

**Revenue Budget Setting 2020/21 to 2022/23**

**Directorate:** Place & Growth

Bid No.	Type	Bid Name	Cumulative movement from 20/21*			RAG Status
			2021/22	2022/23	2023/24	
P&G.10	Growth	Revenue Drainage Budget	£210,000	£210,000	£210,000	Green
P&G.5	Growth	Highways & Transport (H&T) Reactive Maintenance Service delivery	£600,000	£600,000	£600,000	Green
P&G.25	Growth	Lost income from Toutley Depot due to new Veolia contract commencing and SUEZ commercial	£320,000	£320,000	£320,000	Green
P&G.19	Growth	Extra resource to cover increased contract cost of collecting recycling, due to introduction of recycling bags, to replace open boxes to keep paper material dry	£235,000	£235,000	£235,000	Green
P&G.29	Savings	Increase cost of garden waste bin from £60 to £65 per annum	(£100,000)	(£100,000)	(£100,000)	Green
P&G.30	Savings	Additional recycling income due to increased capacity of new recycling bags	(£98,000)	(£98,000)	(£98,000)	Green
P&G.35	Savings	50% retention of garden waste customers that subscribed during March to June 2020 who will continue in 2021/22	(£100,000)	(£100,000)	(£100,000)	Amber
P&G.31	Savings	Additional income from 10% increase in the cost of car parking and increase of fishing permit fees at	(£60,000)	(£60,000)	(£60,000)	Green
P&G.32	Savings	Increase in car parking charges	(£500,000)	(£500,000)	(£700,000)	Amber
P&G.33	Savings	Pre-application charging	(£50,000)	(£60,000)	(£70,000)	Green
P&G.8	Special Item	Customer Relationship Management (CRM) System/Document Management System for Highways and Transport (H&T)	£120,000	£0	£0	Amber
P&G.15	Special Item	Additional budget to support preparation of Local Plan Update with consultant hire to prepare, maintain local plans and carry out viability modelling	£100,000	£175,000	£0	Green
P&G.22	Special Item	Planning Appeals and Enforcement	£265,000	£265,000	£100,000	Green
P&G.23	Special Item	Building Control (BC) fees shortfall - reconciliation of BC Service account at the end of the current shared service agreement	£100,000	£0	£0	Red
P&G.24	Special Item	Development Management Consultancy bid	£350,000	£350,000	£0	Red
P&G.26	Special Item	Local Transport Plan 4 and Delivery Plan	£50,000	£150,000	£0	Green
P&G.34	Special Item	Contingency to offset any failure to achieve the stretched target for additional car park income	£250,000	£0	£0	Green
<b>Total</b>			<b>£1,482,000</b>	<b>£1,177,000</b>	<b>£127,000</b>	

Growth	£1,365,000	£1,365,000	£1,365,000
Invest to Save	£0	£0	£0
Savings	(£908,000)	(£918,000)	(£1,128,000)
Special Item	£1,235,000	£940,000	£100,000

\* Special Items - Non Cumulative

**Revenue Budget Setting 2021/22 to 2023/24**

Directorate

Resources and Assets

**Bid Details**

<b>Bid Type</b>	Growth	Permanent increase in expenditure or reduction in income budget
-----------------	--------	---

<b>Bid Name</b>	Revenue Drainage Budget
<b>Description of Bid Inc. (Reason for Bid i.e. Demand / Legislative / Discretionary)</b>	£210k - Required to meet the increased cost of delivering the drainage maintenance service under the VolkerHighways Term Maintenance Contract. This cost was covered through underspends in other areas of the Directorate in 2019/20 which will not be possible in 20/21

<b>Supporting Evidence / Trend Analysis / Business Case ref</b>	See Evidence sheet
---	--------------------

<b>Impact if bid not successful</b>	WBC will be unable to provide a satisfactory drainage maintenance service without significantly overspending the budget. It may also lead to an increased risk of flooding to properties and to the highway as we will be unable to carry out the appropriate amount of reactive drainage maintenance works. This will lead to road closures and congestion problems and as a result there will be significant reputational damage and an increase in flooding insurance claims against the Council.
-------------------------------------	--

<b>Additional comments</b>	See Evidence sheet
----------------------------	--------------------

**Finance Information**

		Yr 1 2021/22	Yr 2 2022/23	Yr 3 2023/24
Amount needed per year	Expenditure	£210,000	£0	£0
	Income	£0	£0	£0
<i>Cumulative movement from 20/21 budget</i>		£210,000	£210,000	£210,000

<b>RAG Status</b> (Certainty around financial request and project delivery)	Green	High certainty on figures and project delivery
	Amber	Some certainty on figures and project delivery
	Red	Low certainty on figures and project delivery

Select "RAG Status" Green

<b>Comments regarding RAG Status</b>	There is a high certainty that the budget will continue to overspend if additional funds are not provided. Nationally, we are also expecting an increase in the frequency and intensity of storm events in the coming years and therefore it is imperative that we continue to provide all of the drainage services committed to within the Highways Maintenance Management Plan to ensure effective running of the highways drainage system.
--------------------------------------	---

**Benchmarking**

<b>Supporting benchmarking information</b> (Unit cost, demand stats, comparison to LAs, etc)	Other Berkshire authorities have revenue drainage budgets in excess of £800,000 despite having smaller highways drainage network to manage.
--	---

**Sign Off**

Service Manager	Francesca Hobson
Assistant Director	Mark Cupit
Director	Chris Traill
Lead Member Briefed	Parry Batth

	Schedule of rates item	Number required per year	Price (£)
Mandatory works under the HMMP	Surface Water Pump Inspections	12	£ 15,336.00
	Foul Water Pump Inspections	12	£ 15,336.00
	B1 form Grille Inspections	52	£ 6,791.20
	B2 form Grille Inspections	12	£ 25,283.52
	B3 form Grille Inspections	12	£ 13,425.36
	Balancing pond inspections	12	£ 1,816.80
	Open ditch inspections	12	£ 13,355.76
	Manhole inventory	5000 (no. of manholes)	£ 32,980.00
	Grip recutting (annual programme)	6000 (no. of grips)	£ 42,580.00
	Gully cleansing (annual programme)	40000 (no. of gullies)	£ 315,200.00
<b>Total price of mandatory works</b>			£ 482,104.64
<b>Available budget</b>			£ 543,543.00
<b>Remaining amount to spend on reactive drainage works such as gully lid replacement/manhole lid replacement/pipe replacement</b>			£ 61,438.36
<b>Average monthly spend for reactive works based on 2018/19 work orders</b>		18801.48 (per month)	£ 225,617.76
<b>Additional budget required to prevent overspend</b>			£ 164,179.40
<b>Gully emptier available 24/7</b>		120,000 a year minus savings made from above works	£ 44,000.00
<b>Additional budget required to prevent overspend including 24/7 gully emptier</b>			<b>£ 208,179.40</b>

**Revenue Budget Setting 2021/22 to 2023/24****Directorate**

Place &amp; Growth

**Bid Details**

<b>Bid Type</b>	Growth	Permanent increase in expenditure or reduction in income budget
-----------------	--------	---

<b>Bid Name</b>	Highways & Transport (H&T) Reactive Maintenance Service delivery
<b>Description of Bid Inc. (Reason for Bid i.e. Demand / Legislative / Discretionary)</b>	£600K - Required to meet the increased cost of delivering the highways reactive maintenance service under the Volker Highways Term Maintenance Contract. This cost was covered through underspends in other areas of the Directorate in 2019/20 which will not be possible in 20/21.

<b>Supporting Evidence / Trend Analysis / Business Case ref</b>	Across the service area (highways reactive, electrical engineering, traffic management, bridge maintenance, highway signage, street furniture and highway drainage) a total £734k was reallocated to a new budget area to support the management and service delivery costs of the new Highways contract (35117).
---	---

<b>Impact if bid not successful</b>	Insufficient budget to effectively deal with reactive maintenance of the highway asset resulting in a failure to meet our duty under the Highways Act.
-------------------------------------	--

<b>Additional comments</b>	After one year of the new highway contract, it has become clear that the costs for the provision of the contractor are higher - known as the basic facilities or pre-lims. In the first year of the contract the original pre-lims sums were not sufficient to cover the basic facilities so additional budget was reallocated from the service areas to cover the costs in the first year. Growth was not applied in that year to cover the shortfall as the actual impact of the new contract were not clear until a full year had past. The reactive revenue budgets have therefore been significantly reduced limited our ability to undertake all the works required. End of year budgets revealed a significant overspend despite many of the service areas reducing the amount of works normally undertaken.
----------------------------	---

**Finance Information**

		Yr 1	Yr 2	Yr 3
		2021/22	2022/23	2023/24
Amount needed per year	Expenditure	£600,000	£0	£0
	Income	£0	£0	£0
<i>Cumulative movement from 20/21 budget</i>		£600,000	£600,000	£600,000

<b>RAG Status</b> (Certainty around financial request and project delivery)	Green	High certainty on figures and project delivery
	Amber	Some certainty on figures and project delivery
	Red	Low certainty on figures and project delivery

<b>Select "RAG Status"</b>	Green
----------------------------	-------

<b>Comments regarding RAG Status</b>	There is a high certainty that the existing budgets will continue to overspend if additional funds are not provided.
--------------------------------------	--

**Benchmarking**

<b>Supporting benchmarking information</b> (Unit cost, demand stats, comparison to LAs, etc)	
--	--

**Sign Off**

Service Manager	Matt Gould
Assistant Director	Andy Glencross
Director	Chris Traill
Lead Member Briefed	Yes

## Revenue Budget Setting 2021/22 to 2023/24

<b>Directorate</b>	Place & Growth
--------------------	----------------

### Bid Details

<b>Bid Type</b>	Growth	Permanent increase in expenditure or reduction in income budget
<b>Bid Name</b>	Lost income from Toutley Depot due to new Veolia contract commencing and SUEZ commercial contract coming to an end.	
<b>Description of Bid Inc. (Reason for Bid i.e. Demand / Legislative / Discretionary)</b>	The loss of contractor rental income for Toutley Depot as a result of new contracts.	
<b>Supporting Evidence / Trend Analysis / Business Case ref</b>	Previous contractors occupying Toutley Depot attracted a rental income of £320k but when new contracts were awarded, this was on the basis that depot accommodation would be provided free of charge. This has resulted in a loss of income to the Council for this amount.	
<b>Impact if bid not successful</b>	This would lead to a significant budget deficit	
<b>Additional comments</b>	The contracts are already in place	

### Finance Information

		Yr 1	Yr 2	Yr 3
		2021/22	2022/23	2023/24
Amount needed per year	Expenditure	£320,000	£0	£0
	Income	£0	£0	£0
<i>Cumulative movement from 20/21 budget</i>		£320,000	£320,000	£320,000

<b>RAG Status</b> (Certainty around financial request and project delivery)	Green	High certainty on figures and project delivery
	Amber	Some certainty on figures and project delivery
	Red	Low certainty on figures and project delivery

**Select "RAG Status"** Green

<b>Comments regarding RAG Status</b>	
--------------------------------------	--

### Benchmarking

<b>Supporting benchmarking information</b> (Unit cost, demand stats, comparison to LAs, etc)	Rental income actuals as provided by Estate Services
--	--

### Sign Off

Service Manager	Richard Bisset
Assistant Director	Clare Lawrence
Director	Chris Traill
Lead Member Briefed	Parry Batth

## Revenue Budget Setting 2021/22 to 2023/24

<b>Directorate</b>	Place & Growth
--------------------	----------------

### Bid Details

<b>Bid Type</b>	Growth	Permanent increase in expenditure or reduction in income budget
<b>Bid Name</b>	Extra resource to cover increased contract cost of collecting recycling, due to introduction of recycling bags, to replace open boxes to keep paper material dry	
<b>Description of Bid Inc. (Reason for Bid i.e. Demand / Legislative / Discretionary)</b>	This is to fund an extra waste collection vehicle and crew from 2021/22 to counter the increased time to empty the new recycling bags that will keep paper material dry. (As per Waste Options Appraisal recommendation see: <a href="https://wokingham.moderngov.co.uk/documents/g3882/Public%20reports%20pack%2011th-Sep-2020%2019.00%20Executive.pdf?T=10">https://wokingham.moderngov.co.uk/documents/g3882/Public%20reports%20pack%2011th-Sep-2020%2019.00%20Executive.pdf?T=10</a> )	
<b>Supporting Evidence / Trend Analysis / Business Case ref</b>	See Waste Options Business Case. Note - Justification of the additional time to empty the bags relative to the existing boxes for an additional vehicle and crew has been received by Veolia together with a breakdown of the cost of the additional vehicle and crew.	
<b>Impact if bid not successful</b>	The "Do Nothing" Option (i.e. reliance on current open boxes for recycled material) would result in a loss of c.£600k per annum and 6% loss of recycling (see business case)	
<b>Additional comments</b>	See Business Case for additional information	

### Finance Information

		Yr 1 2021/22	Yr 2 2022/23	Yr 3 2023/24
Amount needed per year	Expenditure	£235,000	£0	£0
	Income	£0	£0	£0
<i>Cumulative movement from 20/21 budget</i>		£235,000	£235,000	£235,000

RAG Status (Certainty around financial request and project delivery)	Green	High certainty on figures and project delivery
	Amber	Some certainty on figures and project delivery
	Red	Low certainty on figures and project delivery

<b>Select "RAG Status"</b>	Green
----------------------------	-------

<b>Comments regarding RAG Status</b>	
--------------------------------------	--

### Benchmarking

<b>Supporting benchmarking information</b> (Unit cost, demand stats, comparison to LAs, etc)	See Business case: <a href="https://wokingham.moderngov.co.uk/documents/g3882/Public%20reports%20pack%2011th-Sep-2020%2019.00%20Executive.pdf?T=10">https://wokingham.moderngov.co.uk/documents/g3882/Public%20reports%20pack%2011th-Sep-2020%2019.00%20Executive.pdf?T=10</a>
--	--

### Sign Off

Service Manager	Richard Bisset
Assistant Director	Clare Lawrence
Director	Chris Traill
Lead Member Briefed	Parry Batth

**Revenue Budget Setting 2021/22 to 2023/24**

Directorate

Place &amp; Growth

**Bid Details**

<b>Bid Type</b>	Savings	Permanent reduction in expenditure or increase in income budget
<b>Bid Name</b>	Increase cost of garden waste bin from £60 to £65 per annum	
<b>Description of Bid Inc. (Reason for Bid i.e. Demand / Legislative / Discretionary)</b>	Income generation from increased cost of garden waste service	
<b>Supporting Evidence / Trend Analysis / Business Case ref</b>	The price increase of the service is to offset operational running costs.	
<b>Impact if bid not successful</b>	The opportunity for income generation will be lost which will have an impact on the operational budgets.	
<b>Preparedness for implementation of savings</b>		

**Finance Information**

		Yr 1	Yr 2	Yr 3
		2021/22	2022/23	2023/24
Amount needed per year	Expenditure	(£100,000)	£0	£0
	Income	£0	£0	£0
<i>Cumulative movement from 20/21 budget</i>		(£100,000)	(£100,000)	(£100,000)

<b>RAG Status</b> (Certainty around financial request and project delivery)	Green	High certainty on figures and project delivery
	Amber	Some certainty on figures and project delivery
	Red	Low certainty on figures and project delivery

Select "RAG Status" Green

<b>Comments regarding RAG Status</b>	
--------------------------------------	--

**Benchmarking**

<b>Supporting benchmarking information</b> (Unit cost, demand stats, comparison to LAs, etc)	
--	--

**Sign Off**

Service Manager	Richard Bisset
Assistant Director	Clare Lawrence
Director	Chris Trail
Lead Member Briefed	Parry Bath

### Revenue Budget Setting 2021/22 to 2023/24

<b>Directorate</b>	Place & Growth
--------------------	----------------

#### Bid Details

<b>Bid Type</b>	Savings	Permanent reduction in expenditure or increase in income budget
<b>Bid Name</b>	Additional recycling income due to increased capacity of new recycling bags	
<b>Description of Bid Inc. (Reason for Bid i.e. Demand / Legislative / Discretionary)</b>	The new recycling bags will have greater capacity for recycling material as compared to the current recycling boxes. Additionally, the new bag implementation will be used to promote recycling to encourage residents to recycle more, thus increase recycling income.	
<b>Supporting Evidence / Trend Analysis / Business Case ref</b>	See Business Case: <a href="https://wokingham.moderngov.co.uk/documents/g3882/Public%20reports%20pack%2011th-Sep-2020%2019.00%20Executive.pdf?T=10">https://wokingham.moderngov.co.uk/documents/g3882/Public%20reports%20pack%2011th-Sep-2020%2019.00%20Executive.pdf?T=10</a>	
<b>Impact if bid not successful</b>	Loss of opportunity to generate additional recycling and associated income	
<b>Preparedness for implementation of savings</b>		

#### Finance Information

		Yr 1	Yr 2	Yr 3
		2021/22	2022/23	2023/24
Amount needed per year	Expenditure	(£98,000)	£0	£0
	Income	£0	£0	£0
<i>Cumulative movement from 20/21 budget</i>		(£98,000)	(£98,000)	(£98,000)

<b>RAG Status</b> (Certainty around financial request and project delivery)	Green	High certainty on figures and project delivery
	Amber	Some certainty on figures and project delivery
	Red	Low certainty on figures and project delivery

**Select "RAG Status"**    Green

<b>Comments regarding RAG Status</b>	
--------------------------------------	--

#### Benchmarking

<b>Supporting benchmarking information</b> (Unit cost, demand stats, comparison to LAs, etc)	
--	--

#### Sign Off

Service Manager	Richard Bisset
Assistant Director	Clare Lawrence
Director	Chris Traill
Lead Member Briefed	Parry Bath



**Revenue Budget Setting 2021/22 to 2023/24**

**Directorate**

Place & Growth

**Bid Details**

<b>Bid Type</b>	Savings	Permanent reduction in expenditure or increase in income budget
<b>Bid Name</b>	50% retention of garden waste customers that subscribed during March to June 2020 who will continue in 2021/22	
<b>Description of Bid Inc. (Reason for Bid i.e. Demand / Legislative / Discretionary)</b>	As a result of Covid and temporary closure of the HWRC, there has been an increase in garden waste customers in March to June 2020/21. It is anticipated that approximately half of the new customers will renew their subscription for 2021/22	
<b>Supporting Evidence / Trend Analysis / Business Case ref</b>	Informed by actual additional numbers of customers 2020/21	
<b>Impact if bid not successful</b>	Reduced income generation	

25

<b>Preparedness for implementation of savings</b>	Continuation of the service		
---	-----------------------------	--	--

**Finance Information**

		Yr 1	Yr 2	Yr 3
		2021/22	2022/23	2023/24
Amount needed per year	Expenditure	£0	£0	£0
	Income	(£100,000)	£0	£0
<i>Cumulative movement from 20/21 budget</i>		<i>(£100,000)</i>	<i>(£100,000)</i>	<i>(£100,000)</i>

[Go to "special item bid example" tab](#)

[Go to "Non Special Item Bid Example" tab](#)

<b>RAG Status</b> (Certainty around financial request and project delivery)	Green	High certainty on figures and project delivery
	Amber	Some certainty on figures and project delivery
	Red	Low certainty on figures and project delivery

<b>Select "RAG Status"</b>	Amber
----------------------------	-------

<b>Comments regarding RAG Status</b>	There is no guarantee that the exceptional 2020/21 customers will renew their subscription to the service
--------------------------------------	---

**Benchmarking**

<b>Supporting benchmarking information</b> (Unit cost, demand stats, comparison to LAs, etc)	
--	--

**Sign Off**

Service Manager	Richard Bisset
Assistant Director	Clare Lawrence
Director	Chris Traill
Lead Member Briefed	Parry Batth

**Finance Use Only**

Bid Ref No.	P&G.35
Cost Centre(s)	
Finance Specialist	

27







### Revenue Budget Setting 2021/22 to 2023/24

<b>Directorate</b>	Place & Growth
--------------------	----------------

#### Bid Details

<b>Bid Type</b>	Savings	Permanent reduction in expenditure or increase in income budget
<b>Bid Name</b>	Additional income from 10% increase in the cost of car parking and increase of fishing permit fees at Dinton Pastures and California Country Park	
<b>Description of Bid Inc. (Reason for Bid i.e. Demand / Legislative / Discretionary)</b>	Increasing car parking and fishing permits at country parks to maintain service levels	
<b>Supporting Evidence / Trend Analysis / Business Case ref</b>		
<b>Impact if bid not successful</b>	Lost opportunity to generate income which would affect service levels and budgets	
<b>Preparedness for implementation of savings</b>		

#### Finance Information

		Yr 1	Yr 2	Yr 3
		2021/22	2022/23	2023/24
Amount needed per year	Expenditure	(£60,000)	£0	£0
	Income	£0	£0	£0
<i>Cumulative movement from 20/21 budget</i>		(£60,000)	(£60,000)	(£60,000)

RAG Status (Certainty around financial request and project delivery)	Green	High certainty on figures and project delivery
	Amber	Some certainty on figures and project delivery
	Red	Low certainty on figures and project delivery

**Select "RAG Status"** Green

<b>Comments regarding RAG Status</b>	
--------------------------------------	--

#### Benchmarking

<b>Supporting benchmarking information</b> (Unit cost, demand stats, comparison to LAs, etc)	
--	--

#### Sign Off

Service Manager	Richard Bisset
Assistant Director	Clare Lawrence
Director	Chris Trail
Lead Member Briefed	Parry Bath

### Revenue Budget Setting 2021/22 to 2023/24

<b>Directorate</b>	Place & Growth
--------------------	----------------

#### **Bid Details**

<b>Bid Type</b>	Savings	Permanent reduction in expenditure or increase in income budget
-----------------	---------	---

<b>Bid Name</b>	Increase in car parking charges
<b>Description of Bid Inc. (Reason for Bid i.e. Demand / Legislative / Discretionary)</b>	<p>In order to recover lost revenue derived from off-street parking operations and enable the effective management of both on-street/off-street control through CPE, changes to the Council's Parking Operations are proposed, which are broadly in line with the following:</p> <p>(1) an increase in the effective charging day for parking charges to apply;  (2) an increase in the parking tariff for off-street parking;  (3) customers only paying for the actual period of parking used rather than fixed banded parking charges;  (4) introduction of on-street parking charges in high pressure areas;  (5) removal of parking charges for the first 30 minute period of parking to support very short stay/errand type parking; and  (6) revision to resident parking zones and the introduction of controlled parking zones.</p>

<b>Supporting Evidence / Trend Analysis / Business Case ref</b>	Draft Parking Revenue Recovery Plan (being developed)
---	---

<b>Impact if bid not successful</b>	Lost opportunity to recover parking income
-------------------------------------	--

<b>Preparedness for implementation of savings</b>	
---	--

#### **Finance Information**

		Yr 1	Yr 2	Yr 3
		2021/22	2022/23	2023/24
Amount needed per year	Expenditure	£0	£0	£0
	Income	(£500,000)	£0	(£200,000)
<i>Cumulative movement from 20/21 budget</i>		(£500,000)	(£500,000)	(£700,000)

<b>RAG Status</b> (Certainty around financial request and project delivery)	Green	High certainty on figures and project delivery
	Amber	Some certainty on figures and project delivery
	Red	Low certainty on figures and project delivery

<b>Select "RAG Status"</b>	Amber
----------------------------	-------

<b>Comments regarding RAG Status</b>	Actual achievable income is dependent on agreement to implement options in parking revenue recovery plan which is still to be completed
--------------------------------------	---

#### **Benchmarking**

<b>Supporting benchmarking information</b> (Unit cost, demand stats, comparison to LAs, etc)	
--	--

#### **Sign Off**

Service Manager	Matt Gould
Assistant Director	Andy Glencross
Director	Chris Traill
Lead Member Briefed	Yes



### Revenue Budget Setting 2021/22 to 2023/24

<b>Directorate</b>	Place & Growth
--------------------	----------------

#### Bid Details

<b>Bid Type</b>	Savings	Permanent reduction in expenditure or increase in income budget
<b>Bid Name</b>	Pre-application charging	
<b>Description of Bid Inc. (Reason for Bid i.e. Demand / Legislative / Discretionary)</b>	Increasing the pre-app fees could generate an additional income of approximately £30k - £50k annually to help cover the costs of the planning service. Given the issues with COVID, Brexit and a potential recession, it is envisaged by year 3 this could be up to £50k annually. The fees could be adopted early next year.	
<b>Supporting Evidence / Trend Analysis / Business Case ref</b>		
<b>Impact if bid not successful</b>	In year budget pressure that would place additional strain on the planning service.	
<b>Preparedness for implementation of savings</b>		

#### Finance Information

		Yr 1	Yr 2	Yr 3
		2021/22	2022/23	2023/24
Amount needed per year	Expenditure	£0	£0	£0
	Income	(£50,000)	(£10,000)	(£10,000)
<i>Cumulative movement from 20/21 budget</i>		(£50,000)	(£60,000)	(£70,000)

<b>RAG Status</b> (Certainty around financial request and project delivery)	Green	High certainty on figures and project delivery
	Amber	Some certainty on figures and project delivery
	Red	Low certainty on figures and project delivery

**Select "RAG Status"**    Green

<b>Comments regarding RAG Status</b>	
--------------------------------------	--

#### Benchmarking

<b>Supporting benchmarking information</b> (Unit cost, demand stats, comparison to LAs, etc)	
--	--

#### Sign Off

Service Manager	Matt Gould
Assistant Director	Andy Glencross
Director	Chris Trail
Lead Member Briefed	Not yet

### Revenue Budget Setting 2021/22 to 2023/24

<b>Directorate</b>	Place & Growth
--------------------	----------------

#### Bid Details

<b>Bid Type</b>	Special Item	One off budget (i.e. not permanent / recurring). Positive figure for increasing expenditure or reducing income. Negative figure for reducing expenditure or increasing income
<b>Bid Name</b>	Customer Relationship Management (CRM) System/Document Management System for Highways and Transport (H&T)	
<b>Description of Bid Inc. (Reason for Bid i.e. Demand / Legislative / Discretionary)</b>	Funding to support the development and provision of a CRM/Document management system as part of our continuous improvement programme. There is currently no central system for managing any of our correspondence both into and out of the service. The provision of a centralised system that is accessible to all staff will improve our response to our stakeholders, ensure that responses are consistent and will improve efficiency when our staff respond to enquiries	
<b>Supporting Evidence / Trend Analysis / Business Case ref</b>		
<b>Impact if bid not successful</b>	Continue our current inefficient, inconsistency approach to dealing with enquiries which is providing our stakeholders with a reduced level of service.	
<b>Additional comments</b>	Funding to commission the WBC Information, Management & Technology (IMT) team to support the provision of a new system in H&T	

#### Finance Information

		Yr 1	Yr 2	Yr 3
		2021/22	2022/23	2023/24
Amount needed per year	Expenditure	£120,000	£0	£0
	Income	£0	£0	£0
<i>Cumulative movement from 20/21 budget</i>		£120,000	£0	£0

<b>RAG Status</b> (Certainty around financial request and project delivery)	Green	High certainty on figures and project delivery
	Amber	Some certainty on figures and project delivery
	Red	Low certainty on figures and project delivery

**Select "RAG Status"** Amber

<b>Comments regarding RAG Status</b>	Figure is an estimate - there has currently been no engagement yet with IMT to define scope and therefore cost.
--------------------------------------	---

#### Benchmarking

<b>Supporting benchmarking information</b> (Unit cost, demand stats, comparison to LAs, etc)	
--	--

#### Sign Off

Service Manager	Matt Gould
Assistant Director	Andy Glencross
Director	Chris Traill
Lead Member Briefed	Yes

### Revenue Budget Setting 2021/22 to 2023/24

<b>Directorate</b>	Place & Growth
--------------------	----------------

#### Bid Details

<b>Bid Type</b>	Special Item	One off budget (i.e. not permanent / recurring). Positive figure for increasing expenditure or reducing income. Negative figure for reducing expenditure or increasing income
-----------------	--------------	---

<b>Bid Name</b>	Additional budget to support preparation of Local Plan Update with consultant hire to prepare, maintain local plans and carry out viability modelling
<b>Description of Bid Inc. (Reason for Bid i.e. Demand / Legislative / Discretionary)</b>	<p>Additional budget to support the preparation and adoption of a new local plan - known as the Local Plan Update.</p> <p>The council is required under the Planning and Compulsory Purchase Act to prepare and maintain up-to-date local plans. The council has started the process of reviewing the adopted plans - the Core Strategy (2014) and the Managing Development Delivery (2014) local plans, setting the special item budget 28422 (Major inquiry for sites allocations). Since originally set, the programme for the preparation of the new local plan has changed and increased evidence requirements have resulted from this and changes in national planning policy.</p> <p>It is estimated that an additional £100k is required in 2021/22 and that further funds estimated at £175k will be required in 2022/23.</p> <p>Budget 28422 relates solely to the preparation of the local plan and associated evidence base. It does not cover supplementary planning policy work such as the Borough Design Guide, or other activities such as neighbourhood development plans.</p>

<b>Supporting Evidence / Trend Analysis / Business Case ref</b>	An estimate of future spend has been undertaken. Costs are estimated using comparable projects and the previous costs associated with the adopted Core Strategy and MDD local plans.
---	--

<b>Impact if bid not successful</b>	<p>Unable to meet statutory requirement of maintaining up-to-date local plans.</p> <p>The consequence of not having an up-to-date local plan include:</p> <ul style="list-style-type: none"> <li>-the loss of ability to manage development, including where it occurs and the impacts;</li> <li>-increased costs associated with appeal proceedings relating to speculative developments;</li> <li>-the loss of ability to introduce carbon neutral building standards;</li> <li>-reduced ability to collect planning obligations and Community Infrastructure Levy (CIL) towards infrastructure improvements;</li> <li>-reduce ability to require a proportion of affordable homes from developments; and</li> <li>-Government intervention regarding the plan-making function.</li> </ul>
-------------------------------------	--

<b>Additional comments</b>	<p>The preparation of the Local Plan Update is a corporate priority.</p> <p>Capacity funding accessed via Homes England has been secured. Additional conversations are taking place seeking to secure additional funds. These are in addition to those expressed in this bid.</p>
----------------------------	---

#### Finance Information

		Yr 1	Yr 2	Yr 3
		2021/22	2022/23	2023/24
Amount needed per year	Expenditure	£100,000	£175,000	£0
	Income	£0	£0	£0
<i>Cumulative movement from 20/21 budget</i>		£100,000	£175,000	£0

<b>RAG Status</b> (Certainty around financial request and project delivery)	<b>Green</b>	High certainty on figures and project delivery
	<b>Amber</b>	Some certainty on figures and project delivery
	<b>Red</b>	Low certainty on figures and project delivery

Select "RAG Status" Green

<b>Comments regarding RAG Status</b>	An estimate of future spend has been undertaken. Costs are estimated using comparable projects and the previous costs associated with the adopted Core Strategy and MDD local plans.
--------------------------------------	--

#### Benchmarking

<b>Supporting benchmarking information</b> (Unit cost, demand stats, comparison to LAs, etc)	Costs are estimated using comparable projects and the previous costs associated with the adopted Core Strategy and MDD local plans.
--	---

#### Sign Off

Service Manager	Ian Bellinger
Assistant Director	Nigel Bailey
Director	Chris Traill
Lead Member Briefed	

### Revenue Budget Setting 2021/22 to 2023/24

<b>Directorate</b>	Place & Growth
--------------------	----------------

**Bid Details**

<b>Bid Type</b>	Special Item	One off budget (i.e. not permanent / recurring). Positive figure for increasing expenditure or reducing income. Negative figure for reducing expenditure or increasing income
<b>Bid Name</b>	Planning Appeals and Enforcement	
<b>Description of Bid Inc. (Reason for Bid i.e. Demand / Legislative / Discretionary)</b>	Retention of 2 additional senior professional staff to support planning appeals and 2 additional enforcement officers (appointed through previous supplementary estimate 2019/20).	
<b>Supporting Evidence / Trend Analysis / Business Case ref</b>	Local Plan delays and 5 year housing land supply projections, number of speculative planning applications being submitted and enforcement notices being served April/May = 10) (see attached brief)	
<b>Impact if bid not successful</b>	Unsuccessful/lack of defence of planning and enforcement appeals	
<b>Additional comments</b>	See attached briefing note	

**Finance Information**

		Yr 1	Yr 2	Yr 3
		2021/22	2022/23	2023/24
Amount needed per year	Expenditure	£265,000	£265,000	£100,000
	Income	£0	£0	£0
<i>Cumulative movement from 20/21 budget</i>		£265,000	£265,000	£100,000

<b>RAG Status</b> (Certainty around financial request and project delivery)	Green	High certainty on figures and project delivery
	Amber	Some certainty on figures and project delivery
	Red	Low certainty on figures and project delivery

<b>Select "RAG Status"</b>	Green
----------------------------	-------

<b>Comments regarding RAG Status</b>	Posts have been created/recruited to funded by the previous special item in 2019. These have been costed to give certainty
--------------------------------------	--

**Benchmarking**

<b>Supporting benchmarking information</b> (Unit cost, demand stats, comparison to LAs, etc)	Recent increases in appeals and 5 year HLS projections (see briefing note)
--	--

**Sign Off**

Service Manager	Marcia Head
Assistant Director	Clare Lawrence
Director	Chris Traill
Lead Member Briefed	Wayne Smith

### Revenue Budget Setting 2021/22 to 2023/24

<b>Directorate</b>	Place & Growth
--------------------	----------------

#### Bid Details

<b>Bid Type</b>	Special Item	One off budget (i.e. not permanent / recurring). Positive figure for increasing expenditure or reducing income. Negative figure for reducing expenditure or increasing income
<b>Bid Name</b>	Building Control (BC) fees shortfall - reconciliation of BC Service account at the end of the current shared service agreement	
<b>Description of Bid Inc. (Reason for Bid i.e. Demand / Legislative / Discretionary)</b>	End of Agreement - covering any deficit in the trading account due to covid reduced fee income	
<b>Supporting Evidence / Trend Analysis / Business Case ref</b>	Based on latest estimate of 2020/21 lost income	
<b>Impact if bid not successful</b>	Deficit in account when closed at the end of the current shared service	
<b>Additional comments</b>	The service can run with deficit in the ring fenced account but this will need to be settled at the end of the agreement in June 2021	

#### Finance Information

		Yr 1	Yr 2	Yr 3
		2021/22	2022/23	2023/24
Amount needed per year	Expenditure	£100,000	£0	£0
	Income	£0	£0	£0
<i>Cumulative movement from 20/21 budget</i>		£100,000	£0	£0

<b>RAG Status</b> (Certainty around financial request and project delivery)	Green	High certainty on figures and project delivery
	Amber	Some certainty on figures and project delivery
	Red	Low certainty on figures and project delivery

**Select "RAG Status"** Red

<b>Comments regarding RAG Status</b>	The loss of income is not fully known at this stage due to the in-year position
--------------------------------------	---

#### Benchmarking

<b>Supporting benchmarking information</b> (Unit cost, demand stats, comparison to LAs, etc)	Based on current reduction in fee income at June which was £34k per month and projecting this forward assuming some recovery
--	--

#### Sign Off

Service Manager	Roger Paine
Assistant Director	Clare Lawrence
Director	Chris Traill
Lead Member Briefed	Parry Batth

### Revenue Budget Setting 2021/22 to 2023/24

<b>Directorate</b>	Place & Growth
--------------------	----------------

#### Bid Details

<b>Bid Type</b>	Special Item	One off budget (i.e. not permanent / recurring). Positive figure for increasing expenditure or reducing income. Negative figure for reducing expenditure or increasing income
<b>Bid Name</b>	Development Management consultancy Budget - Appeals	
<b>Description of Bid Inc. (Reason for Bid i.e. Demand / Legislative / Discretionary)</b>	To fund increased appeals against refusals of applications for housing development and enforcement notices served	
<b>Supporting Evidence / Trend Analysis / Business Case ref</b>	See briefing note. In 2019 there were 6 public inquires costing approx. £100k per Inquiry. With the poor housing land supply position going forward and the delay of the local plan, this number is likely to increase as more speculative unplanned housing applications are submitted and refused. Further, 10 enforcement notices have been served March - June 2020 and likely to end up at appeal	
<b>Impact if bid not successful</b>	Lack of legal/consultant support at planning and enforcement appeals	
<b>Additional comments</b>		

#### Finance Information

		Yr 1	Yr 2	Yr 3
		2021/22	2022/23	2023/24
Amount needed per year	Expenditure	£350,000	£350,000	£0
	Income	£0	£0	£0
<i>Cumulative movement from 20/21 budget</i>		£350,000	£350,000	£0

<b>RAG Status</b> (Certainty around financial request and project delivery)	Green	High certainty on figures and project delivery
	Amber	Some certainty on figures and project delivery
	Red	Low certainty on figures and project delivery

**Select "RAG Status"** Red

<b>Comments regarding RAG Status</b>	The number of appeals is unknown. In 2019 there were 6 Public inquiries but with the poor 5 year HLS position 2020 + and delay in the local plan this is likely to be higher. This is based on 10 appeals using an experienced Junior Barrister but this could be an underestimation
--------------------------------------	--

#### Benchmarking

<b>Supporting benchmarking information</b> (Unit cost, demand stats, comparison to LAs, etc)	See briefing note
--	-------------------

#### Sign Off

Service Manager	Marcia Head
Assistant Director	Clare Lawrence
Director	Chris Traill
Lead Member Briefed	Parry Batth

## Revenue Budget Setting 2021/22 to 2023/24

<b>Directorate</b>	Place & Growth
--------------------	----------------

### Bid Details

<b>Bid Type</b>	Special Item	One off budget (i.e. not permanent / recurring). Positive figure for increasing expenditure or reducing income. Negative figure for reducing expenditure or increasing income
<b>Bid Name</b>	Local Transport Plan 4 and Delivery Plan	
<b>Description of Bid Inc. (Reason for Bid i.e. Demand / Legislative / Discretionary)</b>	WBC's current Local Transport Plan 3 was completed in 2011; we have a statutory duty to keep the LTP current and it is therefore in need of updating. Work has commenced on a new plan, though the scale of work means that this will span over further financial years. The previous LTP does not have a delivery plan which should identify all of the necessary projects required to deliver the strategy, this will be produced as part of this project, setting out the key projects for the Highways and Transport Team for the period to 2036.	
<b>Supporting Evidence / Trend Analysis / Business Case ref</b>	Will support MTFP sub categories as follows: Climate Emergency - CO2 Reduction Environment - Alternative Transport Investment and Regeneration - Housing delivery Roads and Transport - Alternative Transport / Road Improvements	
<b>Impact if bid not successful</b>	The scale of the project and its outputs means it exceeds our current level of budget available in the service. If the bid does not proceed existing revenue funds will need to be allocated to this work which would have a significant impact of normal service delivery or the production of the LTP4 would need to be stalled/timescales extended meaning the completion may not coincide with the Local Plan Update.	
<b>Additional comments</b>	This will set out our strategy for the next 15 years, defining our major schemes and projects identifying key areas for the teams to focus on; this will therefore be directly link, and based upon, other key strategies and plans across all services of the council as appropriate.	

### Finance Information

		Yr 1	Yr 2	Yr 3
		2021/22	2022/23	2023/24
Amount needed per year	Expenditure	£50,000	£150,000	£0
	Income	£0	£0	£0
<i>Cumulative movement from 20/21 budget</i>		£50,000	£150,000	£0

<b>RAG Status</b> (Certainty around financial request and project delivery)	Green	High certainty on figures and project delivery
	Amber	Some certainty on figures and project delivery
	Red	Low certainty on figures and project delivery

<b>Select "RAG Status"</b>	Green
----------------------------	-------

<b>Comments regarding RAG Status</b>	Cost and timescales are based on fee estimates from our highway alliance partners, timescales are partly dependant on the Local Plan Update as these are being programmed to be delivered in parallel.
--------------------------------------	--

### Benchmarking

<b>Supporting benchmarking information</b> (Unit cost, demand stats, comparison to LAs, etc)	
--	--

### Sign Off

Service Manager	Matt Gould
Assistant Director	Andy Glencross
Director	Chris Traill
Lead Member Briefed	Not Yet (as of 20 July 2020)

## Revenue Budget Setting 2021/22 to 2023/24

<b>Directorate</b>	Place & Growth
--------------------	----------------

### Bid Details

<b>Bid Type</b>	Special Item	One off budget (i.e. not permanent / recurring). Positive figure for increasing expenditure or reducing income. Negative figure for reducing expenditure or increasing income
-----------------	--------------	---

<b>Bid Name</b>	Contingency to offset any failure to achieve the stretched target for additional car park income	
<b>Description of Bid Inc. (Reason for Bid i.e. Demand / Legislative / Discretionary)</b>	A corresponding savings bid has been submitted for £500K in relation to positive action that is planned to recover car parking income lost over the 2020/21 financial year as a result of the COVID-19 pandemic. Achieving the savings target will be dependent on the how quickly we recover from the pandemic and the use of our car parks return close to `normal` i.e. pre-pandemic levels. There is still significant uncertainty as to when and how quickly we will recover for the pandemic and as a result we may be unable to achieve the savings target, therefore this Special Item has been proposed as a contingency to offset any shortfall in the car parking income during 2021/22.	

<b>Supporting Evidence / Trend Analysis / Business Case ref</b>	
---	--

<b>Impact if bid not successful</b>	There will be no ability to offset any shortfall in our savings target which is contingent on a good recovery from the COVID-19 pandemic
-------------------------------------	--

<b>Additional comments</b>	
----------------------------	--

### Finance Information

		Yr 1	Yr 2	Yr 3
		2021/22	2022/23	2023/24
Amount needed per year	Expenditure	£250,000	£0	£0
	Income	£0	£0	£0
<i>Cumulative movement from 20/21 budget</i>		£250,000	£0	£0

<b>RAG Status</b> (Certainty around financial request)	Green	High certainty on figures and project delivery
	Amber	Some certainty on figures and project delivery



and project delivery)

Red

Low certainty on figures and project delivery

Select "RAG Status"

Amber

**Comments regarding RAG Status**

Uncertainty regarding recover from COVID-19 pandemic and the impact the pandemic has had on `normal` behavior.

**Benchmarking**

**Supporting benchmarking information** (Unit cost, demand stats, comparison to LAs, etc)

**Sign Off**

Service Manager	Matt Gould
Assistant Director	Andy Glencross
Director	Chris Traill
Lead Member Briefed	Yes

**Finance Use Only**

Bid Ref No.	P&G.34
Cost Centre(s)	
Finance Specialist	

[Bid Summary!A1](#)

[Go to "special item bid example" tab](#)

[Go to "Non Special Item Bid Example" tab](#)



This page is intentionally left blank