave space in preparation for construction of brick vault:				
Brick Vault : Single	POA		POA	Non business - no VAT
Double	POA		POA	Non business - no VAT
Others (pro rata)	POA		POA	
Re-opening of grave for interment in existing vault (excavation & re-filling)	890.00	53.00	943.00	Non business - no VAT
Cremated remains placed in coffin for interment	92.00	6.00	98.00	Non business - no VAT
Interment (beneath surface) or exhumation of cremated remains in Cemetery	173.00	0.00	173.00	Non business - no VAT
Double interment of cremated remains (one excavation, 2 caskets or both in same casket)	260.00	0.00	260.00	Non business - no VAT
Scatter of Cremated Remains in cemetery (unwitnessed)	73.00	4.00	77.00	Non business - no VAT
Officer attendance at witnessed scattering or interment of ashes - (by appointment only)	33.00	2.00	35.00	Non business - no VAT
Exhumation of coffined body from cemetery	POA		POA	Standard rate
<b>Fees and Charges</b>				
Purchase of Exclusive Right of burial (including memorial permit) - single space (resident of Borough)	1,303.00	78.00	1,381.00	Non business - no VAT
Purchase of Exclusive Right of burial (including memorial permit) - single space (non resident)	2,606.00	156.00	2,762.00	non business - no VAT

	Charges 2023/24 £	Proposed Increase 2024/25 £	Proposed Charges 2024/25 £	VAT LIABILITY
Purchase of Exclusive Right of Burial for a cremated remains plot at Fosdyke Cemetery	633.00	38.00	671.00	Non business - no VAT
Transfer of grave ownership fee	41.00	2.00	43.00	non business - no VAT
Administration fee for surrender of Exclusive Right of Burial or rectification to change to alternative grave space	64.00	4.00	68.00	Non business - no VAT
Permit for vase (unpurchased graves)	86.00	5.00	91.00	Non business - no VAT
Exclusive right of burial for child grave including memorial permit	0.00	0.00	0.00	Non business - no VAT
Permit for additional inscription on existing memorial	53.00	3.00	56.00	Non business - no VAT
<b>Grave maintenance - Annual contract</b>				
With Planting - Single	125.00	8.00	133.00	Non business - no VAT
With Planting - Double	250.00	15.00	265.00	Non business - no VAT
With Planting - Triple	375.00	23.00	398.00	Non business - no VAT
With Planting - Quadruple	500.00	30.00	530.00	Non business - no VAT
<b>Family History Searches:</b>				
To locate names in the indexes & registers through to identification of the grave on site - <b>per grave</b>	3.00	0.00	3.00	Non business - no VAT
Non-genealogical searches or names not found in indexes	no charge		no charge	

BOSTON CREMATORIUM

	Charges 2023/24 £	Proposed Increase 2024/25 £	Proposed Charges 2024/25 £	VAT LIABILITY
<b>Memorial Price List</b>				
<b>Book of Remembrance</b>				
2 Line Inscription	92.00	6.00	98.00	Standard rate
5 Line Inscription	136.00	8.00	144.00	Standard rate
8 Line Inscription	173.00	10.00	183.00	Standard rate
Illustration, Badge, Coat of Arms etc (to accompany 5 & 8 line entries only)	92.00	6.00	98.00	Standard rate
Miniature Book of Remembrance 2 line entry	92.00	6.00	98.00	Standard rate
Miniature Book of Remembrance 5 line entry	136.00	8.00	144.00	Standard rate
Miniature Book of Remembrance 8 line entry	173.00	10.00	183.00	Standard rate
Memorial card - 2 line entry	34.00	2.00	36.00	Standard rate
Memorial card - 5 line entry	39.00	2.00	41.00	Standard rate
Memorial card - 8 line entry	46.00	3.00	49.00	Standard rate
Each additional line in existing Miniature Book	23.00	1.00	24.00	Standard rate
Correction or addition to Book of Remembrance entry (client error)	23.00	1.00	24.00	Standard rate
<b>Fixed Term Memorials</b>				
Renewal of dedication for existing individual roses, trees & shrubs - per annum	29.00	2.00	31.00	Exempt - No Vat
Each 5 year dedication of one granite Bench plaque (one third share, 3 plaques per granite bench), bench remains the property of the Council	462.00	28.00	490.00	Exempt - No Vat
Each 5 year dedication of plaque on wooden bench (one plaque per bench only), includes maintenance of bench which remains the property of the Council	691.00	41.00	732.00	Exempt - No Vat
Inscribed granite wall plaque or tower plaque- initial set up plus first year of dedication	100.00	6.00	106.00	Exempt - No Vat
Inscribed granite wall plaque or tower plaque - per each year of dedication	29.00	2.00	31.00	Exempt - No Vat
Single Leather Recordia Panel in Chapel of Remembrance (1st yr)	59.00	4.00	63.00	Exempt - No Vat
Leather Recordia Panel (per year-2nd year onwards), single or double	29.00	2.00	31.00	Exempt - No Vat
Double Leather Recordia Panel in Chapel of Remembrance (1st yr)	116.00	7.00	123.00	Exempt - No Vat
Re-enameling of lettering on existing memorial tablet (all types) (5year old or more)	115.00	7.00	122.00	Exempt - No Vat
Plaque on babies memorial wall, initial set up charge	58.00	3.00	61.00	Exempt - No Vat
Lease of plaque for babies memorial (per year)	16.00	1.00	17.00	Exempt - No Vat
<b>Granite Ash Vaults</b>				

BOSTON CREMATORIUM

	Charges 2023/24 £	Proposed Increase 2024/25 £	Proposed Charges 2024/25 £	VAT LIABILITY
Placement of ashes in above-ground granite vault , including plaque and urn - 10 year lease	1,081.00	65.00	1,146.00	Exempt - No Vat
20 year lease	1,626.00	98.00	1,724.00	Exempt - No Vat
30 year lease	2,168.00	130.00	2,298.00	Exempt - No Vat
50 year lease	3,423.00	205.00	3,628.00	Exempt - No Vat
Second placement of ashes in existing above-ground granite vault (existing lease period stands), including plaque and urn	304.00	18.00	322.00	Exempt - No Vat
Photo plaque on Vault plaque or Columbarium plaque (each plaque)	151.00	9.00	160.00	Exempt - No Vat
<b>Columbarium Niches</b>				
Placement of ashes in columbarium niche, includes inscribed granite tablet and urn				
10 year lease	627.00	38.00	665.00	Exempt - No Vat
20 year lease	942.00	57.00	999.00	Exempt - No Vat
30 year lease	1,256.00	75.00	1,331.00	Exempt - No Vat
50 year lease	2,248.00	135.00	2,383.00	Exempt - No Vat
2nd placement in existing columbarium niche (remaining lease period stands). Includes inscribed granite tablet and urn	304.00	18.00	322.00	Exempt - No Vat
Supplement for each additional casket of ashes placed during same appointment (or if large casket containing two sets of ashes). Vaults and columbarium	70.00	4.00	74.00	Exempt - No Vat
<b>Other Charges</b>				
Replacement or re-facing of memorial tablet (memorial pathway) incl 30 letters	920.00	55.00	975.00	Standard Rate
Grey Granite memorial tablet for Garden of Rest (opposite front entrance), incl 30 letters	352.00	21.00	373.00	Exempt - No Vat
Each additional letter of inscription on memorial tablet (memorial pathway & opposite front entrance)	4.00	0.00	4.00	Exempt - No Vat
Replacement metal flower container for existing memorial tablet	18.00	1.00	19.00	Exempt - No Vat
Additional name/plaque on existing Rose/Shrub or Tree (perspex type)	39.00	2.00	41.00	Exempt - No Vat
Addition to or replacement of existing cast bronze plaque in communal rose bed	119.00	7.00	126.00	Exempt - No Vat
Upgrade to Cast bronze plaque on existing memorial tree or rose bush	119.00	7.00	126.00	Exempt - No Vat
<b>Media Fees</b>				
Video file recording (MP4) of funeral service supplied as downloadable link	33.00	2.00	35.00	Standard rate
Video file recording (MP4) of funeral service with VT embedded - downloadable link	49.00	3.00	52.00	Standard rate

BOSTON CREMATORIUM

	Charges 2023/24 £	Proposed Increase 2024/25 £	Proposed Charges 2024/25 £	VAT LIABILITY
Video file (MP4) of the Visual Tribute (on its own) supplied as downloadable link	20.00	5.00	25.00	Standard rate
Video recording of the whole service on DVD or USB	48.00	3.00	51.00	Standard rate
Video recording of the whole service with the VT embedded on DVD or USB	60.00	4.00	64.00	Standard rate
Video recording of the visual tribute (on its own) on DVD or USB	27.00	3.00	30.00	Standard rate
Each additional DVD or USB video recording	23.00	2.00	25.00	Standard rate
Live webcasting of funeral service, includes 7 days on demand	65.00	4.00	69.00	Standard rate
Visual tribute - single still image	20.00	1.00	21.00	Standard rate
Slideshow - up to 25 images with music	82.00	5.00	87.00	Standard rate
Slideshow - up to 25 images, no music	41.00	2.00	43.00	Standard rate
Each additional 25 images (1 to 25)	23.00	1.00	24.00	Standard rate
<del>Family</del> video file	20.00	5.00	25.00	Standard rate
Orders/ media for Tributes received after our 48hr cut-off period (additional fee)	81.00	5.00	86.00	Standard rate
<b>Fees and Charges</b>				
Cremation Fee - Adult	845.00	90.00	935.00	Exempt - no VAT
Cremation Fee - Direct cremation. (ATTENDED) No funeral service. Up to 15 mourners, 2 pieces of music, 10 minutes of chapel time. 8.30am or 4pm time slot only (cremation next day). Includes 2 pallbearers (wheeled)	645.00	90.00	735.00	Exempt - no VAT
Cremation Fee - Direct cremation. (UNATTENDED) No funeral service or mourners, 8.30am or 4pm time slot only (cremation next day). Includes 2 pallbearers (wheeled)	N/A		535.00	Exempt - no VAT
Cremation Fee - Child 6 - 15 years	0.00	0.00	0.00	Exempt - no VAT
Cremation Fee - Child 1 month to 5 years	0.00	0.00	0.00	Exempt - no VAT
Cremation Fee - Child under 1 month, non-viable foetus or body part resulting from post mortem	0.00	0.00	0.00	Exempt - no VAT
Cremation Fee - Batch Cremation of pre-12 week foetuses (per batch not exceeding 20.)	52.00	3.00	55.00	Exempt - no VAT
Provision of one pall bearer	27.00	2.00	29.00	Standard rate
Provision of two pall-bearers (maximum & only if available)	54.00	4.00	58.00	Standard rate
Additional service slot in Chapel (when available)	217.00	13.00	230.00	Exempt - no VAT

BOSTON CREMATORIUM

	Charges 2023/24 £	Proposed Increase 2024/25 £	Proposed Charges 2024/25 £	VAT LIABILITY
Use of Crematorium Chapel for a burial or memorial service or for training purposes.	217.00	13.00	230.00	Exempt - no VAT
Storage of cremated remains after 28 days	9.00	1.00	10.00	Exempt - no VAT
Bronze Urn	24.00	1.00	25.00	Exempt - no VAT
Polytainer	16.00	1.00	17.00	Exempt - no VAT
Interment/ exhumation of cremated remains at Crematorium (unwitnessed)	173.00	0.00	173.00	Exempt - no VAT
Interment/ exhumation of cremated remains at Crematorium (witnessed with staff present)	206.00	2.00	208.00	Exempt - no VAT
Scattering of Cremated remains (Witnessed with staff present)	33.00	2.00	35.00	Exempt - no VAT
Scattering of Cremated remains from other Crematoria (unwitnessed)	73.00	4.00	77.00	Exempt - no VAT
Scattering of Cremated remains from other Crematoria (Witnessed with staff present)	106.00	6.00	112.00	Exempt - no VAT
Double interment of cremated remains, (one excavation, 2 caskets or both in same casket)	260.00	0.00	260.00	Exempt - no VAT
Additional Certificate of Cremation (if remains are split or original lost)	18.00	1.00	19.00	Exempt - no VAT
Photocopy of Registrars or Coroners disposal certificate	18.00	1.00	19.00	Exempt - no VAT
Letter of declaration for customs - remains taken abroad	18.00	1.00	19.00	Exempt - no VAT

**COMMERCIAL WASTE FEES AND CHARGES**

	Charges 2023/24	Proposed Increase 2024/25	Proposed Charges 2024/2025	VAT LIABILITY
	£	£	£	
<b>Green Bin prices (residual waste)</b>				
240 Litre - Once Weekly		Price on application		Non Business
240 Litre - Twice Weekly		Price on application		Non Business
240 Litre - Fortnightly		Price on application		Non Business
240 Litre - Monthly		Price on application		Non Business
360 Litre - Once Weekly		Price on application		Non Business
360 Litre - Twice Weekly		Price on application		Non Business
360 Litre - Fortnightly		Price on application		Non Business
360 Litre - Monthly		Price on application		Non Business
660 Litre - Once Weekly		Price on application		Non Business
660 Litre - Twice Weekly		Price on application		Non Business
660 Litre - Fortnightly		Price on application		Non Business
660 Litre - Monthly		Price on application		Non Business
1100 Litre - Once Weekly		Price on application		Non Business
1100 Litre - Twice Weekly		Price on application		Non Business
1100 Litre - Fortnightly		Price on application		Non Business
1100 Litre - Monthly		Price on application		Non Business
Trade Bags (10 bags per roll)		Price on application		Non Business
<b>Blue Bin prices</b>				
240L weekly		Price on application		Non Business
240L fortnightly		Price on application		Non Business
240L Monthly		Price on application		Non Business
360L - Fortnightly		Price on application		Non Business
360L - Monthly		Price on application		Non Business
660L Fortnightly		Price on application		Non Business
660L Monthly		Price on application		Non Business
1100L weekly		Price on application		Non Business
1100L Fortnightly		Price on application		Non Business
1100L Monthly		Price on application		Non Business
Trade bags (10 bags per roll)		Price on application		Non Business

<b>Other charges:</b>				
<b>Commercial waste bins:</b>				
Re-instatement of bin		Price on application		Non Business

	Charges 2023/24 £	Proposed Increase 2024/25 £	Proposed Charges 2024/25 £	VAT LIABILITY
<b>BULKY COLLECTION CHARGES - DOMESTIC</b>				
<b><u>Bulky Collections: Standard Items</u></b>				
Collection of 1-2 standard items	20.00	1.20	21.20	Non business
Collection of 3 standard items	28.00	1.70	29.70	Non business
Collection of 4-5 standard items	35.00	2.10	37.10	Non business
<b><u>Bulky Collections: White Items</u></b>				
Collection of 1 large white goods	30.00	1.80	31.80	Non business
Collection of 2 large white goods	40.00	2.40	42.40	Non business
<b><u>Any Other Items</u></b>				
Eg Carpets, sheds, wood, garden waste	POA		POA	Non business
<b><u>Refuse Bins</u></b>				
New/ replacement 240L bin (incl delivery charge)	40.00	2.40	42.40	Non business
New/ replacement 360L bin (incl delivery charge)	55.00	3.30	58.30	Non business
New/ replacement 660L bin (incl delivery charge)	165.00	9.90	174.90	Non business
New/ replacement 1100L bin (incl delivery charge)	190.00	11.40	201.40	Non business
<b><u>Hire of 1100L bins</u></b>				Non business
Hire and collection of 1100L bin for a fortnight	65.00	3.90	68.90	Non business
Hire and collection of 1100L bin for a fortnight (including 1 extra pick up within the fortnight)	125.00	7.50	132.50	Non business
Hire and collection of 1100 bin for a fortnight (including 2 extra pick ups within the fortnight)	185.00	11.10	196.10	Non business
<b><u>Garden Waste Collections</u></b>				
Garden waste collections for 1 bin (per annum)	45.00	5.00	50.00	non business
Garden waste collections for each extra bin (per annum)	20.00	10.00	30.00	non business
Garden waste 240L bin purchase (incl delivery)	40.00	2.40	42.40	non business
<b><u>BULKY COLLECTIONS - COMMERCIAL</u></b>				
<b><u>Commercial Waste Bulky collections: Standard</u></b>				
Collection of 1-2 standard items	32.00	1.90	33.90	Non business

Collection of 3 standard items	45.00	2.70	47.70	Non business
Collection of 4-5 standard items	55.00	3.30	58.30	Non business
<b><u>Commercial Waste Bulky collections: White Items</u></b>				
Collection of 1 large white goods	50.00	3.00	53.00	Non business
Collection of 2 large white goods	65.00	3.90	68.90	Non business
<b><u>STREET CLEANING - COMMERCIAL</u></b>				
Street Cleaning - large sweeper (Driver +1) Hourly rate-min 2 hours		Price on Application		Standard rate
Street Cleaning - small sweeper (Driver +1) Hourly rate - min 2 hours		Price on Application		Standard rate
Street Cleaning - large sweeper (Driver +1) Day rate - min 1 day		Price on Application		Standard rate
Street Cleaning - small sweeper (Driver +1) Day rate - min 1 day		Price on Application		Standard rate

	<b>Charges 2023/2024 £</b>	<b>Proposed Increase 2024/25 £</b>	<b>Proposed Charges 2024/25 £</b>	<b>VAT LIABILITY</b>
<b>Commercial Tree Services:</b>				
Commercial contract services (Tree)-with cherry picker (plus disposal costs of any waste)		Price on Application		Standard rate
Commercial contract services (Tree)- without cherry picker (plus disposal costs of any waste)		Price on Application		Standard rate
<b>Commercial Play inspections and repairs:</b>				
Commercial contract services - Play equipment inspections		Price on Application		Standard rate
Commercial contract services - Play equipment repairs		Price on Application		Standard rate

	<b>Charges 2022/23 £</b>	<b>Proposed Increase 2023/24 £</b>	<b>Proposed Charges 2023/24 £</b>	<b>VAT LIABILITY</b>
Football Pitch per match under-10's	17.00	0.00	17.00	Standard rate
Football Pitch per match under-16's	22.00	0.00	22.00	Standard rate
Football Pitch per match Adults	35.00	0.00	35.00	Standard rate
Football Pitch unauthorised use	80.00	0.00	80.00	Standard rate

CCTV Closed Circuit TV

	Charges 2023/24	Proposed Increase 2024/25	Proposed Charges 2024/25	VAT LIABILITY
	£	£	£	
Insurance/solicitor, Image review	POA	50.00	50.00	Business
Insurance/solicitor, Evidence package	POA	100.00	100.00	Business

	Charges 2023/24 £	Proposed Increase 2024/25 £	Proposed Charges 2024/25 £	VAT LIABILITY
<b>Private Hire (after 6pm there is a minimum of 2 hours hire required)</b>				
Private hire within normal opening hours (per hour)		Price on Application		Standard Rates
Private hire outside normal opening hours (per hour) *		Price on Application		Standard Rates
Charity private hire within normal opening hours (per hour)		Price on Application		Standard Rates
Charity private hire outside normal opening hours (per hour) *		Price on Application		Standard Rates
<b>Meeting Room Hire</b>				
Meeting room hire within normal opening hours (per hour)	32.60	2.00	34.60	Standard Rates
Meeting room hire outside normal opening hours 8am to 6pm (per hour)		Price on Application		Standard Rates
Use of equipment	16.30	1.00	17.30	Standard Rates
<b>Wedding Hire</b>				
Wedding hire - Ceremony only		Price on Application		Standard Rates
Reception to follow wedding (per hour)		Price on Application		Standard Rates
Wedding hire - Ceremony only <b>Outside normal opening hours</b>		Price on Application		Standard Rates
Reception to follow wedding (per hour) <b>Outside normal opening hours</b>		Price on Application		Standard Rates
<b>Tours (price is for upto 20 people)</b>				
Group guided tour within opening hours (booking required)	86.90	5.20	92.10	Standard Rates
Bespoke tours/talks/on and off site/packages		Price on Application		Standard Rates
Paranormal investigations groups		Price on Application		Standard Rates
<b>Other</b>				
Refreshments (per serving)	21.70	1.30	23.00	Standard Rates
Linen Charge (per table)	5.40	0.30	5.70	Standard Rates
Bespoke stands at events		Price on Application		Standard Rates
Location Hire		Price on Application		Standard Rates
Hire of entire Guildhall		Price on Application		Standard Rates
Photography fee for occasion events		Price on Application		Standard Rates

\* Upto 10pm and excluding Christmas and Bank Holidays

The Guildhall is not available for wedding bookings or other hire on bank holidays and during its Christmas closure period

All bookings are subject to availability

Admin fee charged on third party services e.g catering, venue dressing etc

	Charges 2023/24 £	6% Proposed Increase 2024/25 £	Proposed Charges 2024/25 £	VAT LIABILITY
<b>Health Education - 3217</b>				
Unit Food Examination (Charge for initial 1st Hour)	98.20	5.90	104.10	Non business - No VAT charge
Unit Food Examination (Charge per hour after initial hour)	46.40	2.80	49.20	Non business - No VAT charge
Request for a revisit	163.00	9.80	172.80	Non business - No VAT charge
<b>Training courses (food safety)</b>				
Setting up a food business	81.00	4.90	85.90	Non business - No VAT charge
Food Hygiene refresher (Half day)	109.00	6.50	115.50	Non business - No VAT charge
Food Hygiene refresher (Full day)	190.00	11.40	201.40	Non business - No VAT charge
Management system coaching	81.00	4.90	85.90	Non business - No VAT charge
Short courses	27.00	1.60	28.60	Non business - No VAT charge
<b>Dog Warden - 3219</b>				
Dog Fines (Seizure) - <b>FIXED BY STATUTE</b>	25.00	0.00	25.00	Non business - No VAT charge
Stay Dogs - Admin Charge per dog.	22.00	0.00	22.00	Standard rate
Kennelling fees (per day)	12.00	0.00	12.00	Non business - No VAT charge
<b>Dog Control</b>				
Dog Fouling (Fixed penalty) - <b>FIXED BY STATUTE</b>	100.00	0.00	100.00	Non business - No VAT charge
Failing to exclude your dog from a fenced off children's play area - <b>FIXED BY STATUTE</b>	100.00	0.00	100.00	Non business - No VAT charge
Failing to put a nuisance or dangerous dog on a lead when requested to do so by an authorised officer - <b>FIXED BY STATUTE</b>	100.00	0.00	100.00	Non business - No VAT charge
Failure to provide evidence of the means to clear up dog faeces (Bag or receptacle).- <b>FIXED BY STATUTE</b>	100.00	0.00	100.00	Non business - No VAT charge
<b>Mobile Homes Act 2013 - licence fees</b>				
New Site Licence	418.00	25.10	443.10	Non business - No VAT charge
New Site Licence per pitch	9.20	0.60	9.80	Non business - No VAT charge
Transfer / amendment of existing site licence	261.00	15.70	276.70	Non business - No VAT charge
Significant amendments	342.00	20.50	362.50	Non business - No VAT charge
Annual fee for existing site licence per pitch	3.20	0.20	3.40	Non business - No VAT charge

Enforcement notices	109.00	6.50	115.50	Non business - No VAT charge
Enforcement notices additional one	54.00	3.20	57.20	Non business - No VAT charge
Depositing site rules	54.00	3.20	57.20	Non business - No VAT charge
<b>Pollution - 3216</b>				
Contaminated Land (consultation and advice) - charged per hour	33.00	2.00	35.00	Non business - No VAT charge
<b>Food Safety</b>				
Export Certificate - Issued within council opening hours	130.00	7.80	137.80	Non business - No VAT charge
Export Certificate - Issued outside council opening hours <b>NEW</b>	261.00	15.70	276.70	Non business - No VAT charge
Food safety packs	16.00	1.00	17.00	Non business - No VAT charge
<b>Port Health - 3214</b>				
Ship Sanitation Certificate - <b>FIXED BY STATUTE</b>	120.00	0.00	120.00	Non business - No VAT charge
Ship Sanitation Extension - <b>FIXED BY STATUTE</b>	55.00	0.00	55.00	Non business - No VAT charge
<b>Street Cleansing - 3235</b>				
Litter Fixed Penalty - <b>FIXED BY STATUTE</b>	150.00	0.00	150.00	Non business - No VAT charge
<del>Fly</del> Tipping penalty - <b>FIXED BY STATUTE</b>	400.00	0	400.00	Non business - No VAT charge
<b>Public Conveniences - 8006</b>				
Radar Keys	5.00	0.00	5.00	Non business - No VAT charge

	Charges 2023/24 £	Proposed Increase 2024/25	Proposed Charges 2024/25	VAT LIABILITY
Hackney Carriage/Private Hire Drivers Licence	137.00	8.20	145.20	Non business - No VAT charge
Hackney Carriage/Private Hire Drivers Licence - RENEWAL	115.50	6.90	122.40	Non business - No VAT charge
DVLA Licence check	5.00	0.00	5.00	Non business - No VAT charge
Additional manual DVLA check	5.00	0.00	5.00	Non business - No VAT charge
Hackney Carriage Vehicle Licence	151.00	9.10	160.10	Non business - No VAT charge
Private Hire Vehicle Licence	151.00	9.10	160.10	Non business - No VAT charge
Private Hire Operators Licence	187.50	11.30	198.80	Non business - No VAT charge
Hire of Vehicle Plate	26.00	1.60	27.60	Non business - No VAT charge
Replacement Drivers Badge	10.50	0.60	11.10	Non business - No VAT charge
Drivers Knowledge Test Fee	17.00	1.00	18.00	Non business - No VAT charge
Mogo Plate Fee	13.00	0.80	13.80	Non business - No VAT charge
Mogo Plate Bracket	13.00	0.80	13.80	Non business - No VAT charge
Route 2 DBS validation check	22.00	0.00	22.00	Non business - no VAT charge
DBS check	40.00	-2.00	38.00	Non business - no VAT charge

	Proposed Charges 2023/24 Total £	Proposed Increase 2024/25 £	Proposed Charges 2024/25 Part A £	Proposed Charges 2024/25 Part B £	Proposed Charges 2024/25 Total £	VAT LIABILITY
Sex Establishments (1st Application)	1,680.00	100.80	1,526.40	254.40	1,780.80	Non business - No VAT charge
Sex Establishments (Renewal Application)	585.00	35.10	21.00	14.10	620.10	Non business - No VAT charge
Dangerous Wild Animals (1st Application)	308.50				308.50	Non business - No VAT charge
Dangerous Wild Animals (Renewal Application)	228.00				228.00	Non business - No VAT charge
Dog Breeding (New) + Vets fees rechargeable at invoiced amount	422.00	25.30	22.80	2.50	447.30	Non business - No VAT charge
Dog Breeding (Renewal)	376.00	22.60	19.80	2.80	398.60	Non business - No VAT charge
Riding Establishment (New) + Vets fees rechargeable at invoiced amount	259.50	15.60	13.80	1.80	275.10	Non business - No VAT charge
Riding Establishment (Renewal) + Vets fees rechargeable at invoiced amount	212.00	12.70	10.80	1.90	224.70	Non business - No VAT charge
Selling Animals as Pets (New)	259.50	15.60	13.80	1.80	275.10	Non business - No VAT charge
Selling Animals as Pets (Renewal)	212.00	12.70	10.80	1.90	224.70	Non business - No VAT charge
Boarding Dogs/Cats, Home Boarding and Day Care (new)	259.50	15.60	13.80	1.80	275.10	Non business - No VAT charge
Boarding Dogs/Cats, Home Boarding and Day Care (renewal)	212.00	12.70	10.80	1.90	224.70	Non business - No VAT charge
Exhibition of Animals (New)	255.00				255.00	Non business - No VAT charge
Exhibition of Animals (Renewal)	255.00				255.00	Non business - No VAT charge
Re-inspection on request	53.00				53.00	Non business - No VAT charge
Additional Activity payable in addition to the higher fee (inspection fee)	53.00				53.00	Non business - No VAT charge
Change of name/address	20.50				20.50	Non business - No VAT charge
Transfer due to death of a licence holder	20.50				20.50	Non business - No VAT charge
Variation of Licence + vets fees rechargeable at invoiced amount where applicable	26.50				26.50	Non business - No VAT charge
Zoo Licence Grant 4 years	483.00	29.00	24.00	5.00	512.00	Non business - No VAT charge
Zoo Licence Renewal 6 years	400.00	24.00	19.20	4.80	424.00	Non business - No VAT charge
Zoo Licence Transfer	161.00				161.00	Non business - No VAT charge
Zoo Licence Annual Inspection	84.00				84.00	Non business - No VAT charge
Tattooing, ear piercing, acupuncture & electrolysis Premises Registration	126.00	7.60	5.50	2.00	133.60	Non business - No VAT charge
Tattooing, ear piercing, acupuncture & electrolysis Personal Registration	53.50				53.50	Non business - No VAT charge
Street Trading Consent	122.50				122.50	Non business - No VAT charge
Street Trading daily consent	17.00				17.00	Non business - No VAT charge
<b>Scrap Metal Dealers</b>					0.00	
Scrap Metal Dealer Site Licence	530.50	31.80	20.40	11.40	562.30	Non business - No VAT charge
Scrap Metal Dealer Collector Licence Fee	248.50	14.90	10.80	4.10	263.40	Non business - No VAT charge
Variation of licence collector to site	237.50				237.50	Non business - No VAT charge
Variation of licence site to collector	62.00				62.00	Non business - No VAT charge
Change of site manager	51.00				51.00	Non business - No VAT charge
Minor change e.g. change of licensee details	35.00				35.00	Non business - No VAT charge
Duplicate Licence (Standard replacement Licence fee for all licence types)	11.50				11.50	Non business - No VAT charge
Register entry fee (for the first entry and £0.50 per entry thereafter)	11.50				11.50	Non business - No VAT charge

Bands	A	B	C	D	E
Non-Domestic rateable value	£0 - £4,300	£4,301 - £33,000	£33,001 - £87,000	£87,001 - £125,000	£125,001 and over

Premises Licences and Club Premises Certificates (New, Variations & Conversion)

If Band D and E are used exclusively or primarily for supply of alcohol for consumption on the premises then a multiplier applies:

Band D = £450 X 2 = £900

Band E = £635 X 3 = £1905

Bands	A	B	C	D	E
Non-Domestic rateable value	£100	£190	£315	£450	£635
Multiplier Charge see above	£0	£0	£0	£900	£1,905

Additional Fee Based on Capacity over 5000 (For New and Variation)

Capacity	5,000 - 9,999	10,000 - 14,999	15,000 - 19,999	20,000 - 29,999	30,000 - 39,999	40,000 - 49,999	50,000 - 59,999	60,000 - 69,999	70,000 - 79,999	80,000 - 89,999	90,000 - Plus
Additional Fee (£)	1,000.00	2,000.00	4,000.00	8,000.00	16,000.00	24,000.00	32,000.00	40,000.00	48,000.00	56,000.00	64,000.00

→  
→  
Annual Fee and Variation Fee For Premises Licenses and Club Premises Certificates

Payable on anniversary of grant

Plus additional fee see below if capacity is over 5,000

Multiplier applies to band D and E

If Band D and E are used exclusively or primarily for supply of alcohol for consumption on the premises then a multiplier applies:

Band D = £320 X 2 = £640

Band E = £350 X 3 = £1050

For Club paid by secretary

Bands	A	B	C	D	E
Non-Domestic rateable value	70.00	180.00	295.00	320.00	350.00

Additional Fee Based on Capacity over 5000

Capacity	5,000 - 9,999	10,000 - 14,999	15,000 - 19,999	20,000 - 29,999	30,000 - 39,999	40,000 - 49,999	50,000 - 59,999	60,000 - 69,999	70,000 - 79,999	80,000 - 89,999	90,000 - Plus
Additional Fee (£)	500.00	1,000.00	2,000.00	4,000.00	8,000.00	12,000.00	16,000.00	20,000.00	24,000.00	28,000.00	32,000.00

Other Fees

		OTHER FEE	£
PREMISES	Theft, Loss etc. of Premises Licence or Summary		10.50
	Provisional Statement		315.00
	Change of Name or Address (Premises Licence Holder)		10.50
	Variation of Designated Premises Supervisor		23.00
	Transfer: Premises Licence		23.00
	Interim Authority		23.00
CLUBS	Theft, Loss etc. of Club Premises Certificates or Summary		10.50
	Change of Name or Alteration of Club Rules		10.50
	Change of Registered Address of Club		10.50
TEMPORARY EVENT NOTICE	Temporary Event Notice		21.00
	Theft, Loss etc. of Temporary Event Notice		10.50
PERSONAL LICENCE	Grant/Renewal of Personal Licence		37.00
	Theft, Loss etc. of Personal Licence		10.50
	Change of Name and Address		10.50
FREEHOLDER/LEASEHOLDER	Register of Interest		21.00

## LICENCE TYPE

	2023/24 BBC Charge	2024/25 Proposed 6% increase	2024/25 BBC Charge
<b>Bingo Premises Licence</b>			
Application fee for provisional statement	851.00	73.20	924.20
Licence for provisional statement premises	501.00	43.10	544.10
Application fee new premises	851.00	73.20	924.20
Annual Fee	621.50	53.40	674.90
Variation of Licence	760.00	65.40	825.40
Transfer fee	487.00	41.90	528.90
Application for reinstatement	487.00	41.90	528.90
<b>Adult Gaming Centre</b>			
Application fee for provisional statement	783.00	67.30	850.30
Licence for provisional statement premises	464.00	39.90	503.90
Application fee new premises	783.00	67.30	850.30
Annual Fee	485.50	41.80	527.30
Variation of Licence	760.00	65.40	825.40
Transfer fee	487.00	41.90	528.90
Application for reinstatement	487.00	41.90	528.90
<b>Family Entertainment Centre</b>			
Application fee for provisional statement	783.00	67.30	850.30
Licence for provisional statement premises	441.00	37.90	478.90
Application fee new premises	783.00	67.30	850.30
Annual Fee	449.50	38.70	488.20
Variation of Licence	760.00	65.40	825.40
Transfer fee	487.00	41.90	528.90
Application for reinstatement	487.00	41.90	528.90
<b>Betting Premises</b>			
Application fee for provisional statement	783.00	67.30	850.30

Licence for provisional statement premises	464.00	39.90	503.90
Application fee new premises	783.00	67.30	850.30
Annual Fee	426.00	36.60	462.60
Variation of Licence	760.00	65.40	825.40
Transfer fee	487.00	41.90	528.90
Application for reinstatement	487.00	41.90	528.90
<b>Miscellaneous</b>			
Change of circumstances	27.00	2.30	29.30
Fee for copy notices	15.00	1.30	16.30
Fee for copy of a licence	16.00	1.40	17.40
Fee for Permits - <b>Statutory</b>	15.00	1.30	16.30
Temporary Use Notices	179.00	15.40	194.40
<b>Gambling permit</b>			
Gambling permit - Club gaming permit (new/renewal)	200.00		200.00
Gambling permit - Club gaming permit annual fee	50.00		50.00
Gambling permit - Club gaming permit - copy of permit	15.00		15.00
Gambling permit - Variation	100.00		100.00
Gambling permit - Club gaming machine permit (new/renewal)	200.00		200.00
Gambling permit - Club gaming machine permit annual fee	50.00		50.00
Gambling permit - Club gaming machine permit - copy of permit	15.00		15.00
Gambling permit - Club gaming machine permit - variation	100.00		100.00
Gambling permit - club fast track gaming/gaming machine permit (new/renewal/Transitional fee)	100.00		100.00
Gambling permit - club fast track gaming/gaming machine permit Annual fee	50.00		50.00
Gambling permit - small society lottery registration	40.00		40.00
Gambling permit - small society lottery registration annual fee	20.00		20.00
<b>Alcohol and entertainment licences/temporary events permits</b>			
Gambling permit - FEC gaming machine (new/renewal)	300.00		300.00
Gambling permit - FEC permit - change of name	25.00		25.00
Gambling permit - FEC permit - copy of permit	15.00		15.00
Gambling permit - Prize gaming (new/renewal)	300.00		300.00
Gambling permit - Prize gaming - change of name	25.00		25.00
Gambling permit - Prize gaming - copy of permit	15.00		15.00
Gambling permit - Alcohol licensed premises - Notification of 2 or less machines	50.00		50.00
Gambling permit - Alcohol licensed premises - more than 2 machines	150.00		150.00

Gambling permit - Alcohol licensed premises - more than 2 machines - Annual fee	50.00		50.00
Gambling permit - Alcohol licensed premises - more than 2 machines - Change of name	25.00		25.00
Gambling permit - Alcohol licensed premises - more than 2 machines - Copy of permit	15.00		15.00
Gambling permit - Alcohol licensed premises - more than 2 machines - Variation	100.00		100.00
Gambling permit - Alcohol licensed premises - more than 2 machines - Transfer	25.00		25.00

	2024.25	2024.25	2023.24	2024.25	2024.25	2024.25	2024.25	VAT LIABILITY
	LCC	LCC	BBC	BBC	BBC	BBC	Total Proposed charges	
	Element (no VAT) £	Element (with VAT) £	Element (no VAT) £	Proposed increase £	Element (no VAT) £	Element (with VAT) £	with VAT £	
CON 29 Search Fee - Part R (Manual)	71.00	85.20	57.62	3.00	60.62	72.74	157.94	Standard rate
CON 29 Search Fee - Part R (Electronic)	71.00	85.20	57.62	3.00	60.62	72.74	157.94	Standard rate
Statutory LLC1 - Fixed by statute up to 06-07. Deregulated 07-08 (Manual) <b>Removed</b>	0.00		21.00	0.00	0.00	0.00	0.00	Non business - No VAT charge
NLIS Statutory LLC1 - Fixed by statute up to 06-07. Deregulated 07-08 (Electronic) <b>Removed</b>	0.00		21.00	0.00	0.00	0.00	0.00	Non business - No VAT charge
CON 29 Search Fee - Part O Optional Enquiry 4	5.00	6.00	15.59	1.00	16.59	19.91	25.91	Standard rate
CON 29 Search Fee - Part O Optional Enquiry 8	5.00	6.00	4.44	0.26	4.70	5.64	11.64	Standard rate
CON 29 Search Fee - Part O Optional Enquiry 21	9.00	10.80	13.03	1.00	14.03	16.84	27.64	Standard rate
CON 29 Search Fee - Part O Optional Enquiry 22	17.00	20.40	9.57	1.00	10.57	12.68	33.08	Standard rate
CON 29 Search Fee - Part O Optional Enquiry	0.00		13.00	1.00	14.00	16.80	16.80	Standard rate
Additional Enquiries	0.00		20.00	1.00	21.00	25.20	25.20	Standard rate
CON 29 Search Fee - (manual & electronic) Additional Parcels of Land			18.00	1.00	19.00	22.80	22.80	Standard rate
LLC1 Additional Parcels of Land <b>Removed</b>	0.00		1.00	0.00	0.00	0.00	0.00	Non business - No VAT charge
Cancellation of LLC1 <b>Removed</b>			11.00	0.00	0.00	0.00	0.00	Non business - No VAT charge
Cancellation of CON 29	0.00		33.00	2.00	35.00	42.00	42.00	Standard rate
Informal Searches	0.00		28.00	2.00	30.00	36.00	36.00	Standard rate

	Charges 2023/24 £	Proposed Increase 2024/25 £	Proposed Charges 2024/25 £	VAT LIABILITY
<b>Market Place &amp; Bargate - (stall hire-10ft width)</b>				
<b>Regular trader **</b>				
per market (monthly in arrears)	22.00	0.00	22.00	Exempt - no VAT
<b>Casual Trader</b>				
per market	25.00	2.00	27.00	Exempt - no VAT
Market Place - 100 markets/50 weeks				
<b>Pitches (per 1ft. Frontage)</b>				
<b>Regular trader **</b>				
per market (monthly in arrears)	1.50	0.10	1.60	Exempt - no VAT
Electricity (other than for lights in winter)	2.20	0.10	2.30	Standard rate
<b>Casual Trader</b>				
per market	2.10	0.10	2.20	Exempt - no VAT
<b>Parking surcharge</b>				
Parking vehicle near stall on Market day	0	2.00	2.00	Exempt - no VAT

\*\* Incentive for regular traders that stand every week April to Feb (excluding holidays) can stand for free in March.

\*\* Incentive for NEW traders only stand for 4 markets and get 4 free

	Charges 2023/24 £	Proposed Increase 2024/25 £	Proposed Charges 2024/25 £	VAT LIABILITY
<b>Christmas Market - (One day)</b>				
One market stall or pop up gazebo	32.60	2.40	35.00	Standard rate
Pitches (per 1ft frontage)	2.90	1.10	4.00	Standard rate
Food plot per 1 ft. frontage	5.60	0.40	6.00	Standard rate
<b>Other Events - (One day)</b>				
Pop up gazebo	21.70	3.30	25.00	Standard rate
Catering	54.30	5.70	60.00	Standard rate
Amusements	54.30	5.70	60.00	Standard rate
Bar			Price on application	Standard rate

~~6~~ Stall maybe be free of charge if a group are performing at the event

~~9~~ Stalls may not exceed 5 ft. in depth

	Charges 2023/24 £	Proposed Increase 2024/25 £	Proposed Charges 2024/25 £	VAT LIABILITY
Community/Individual Event fee not for profit (up to 500 people)	76.00	4.60	80.60	standard rate
Community/Individual Event fee not for profit (between 500 -999 people)	103.20	6.20	109.40	standard rate
Registered Charity (up to 500 people)	76.00	4.60	80.60	standard rate
Registered Charity (between 500 - 999 people)	103.20	6.20	109.40	standard rate
All Commercial events		Price negotiated		standard rate
Use of Premises Licence (500 -999 people)	81.50	4.90	86.40	Non Standard
Use of Premises Licence (up to 500 people)	54.30	3.30	57.60	Non Standard
Assistance with events in Boston Market place (per event)	54.30	3.30	57.60	Non Standard
Other spaces				

**List of Event Spaces – this relates to Borough Council land only****(other spaces, such as Market Place, are owned and controlled by Lincolnshire County Council)**

Broadfield Lane Recreation Ground  
Burgess Pit Recreation Ground  
Shelton's Field Recreation Ground  
Garfit's Lane  
Central Park  
St. Johns Recreation Ground  
Witham Way Country Park  
Woodville Road Recreation Ground

On/Off Street	Car Parks	0.5hr	1hr	2hr	3hr	4hr	Hours £							
							All Day	Sun	Eve	48 hrs	72 hrs	120hrs	168 hrs	
							8am-6pm	8am-6pm	6pm-8am	24 hrs	(2 days)	(3 days)	(5 days)	(7 days)
On On On	Bargate Green	PE21 6RU	0.60	1.60	2.70				1.30	1.10				
	Custom House Quay	PE21 6NH		1.60	2.70				1.30	1.10				
	Market Place	PE21 6EH	0.60	1.60					1.30	1.10				
	Pump Square	PE21 6QW		1.60	2.70				1.30	1.10				
Page 110	Wide Bargate	PE21 6RX		1.60	2.70				1.30	1.10				
	MIXED-STAY CAR PARKS (Mon-Sat 8am-6pm)													
	Cattle Market	PE21 6RX		1.60	2.10	2.70	3.20	4.30	1.30	1.10				
	Botolph Street	PE21 6TU		1.60	2.10	2.70	3.20	4.30	1.30	1.10				
	Doughty Quay	PE21 8SP		1.60	2.10	2.70	3.20	4.30	1.30	1.10				
On	West End	PE21 8SS		1.60	2.10	2.70	3.20	4.30	1.30	1.10				
	St George's Road	PE21 8YB		1.60	2.10	2.70	3.20	4.30	1.30	1.10		5.30	7.50	15.90
	LONG-STAY CAR PARKS (Mon-Sat 8am-6pm)													
	Municipal Buildings	PE21 8SS			1.10	1.30	1.60	2.70	1.30	1.10				
	South Square	PE21 6HX			1.10	1.30	1.60	2.70	1.30	1.10				
	Irby Street	PE21 8SA							Permit only - £160 per year					
	Artillery Row	PE21 6TY			1.10	1.30	1.60	2.70	1.30	1.10				
	Maud Street	PE21 6TP						2.10	1.30	1.10				
	Blue Street	PE21 8UW							Permit only - £160 per year					
	Buoy Yard	PE21 6JX						2.10	1.30	1.10				
On	Victoria Place	PE21 8UL		1.10	1.30	1.60	2.70	1.30	1.10					
	Staniland	PE21 8SS		1.10	1.30	1.60	2.70	1.30	1.10					
	George Street	PE21 8XF		1.10	1.30	1.60	2.70	1.30	1.10					
	Spayne Road	PE21 6JT		1.10	1.30	1.60	2.70	1.30	1.10					
	Station Approach	PE21 8RN		1.10	1.30	1.60	2.70	1.30	1.10		5.30	7.50		15.90
	Tunnard Street	PE21 6PL						2.10	1.30	1.10			8.50	12.80
	Coach Parking - 24 Hours											3.80		

Standard  
Non Business

Off Street Parking  
On Street Parking

Seasonal Tickets Valid at:

Botolph Street PE21 6TU

PARKING SEASON TICKETS AND FINES

		Charges 2023/24 £	Proposed Increase 2024/25 £	Proposed Charges 2024/25 £
Trade bay (annual)	24 hours per day	370.00	30.00	400.00
Traders bay (quarterly)	24 hours per day	100.00	10.00	110.00
Traders bay (monthly)	24 hours per day	35.00	3.00	38.00
Parent Parking Permits (selected car parks only)	(per day according to number of school days each term)	0.50	0.05	0.55
Premier Permit (annual) - long stay	24 hours per day	450.00	30.00	480.00
Premier Permit (quarterly) - long stay	24 hours per day	120.00	10.00	130.00
Premier Permit (monthly) - long stay	24 hours per day	45.00	3.00	48.00
24 hour EV charging permit (annual)	24 hours per day	400.00	20.00	420.00
Season Tickets - daily (annual) - long stay	8 am - 6 pm	350.00	30.00	380.00
Season Tickets - daily (quarterly) - long stay	8 am - 6 pm	95.00	10.00	105.00
Season Tickets - daily (monthly) - long stay	8 am - 6 pm	35.00	3.00	38.00
Season Ticket - overnight (annual)	6 pm - 8.00 am	210.00	15.00	225.00
Season Ticket - overnight (quarterly)	6 pm - 8.00 am	60.00	5.00	65.00
Season Ticket - overnight (monthly)	6 pm - 8.00 am	25.00	1.50	26.50
Overnight EV permit (monthly)	6 pm - 8.00 am	20.00	1.50	21.50
Resident's season tickets (annual)	24 hours per day	225.00	15.00	240.00
Resident's season tickets (quarterly)	24 hours per day	60.00	5.00	65.00

PARKING SEASON TICKETS AND FINES

		Charges 2023/24 £	Proposed Increase 2024/25 £	Proposed Charges 2024/25 £
Resident's season tickets (monthly)	24 hours per day	22.50	1.50	24.00
Resident's season ticket-daily (annual)	8am - 6pm	175.00	15.00	190.00
Resident's season ticket-daily (quarterly)	8am - 6pm	47.50	5.00	52.50
Resident's season ticket - daily (monthly)	8am - 6pm	17.50	1.50	19.00
Resident's season ticket- overnight (annual)	6pm - 8am	105.00	7.50	112.50
Resident's season ticket- overnight (quarterly)	6pm - 8am	30.00	2.50	32.50
Resident's season ticket - overnight (monthly)	6pm - 8am	12.50	0.75	13.25
Resident's overnight EV permit (monthly)	6pm - 8am	17.50	1.00	18.50
Irby Street / Blue Street season ticket	24 hours per day	150.00	10.00	160.00
Staff Charges	7 Days	n/a		n/a
Bus Departures		0.32		0.32
Lower Band Penalty Charge Notice(PCN) (paid within 14 days)		25.00		25.00
Lower Band Penalty Charge Notice(PCN) (paid within 14-28 days)		50.00		50.00
Lower Band Penalty Charge Notice(PCN) (paid after 28 days)		75.00		75.00
Higher Band Penalty Charge Notice(PCN) (paid within 14 days)		35.00		35.00

PARKING SEASON TICKETS AND FINES

		Charges 2023/24 £	Proposed Increase 2024/25 £	Proposed Charges 2024/25 £
Higher Band Penalty Charge Notice(PCN) (paid within 14-28 days)		70.00		70.00
Higher Band Penalty Charge Notice(PCN) (paid after 28 days)		105.00		105.00
Electricity per KWH		0.32	0.23	0.55

**Seasonal Tickets Valid at:**

Botolph Street  
Doughty Quay  
St George's Road  
Artillery Row  
Maud Street  
Buoy Yard  
Victoria Place  
Staniland  
George Street  
Spayne Road  
Tunnard Street

**The above parking charges are inclusive of VAT**

**Penalty Charge Notices are Non-Vatable**

**The bus departure rates are exclusive of VAT (standard rated)**

	<b>Charges 2023/24 £</b>	<b>Proposed increase 2024/25 £</b>	<b>Proposed Charges 2024/25 £</b>	<b>VAT LIABILITY</b>
Copy of Building Regulation Approval (where number is quoted)	43.00		43.00	Standard rate
Letter of Comfort	57.50		57.50	Standard rate
Building Regulations (Confirmation of erection of outbuildings in accordance with the approved plans)	222.75		222.75	Standard rate

	Charges 2023/24 £	Proposed Increase 2024/25 .	Proposed Charges 2024/25 £	VAT LIABILITY
Planning Application information searches - flat cost per site to include copy of decision notices	33.30	2.00	35.30	Standard rate
Production of Plans for consultation and inspection purposes only				
A0 size (841mm x 1189mm)	4.50	0.27	4.77	Standard rate
A1 size (841mm x 594mm)	2.30	0.14	2.44	Standard rate
A2 size (420mm x 594mm)	1.10	0.07	1.17	Standard rate
A3 size (297mm x 420mm) Black & White	0.30	0.02	0.32	Standard rate
A3 size (297mm x 420mm) Colour	0.70	0.04	0.74	Standard rate
A4 size (297mm x 210mm) Black & White	0.10	0.01	0.11	Standard rate
A4 size (297mm x 210mm) Colour	0.20	0.01	0.21	Standard rate
Administration charge *	8.10	0.49	8.59	Standard rate
Adopted South East Lincolnshire Local Plan	84.70	5.08	89.78	Standard rate
Postage & Packaging	6.00	0.36	6.36	Standard rate
Copy of Tree Preservation Orders	0.00	0.00	0.00	Non business - no VAT charge
Copies of Local Development Schemes	18.60	1.12	19.72	Zero rated - 0%
If invoice is required for any of above services	5.90	0.35	6.25	VAT liability depends on what invoice is for

Administrative charge - Cheque payments, hard copy applications etc (see note)	N/A	0.00	25.00	Standard rate
Handling fee for invalid planning application (Major development)	N/A	0.00	100.00	Standard rate
Handling fee for invalid planning application (Non-Major development)	N/A	0.00	50.00	Standard rate

\*Where requests for documents/information exceed 30minutes of Technical Support time, an admin handling charge is to apply at the discretion of the Planning Office Manager

## Planning Application Fees

## APPENDIX 6

		Charges 2023/24 £	Charges 2024/25 £	VAT LIABILITY
<b>Outline Planning Permission</b>				
Site Area	Not more than 0.5 hectares	N/A	£578 for each 0.1 hectare (or part thereof)	Non business - no VAT charge
	Between 0.5 hectares and 2.5	N/A	£624 for each 0.1 hectare (or part thereof)	Non business - no VAT charge
	Not more than 2.5 hectares	£462 per 0.1 hectare	N/A	Non business - no VAT charge
	More than 2.5 hectares	£11,432 + £138 per 0.1 hectares up to a maximum of £150,000	£15,433 + £186 for each additional 0.1 hectare (or part thereof) in excess of 2.5 hectares Maximum fee of £202,500	Non business - no VAT charge
The Erection of Building (not dwellinghouses)	Not more than 1 hectare	N/A	£578 for each 0.1 hectare (or part thereof)	Non business - no VAT charge
Page 125	Between 1 hectare and 2.5 hectare	N/A	£624 for each 0.1 hectare (or part thereof)	Non business - no VAT charge
	More than 2.5 hectares	N/A	£15,433 + £186 for each additional 0.1 hectare (or part thereof) in excess of 2.5 hectares Maximum fee of £202,500	Non business - no VAT charge
<b>Householder Applications</b>				
Alterations / extensions to a <b>single dwellinghouse</b> , including works within boundary	Single dwellinghouse	£206.00	£258.00	Non business - no VAT charge
<b>Full Applications</b> (and First Submissions of Reserved Matters; or Technical Details Consent)				
Alterations or extensions to <b>existing dwellinghouses</b> , including works within boundaries	Single dwellinghouse (or single flat)	£206.00	£258.00	Non business - no VAT charge
	2 or more dwellinghouses (or two or more flats)	£407.00	£509.00	Non business - no VAT charge

<b>New dwellinghouses</b>	Not more than 10 new dwellinghouses	£462 per dwellinghouse	£578 for each dwellinghouse	Non business - no VAT charge
	Between 10 and 50 dwellinghouses	N/A	£624 for each dwellinghouse	Non business - no VAT charge
	More than 50 new dwellinghouses	£22,859 + £138 per additional dwellinghouse up to a maximum £300,000	£30,860 + £186 for each additional dwellinghouse in excess of 50 Maximum fee of £405,000	Non business - no VAT charge
<b>Erection of buildings</b> (not dwellinghouses, agricultural, glasshouses, plant nor machinery)				
Gross floor space to be created by development	No increase in gross floor space or no more than 40 sq m	£234.00	£293.00	Non business - no VAT charge
	More than 40 sq m but no more than 75 sq m	£462.00	N/A	Non business - no VAT charge
Page 126	More than 40 sq m but no more than 1,000 sq m	N/A	£578 for each 75 square metres (or part thereof)	Non business - no VAT charge
	More than 75 sq m but no more than 3,750 sq m	£462 for each 75sq m or part thereof	N/A	Non business - no VAT charge
	Between 1,000 sq m and 3,750 sq m	N/A	£624 for each 75 square metres (or part thereof)	Non business - no VAT charge
	More than 3,750 sq m	£22,859 + £138 for each additional 75 sq m in excess of 3,750 sq m to a maximum of £300,000	£30,680 + £186 for each additional 75 square metres (or part thereof) in excess of 3,750 square metres Maximum fee of £405,000	Non business - no VAT charge
	<b>The erection of buildings</b> (on land used for agriculture for agricultural purpose)			
Gross floor space to be created by development	Not more than 465 sq m	£96.00	£120.00	Non business - no VAT charge
	More than 465 sq m but not more than 540 sq m	£462.00	£578.00	Non business - no VAT charge
	More than 540 sq m but not more than 1,000 sq m	N/A	£578 for first 540 sq m + £578 for each additional 75 sq m in excess of 540 sq m	Non business - no VAT charge

	More than 540 sq m but not more than 4,215 sq m	£462 for first 540 sq m + £462 for each 75 sq m (or part thereof) in excess of 540 sq m	N/A	Non business - no VAT charge
	Between 1,000 sq m and 4,215 sq m	N/A	£624 for first 1,000 sq m + £624 for each additional 75 sq m in excess of 1,000 sq m	Non business - no VAT charge
	More than 4,215 sq m	£22,859 + £138 for each 75 sq m (or part thereof) in excess of 4,215 sq m up to a maximum of £300,000	£30,860 + £186 for each additional square metres (or part thereof) in excess of 4,215 square metres Maximum fee of £405,000	Non business - no VAT charge
<b>Erection of Glasshouses and Polytunnels</b> (on land used for the purposes of agriculture)				
Gross floor space to be created by development	Not more than 465 sq m	£96.00	£120.00	Non business - no VAT charge
	More than 465 sq m	£2,580.00	N/A	Non business - no VAT charge
Page 12	More than 465 sq m but not more than 1,000 sq m	N/A	£3,225.00	Non business - no VAT charge
	1,000 sq m or more	N/A	£3,483.00	Non business - no VAT charge
<b>Erection / alterations / replacement of plant and machinery</b>				
Site area	Not more than 1 hectares	N/A	£578 for each 0.1 hectare (or part thereof)	
	More than 1 hectare but not more than 5 hectares	N/A	£624 for each 0.1 hectare (or part thereof)	
	Not more than 5 hectares	£462 for each 0.1 hectare (or part thereof)	N/A	Non business - no VAT charge
	More than 5 hectares	£22,859 + additional £138 for each 0.1 hectare (or part thereof) in excess of 5 hectares to a maximum of £300,000	£30,860 + £186 for each additional 0.1 hectares (or part thereof) in excess of 5 hectares Maximum fee of £405,000	Non business - no VAT charge

Applications other than Building Works				
<b>Car parks, service roads or other accesses</b>	For existing uses	£234.00	£293.00	Non business - no VAT charge
<b>Waste</b> (Use of land for disposal of refuse or waste materials or deposit of material remaining after extraction or storage of minerals)				
Site area	Not more than 15 hectares	£234 for each 0.1 hectare (or part thereof)	£316 for each 0.1 hectare (or part thereof)	Non business - no VAT charge
	More than 15 hectares	£34,934 + £138 for each 0.1 hectare (or part thereof) in excess of 15 hectares up to a maximum of £78,000	£47,161 + £186 for each additional 0.1 hectare (or part thereof) in excess of 15 hectares Maximum fee of £105,300	Non business - no VAT charge
<b>Operations connected with exploratory drilling for oil or natural gas</b>				
Site area	Not more than 7.5 hectares	£508 for each 0.1 hectare (or part thereof)	£686 for each 0.1 hectare (or part thereof)	Non business - no VAT charge
	More than 7.5 hectares	£38,070 + additional £151 for each 0.1 hectare (or part thereof) in excess of 7.5 hectares up to a maximum of £300,000	£51,395 + £204 for each additional 0.1 hectare (or part thereof) in excess of 7.5 hectares. Maximum fee of £405,000	Non business - no VAT charge
<b>Operations (other than exploratory drilling) for the winning and working of oil or natural gas</b>				
Site area	Not more than 15 hectares	£257 for each 0.1 hectare (or part thereof)	£347 for each 0.1 hectare (or part thereof)	Non business - no VAT charge
	More than 15 hectares	£38,520 + additional £151 for each 0.1 in excess of 15 hectare up to a maximum of £78,000	£52,002 + additional £204 for each 0.1 hectare in excess of 15 hectares Maximum fee of £105,300	Non business - no VAT charge
<b>Other operations (winning &amp; working of minerals ) excluding oil and natural gas</b>				
Site area	Not more than 15 hectares	£234 for each 0.1 hectare (or part thereof)	£316 for each 0.1 hectare (or part thereof)	Non business - no VAT charge
	More than 15 hectares	£34,934 + additional £138 for each 0.1 in excess of 15 hectare up to a maximum of £78,000	£47,161 + additional £186 for each 0.1 hectare in excess of 15 hectares Maximum fee of £105,300	Non business - no VAT charge

Other operations (not coming within any of the above categories)				
Site area	Any site area	£234 for each 0.1 hectare (or part thereof) up to a maximum of £2,028	£293 for each 0.1 hectare (or part thereof) Maximum fee of £2,535	Non business - no VAT charge
<b>Lawful Development Certificates</b>				
Existing use or operation		Same as Full	Same as Full	
Existing use or operation - lawful not to comply with any condition or limitation		£234.00	£293.00	Non business - no VAT charge
Proposed use or operation		Half the normal planning fee	Half the normal planning fee	Non business - no VAT charge
<b>Prior Approval</b>				
Larger Home Extensions (from 19 August 2019)		£96.00	£120.00	Non business - no VAT charge
Agriculture and Forestry buildings & operations		£96.00	£120.00	Non business - no VAT charge
Demolition of buildings		£96.00	£120.00	Non business - no VAT charge
Communications (previously referred to as 'Telecommunications Code Systems Operators')		£462.00	£578.00	Non business - no VAT charge
Change of use *refer to guidance		£96.00	£120.00	Non business - no VAT charge
Change of use of a building and any land within its curtilage from Commercial/Business/Service (Use Class E) to Dwellinghouses (Use Class C3)		£96.00	£125 for each dwellinghouse	Non business - no VAT charge
Change of use including building operations * refer to guidance		£206.00	£258.00	Non business - no VAT charge
Collection facility within the curtilage of a shop		£96.00	£120.00	Non business - no VAT charge
Temporary Buildings or use associated with commercial Film-Making		£96.00	£120.00	Non business - no VAT charge
Construction of new dwellinghouses	Not more than 10 dwellinghouses	N/A	£418 for each dwellinghouse	Non business - no VAT charge
	Between 10 and 50 dwellinghouses	N/A	£451 for each dwellinghouse	Non business - no VAT charge
	Not more than 50 dwellinghouses	£334 for each dwellinghouse	N/A	Non business - no VAT charge
	More than 50 Dwellinghouses	£16,525 +£100 for each dwellinghouse in excess of 50 - Maximum fee of £300,000	£22,309 + £135 for each dwellinghouse in excess of 50 Maximum fee of £405,000	Non business - no VAT charge
<b>Reserved Matters</b>				

Application for approval of reserved matters following outline approval	Full fee due or if full fee already paid then £462 due	Full fee due or if full fee already paid then £578 due		
			Non business - no VAT charge	
<b>Approval / Variation / discharge of condition</b>				
Application for removal or variation of a condition following grant of planning permission	£234.00	£293.00		Non business - no VAT charge
Request for confirmation that one or more planning conditions have been complied with	£34 per request for Householder otherwise £116 per request	£43 per request for householder otherwise £145 per request		Non business - no VAT charge

<b>Change of Use</b> of a building to use as one or more separate dwellinghouses, or other cases				
Number of dwellinghouses	Not more than 10 dwellinghouses	N/A	£578 for each dwellinghouse	Non business - no VAT charge
	Between 10 and 50 dwellinghouses	N/A	£624 for each dwellinghouse	Non business - no VAT charge
	Not more than 50 dwellinghouses	£462 for each	N/A	Non business - no VAT charge
	More than 50 dwellinghouses	£22,859 + £138 for each in excess of 50 up to a maximum of £300,000	£30,860 + £186 for each additional dwellinghouse in excess of 50. Maximum fee of £405,000	Non business - no VAT charge
<b>Other Charges of Use</b> of a building or land		£462.00	£578.00	Non business - no VAT charge
<b>Advertising</b>				
Relating to the business on the premises		£132.00	£165.00	Non business - no VAT charge
Advance signs which are not situated on or visible from the site, directing the public to a business		£132.00	£165.00	Non business - no VAT charge
Other advertisements		£462.00	£578.00	Non business - no VAT charge
<b>Application for a Non-material Amendment Following a Grant of Planning Permission</b>				
Applications in respect of householder developments		£34.00	£43.00	Non business - no VAT charge
Applications in respect of other developments		£234.00	£293.00	Non business - no VAT charge
<b>Application for Permission in Principle</b>				
Site area		£402 for each 0.1 hectare (or part thereof)	£503 for each 0.1 hectare (or part thereof)	Non business - no VAT charge
<b>Application under Section 257 for diversion of Public Right of Way</b>		£2500 (Developer may be required to pay additional costs such as advertising)	£3500 (Developer may be required to pay additional costs such as advertising)	Non business - no VAT charge

	Charges 2023/24 £	Proposed Increase 2024/25 £	Proposed Charges 2024/25 £	VAT LIABILITY
<b>TYPE OF DEVELOPMENT</b>				
Householder development including alterations and extensions.	92.00	6.00	98.00	Standard rate
Change of use including siting of caravans.	217.00	13.00	230.00	Standard rate
Development of 1-10 dwellings, or residential development on sites of less than 0.50 ha including changes of use to residential.	Based on no. of dwellings; £240 for 1st dwelling; plus £140 for each additional dwelling.  Based on site area i.e. principle only, £220 for 0.1ha; plus £130 for each additional 0.1ha (or part thereof).	15 10	Based on no. of dwellings; £255 for 1st dwelling; plus £150 for each additional dwelling.  Based on site area i.e. principle only, £255 for 0.1ha; plus £150 for each additional 0.1ha (or part thereof).	Standard rate
Development of 11-50 dwellings, or residential development on sites of over 0.50 ha but less than 1.0 ha including changes of use to residential.	Based on no. of dwellings; £1,580 for the 11th dwelling plus £70 for each additional dwelling to a maximum of £3,000.  Based on site area i.e. principle only; £1,580 for 0.5ha; plus £140 for each additional 0.1ha (or part thereof).	100.00 5.00 100.00 10.00	Based on no. of dwellings; £1,680 for the 11th dwelling plus £75 for each additional dwelling to a maximum of £3,000.  Based on site area i.e. principle only; £1,680 for 0.5ha; plus £150 for each additional 0.1ha (or part thereof).	Standard rate
Development of 51+ dwellings, or residential development on sites of more than 1.0 including changes of use to residential.	£3800 Although Planning Performance Agreement encouraged.	200.00	£4,000 Although Planning Performance Agreement encouraged.	Standard rate
Non residential development up to 499 square metres floor area or 0.50 hectare site area.	217.00	13.00	230.00	Standard rate
Non residential development of over 500 and 999 square metres floor area or between 0.51 and 1.0 hectares site area.	£270 for 500sqm or 0.5ha plus £135 for each additional 100m <sup>2</sup> ; or £135 for each 0.1ha (or part thereof)	15 10	£285 for 500sqm or 0.5ha plus £145 for each additional 100m <sup>2</sup> ; or £145 for each 0.1ha (or part thereof)	Standard rate
Non residential development of over 1000 and 4999 square metres floor area or between 1.1 and 2.0 hectares site area.	£950 for 1000m <sup>2</sup> plus £135 for each additional 1000m <sup>2</sup> or 0.1ha	60 10	£1,010 for 1000m <sup>2</sup> plus £145 for each additional 1000m <sup>2</sup> or 0.1ha	Standard rate

	Charges 2023/24 £	Proposed Increase 2024/25 £	Proposed Charges 2024/25 £	VAT LIABILITY
Non residential development of over 5000 square metres floor area or over 2.1 hectares site area.	£2715 Although Planning Performance Agreement encouraged.	160.00	£2,875 Although Planning Performance Agreement encouraged.	Standard rate
Alterations to non-residential development where no new floor area space is created.	109.00	7.00	116.00	Standard rate
Listed Building Advice	130.00	8.00	138.00	Standard rate
<input type="checkbox"/> Variation or removal of planning conditions, <input type="checkbox"/> Telecommunication Development <input type="checkbox"/> Advertisements,	87.00	5.00	92.00	Standard rate
Hazardous Substances Consent	130.00	8.00	138.00	Standard rate
Any other proposals not captured by the above	217.00	13.00	230.00	Standard rate
<b>Exemptions and Reductions</b>				
<input type="checkbox"/> Proposals by parish and town councils and non profit making organisations	No Charge		No Charge	
<input type="checkbox"/> Proposals relating to the needs of persons with disabilities.	No Charge		No Charge	
<input type="checkbox"/> Proposals by registered social landlords	No Charge		No Charge	
<b>S1 S2 S3 S4 S5 S6 S7:S13S7:S14S10S7:S12S7:S16R7:S16Q7:S16</b>				
Where a proposal covers more than one category of development the highest of the relevant fees will be charged.				
Follow up enquiry including revised details to be charged at 50% of fee, if within 6months of the original response				
Fees for Planning Performance Agreements are negotiated on a case-by-case basis. The charges incurred are to be negotiated between the Council and the development proposer, following an initial understanding of both the scheme and the resource implications. The Council will seek to recover costs associated with the resourcing of the agreement (such as Officer time) and including fees incurred from specialists within and external to the Council as may be required. In addition, the fees will cover administration of the agreement, but may exclude the costs associated with drawing up or signing the agreement depending on whether this is undertaken by the Council or the proposer.				Standard rate

## S106 Monitoring Fees 2021/22

	Charges 2022/23	Proposed Increase 2023/24	Proposed Charges 2023/24	Charges 2023/24	Proposed Increase 2024/25	Proposed Charges 2024/25
Development Size	Fee		Fee	Fee		Fee
<b>Minor Developments</b> – less than 10 residential units and where the gross floor space to be built is up to 1,000 square metres, or where the site area is less than 1 hectare. Where the number of dwellings to be constructed or floor area proposed is not given in the application, a site area of less than 0.5 hectares is classed as a minor development.	1500.00	150.00	1650.00	1650.00	100.00	1750.00
<b>Small scale Major Developments</b> – 10-199 residential units (inclusive) and where the gross floor space to be built is 1,000 – 9,999 square metres, or where the site area is 1 hectare and less than 2 hectares. Where the number of dwellings to be constructed or floor area proposed is not given in the application, a site area of between 0.5 hectares and less than 4 hectares is classed as a small scale major development.	2500.00	250.00	2750.00	2750.00	165.00	2915.00
<b>Large scale Major Developments</b> – 200 or more residential units and where the gross floor space to be built is 10,000 square metres or more, or where the site area is 2 hectares or more. Where the number of dwellings to be constructed or floor area proposed is not given in the application, a site area of 4 hectares or more is classed as a large scale major development.	3500.00	300.00	3800.00	3800.00	228.00	4028.00
<b>Deeds of Variations</b> – For all Deeds of Variation agreements.	350.00	50.00	400.00	400.00	24.00	424.00
Confirmation of compliance with Section 106 planning obligations (desktop assessment)* per property	75.00	15.00	90.00	90.00	20.00	110.00
Compliance checks on subsequent properties						27.50
*Site Visit associated with Confirmation of Compliance with Section 106 planning obligations	100.00	10.00	110.00	110.00	6.50	116.50
First Homes Administration Fee				150.00		See Comments

Standing Rate / Including VAT

Standing Rate / Including VAT

Standing Rate / Including VAT

The above fees apply to all new S106 agreements from 1 December 2020. The monitoring fees will be in the form of an obligation which is payable to the Council within 14 days of completion of the legal agreement and will be non-refundable.

The Council seeks to support Registered Providers (RPs) who actively bring forward affordable housing schemes to meet the strategic and corporate aims of the council and which seek to meet our identified housing need. Where RPs bring forward sites for 100% Affordable Housing schemes, there are often no other obligations beyond the Affordable Housing as a result of the need to obtain grant funding from Homes England. In such cases the requirement for monitoring is much reduced, with the obligation securing the affordable housing in perpetuity. As the Council seeks to support Affordable Housing provision as a strategic aim, it is considered that a concession can be applied to certain schemes based on the following:

Monitoring fees for new agreements can therefore be reduced by 50%, when all of the following are met:

- Where the scheme would only deliver Affordable Housing; and
- Where there are no other obligation requirements; and
- Where the scheme is brought forward by a Registered Provider or where evidence is provided that demonstrates one is on-board to deliver the scheme.

Where other obligation clauses are required, the aforementioned fees would apply. Additionally, the aforementioned reductions would not apply to Deeds of Variation which are to be retained at the aforementioned rate. All of the above will be reviewed

	Charges 2023/24 £	Proposed Increase 2024/25 £	Proposed Charges 2024/25 £	VAT LIABILITY
- Rent element only per week	167.30		167.30	Exempt
- Rent element only per night	23.90		23.90	Exempt
- Service Charge (Heating, lighting, water) - per wk.	22.40		22.40	Exempt
- Service Charge (Heating, lighting, water) - per night	3.20		3.20	Exempt
<b>TOTAL CHARGE PER WEEK</b>	<b>189.70</b>		<b>189.70</b>	
<b>TOTAL CHARGE PER NIGHT</b>	<b>27.10</b>		<b>27.10</b>	

	<b>Proposed Charges 2023/24 £</b>	<b>Proposed Increase 2024/25 £</b>	<b>Proposed Charges 2024/25 £</b>	<b>VAT LIABILITY</b>
Variation of existing licence	0.00		0.00	Non business - No VAT charge
Process of initial application cost - Part 1	479.00	28.70	507.70	Non business - No VAT charge
Post approval application cost - Part 2	469.00	28.10	497.10	Non business - No VAT charge

	<b>Charges 2023/24 £</b>	<b>Proposed Increase 2024/25 £</b>	<b>Proposed Charges 2024/25 £</b>	<b>VAT LIABILITY</b>
Hazard Awareness Notice (Owner Occupier)	No Charge		No Charge	Exempt
Hazard Awareness Notice (private rented sector)	100.00	6.00	106.00	Exempt
Improvement Notice; Prohibition Order; Demolition Order, Notice of Emergency Remedial Action, Emergency Prohibition Order - (for one hazard)	220.00	13.20	233.20	Exempt
Improvement Notice; Prohibition Order; Demolition Order, Notice of Emergency Remedial Action, Emergency Prohibition Order- (for each additional hazard included within the Notice / Order)	60.00	3.60	63.60	Exempt

	Proposed Charges 2023/24 £	Proposed Increase 2024/25 £	Proposed Charges 2024/25 £	VAT LIABILITY
Property inspection and report (per hour)	95.00	5.70	100.70	Exempt

	Charges 2023/24 £	Proposed Increase 2024/25 £	Proposed Charges 2024/25 £	VAT LIABILITY
Naming of a new street	£92.80 per street.	£5.60	£98.40 per street.	Non business - no VAT charge
Renaming of an existing street at the request of all of its residents.	£92.80 for the street plus £23.20 per dwelling	£5.60 £1.40	£98.40 for the street plus £24.60 per dwelling	Non business - no VAT charge
Naming or numbering of a new dwelling on an existing street.	£34.80 per dwelling	£2.10	£36.90 per dwelling	Non business - no VAT charge
Naming or numbering of a new dwelling on a new development consisting of 1 – 5 plots.	£34.80 per dwelling	£2.10	£36.90 per dwelling	Non business - no VAT charge
Naming or numbering of a new dwelling on a new development consisting of 6 – 10 plots.	£ 29.00 per dwelling	£1.80	£ 30.80 per dwelling	Non business - no VAT charge
Naming or numbering of a new dwelling on a new development consisting of 11 - 29 plots.	£ 23.20 per dwelling	£1.40	£ 24.60 per dwelling	Non business - no VAT charge
Naming or numbering of a new dwelling on a new development consisting of 30 - 74 plots.	£ 17.40 per dwelling	£1.00	£ 18.40 per dwelling	Non business - no VAT charge
Naming or numbering of a new dwelling on a new development consisting of 75 + plots	£13.35 per dwelling	£0.80	£14.15 per dwelling	Non business - no VAT charge
Addition or alteration of a name to an existing dwelling.	£ 34.80 per dwelling	£2.10	£ 36.90 per dwelling	Non business - no VAT charge
Changes to a development after initial application for naming and numbering has been processed.	£ 23.20 per dwelling	£1.40	£ 24.60 per dwelling	Non business - no VAT charge

	Charges 2023/24 £	6% Increase 2024/25 £	Proposed Charges 2024/25 £	VAT LIABILITY
Hire of Council Chamber	23.40	1.40	24.80	Standard rate
Hire of Meeting Room	23.40	1.40	24.80	Standard rate
Hire of Committee Room	23.40	1.40	24.80	Standard rate
Hire of Haven Room	11.60	0.70	12.30	Standard rate
Hire of Maud Foster	11.60	0.70	12.30	Standard rate
Refreshments at meetings	16.60	1.00	17.60	Standard rate
Sale of Electoral Registers - <b>FIXED BY STATUTE</b>				

\* These charges are per hour of rental

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<b>REPORT TO:</b>	CABINET
<b>DATE:</b>	WEDNESDAY, 21 FEBRUARY 2024
<b>SUBJECT:</b>	SOUTH AND EAST LINCOLNSHIRE COUNCIL'S COMMUNITY LOTTERY – 1 YEAR PROGRESS
<b>PURPOSE:</b>	TO PROVIDE AN OVERVIEW OF THE FIRST YEAR OF THE SOUTH AND EAST LINCOLNSHIRE COMMUNITY LOTTERY SCHEME
<b>KEY DECISION:</b>	NO
<b>PORTFOLIO HOLDER:</b>	Cllr Emma Cresswell, Portfolio Holder for Communities (People)
<b>REPORT OF:</b>	Emily Spicer, Assistant Director – Wellbeing and Community Leadership
<b>REPORT AUTHOR:</b>	Nichola Holderness, Community Leadership Manager
<b>WARD(S) AFFECTED:</b>	All
<b>EXEMPT REPORT?</b>	No

## SUMMARY

The South and East Lincolnshire Community Lottery launched in November 2022, with the first draw taking place on Saturday 26<sup>th</sup> November. In its first year the lottery has raised £34,756.80 and supported 83 local community groups across the sub-region.

The following report provides an overview of activity in the first year since the initial draw and how it is delivering much needed financial support to community groups in line with the intentions of the three councils within South and East Lincolnshire Councils Partnership who jointly committed to establishing a community lottery scheme in 2022.

## RECOMMENDATIONS

1. That the progress of the South and East Lincolnshire Councils Community Lottery scheme is noted and that Members support its continuation.
2. That the changes to the 'minimum age limits' to participate in the community lottery scheme are noted.
3. That the central fund income is used to support civic community pride events designed to celebrate and promote voluntary and community sector activity, including the act of volunteering within the borough of Boston and the East Lindsey and South Holland Districts.
4. Members note details of a data security incident on 8<sup>th</sup> November 2023.

## REASONS FOR RECOMMENDATIONS

To continue to raise funds for local voluntary and community groups across South and East Lincolnshire via the South and East Lincolnshire Community Lottery Scheme.

To promote and encourage voluntary and community sector activity within the borough of Boston and East Lindsey and South Holland Districts.

## OTHER OPTIONS CONSIDERED

Draw the current scheme to a close (not recommended) and seek alternative fund raising activities.

## 1.0 BACKGROUND

- 1.1 The councils of South and East Lincolnshire have a long track record of supporting and working in partnership with the voluntary and community sector. In 2022, the three sovereign councils, Boston Borough Council, East Lindsey District Council and South Holland District Council took the decision to launch the South and East Lincolnshire Community Lottery (SELCL), with the first draw taking place on Saturday 26<sup>th</sup> November 2022.
- 1.2 The following report provides an overview of activity relating to the community lottery in its first year since its launch/the initial draw and how it has met expectations to enable additional funding to be raised for community-based initiatives and partnership opportunities with the voluntary and community sector across South and East Lincolnshire.
- 1.3 The lottery supports local good causes, community groups and clubs to raise funds through the sale of lottery tickets. Of each £1 ticket purchase:-
  - 60% goes to local good causes.
  - 20% for the prize money and

- 20% to the External Management Lottery (ELM) Company for running costs; including relevant insurance to cover the prize fund and VAT.

There are two different ways that the 60% per ticket for local good causes is distributed:

- i) Where the player nominates a local good cause on the website, 50% of the price of the ticket goes to this good cause and 10% to the central good causes fund.
- ii) Where the player does not nominate a good cause the whole 60% goes to the council fund to be allocated to local community groups, clubs or support community events.

- 1.4 The SELCL is run in conjunction with Gatherwell Ltd, an External Lottery Management company (ELM) who provide expertise in operating the lottery and oversee the day to day running of the scheme.
- 1.5 It is important to note that any monies received from the lottery are used to cover running costs of the scheme. For example, marketing and promotion, to ensure the scheme is self-funding. However, this is calculated to be a small percentage of overall fund raising.
- 1.6 The first stage of the South and East Lincolnshire Community Lottery was a Good Cause Launch which was held via Microsoft Teams on 27<sup>th</sup> September 2022.
- 1.7 Potential good causes were invited to register their interest through a newly launched website [www.selcplottery.co.uk](http://www.selcplottery.co.uk). Once approved, each good cause received their own micro web page and a welcome pack that includes hints and tips on promoting their causes and encouraging supporters to purchase tickets. Tickets went on sale on 18<sup>th</sup> October 2022. Working with the communications team there has been a dedicated communication plan, in terms of promoting the South and East Lincolnshire Community Lottery.
- 1.8 The first draw of the South and East Lincolnshire Community lottery took place on Saturday 26<sup>th</sup> November 2022. 818 tickets were sold and there were 69 good causes registered. There were 21 small winners each winning three extra tickets.
- 1.9 A summary of the draw results to date can be found at appendix A.
- 1.10 To date, there are 83 good causes registered with the South and East Lincolnshire community Lottery Scheme.
- 1.11 A breakdown of good causes by district is below:

<b>Area</b>	<b>Total</b>
All areas or national	12
Boston	17
East Lindsey	21
South Holland	33
<b>Total</b>	<b>83</b>

See appendix B for a full breakdown of good causes by area.

## **2.0 SOUTH AND EAST LINCOLNSHIRE COMMUNITY LOTTERY FUNDING**

- 2.1** For every £1 community lottery ticket sold, 60p goes to local charities, voluntary organisation and good causes that have been approved. Lottery players can choose which good cause they wish to support when they buy a ticket and 50p from every ticket bought goes directly to their chosen cause.
- 2.2** For 2023, the annual funding for good causes is £34,756.80.
- 2.3** Case Studies have been sought from good causes to highlight the benefits they have received since signing up. These case studies are used periodically in promotion of the scheme. See appendix C, D, E.

## **3.0 ON-GOING PROMOTION**

- 3.1** The Community Leadership Team working in collaboration with the Communications Teams continue to promote the Community Lottery in a number of formats, whilst also supporting good causes to promote and sell tickets to their supporters. This is both for causes that are already registered to the scheme, but also new causes that may be interested in joining.
- 3.2** Although the figures for the first year of the Community Lottery have been positive and funds raised for good causes are excellent, there is scope to improve this in the coming year. There are no upfront costs for the good causes to join the scheme and further support can be given to promote themselves, in order to help them maximise opportunities to raise their income.

## **4.0 CENTRAL FUNDS INCOME**

- 4.1** 10% of the sale of each ticket goes in to the Central Fund pot.
- 4.2** Income at the one year point for each sovereign authority stands at £2,450.
- 4.3** It is proposed that going forward this income is used to support civic pride events during the year across the Partnership. Such events would be designed to celebrate and promote voluntary and community sector activity within the borough of Boston and the East Lindsey and South Holland Districts.
- 4.4** This would allow the SELCL to support civic recognition schemes/events, whilst also having an opportunity to promote voluntary and community sector activity including volunteering and the Partnership's community lottery as well. An example event going forward could be *Community Event* sponsored by South and East Lincolnshire Community Lottery (alongside any other partners/interested bodies who may want to add their support to such events/activities in the future).

## **5.0 RECENT REVIEW OF THE GAMBLING ACT 2005**

- 5.1** Following the Government's review of the UK Gambling Act 2005, a white paper, with a number of recommendations was published in April 2023, 'High Stakes: Gambling Reform for the Digital Age'.

- 5.2** Various recommendations were put forward for change, most notably the recommendation impacting charitable lotteries to move to a legal age limit of 18 for purchasing lottery tickets.
- 5.3** Although it remains legal (for now) for 16 and 17 year-old supporters to continue to purchase tickets for charitable lotteries, all lotteries managed by our External Lottery Manager (ELM) - Gatherwell Ltd, have now transitioned to a minimum age of 18 ahead of any legislative changes.
- 5.4** As of the 1<sup>st</sup> of October 2023, this move is now fully complete, and all relevant policies have been updated.

## **6.0 DATA SECURITY INCIDENT 8<sup>TH</sup> NOVEMBER 2023**

- 6.1** On Friday 1<sup>st</sup> December, Gatherwell Ltd were informed by London & Zurich (L&Z), a third party organisation appointed to handle direct debit collections that a data breach had taken place.
- 6.2** This data breach impacted their (and therefore also SELCL) customers who had signed up for direct debits services on or before 8<sup>th</sup> November 2023.
- 6.3** The types of data impacted were full name, email address, billing address, phone number and bank account details (account number and sort code). No government-issued ID data (e.g. passport number, national insurance number) or payment card data was compromised as a result of the incident.
- 6.4** The incident was reported to the Information Commissioner's Office (ICO) via South Holland District Council's Data Protection officer (as Operating Licence holder) on 4<sup>th</sup> December 2023. The ICO may carry out their own investigation.
- 6.5** The incident was also reported as a precautionary measure to the Gambling Commission on 6<sup>th</sup> December 2023.
- 6.6** All supporters of the South and East Lincolnshire Community Lottery were notified via email on 11<sup>th</sup> December 2023. A copy of the email received by supporters can be found at appendix F.

## **7.0 CONCLUSION**

- 7.1** In overview, and whilst noting the security incident reported at section 6, the first year of the South and East Lincolnshire Community Lottery has been positive, raising £34,756.80 for 83 groups, with initial set up costs of £2,800 per council and an annual running cost of £393.67 per council in the Partnership. However, by further targeted promotion there is an opportunity to increase players and increase good causes on the platform, maximising the opportunity for fund raising for local community and voluntary groups and promoting the value of volunteering within local communities. This forms the focus of year two of the South and East Lincolnshire Community Lottery Scheme.

## **8.0 EXPECTED BENEFITS TO THE PARTNERSHIP**

- 8.1** Whist the amount raised through the Community Lottery Fund cannot be guaranteed, providing this platform allows Good Causes from the Voluntary and Community Sector to benefit from this funding stream. It also enables residents to choose the cause they want to support within their communities and provides a funding source for those organisations.

## **9.0 IMPLICATIONS**

### **9.1 SOUTH AND EAST LINCOLNSHIRE COUNCILS' PARTNERSHIP**

**9.1.1** Managing the Community Lottery Scheme as a Partnership ensures resources are aligned for efficiencies, that local knowledge identifies local beneficiaries within the Voluntary and Community Sector and promotion of the scheme is maximised.

### **9.2 CORPORATE PRIORITIES**

**9.2.1** The following Sub-Regional Priorities are supported through the operation of the Community Lottery Scheme:

- 1) Growth and Prosperity
- 2) Healthy Lives
- 3) Safe and Resilient Communities
- 4) Environment

**9.2.3** The corporate priority of Efficiency and Effectiveness is also supported along with local priorities across the three councils that make up South and East Lincolnshire Councils Partnership.

### **9.3 STAFFING**

**9.3.1** There are no additional staffing requirements, all monitoring and promotion of the scheme is undertaken by the Community Leadership Team.

### **9.4 WORKFORCE CAPACITY IMPLICATIONS**

**9.4.1** There are no additional workforce capacity implications, all work is undertaken by the Community Leadership Team

### **9.5 CONSTITUTIONAL AND LEGAL IMPLICATIONS**

**9.5.1** The Council is required to be registered with the Gambling Commission and run under an operating licence in accordance with the Gambling Act 2005.

### **9.6 DATA PROTECTION**

**9.6.1** All data is managed by the ELM in line with their Privacy Policy, in light of the recent data security incident this will now be reviewed by the Procurement team, Data Protection Manager and Community Leadership Manager.

### **9.7 FINANCIAL**

**9.7.1** Annual costs of the scheme are £1,181. These costs consist of £796 for the Gambling Commission License and £385 for membership to the Lotteries Council. The cost is split equally between each authority and is paid for out of the income from the central good cause's pot.

## **9.8 RISK MANAGEMENT**

**9.8.1** Gatherwell Limited have ethical lottery management model measures in place to mitigate the risk of problem gambling. These measures include: -

- A maximum 20 tickets can be purchased in any one transaction per supporter.
- There is no instant reward or gratification because:
  - Tickets cannot be purchased for the day of the draw.
  - Payment must be cleared before entry.
  - A one-off single ticket cannot be purchased.
  - Play can only be through Direct Debit or card payment online (1/3/6/12 months upfront payment).
- Players can set up a self-exclusion agreement – and reasonable steps will be taken to prevent further participation, including removing name and details from marketing databases.
- Gatherwell have internal processes to identify anyone at risk and their team are trained to help identify signs of vulnerable players. This includes contacting any supporter with a high-ticket yield to ensure they are fully aware of their purchase and lottery entries.
- Links to the Gamble Aware organisation for help and support are available on community lottery websites.

## **9.9 STAKEHOLDER / CONSULTATION / TIMESCALES**

**9.9.1** The South and East Lincolnshire Council Partnership (SELCP) determine the eligibility criteria of applications from the Voluntary and Community Sector and each application is signed off by the relevant delegated officer.

## **9.10 REPUTATION**

**9.10.1** The Community Lottery Scheme has a positive impact on the reputation of the SELCP as it offers a financial support opportunity to voluntary and community sector organisations to continue their services.

## **9.11 CONTRACTS**

**9.11.1** Contract monitoring takes place once per quarter with relevant delegated staff.

**9.11.2** The contract with Gatherwell Limited is an annual rolling contract with the Council able to give three months' notice to end the agreement at any time.

## **9.12 CRIME AND DISORDER**

**9.12.1** None

## **9.13 EQUALITY AND DIVERSITY/ HUMAN RIGHTS/ SAFEGUARDING**

**9.13.1** The Community Lottery does not have any identified disproportionate impacts on groups with protected characteristics. The following has been considered: -

i) Age of players:

**9.13.2** Taking in to account the recent White Paper recommendations, as of the 1<sup>st</sup> October 2023 all lotteries managed by our ELM - Gatherwell Ltd, have transitioned to a minimum age of 18 ahead of any legislative changes.

ii) Good causes and groups:

The community lottery provides a platform for local groups, charities, and good causes to raise funds, many of which will support residents across several protected characteristics.

iii) Religious Beliefs:

Some groups within this protected characteristic do not support gambling. Further opportunities such as the South and East Lincolnshire Crowd are promoted to these groups.

## **9.14 HEALTH AND WELL BEING**

**9.14.1** The additional funding for the Voluntary and Community sector via the Community Lottery scheme allows the groups to continue to benefit our local communities.

## **9.15 CLIMATE CHANGE AND ENVIRONMENTAL IMPLICATIONS**

**9.15.1** None

## **10.0 LINKS TO 12 MISSIONS IN THE LEVELLING UP WHITE PAPER**

<b>MISSIONS</b>	
<b>This paper contributes to the follow Missions outlined in the Government's Levelling Up White paper.</b>	
<b>Wellbeing</b>	By 2030, well-being will have improved in every area of the UK, with the gap between top performing and other areas closing.

## **11.0 ACRONYMS**

SELCL – South and East Lincolnshire Community Lottery

SELCP – South and East Lincolnshire Councils Partnership

ELM – External Lottery Manager

ICO – Information Commissioner's Office

## **12.0 APPENDICES**

Appendices are listed below and attached to the back of the report: -	
<b>APPENDIX A</b>	<i>Community Lottery winner breakdown</i>
<b>APPENDIX B</b>	<i>Full breakdown of good causes by area</i>
<b>APPENDIX C</b>	<i>Case Study – The Meadows Day Centre</i>

APPENDIX D	<i>Case Study – Boston Community Tennis Partnership</i>
APPENDIX E	<i>Case Study – Woodhall Spa Cricket Club</i>
APPENDIX F	<i>Email data security incident Gatherwell</i>

### 13.0 BACKGROUND PAPERS

No background papers as defined in Section 100D of the Local Government Act 1972 were used in the production of this report.

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### 14.0 CHRONOLOGICAL HISTORY OF THIS REPORT

Name of body	Date
Decision - Proposal to set up a South and East Lincolnshire Councils Partnership Community Lottery scheme	30 <sup>TH</sup> March 2022

REPORT APPROVAL	
Report author:	Nichola Holderness, Community Leadership Manager <a href="mailto:nichola.holderness@boston.gov.uk">nichola.holderness@boston.gov.uk</a>
Signed off by:	Emily Spicer, Assistant Director - Wellbeing and Community Leadership
Approved for publication:	Emma Cresswell, Portfolio Holder for Communities (People)

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**Summary of South and East Lincolnshire Community Lottery draws****Week 1 to week 42**

<b>Draw No.</b>	<b>Draw Date</b>	<b>Tickets Sold</b>	<b>No of winners</b>	<b>Details of Win</b>
1	26/11/2022	818	21	21 x 3 free tickets
2	03/12/2022	853	30	3 x £250 4 x £25 23 x 3 free tickets
3	10/12/2022	1067	21	1 x £250 3 x £25 17 x 3 free tickets
4	17/12/2022	1084	16	16 x 3 free tickets
5	24/12/2022	1133	22	4 x £25 18 x 3 free tickets
6	31/12/2022	996	25	1 x £25 24 x 3 free tickets
7	07/01/2023	979	27	2 x £25 25 x 3 free tickets
8	14/01/2023	978	24	1 x £25 23 x 3 free tickets
9	21/01/2023	976	18	1 x £250 1 x £25 16 x free tickets
10	28/01/2023	911	27	3 x £25 24 x 3 free tickets
11	04/02/2023	924	20	20 x 3 free tickets
12	11/02/2023	916	17	17 x 3 free tickets
13	18/02/2023	942	18	2 x £25 16 x 3 free tickets
14	25/02/2023	952	24	3 x £25 21 x 3 free tickets
15	04/03/2023	990	13	13 x 3 free tickets
16	11/03/2023	984	23	3 x £25 20 x 3 free tickets
17	18/03/2023	1008	18	1 x £25 17 x 3 free tickets
18	25/03/2023	1004	18	1 x £250 17 x 3 free tickets
19	01/04/2023	992	33	5 x £25 28 x 3 free tickets
20	08/04/2023	1035	28	1 x £250 27 x 3 free tickets
21	15/04/2023	1032	28	28 x 3 free tickets
22	22/04/2023	1047	26	26 x 3 free tickets
23	29/04/2023	1074	20	1 x £25 19 x 3 free tickets

<b>Draw No.</b>	<b>Draw Date</b>	<b>Tickets Sold</b>	<b>No of winners</b>	<b>Details of Win</b>
24	06/05/2023	1065	18	1 x £25 17 x 3 free tickets
25	13/05/2023	1064	41	5 x £25 36 x 3 free tickets
26	20/05/2023	1070	24	1 x £25 23 x 3 free tickets
27	27/05/2023	1073	26	2 x £25 24 x 3 free tickets
28	03/06/2023	1023	12	1 x £25 11 x 3 free tickets
29	10/06/2023	1016	17	2 x £25 15 x 3 free tickets
30	17/06/2023	1022	17	1 x £25 16 x 3 free tickets
31	24/06/2023	1046	22	22 x 3 free tickets
32	01/07/2023	1058	23	2 x £25 21 x 3 free tickets
33	08/07/2023	1075	24	1 x £250 2 x £25 21 x 3 free tickets
34	15/07/2023	1091	23	1 x £250 1 x £25 21 x 3 free tickets
35	22/07/2023	1103	31	3 x £25 28 x 3 free tickets
36	29/07/2023	1103	25	1 x £250 24 x 3 free tickets
37	05/08/2023	1135	21	2 x £25 19 x 3 free tickets
38	12/08/2023	1134	29	2 x £25 27 x 3 free tickets
39	19/08/2023	1138	18	1 x £25 17 x 3 free tickets
40	26/08/23	1114	21	1 x £250 1 x £25 19 x 3 free tickets
41	02/09/2023	1109	39	3 x £25 36 x 3 free tickets
42	09/09/2023	1100	25	1 x £250 1 x £25 23 x 3 free tickets
43	16/09/2023	1096	18	1 x £250 2 x £25 15 x 3 free tickets
44	23/09/2023	1106	27	2 x £25 25 x 3 free tickets
45	30/09/2023	1125	25	1 x £250 3 x £25 21 x 3 free tickets

<b>Draw No.</b>	<b>Draw Date</b>	<b>Tickets Sold</b>	<b>No of winners</b>	<b>Details of Win</b>
46	07/10/2023	1091	18	2 x £25 16 x 3 free tickets
47	14/10/2023	1100	19	3 x £25 16 x 3 free tickets
48	21/10/2023	1117	21	1 x £25 20 x 3 free tickets
49	28/10/2023	1147	19	1 x £250 3 x £25 15 x 3 free tickets
50	04/11/2023	1096	14	1 x £250 1 x £25 12 x 3 free tickets
51	11/11/2023	1081	23	1 x £250 5 x £25 17 x 3 free tickets
52	18/11/2023	984	24	3 x £25 21 x 3 free tickets

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**Breakdown of Good Causes by Area – Appendix B**

<b>Name of Good Cause</b>	<b>District</b>
107 Endeavour FM	Boston
3r Boston Scout Group	Boston
5 <sup>th</sup> Boston Scout Group	Boston
Blackfriars Theatre and Arts Centre	Boston
Boston Book Festival	Boston
Boston Community Tennis Partnership	Boston
Boston Lithuanian Community	Boston
Boston Samaritans	Boston
Boston Womens Aid	Boston
Butterwick Baby and Toddler Group	Boston
Fosdyke Playing Field Social Club	Boston
Frieston Cricket Club	Boston
Swineshead Enhancement Society	Boston
The Beonna at All Saints	Boston
The Boston Woods Trust	Boston
The Knights of Skirbeck	Boston
The Local Community Centre	Boston
<b>TOTAL</b>	<b>17</b>

<b>Name of Good Cause</b>	<b>District</b>
Alford Hub	East Lindsey
East Lindsey LGBTQ social support group	East Lindsey
Embrace Breast Cancer Support	East Lindsey
Horncastle Cricket Club	East Lindsey
Horncastle Town Football Club	East Lindsey
Louth Playgoers Society Ltd	East Lindsey
Sibsey Lancaster Memorial Trust	East Lindsey
Solby Old School Hub	East Lindsey
Spilsby Town Junior Football Club	East Lindsey
Stickford Community Centre	East Lindsey
Sutton on Sea Community Larder	East Lindsey
Tetford and Salmonby Recreations Ground	East Lindsey
The Askefield Project Ltd	East Lindsey
The Parrot Zoo Trust – Lincolnshire Wildlife Park	East Lindsey
Trusthorpe Village Hall	East Lindsey
Woodhall Spa Cricket Club	East Lindsey
Wragby Youth Council	East Lindsey
Curo Social Enterprise CIC	East Lindsey
Hensell Goat Rescue Care Farm	East Lindsey
Tetney Village Hall	East Lindsey
West Torrington Community and Heritage Action	East Lindsey
<b>TOTAL</b>	<b>21</b>

<b>Name of Good Cause</b>	<b>District</b>
Boxes of Hope	South Holland
Citizens Advice Mid Lincs	South Holland
Crowland Cares	South Holland
Diamondz School of Dance	South Holland
Empire Elite Allstars	South Holland
Friends of St. John Baptist CE Primary School	South Holland
Gosberton Youth Centre	South Holland
Holbeach and District Community Association	South Holland
Holbeach and Fenland Gymnastics Club	South Holland
Holbeach United Community Sports Academy	South Holland
Holbeach Moving Forwards	South Holland
Holbeach St. Marks Village	South Holland
Long Sutton and District Civic Society	South Holland
Long Sutton Men's Shed	South Holland
Moulton Windmill	South Holland
Project Dignity CIC	South Holland
South Holland Life	South Holland
South Lincs Competitive Swimming Club	South Holland
Spalding and District Gymnastics Academy	South Holland
Spalding and District Roundtable	South Holland
Spalding Arts and Crafts Society	South Holland
Spalding Indoor Bowls Club	South Holland
Sutton Bridge United Football Club	South Holland
Sutton St. James Preschool Playgroup	South Holland
The Meadows Day Centre	South Holland
Tonic Health	South Holland
Tydd St. Mary Playing Field Committee	South Holland
Welland Seniors Forum	South Holland
Adults Move Lincolnshire	South Holland
Scarlett Community Music Club	South Holland
Friends of the Chain Bridge Forge	South Holland
Tribe Together CIC	South Holland
Veterans Support Service	South Holland
<b>TOTAL</b>	<b>33</b>

<b>Name of Good Cause</b>	<b>Multiple</b>
Age UK Lindsey	All
Carers First	All
Childrens Links	All
Citizens Advice Mid Lincs	ELDC and BBC
Citizens Advice South Lincs	Including SHDC
Edan Lincs	All
Lincoln and Lindsey Blind Society	All
Lincs Digital	All
YMCA Lincolnshire	All
Building Resilience in Communities (BRIC)	All
Framework Housing	All
HWLincs	All
<b>TOTAL</b>	<b>12</b>



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## COMMUNITY LOTTERY CASE STUDY

**Name of Group:** The Meadows Day Centre

**How did you hear about the Community Lottery?**

Direct contact which I then attended the online zoom meeting for more information.

**How is the South & East Lincolnshire Community Lottery benefiting your good cause?**

We are receiving around £80 a month in extra fundraising that we would not have had before. £80 makes such a huge difference when you are a struggling local charity who doesn't receive any funding. It is also giving our supporters a chance at winning some good cash and alternative prizes.

**Would you recommend other good causes joining?**

Absolutely. The more good causes who scream and shout about the lottery, the more known it becomes.

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## COMMUNITY LOTTERY CASE STUDY

**Name of Group:**

**Boston Community Tennis Partnership**

**How did you hear about the Community Lottery?**

**It was from a forwarded email.**

**How is the South & East Lincolnshire Community Lottery benefiting your good cause?**

**It is providing a valuable steady monthly income with the potential to be increased.**

**All of the funds for Boston Community Tennis Partnership come from grants and fund raising and from the goodwill of volunteers giving their time free of charge.**

**There are commitments to continue to provide Learning Disability Tennis and Visually Impaired Tennis and to continue to keep running the Year One and Reception Free Tennis sessions that have been in existence for over 20 years, allowing all children in this age group a chance to have a go at tennis.**

**This fund raiser is great.**

**Would you recommend other good causes joining?**

**Yes it is undoubtedly a good initiative.**



## COMMUNITY LOTTERY CASE STUDY

**Name of Group:**

**Woodhall Spa Cricket Club**

**How did you hear about the Community Lottery?**

**Friend of a friend**

**How is the South & East Lincolnshire Community Lottery benefiting your good cause?**

**Allows to plan ahead with small projects within the club**

**Would you recommend other good causes joining?**

**Absolutely would - easy to set up, contacts have a chance of winning themselves and with little effort from our Committee, provides a regular income and helps our community = all with little effort.**

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**London & Zurich Data Breach - Communication to Affected Customers****South and East Lincolnshire Community Lottery - Email to Supporters**

Dear Community Lottery Supporter

**Precautionary Note for Your Information**

As you may be aware, the South and East Lincolnshire Community Lottery is run on our behalf by Gatherwell Limited (Gatherwell), who are a large, experienced and regulated lottery manager. We are writing to tell you about a recent security incident brought to our attention by them involving subscriber's personal information.

On Friday 1 December, Gatherwell were informed that a data breach had taken place. This impacted customers who had signed up for direct debit services on or before 8 November 2023.

We now know that this breach was caused by a cyber-attack against a third party organisation, London & Zurich (L&Z), which was appointed by Gatherwell to handle direct debit collections. Gatherwell's lottery system was not impacted by the cyber-attack. The types of data impacted are full name, email address, billing address, phone number and bank account details (account number and sort code). No government-issued ID data (e.g. passport number, national insurance number) or payment card data was compromised as a result of the incident.

We are very sorry that this has happened, particularly as you were supporting local causes doing important work in the local community. Gatherwell has received assurances from L&Z that the affected data has been recovered, and steps have been taken to protect your data and prevent similar situations in the future. We have been informed by Gatherwell that there is no evidence that your data has been published, passed on to any third parties or misused in any way, however we recommend that you be extra vigilant with regard to financial transactions including sharing your information with anyone, whether that be over the phone, by email or otherwise.

We will only email you about South and East Lincolnshire Community Lottery via our dedicated support email address [support@selcplottery.co.uk](mailto:support@selcplottery.co.uk). More information can be found on the News page on South and East Lincolnshire Community Lottery. Both we and Gatherwell have reported the incident to the Information Commissioner's Office (ICO), who may carry out their own investigation. We have also reported the incident to the Gambling Commission as a precautionary measure and we felt it important to let you know as well. We understand this incident is limited to L&Z's direct debit processing system. Gatherwell's lottery system was not impacted. As such, Gatherwell has informed us that you do not need to change your password on the South and East Lincolnshire Community Lottery website.

We take the security of information very seriously and we are further following this matter up with Gatherwell. We of course sincerely apologise for any concern or inconvenience this incident may cause you.

If you have any questions or concerns, please contact us by email at [support@selcplottery.co.uk](mailto:support@selcplottery.co.uk). We will liaise with Gatherwell as appropriate.

Yours faithfully

**South and East Lincolnshire Community Lottery -  
Statement on Website**

**Re: Third Party Direct Debit System - Data Security Breach**

**What happened?**

South and East Lincolnshire Community Lottery is run on behalf of South Holland District Council (who are working in partnership with East Lindsey District Council and Boston Borough Council) by Gatherwell Limited (Gatherwell), who are a large, experienced and regulated lottery manager.

On Friday 1 December, Gatherwell were informed that a data breach had taken place. This impacted customers who had signed up for direct debit services on or before 8 November 2023. We now know that this breach was caused by a cyber-attack against a third party organisation, London & Zurich (L&Z), which was appointed by Gatherwell to handle direct debit collections. Gatherwell's lottery system was not impacted by the cyber-attack.

**What kind of data is affected?**

The types of data impacted are full name, email address, billing address, phone number and bank account details (account number and sort code). No government-issued ID data (e.g. passport number, national insurance number) or payment card data was compromised as a result of the incident.

**Is my data at risk?**

Gatherwell has received assurances from L&Z that the affected data has been recovered, and steps have been taken to protect your data and prevent similar situations in the future. There is no evidence that your data has been published, passed on to any third parties or misused in any way, however we recommend that you be extra vigilant with regard to financial transactions including sharing your information with anyone, whether that be over the phone, by email or otherwise.

We will only email you about South and East Lincolnshire Community Lottery via our dedicated support email address [support@selcplottery.co.uk](mailto:support@selcplottery.co.uk). Both South Holland District Council and Gatherwell have reported the incident to the Information Commissioner's Office (ICO), who may carry out their own investigation. We have also reported the incident to the Gambling Commission as a precautionary measure.

**Do I need to change my password?**

This incident is limited to L&Z's direct debit processing system. Gatherwell's lottery system was not impacted. As such, you do not need to change your password on the South and East Lincolnshire Community Lottery website.

**How will you keep my data safe in the future?**

We have been informed that L&Z's servers which host their direct debit system have been rebuilt in a new environment, which has been thoroughly tested for vulnerabilities by an external cyber security expert. Whilst it is never possible to completely eliminate the risk of a cyber-attack, L&Z has robust technical and security measures in place to guard against similar attacks in the future.

We take the safety of your information very seriously, and we sincerely apologise for any concern or inconvenience this incident may cause you.



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# Agenda Item 5



<b>REPORT TO:</b>	Cabinet
<b>DATE:</b>	21 <sup>st</sup> February 2024
<b>SUBJECT:</b>	Regulation of Investigatory Powers Act 2000 – Partnership Policy
<b>PURPOSE:</b>	To seek approval from Cabinet for the Regulation of Investigatory Powers Act 2000 – Partnership Policy for South and East Lincolnshire Councils Partnership following consideration at scrutiny committee.
<b>KEY DECISION:</b>	N/A
<b>PORTFOLIO HOLDER:</b>	Councillor Anne Dorrian; Leader of the Council
<b>REPORT OF:</b>	Christian Allen; Assistant Director Regulatory and Senior Responsible Officer (SRO) for RIPA
<b>REPORT AUTHOR:</b>	Christian Allen; Assistant Director Regulatory
<b>WARD(S) AFFECTED:</b>	All
<b>EXEMPT REPORT?</b>	No

## SUMMARY

The purpose of this report is to seek Cabinet approval for the Regulation of Investigatory Powers Act (RIPA) 2000 - Partnership Policy. The policy brings together and replaces the previous Joint RIPA Policy at Boston Borough Council and East Lindsey District Council and the South Holland District Council RIPA Policy; to create a single RIPA Policy for the Partnership.

The new Partnership Policy seeks to align and harmonise current practice and procedures across the three Councils and to bring RIPA related arrangements up to date with current guidance issued by the Home Office and the Investigatory Powers Commissioners Office (IPCO), the regulatory body that oversees compliance with RIPA by public bodies.

This report seeks Cabinet approval for the Regulation of Investigatory Powers Act (RIPA) 2000 Partnership Policy having considered feedback from the Corporate and Community Overview and Scrutiny Committee.

## **RECOMMENDATIONS**

1. That Cabinet consider the report, policy and any feedback from Corporate and Community Overview and Scrutiny Committee and approve the Regulation of Investigatory Powers Act (RIPA) 2000 - Partnership Policy.
2. That the Assistant Director Regulatory / Senior Responsible Officer, in consultation with the Portfolio Holder, be given delegated authority to make such amendments to this policy as may from time to time be required in order to (i) reference any links or amended links to other documents as may be required; and (ii) reflect any issues over which the Council has no discretion including, but not limited to, references to any legislative changes and amended guidance. Any material amendments to the policy will be subject to the usual approval process in line with the Constitution.

## **REASONS FOR RECOMMENDATIONS**

To ensure that Members are aware of the duties imposed on the Council by the Regulation of Investigatory Powers Act 2000 and the requirement to adopt a Policy that is up to date, relevant and fit for purpose.

Ensuring Members are informed about RIPA activity, policy and procedures demonstrates good governance and an organisational commitment to the obligations imposed by RIPA on public bodies.

## **OTHER OPTIONS CONSIDERED**

Revert to an independent, sovereign policy position to meet the obligations imposed by RIPA on Boston Borough Council, or retain the Joint RIPA Policy arrangements with East Lindsey District Council.

Neither of these options are recommended as economies of scale, efficiencies and shared learning can be optimised by harmonising our approach to RIPA across the Partnership. This sub regional approach also accords with the objectives set out in the Memorandum of Agreement and the Business Case for the South and East Lincolnshire Councils Partnership.

## **1. BACKGROUND**

- 1.1 Correspondence received from IPCO during 2023 indicated that South Holland District Council was due an inspection of their RIPA compliance during 2023. In subsequent discussions with IPCO and having explained the operational impact of the South and East Lincolnshire Councils Partnership on the conduct of our enforcement arrangements, it was agreed that the inspection of South Holland District Council could be deferred in order to bring forward and align planned inspection dates for both Boston Borough Council and East Lindsey District Council. Hence the IPCO inspection could be undertaken as one inspection of RIPA arrangements at all three Council's in the Partnership.

- 1.2 The IPCO inspection deferral enabled the Partnership to commence the journey to harmonisation of current practice, arrangements and procedures as regards RIPA across the three Councils, an approach endorsed by Audit and Governance and Committee on 20<sup>th</sup> November 2023.

## **2. REPORT**

- 2.1 Development of the Partnership RIPA Policy commenced late last year with expertise provided by BLS Stay Compliant Ltd. Engaging a national company, with current expertise in this area, to undertake the work in collaboration with the SRO has ensured that the policy meets the national guidelines and codes of practice provided by IPCO and the Home Office, as well best practice nationally.
- 2.2 The output of this work is attached at Appendix A and Cabinet are invited to consider and approve the Policy.
- 2.3 Ahead of the planned inspection for the Partnership, IPCO require a self-assessment to be completed. This was completed and returned to IPCO on 21<sup>st</sup> December 2023. The self-assessment provided a summary of our current status in terms of; remedial actions completed following the previous inspection (2021), RIPA policy status and last review, training of staff, security or records, designation of officers, assurance around access to social media and communications data, managing CCTV systems and adherence to codes of practice. We also reported no RIPA powers used since the previous inspection in 2021.
- 2.4 IPCO replied to our self-assessment report on 9<sup>th</sup> January 2024 stating; “I note that you are in the final stages of amalgamating into one policy and procedure, and that have recognised training and knowledge requirements within South Holland District Council in particular, which you have planned to address”.
- 2.5 The IPCO reply goes onto state that “I am satisfied that your reply to the other matters identified provides your assurance that ongoing compliance with RIPA 2000 and the Investigatory Powers Act 2016 will be maintained. As such, your Council will not require further inspection this year”.
- 2.6 A copy of the letter from IPCO is attached at appendix B for information. It is evident from the reply that IPCO are satisfied with our approach as a Partnership subject to; amalgamation of policy, training of officers, and ongoing monitoring and oversight which the Commissioner has helpfully set out.

## **3. CONCLUSION**

- 3.1 The correspondence from IPCO indicates that the Regulator is satisfied with the pace and direction of travel in terms of aligning RIPA policy, procedures and practice across the Partnership.
- 3.2 Development of a RIPA Partnership Policy is part of the commitment to IPCO to achieve on-going compliance and this report presents the policy to Cabinet for consideration, and approval.

#### **4. EXPECTED BENEFITS TO THE PARTNERSHIP**

4.1 By adopting a common approach to RIPA across all three councils, economies of scale, efficiencies and shared learning can be optimised across the Partnership. This sub regional approach also accords with the objectives set out in the Memorandum of Agreement and the Business Case for the South and East Lincolnshire Councils Partnership.

#### **5. IMPLICATIONS**

##### **5.1 SOUTH AND EAST LINCOLNSHIRE COUNCILS PARTNERSHIP**

5.1.1 Whilst the obligations of RIPA remain the responsibility of each sovereign council, Officers and Members will benefit from a consistent and recognised approach being adopted to meet these obligations across the Partnership.

##### **5.2 CORPORATE PRIORITIES**

5.2.1 None

##### **5.3 STAFFING**

5.3.1 Staff with designated roles under RIPA have agreed to support the extension of their responsibilities to all three Partnership Council's, as necessary and needed. Designated staff have been consulted and have indicated their agreement to this.

##### **5.4 CONSTITUTIONAL AND LEGAL IMPLICATIONS**

5.4.1 Non - compliance with the legislation associated with covert surveillance leaves the Council open to evidential challenge to its enforcement activities in the courts and potentially formal claims for compensation from individuals or corporate bodies should it be found that RIPA policy, guidance and procedures have not been followed. The Policy and training ensures all officers considering surveillance and making an application to do so are aware of the requirements of the legislation.

##### **5.5 DATA PROTECTION**

5.5.1 The protection of data is implicit in our obligations and compliance with RIPA.

##### **5.6 FINANCIAL**

5.6.1 None

##### **5.7 RISK MANAGEMENT**

5.7.1 The Council may be exposed to legal, financial and reputational risk were it to undertake enforcement activity inconsistent with the obligations of RIPA. Hence it is important that our policy, practices and procedures are regularly reviewed to ensure that they are up to date with IPCO and Home Office guidance.

##### **5.8 STAKEHOLDER / CONSULTATION / TIMESCALES**

5.8.1 Consultation has been undertaken with the relevant Portfolio Holder, Assistant Director Governance and Monitoring Officer, Group Manager for Information Governance and Data

Protection Officer, Data Protection Officer for South Holland District Council and Section 151.

## **5.9 REPUTATION**

5.9.1 Non-compliance with the legislation associated with covert surveillance leaves the Council open to reputational damage should a formal claim for compensation from individuals or corporate bodies find RIPA policy, guidance and procedures have not been followed and/or the Council has breached the Human Rights Act.

## **5.10 CONTRACTS**

5.10 None

## **5.11 CRIME AND DISORDER**

5.11.1 Compliance with the obligations of RIPA must be intrinsic to all enforcement activities undertaken by the Council.

## **5.12 EQUALITY AND DIVERSITY/ HUMAN RIGHTS/ SAFEGUARDING**

5.12.1 Adopting an approach to RIPA that is consistent with IPCO and Home Office guidance will help to ensure that the Council is meeting its equality and diversity, human rights and safeguarding obligations.

## **5.13 HEALTH AND WELL BEING**

5.13.1 None.

## **5.14 CLIMATE CHANGE AND ENVIRONMENTAL IMPLICATIONS**

5.14.1 None.

## **5.15 LINKS TO 12 MISSIONS IN THE LEVELLING UP WHITE PAPER**

5.15.1 None

## **6. ACRONYMS**

6.1 RIPA – Regulation of Investigatory Powers Act 2000

IPCO – Investigatory Powers Commissioners Office

SRO – Senior Responsible Officer (designated under RIPA)

The Partnership – South and East Lincolnshire Councils Partnership

<b>APPENDICES</b>	
Appendices are listed below and attached to the back of the report: -	
Appendix A	Regulation of Investigatory Powers Act (RIPA) - Partnership Policy
Appendix B	IPCO letter of reply to the self-assessment report submitted by the SRO on behalf of the Partnership (9 <sup>th</sup> January 2024)

**BACKGROUND PAPERS**

No background papers as defined in Section 100D of the Local Government Act 1972 were used in the production of this report.

**CHRONOLOGICAL HISTORY OF THIS REPORT**

A report on this item has previously been considered by a Council body.

<b>Reporting Body</b>	<b>Date</b>
Corporate and Community Committee	1 <sup>st</sup> February 2024

**REPORT APPROVAL**

Report author:	Christian Allen - Assistant Director Regulatory and Senior Responsible Officer (SRO) for RIPA
Signed off by:	John Leach Deputy Chief Executive - Communities
Approved for publication:	Councillor Anne Dorrian; Leader of the Council



# **Regulation of Investigatory Powers Act 2000**

## **Partnership Policy**

**March 2024 to February 2027**

## Contents

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### **Appendix 1**

#### **List of Officers Authorised under this Policy**

### **Appendix 2**

#### **The RIPA Covert Surveillance Code of Practice**

### **Appendix 3**

#### **Granting of authorisation for the use of Covert Human Intelligence Sources (CHIS)**

### **Appendix 4**

#### **Guidance on the use of Social Networking Sites for investigations**

### **Appendix 5**

#### **Non – RIPA Surveillance; S. 80 statement**

### **Appendix 6**

#### **C v The Police and the Secretary of State for the Home Department (14th November 2006, No: IPT/03/32/H),**

## 1 Introduction

There is a strategic partnership in place between the three sovereign councils of Boston Borough Council, East Lindsey District Council and South Holland District Council called the South and East Lincolnshire Councils Partnership. This is referred to throughout this Policy as 'The Councils'.

The Councils can make use of a limited range of investigatory powers: directed surveillance, covert human intelligence sources (CHIS) and the acquisition of communications data (CD).

The Councils powers is controlled by two key pieces of legislation:

- i. Investigatory Powers Act 2016
- ii. Regulation of Investigatory Powers Act 2000

This Policy sets out The Councils position in relation to the Investigatory Powers Act 2016 and the Regulation of Investigatory Powers Act 2000 (RIPA), which established a statutory framework for the regulation of covert surveillance by, amongst others, The Councils. The Act is designed as a mechanism to provide the correct balance between an individual's right to privacy and proper use of data and surveillance, having due regard to human rights as defined in the Human Rights Act 1998.

The procedures and guidance set out in this policy are based on the provisions of RIPA; Home Office Codes of Practice and guidance issued by the Investigatory Powers Commissioner's Office. Links to Guidance and documentation links can be found at the end of this Policy.

Officers of The Councils should be aware of the scope and extent of activities covered by RIPA.

As a company separate from the 'The Councils' (albeit one that is wholly owned by The Councils) employees or Agents of Public Sector Partnership Services Ltd (PSPS) cannot authorise covert surveillance but can seek such authorisation from The Councils in adherence to this Policy.

The Councils is a public body for the purposes of the European Convention on Human Rights and Human Rights Act 1998.

## 2 Policy Aim

The requirements of the:

- European Convention on Human Rights
- Human Rights Act 1998
- Investigatory Powers Act 2016 and
- Regulation of Investigatory Powers Act 2000,

impact on any officers of The Councils who undertake investigatory or enforcement

activities. This policy requires that all officers undertaking covert investigative activities only do so in accordance with the requirements set out in the Investigatory Powers legislation and its associated codes of practice.

**2.1** The right of action for breach of convention rights is available in English law by the Human Rights Act 1998. However, there are times when public bodies can override this right and carry out covert investigative activities.

The Regulation of Investigatory Powers Act 2000 allows local authorities to carry out such Directed Surveillance (surveillance of an individual/s without their knowledge for a specific purpose), or use a Covert Human Intelligence Source (use of informants or undercover officers). The Investigatory Powers Act 2016 permits limited access to communications data (obtaining subscriber information of a telephone number or internet user, etc.) provided the investigatory activity is lawful, necessary, proportionate and non-discriminatory.

**2.2** Everyone has a fundamental right to privacy. This means amongst other things, a right not to be watched, have your mail opened or have your personal space invaded. This right is contained in Article 8 of the European Convention on Human Rights:

“Everyone has the right to respect of his private and family life, his home and his correspondence.”

The aim of this policy is to ensure that The Councils and their officers comply with the requirements of the European Convention on Human Rights, the Human Rights Act 1998, the Regulation of Investigatory Powers Act 2016 and the Regulation of Investigatory Powers Act 2000 when undertaking any covert investigative activities which may interfere with a person’s right to respect for private and family life, home and correspondence.

### **3 Policy Statement**

The Councils are committed to building a fair and safe community for all, by ensuring the effectiveness of laws designed to protect individuals, businesses, the environment and public resources.

The Councils recognise that the vast majority of individuals comply with the law. For those that choose not to, The Councils has a responsibility to ensure firm but fair enforcement action is taken which may include authorised covert surveillance in order to gather evidence of illegal activity.

Where any such surveillance is contemplated by officers it must be authorised under the Act to ensure it is lawful and does not infringe a person’s human rights.

**3.1** The Councils will not use covert surveillance unless it is absolutely **necessary** to achieve the desired aims and only so long as it is **proportionate** to do so and

that it is done with adequate regard to the rights and freedoms of those who are not the subject (s) of the covert surveillance.

When using covert surveillance, The Councils will give due regard to the following legislation:

Human Rights Act 1998,  
 Regulation of Investigatory Powers Act 2000  
 Investigatory Powers Act 2016  
 Protection of Freedoms Act 2012  
 Data Protection Act 2018  
 UK General Data Protection Regulation

**3.2 The Councils **will**:**

- actively monitor its use
- have due regard to the Home Office Codes of Practice
- ensure authorisations are granted by the appropriately trained and designated officers
- ensure staff and (contractors) are appropriately trained to carry out surveillance activity
- properly investigate any complaints about its use
- assist, support and comply with the requirements of the Investigatory Powers Commissioner's Office (IPCO) who oversee the use of covert investigatory powers by public authorities.

**3.3 The Councils will **not**:**

- routinely use Covert Human Intelligences Sources (CHIS), any such proposal to deploy a CHIS must initially be authorised by the Authorising Officer
- carry out intrusive surveillance within the meaning of RIPA
- use covert surveillance (regulated by RIPA) unless judicial approval has been obtained.

**4 Purpose**

This Policy sets out the practice to be followed before any covert surveillance is undertaken when carrying out investigations.

**4.1** The Policy will cover the procedural considerations The Councils must consider when undertaking either Covert or Overt directed surveillance and it will assist officers in understanding:

- when surveillance is regulated by RIPA
- when authorisation criteria are met
- RIPA procedures
- implications of the Codes of Practice
- non-RIPA surveillance
- how to complete forms.

This Policy will cover the procedures which must be followed when authorising, managing, recording the actions of, and ultimately using information obtained through a Covert Human Information Source.

**4.2 Roles.** The Councils Senior Responsible Officer (SRO) has overall responsibility for ensuring that the Council complies with RIPA.

The SRO will:

- inspect authorisations on a quarterly basis
- oversee training requirements for appropriate staff
- participate in IPCO inspections
- provide an annual report to the relevant Committee of each Council on the use of RIPA.

**4.3** The SRO maintains the Central Records, carries out quality assurance checks on all authorisations submitted, arranges training, provides day-to-day advice on surveillance issues and produces information as required.

Central records - Records kept by the SRO will be used to:

- remind Authorising Officers of the expiry of authorisations
- check that surveillance does not continue beyond the authorised period
- remind Authorising Officers to regularly review current authorisations
- remind Authorising Officers and applicants to consider the destruction of the results of surveillance operations and associated paperwork in line with retention and destruction guidelines
- at the sixth anniversary of each authorisation, remind Authorising Officers that the forms of authorisation, renewal or cancellation held locally and in the Central Record are due to be destroyed unless there is a reason they should be retained for longer
- receive and investigate complaints by members of the public who reasonably believe that they have been adversely affected by surveillance activities carried out by The Councils
- commission and provide training in the law relating to surveillance for appropriate officers.

Authorising Officers (AO) – are trained, experienced managers who assess and authorise RIPA applications.

## 5 Definitions

### Surveillance

**5.1** Surveillance, for the purpose of the Regulation of Investigatory Powers Act 2000, includes monitoring, observing or listening to persons, their movements, conversations or other activities and communications. It may be conducted with or without the assistance of a surveillance device and includes the recording of any information obtained.

Surveillance is covert if, and only if, it is carried out in a manner calculated to ensure that any persons who are subject to the surveillance are unaware that it is or may be taking place.

**5.2** Surveillance under RIPA may be classed as Directed or Intrusive.

- Directed surveillance is covert surveillance that is not intrusive but is carried out in relation to a specific investigation or operation in such a manner as is likely to result in the obtaining of private information about any person (other than by way of an immediate response to events or circumstances) such that it is not reasonably practicable to seek authorisation under the 2000 Act. This may be authorised and undertaken by The Councils.
- Intrusive surveillance is covert surveillance that is carried out in relation to anything taking place on residential premises or in any private vehicle (and that involves the presence of an individual on the premises, or in the vehicle or is carried out by a means of a surveillance device).

**The Councils does not have power to carry out intrusive surveillance, only the police, and other law enforcement agencies, can carry out intrusive surveillance.**

**5.3** Confidential information – includes confidential personal information such as medical records or spiritual counselling, confidential journalistic material, confidential discussions between Members of Parliament and their constituents, or matters subject to legal privilege.

**5.4** Private information - The 2000 Act states that private information includes any information relating to a person's private or family life. As a result, private information can include any aspect of a person's private or personal relationship with others, such as family and professional or business relationships.

Information which is non-private may include publicly available information such as books, newspapers, journals, TV and radio broadcasts, newswires, web sites, mapping imagery, academic articles, conference proceedings, business reports, and more. Such information may also include commercially available data where a fee may be charged, and any data which is available on request or made available at a meeting to a member of the public.

**5.5** All Directed, covert surveillance shall be set out in accordance with the procedures in this Policy.

**Directed Surveillance - Process**

**5.5.1** The following documents must be maintained:

- copies of applications and authorisations and any supporting documents and the approval of the Authorising Officer (AO)
- copy of any authorisation made by the judiciary

- a record of the period of surveillance
- the frequency of reviews by the AO and a record of that review
- a copy of any renewal of any authorisation (by AO or Judiciary)
- date, time and details of any instructions given by the AO.

#### **5.5.2 Prior to the investigation:**

- clear rules must be set up limiting the disclosure and access to any information obtained
- the number of people with knowledge of a covert monitoring exercise should be limited
- the surveillance must be strictly limited to obtaining evidence within a set time frame and it should not continue after the investigation is complete
- if using audio or video equipment, this should not normally be used in places such as toilets or private offices
- information obtained through covert monitoring should only be used for the prevention or detection of criminal activity or serious Gross Misconduct
- other information collected while monitoring should be disregarded and, where feasible, deleted - unless it reveals information that no employer could reasonably be expected to ignore.

## **6 Approved Forms**

Once the need for surveillance has been established, the appropriate form should be completed and sent to the Authorising Officer for approval.

Forms can be downloaded here along with appropriate guidance for each application:

<https://www.gov.uk/government/collections/ripa-forms--2>

Helpful additional links are available at the end of this Policy.

## **7 Central Register**

A central register must be kept by the SRO (RIPA Co-ordinator) detailing the following information.

1. Date and type of any authorisation.
2. Date any order made by a Justice of the Peace.
3. Name and grade of AO.
4. Unique ref number of the investigation. These are obtained from the Investigating Officer.
5. Brief description and names of subjects of investigation.
6. Whether any urgency provisions were used and why.
7. Exactly what is authorised.
8. Details of any renewal.
9. Whether confidential information is likely to be obtained.
10. Confidential information (if any).

11. Date of cancellation.
12. Self-authorisation.
13. Reviews.
14. Original copies of any documents.

## 8 Records Retention

Retention and Destruction of material obtained through Directed Surveillance.

All documents should be marked as Official-Sensitive and the SRO (RIPA Co-ordinator) is responsible for their retention, security and destruction in accordance with The Councils Data Retention Policies and the RIPA Codes of Practice.

**8.1** Any material which is obtained in the course of a criminal investigation and which may be relevant to the investigation must be recorded and retained. This includes not only material that supports the prosecution's case, but that which may cast doubt on it or supports the case for the defence.

**8.2** Unless the surveillance is recorded by means of electronic surveillance equipment, e.g., CCTV, sound recording equipment etc., then written logs must be kept of the surveillance activity.

**8.3** All material shall be retained for six years.

**8.3.1** All material that may be relevant to the investigation must be kept until a decision has been taken whether to instigate proceedings.

**8.3.2** If proceedings are instigated, all material that may be relevant must be kept until either the accused is acquitted or convicted or the prosecution decides not to proceed with the case.

**8.3.3** Where the accused is prosecuted, all material that may be relevant must be retained until, in the case of a custodial sentence being imposed, the convicted person is released from custody or the expiry of six months, whichever is the longer period, or six months from the date of conviction in all other cases.

**8.3.4** Where an appeal is in progress that material must be kept until the conclusion of the appeal. Covert investigations conducted under Non-RIPA powers must be retained as directed by the relevant Assistant Director in consultation with Head of Legal.

**8.4** Authorising and Investigating Officers must also ensure compliance with the appropriate data protection requirements and any relevant procedures produced by the authority in the handling and storage of material.

Much of the information obtained will amount to personal information within the meaning of the Data Protection Act 2018 and therefore, the requirements of that Act

must be adhered to when processing that information. Please refer to The Councils Data Protection Policy.

**8.5** Please note that material that is obtained, particularly evidence, shall be stored securely both for data protection purposes and to avoid any accusation of tampering with evidence if court proceedings follow.

**8.6** Material obtained from properly authorised directed surveillance can be used in other investigations where appropriate. The Councils legal advisor can assist further regarding the use and disclosure of such information.

## **9 Training and review**

**9.1** All The Councils officers undertaking covert surveillance shall be appropriately trained to ensure they understand their legal obligations. Authorising Officers shall attend appropriate, recorded training for that role at least every three years.

**9.2** This Policy will be reviewed every three years by the SRO, who will make an annual report to the Audit and Governance Committee at The Councils on any amendments to the Policy and any surveillance carried out within the previous year.

**9.3** The SRO (RIPA Co-ordinator), Authorising Officers and all officers who are involved in investigation duties who may wish to consider covert powers available to The Councils must receive appropriate training every three years.

**9.4** The relevant Committee of each Council should be given training on RIPA powers to assist their annual review.

## **10 Activity Requiring Authorisation**

**10.1** The following types of activity will require authorisation.

- Directed Surveillance
- The conduct and use of a CHIS.

Directed surveillance is any activity undertaken covertly for the purpose of a specified investigation, in such a way that it is likely to obtain information about a person's private life.

A covert human intelligence source (CHIS) is an inside informant or undercover officer (including someone who develops or maintains a relationship with the subject of the authorisation) having a covert purpose of obtaining or accessing information for the investigator.

## **11 Applying for Authorisations**

**11.1** Only Authorising Officers (AO's) can enable an application under the Act. These persons are listed in **(Appendix 1)**.

**11.2** AO's may authorise for any service at any Council (however see **12.4** regarding departmental leads).

**11.3** To apply, the investigator should select and complete the appropriate application form from the link above and send securely to the AO. Guidance and documents can be found at the end of this Policy.

**11.4** All information should be marked as Official-Sensitive when sent to the AO.

**11.5** The investigator should include all steps taken so far in the investigation and any steps to be taken if the authorisation is made so that it is clear what the authorisation is for.

## 12     Granting of Authorisations by AO

Section 28 of RIPA states:

*“a person shall not grant an authorisation for directed surveillance unless he believes that authorisation is:*

- *necessary for the purpose of preventing or detecting crime, or of preventing disorder involving a crime; and*
- *the authorised surveillance is proportionate to what is sought to be achieved by it.”*

**12.1** There is a **crime** threshold to be reached, i.e., the criminal offence;

- is or would be punishable (whether on summary conviction or on indictment) by a maximum term of at least 6 months of imprisonment, or
- it arises from the underage sale of alcohol, tobacco, or nicotine inhaling products.

### 12.2 Use of recording or enhanced sight devices

The use of hand-held cameras and binoculars can greatly assist a directed surveillance operation in public places. However, if they afford the investigator a view into private premises that would not be possible with the naked eye, the surveillance becomes intrusive and is not permitted.

**12.3** Directed surveillance may be conducted from private premises. If they are used, the applicant must obtain the owner's permission, in writing, before authorisation is given. If a prosecution then ensues, the applicant's line manager must visit the owner to discuss the implications and obtain written authority for the evidence to be used. (See *R v Johnson (Kenneth)* 1988 1 WLR 1377.

## **12.4 Authorisations must be given in writing**

It is possible that Authorising Officers may face cross-examination in court about the authorisation some length of time after it is granted, and memories fade. It is therefore important that a full written record of what they are being asked to authorise, appears on the application form. If in doubt, Authorising Officers should ask for more detail.

## **12.5 Authorising Officers should not be responsible for authorising their own activities or that of their own service areas.**

All RIPA authorisations must be approved by a Magistrate before an authorisation becomes effective and directed surveillance is undertaken, or a CHIS deployed.

## **12.6 Implementation**

- Senior Responsible Officer, Line Managers and Service Managers will be responsible for ensuring that the requirements of the Regulation of Investigatory Powers Act 2000 are complied with.
- The Accountable Officers will be Managers, Assistant Directors, Deputy Chief Executives and Chief Executive.
- All officers will need to be informed and made aware of the existence of this policy, but more particularly those officers involved in enforcement activities or undertake or sanction investigatory activities, including Fraud, Community and Neighbourhood Services, Environmental Health, Licensing, Housing, HR, Planning and Internal Audit.

## **12.7 Duration of Authorisations and Reviews**

RIPA authorisations are only valid for 3 months. If a renewal is required, it must be applied for prior to the three-month deadline. Renewals must be authorised by The Councils Authorising Officer and a Magistrate. An authorisation in writing ceases to have effect at the end of a period of 3 months beginning with the day on which it took effect, e.g., an authorisation starting 1st January would come to an end on 31st March.

Regular reviews of authorisations should be undertaken. The results of the review should be recorded on the appropriate form and a copy filed on the central record of authorisations and any paper copies are to be held in CCTV Control Room, Boston. This will be the repository for all three Councils. If the surveillance provides access to confidential information or involves collateral intrusion, more frequent reviews will be required. The Authorising Officer should determine at the time of giving the initial authorisation, how often a review should take place (and this may also be subsequently reviewed).

## **12.8 Renewals**

**12.8.1** While an authorisation is still in force, the Authorising Officer can renew it if he considers this necessary for the purpose for which the authorisation was originally given. The authorisation will be renewed in writing for a further period, beginning with the day when the authorisation would have expired, but for the renewal, and can be for a period up to 3 months, however AOs may impose a shorter review period if applicable. Magistrates' approval is also required on the renewal of any such applications.

**12.8.2** Applications requesting renewal of an authorisation are to be made on the appropriate form and submitted to the Authorising Officer.

**The renewal must be granted before the original authorisation ceases to have effect.**

**12.8.3** Applications for renewal will record whether it is the first renewal; and if not, every occasion on which the authorisation has previously been renewed. Applications must also detail;

- the significant changes to the information in the initial authorisation
- the reasons why it is necessary to continue with the surveillance
- the content and value to the investigation or operation, of the information so far obtained by the surveillance
- the results of regular reviews of the investigation or operation.

When a directed surveillance authorisation requires renewal, the renewal must be approved by a magistrates' court in the same manner as an initial authorisation.

## **12.9 Cancellations**

The person who granted or last renewed the authorisation (or other person with Authority under this policy) **MUST** cancel it if s/he is satisfied that the directed surveillance no longer meets the criteria for authorisation.

Requests for cancellation will be made on the appropriate form and submitted to the Authorising Officer for authorisation of the cancellation. All directed surveillance cancellations must include directions for the management and storage of any surveillance product.

## **12.10 Granting of authorisation for the use of Covert Human Intelligence Sources (CHIS) See Appendix 3**

## **12.11 Monitoring of personal information online**

The study of an individual's on-line presence may engage privacy considerations requiring RIPA authorisation. The attached **Appendix 4** gives guidance on the monitoring of information online, such as social media.

## 13 Maintenance of Records

**13.1** The SRO (RIPA Co-Ordinator) shall keep in a dedicated place;

- a record of all authorisations sought
- a record of all authorisations, whether granted or refused
- applications for the granting, renewal and cancellation of authorisations.

The records will be confidential and will be retained for a period of six years from the ending of the authorisation.

**13.2** Each Authorising Officer shall send original copies of all applications/authorisations, reviews, renewals and cancellations to the SRO (RIPA Co-coordinating Officer), who will maintain a central record of all authorisations.

**13.3** The SRO and Authorising Officers will ensure compliance with the appropriate data protection requirements and any relevant codes of practice produced by individual authorities in the handling, access and storage of covert investigation documents and obtained information.

**13.4** Where material is obtained by surveillance or a CHIS which is;

- wholly unrelated to a criminal or other investigation, or
- to the person subject of the surveillance, and
- there is no reason to believe it will be relevant to future civil or criminal proceedings,

it should be destroyed immediately.

The decision to retain or destroy material will be taken by the relevant Authorising Officer.

## 14 Training and awareness of the contents of the Act

It shall be the responsibility of each Service Manager, or an Authorised Officer for that service, to ensure that all staff involved or likely to be involved in investigations that require RIPA powers, are adequately trained in order that they will be aware of the requirements and implications of the Act.

## 15 Non-RIPA Surveillance

From time to time a local authority may wish to undertake covert surveillance, which is not regulated by RIPA. This is acceptable as RIPA is permissive legislation.

**15.1** Where the matter being investigated falls outside of RIPA, the procedure in this part of the Policy can be followed. It is important to remember that The Councils actions could be challenged both by claiming that the evidence obtained through

non-RIPA surveillance is inadmissible, or that The Councils have infringed a person's civil liberties.

This could lead to action being taken against The Councils in the civil courts. An individual might also complain to the Local Government and Social Care Ombudsman about The Councils actions.

It is therefore very important that non-RIPA surveillance is only considered in appropriate cases and the appropriate non-RIPA authorisation is sought.

**15.2** Authorisation under RIPA affords a public authority a defence under Section 27 i.e., the activity is lawful for all purposes. However, failure to obtain an authorisation does not make covert surveillance unlawful. Refer to **(Appendix 5)**

**15.3** A local authority may wish to conduct "Non-RIPA Surveillance" for one of two reasons;

1. Crimes Not Carrying Six Months Imprisonment
2. Employee Surveillance.

Under RIPA legislation, Authorising Officers may not authorise directed surveillance unless;

- i. It is for the purpose of preventing or detecting a criminal offence **AND**
- ii. meets the 'crime threshold' set out in regulation 7A of the 2010 Order.

The 'crime threshold' is met if the purpose of the directed surveillance is to detect or prevent criminal offences for which the punishment on conviction is a term of imprisonment of not less than 6 months or the offences or the activity subject to directed surveillance constitute an offence under sections 146, 147 or 147A of the Licencing Act 2003 or section 7 of the Children and Young Persons Act 1933 (offences involving sale of alcohol and tobacco to underage children).

#### **15.4 Covert surveillance that does not meet the six-month Crime threshold test.**

The Chief Surveillance Commissioner in his annual report (2010/2011) stated:

*"The higher threshold in the proposed legislation will reduce the number of cases in which local authorities have the protection of RIPA when conducting covert surveillance; it will not prevent the use of those tactics in cases where the threshold is not reached but where it may be necessary and proportionate to obtain evidence covertly and there will be no RIPA audit trail.*

*Part I of RIPA makes unauthorised interception unlawful. In contrast, Part II makes authorised surveillance lawful but does not make unauthorised surveillance unlawful."*

## **16 Surveillance of Employees**

Most employee surveillance will not be authorisable under RIPA, if a previous decision by the Investigatory Powers Tribunal is to be followed. Refer to **Appendix 6**

**16.1** It has been acknowledged that there may be occasions when during the course of an investigation that it may become necessary to conduct surveillance of individuals (including members of staff) in respect of matters that do not satisfy the crime threshold, therefore would not meet the RIPA process criteria, but would if proven amount to a serious breach of The Councils code of conduct, for example Gross Misconduct.

In these circumstances, the IPCO has stated that it would be good practice for the investigating officer to go through the RIPA authorisation process in terms of;

- i. Why there is no other alternative to undertaking the directed surveillance;
- ii. Why the surveillance is necessary; and
- iii. How it is proportionate in the circumstances.

**16.2** Where it is deemed that the above-mentioned criteria have been satisfied, the non-RIPA surveillance should be monitored and reviewed in accordance with this policy.

Any authorisation under the Non-RIPA process must meet the same levels of necessity and proportionality as the RIPA levels required.

## **17 What happens if any surveillance has unexpected results (RIPA and Non-RIPA)**

Those carrying out the covert surveillance should inform the Authorising Officer if the operation/investigation unexpectedly encounters the risk of intrusion into the privacy of persons other than those who are directly the subjects of the investigation or operation (known as collateral intrusion).

Measures should be taken, wherever practicable, to avoid or minimise unnecessary intrusion into the lives of those not directly connected with the investigation or operation. In some cases, the original authorisation may not be sufficient and consideration should be given to whether a separate or updated authorisation is required.

## **18 Human Rights Compliance**

Covert surveillance done without a RIPA authorisation will not have the protection of RIPA (i.e., the defence in section 27).

However, it may still be undertaken if it is done in accordance with the European Convention on Human Rights (ECHR) which is directly enforceable against public authorities pursuant to the Human Rights Act 2018. Article 8 of the ECHR which states:

*"Everyone has the right to respect for his private and family life his home and his correspondence.*

*There shall be no interference by a public authority with the exercise of this right except such as in accordance with the law and is necessary in a democratic society in the interests of public safety, for the protection of public order, health or morals, or for the rights and freedoms of others."*

To satisfy Article 8, the covert surveillance must be both necessary and proportionate. In deciding whether it is, the same factors need to be considered as when authorising surveillance regulated by RIPA.

## **19 Non-RIPA Data Protection Compliance – Surveillance of Employees**

**19.1** When carrying out covert surveillance of employees not regulated by RIPA, the Data Protection Act 2018 (DPA) will apply as personal information about living individuals will be processed e.g. their movements, photographs etc.

The Information Commissioner has published a Data Protection Employment Practices Code (available at [The employment practices code \(ico.org.uk\)](https://ico.org.uk)).

Part 3 of this code covers all types of employee surveillance from CCTV monitoring, vehicle informatic tracking, email and internet interception and surveillance. It gives guidance on how to perform employee surveillance in a way which complies with the DPA. Whilst the code is not law, it can be taken into account by the Information Commissioner and the courts in deciding whether the DPA has been complied with.

The code states that employee monitoring should take place for a clear justified purpose and employees should be aware that it is taking place. Regarding covert surveillance, it states that it will be rare for such monitoring to be justified. It should therefore only be used in exceptional circumstances e.g., prevention or detection of crime or serious Gross Misconduct.

**19.2** One of the other main recommendations of the code is that senior management should normally authorise any covert monitoring of employees. They should satisfy themselves that there are grounds for suspecting criminal activity or equivalent Gross Misconduct. They should carry out an impact assessment and consider whether the surveillance is necessary and proportionate to what is sought to be achieved.

External advice from RIPA advisors and experts should be sought at this stage.

**19.3** The code sets out other rules that local authorities (and others) need to consider when carrying out covert surveillance of employees:

Prior to the investigation, clear rules must be set up limiting the disclosure and access to information obtained;

- the number of people with knowledge of a covert monitoring exercise should be limited
- the surveillance must be strictly limited to obtaining evidence within a set time frame and it should not continue after the investigation is complete
- if using audio or video equipment, this should not normally be used in places such as toilets or staff changing areas
- information obtained through covert monitoring should only be used for the prevention or detection of criminal activity or serious Gross Misconduct
- other information collected while monitoring should be disregarded and, where feasible, deleted unless it reveals information that no responsible employer could reasonably be expected to ignore.

As in the formal RIPA process, it is important to have a proper audit trail through written records.

To demonstrate compliance, the same forms for a RIPA authorisation need to be completed for a non-RIPA authorisation. The difference is that it does not need Judicial approval (no need to go to the Magistrate's Court)

**19.4 Non-RIPA Authorisation Form**

Application for authorisation to conduct Covert Surveillance which is not regulated by RIPA.

All forms should be completed by an officer of the local authority seeking authorisation to carry out surveillance which does not fall within the definition of Directed Surveillance in section 28 of the Regulation of Investigatory Powers Act 2000 (RIPA). This could include surveillance where the subject is doing something which is not a criminal offence (or which does not carry a term of imprisonment of six months or more), misusing the work e-mail/internet system or breaching a legal agreement (e.g. tenancy agreement).

Before completing any of the forms contained in the links below, you should consult:

- The ICO Employment Practices Code: Part 3 (Staff Surveillance)
- The Councils SRO (RIPA Co-Ordinator)

**19.5 Application for authorisation to conduct surveillance not regulated by RIPA**

Consideration should be given to:

- who is going to do it
- when they are going to do it
- where they are going to do it and
- how they are going to do it.

Other points to address here include:

- how long will the surveillance last
- specific details about dates and times i.e. is it 24/7, at specific times of the day or at random times
- any risk of intrusion into the privacy of persons other than those who are directly the subjects of the investigation or operation (collateral intrusion)
- which premises are to be used and/or targeted
- which vehicles are to be used, are they public or private
- what type of equipment is to be used e.g., covert cameras, audio devices
- what is the capability of the equipment to be used? e.g., zoom lens, remote controlled etc.
- who else will be involved in the operation and what will be their role? e.g., private detectives, police
- what is the aim or an acceptable result of the surveillance
- evidence, as far as reasonably practicable, what other methods had been considered and why they were not implemented
- whether external RIPA advice and expertise is required.

In order to comply with the above, you need to address the following points:

- why the surveillance necessary
- how is the surveillance proportionate to the aims
- can you get information using less intrusive means/overt methods?
- indicate the likelihood of acquiring any confidential information and why it is necessary to continue with the surveillance.

## 20 Collaborative working

The Councils may on occasion work with partners and other organisations in such tasks as joint operations between Environmental Health or Licensing and the police. In such cases there may be confusion around who should obtain the authorisation under RIPA.

**20.1** If The Councils service is acting on behalf of another organisation e.g., CCTV operatives or Licensing officers are acting on behalf of the Police, the Police should provide the RIPA authorisation. In such cases, the application and authorisation will be completed by the Police and not The Councils.

**20.2** If The Councils are carrying out their own investigation but it is clear from the outset that operational support will be required as part of the investigation this should be stated in the authorisation.

**20.3** In joint operations only one authorisation is required. In a case when each party to the investigation has completed an authorisation, the lawfulness of the activities will not be affected.

## 21 Member Involvement

The relevant Committee of each Council should consider (sanitised) reports on the use of RIPA and Non-RIPA powers under the Act on an annual basis to ensure that it is being used consistently with this policy. The relevant Committee of each Council will also consider reports from the IPCO.

Note: no personal data involving subjects etc. shall be included in these reports or disclosed at any point.

Members of The Councils will not however be involved in making decisions on specific authorisations.

The relevant Committee members should be given training on RIPA powers to assist their annual review.

## 22 Surveillance Equipment held by The Councils

This policy applies to covert surveillance activities carried out by, or on behalf of the Councils and includes, but is not limited to, the following:

- the taking of photographs of someone in a public place or
- the recording by video cameras of someone in a public place (not routine use of The Councils' CCTV system)
- the use of recording equipment or photographic equipment in respect of activities in a house, provided the equipment is kept outside the house and the equipment gives information of less quality and detail than devices which could have been placed in the house itself
- the taking of photographs of staff in the workplace or
- the recording by video cameras of staff in the workplace.

**22.1** Any equipment (for example recording equipment or video/photographic equipment) should be stored, when not in use, in a locked cabinet under the control of the relevant Service Manager.

**22.2** Any Officer of The Councils considering using the Equipment for covert surveillance in a public place must make a written request to the SRO (RIPA Co-ordinating Officer), who will consider and decide whether the proposed use of the Equipment is appropriate, bearing in mind the provisions of RIPA and the associated codes of practice.

**22.3** Any Officer who uses the Equipment to record digital images may only view

such images once captured and shall not download them on to a computer or other electronic storage facility unless this is first agreed by the Senior Responsible Officer.

Note: Staff personal devices (mobile phones etc.) should not be used to record any activity during any RIPA operations.

## 23 CCTV consideration

The routine use of overt, unconcealed CCTV cameras for the purpose of generally observing activity in a particular area as used by The Councils on a daily basis is not surveillance as defined by the RIPA legislation.

**23.1** There are specific, existing provisions regulating the use of CCTV cameras in public places and buildings and The Councils has a CCTV Policy which officers must comply with. However, if CCTV cameras are being used in a way that the definition of covert directed surveillance is satisfied, for example to follow or watch specific subjects who are the focus of any pre-planned operations, RIPA authorisation should be obtained.

**23.2** The use of town centre CCTV systems to identify those responsible for a criminal act immediately after it happens will not require RIPA authorisation.

Conversely, the use of the same CCTV system to conduct planned surveillance of an individual and record his movements is likely to require authorisation.

**23.3** Agreement must be in place with any external agencies requesting use of The Councils CCTV system. Such agreements ensure that The Councils can be confident that authorisations have been validly granted prior to agreeing that the CCTV system may be used for directed surveillance.

**23.4** A copy of the RIPA authorisation should be requested (redacted as necessary) from the external agency who is requesting the use of The Councils CCTV system.

## 24 Acquisition and Disclosure of Communications Data

Communication Service Providers ("CSPs"). CSPs are organisations that are involved in the provision, delivery and maintenance of communications such as postal, telecommunication and internet service providers but also, for example, hotel or library staff involved in providing and maintaining e-mail access to customers. The Councils must obtain communications data from CSPs in strict compliance with RIPA.

### 24.1 Types of Communications Data

**Communications data** is the 'who', 'where', 'when' and 'how' of a communication such as a letter, phone call or e-mail but not the content, not what was said or written. There are three types of communication data:

- **Service Use Information** data relating to the use made by any person of a

postal or telecommunications,

- internet service, or any part of it. This could be itemised telephone call records,
- itemised records of connection to internet services,
- itemised timing and duration of calls, connection/disconnection/reconnection data, use of forwarding or re-direction services,
- additional telecom services and records of postal items.

- **Subscriber Information** is information held or obtained by the CSP about persons to whom the CSP provides or has provided a communications service:
  - subscribers of email and telephone accounts, account information including payment details, address for installing and billing,
  - abstract personal records and sign up data.
- **Traffic Information** – this is data that is comprised in or attached to a communication for the purpose of transmitting it and which identifies a person or location to or from which it is transmitted.

**The Council is not permitted to access the content of any communications but can access cell location of telephone and internet traffic.**

## 25 Authorisations and Notices

**25.1** Section 73 of the Investigatory Powers Act 2016 provides that The Councils, as a local authority, is a relevant public authority for the purposes of Part 3 of this Act (Authorisations for Obtaining Communications Data).

**25.2** Subsection (3) provides that local authorities may only acquire communications data for the purpose of preventing or detecting crime or of preventing disorder.

**25.3** Local authorities are only able to obtain communications data if they are party to a collaboration agreement as certified by the Secretary of State. The Councils currently uses the National Anti-Fraud Network (NAFN) as a shared Single Point of Contact (SPoC) service.

**25.4** The Councils authorisations to obtain communications data can only take effect if approved by the Office of Communications Data Authorisations (OCDA) once all the internal authorisation processes have been completed, including consultation with a NAFN Single Point of Contact (SPoC), but before the SPoC requests the data from the Telecommunications Provider (i.e. Internet Service Provider (ISP) or a Telecommunications Operator (TO)

## 25.5 Authorisation Procedures

The introduction of the Office for Communications Data Authorisations (OCDA) means the acquisition of communications data by local authority officers is no longer subject

to judicial approval by a magistrate.

## **25.6 Designated Senior Officers (DSO)**

DSO's fulfil a similar role in relation to applications to obtaining communications data, assessing and approving authorisations and notices. It is the responsibility of the Designated Senior Officer to ensure that when applying for authorisation the principles of necessity and proportionality are adequately considered and evidenced; and that reviews and cancellations of authorisations are carried out as required under this Policy.

**25.6.1** Any requests for amendments to the lists must be made in writing and sent to the Head of Legal. Section 73 of the IPA 2016 prescribes the rank or position of such officers as being a "Director, Head of Service, Service Manager or equivalent")

The Head of Legal designates which officers can be DSO's. Only these officers can authorise the disclosure of communications data. All authorisations must follow the procedures set out in the Policy.

## **25.7 Single Point of Contact (SPoC)**

SPoCs are responsible for advising officers within The Councils on how best to go about obtaining communications data, for liaising with CSPs, and advising whether applications and notices are lawful. As required under the latest Acquisition and Disclosure of Communications Data Code of Practice, The Councils has engaged the National Anti- Fraud Network (NAFN). NAFN's SPoC services relate only to communications data. For information on using NAFN, see 27.5.5 below.

### Additional Requirements for Authorisation of Acquisitions and Disclosure of Communications Data

The rules on the granting of authorisations for the acquisition of communications data are slightly different from directed surveillance and CHIS authorisations and involve three roles within The Councils. The roles are:

- Applicant Officer
- Designated Senior Officer (DSO)
- Single Point of Contact (SRO)

## **25.8 Applicant**

This is the officer involved in conducting an investigation or operation who makes an application in writing for the acquisition of communications data. The application form must;

- set out the legislation under which the operation or investigation is being conducted. This must be a statutory function of The Councils for the prevention or detection of crime or preventing disorder
- describe the communications data required i.e., the telephone number, email

address, the specific date or period of the data and the type of data required. If the data will or may be generated in the future, the future period is restricted to no more than one month from the date on which the authorisation is granted

- explain why the conduct is necessary and proportionate
- consider and describe any meaningful collateral intrusion. For example, where access is for 'outgoing calls' from a 'home telephone' collateral intrusion may be applicable to calls made by family members who are outside the scope of the investigation

The applicant therefore needs to consider what the impact is on third parties and try to minimise it.

## 26 List of Application forms and guidance documents

- A. [Application for Authorisation of Directed Surveillance](#)
- B. [Review of Directed Surveillance Authorisation](#)
- C. [Cancellation of Directed Surveillance Authorisation](#)
- D. [Renewal of Directed Surveillance Authorisation](#)
- E. [Application for Authorisation of a Covert Human Intelligence Source](#)
- F. [Review of Covert Human Intelligence Source Authorisation](#)
- G. [Cancellation of Covert Human Intelligence Source Authorisation](#)
- H. [Renewal of Covert Human Intelligence Source Authorisation](#)
- I. Judicial and Magistrates Application form (Attached)

**The Councils Judicial/Magistrates Approval Form.**

**Application for judicial approval for authorisation, to use a covert human intelligence source or to conduct directed surveillance.**

Local Authority .....

Local Authority Department .....

Offence under investigation .....

Address of premises or identity of subject:

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.....  
.....

Covert technique requested: (tick one and specify details)

**Covert Human Intelligence Source**  
 **Directed Surveillance**

Summary of details

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**Note:** this application should be read in conjunction with the attached RIPA authorisation/RIPA application or notice.

Investigating Officer .....

Authorising Officer/Designated Person .....

Officer(s) appearing before JP .....

Address of applicant department

.....  
.....  
.....

Contact telephone number

.....

Contact email address (optional)

.....

Local authority reference

.....

Number of pages:

.....

**Order made on an application for judicial approval for authorisation to use a covert human intelligence source or to conduct directed surveillance.**

Magistrates' court:

.....

Having considered the application, I (tick one):

- am satisfied that there are reasonable grounds for believing that the requirements of the Act were satisfied and remain satisfied, and that the relevant conditions are satisfied and I therefore approve the grant or renewal of the authorisation/notice
- refuse to approve the grant or renewal of the authorisation/notice.
- refuse to approve the grant or renewal and quash the authorisation/notice.

Notes

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Reasons

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Signed:

Date:

Time:

Full name:

Address of magistrates' court:

**Appendix 1****List of Officers Authorised under this Policy**

<b>POSITION</b>	<b>NAME</b>
Senior Responsible Officer	Christian Allen
Authorising Officer	Andy Fisher
Authorising Officer	Duncan Hollingsworth
Authorising Officer	Donna Hall
Authorising Officer	Dee Bedford
Non-RIPA Authorising Officer	Matt Fisher
Non-RIPA Authorising Officer	Peter Hunn

## Appendix 2

**The RIPA Covert Surveillance Code of Practice** contains detailed guidance on proportionality:

**1** This involves balancing the seriousness of the intrusion into the privacy of the subject of the operation (or any other person who might be affected) against the need for the activity in investigative and operational terms.”

**2** The authorisation will not be proportionate if it is excessive in the overall circumstances of the case. Each action authorised should bring an expected benefit to the investigation or operation and should not be disproportionate or arbitrary. The fact that a suspected offence may be serious will not alone render intrusive actions proportionate.

**3** Similarly, an offence may be so minor that any deployment of covert techniques would be disproportionate. No activity should be considered proportionate if the information which is sought could reasonably be obtained by other less intrusive means.”

**4** AOs must demonstrate that they have:

- balanced the size and scope of the proposed activity against the gravity and extent of the perceived crime or offence
- explained how and why the methods to be adopted will cause the least possible intrusion on the subject of the surveillance and others
- considered whether the activity is an appropriate use of the legislation and a reasonable way, having considered all reasonable alternatives, of obtaining the necessary result
- evidenced, as far as reasonably practicable, what other methods had been considered and why they were not implemented.

**5** In order to comply with the above, you need to address the following points:

- can you get information using less intrusive means/overt methods ?
- are you likely to obtain any Confidential information during the surveillance
- indicate the likelihood of acquiring any confidential information and any mitigating factors why you should continue with the activity.

The Home Office Code of Practice on Covert Surveillance and Property Interference should be considered on the issue of proportionality (paragraphs 4.5 and 4.6):

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/742041/201800802\\_CSPI\\_code.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/742041/201800802_CSPI_code.pdf)

## Appendix 3

### **Granting of authorisation for the use of Covert Human Intelligence Sources (CHIS)**

The Councils is permitted to use a CHIS subject to Section 29 of the Regulation of Investigatory Powers Act

The use of a CHIS must be necessary and proportionate to the alleged crime or disorder. Usually, it will be considered to be a tool of last resort, to be used only when all other less intrusive means have been used or considered.

The times when the Councils will use a CHIS are very limited.

The use of Section 29 authorisations by local authorities in England and Wales is subject to judicial approval. Local authorities do not have the power to grant Criminal Conduct Authorisations.

**1** A CHIS is a person who establishes or maintains a personal or other relationship with a person for the covert purpose of facilitating:

- (a) covertly using the relationship to obtain information or provide access to information to another person, or
- (b) covertly disclosing information obtained by the use of the relationship or as a consequence of the existence of such a relationship.

A person who reports suspicion of an offence or incident is not a CHIS, nor do they become a CHIS if they are asked if they can provide additional information, e.g. details of the suspect's vehicle or the time that they leave for work. It is only if they establish or maintain a personal relationship with another person for the purpose of covertly obtaining or disclosing information that they become a CHIS.

**2** Test purchasers

Where a test purchaser is tasked to make a single purchase, any relationship with the supplier is likely to be too limited to require a CHIS authorisation. On the other hand, if the test purchaser has to become acquainted with the vendor in order for him to make a sale, a relationship will have been established and the test purchaser will be treated as a CHIS. If there is any doubt whether authorisation is required in relation to a particular operation, then the Investigating Officer should seek advice and may require formal RIPA authorisation.

**3** The Councils need to obtain an order approving the grant or renewal of a Section 29 authorisation from a Justice of the Peace before it can take effect. If the Justice of the Peace is satisfied that the statutory tests have been met and that the use or conduct is necessary and proportionate, they will issue an order approving the grant or renewal for the use of the CHIS as described in the application. This amendment also means that local authorities in England and Wales are no longer able to grant a Section 29 authorisation orally.

A RIPA authorisation and order from a magistrate is required for the above activity and should be obtained whether the CHIS is a The Councils officer or any another person who is asked to act as a CHIS on The Councils's behalf.

**4** Authorisation for a CHIS can only be granted if it is for the purposes of "preventing or detecting crime or of preventing disorder."

**5 Duration of authorisations**

A written authorisation will, unless renewed or cancelled, cease to have effect at the end of a period of twelve months beginning with the day on which it took effect, except in the case of juvenile CHIS.

The duration of authorisation for juvenile CHIS is four months from the time of grant or renewal (instead of twelve months).

The authorisation for the use of juvenile CHIS should be subject to at least monthly review.

For the purpose of decisions about authorisation, the age test is applied at the time of the grant or renewal.

**6** All authorisations must be cancelled when they are no longer necessary or proportionate.

**7** Officers considering the use of a CHIS under the age of 18, and those authorising such activity must be aware of the additional safeguards identified in The Regulation of Investigatory Powers (Juveniles) Order 2000 and its Code of Practice.

**8** A CHIS aged 16 or 17 years old should only be deployed to gather evidence against their parents or any person who has parental responsibility for them where careful consideration has been given to whether the authorisation is justified in light of that fact. In such instances the rationale must be documented by the public authority.

Note: On no occasion should a CHIS under 16 years of age be authorised to give information against their parents or any person who has parental responsibility for them. In other cases, authorisations should not be granted unless the special provisions, contained within the Juveniles Order are satisfied.

**9 Confidential Material.** Where the likely consequence of the directed surveillance or conduct of a source would be for any person to acquire knowledge of confidential material, the deployment of a CHIS should be subject to special authorisation. In these cases, the proposed course of conduct must be referred to the SRO (RIPA Co-Ordinator) for a decision as to whether authorisation may be granted.

Wherever knowledge of confidential information is likely to be acquired or if a vulnerable person or juvenile is to be used as a CHIS, the authorisation must be

made by the Chief Executive (or in their absence whoever deputises for this role)

**10** The same requirements of necessity and proportionality exist for the granting of these authorisations as with directed surveillance.

**11** Additionally, the Authorising Officer shall not grant an authorisation unless he /she believes that arrangements exist which satisfy the following requirements:

- there will at all times be an officer with day-to-day responsibility for dealing with the CHIS and the source's security and welfare
- there will at all times be an officer who will have general oversight of the use made of the source
- there will at all times be an officer with responsibility for maintaining a record of the information supplied by the source
- records which disclose the identity of the CHIS will not be available to persons except to the extent that there is a need for access to them to be made available.

**12** Similarly, before authorising the use or conduct of the source, the Authorising Officer must be satisfied that the conduct/use is proportionate to what the use or conduct of the CHIS seeks to achieve, considering the likely degree of intrusion into the privacy of those potentially effected, and for the privacy of persons other than those who are directly the subjects of the operation or investigation.

**13** Measures should be taken, wherever practicable, to avoid unnecessary intrusion into the lives of those not directly connected with the operation.

**14** Particular care is required where people would expect a high degree of privacy, or where, as a consequence of the authorisation, 'confidential material' is likely to be obtained.

**15** Consideration is also required to be given to any adverse impact on community confidence that may result from the use or conduct of a CHIS or information, obtained from that source.

**16** Additionally, the Authorising Officer should assess any risk to a source, in carrying out the conduct in the proposed authorisation.

## **17 Authorisation for the use of a CHIS must be given in writing**

Only the Chief Executive (or in his/her absence the person who is formally nominated to act as the Chief Executive) may authorise the use of CHIS where knowledge of confidential information is likely to be acquired or if a vulnerable person or juvenile is to be used as a CHIS.

**18** Ideally, the Authorising Officers should not be responsible for authorising their own activities e.g., those in which they themselves are to act as a source, or in tasking a source.

## **19 Authorisations must be approved by a Magistrate**

The Solicitor employed by The Councils will arrange the appointment before the Magistrate(s) and explain the procedure to the Authorising Officer. The Solicitor employed by The Councils and the investigating officer will be required to attend before the Magistrate(s) to seek the Magistrate's approval to the authorisation.

## **20 CHIS Application Process**

An application for authorisation for the use or conduct of a CHIS will be made on the appropriate form and must record:

- details of the purpose for which the source will be tasked or deployed
- the reasons why the authorisation is necessary in the particular case and the grounds on which authorisation is sought (e.g., for the purpose of preventing or detecting crime or disorder)
- where a specific investigation or operation is involved, details of that investigation or operation
- details of what the CHIS would be tasked to do
- details of potential collateral intrusion and why the intrusion is justified
- details of any confidential material that might be obtained as a consequence of the authorisation
- the reasons why the authorisation is considered proportionate to what it seeks to achieve
- the level of authorisation required.

A subsequent record of whether authorisation was given or refused by whom and the time and date.

## **21 Duration of Authorisation of a CHIS**

A written authorisation, unless renewed, will cease to have effect at the end of a period of twelve months beginning with the day on which it took effect except

The duration of Authorisations for juvenile CHIS is four months from the time of grant or renewal (instead of twelve months),

## **22 Renewal of a CHIS**

As with authorisations for directed surveillance, authorisations for the conduct and use of CHIS can be renewed, the same criteria applying. However, before an Authorising Officer renews an authorisation, he must be satisfied that a review has been carried out of the use of a CHIS and that the results of the review have been considered.

**23** Applications for renewal must be made on the appropriate form and submitted to the Authorising Officer. An application for renewal should not be made until

shortly before the authorisation period is coming to an end.

**24** An authorisation may be renewed more than once provided it continues to meet the criteria for authorisation.

When CHIS authorisation requires renewal, the renewal must be approved by a magistrates' court in the same manner as an initial authorisation.

## **25 Review**

Regular reviews of authorisations should be undertaken. The results of the review should be recorded on the appropriate form and a copy filed on the central record of authorisations.

**26** If the surveillance provides access to confidential information, or involves collateral intrusion, frequent reviews will be required. The Authorising Officer should determine how often a review should take place.

**27** Before an Authorising Officer renews an authorisation, he must be satisfied that a review has been carried out of:

- the use made of the source during the period authorised
- the tasks given to the source
- the information obtained from the use or conduct of the source.

**28** If the Authorising Officer is satisfied that the criteria necessary for the initial authorisation continue to be met, he may renew it in writing as required.

**29** When CHIS authorisation requires renewal, the renewal must be approved by a magistrates' court in the same manner as an initial authorisation.

## **30 Cancellations**

The officer who granted or renewed the authorisation **MUST** cancel it if he/she is satisfied that:

- the use or conduct of the CHIS no longer satisfies the criteria for authorisation, or
- that the arrangements for the source's case no longer exist

**31** Requests for cancellation will be made on the appropriate form and submitted to the Authorising Officer for authorisation of the cancellation.

All CHIS cancellations must include directions for the management and storage of any surveillance product.

## **32 Management Responsibility**

The day-to-day contact between The Councils and the CHIS is to be conducted by the handler, who will usually be an officer below the rank of the Authorising Officer

### **33 Security and Welfare**

A risk assessment considering the security and welfare of the CHIS must be carried out by an AO to determine the risk to the CHIS of any tasking by the investigating officer, and the likely consequences should the subject of the surveillance know the role of the CHIS.

## Appendix 4

### Guidance on the use of Social Networking Sites for investigations

It is recognised that the use of the internet and, in particular, social networking sites, can provide useful information for The Councils staff carrying out investigations. These investigations may relate to the various enforcement roles within The Councils – for example Fraud, Planning Enforcement, Licensing or Environmental Health, but will equally apply to some non-enforcement teams, such as Debt Collection or Housing.

The use of internet and social networking sites may fall within the definition of covert directed surveillance. This is likely to result in the breaching of an individual's Article 8 rights under the Human Rights Act (the right to privacy).

#### 1 Social Networking Sites

There is a fine line between general observation, systematic observation and research and it is not sufficient to rely on a perception of a person's reasonable expectations or their ability to control their personal data.

**2** Guidance for officers in relation to the use of social media for the gathering of evidence to assist in its enforcement activities is set out below:

- officers must not 'friend' individuals on social networks as part of undertaking their roles
- officers must not use their own private social networking accounts to view the social networking accounts of other individuals as part of their professional role
- officers viewing an individual's profile on a social networking site should do so on one occasion only, to obtain evidence to support or refute their investigation
- further viewing of open profiles on social networking sites to gather evidence or to monitor an individual's status, must take place on only one occasion when RIPA authorisation has been granted and approved by a Magistrate
- officers should be aware that it may not be possible to verify the accuracy of information on social networking sites and, if such information is to be used as evidence, steps must be taken to ensure its validity.

The purpose of this guidance note is to provide clarity on The Councils position.

**3** It is not possible to provide a definitive list of social networking sites, so this should be taken to mean any site which involves individuals creating a profile which contains personal information and is viewable by others, whether accepted as 'friends' or otherwise.

This might include but is not limited to sites such as 'Facebook', X (Twitter) and 'LinkedIn.' Sites used to advertise goods and services should be included within the

definition.

As the definition of 'private information' under RIPA includes:

*'any information relating to a person's private or family life and should be taken generally to include any aspect of a person's private or personal relationship with others, including family and professional or business relationships'*

**4** Although there is likely to be a reduced expectation of privacy with this type of site, there is still the possibility of obtaining private information which may be subsequently used in any enforcement proceedings.

**5** If an allegation is received or, as part of an investigation into an individual, it is necessary to view their social networking site, officers may access the main page of the individual's profile on one occasion in order to take an initial view as to whether there is any substance to the allegation or matter being investigated.

The initial viewing must be reasonable – for example, it would not be reasonable to spend any significant amount of time searching through various pages of the individual's profile or to print out several pages just in case they may reveal something useful.

**6** In some cases where, for example, a link to a site is provided by a complainant, it may be relevant for the receiving officer to view the link before passing it onto the investigating officer to also view. This would count as one viewing.

However, it would not be reasonable for each officer in a team to view the site in turn so that they may each gather some information.

**7** Each single viewing of an individual's social networking site must be recorded on the investigation file stating who viewed it, when and why. This is to enable scrutiny and reporting to IPCO if necessary as well as to evidence on the investigation file that there has been no misuse of RIPA.

**8** If it is considered that there is a need to further monitor an individual's social networking site with a view to gathering evidence then authorisation must be obtained from an Authorising Officer.

**9** If the offence being investigated falls within the threshold levels under RIPA, a formal RIPA application must be completed, authorised by one of The Councils' Authorising Officers and then approved by a Magistrate.

**10** If the offence being investigated falls outside of RIPA (for example if the offence does not carry a custodial sentence of at least 6 months imprisonment or is not a core function of The Councils) a non-RIPA form must be completed. Guidance is available in the links at the end of this document.

## Appendix 5 – Non-RIPA surveillance

S.80 states:

*“Nothing in any of the provisions of this Act by virtue of which conduct of any description is or may be authorised by any warrant, authorisation or notice, or by virtue of which information may be obtained in any manner, shall be construed –*

- as making it unlawful to engage in any conduct of that description which is not otherwise unlawful under this Act and would not be unlawful apart from this Act;*
- as otherwise requiring;*
- the issue, grant or giving of such a warrant, authorisation or notice, or*
- the taking of any step for or towards obtaining the authority of such a warrant, authorisation or notice, before any such conduct of that description is engaged in; or*
- as prejudicing any power to obtain information by any means not involving conduct that may be authorised under this Act.”*

This point was explained more fully by the Investigatory Powers Tribunal in the case of:

### **C v The Police (Case No: IPT/03/32/H 14th November 2006 ):**

*“Although RIPA provides a framework for obtaining internal authorisations of directed surveillance (and other forms of surveillance), there is no general prohibition in RIPA against conducting directed surveillance without RIPA authorisation. RIPA does not require prior authorisation to be obtained by a public authority in order to carry out surveillance. Lack of authorisation under RIPA does not necessarily mean that the carrying out of directed surveillance is unlawful.”*

## Appendix 6 – Non-RIPA surveillance

### Consider

#### **C v The Police and the Secretary of State for the Home Department (14th November 2006, No: IPT/03/32/H),**

C, a former police sergeant, retired in 2001 having made a claim for a back injury he sustained after tripping on a carpet in a police station. He was awarded damages and an enhanced pension due to the injuries.

In 2002, the police instructed a firm of private detectives to observe C to see if he was doing anything that was inconsistent with his claimed injuries. Video footage showed him mowing the lawn. C sued the police claiming they had carried out directed surveillance without an authorisation. The Tribunal first had to decide if it had jurisdiction to hear the claim. The case turned on the interpretation of the first limb of the definition of directed surveillance i.e., was the surveillance “for the purposes of a specific investigation or a specific operation?”

The Tribunal ruled that this was not the type of surveillance that RIPA was meant to regulate. It made the distinction between the ordinary functions and the core functions of a public authority:

*“The specific core functions and the regulatory powers which go with them are identifiable as distinct from the ordinary functions of public authorities shared by all authorities, such as the employment of staff and the making of contracts. There is no real reason why the performance of the ordinary functions of a public authority should fall within the RIPA regime, which is concerned with the regulation of certain investigatory powers, not with the regulation of employees or of suppliers and service providers.”*

The Tribunal also stated that it would not be right to apply RIPA to such surveillance for a number of reasons:

- RIPA does not cover all public authorities, and there was no sense in police employee surveillance being conducted on a different legal footing than, for example, the Treasury, which does not have the same surveillance rights under RIPA.
- The Tribunal has very restrictive rules about evidence, openness and rights of appeal. The effect of these would lead to unfairness for employees of RIPA authorities when challenging their employers' surveillance, as compared to those who were employed by non-RIPA authorities.

This case study suggests that, even where employee surveillance is being carried out on one of the grounds in section 28(3), the question has to be; is it for a core function linked to one of the authority's regulatory functions?

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Investigatory Powers  
Commissioner's Office

PO Box 29105, London  
SW1V 1ZU

Mr Christian Allen  
Assistant Director - Regulatory  
South & East Lincolnshire Councils Partnership

christian.allen@boston.gov.uk

09 January 2024

Dear Mr Allen,

Thank you for providing IPCO with your response on behalf of South Holland District Council, Boston Borough Council, and East Lindsay District Council to the matters identified at points 1 to 10 of my organisation's letter dated November 2023.

I note that you are in the final stages of amalgamating into one policy and procedure, and that have recognised training and knowledge requirements within South Holland District Council in particular, which you have planned to address.

I am satisfied that your reply to the other matters identified provides your assurance that ongoing compliance with RIPA 2000 and the Investigatory Powers Act 2016 will be maintained. As such, your Council will not require further inspection this year.

I would ask that you ensure that the key compliance issues continue to receive the necessary internal governance and oversight through your Chief Executive and yourself as Senior Responsible Officer: policy refreshes where necessary; updates to your Elected Members or to a scrutiny panel independent of authorisation; internal compliance monitoring by lead managers within their business areas; and the retention, review and destruction (RRD) of any product obtained through the use of covert powers (Records and Product Management in accordance with the Safeguards Chapters of the relevant Codes of Practice).

Whilst RIPA legislation changes infrequently, Local Authority use may increase particularly in relation to social media and open-source enquiries that are often used by Trading Standards, Anti-Social Behaviour, and Licensing Officers. It is prudent to ensure that any training and awareness, and policies reflect your operational use.

I draw your attention to the Covert Human Intelligence Source Revised Code of Practice (December 2022) which postdate your most recent policy revision. Specifically in relation to authorisation periods for juvenile CHIS. Whilst absent from the 2021 joint RIPA policy, reference was made to redundant legislation within the South Holland District Council Policy.

I will be grateful if you could provide my Inspector with a copy of the final policy and procedure for review once it has completed.

Your Council will be due its next inspection in 2027, but please do not hesitate to contact my Office if IPCO can be of assistance in the intervening period.

Please bring this concluding letter to the attention of your Chief Executive, and any other parties whom you consider appropriate.

Yours sincerely,

*Brian Leveson*

**The Rt. Hon. Sir Brian Leveson**  
The Investigatory Powers Commissioner



# Agenda Item 6

<b>REPORT TO:</b>	CABINET
<b>DATE:</b>	21 <sup>st</sup> February 2024
<b>SUBJECT:</b>	Guildhall Action Plan
<b>PURPOSE:</b>	To provide a work programme of activity designed to support service delivery at the Guildhall, Boston
<b>KEY DECISION:</b>	No
<b>PORTFOLIO HOLDER:</b>	Cllr Sarah Sharpe, Portfolio Holder for Culture
<b>REPORT OF:</b>	John Leach, Deputy Chief Executive - Communities
<b>REPORT AUTHOR:</b>	Phil Perry, Assistant Director, Leisure & Culture
<b>WARD(S) AFFECTED:</b>	All
<b>EXEMPT REPORT?</b>	No

## SUMMARY

The Guildhall is owned and maintained by Boston Borough Council. It has international, national and local significance. The building itself dates back to the 1390's and is a testament to the wealth and influence of the Guild of St Mary at a time when Boston's power as a centre of trade was second only to London.

The Leisure and Culture Division within the Communities Directorate is responsible for developing and delivering the museum service that is offered through the Guildhall.

Noting the importance of the building to the borough of Boston and the need to deliver an efficient service an action plan has been developed that is built around four themes:-

- a) Sustainability and Improving Financial Resilience
- b) Historic Site and Collection
- c) Exhibition and Event Programming
- d) Promotion and Marketing

The thematic areas within the plan are supported by key strategic objectives which are linked to 21 actions.

Committee Members are asked to comment on and consider the action plan.

## **RECOMMENDATIONS**

1. To consider the report and its appendix and approve the action plan.

## **REASONS FOR RECOMMENDATIONS**

1. The Guildhall is an important Council asset which is managed within the Leisure and Culture Division of the Communities Directorate. The proposed action plan for the Guildhall has been developed to support economic, efficient and effective service delivery.

## **OTHER OPTIONS CONSIDERED**

1. To continue operating the facility within current arrangements utilising the Council's generic policies and procedures for staff and facilities management but without a tailored action plan to further assist the targeting of resources against strategic objectives.

## **1. BACKGROUND**

- 1.1 Built in the 1390's the Guildhall in Boston is a testament to the wealth and influence of the Guild of St Mary at a time when Boston's power as a centre of trade was second only to London. This wonderfully preserved building, with a wealth of original features, has survived the centuries and is to be enjoyed as one of Boston's finest visitor attractions.
- 1.2 A wealth of stories, secrets and experiences are told and shared throughout the building including the history of the Guild of St Mary, international trade with the Hanseatic League, the foundation of the Corporation of Boston and the very famous trial and imprisonment of the Pilgrims.
- 1.3 Boston Guildhall Museum is free to visit and is open Wednesday, Thursday, Friday and Saturday, 10:30am to 3:30pm.
- 1.4 The Guildhall is owned and maintained by Boston Borough Council. The budget in 2023/24 is £230,275.99. Last year the service achieved an income of £14,559.82 (largely achieved from weddings and room hire). The premises benefits from a full-time manager for the venue and two part time staff (5.5 hours and 19.25 hours). There are currently two vacant posts within the service (a Collections Officer post at 29.6 hours and assistant officer post at 19.25 hours).
- 1.5 Noting the importance of the building to the borough of Boston and the need to deliver an efficient service an action plan has been developed as presented in appendix A of this report and discussed in section 2.
- 1.6 The Action Plan was presented to Environment & Performance Committee on 19<sup>th</sup> December and Members were invited to feedback. Following a debate the outcome of this meeting was the following recommendation: that the Environment and Performance Committee considered and commented on the proposed Action Plan and supported its development to aid the future economic, efficient and effective delivery of the action plan for the venue.

## **2. REPORT**

2.1 The action plan in appendix A has been developed around four themes, each supporting a number of key strategic objectives as referenced on the next page: -

### **(A) Sustainability and Improving Financial Resilience**

Strategic objectives within this theme:-

- Seek to improve resilience in the service
- Seek the most efficient service delivery model for the Guildhall
- Seek to maximize income.

### **(B) Historic Site and Collection**

Strategic objectives within this theme:-

- Retain museum accreditation
- Repair and maintain the Guildhall
- Curate and contribute to historical research

### **(C) Exhibition and Event Programming**

Strategic objectives within this theme:-

- Increase income and support for a wider cultural/tourism offer
- Seek external funding opportunities for events and exhibitions
- Maximise the opportunity of National Portfolio Organisation (NPO) status
- Delivery of an annual exhibition programme
- Increase accessibility to collections through exhibitions
- Increase joint and partnership event and exhibition programming

### **(D) Promotion and Marketing**

Strategic objectives within this theme:-

- Maximise promotion of the Guildhall offer to a range of audiences
- Seek to increase reach through marketing
- Increase engagement with Schools

2.2 The Action plan includes seeking out funding opportunities to further develop the Guildhall offer whilst living within the Council's own assigned budget for the facility.

2.3 Actions with timescales have been developed to seek to deliver against the strategic objectives.

2.4 The plan has been developed through engagement with the Portfolio Holder, Lead Officers and Partners and seeks to focus on: -

- maximising the opportunity presented by Arts Council England funding that has awarded the Partnership National Portfolio Organisation status.

- profiling the cultural and international, national and local heritage offer provided by this historic building and its collections
- exploring opportunities for an alternative operating model
- increasing income through private hire events and improving financial resilience
- capitalising on funding opportunities
- delivering more events and exhibitions to draw in increased visitors to the venue and the borough of Boston
- increasing marketing activity

2.5 Monitoring of the actions will be reported on at Portfolio Holder Briefings, Cabinet and Scrutiny meetings as appropriate.

The current lead officers to ensure delivery against the plan are:-

- Principle Museum, Arts & Heritage Officer
- Interim Cultural Services Manager
- Assistant Director for Leisure and Culture

### **3. CONCLUSION**

3.1 The Guildhall Action Plan has been developed as a “live document” to be continually developed in order to support accountability within the service to strategically and operationally deliver what is required from this important borough asset.

3.2 The action plan has been developed to facilitate residents and visitors in deriving as much benefit as possible from the Guildhall whilst achieving this through an approach that supports the most economic, efficient, effective working practices possible.

### **4. EXPECTED BENEFITS TO THE PARTNERSHIP**

#### **4.1 IMPLICATIONS**

4.1.1 **SOUTH AND EAST LINCOLNSHIRE COUNCILS’ PARTNERSHIP**- No key implications to be reported within this report. There is the opportunity to enhance the synergy between the Guildhall and other heritage/cultural assets within the Partnership area which is to be further explored through the action plan.

### **5. CORPORATE PRIORITIES**

5.1 The proposed strategy aligns to the following Sub-Regional South and East Lincolnshire Council Partnership priorities:-

Priority 1: Growth and Prosperity

Priority 2: Healthy Lives

Priority 3: Safe and Resilient Communities

Priority 4: Environment

Corporate Priority: Efficiency and Effectiveness

## **6. STAFFING**

6.1 The action plan includes an action to seek to improve resilience in the service through a remodelling of staffing arrangements, including the use of volunteers.

## **7. WORKFORCE CAPACITY IMPLICATIONS**

7.1 The remodelling of staffing arrangements referenced in point 6.1 includes consideration of the capacity for the workforce to deliver the required service.

## **8. CONSTITUTIONAL AND LEGAL IMPLICATIONS**

8.1 There are no constitutional or legal implications directly associated with this report. Where relevant such matters would be dealt with as appropriate through consideration of each current or future action.

## **9. DATA PROTECTION**

9.1 There are no specific data protection implications to report as a consequence of the development of the action plan. Where projects/actions relate to matters that have implications for data protection, the appropriate information governance safeguards will be considered and applied as appropriate.

## **10. FINANCIAL**

10.1 The budget in 2023/24 is £230,275.99. Last year the service achieved income of £14,559.82 (largely achieved from weddings and room hire).

## **11. RISK MANAGEMENT**

11.1 There are no key risks to report as a consequence of the development of the action plan.

## **12. STAKEHOLDER / CONSULTATION / TIMESCALES**

12.1 The action plan has been developed following engagement work with the Portfolio Holder, Lead Officers and Partners.

12.2 The action plan was presented to Environment & Performance Committee on 19<sup>th</sup> December 2023

## **13. REPUTATION**

13.1 The action plan supports work to uphold the reputation of the Council by promoting an efficient and effective service that safeguards the appropriate use of the Guildhall for present and future generations.

## **14. CONTRACTS**

14.1 The action plan includes an action to test the market for an alternative provider. It does not commit the Council to entering into a contract. Should the Council wish to do this a report will be provided for consideration through the appropriate democratic channels.

## **15. CRIME AND DISORDER**

15.1 There are no key implications relating to crime and disorder as a consequence of this report. It may be that actions to further support the preservation of the building and its collections are included in the action plan as it developed, noting it is a live document.

## **16. EQUALITY AND DIVERSITY/ HUMAN RIGHTS/ SAFEGUARDING**

16.1 An equality impact assessment will be provided to support the action plan.

## **17. HEALTH AND WELL BEING**

17.1 There are no key implications with respect to Health and Well-Being to consider regarding the development of the action plan. The positive use of the Guildhall by the public helps support matters relating to community cohesion and health and wellbeing.

## **18. CLIMATE CHANGE AND ENVIRONMENTAL IMPLICATIONS**

18.1 There are no direct climate change and environmental implications.

## **19. LINKS TO 12 MISSIONS IN THE LEVELLING UP WHITE PAPER**

<b>MISSIONS</b>	
<b>This paper contributes to the following Missions outlined in the Government's Levelling Up White paper.</b>	
<b>Pride in Place</b>	By 2030, pride in place, such as people's satisfaction with their town centre and engagement in local culture and community, will have risen in every area of the UK, with the gap between the top performing and other areas closing.
<b>Wellbeing</b>	By 2030, well-being will have improved in every area of the UK, with the gap between top performing and other areas closing.

## **20. ACRONYMS**

BBC – Boston Borough Council

ICT – Information and Communications Technology

NPO – National Portfolio Organisation

SMG&BM – St Mary's Guildhall & Boston Museum

## **APPENDICES**

Appendix A: The Draft Guildhall Action Plan

## **BACKGROUND PAPERS**

N/A

<b>Document title</b>	<b>Where the document can be viewed</b>

<b>CHRONOLOGICAL HISTORY OF THIS REPORT</b>	
This is the first publication of this report.	
<b>Name of body</b>	<b>Date</b>
<b>REPORT APPROVAL</b>	
Report author:	Phil Perry, Assistant Director, Leisure & Culture
Signed off by:	John Leach, Deputy Chief Executive (Communities)
Approved for publication:	

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**APPENDIX 1**

**BOSTON GUILDHALL – DRAFT ACTION PLAN**

## Contents

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## 1.0 Background

- 1.1 Built in the 1390's the Guildhall in Boston is a testament to the wealth and influence of the Guild of St Mary at a time when Boston's power as a centre of trade was second only to London. This wonderfully preserved building, with a wealth of original features, has survived the centuries and is to be enjoyed as one of Boston's finest visitor attractions.
- 1.2 A wealth of stories, secrets and experiences are told and shared throughout the building including the history of the Guild of St Mary, international trade with the Hanseatic League, the foundation of the Corporation of Boston and the very famous trial and imprisonment of the Pilgrims.
- 1.3 Boston Guildhall Museum is free to visit and is open Wednesday, Thursday, Friday and Saturday, 10:30am to 3:30pm.
- 1.4 The Guildhall is owned and maintained by Boston Borough Council. The budget in 2023/24 is £230,275.99. Last year the service achieved an income of £14,559.82 (largely achieved from weddings and room hire). The premises benefits from a full-time manager for the venue and two part time staff (5.5 hours and 19.25 hours). There are currently two vacant posts within the service (a Collections Officer post at 29.6 hours and assistant officer post at 19.25 hours).
- 1.5 Noting the importance of the building to the borough of Boston and the need to deliver an efficient service an action plan has been developed as presented in this document.

### The Focus of the Action Plan

This action plan has been developed through engagement with the Portfolio Holder, Lead Officers and Partners. The plan seeks to focus on: -

- maximising the opportunity presented by Arts Council England funding that has awarded the Guildhall National Portfolio status.
- profile the cultural and international, national and local heritage offer provided by this historic building and its collections
- explore opportunities for an alternative operating model
- increasing income through private hire events and improving financial resilience
- capitalising on funding opportunities
- delivering more events and exhibitions to draw in increased audiences to the venue and the borough of Boston
- increasing marketing activity

## **2.0 Approach to the Action Plan**

The following four themes have been developed, each supporting key strategic objectives.

### **1. Sustainability and Improving Financial Resilience**

Strategic objectives within this theme:-

- Seek to improve resilience in the service
- Seek the most efficient service delivery model for the Guildhall
- Seek to maximize income.

### **2. Historic Site and Collection**

Strategic objectives within this theme:-

- Retain museum accreditation
- Repair and maintain the Guildhall
- Curate and contribute to historical research

### **3. Exhibition and Event Programming**

Strategic objectives within this theme:-

- Increase income and support for a wider cultural/tourism offer
- Seek external funding opportunities for events and exhibitions
- Maximise the opportunity of National Portfolio Organisation (NPO) status
- Delivery of an annual exhibition programme
- Increase accessibility to collections through exhibitions
- Increase joint and partnership event and exhibition programming

#### 4. Promotion and Marketing

Strategic objectives within this theme:-

- Maximise promotion of the Guildhall offer to a range of audiences
- Seek to increase reach through marketing
- Increase engagement with schools

Actions with timescales have been developed to seek to deliver against the strategic objectives.

##### 2.1 Resources

This plan contains an action to review the structure for operational management of the Guildhall with completion by April 2024. This review will be part of a wider review within the Leisure and Culture Division that will be following the same timeline. An ambition included within this is to grow the volunteer base for the service recognising the importance of community identity and interest in safeguarding our past for the benefit of future generations.

It is important to recognise that the operation of the venue is Wednesday, Thursday, Friday and Saturday 10.30am to 3.30pm. A Full time Museum, Arts & Heritage Officer is employed for 37 hours a week and two assistants (5.5 hours and 19.25 hours). Whilst the Museum, Arts & Heritage Officer does have wider cultural responsibilities their focus is on the facility. Events staff within the Culture and Leisure Division also offer further support and resilience as appropriate.

The Action Plan includes seeking out funding opportunities to further develop the Guildhall offer whilst living within the Council's own assigned budget for the facility.

##### 2.2 Monitoring and Governance

Monitoring of the actions will be reported on at Portfolio Holder Briefings, Cabinet and Scrutiny meetings as appropriate.

The current lead officers are:-

- Principle Museum, Arts & Heritage Officer
- Interim Cultural Services Manager
- Assistant Director for Leisure and Culture

### 3.0 Sustainability and Improving Financial Resilience



<u>Reference Number</u>	<u>Strategic Objective/s</u>	<u>Service Area</u>	<u>Current / Proposed Action</u>	<u>Detail including comments to support delivery (eg resources required etc)</u>	<u>Lead Officer</u>	<u>Timescale for Delivery</u>
<b>Sustainability and Improving Financial Resilience Actions: 1-8</b>						
1	<b>Seek to improve resilience in the service</b>	Leisure and Culture	<p><b>Short Term Proposed</b></p> <p><b>Action:</b> Seek to improve resilience in the service through a remodelling of staffing arrangements, including the use of volunteers.</p>	<p>The Guildhall currently runs on a lean staffing structure. It is proposed that the Leisure and Cultural Services (L&amp;CS) Review within the L&amp;CS</p>	Assistant Director Leisure and Culture	April 2024

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				Division remodels the staffing arrangements and seeks to improve resilience within the service through the use of volunteers. This work is to also consider synergies with similar assets ie Ayscoughfee Hall in Spalding.		
2	<b>Seek the most efficient service delivery model for the Guildhall</b>	Transformation	<b><u>Current Proposed Action:</u></b> Explore commissioning models with external providers	Outcome to be compared to the cost of the current provision.	Head of Special Projects	24/25
3	<b>Seek to maximize income.</b>	Cultural Services	<b><u>Short Term Proposed Action:</u></b> Maximise appropriate levels of wedding and meeting hire by developing a new wedding promotion package for the Guildhall.	The Guildhall presents as a fantastic wedding venue but requires further promotional activity in order to maximize the opportunity to use it for these purposes.	Interim Cultural Services Manager	April 2024
4	<b>Seek to maximize income.</b>	St Mary's Guildhall & Boston Museum (SMG&BM)	<b><u>Short Term Proposed Action:</u></b> Improve retail area with installation of Book sales retail	Work to enhance the retail experience. (Local History material and memorabilia are the most	Principle Museum, Arts & Heritage Officer	2024/25 (Subject to capital bid)

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		NPO Team Place Team	furniture (limited improvements possible through current year exhibition and display budgets). Increase local history resale stock and commission production of Boston Memorabilia (possible through reallocation of access budgets into stock budget)	commonly requested items and book sales are of particular importance in our retail.) Develop and implement retail diversification into specialist retail sales in Local and regional History Publications as well as St Mary's Guildhall, American and Boston relevant memorabilia.		
5	<b>Seek to maximize income.</b>	Culture	<b><u>Short Term Proposed Action:</u></b> Provide a refreshed programme of Guildhall related events that offer synergy with other events in the town and key historical dates that offer alignment with the venue. Work to seek to include NPO resource to help boost capacity in order to deliver a fulsome programme of events.	Provide a refreshed programme of Guildhall related events that offer synergy with other events in the town and key historical dates that offer alignment with the venue. Work to seek to include NPO resource to help boost capacity in order to deliver a fulsome programme of events.	Interim Cultural Services Manager	April 2024

<u>Reference Number</u>	<u>Strategic Objective/s</u>	<u>Service Area</u>	<u>Current / Proposed Action</u>	<u>Detail including comments to support delivery (eg resources required etc)</u>	<u>Lead Officer</u>	<u>Timescale for Delivery</u>
6	<b>Seek to maximize income.</b>	SMG&BMM ICT Finance	<b>Short Term Proposed</b> <u>Action:</u> Installation of a card payment machine.	On site cashless payments would help improve revenue / income received by the venue.  This action will also improve on site financial security.	Interim Cultural Services Manager	ASAP
7	<b>Seek to maximize income</b>	SMG&BM ICT Finance	<b>Short Term Proposed</b> <u>Action:</u> Develop a proposal for an online sales portal and progress subject to funding and access to the required technical support.	Evaluation of current models to enable these sales needs to be undertaken.  Resources within the directorate and with PSPSL in ICT and Finance should be investigated to enable a proposal for this to be developed	Interim Cultural Services Manager Finance ICT	2024/25
8	<b>Seek to maximize income</b>	Culture	<b>Short Term proposed</b> <u>Action:</u> Develop a donations and Guildhall Funding Policy	The Guildhall has a limited budget which could be further supported through charitable donations. This action is suggested to support the opportunity for visitors to voluntarily contribute to the upkeep of the venue.	Interim Cultural Services Manager	April 2024

## 4.0 Historic Site & Collections



<u>Reference Number</u>	<u>Strategic Objective/s</u>	<u>Service Area</u>	<u>Current / Proposed Action</u>	<u>Detail including comments to support delivery (eg resources required etc)</u>	<u>Lead Officer</u>	<u>Timescale for Delivery</u>
<b>Historic Site &amp; Collections Actions: 9 – 12</b>						
9	<b>Retain museum accreditation</b>	St Mary's Guildhall & Boston Museum (SMG&BM)	<b>Short Term Proposed Action:</b> Identify and prioritise specific actions and areas of work to site and collections required to meet accreditation standard.	The Accreditation Scheme is run by Arts Council England and offers nationally agreed standards to ensure all museums are sustainable, focused and trusted, inspiring the confidence of the public	Principle Museum, Arts & Heritage Officer	24/25

<u>Reference Number</u>	<u>Strategic Objective/s</u>	<u>Service Area</u>	<u>Current / Proposed Action</u>	<u>Detail including comments to support delivery (eg resources required etc)</u>	<u>Lead Officer</u>	<u>Timescale for Delivery</u>
				and funding and governing bodies.		
10	<b>Retain museum accreditation</b>	SMG&BM	<p><b><u>Short Term Proposed Action:</u></b> Deliver actions identified in Accreditation review in collections backlog and documentation backlog and allied works. Action and review points and deadlines for activities identified</p>	Document progress and new aims and objectives added accordingly.	Principle Museum, Arts & Heritage Officer	24/25
11	<b>Repair and maintain the Guildhall</b>	SMG&BM + Property Services	<p><b><u>Short Term Proposed Action:</u></b> Establish essential Repairs and Maintenance schedule for St Marys Guildhall (both urgent and non-urgent). Review 2023 Quinquennial survey with Property Services to prioritise works for both in house capital project consideration and for external funding bids.</p>	<p>SMG&amp;BM + Property Services to conduct review of Quinquennial Survey to identify financial requirements prior to investigation of funding sources.</p> <p>Venue Manager and Interim Cultural Services Manager to develop a capital bid for submission into 2024/2025 budget consideration.</p>	Assistant Director Leisure and Culture with Assistant Director Assets	First review date 7 <sup>th</sup> November 2023. Further reviews and requests to capital fund and external bids to be considered subsequently. Capital bid to be developed

<u>Reference Number</u>	<u>Strategic Objective/s</u>	<u>Service Area</u>	<u>Current / Proposed Action</u>	<u>Detail including comments to support delivery (eg resources required etc)</u>	<u>Lead Officer</u>	<u>Timescale for Delivery</u>
						by December 2023 A position on funding to be detailed by February 2024.
12	<b>Curate and contribute to historical research</b>	SMG&BM	<p><b>Short Term Proposed Action:</b></p> <p>Curate and deliver historical research into our site, collection and wider influence to inform audience engagement programmes and to inform potential bids defining a compelling case for investment. Explore opportunities for specific research initiatives contextual with the site and collections and with the allied histories that sit with Boston and across the partnership areas.</p>	Development of a research brief to be proposed for consideration of funding sources.	Principle Museum, Arts & Heritage Officer	June 2024

## 5. Exhibition and Event Programming



<u>Reference Number</u>	<u>Strategic Objective/s</u>	<u>Service Area</u>	<u>Current / Proposed Action</u>	<u>Detail including comments to support delivery (eg resources required etc)</u>	<u>Lead Officer</u>	<u>Timescale for Delivery</u>
<b>Exhibition &amp; Event Programming Actions: 13 – 18</b>						
13	<b>Increase income and support for a wider cultural/tourism offer</b>	Culture	<u><b>Short Term Proposed Action:</b></u> Provide a refreshed programme of revenue generating events appropriate to the venue including specialist talks and other events	See also action 5.  Provide a refreshed programme of Guildhall related events that offer synergy with other events in the town and key historical	Interim Cultural Services Manager	April 2024

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				dates that offer alignment with the venue. Work to seek to include NPO resource to help boost capacity in order to deliver a fulsome programme of events.		
14	<b>Seek external funding opportunities for events and exhibitions</b>	Culture	<p><b>Short Term Proposed Action</b></p> <p>Identify funding streams and bid for appropriate funding to deliver quality events and improve exhibitions in the Guildhall.</p>	Various funders offer opportunities for funding to the Guildhall. This project will seek out those opportunities and pull together bids working with partners and officers in the Council as appropriate.	Interim Cultural Services Manager	Ongoing
15	<b>Maximise the opportunity of National Portfolio Organisation (NPO) status</b>	SMG&BM NPO Team	<p><b>Short Term Proposed Action:</b> Actively work with the new NPO team to initiate, develop and deliver appropriate and relevant programmes.</p>	Engage with the NPO and curatorially inform its programme delivery to maximise relevance and legacy of its actions and activities.	Interim Cultural Services Manager	Ongoing
16	<b>Delivery of an annual exhibition programme</b>	SMG&BM	<p><b>Short Term Proposed Action:</b> Develop and implement an annual exhibition programming cycle</p>	Develop a planning cycle with forecast budgets for delivery linking in with the Events and NPO Team.	Principle Museum, Arts & Heritage Officer	April 2024

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17	<b>Increase accessibility to collections through exhibitions</b> .	SMG&BMM	<b>Short Term Proposed</b> <b>Action:</b> Establish a refreshed display area/s and implement the installation of items	Review items within the collection that can easily be brought out of storage that also critically fit with the ambitions to increase audience engagement. Progress subject to the availability of funding.	Principle Museum, Arts & Heritage Officer	July 2024
18	<b>Increase joint and partnership event and exhibition programming</b>	SMG&BM	<b>Short Term Proposed</b> <b>Action:</b> Increase joint and partnership event and exhibition programming with Cultural Quarter sites and Heritage Partners including Ayscoughfee and Spalding Gentleman's Society.	Build on the successful existing initiatives including Model Fairground Show, Boston History and Book Festivals, Boston Tea Party Planning, Halloween and other events with input through our new planning cycle and initiatives of the NPO and Transported.  Encourage fostering of relationships of all parties through the Cultural Quarter group and local opportunities as well as developing partnership wide projects with heritage partners.	Interim Cultural Services Manager	Ongoing

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				NPO and Transported can be directed to these areas as well as work undertaken directly.		

## 6.0 Promotion and Marketing



<u>Reference Number</u>	<u>Strategic Objective/s</u>	<u>Service Area</u>	<u>Current / Proposed Action</u>	<u>Detail including comments to support delivery (eg resources required etc)</u>	<u>Lead Officer</u>	<u>Timescale for Delivery</u>
<b>Promotion and Marketing Actions: 19 – 21</b>						
19	<b>Maximise promotion of the Guildhall offer to a range of audiences</b>	SMG&BM	<b>Short Term Proposed Action</b> Develop and propose a rebrand of the site. Looking to clarify the full offer of the Guildhall as a significant Historic Building and Museum as well as a	Improve the promotion, presentation and brand of St Mary's Guildhall and Boston Museum as a site to better communicate our offer. Construct a proposal based on proposals in the Forward Development Plan.	Principle Museum, Arts & Heritage Officer	Initial proposal and discussions with designers, to inform next steps complete by April 2024

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			<p>potential hire venue. Within this consider developing the venues own website and opportunities for improving signage.</p> <p>.</p>	<p>Engage with the design partners used in the development of the Boston historic and corporate brand, delivered by this service, to gain an indicative cost of representing the Guildhall which is coherent and consistent with the wider town branding we have already developed.</p>		
20	<b>Seek to increase reach through marketing</b>	Culture	<p><b>Short Term Proposed Action:</b> Develop and implement a marketing strategy in line with brand considerations. Implement a considered programme of marketing for the site including advertising, social media and printed literature to promote the newly established programmes of exhibitions, events and NPO activity.</p>	<p>Work within forecast budgets to plan where advertising will be most effective at increasing our reach and engagement. Work with Place and the NPO in this regard.</p>	Interim Cultural Services Manager	June 2024

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21	<b>Increase engagement with Schools</b>	SMG&BMM	<p><b>Short Term Proposed Action:</b></p> <p>Develop a portfolio offer for Schools in order to increase the engagement of schools/young people.</p>	The engagement of young people in the Guildhall offer is vital to support their educational and community needs.	Principle Museum, Arts & Heritage Officer	June 2024

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