

To: Paul Osborn (Chairman) Heather Johnson
David Andrews (Vice Chairman) Chris Kennedy
Susan Barker Graham McAndrew
Ross Houston Gordon Nicholson

A meeting of the **EXECUTIVE COMMITTEE** (Quorum – 4) will be held at Myddelton House on:

THURSDAY, 23 NOVEMBER 2023 AT 11:00

at which the following business will be transacted:

AGENDA

Part I

1 To receive apologies for absence

2 **DECLARATION OF INTERESTS**

Members are asked to consider whether or not they have disclosable pecuniary, other pecuniary or non-pecuniary interests in any item on this Agenda. Other pecuniary and non-pecuniary interests are a matter of judgement for each Member. (Declarations may also be made during the meeting if necessary.)

3 **MINUTES OF LAST MEETING**

To approve the Minutes of the meeting held on 19 October 2023 (copy herewith)

4 **PUBLIC SPEAKING**

To receive any representations from members of the public or representative of an organisation on an issue which is on the agenda of the meeting. Subject to the Chairman's discretion a total of 20 minutes will be allowed for public speaking and the presentation of petitions at each meeting.

5 **Q2 REVENUE BUDGET MONITORING 2023/24** Paper E/827/23

Presented by Keith Kellard, Head of Finance

6 **Q2 CAPITAL PROGRAMME BUDGET MONITORING 2023/24** Paper E/828/23

Presented by Keith Kellard, Head of Finance

7 FEES & CHARGES REVIEW 2024/25 Paper E/823/23

Presented by Jon Carney, Corporate Director

8 HOLYFIELD HALL FARM UPDATE ON OPERATIONAL REVIEW AND NEW STEWARDSHIP AGREEMENT Paper E/825/23

Presented by Jon Carney, Corporate Director

9 COUNTRYSIDE STEWARDSHIP, HIGHER TIER AGREEMENT – CORNMILL MEADOWS AND SOUTH SITES Paper E/824/23

Presented by Jon Carney, Corporate Director

10 2023/24 PAY AWARD Paper E/826/23

Presented by Victoria Yates, Head of Human Resources

11 Such other business as in the opinion of the Chairman of the meeting is of sufficient urgency by reason of special circumstances to warrant consideration.

12 Consider passing a resolution based on the principles of Section 100A(4) of the Local Government Act 1972, excluding the public and press from the meeting for the items of business listed on Part II of the Agenda, on the grounds that they involve the likely disclosure of exempt information as defined in those sections of Part I of Schedule 12A of the Act specified beneath each item.

AGENDA
Part II
(Exempt Items)

13 PROPOSED VARIATION TO THE LEASE OF LAND ADJOINING MYDDELTON HOUSE Paper E/830/23

Presented by Beryl Foster, Deputy Chief Executive

Not for publication following the principles of the Local Government Act 1972, Schedule 12A, Part I, Section 3

14 PROPOSED EASEMENT FOR EXISTING AND PART NEW GAS MAIN AT LAND TO THE WEST OF ESSEX ROAD, HODDESDON, EN11 0FB Paper E/829/23

Presented by Beryl Foster, Deputy Chief Executive

Not for publication following the principles of the Local Government Act 1972, Schedule 12A, Part I, Section 3

15 Such other business as in the opinion of the Chairman of the meeting is of sufficient urgency by reason of special circumstances to warrant consideration.

15 November 2023

Shaun Dawson
Chief Executive

LEE VALLEY REGIONAL PARK AUTHORITY

**EXECUTIVE COMMITTEE
19 OCTOBER 2023**

Members Present: Paul Osborn (Chairman) Chris Kennedy
David Andrews (Vice Chairman) Graham McAndrew
Susan Barker Gordon Nicholson

Apologies Received From: Ross Houston and Heather Johnson

In Attendance: John Bevan and David Gardner

Officers Present: Shaun Dawson - Chief Executive
Beryl Foster - Deputy Chief Executive
Dan Buck - Corporate Director
Jon Carney - Corporate Director
Keith Kellard - Head of Finance
Victoria Yates - Head of Human Resources
Julle Smith - Head of Legal
Sandra Bertschin - Committee & Members' Services Manager

Also present: Kevin Bartle – S151 Officer (London Borough of Enfield)

Part I

266 DECLARATIONS OF INTEREST

There were no declarations of interest.

267 MINUTES OF LAST MEETING

THAT the minutes of the meeting held on 21 September 2023 be approved and signed.

268 PUBLIC SPEAKING

No requests from the public to speak or present petitions had been received for this meeting.

269 VAT CLAIM ON SPORTING INCOME UPDATE

Paper E/821/23

The report was introduced by the Head of Finance. The S151 Officer commented that including consideration of the use of this receipt within the imminent 2024/25 budget process was a prudent approach.

Member comments included:

- some of this receipt should be used to restore and if possible increase the Community Access Fund;
- a list of potential projects should be compiled to inform the most long term beneficial use of this receipt;
- restoration of staffing levels and the introduction of apprenticeships was proposed;

- the previously agreed medium term financial plan did not include such a receipt and therefore the receipt should be used for projects that need to be completed and not used to re-establish reserves more quickly than planned.

The Chairman commented that given the challenges over the past few years the Authority's strong financial position was testament to the work of past and present officers.

- (1) a net receipt of £1,792,298 was noted.

270 EXEMPT ITEMS

THAT based on the principles of Section 100A (4) of the Local Government Act 1972, the public and press be excluded from the meeting for the items of business below on the grounds that they involve the likely disclosure of exempt information again on the principles as defined in those sections of Part I of Schedule 12A of the Act indicated:

Agenda Item No	Subject	Exempt Information Section Number
8	Ill Health Retirement	3
271	ILL HEALTH RETIREMENT	Paper E/822/23

The report was introduced by the Head of Human Resources.

- (1) the potential ill health retirement under the Authority's Capability Procedure and future impact on the Pension Fund was noted.

Chairman

Date

The meeting started at 11.40am and ended at 11.55am

Q2 REVENUE BUDGET MONITORING 2023/24

Presented by the Head of Finance

EXECUTIVE SUMMARY

This report summarises monitoring of revenue expenditure to September 2023. It compares income and expenditure to the approved budget and includes a projection indicating the likely outturn position against the annual budget for the year ending 31 March 2024.

The budget was set in the context of high energy prices that were expected to rise again in October, and high inflation and cost of living pressures on customers that were anticipated to negatively impact income. A contingency of £600,000 was included within the budget to mitigate these risks.

The year-end position shows a projected net under spend of £119,000 against the net revenue budget deficit of £456,000. The net deficit for the year is forecast as £337,000. The major variations currently projected are summarised in the table below.

Description	Annual	Forecast	
	Budget	Outturn	Variance
Interest Payable	828	1,010	182
Interest Receivable	-30	-370	-340
Campsites	-911	-684	227
Marinas	-479	-397	82
Parklands and Open Spaces	2,825	2,870	45
Leisure Services Contract	2,274	2,599	325
Minimum Revenue Provision (Ice)	700	575	-125
Other	5,296	5,291	-5
Levies	-10,647	-10,647	0
SUB-TOTAL	-144	247	391
Energy and General Contingency	600	0	-600
Pay Award (Above 4% included in Budget)	0	90	90
TOTAL	456	337	-119

RECOMMENDATION

Members Note: (1) the report.

BACKGROUND

- 1 The Executive Committee recommended a budget for 2023/24 at its meeting in January 2023 (Paper E/795/23). Members approved this at the Authority meeting on 19 January 2023 (Paper A/4329/23). This report compares forecast income and expenditure to 31 March 2024 with the budget.
- 2 The summary financial position of each Authority service or facility is shown in Appendix A to this report.
- 3 The net revenue budget was set at a deficit of £456,000. The year-end position is forecast as £337,000 deficit, which is a £119,000 improvement on budget.

GENERAL ECONOMIC FACTORS

4 Inflation

September's inflation for the Retail Price Index (RPI) stood at 8.9% and Consumer Price Index (CPI) at 6.7%. The Bank of England expect inflation to fall to around 4.5% this year and meet their target rate of 2% by early 2025 (Bank of England Monetary Policy Committee Report November 2023). The Bank of England increased the base rate to 5.25% on 3 August as it continues to try to control inflation.

5 Energy Costs

The Authority purchases energy through the Laser framework that has secured energy prices below market rates and has protected the Authority from the worst of the energy price increases over the last year. The current agreement has fixed prices until September 2023, with new tariffs from October 2023.

The 2023/24 energy budgets were built based on actual energy consumption, energy tariffs secured to September 2023, and Laser's forecast at that time for the new tariff from October 2023.

Consumption across Authority venues is being monitored closely and overall is in line with last year. The new tariffs from October 2023 to September 2024 were received in early November. Electricity tariffs have increased by less than expected and gas tariffs have reduced. Overall these tariffs are a 7% saving compared to the budget assumption, and combined with consumption levels we forecast a £40,000 saving across energy budgets, spread across the venues.

As part of the shared risk position for utilities at the Leisure Services Contract (LSC) venues, the Authority takes the risk for tariff and Greenwich Leisure Ltd (GLL) takes the risk for utility consumption. This arrangement is due to end after the first two contract years, however both parties are discussing an amendment to the contract to agree the most beneficial risk profile.

The 2023/24 budget includes £1.43 million to cover this tariff risk. To date consumption savings have been achieved across the LSC venues due to the LED investment at Lee Valley VeloPark and good management practices across the venues. Anticipated consumption savings from the further LED

investment projects across other LSC venues, as agreed by Executive in February 2023 (Paper E/802/23), have not yet been factored in until these projects are agreed with timelines for installation. GLL have yet to inform us of their new tariffs, but a conservative forecast of a £70,000 saving against this budget has been included in the outturn.

6 Pay Award

In February the National Employers made a full and final offer for the 2023/24 pay award of an increase of £1,925 on all National Joint Council (NJC) pay points 1 to 43, an increase of 3.88% on all pay points above 43, and an increase of 3.88% on London Weighting. Initially the unions rejected the offer, but it was announced on 1 November 2023 that Unison and GMB have accepted the offer and, whilst Unite have refused, a majority decision has been reached to accept the offer.

A separate paper will be presented to Members on this agenda as to whether the Authority should set a pay award for 2023/24 for officers on pay point 44 and above in line with the NJC scale.

The 2023/24 budget included provision for a 4% pay award. The current offer represents an approximate 5% increase, which equates to £90,000 additional expenditure against the approved budget.

MAIN VARIANCES FROM BUDGET

- 7 The main variances against this year's budget are described below.

FINANCING

8 Interest Receivable (£340,000 additional income) and Interest Payable (£180,000 additional expenditure)

The increased rates of interest have impacted both the income received on investments and interest payable on loans. Interest receivable has been significantly increased due to a higher than anticipated cash holding. This includes money that will be owed to GLL that they have not yet invoiced for (Management Fee, Year 1 Utilities risk share and investment projects at venues). This interest figure will increase with further investments to year end.

9 Minimum Revenue Provision (£125,000 saving against budget)

Under the Prudential Code, we are required to make a statutory provision for repayment of debt, be that external or internal. This is based on a calculation of the Capital Financing Requirement (CFR) as at the prior year balance sheet date.

The redevelopment of Lee Valley Ice Centre is our one area of external borrowing, and the 2023/24 budget was built on the expectation that we would have borrowed, and thus have an obligation to repay, £28 million with the venue coming into operation in February 2023.

Members also agreed (Paper A/4330/23) that £5 million of the capital receipt for Mile and Langley Nursery should be used to finance the Ice Centre redevelopment scheme rather than using external borrowing. This would have reduced the Minimum Revenue Provision (MRP) to £575,000 for 2023/24.

However, with the delay to the handover until May 2023, the CFR for the Lee Valley Ice Centre redevelopment based on the balance sheet was £NIL with no statutory requirement for any MRP. Whilst the CFR for Lee Valley Ice Centre is £0 for 2023/24, we still do have this external borrowing that requires financing. Therefore, we have included the £575,000 as a voluntary contribution to fund capital and thus reduce the future requirement for external borrowing. Without this voluntary contribution, repayment of borrowing would be extended by a year, along with the associated interest costs.

SPORT & LEISURE

10 Events (£30,000 reduced Income)

In 2021 Three Mills Green suffered a significant amount of damage and required remediation works to address drainage issues and restore the site fully. Due to the significant expenditure, and the need to let the site settle before it has any further heavy footfall, it has been agreed to not use the site again for large scale events in 2023 to allow for reinstatement, which in turn will impact income levels this year.

PARKLANDS AND OPEN SPACES

11 Countryside Areas (£48,000 additional expenditure)

Meadow cuts sit outside of the main grounds maintenance contract and actual costs for this year have come back higher than anticipated in the budget. Ranger staffing has been brought back up to the required level this year. Due to long term staff sickness there has been a requirement for additional staffing expenditure to maintain service delivery.

SMALL VENUES

12 Marinas (£82,000 overspend)

The cost of living is having an impact at the marinas, with a higher turnover of moorers than in previous years. There is demand to replace these moorings, with just a few vacant hardstanding moorings at Stanstead during the summer. The chandlery at Stanstead has seen a slight downturn in trade. Demand for rechargeable works started the year down on previous years, but it has picked up over the summer. This was mainly attributed to the cost of living, with customers looking to delay works, carry them out themselves, or use cheaper competitors where available for smaller jobs.

We are currently carrying out a review at both marinas, focussing on all operations, but primarily on efficiency around the chandlery and rechargeable business.

Also at Stanstead, the lease for land rented at Rye House for moorings has been completed. The rent to be paid this year is £20,000, which was not included in the budget.

13 Campsites (£227,000 overspend)

Across the campsites occupancy levels for touring and rental accommodation have generally been in line with last year. However, the introduction of the

extended ULEZ zone from August has had an impact. Edmonton Campsite is inside the zone, and Sewardstone is just outside. Touring bookings have dropped significantly at Edmonton and although we have been able to re-direct most impacted bookings to Sewardstone, where we have seen increased occupancy, there is a risk that overall income will be down.

Income from new investment projects at Dobbs Weir and Sewardstone (Pods, customer Wi-Fi and Holiday Homes) is not expected to achieve budget targets. We have experienced some delays in delivery and demand is building more slowly than hoped. Marketing campaigns are being used to push these products and demand is expected to pick up during the year.

There has been additional spend on casual staffing and overtime to provide sufficient operational cover, and additional spend related to health and safety recommendations.

Caravan sales are forecast to achieve budget, with sales expected for the five new plots at Dobbs Weir.

LEISURE SERVICES CONTRACT

14 Management Fee

The second year of the LSC commenced on 1 April 2023. The Authority is due to make a management fee payment to GLL this year, then from year three onwards this becomes a payment to the Authority. Adjustments to the management fee and other payments to GLL are explained below.

15 Efficiencies / Increased Income (£125,000 savings not achieved)

The Authority is working with GLL on a number of planned investment projects across the venues. Members approved two projects in January 2023 (Paper E/796/23). The health and fitness redevelopment at Lee Valley Athletics Centre is underway and the mechanical horse at Lee Valley Riding Centre has been installed and is open for bookings. These projects will generate an additional income which will adjust the management fee by £75,000 this year. Once these two projects have reached full maturity, the annual return will be around £220,000.

Following investment in the LED lighting project at Lee Valley VeloPark, Members approved further spend to save LED investment at Lee Valley Hockey and Tennis Centre, Lee Valley Athletics Centre, Lee Valley Riding Centre and Lee Valley White Water Centre (Paper E/802/23). Authority and GLL officers are working together to agree the project timeline and legals, once in place the projected consumption savings will be fed into the outturn.

Members also approved the new barrier at Lee Valley VeloPark (Paper A/4340/23). The installation work was expected to be undertaken in December, with a loss of income payment approved by Members in October (Paper A/4341/23). Unfortunately, supply issues with specially fabricated and cut Perspex has meant there will be a delay to this project. We are discussing with GLL to identify a suitable date for installation and will have to revisit the loss of income calculation.

16 Utilities (£70,000 reduced expenditure)

As explained earlier in this report we forecast a £70,000 saving against the LSC Utilities budget. However, this still represents a payment of £1.36 million in respect of the tariff risk element of total LSC utility costs.

17 Ice Centre (£270,000 additional expenditure)

The new Lee Valley Ice Centre opened to the public in June 2023, later than originally planned. A management fee adjustment of £520,000 has been agreed that reflects the loss of income associated with the delay. This reflects the longer than expected delay assumed at the time of setting the £250,000 budget provision.

Members received a report in October 2023 (Paper A/4341/23) that detailed this and a number of other management fee adjustments and approved the values for payment to GLL. This additional expenditure will be covered by the budget contingency.

FURTHER ISSUES

18 VAT Claim on Sporting Income

The legal case led by Chelmsford City Council, and supported by the Authority, regarding treating leisure services as non-business for VAT purposes has been concluded and found in the favour of local authorities and the Authority. The Authority has now received a refund from HMRC along with accrued interest, which after fees for KPMG have been deducted results in a net receipt of £1.8 million.

Members received a report in October 2023 (Paper E/821/23) that set out options for how best to use this receipt. These options will be fully explored by officers and Members as part of the 2024/25 budget process. This has not yet been included in the outturn.

ENVIRONMENTAL IMPLICATIONS

- 19 There are no environmental implications arising directly from the recommendations in this report.

FINANCIAL IMPLICATIONS

- 20 These are dealt with in the body of the report.

HUMAN RESOURCE IMPLICATIONS

- 21 There are no human resource implications arising directly from the recommendations in this report.

LEGAL IMPLICATIONS

- 22 There are no legal implications arising directly from the recommendations in this report.

RISK MANAGEMENT IMPLICATIONS

- 23 There are no risk management implications arising directly from the recommendations in this report.

EQUALITY IMPLICATIONS

- 24 There are no equality implications arising directly from the recommendations in this report.

Author: Keith Kellard, 01992 709 864, kkellard@leevalleypark.org.uk

PREVIOUS COMMITTEE REPORTS

Executive Committee	E/816/23	Q1 Revenue Budget Monitoring 2023/24	21 September 2023
Executive Committee	E/812/23	Q4 Revenue Budget Monitoring 2022/23	25 May 2023
Authority	A/4329/23	2023/24 Revenue Budget & Levy	19 January 2023
Executive Committee	E/795/23	2023/24 Revenue Budget & Levy	19 January 2023

APPENDIX ATTACHED

Appendix A Detailed outturn forecast

LIST OF ABBREVIATIONS

LSC	Leisure Services Contract
GLL	Greenwich Leisure Limited
NJC	National Joint Council
CFR	Capital Financing Requirement
MRP	Minimum Revenue Provision

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OPERATIONAL OUTTURN SUMMARY

LEE VALLEY REGIONAL PARK AUTHORITY

YEAR 2023/24

PERIOD: 06 (September 2023)

	Actual To Date			Annual Net Budget	Proposed Net Outturn	Variance	
	Income	Expenditure	Net			£000s	%
OPERATIONAL SERVICES							
Chief Executive	0	286	286	609	604	-5	(1%)
Corporate Services	-835	628	-207	-295	-316	-21	(7%)
Business Support Services	-12	1,278	1,266	2,487	2,491	4	0%
Sport and Leisure	-247	576	329	988	1,004	16	2%
Parklands and Open Spaces	-572	1,667	1,095	2,825	2,870	45	2%
Small Venues	-2,749	2,044	-705	-1,253	-943	310	25%
Leisure Services Contract	0	0	0	2,274	2,599	325	14%
	-4,415	6,479	2,064	7,635	8,309	674	9%
FINANCING							
Interest Receivable	-318	0	-318	-30	-370	-340	(1133%)
Interest Payable & Bank Charges	0	-48	-48	828	1,010	182	22%
Contributions to/from Earmarked Reserves	0	0	0	940	940	0	0%
Financing of Capital Expenditure	0	0	0	0	575	575	0%
Minimum Revenue Provision (Pre-2007)	0	0	0	430	430	0	0%
Minimum Revenue Provision (Ice Centre)	0	0	0	700	0	-700	(100%)
						0	
Levies on Local Authorities	-5,323	0	-5,323	-10,647	-10,647	0	0%
Income And Energy Contingency	0	0	0	600	0	-600	(100%)
Pay Award (Above 4% included in Budget)	0	0	0	0	90	90	0%
						0	
Movement in General Fund				456	337	-119	(26%)

Appendix A to Paper E/827/23

OPERATIONAL OUTTURN SUMMARY

LEE VALLEY REGIONAL PARK AUTHORITY

YEAR 2023/24

PERIOD: 06 (September 2023)

	Actual To Date			Annual	Proposed	Variance	
	Income	Expenditure	Net	Net Budget	Net Outturn	£000s	%
CHIEF EXECUTIVE							
Chief Executive	0	111	111	234	234	0	0%
PR / Communications	0	175	175	375	370	-5	(1%)
TOTAL CHIEF EXECUTIVE	0	286	286	609	604	-5	(1%)
CORPORATE SERVICES							
Legal Service	-2	212	211	539	532	-7	(1%)
Property Management	-833	170	-663	-1,406	-1,414	-8	(1%)
Planning and Strategic Partnerships	0	51	51	155	135	-20	(13%)
Asset Protection, Maintenance & Development	0	134	134	292	307	15	5%
Committee Service	0	61	61	125	124	-1	(1%)
TOTAL CORPORATE SERVICES	-835	628	-207	-295	-316	-21	(7%)
BUSINESS SUPPORT SERVICES							
Financial Management	0	386	386	502	503	1	0%
Human Resources Management	0	119	119	217	229	12	6%
Information Technology	-12	383	371	871	859	-12	(1%)
Corporate Insurances	0	217	217	489	489	0	0%
Audit / Health & Safety	0	72	72	206	206	0	0%
Non Distributed Costs	0	21	21	62	62	0	0%
Corporate Training / Apprenticeships	0	30	30	42	43	1	2%
Project & Funding Delivery	0	50	50	98	100	2	2%
TOTAL FINANCIAL SERVICES	-12	1,278	1,266	2,487	2,491	4	0%
SPORT AND LEISURE							
Events	-221	152	-70	41	71	30	73%
Sports Development	-6	20	14	89	85	-4	(4%)
Policy and Performance	0	327	327	682	683	1	0%
Learning & Engagement Service	-17	70	53	136	128	-8	(6%)
Community Access	-3	7	4	40	37	-3	(8%)
TOTAL SPORT AND LEISURE	-247	576	329	988	1,004	16	2%

OPERATIONAL OUTTURN SUMMARY

LEE VALLEY REGIONAL PARK AUTHORITY

YEAR: 2023/24

PERIOD: 06 (September 2023)

	Actual To Date			Annual Net Budget	Proposed Net Outturn	Variance	
	Income	Expenditure	Net			£000s	%
PARKLANDS AND OPEN SPACES							
Management							
Operational Management	0	141	141	294	294	0	0%
Myddelton House Management	-7	248	241	371	367	-4	(1%)
Parklands							
River Lee Country Park	-4	166	162	356	369	13	4%
Gunpowder Park	0	39	39	89	92	3	3%
Countryside Areas	-106	611	506	1,250	1,298	48	4%
Abbey Gardens	-2	39	37	81	83	2	2%
Three Mills	0	11	11	25	26	1	4%
East India Dock and Bow Creek	-4	14	9	27	24	-3	(11%)
Leyton Marsh	0	0	0	0	0	0	0%
Broxbourne Riverside	0	11	11	18	21	3	17%
Fisheries	-32	8	-24	-72	-78	-6	(8%)
Visitor Attractions							
Myddelton House	-102	158	55	178	167	-11	(6%)
Rye House Gatehouse	0	1	1	5	5	0	0%
Park Projects							
Volunteers	0	21	21	46	46	0	0%
Biodiversity Management	0	56	56	118	118	0	0%
Farms							
Lee Valley Farm, Holyfieldhall	-264	136	-128	93	92	-1	(1%)
Initiatives and Partnerships							
King George Reservoir South	-7	7	0	-1	-1	0	0%
Lee Valley Boat Centre	-34	0	-34	-41	-41	0	0%
Broxbourne Chalets	-10	0	-10	-12	-12	0	0%
TOTAL PARKLAND AND OPEN SPACES	-572	1,667	1,095	2,825	2,870	45	2%
Small Venues							
Lee Valley Marina Springfield	-551	320	-231	-391	-378	13	3%
Lee Valley Marina Stanstead	-430	492	62	-88	-19	69	78%
Lee Valley Waterworks Centre	-1	33	33	84	86	2	2%
Lee Valley Campsite (Sewardstone)	-508	265	-242	-154	-129	25	16%
Lee Valley Caravan Park (Dobbs Weir)	-663	350	-313	-391	-258	133	34%
Lee Valley Leisure Centre Campsite	-425	231	-194	-108	-34	74	69%
Lee Valley Leisure Centre Golf Course	-77	70	-8	53	52	-1	(2%)
Almost Wild Campsite	-45	24	-22	-15	-18	-3	(20%)
Caravan Sales	-49	259	210	-243	-245	-2	(1%)
TOTAL SMALL VENUES	-2,749	2,044	-705	-1,253	-943	310	25%

Appendix A to Paper E/827/23

OPERATIONAL OUTTURN SUMMARY

LEE VALLEY REGIONAL PARK AUTHORITY

YEAR 2023/24

PERIOD: 06 (September 2023)

	Actual To Date			Annual Net Budget	Proposed Net Outturn	Variance	
	Income	Expenditure	Net			£000s	%
LEISURE SERVICES CONTRACT							
Management Fee	0	0	0	561	561	0	0%
Efficiencies / Increased Income	0	0	0	-200	-75	125	63%
LSC Support	0	0	0	0	0	0	0%
LSC Venues Direct Costs	0	0	0	233	233	0	0%
LSC Contingency (Utilities)	0	0	0	1,430	1,360	-70	(5%)
LSC Operations (Ice Centre)	0	0	0	250	520	270	108%
TOTAL LSC VENUES AND BUSINESS SUPPORT	0	0	0	2,274	2,599	325	14%
TOTAL OPERATIONAL SERVICES	-4,415	6,479	2,064	7,635	8,309	674	9%

Q2 CAPITAL PROGRAMME BUDGET MONITORING 2023/24

Presented by Head of Finance

EXECUTIVE SUMMARY

This report summarises capital spending in 2023/24 compared to the current capital programme.

Appendix A to this report provides a financial summary of current schemes within the capital programme and shows that overall capital expenditure for the year-end is currently projected to be £6.854 million, along with £0.374 million of capital related income.

RECOMMENDATION

Members Note: (1) the report.

BACKGROUND

- 1 Authority initially approved the capital programme for 2023/24 at its meeting on 19 January 2023 (Paper A/4330/23). Additional approvals for investment at Lee Valley VeloPark (Paper A/4340/23) and LED lighting at Leisure Services Contract (LSC) venues (Paper E/802/23) has updated the programme. This report compares the actual spend with the current programme.
- 2 Where there is a significant variance, resulting in a projected under or over spend for a particular project, a brief explanation for the variance is provided below by the Accountable Officer for that scheme.
- 3 Where slippage is projected and reported, those resources remain earmarked for the particular schemes in question in future years. Where an under spend is reported these savings are added back into capital funds.
- 4 The original annual budget for 2023/24 was £6.837 million net expenditure. However, reprofiling due to prior year slippage, along with the inclusion of other identified schemes, has meant the current capital budget is now £8.470 million. The projected capital position for the year is £7.310 million, with £0.374 million of capital related income.

SPECIFIC SCHEMES

5 The review of major schemes in 2023/24 is detailed below.

6 Lee Valley Ice Centre Redevelopment

The Lee Valley Ice Centre redevelopment project reached Practical Completion (PC) on 11 May 2023 and was immediately handed over to Greenwich Leisure Ltd (GLL) after completion of the Lease and associated Deed of Variation.

The Venue opened to the public on 17 June. There are a number of snagging / defects that were being remedied until Buckingham Group Contracting Limited (BGCL) filed for administration in August due to escalating contract losses (unrelated to Lee Valley Ice Centre redevelopment). They were unable to continue trading and issued a notice of intention to appoint Administrators.

On 4 September 2023 BGCL entered into administration, with Rob Parker, Jon Roden and Kevin Coates of Grant Thornton UK LLP being appointed as Joint Administrators. At this point BGCL officially ceased to continue with any contracts that they were involved with.

Members approved the recommendations within paper E/820/23 to make a claim for the outstanding liquidated damages owed to the Authority, terminate the contract with BGCL and, following the termination, where possible to require BGCL's sub-contractors to remedy defects under collateral warranties and to employ third parties to undertake any remaining outstanding snagging and defect works.

Officers have undertaken all of the above and the process for rectification of the snagging and defects is being undertaken. The Authority continues its dialogue with the Administrators regarding its commercial position and will update Members in due course of any progress in this area.

7 Lee Valley Ice Centre Funding

The redevelopment of Lee Valley Ice Centre has always been anticipated to be fully funded from external borrowing, with the original strategy one of short-term loans during the construction phase, to be converted to long-term loans on completion. This was subsequently amended to allow greater flexibility with borrowing due to the increase in lending rates.

Officers have continued to adopt the more cash and affordability efficient approach of short-term loans, rather than locking in long-term debt, and have to date borrowed £25 million on terms of up to two years.

Due to the current volatility in rates we have continued with this approach as it gives the Authority greater freedom and flexibility to respond should rates drop. Over the last few weeks we have seen Public Works Loans Board (PWL) long term rates at around 5.50%. Our Medium Term Financial Forecast is based on rates being around 4%. The rates in the short-term market are around 5.30%, although our current borrowing is between 4.10% and 4.50%. It would therefore be prudent to wait for when it may be appropriate to take longer-term borrowing.

Having short-term borrowing also allows us to easily apply and repay loans should we benefit from future capital receipts, without charges that would be associated with repaying long-term loans.

We continue to be supported by London Borough of Enfield, via the Section 151 Officer, along with their external treasury advisors, Arlingclose, in adopting this approach to borrowing.

Since the Q1 report one loan of £5 million @ 4.40% interest was repaid in October, which was refinanced by a further one year loan, also at 4.40%, which was forward arranged in March 2023. A further loan of £5 million @ 4.50% is due for repayment in December, which again will be financed by a forward arranged loan @ 4.30%. The next loan repayment that currently doesn't have financing is due for repayment in April 2024.

We will continue to update Members on borrowing in future quarterly Capital Outturn reports.

8 Asset Maintenance

The Authority has developed an Asset Management (AM) programme across the assets and open spaces that it is directly responsible for. This is a rolling programme of major one-off and planned/cyclical maintenance over 10 years. The programme is funded by annual direct contributions from revenue to ensure that the programme is fully funded to cover both lower and higher maintenance years.

The annual AM budget is amended each year to take into account where additional maintenance is required, or is deferred to future years.

The annual AM profiled budget is expected to be around £0.8 million, and includes schemes carried over from the prior year. Main areas included in the programme for 2023/24 include:

- Lee Valley Marina Springfield – asbestos roof replacement;
- Marina lighting upgrades;
- Footpath maintenance;
- Bridge maintenance and repairs; and
- Abbey Gardens.

Where AM works can be identified as capital in nature, these can then be capitalised, although the revenue funding will be assigned to these schemes so as not to further increase the charge to revenue that would occur with an unfinanced capital spend.

9 Hostile Vehicle Mitigation

This project has seen a number of delays due to both the planning process and a significant increase in material costs. This has seen a significant rise in costs above the current approved budget. As a result the scheme is now in a redesign phase, which may result in a change to the overall scheme costs. The project will be procured during the planning process to enable a start on site within this financial year.

10 Lee Valley Park Farm, Holyfield Hall

A separate Paper (E/825/23) is on this agenda which gives an update on the change of operation at the Farm.

11 Landscape, Open Space and Investment Projects

Officers have been reviewing the Landscape and Open Space project list (Paper E/711/20) for any schemes that may progress. Listed below are some that are progressing. In addition to those others are in the pipeline and these will start progressing throughout 2023 and onwards, such as Cheshunt Lakes S106, and Lea Bridge Station mitigation, although the progress of these will be dependent on the release of funds when the trigger points of the developments are met.

Middlesex Filter Beds

Consultants are at the stage of getting quotes for the interim secure generator housing, new pumps and a generator. The option of a suitable electric feed continues to be investigated and positive steps have been made with Canal and River Trust (CRT). It has been difficult to engage with Thames Water where the potential electric feed would come from a sub-meter on their land but CRT have provided some additional information and we will now work in partnership to get a feed to site as soon as possible. Bio fuel options and Hydro-treated Vegetable Oil (HVO) will be used for the generator. Consultants are progressing the required works and we expect to procure contractors and install the interim solution by March 2024. Members will be updated as to how this project is progressing and when completion is expected once contractors have been procured. Habitat improvement works are underway this winter in preparation of the installation of the pumps.

East India Dock Basin

Final sampling is having to be renegotiated with the Marine Management Organisation (MMO) and Port of London Authority (PLA) following cost implications and value for money on their proposals. This will allow the application for a licence to disperse silt into the Thames.

The National Lottery Heritage Fund (NLHF) bid was unsuccessful and we were informed in September that we had not been allocated funding for this project. We were given feedback and encouraged to resubmit a revised bid towards the end of next year. The officer view is to wait until Spring 2024 and see if there is any progress on the adjacent Orchard Wharf planning application as this may have an impact on the direction of this project and may open up further funding streams. A paper will be brought to Members in the first half of 2024 when more information is available.

St Pauls Field

The St Paul's Field project will deliver 3.25km of new footpath from Meadgate Road in Nazeing to Dobbs Weir Road. This will open up an area of the Park which has been inaccessible to the public, delivering a countryside and lakeland pathway for pedestrians and cyclists.

Full planning permission has been granted with some minor and standard conditions which officers are working through. Lanpro Landscape Architects have been appointed to administer the delivery of the project and will support development of specification and contractor procurement which will go out in the next month. We have obtained a licence from Natural England to close an outlier

Badger set. This involves one way gates so the animals do not use the set during works. Animals have three alternative sets on site to use. The set will be reopened after works have been completed. The set has now been closed and quotes for clearance works are being obtained in anticipation of commencing work in the next month or so. We expect construction work to commence in February next year with completion within a few months.

North Wall Road

North Wall Road is north of Lee Valley VeloPark and jointly owned with the London Legacy Development Corporation (LLDC). It is a hard landscape which has had little value for either organisation. Land Use Consultants are in the process of running the consultation exercise and engagement sessions with the local community. They are on track to produce draft proposals in December followed by RIBA Stage 2 proposals by the end of March 2024. Officers will report back to Members on the designs, costs and outcome of the development work early next year. Delivery funding will be investigated but it is currently unclear from the GLA if the Green and Resilient Spaces funding stream will continue and we are likely to know further details on this early in 2024.

12 Venue Investment Projects

Executive Committee approved a list of venue investment projects at the meeting on 16 November 2021 (Paper E/743/21) which will enhance venues and deliver cost savings, additional and new income streams.

The projects will be delivered over a number of years, with a number being initiated in the current financial year. For example, the welding tents are proving hard to source to our exact requirements, as such any element not viable we will return the allocated money into the capital account and report back.

Main updates since Q1 are as follows.

Lee Valley Athletics Centre Gym Refurbishment

The scheme is an upgrade of the existing Health and Fitness areas at Lee Valley Athletics Centre, which involves the refurbishment of the strength and conditioning areas and equipment replacement; refurbishment and remodel of the Cross Fit Box area; modernisation of changing rooms; a more formalised and flexible studio space; and modernisation of the main reception area. These works are now complete.

Lee Valley VeloPark Spectator Barrier

The scheme is to remove the current track barrier and handrail around the indoor velo circuit and replace it with a clear Perspex screen that will be around 1400mm high. This will not only enhance significantly the spectator experience but also allow the venue to achieve accreditation to stage UCI events when the new governance comes into place next year. This is after a review by UCI into the major incident when a rider and bike traversed the old barrier and injured a spectator during a UCI event held at the Velodrome last year. The details and design have been approved by UCI and the cost of the scheme is approx £300,000.

The installation work was expected to be undertaken in December, with a loss of income payment approved by Members in October (Paper A/4341/23). Unfortunately, supply issues with specially fabricated and cut Perspex has meant

there will be a delay to this project. We are discussing with GLL to identify a suitable date for installation, and will have to revisit the loss of income calculation.

CAPITAL RECEIPTS

- 13 The Authority has received a small capital receipt of £11,250 in respect of the disposal of land at the rear of 42 South Street, Stanstead Abbots. This will be added to the general capital receipts pool and utilised to part finance future capital expenditure.

We also have receipts of £171,500 relating to the sale of the dairy herd at Lee Valley Farm, Holyfield Hall, along with some machinery. This sum is ring-fenced for reinvestment at the Farm with the change of operation.

ENVIRONMENTAL IMPLICATIONS

- 14 There are no direct environmental implications arising from the recommendations in this report. However, within each project a full evaluation of environmental implications is undertaken and reported to Members as part of the overall project brief.

EQUALITY IMPLICATIONS

- 15 There are no equality implications arising directly from the recommendations in this report.

FINANCIAL IMPLICATIONS

- 16 A variance during the year on the capital programme can result in additional/reduced investment income being earned in the year as cash balances deposited in the Authority's approved bank accounts change.

HUMAN RESOURCE IMPLICATIONS

- 17 There are no human resource implications arising directly from the recommendations in this report.

LEGAL IMPLICATIONS

- 18 There are no legal implications arising directly from the recommendations in this report.

RISK MANAGEMENT IMPLICATIONS

- 19 Failure to deliver a capital project within an agreed timescale could lead to adverse publicity. It may also mean that the Authority fails to achieve its corporate objectives within the time span that was originally anticipated and/or result in revenue budget variations as part of the Medium Term Financial Plan where the investment is intended to generate new income streams.

Author: Keith Kellard, 01992 709 864, kkellard@leevalleypark.org.uk

APPENDIX ATTACHED

Appendix A Capital Monitoring 2023/24 Q2 Outturn

PREVIOUS COMMITTEE REPORTS

Executive Committee	E/817/23	Q1 Capital Programme Budget Monitoring 2023/24	21 September 2023
Executive Committee	E/810/23	Q4 Capital Programme Budget Monitoring 2022/23	24 May 2023
Executive Committee	E/800/23	Q3 Capital Programme Budget Monitoring 2022/23	23 February 2023
Authority	A/4330/23	Proposed Capital Programme 2022/23 (Revised) to 2026/27	19 January 2023
Executive Committee	E/785/22	Q2 Capital Programme Budget Monitoring 2022/23	17 November 2022
Executive Committee	E/775/22	Q1 Capital Programme Budget Monitoring 2022/23	22 September 2022

ABBREVIATIONS

AM	Asset Maintenance
CRT	Canal and River Trust
HVO	Hydro-treated Vegetable Oil
NLHF	National Lottery Heritage Funding
GLL	Greenwich Leisure Limited
LLDC	London Legacy Development Corporation
MMO	Marine Management Organisation
PLA	Port of London Authority
RIBA	Royal Institute of British Architects

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Project Name	Full Scheme Budget £000s	Spend To Date £000s	Profiled Budget 2023/24 £000s	Actual to 31 Oct 2023 £000s	Projected Outturn at 31/03/2024 £000s	Projected Variance £000s	Comment
ANNUAL EARMARKED PROVISION							
Biodiversity Action Plan	-	-	50	7	50	0	Expected on budget
IT Infrastructure & Communications	-	-	140	59	140	0	Expected on budget
Asset Management	-	-	942	488	790	-152	Programme Delivery Profiling
PROJECT SPECIFIC BUDGETS							
Lee Valley Ice Centre Redevelopment	30,000	27,100	2,300	1,162	2,000	-300	Programme Delivery Profiling
Olympic Park Hostile Vehicle Mitigation	495	5	490	8	8	-482	Slippage/In Progress
White Water Pumps Replacement	1,040	885	155	149	149	-6	Additional works - Scheme Complete
Holyfieldhall Farm Operational Change	155	0	155	66	126	-29	On target
LANDSCAPE, OPEN SPACE & INVESTMENT PROJECTS							
East India Dock Basin - Feasibility	85	61	24	15	15	-9	Stage Complete
East India Dock Basin - De-silting works	500	0	500	0	50	-450	Provisional Budget
Middlesex Filter Beds Sluice	240	0	240	0	40	-200	Slippage/In Progress
St Pauls Field - Feasibility	25	22	8	7	7	4	Stage Complete
St Pauls Field	300	0	300	0	350	50	Provisional Budget
North Wall Road	40	0	40	9	40	0	
VENUES INVESTMENT PROJECTS							
Non-Sports Venues							
Feeder Pillars (Springfield)	75	0	75	31	50	-25	In progress
Workshop Extension (Springfield)	100	0	100	0	100	0	In progress
Scout Hut Refurbishment (Springfield)	50	0	50	0	50	0	In progress
Laundry Room Extend (Stanstead Abbots)	70	0	70	1	70	0	In progress
Dobbs Weir Bungalow (Renovation)	55	8	47	82	82	35	In progress
Sewardstone House (Renovation)	40	21	19	14	19	0	In progress
Sports Venues							
WhiteWater - Offices/Meeting Rooms	500	496	0	60	60	60	Additional works - Scheme Complete
Whitewater - Slalom Ramp	340	32	308	318	318	10	Scheme Complete
LVRC Equestrian Simulator	65	0	65	0	65	0	Scheme Complete
LVAC Health & Fitness Refurbishment	575	0	575	1	575	0	In progress
LSC LED Lighting	1,522	0	1,522	0	1,400	-122	
Velo Spectator Barrier	300	0	300	8	300	0	Scheme Delay
TOTAL PROGRAMME			8,470	2,485	6,854	-1,616	
External Funding							
Whitewater - Slalom Ramp	-150	0	-150	-150	-150	0	
North Wall Road	-40	0	-40	-4	-40	0	
Capital Receipts							
Land Disposal, Stansted Abbots	0	0	-12	-12	-12	0	
Holyfieldhall Farm Livestock/Machinery	-200		-200	-172	-172	28	
TOTAL INCOME			(402)	(138)	(374)	28	
CAPITAL PROGRAMME FINANCING							
Borrowing			2,300		2,000		
External Funding			402		190		
AM Reserve			942		790		
Revenue Projects			190		190		
Capital Receipts			4,636		3,684		
TOTAL FINANCING			8,470		6,854		

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FEES & CHARGES REVIEW 2024/25

Presented by the Corporate Director

EXECUTIVE SUMMARY

Fees and charges are reviewed annually as part of the budget process. This report sets out the proposed charges for 2024/25 for the sites and services that are within the direct control of the Authority:

- Myddelton House & Gardens;
- Green Spaces;
- Car Parking;
- Learning & Engagement;
- Campsites;
- Golf Course;
- Marinas;
- Allotments, and
- Access to Information fees.

RECOMMENDATION

Members Approve: (1) the Authority's proposed 2024/25 fees and charges as summarised from paragraph 7 and set out in detail in Appendix A to this report.

BACKGROUND

- 1 The updated Fees and Charges Policy was approved by Members at Authority in October 2022 (paper A/4324/22).
- 2 The Authority's approach to fees and charges is based on its business philosophy of being *community focused and commercially driven*. Pricing is reviewed annually to consider inflation, historic performance, customer feedback, the competitive market and comparators. Pricing is set at the market level. Concessionary groups identified in the policy are eligible for discounts, and mechanisms such as the Community Access Fund (CAF) can be used to provide targeted support to key groups to encourage access.
- 3 The annual review of fees and charges feeds into the budget process, directly impacting income and therefore the levy.

- 4 As set out in the Fees and Charges Policy, the Retail Price Index (RPI) as of September is used as the basis for price changes before considering market factors. The RPI for September stood at 8.9% (CPI 6.7%).
- 5 This year's review of fees and charges has been a balance between increasing prices in line with this high inflation, whilst being cognisant of each venue and service's market and customers, and especially the increased cost of living. Whilst increases have generally been in line with inflation, there are products where we believe the market will not take these increases and proposed prices have been set at a level that we believe will generate the most income through optimum take up and occupancy.
- 6 Appendix A to this report sets out proposed charges for the financial year 2024/25 for sites and services operated by the Authority. On average prices have been increased by 6%. When each increase is applied to the base budget this is forecast to increase the relevant income budgets by approximately 7% (£240,000), which reflects that the fees and charges that generate the most significant income are proposed to be increased in line with inflation. This has been built into the medium term financial forecast. The full explanations of the charges are included in Appendix A to this report; a summary of these is given in paragraphs 7-15.

EXPLANATION OF CHARGES

7 MYDDELTON HOUSE & GARDENS

- Wedding charges are proposed to increase just below inflation to bring prices in line with competitors. The specific fee for the hardstanding behind the house has been increased just below inflation as there has been interest shown in this for commercial activity as well as weddings.
- Private Guided Walks have been temporarily removed while the Head Gardener position is vacant. We will look to potentially re introduce these on recruiting a new Head Gardener.
- Gardens Events and Wedding charges are proposed to rise in line with inflation except for one area which has had little interest. Various different spaces have been costed according to demand, capacity and attractiveness and continue to be monitored for interest.
- Hire of the courtyard gallery space has been increased significantly as the gallery area has been made larger and more attractive. Increases have been made more in line with inflation as this is a popular hire out space.
- Car Park charges are proposed to be increased lower than inflation as income from parking has not increased in the last year and we are keen to encourage more visitors.

8 GREEN SPACES

- We have increased events fees in line with inflation. This follows last year's price freeze for Community Events and inflationary increase for Commercial Events.
- Price freezes are proposed across commercial dog walker licences and training, workshop events and memorials, where uptake has been low and we are aiming to generate more interest.

9 CAR PARKING

- We propose an increase in parking charges that is slightly above inflation

once fees have been rounded.

- We propose an inflationary increase for cost of the Annual Permits. This is the first increase for a couple of years. Given the increase in the hourly rate this will be better value for the regular visitor.
- We propose a freeze for annual club and angling permit holders as these users are also paying for permits etc.

10 LEARNING & ENGAGEMENT

- Due to current fees being at the top end of the market, and feedback from schools that they are struggling with limited budgets and also parents' ability to pay due to the cost of living crisis, there is a real risk of schools looking for alternative providers. It is proposed that a modest increase be introduced for 2024/25 (slightly less than inflationary increases) and where possible to help marketing, psychological leaps in price are considered (e.g. price is £6.90 not £7).
- A key goal for the Service will be to activate Lee Valley Ice Centre with a new Wildlife & Wellbeing half day programme. To encourage uptake of this programme lower than inflation increases are proposed for this fee. Another key focus for the Service is to increase participation from hard to reach groups which would almost exclusively be SEN or youth groups. For this reason it is recommended a below inflation modest rise is also applied to these charges.
- The Service needs to keep prices to a level where it can maintain and grow its customer base and continue to achieve high customer satisfaction scores. This includes promoting engagement and access from across the region and especially in areas of most need.

11 CAMPSITES

- We have generally proposed price increases in line with inflation where we believe that the market can take them.
- We propose price freezes for cabins, cocoons, wigwams and safari tents to maintain the current occupancy levels.
- At Almost Wild Campsite we raised prices last year and introduced a peak season. We found that this did not work and we have had to run promotions throughout the season to achieve budget. We propose a price freeze.
- After significant increases in caravan storage fees at Dobbs Weir in recent years we have been unable to fill all the spaces. We propose a price freeze to help fill these vacant spaces.
- We propose freezing the charge for car parking spaces at Dobbs Weir as we currently have vacant spaces that we are aiming to fill. We are concerned that if we increase prices customers may choose to not pay for a space and use the public car park that is already over-used.
- The project to implement customer wi-fi as an additional service has been delayed this year with some issues over reliability. We propose a price freeze while these issues are resolved and we build up a solid customer base.

12 GOLF COURSE

- All fees and charges are proposed to increase, generally in line with inflation. This reflects good levels of demand.
- In line with the Fees and Charges Policy, the concession rate for non-members gives a discount of 40% compared to the standard price.

13 MARINAS

- At both marinas we propose increasing moorings at below the inflationary rate to reflect the cost of living that is impacting customers. Both marinas have competition with better facilities so it is important that pricing reflects this.
- Rye House moorings at Stanstead have been increased by the lowest rate – these moorings are harder to fill due to the location being industrialised with less facilities. Customers tend to be more short term, especially by the go-kart track, so we are aiming to retain them by keeping the cost of mooring here lower.
- Temporary mooring rates have been frozen at both marinas. At Springfield we have found that customers have been put off by the high price and are not taking the mooring. At Stanstead we are actively working to move customers on temporary moorings onto annual agreements to make administration of payments easier. Feedback from customers has been that they are unable to afford the one month deposit that we require up front. We request that this deposit can be spread across 12 monthly payments to make this more affordable.
- We have increased the labour rate for rechargeable works at both marinas by 7.7% which is intended to cover the increase from the pay award that has not yet been agreed. There are many tradespeople that now work on boats in the local areas that charge a lower rate so we are at risk of losing some jobs to them.
- Use of the slipway has been reduced at Springfield to bring it in line with Stanstead, where the price will be frozen, as they have had little use this year and feedback from customers when applying has been that the price is high.
- Pump out has been increased slightly at both marinas following review of local competition, and concern that any higher increase could encourage customers to use competitors.
- Canoe storage at Springfield has been frozen to try and encourage use, as customers have been put off by the price.

14 ALLOTMENTS

- For last year's pricing review we benchmarked with the neighbouring London boroughs of Haringey and Waltham Forest. This is where most of our plot holders live.
- This resulted in a 20% increase in fees and charges, bringing us in line with plots of a similar standard in these boroughs.
- It is our intention to stay aligned with pricing in these neighbouring boroughs.
- The proposed fees and charges increase is in line with inflation.

15 ACCESS TO INFORMATION

Since setting these fees in 2013 they have not yet been applied to a relevant request. As the current fees and charges will cover the associated costs it is recommended that these charges are kept at the same level for 2024/25.

16 IMPLEMENTATION

The approved fees and charges will generally come into effect from 1 April 2024, but will be dependent on seasonal opening and operating periods. The estimated impact of the approved fees and charges will be incorporated

into the 2024/25 Budget and Levy proposals.

ENVIRONMENTAL IMPLICATIONS

- 17 There are no environmental implications arising directly from the recommendations in this report.

FINANCIAL IMPLICATIONS

- 18 Estimated income from the proposed fees and charges will be incorporated within the budget setting process for 2024/25 and monitored through monthly and quarterly monitoring reported to Members. The proposed changes to fees and charges are anticipated to generate an additional £240,000 in 2024/25.

HUMAN RESOURCE IMPLICATIONS

- 19 There are no human resource implications arising directly from the recommendations in this report.

LEGAL IMPLICATIONS

- 20 There are no legal implications arising directly from the recommendations in this report.

RISK MANAGEMENT IMPLICATIONS

- 21 The Authority's net budget and therefore Levy depends on income generated from fees and charges. Income can be adversely or favourably affected by weather, market demand factors and pricing in the wider economy as a whole. To mitigate this risk it is important that reserves are set aside at a prudent level (the current minimum reserve policy is £4m and this will be reviewed as part of the budget process) and that business interruption insurance is in place.

EQUALITY IMPLICATIONS

- 22 The Authority's Fees and Charges Policy sets out criteria to ensure access to services are available to disadvantaged groups through a concessionary pricing structure that considers income and ability to pay.

Author: Michael Sterry, 01992 709 805, msterry@leevalleypark.org.uk

PREVIOUS COMMITTEE REPORTS

Executive Committee	E/791/22	Fees and Charges Review 2023/24	15 December 2022
Authority	A/4324/22	Fees and Charges Policy	20 October 2022
Executive Committee	E/746/21	Fees and Charges Review 2022/23	16 December 2021
Executive Committee	E/717/21	Fees and Charges Review 2021/22	25 March 2021

Executive Committee	E/705/20	Fees and Charges Review 2021/22	17 December 2020
Executive Committee	E/650/19	Fees and Charges Review 2020/21	19 December 2019
Executive Committee	E/596/18	Fees and Charges Review 2019/20	22 November 2018
Executive Committee	E/528/17	Fees and Charges Review 2018/19	23 November 2017

APPENDIX ATTACHED

Appendix A Proposed Authority Fees and Charges 2024/25

LIST OF ABBREVIATIONS

the Authority Lee Valley Regional Park Authority
RPI Retail Price Index

MYDDELTON HOUSE

Market Dynamics

- Myddelton House is primarily office accommodation for Lee Valley Regional Park Authority.
- Two meeting rooms and kitchen space are not used at weekends but are occasionally rented out to private companies for use on a daily basis – often partners for an agreed one off fee.
- The two rooms are still licenced for weddings and marketing continues to be sporadic in success due in the main to often being too small.
- The hard standing behind the main house is also an option for a marquee and services can be taken from either the main house or the Billiard Room. This could also be an offer for a potential hire out space for a larger reception or event prices have been developed for this area as further interest has been shown again for other types of event.
- The two meeting rooms can also be offered out for external hire to generate income.
- The House and Gardens teams continue to work together to manage any hire out options.
- All hire out activity will be as a dry hire and customers hiring will need to arrange all other suppliers for their event.

Financial Information

Year	Operational Income	Net operational (income) / expenditure*
2021/22 Actual	(£12,500)	n/a
2022/23 Actual	(£14,300)	n/a
2023/24 Budget	(£15,700)	n/a
2023/24 Actual (forecast at P6)	(£17,000)	n/a

* Expenditure is included within the cost centre of Myddelton House as Head Office, and cannot be easily split out for hire activity

Proposed charges

- Most costs have been increased around the current inflation mark or just below as guided by the external event operators, and to bring prices in line with competitors. A few which were either not run last year or have had issues have remained the same (such as Santa's Grotto and workshop space for community groups) following customer feedback.
- Wedding charges are proposed to increase just below inflation to bring prices in line with competitors. The specific fee for the hardstanding behind the house has been increased just below inflation as there has been interest shown in this for commercial activity as well as weddings.

MYDDELTON HOUSE				
All charges per hire out except where otherwise stated		2023/24 Fee	Proposed Fee 2024/25	% Increase
Wedding Hire Myddelton House	Day rate - 9am to 11pm	£1,700.00	£1,800.00	5.9%
Wedding Hire Hard standing behind House	Day rate – 9am to 11pm	£1,700.00	£1,800.00	5.9%
Commercial Hire Hard standing behind House	Day rate - 9am to 11pm	£2,500.00	£2,700.00	8.0%
Room Hire (week rate)	1 Hour hire rate 9pm to 5pm	£50.00	£53.00	6.0%
Room Hire (week rate)	1 Hour hire rate 5pm to 11pm	£75.00	£80.00	6.7%
Room Hire (weekend rate)	1 Hour hire rate 9am to 5pm	£75.00	£80.00	6.7%
Room Hire (weekend rate)	1 Hour hire rate 5am to 11pm	£115.00	£125.00	8.7%
Audio Visual Package: TV monitor	Full Day	£100.00	£105.00	5.0%
	Half Day	£50.00	£53.00	6.0%
Flipchart Pad and Pen	Per Flipchart	£22.00	£23.00	4.5%
Tea/Coffee	Per Head (unlimited)	£1.80	£1.90	5.6%
Biscuits	Per Head	£0.90	£1.00	11.1%

MYDDELTON HOUSE GARDENS

Market Dynamics

- The Heritage Lottery Funding agreement has now expired, officers feel the Gardens should remain free to access for the public as this generates more income in the Café. Introducing visitor charges would reduce footfall and cause issues for the Café.
- Officers feel this model suits the operation well as it encourages secondary spend in the visitor centre and repeat visits. Parking on site is charged for at the rates set out below.

Financial Information

Year	Operational Income	Net operational (Income) / expenditure*
2021/22 Actual	(£40,800)	£141,400
2022/23 Actual	(£34,500)	£135,500
2023/24 Budget	(£45,000)	£134,600
2023/24 Actual (forecast at P6)	(£42,900)	£110,400

* Figures do not include operational income and operational cost for catering

Proposed charges

- Private Guided Walks have been temporarily removed while the Head Gardener position is vacant. We will look to potentially re introduce these on recruiting a new Head Gardener.
- All costs have been increased just below inflation or with no increase to bring prices in line with competitors but remain competitive.
- Events and Wedding charges are proposed to rise in line with inflation increases except for one area which has had little interest. Various different spaces have been costed according to demand, capacity and attractiveness and continue to be monitored for interest.
- Hire of the courtyard gallery space has been increased significantly as the gallery area has been made larger and more attractive. Increases have been made more in line with inflation as this is a popular hire out space.
- Car Park charges are proposed to be increased lower than inflation as income from parking has not increased in the last year and we are keen to encourage more visitors.

MYDDELTON HOUSE GARDENS				
		2023/24 Fee	Proposed Fee 2024/25	% Increase
All charges per person except where otherwise stated				
Garden Entry	Entrance to the gardens at all times	£0.00	£0.00	N/A
Walking in The Footsteps of Bowles (4 times a year max 15 people)		£14.00	£15.00	7.1%
Events	Music and Theatre	£14.50	£15.00	3.4%
	Entry on the door	£16.00	£17.00	6.3%
	*Pumpkin Carving	£5.50	£6.00	9.1%
	*Santa's Grotto	£12.00	£12.00	0.0%
	*Plant hunters Fair	£5.50	£6.00	9.1%
Weddings	*Wedding site hire (Day) (Bowling Green Lawn)	£1,700.00	£1,800.00	5.9%
	*Wedding site hire (Day) (New River Lawn)	£1,500	£1,600.00	6.7%
	*Wedding site hire (Day) (Ark Lawn)	£1,000	£1,000.00	0.0%
	*Wedding photographs	£280.00	£300.00	7.1%
Courtyard Gallery/Charity/ Display Space	Garage Space weekday (Day)	£30	£30.00	0.0%
	Garage Space weekend (Day)	£35	£37.00	5.7%
	Stable Space weekday (Day)	£30	£32.00	6.7%
	Stable Space weekend (Day)	£35.00	£37.00	5.7%
Courtyard Space Commercial	Garage Space weekday (Day)	£50.00	£55.00	10.0%
	Garage Space weekend (Day)	£60.00	£65.00	8.3%
	Stable Space weekday (Day)	£50.00	£55.00	10.0%
	Stable Space weekend (Day)	£60.00	£65.00	8.3%
Car Park charges	Cars	£2.80	£3.00	7.1%
	Minibuses (under 16 seats)	£12.00	£13.00	8.3%
	Coaches	£25.00	£27.00	8.0%
	EA Bowles Society Annual Pass	£21.50	£22.00	2.3%
	Annual Pass	£30.00	£32.00	6.7%

LEE VALLEY GREEN SPACES

Market Dynamics

- Lee Valley Regional Park is a 26 mile stretch made up of a diverse mix of countryside, urban green spaces, country parks, nature reserves and riverside trails. Opportunities for generating income such as licensing, entry fees, festivals, events and hires are ways in which funding from the private sector and users of green spaces can be sourced.
- Generating additional income provides long-term investment and can encourage the involvement of local businesses.

Financial information

Year	Operational Income	Net operational (Income) / expenditure*
2021/22 Actual	(£212,900)	n/a
2022/23 Actual	(£118,200)	n/a
2023/24 Budget	(£122,000)	n/a
2023/24 Actual (forecast at P6)	(£103,100)	n/a

* Income is from various cost centres (open spaces and events) and relevant expenditure cannot be easily split out

Proposed charges

- **Commercial Dog Walker Licences and Training**
Last year we increased dog walker fees significantly to bring us in line with the top end of the market. The number of licences sold has decreased, but overall income has increased. We propose a price freeze to focus on growing the number of licences. There has been no uptake of commercial dog training so we propose to freeze.
- **Workshop Events**
Following last year's increase there has been no uptake so we propose a price freeze.
- **Events**
We have increased fees in line with inflation. This follows last year's price freeze for Community Events and inflationary increase for Commercial Events.
- **Memorials**
As an Authority we offer a range of memorial options for the public to remember loved ones, this starts at a modest £250 for the newest product being a flying silhouette duck which relatives can have engraved with their loved one's names, this was launched in 2020 following the opening of the Wildlife Discovery Centre. Take up has not yet happened so it is proposed that the fee remains the same and is the starting point of the Authority's memorials offering.

Other memorials namely trees and benches are historic offerings with low uptake and come with additional maintenance responsibilities. Interested parties have a number of options in relation to benches and locations. Given the current uncertainty in global markets and the rises in cost of materials it is proposed that we remove individual price ranges and just state that memorials start from £250 and are based on requirements, this way the Authority is at less risk of being caught out due to changes in cost.

LEE VALLEY GREEN SPACES

			2023/24 Fee	Proposed Fee 2024/25	% Increase
Licenses	Commercial Dog Walker	Annual Licence per walker	£300.00	£300.00	0.0%
	Commercial Dog Training	Annual for weekly activity per site	£250-£1100	£250-£1100	0.0%
	Commercial Fitness Classes	Per session, per trainer	£20.00	£22.00	10.0%
In House Events and Activities	Workshop Events	Half Day	£25.00	£25.00	0.0%
		Full Day	£50-100	£50-100	0.0%
Community Events	Damage Deposit		Dependent on scale of event	Dependent on scale of event	N/A
	Non-refundable deposit		25% of total hire fire	25% of total hire fire	N/A
	Small Event - Basic Hire Fee (up to 500 people)	Per day	£500.00	£545.00	9.0%
	Medium Event - Basic Hire Fee (500 - 1999 people)	Per day	£1,250.00	£1,363.00	9.0%
	Large Event (1) - Basic Hire Fee (2000 – 3499 people)	Per day	£2,367.00	£2,580.00	9.0%
	Large Event (2) – Basic Hire Fee (3500 – 4999 people)	Per day	£3,486.00	£3,800.00	9.0%
	Large Event (3) – Basic Hire Fee (over 5000 people)		By Negotiation	By Negotiation	N/A
	Additional Rig Day		50% of Event day hire fee	50% of Event day hire fee	N/A
Commercial Events	Small Event – Basic Hire Fee (up to 499 people)	Per day	£917.00	£1,000.00	9.1%
	Medium Event - Basic Hire Fee (500 – 1999 people)	Per day	£2,121.00	£2,312.00	9.0%
	Large Event (1) - Basic Hire Fee (2000 – 3499 people)	Per day	£3,668.00	£3,898.00	9.0%
	Large Event (2) - Basic Hire Fee (3500 – 4999 people)	Per day	£5,159.00	£5,623.00	9.0%
	Large Event (3) – Basic Hire Fee (over 5000 people)		By Negotiation	By Negotiation	N/A
	Rig Day Hire Fee		50% of Event day hire fee	50% of Event day hire fee	N/A
	Damage Deposit		Dependent on scale of event	Dependent on scale of event	N/A
Memorials	WDC Memorial Duck Engraving		£250.00	£250.00	0.0%
	<i>We offer a range of memorial options starting with memorial engravings through to plaques, benches and tree option and differing timescale of memorial. These start at £250 for a basic engraving but are then priced depending on individual requirements and wishes.</i>				

LEE VALLEY CAR PARK CHARGES

Market Dynamics

- Charging in open space car parks is managed in partnership with Parking Eye who won the competitive tender process in 2021.
- Part of the contact offering makes most of the car parks automated and controlled via ANPR technology removing much of the human element out of the parking process and customers are now required to pay on exiting rather than arrival. New machines to help streamline the payment process have also been installed whilst PayByPhone and Parking Eye's pre-payment option Good2Go are alternative options.
- Broxbourne still currently manage the former Lido car park under a separate lease outside of the main car park management contract and these car park charges are set by and reflect the Broxbourne car parking charges they set on an annual basis.

Financial Information

Year	Operational Income	Net operational (Income) / expenditure
2021/22 Actual	(£127,100)	(£82,900)
2022/23 Actual	(£190,000)	(£186,700)
2023/24 Budget	(£166,000)	(£138,000)
2023/24 Actual (forecast at P6)	(£166,000)	(£138,000)

Proposed charges

- We propose an increase in parking charges that is slightly above inflation once fees have been rounded.
- As agreed previously the Authority absorbs any additional payment for the use of Apps and phones thereby not passing these costs on to the public which will minimise one source of complaints.
- We propose an inflationary increase for cost of the Annual Permits. This is the first increase for a couple of years. Given the increase in the hourly rate this will be better value for the regular visitor.
- We propose a freeze for annual club and angling permit holder as these users are also paying for permits etc.

CAR PARK CHARGES				
		2023/24 Fee	Proposed Fee 2024/25	% Change
Annual Permits		£75.00	£80.00	6.7%
Annual Club and Angling Permits		£25.00	£25.00	0.0%
Pindar Cheshunt Broxbourne Mill & Meadows Gunpowder Park Hooks Marsh Waltham Abbey Gardens Clayton Hill Cormill Meadows Fishers Green	Up to 1 Hour	£1.10	£1.30	18.2%
	Up to 2 hours	£2.20	£2.50	13.6%
	Up to 3 hours	£3.30	£3.75	13.6%
	Up to 4 hours	£4.40	£5.00	13.6%
	Over 4 hours	£5.50	£6.00	9.1%

LEE VALLEY LEARNING & ENGAGEMENT TEAM

Market Dynamics

- The Learning & Engagement Team provides outdoor learning programmes to over 6,000 people (on average) of all ages and abilities annually from across the region. The Service works with all ages from pre-school to adults. Primary schools provide by far the majority of the income.
- Learning & Engagement usage comes from our outdoor learning programmes engaging schools, colleges, pre-schools and youth groups. The aim of the Team is to engage people in the Park and outdoor activity, whilst raising the profile and future support for the Park by introducing the public to the Park's biodiversity and venues.
- A key focus for the service has been to engage a wider range of ages and more hard to reach community groups and SEN clients, and encourage them to use the Park and wider services as a gateway to health and wellness.
- The Team has a strong customer base of schools and other community groups.
- The Service has higher charges than other providers in the area (London Wildlife Trust, Essex Wildlife Trust, RHS Hyde Hall and RSPB Rye Meads, as examples).
- Nearly all delivery to schools are full day programmes (only a handful of shorter programmes) so customers are already paying more on average than they did in the past when attending half days.
- Schools have fed back that their budgets are under immense pressure, with parents feeling the cost of living crisis and coach company fees increasing due to fuel price and other rising costs.
- Using the Community Access Fund (CAF) fund to support access for those in deprived areas across the region by covering coach costs so they only pay session fees has proved very successful. However in the current climate many schools not eligible for the limited CAF funds are still struggling to get sufficient parental contributions to pay for visits. CAF funding is planned to return to normal levels in 24/25 after a temporary reduction in 23/24 to help balance the Authority's budget.

Financial Information

Year	Operational Income	Net operational (income) / expenditure
2021/22 Actual	(£20,600)	£127,500
2022/23 Actual	(£32,100)	£125,900
2023/24 Budget	(£26,400)	£136,200
2023/24 Actual (forecast at P6)	(£28,800)	£127,590

Proposed charges

- Due to current fees being at the top end of the market, and feedback from schools that they are struggling with limited budgets and also parents' ability to pay due to the cost of living crisis, there is a real risk of schools looking for alternative providers. It is proposed that a modest increase be introduced for 2024/25 (slightly less than inflationary increases) and where possible to help marketing psychological leaps in price are considered (e.g. price is £6.90 not £7).
- A key goal for the Service will be to activate Lee Valley Ice Centre with a new Wildlife & Wellbeing half day programme. To encourage uptake of this programme lower than inflation increases are proposed for this fee. Another key focus for the Service is to increase participation from hard to reach groups which would almost exclusively be SEN or youth groups. For this reason it is recommended a below inflation modest rise is also applied to these charges.
- The Service needs to keep prices to a level where it can maintain and grow its customer base and continue to achieve high customer satisfaction scores. This includes promoting engagement and access from across the Region and especially in areas of most need.
- For simplicity to avoid customer confusion, complaints and misquoting of prices, fees for secondary education remain as they are for primary.

LEARNING & ENGAGEMENT TEAM

		2023/24 Fee	Proposed Fee 2024/25	% Change
Standard park based schools programme	Half day price for 30 students	£195	£205	5.1%
	Full day price for 30 pupils	£270	£285	5.6%
Special rates for SEN and youth groups (Minimum charge for 10 SEN, minimum charge for 15 youth)	Half Day per participant	£6.50	£6.90	6.2%
	Full Day per participant	£9.00	£9.50	5.6%

LEE VALLEY CAMPSITES

Market Dynamics

- The campsites have performed well so far this year, with occupancy rates in the Spring outperforming last year, and Summer occupancy matching last year.
- The newly installed Pods at Sewardstone and Dobbs Weir have achieved good occupancy.
- Our cocoon and cabin units are showing their age and although they still achieve a decent occupancy rate they are dated in comparison to competitors, with the market moving more towards serviced accommodation. At Dobbs Weir the wigwams and safari tents have similar challenges.
- We have reviewed prices of competitors in the local area and we are on the higher side.
- The recent expansion of the ULEZ zone has meant that Edmonton Campsite is now just inside the zone, whereas Sewardstone is just outside. Dobbs Weir and Almost Wild are comfortably outside. We saw an immediate impact on bookings, with less customers booking at Edmonton and more booking at Sewardstone, and we have proactively directed customers who are affected to the campsites outside of the zone. We will continue to monitor the impact.

Financial Information

	Year	Operational Income	Net operational (income) / expenditure
Sewardstone	2021/22 Actual	(£423,200)	£1,100
	2022/23 Actual	(£503,000)	£8,000
	2023/24 Budget	(£719,800)	(£153,700)
	2023/24 Actual (forecast at P6)	(£672,600)	(£138,600)
Dobbs Weir	2021/22 Actual	(£837,800)	(£263,400)
	2022/23 Actual	(£840,900)	(£133,000)
	2023/24 Budget	(£1,094,400)	(£391,100)
	2023/24 Actual (forecast at P6)	(£1,027,200)	(£284,500)
Edmonton	2021/22 Actual	(£267,200)	£134,700
	2022/23 Actual	(£497,400)	(£69,200)
	2023/24 Budget	(£558,800)	(£107,900)
	2023/24 Actual (forecast at P6)	(£537,400)	(£78,900)
Almost Wild	2021/22 Actual	(£47,800)	(£11,500)
	2022/23 Actual	(£41,600)	(£9,600)
	2023/24 Budget	(£51,300)	(£15,400)
	2023/24 Actual (forecast at P6)	(£52,400)	(£14,600)

Proposed charges

- We have generally proposed price increases in line with inflation where we believe that the market can take them.
- We propose price freezes for cabins, cocoons, wigwams and safari tents to maintain the current occupancy levels.
- At Almost Wild Campsite we raised prices last year and introduced a peak season. We found that this did not work and we have had to run promotions throughout the season to achieve budget. We propose removal of the seasonal pricing and a price freeze.
- After significant increases in caravan storage fees at Dobbs Weir in recent years we have been unable to fill all the spaces. We propose a price freeze to help fill these vacant spaces.
- We propose freezing the charge for car parking spaces at Dobbs Weir as we currently have vacant spaces that we are aiming to fill. We are concerned that if we increase prices customers may choose to not pay for a space and use the public car park that is already over-used.

- The project to implement customer wi-fi as an additional service has been delayed this year with some issues over reliability. We propose a price freeze while these issues are resolved and we build up a solid customer base.
- Pods and Lodges are being marketed and sold through Hoseasons who set optimum dynamic pricing based on the market, so are not included in this list.
- Where customers choose to pay annual pitch fees by Direct Debit (DD), the sum of the monthly DD payments will total 6.45% more than the annual sum agreed. This additional charge covers the administrative costs of managing DD payments.

LEE VALLEY CAMPSITE – SEWARDSTONE				
		2023/24 Fee	Proposed Fee 2024/25	% Change
Low Season Prices (per night)	Pitch Fee Minimum Charge	£18.00	£19.00	5.6%
	Adult	£9.00	£9.50	5.6%
	Junior – Under 18	£5.00	£5.25	5.0%
	Backpacker	£12.00	£13.00	8.3%
	Cocoon - 2 people	£36.00	£36.00	0.0%
	Woodland Cabin – 4 People	£53.00	£53.00	0.0%
Mid-Season Prices (per night)	Pitch Fee Minimum Charge	£23.00	£24.00	4.3%
	Adult	£11.50	£12.00	4.3%
	Junior – Under 18	£6.00	£6.25	4.2%
	Backpacker	£14.00	£15.00	7.1%
	Cocoon - 2 people	£42.00	£42.00	0.0%
	Woodland Cabin – 4 People	£63.00	£63.00	0.0%
High Season Prices (per night)	Pitch Fee Minimum Charge	£29.00	£32.00	10.3%
	Adult	£14.50	£16.00	10.3%
	Junior – Under 18	£7.25	£7.25	0.0%
	Backpacker	£16.00	£17.00	6.3%
	Cocoon - 2 people	£42.00	£42.00	0.0%
	Woodland Cabin – 4 People	£63.00	£63.00	0.0%
Additional Charges	Service pitch charge	£6.50	£7.50	15.4%
	Awning	£4.00	£4.50	12.5%
	Dog	£3.00	£3.50	16.7%
	Day visitors - adult	£6.00	£6.50	8.3%
	Large Tent Surcharge	£12.50	£13.50	8.0%
	Premium Pitch	£5.00	£5.50	10.0%
	Wifi Charge (per month)	£25.00	£25.00	0.0%
Early Arrival / Late Departure (subject to availability)	Low Season	£10.00	£11.00	10.0%
	Mid-Season	£12.00	£13.00	8.3%
	High Season	£14.00	£15.00	7.1%
	Late Arrival	£36.00	£40.00	11.1%
Holiday Homes Pitch Fee	Standard Pitch	£3,180.00	£3,470.00	9.1%
	Premium	£3,480.00	£3,800.00	9.2%
Decking	Decking Fee	£330.00	£360.00	9.1%
Admin Charge	Applied when customers are sent a formal letter regarding non-compliance with agreements	N/A	£30.00	N/A

LEE VALLEY CARAVAN PARK - DOBBS WEIR				
		2023/24 Fee	Proposed Fee 2024/25	% Change
Low Season Prices (per night)	Pitch Fee Minimum Charge	£18.00	£19.00	5.6%
	Adult	£9.00	£9.50	5.6%
	Junior – Under 18	£5.00	£5.25	5.0%
	Backpacker	£12.00	£13.00	8.3%
	Wigwams - Big Chief	£65.00	£65.00	0.0%
	Wigwams - Wee Brave	£55.00	£55.00	0.0%
	Safari Tents	£70.00	£70.00	0.0%
Mid-Season Prices (per night)	Pitch Fee Minimum Charge	£23.00	£24.00	4.3%
	Adult	£11.50	£12.00	4.3%
	Junior – Under 18	£6.00	£6.25	4.2%
	Backpacker	£14.00	£15.00	7.1%
	Wigwams - Big Chief	£70.00	£70.00	0.0%
	Wigwams - Wee Brave	£60.00	£60.00	0.0%
	Safari Tents	£70.00	£70.00	0.0%
High Season Prices (per night)	Pitch Fee Minimum Charge	£29.00	£32.00	10.3%
	Adult	£14.50	£16.00	10.3%
	Junior – Under 18	£7.25	£7.25	0.0%
	Backpacker	£16.00	£17.00	6.3%
	Wigwams - Big Chief	£70.00	£70.00	0.0%
	Wigwams - Wee Brave	£60.00	£60.00	0.0%
	Safari Tents	£70.00	£70.00	0.0%
Additional Charges	Service pitch charge	£6.50	£7.50	15.4%
	Gazebo / Awning	£4.00	£4.50	12.5%
	Dog	£3.00	£3.50	16.7%
	Day visitors - adult	£6.00	£6.50	8.3%
	Large Tent Surcharge	£12.50	£13.50	8.0%
	Wifi Charge (per month)	£25.00	£25.00	0.0%
	Early Arrival / Late Departure (subject to availability)	Low Season	£10.00	£11.00
Mid-Season		£12.00	£13.00	8.3%
High Season		£14.00	£15.00	7.1%
Late arrival		£36.00	£40.00	11.1%
Holiday Home Pitch Fee	Bronze	£2,940.00	£3,205.00	9.0%
	Silver	£3,570.00	£3,895.00	9.1%
	Gold	£4,375.00	£4,770.00	9.0%
	Decking Fee	£330.00	£360.00	9.1%
Caravan Storage	Annual	£725.00	£725.00	0.0%
Additional Car Parking	Annual	£185.00	£185.00	0.0%
Admin Charge	Applied when customers are sent a formal letter regarding non-compliance with agreements	N/A	£30.00	N/A

LEE VALLEY CAMPING AND CARAVAN PARK – EDMONTON

		2023/24 Fee	Proposed Fee 2024/25	% Change
Low Season Prices (per night)	Pitch Fee Minimum Charge	£18.00	£19.00	5.6%
	Adult	£9.00	£9.50	5.6%
	Junior – Under 18	£5.00	£5.25	5.0%
	Backpacker	£12.00	£13.00	8.3%
	Cocoon - 2 people	£36.00	£36.00	0.0%
	Woodland Cabin – 4 People	£53.00	£53.00	0.0%
Mid-Season Prices (per night)	Pitch Fee Minimum Charge	£23.00	£24.00	4.3%
	Adult	£11.50	£12.00	4.3%
	Junior – Under 18	£6.00	£6.25	4.2%
	Backpacker	£14.00	£15.00	7.1%
	Cocoon - 2 people	£42.00	£42.00	0.0%
	Woodland Cabin – 4 People	£63.00	£63.00	0.0%
High Season Prices (per night)	Pitch Fee Minimum Charge	£29.00	£32.00	10.3%
	Adult	£14.50	£16.00	10.3%
	Junior – Under 18	£7.25	£7.25	0.0%
	Backpacker	£16.00	£17.00	6.3%
	Cocoon - 2 people	£42.00	£42.00	0.0%
	Woodland Cabin – 4 People	£63.00	£63.00	0.0%
Additional Charges	Service pitch charge	£6.50	£7.50	15.4%
	Gazebo / Awning	£4.00	£4.50	12.5%
	Dog	£3.00	£3.50	16.7%
	Day visitors - adult	£6.00	£6.50	8.3%
	Large Tent Surcharge	£12.50	£13.50	8.0%
Early Arrival / Late Departure (subject to availability)	Low Season	£10.00	£11.00	10.0%
	Mid-Season	£12.00	£13.00	8.3%
	High Season	£14.00	£15.00	7.1%
	Late Arrival	£36.00	£40.00	11.1%

ALMOST WILD CAMPSITE

	2023/24 Fee	Proposed Fee 2024/25	% Change
Almost Wild Camping Per Person Per Night	£24.00	£24.00	0.0%
Site Hire	£125.00	£125.00	0.0%
Safari Tent	£70.00	£70.00	0.0%

LEE VALLEY GOLF COURSE

Market Dynamics

- During 2020/21 the golf course underwent extensive disruption due to ground investigations covering all of the back 9 holes in preparation for the developing Wave project. During this period of closure of the back 9 holes, extensive improvements were carried out across all areas of the golf courses to improve all of the playing areas such as the tees, greens, fairways and bunkers.
- Last year the course was fully open and demand for pay and play golf was good. However, sales of memberships were down on previous years due to customers moving to other golf courses because of uncertainty over the future of the golf course due to plans for The Wave development.
- Demand so far this year has been good and we are on track to exceed the income budget.

Financial information

Year	Operational Income	Net operational (Income) / expenditure
2021/22 Actual	(£108,500)	£18,800
2022/23 Actual	(£101,200)	£34,400
2023/24 Budget	(£113,800)	£52,900
2023/24 Actual (forecast at P6)	(£118,500)	£51,600

Proposed charges

- All fees and charges are proposed to increase, generally in line with inflation. This reflects good levels of demand.
- In line with the fees and charges policy, the concession rate for non-members give a discount of 40% compared to the standard price.

LEE VALLEY GOLF COURSE				
		2023/24 Fee	Proposed Fee 2024/25	% Change
Season Ticket	7 Day Adult	£500.00	£550.00	10.0%
	5 Day (Weekday) Adult	£400.00	£440.00	10.0%
	7 Day Cadet '19-21'	£307.00	£340.00	10.7%
	5 Day (Weekday) Cadet '19-21'	£150.00	£165.00	10.0%
	Unlimited Golf Junior/ 18 and under	£52.00	£57.00	9.6%
Non Members Charges	Monday to Friday	£19.00	£21.00	10.5%
	Monday to Friday: Concessions	£11.40	£12.50	9.6%
	Sat/Sun/Bank Holidays	£26.00	£30.00	15.4%
Golf Buggy	Weekday	£18.00	£19.00	5.6%
	Weekend/Bank Holiday	£21.00	£22.00	4.8%

LEE VALLEY MARINAS

Market Dynamics

- The marinas continue to perform well, but there are signs that the cost of living crisis is impacting customers. We have started to see some customers struggling to pay their mooring fees, with more direct debit failures than ever before, and new customers enquiring about moorings are often put off by the prices. There is no longer the strong waiting list that we used to have.
- For those that are leisure moorings customers will possibly look to reduce non-essential luxury items to cut costs, if the mooring fees increase too much the likelihood of this happening is higher.
- For those on their boats long term they are often in this position as they have no alternative and are generally on low incomes, a high price rise to match inflation will either mean they leave their mooring and continually cruise (no fees involved apart from their river licence) to save money or they will default on a more regular basis.
- The more money we take from them on mooring fees may mean they have less money to spend on repairs or in the chandlery, so it is important we try to balance price increases.

Financial Information

Stanstead:

Year	Operational Income	Net operational (Income) / expenditure
2021/22 Actual	(£999,800)	(£102,200)
2022/23 Actual	(£834,400)	(£42,900)
2023/24 Budget	(£903,200)	(£88,000)
2023/24 Actual (forecast at P6)	(£879,800)	(£27,400)

Springfield:

Year	Operational Income	Net operational (Income) / expenditure
2021/22 Actual	(£828,400)	(£424,500)
2022/23 Actual	(£1,120,180)	(£356,800)
2023/24 Budget	(£1,114,100)	(£391,000)
2023/24 Actual (forecast at P6)	(£1,089,400)	(£368,700)

Proposed charges

- At both marinas we propose increasing moorings at below the inflationary rate to reflect the cost of living that is impacting customers. Both marinas have competition with better facilities so it is important that pricing reflects this.
- Rye House moorings at Stanstead have been increased by the lowest rate – these moorings are harder to fill due to the location being industrialised with less facilities. Customers tend to be more short term, especially by the go-kart track, so we are aiming to retain them by keeping the cost of mooring here lower.
- Temporary mooring rates have been frozen at both marinas. At Springfield we have found that customers have been put off by the high price and are not taking the mooring.
- We have increased the labour rate for rechargeable works at both marinas by 7.7% which is intended to cover the increase from the pay award that has not yet been agreed. There are many tradespeople that now work on boats in the local areas that charge a lower rate so we are at risk of losing some jobs to them.
- Use of the slipway has been reduced at Springfield to bring it in line with Stanstead, where the price will be frozen, as they have had little use this year and feedback from customers when applying has been that the price is high.
- Pump out has been increased slightly at both marinas following review of local competition, and concern that any higher increase could encourage customers to use competitors.

- Canoe storage at Springfield has been frozen to try and encourage use, as customers have been put off by the price.

LEE VALLEY MARINA – STANSTEAD ABBOTS					
			2023/24 Fee	Proposed Fee 2024/25	% Change
Moorings: Marina (per metre/ per month)		Monthly - Late Payment	£40.15	£44.00	9.6%
		Direct Debit	£20.15	£21.50	6.7%
Moorings: Hard standing (per metre/ per month)	Large Boats (10m+)	Monthly - Late Payment	£40.15	£44.00	9.6%
		Direct Debit	£17.50	£18.50	5.7%
	Medium Boats (Under 10m)	Monthly - Late Payment	£40.15	£44.00	9.6%
		Direct Debit	£16.50	£17.50	6.1%
	Small Boats (Under 6m)	Monthly - Late Payment	£40.15	£44.00	9.6%
		Direct Debit	£13.50	£14.50	7.4%
Moorings: Rye House (per metre / per month)		Direct Debit	£16.75	£17.20	2.7%
Trailer Hire		Price per week	£152.00	£165.00	8.6%
Visitor Temporary Mooring Rate	Per 24 hour (max. 1 week stay)		£40.95	£40.95	0.0%
	Per metre / per month (max 3 months stay)	Water	£30.00	£30.00	0.0%
		Hard Standing (10m+)	£30.00	£30.00	0.0%
		Hard Standing (Under 10m)	£30.00	£30.00	0.0%
		Hard Standing (Under 6m)	£30.00	£30.00	0.0%
		Rye House	£30.00	£30.00	0.0%
Craning Boats		Single lift (from)	£195.00	£210.00	7.7%
		Double lift (from)	£375.00	£405.00	8.0%
		Additional cost crane off lorry + a cost for wide beam (from)	£310.00	£335.00	8.1%
Slipping - Small Boats		Use of slipway	£30.00	£30.00	0.0%
Workshop Services		Pump Out (Self Service)	£20.00	£20.50	2.5%
		Labour rate per hour incl. VAT	£65.00	£70.00	7.7%
Storage	Caravan	Monthly - Direct Debit	£65.00	£70.00	7.7%
	Undercover Charge	Per calendar month - added to mooring cost	£155.00	£165.00	6.5%
	Boat Trailer Storage	Price per year	£225.00	£245.00	8.9%
Admin Charge	Applied when customers are sent a formal letter regarding non-compliance with agreements		N/A	£30.00	N/A

LEE VALLEY MARINA – SPRINGFIELD				
		2023/24 Fee	Proposed Fee 2024/25	% Change
Marina Moorings: (per metre / per month)	Monthly - Late Payment	£37.00	£40.35	9.1%
	Direct Debit	£32.50	£34.00	4.6%
Marina Basin Moorings Widebeam: (per metre / per month)	Monthly - Late Payment	£52.25	£56.95	9.0%
	Direct Debit	£42.55	£44.50	4.6%
Hard standing Moorings: (per metre / per month)	Monthly - Late Payment	£37.00	£40.35	9.1%
	Direct Debit	£26.90	£28.10	4.5%
Riverbank Moorings: (per metre / per month)	Monthly - Late Payment	£30.80	£33.60	9.1%
	Direct Debit	£26.90	£28.10	4.5%
Leyton Marsh Moorings: (per metre / per month)	Monthly - Late Payment	£28.30	£30.85	9.0%
	Direct Debit	£23.90	£25.00	4.6%
Visitor Temporary Mooring Rate	per 24 hours (serviced)	£44.90	£44.90	0.0%
	per 24 hours (non-serviced)	£39.30	£39.30	0.0%
Power Wash	Up to 9 metres	£95.00	£100.00	5.3%
	9 metres to 15 metres	£140.00	£145.00	3.6%
	15 metres to 22 metres	£170.00	£175.00	2.9%
Hydro-Lift - Launching and/or Recovering	Single Lift per metre	£31.00	£33.80	9.0%
	Double Lift per metre	£55.80	£60.80	9.0%
	Small Boat per metre	£31.00	£33.80	9.0%
Slipping	Use of slipway	£40.00	£30.00	-25.0%
Workshop	Pump Out (attended)	£22.50	£23.00	2.2%
	Elsan disposal	£5.50	£5.75	4.5%
	Base Labour Rate	£65.00	£70.00	7.7%
Storage (per month)	Canoe	£35.00	£35.00	0.0%
	Row boat	£60.00	£62.50	4.2%
	Boats on trailer (max 6m)	£65.00	£70.00	7.7%
Admin Charge	Applied when customers are sent a formal letter regarding non-compliance with agreements	N/A	£30.00	N/A

ALLOTMENTS

Market Dynamics

- For last year's pricing review we benchmarked with the neighbouring boroughs of Haringey and Waltham Forest. This is where most of our plot holders live.
- This resulted in a 20% increase in fees and charges, bringing us in line with plots of a similar standard in these boroughs.

Financial Information

Year	Operational Income	Net operational (income) / expenditure
2021/22 Actual	(£8,400)	n/a
2022/23 Actual	(£7,800)	n/a
2023/24 Budget	(£10,000)	n/a
2023/24 Actual (forecast at P6)	(£11,600)	n/a

* Relevant expenditure cannot be easily split out from the wider cost centre

Proposed charges

- It is our intention to stay aligned with pricing in these neighbouring boroughs.
- The proposed fees and charges increase is in line with inflation.
- In addition to the annual rent and parking charges below, plot holders also pay charges for water and insurance which are set by the East Hale Allotments Committee who receive the income from these charges to offset their costs for water and insurance.

ALLOTMENTS				
		2023/24 Fee	Proposed Fee 2024/25	% Change
Allotments	*Rent - per 10 pole plot (25m ²)	£110.00	£120.00	9.1%
	Car park charge	£10.00	£11.00	10.0%

ACCESS TO INFORMATION

Description of Charges

Members agreed the 'Access to Information Policy' in January 2023 (A/4326/23).

- The policy states that wherever possible the Authority will provide information free of charge.
- Where we charge for Information the charge will be reasonable, having regard for the costs incurred in providing that information. The proposed charges are set out below.
- We recommend a price freeze as these fees will cover the associated costs.

ACCESS TO INFORMATION				
		2023/24 Fee	Proposed Fee 2024/25	% Change
A4/A3 Sheet or smaller	Black & white (per copy)	£0.10	£0.10	0.0%
A4/A3 Sheet or smaller	Colour (per copy)	£0.50	£0.50	0.0%
A2 Sheet	Black & white or colour (per copy)	£0.50	£0.50	0.0%
A1 and A0 Sheet	Black & white or colour (per copy)	£0.50	£0.50	0.0%
CD/DVD	Per disk	£2.00	£2.00	0.0%
Postage costs	Variable (weight and size)	Costs based on Royal Mail Standard 2 nd Class	Costs based on Royal Mail Standard 2 nd Class	N/A

**HOLYFIELD HALL FARM UPDATE ON OPERATIONAL
REVIEW AND NEW STEWARDSHIP AGREEMENT**

Presented by the Corporate Director

EXECUTIVE SUMMARY

This report updates Members on the progress of converting Holyfield Hall Farm (the Farm) to a Beef Suckler Herd from Dairy and seeks approval to enter into a new 5 year Stewardship Agreement for Holyfield Hall Farm when available and seek Government Grant Aid to help finance the changes. This agreement will be in a standard form.

In January officers, with the support of external consultants, reviewed the business operations at the Farm, in response to its direct exposure to world markets and the phasing out of current European Farming Subsidies (Basic Payment Scheme).

On seeking approval from Members to change from the Dairy enterprise and replace with a Beef Suckler Herd in March (Paper E/806/23) further reference was made to the requirement to enrol into appropriate environmental scheme/s and to apply for Department of Environment, Food & Rural Affairs (DEFRA) Capital Grants to improve and install the Farm grazing paddocks. This was to enable the Farm to implement a swift transition to the new operating model with minimum impact to the budget performance. At that time it was unclear as to which scheme/s would yield the best financial and environmental returns for the Farm as the full details were yet to be released by DEFRA. These are now available and detailed in the report below where if the Authority's application is accepted, Members are asked to approve officer delegation to sign-up to these schemes.

RECOMMENDATIONS

Members Note: (1) the report; and

Members Approve: (2) that the Authority enters into the new 5 year Stewardship Agreement for Holyfield Hall Farm for up to 5 years.

BACKGROUND

1 Holyfield Hall Farm (the Farm) has been owned and directly managed by the Authority since 1976. Historically its 500 acres (200Ha) were managed as a

mixed farm supporting a milking herd, livestock and arable operation. The Farm also provides grazing animals, which are important in the ongoing management of nature conservation sites within the Regional Park, while providing alternatives to the Grounds Maintenance contract allowing areas to be reduced which has produced cost savings.

- 2 In March 2023 (Paper E/806/23) Members approved the change of business operation at the Farm from a Dairy Herd to a Beef Sucker Herd to provide a more stable business model for the future with less chance of impacts from world markets and agreed for officers to investigate new government stewardship agreements being rolled out, this change also implemented a new staffing structure.

UPDATE OF CURRENT OPERATION

- 3 Following the change in enterprise operations at the Farm, it currently employs two fulltime members of staff plus an apprentice. The Farm currently has three tied houses and a static caravan for the staff. One house and the static caravan are currently unoccupied although the apprentice is due to take up occupancy of the static caravan in the near future. Officers are currently looking at developing the unoccupied house into two 3 bed houses as the Farm requires 3 dwellings.
- 4 The dairy cows were sold as a complete herd to a family run farm in Cheshire through an open bidding process via a national livestock auction house. This meant that the herd were kept together and ensured the animals were transferred with the least amount of stress. The Farm retained all of the beef animals and dairy replacement heifers to ensure the continuation of the conservation grazing and establish a core herd of suckler cows. A new pedigree Hereford bull (Wally) and 18 Hereford heifers to increase core herd numbers have also been sourced from a Tuberculosis free area and purchased through Norton Brooksbank, a national cattle brokerage company who source best value livestock options from a national database based on purchaser's specific requirements. We have also sourced a small number (6) of pedigree Red Poll cows via the national Red Poll Society which will be used for grazing Leyton and Walthamstow Marshes. The intention is to gradually increase these numbers, with one option being to collaborate with Capel Manor College who have a pedigree Red Poll bull, rather than purchasing our own.
- 5 As laid out in Paper E/806/23, the dairy barn and associated equipment were rendered redundant after the sale of the dairy cows. The main dairy barn has been stripped of its cubicle bedding system and converted to a unit suitable for the Beef Suckler Herd. Some work is still needed to complete the transition and this will be completed by mid-November.

The report provided by the independent consultant stated that there would be a residual value to the milking parlour and associated milk storage equipment. Unfortunately this value has proved difficult to realise due to the large number of dairy farmers who have ceased milk production and the reluctance of current milk producers to invest in new plant and equipment due to the continued poor milk price. All avenues to secure a realistic value for its disposal are being explored, however there may need to be a pragmatic approach to this and it may be that a minimal scrap value is all that can be achieved in the current market.

The milk vending machine was sold to a local producer in Hertford Heath.

- 6 The arable enterprise proved to be a challenge this year due to extremes of weather. Despite the wet harvesting weather, the autumn planted Winter Wheat performed and yielded well with above average farm yields at over 3T per acre (average over last 5 years was 2.6T per acre) and good quality results. This has enabled the grain to be sold locally to Wrights Flour Mill in Brimsdown to be used as biscuit flour. The Spring planted Barley fared less favourably and two thirds of the 32 hectares planted area was written-off due to the incredibly dry weather in late Spring and early Summer which equates to c£15k in income. This was the general outcome seen by farmers in the East Anglia/South East areas.
- 7 The Farm is currently in higher level stewardship agreement, which is an environmental enhancement scheme and one of a number entered into by the Authority. The current Farm agreement is due to expire in November 2023. With the removal of European Subsidies the Government are rolling out new agreements for farms to apply for; it is this agreement that officers are seeking Member approval to sign up to.

The Authority engaged an Environment Scheme specialist to produce a Mid-Tier Environmental Scheme application aiming at mirroring and improving the current management practices and one which provided the Farm with a good balance of productivity, environmental enhancements and budget income. The proposal provides diverse herbal leys (an area of temporary grassland made up of legume, herb and grass species) for the home grazed cattle, as well as flower rich meadows, low input forage grounds and overwintering bird seed field margins. Alongside this application the Farm is also eligible for funding from the newly announced DEFRA capital grants to assist in the full transition to the new business model. This includes some 11 kilometres of stock fencing and 500 metres of hedges. The Farm has also registered its interest in enrolling in the SFI (Sustainable Farm Incentive scheme) which will provide further income by undertaking environmentally enhancing farm management techniques.

An application of interest has been submitted, however, due to the Government delay in rolling out the environmental schemes, the Farm finds itself still in the position of not knowing if we have been successful in the application. At this stage there is not a defined date for confirmation, however given the start date of 1 January 2024 we hope to hear if we have been accepted on to the scheme before Christmas.

The agreements run for 5 years from 1 January 2024 and are subject to the usual penalties should the work applied for not be undertaken. Member approval is sought to enter into this new 5 year agreement. However should the Authority wish to switch to another land management scheme that delivers a greater environmental value there is the ability to switch at the end of the agreement year penalty free. Any necessary Member approval for an alternative agreement would be sought at that time.

Under the rules of the agri-environment schemes no work is allowed to be undertaken until full approval has been granted.

For the current year this has left the Farm somewhat in limbo until the application is fully processed. This has meant that in the interim period the Farm has had to scale back the purchasing of new stock and delay conversion of arable land into herbal grazing leys as previously detailed.

However to ensure Farm productivity, all available arable land has been planted with Winter Wheat which will ensure a continued income and allow for prompt planting of the Herbal Leys if and when the Mid-Tier application is accepted and Members have approved.

On a positive note this delay will also provide the Farm with more time to install the field infrastructure needed to graze the suckler herd which it is now intended to do in one go with external contractors should the full capital grants applied for be awarded. The grants themselves cover materials only with the Farm having to cover the labour costs which it is estimated at around £20-£25k and for which the Farm has the budget for.

ENVIRONMENTAL IMPLICATIONS

- 8 There are environmental implications to the ongoing operational changes of the Farm, these will be seen via the greater control and opportunity the Farm has to react to new environmental schemes that are realised.

There are no specific negative environmental implications arising from the request to sign-up to the new environmental agri-agreements as the work carried out through the scheme will enhance the biodiversity value of landholdings.

FINANCIAL IMPLICATIONS

- 9 As agreed by Members previously, funds generated by the sale of the dairy herd and associated infrastructure were to be ring fenced to facilitate the change of operation. To date:

Income	
Dairy Cows	£160,000
Cubicles	£1,500
Milk Machine	£10,000
Total So Far	£171,500
Expenditure	
Herefordshire Bull	£2,500
Hereford/Angus Heifers	£24,300
Red Poll Heifers	£7,200
Concreting Works (to enable dairy barn conversion to beef stock housing)	£25,000
Additional Conversions costs	£7,300
Remaining Hereford/Angus Heifers*	£22,000
Fencing*	£10,000
Baler*	£50,000
Total so Far	£148,300
Net Residual	£23,200

(*) – Still to purchase

Based on guidance from the environmental consultants, should the Farm be accepted on to the Stewardship Scheme and Members approve this report, an annual payment of £44,138.61 would be payable to the Farm to fulfil the management processes applied for. In addition to this the one-off DEFRA capital grant funding for new hedging and fencing materials would be £93,643.40.

If funding is claimed but the works not carried out, the Authority may be in default of the agreement and grant funding could be clawed back. However, if the delivery of planned works could not take place for any reason, such as adverse weather conditions, early dialogue with both the Rural Payments Agency (RPA) and DEFRA would take place so that they are aware of the situation. With their agreement the claim form would be amended, the grant award revised accordingly and the agreement would therefore not be defaulted.

Failure to complete and submit a claim for items by the date shown in the agreement may be considered by the RPA as a breach of agreement and the Authority may have to repay any grant received. The claim deadlines will be embedded in the work programme of the Farm Manager to ensure that they are met and this work programme is monitored by the Head of Parklands.

10 Revenue Accounting

Not taking into account the ring fenced income/expenditure elements of the conversion from Dairy to Beef Suckler Herd due to the delays in the new stewardship agreements being rolled out and the enforced changes to the rollout programme, the Farm is forecasting a small deficit of £1k for this financial year.

11 Capital Accounting

As agreed by Members in March 2023 (Paper E/806/23) the funds from the sale of the dairy herd and sundries are being ring fenced to facilitate the full conversion into the Beef Suckler Herd. These funds will be required in 2024/25 so the balance will be required to be rolled over into next year.

HUMAN RESOURCE IMPLICATIONS

12 There are no human resource implications linked to this update report

LEGAL IMPLICATIONS

13 The legal implications arising directly from the recommendations in this report are explained within the report, mainly committing to the term of the agreements and pay back of monies received if they are surrendered early.

RISK MANAGEMENT IMPLICATIONS

14 By reverting to a suckler herd operation the Authority will have reduced the risk significantly in terms of the direct effect of changes in world markets based on events outside of its control and will be better placed to react to any changes

going forward.

EQUALITY IMPLICATIONS

- 15 There are no equality implications arising directly from the recommendations in this report.
-

Author: Dave Hutley, 01992 709 879, dhutley@leevalleypark.org.uk

PREVIOUS COMMITTEE REPORT

Executive E/806/23 Holyfield Hall Farm Operational Review 23 March 2023

LIST OF ABBREVIATIONS

the Farm	Holyfield Hall Farm
DEFRA	Department of Environment, Food & Rural Affairs
RPA	Rural Payments Agency

**COUNTRYSIDE STEWARDSHIP, HIGHER TIER AGREEMENT
– CORNMILL MEADOWS AND SOUTH SITES**

Presented by the Corporate Director

EXECUTIVE SUMMARY

Countryside Stewardship is the current agri-environment funding stream which supersedes the previous Higher Level Stewardship scheme. The Authority currently has two active Higher Level Stewardship agreements and one active Countryside Stewardship scheme on its landholdings.

This paper seeks Member approval to enter into two separate five-year Higher Tier Countryside Stewardship agreements. These agreements are for landholdings at Cornmill Meadows and Tree Park, as shown in Appendix A to this report and five sites in the south of the Park as identified in Appendix B to this report.

The Authority would receive a revenue grant totalling £53,000 over the five-year agreement period for Cornmill Meadows and £151,000 over the five-year agreement for the south sites. There is also potential for accessing funding for capital items within the first three years of the agreement.

The Authority is also currently progressing an application for a mid-tier scheme at Holyfield Hall Farm (Paper E/825/23) which does not impact on this application.

RECOMMENDATION

Members Approve: (1) that the Authority enters into two, five-year Higher Tier Countryside Stewardship Agreements with the Rural Payments Agency for the Authority's landholdings, the details of which are set out in the report and in particular at paragraph 6.

BACKGROUND

1 Cornmill Meadows and Tree Park, located in Waltham Abbey (Epping Forest District Council) is an important area for wildlife highlighted by much of the landholding being designated as a Site of Special Scientific Interest.

- 2 In the south area agreement Walthamstow Marshes (London Borough of Waltham Forest) is nationally important for biodiversity recognised through its designation as a Site of Special Scientific Interest. The other sites in the south agreement are of a regional significance and as such have non-statutory designations as part of the wider Lee Valley Site of Metropolitan Importance.
- 3 The Authority currently has two Higher Level Stewardship (HLS) agreements and one Countryside Stewardship Scheme. In total the Authority will receive in excess of £97,000 through these current agreements.

The current HLS agreements are:

- Cornmill Meadows and Tree Park (01/1/2023 - 30/11/2028); and
- Silvermeade (1/10/14 - 30/09/24).

The current Countryside Stewardship agreement is:

- River Lee Country Park (1/01/23 - 21/12/27)

- 4 Two HLS agreements have recently expired. These are:

- South sites (1/03/13 - 28/08/23);
 - Tottenham Marshes;
 - Walthamstow Marshes;
 - Rammey Marsh;
 - Middlesex Filter Beds;
 - WaterWorks Nature Reserve; and
- Holyfield Hall Farm (1/01/23 - 30/11/23).

COUNTRYSIDE STEWARDSHIP

- 5 Countryside Stewardship is an agri-environment scheme administered by the Rural Payments Agency (RPA) which provides funding to farmers and landowners to deliver effective environmental management on their land.
- 6 There are a range of grants available through Countryside Stewardship. Two new agreements are proposed, one for Cornmill Meadows and the Tree Park and the second for a number of sites in the south of the Park: Rammey Marsh (east); Tottenham Marshes; Walthamstow and Leyton Marsh; WaterWorks Nature Reserve; and Middlesex Filter Beds. Both of these areas will be entered into the Higher Tier, multi-year agreements for environmentally significant sites that require more complex management. This type of agreement is for a five year period.
- 7 There are a range of Countryside Stewardship annual options and capital items which are individually tailored to deliver maximum environmental benefits for wildlife, landscape, historic environment and resource protection. Officers have worked with Natural England to create a package of works specifically for the sites. These works help the Authority in the delivery of both the Biodiversity Action Plan and Park Development Framework objectives.

THE AGREEMENT

- 8 Natural England has approved the proposed schedule of works and have submitted the application to the RPA who administer the grant on behalf of the

Government. Once the RPA has processed the applications an official grant offer will be made; this is a standard form of agreement and will need to be signed and returned usually within a 21 day period.

The agreements would then commence on 1 January 2024.

- 9 The agreement can be terminated in writing by the RPA if there is a breach in terms or on giving the agreement holder six months written notice. The Authority may terminate the agreement at any time by giving written notice to the RPA whereby there may be the requirement to pay back payments received up to that point in time.
- 10 The current HLS agreement at Cornmill Meadows will terminate if the new Countryside Stewardship agreement is approved and documentation signed. There is no penalty to leave the existing scheme and moving into the new agreement will see an uplift in funding of approximately £22,000 over the five-year period to deliver the ongoing site management works.
- 11 The Countryside Stewardship scheme is divided into annual revenue and capital elements which if applicable are claimed for separately. The annual revenue payments are for the ongoing maintenance of biodiversity-focused features such as the management of grassland for target species, control of invasive species and management of scrubland.

The Authority will receive annual payments over the five-year period of the agreement of over £10,500 for Cornmill Meadows and Tree Park and over £30,000 for the south sites.

- 12 Capital payments are for one-off works, such as fencing to enable grazing, tree management and installation of wildlife boxes. The capital items need to be delivered within the first three years of the scheme start date. These works have been identified in the agreement but there are no penalties if the works are not delivered and no claim is made.
- 13 There is potential to apply for further standalone capital grants during the time period of the Countryside Stewardship scheme, applications remain open until the funding allocation is fully committed.
- 14 The annual revenue items outlined within the agreements over the next five years are works that the Authority's Ranger Service should undertake as best practice. With the assistance of the Countryside Stewardship scheme the Authority now needs to only partly fund rather than wholly fund these works. As well as the financial advantage the Authority will also benefit from advice on biodiversity improvements from Natural England, the national conservation body.

ENVIRONMENTAL IMPLICATIONS

- 15 There are no specific environmental implications arising from this report. Work carried out through the Countryside Stewardship scheme will enhance the biodiversity value of the associated Authority landholdings.

FINANCIAL IMPLICATIONS

- 16 If funding is claimed but the works not carried out the Authority may be in default of the agreement and grant funding could be clawed back. However, if the

delivery of planned works could not take place for any reason such as adverse weather conditions, early dialogue with both the RPA and Natural England would take place so that they are aware of the situation. With their agreement the claim form would be amended, the grant award revised accordingly and the agreement would therefore not be defaulted.

- 17 Failure to complete and submit a claim for items by the date shown in the agreement may result in the payment of the grant being delayed, reduced, recovered or withheld. The claim deadlines will be embedded in the work programme of the Ranger Service Managers to ensure that they are met and this work programme is monitored by the Head of Parklands.
- 18 There will be no additional revenue implications from the work carried out by the Authority through the Countryside Stewardship scheme.

HUMAN RESOURCE IMPLICATIONS

- 19 If approved, the delivery of the Countryside Stewardship scheme will be the responsibility of the Authority's Ranger Service, supported by the Conservation Manager and can be assimilated into their regular work programme.

LEGAL IMPLICATIONS

- 20 The legal implications are noted in the body of the report.

RISK MANAGEMENT IMPLICATIONS

- 21 It is considered that any risk to delivery is minimal. However, if planned work is unable to take place due to unforeseen circumstances officers will contact the RPA to advise them of any change and adjust the grant claim forms accordingly.

Author: Cath Patrick, 07715 449341, cpatrick@leevalleypark.org.uk

PREVIOUS COMMITTEE REPORT

Executive	E/762/22	Countryside Stewardship, Higher Tier – River Lee Country Park	28 Apr 2022
Executive	E/547/18	Countryside Stewardship, Higher Tier – River Lee Country Park	22 Feb 2018
Executive	E/371/14	Higher Level Stewardship – Silvermeade and Broxbourne Meadows	25 Sept 2014
Executive	E/265/13	Higher Level Stewardship – Lower Lee Valley	28 Feb 2013
Executive	E/316/13	Higher Level Stewardship – Cornmill Meadows and Tree Park	21 Nov 2013
Executive	E/249/12	Higher Level Stewardship Holyfield Hall Farm	22 Nov 2012

APPENDICES ATTACHED

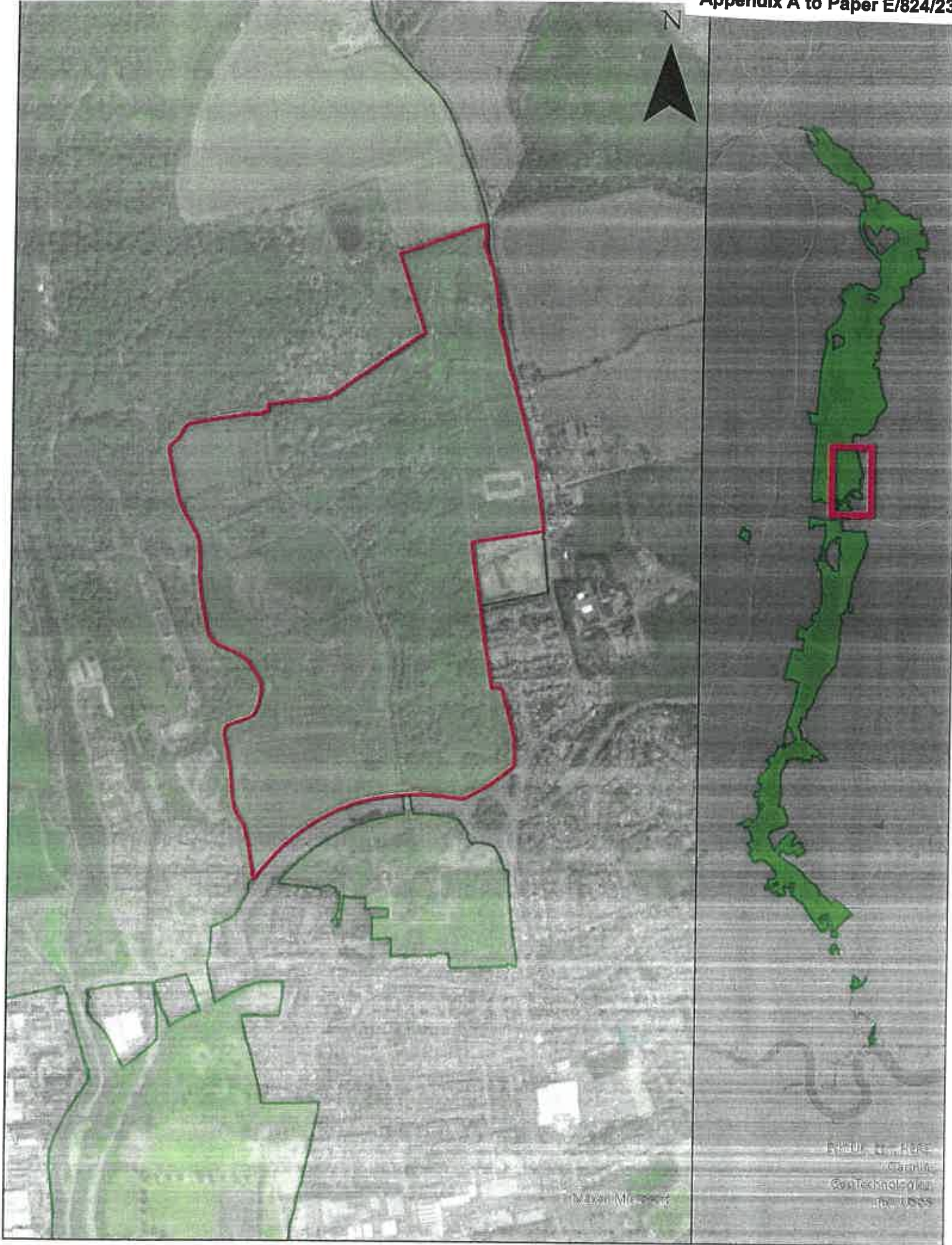
- | | |
|------------|---|
| Appendix A | Area to be included in the Cornmill Meadow and Tree Park
Countryside Stewardship agreement |
| Appendix B | Area to be included in the South sites Countryside
Stewardship agreement |

LIST OF ABBREVIATIONS

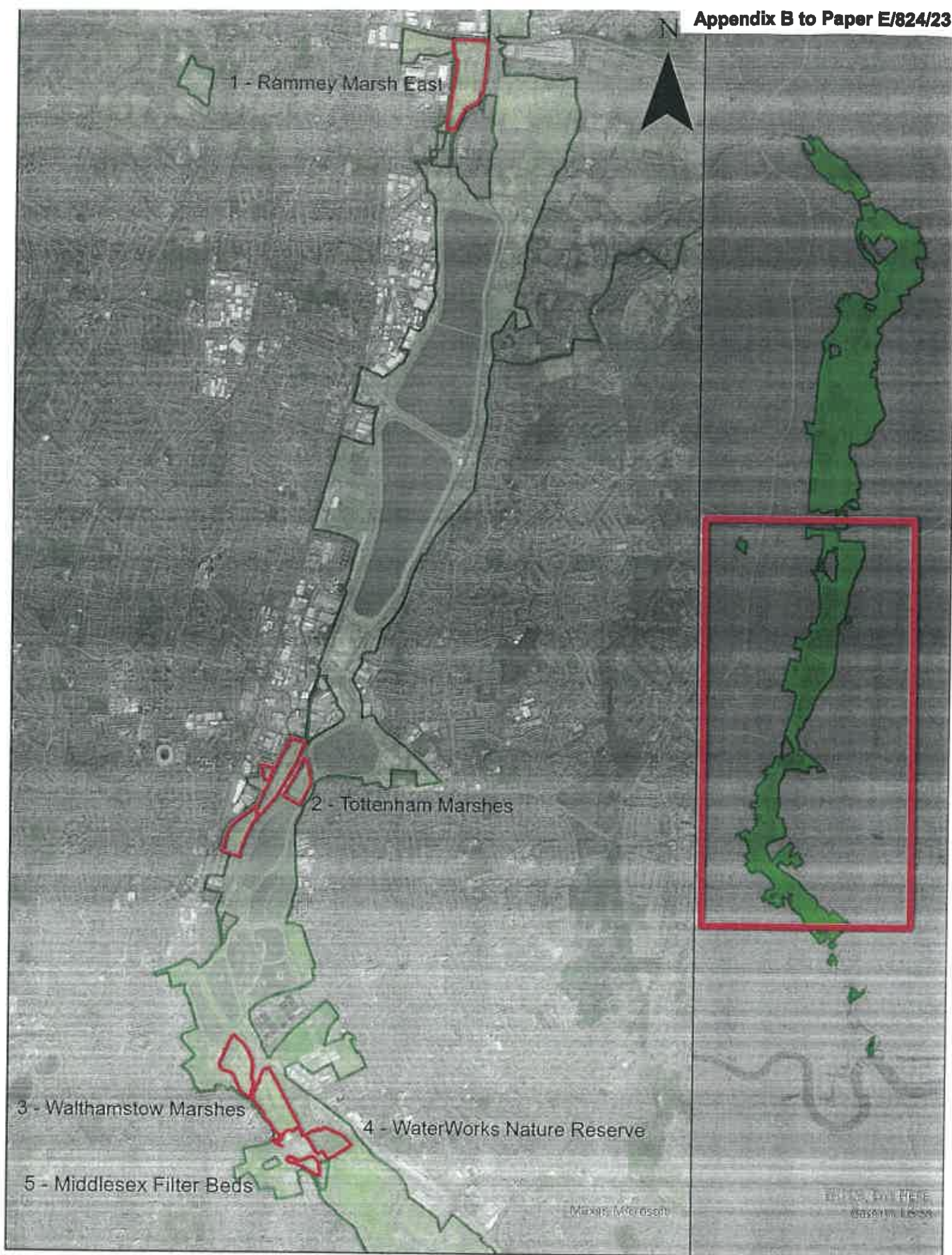
- | | |
|-----|--------------------------|
| HLS | Higher Level Stewardship |
| RPA | Rural Payments Agency |

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Appendix One - Cornmill Meadows and Tree Park



Appendix Two - South Sites

NTS @ A4
08.11.23

Produced by Corporate GIS (HH)

Site

Park Boundary

2023/24 PAY AWARD

Presented by the Head of Human Resources

EXECUTIVE SUMMARY

The purpose of this report is to advise Members of the outcome of the 2023/24 national pay award negotiations contractually applicable for employees on scale points 1 to 43 and to consider the pay award increase for employees on scale points above this range.

RECOMMENDATIONS

- Members Note: (1) the 2023/24 pay award for officers on the National Joint Council scale as described in paragraphs 1 to 4 of this report;
- Members Consider (2) the pay award for 2023/24 for officers on pay point 44 and above in line with the National Joint Council pay award as described in paragraphs 9 to 12 of this report; and
- (3) an increase to the annual leave entitlement by one day for officers on pay point 44 and above in line with the National Joint Council agreement from 1 April 2023 as described in paragraphs 13 to 19 of this report.

BACKGROUND

- 1 The Authority was notified on 1 November 2023 that agreement had been reached by employers and the relevant unions in respect of the 2023/24 pay award for National Joint Council (NJC) for local government services.
- 2 The agreed pay award effective 1 April 2023 is an increase of £1,925 on all NJC pay points 2 to 43. The NJC Circular and new pay rates are attached in Appendix A to this report.
- 3 Part of this national agreement is to also pay an increased London Weighting Rate for Outer London Allowance (currently £2,092 per annum) with a 3.88% increase to be applied to all officers up to pay point 43 with effect from 1 April 2023, i.e. £2,173 per annum. The Authority has previously taken a decision

not to pay the Outer London Allowance to officers on Head of Service grades and above.

- 4 Heads of Service, Directors, the Deputy Chief Executive and the Chief Executive are not covered by the national negotiations. This is 15 members of staff. The NJC advice is that where the national scale has been extended locally that in essence this is a local agreement and it is up to the individual employer to decide whether to apply the increase for staff above pay point 43.
- 5 The Authority's casual workers are paid hourly on rates that align the with the NJC scale hourly rates, so these will also be increased accordingly and backdated where necessary.
- 6 The last nationally agreed pay award for employees on pay points 1 to 43 was in 2022/23 and was an increase of £1,925 on all NJC pay points 2 to 43, with pay point 1 being deleted from April 2023.
- 7 Heads of Service, Directors, the Deputy Chief Executive and the Chief Executive on pay points above those covered by the national negotiations last received a pay award in 2022/23 also with an increase of £1,925, which was approved by Executive Committee in November 2022 (Paper E/787/22).
- 8 Local Authority Chief Executive Officers are covered by separate negotiations with the Joint Negotiating Committee for Chief Executives of Local Authorities (JNC). The JNC has agreed an increase of 3.5% with effect from 1 April 2023 for all officers within scope of the JNC for Chief Executives of Local Authorities. This pay agreement covers the period 1 April 2023 to 31 March 2024. The JNC Circular is attached at Appendix B to this report. However, the Chief Executive's pay at this Authority has always followed in line with other Senior Officers of the Authority and not been in the scope of the JNC pay award.

PAY AWARD 2023/24

- 9 Following advice from the NJC it is for Members to determine what, if any, pay award should be applied to Heads of Service, Directors, the Deputy Chief Executive and the Chief Executive on pay points above those covered by the national negotiations.
- 10 The NJC advised in their pay agreement circular that all locally determined pay points above the maximum of the pay spine but graded below deputy chief officer, should be increased by 3.88%. The NJC circular is attached at Appendix A to this report.
- 11 The Authority currently has 15 employees who are on pay points above those covered by the national negotiations.
- 12 All employees on NJC pay points 2 to 43 will receive the increase of £1,925 effective from 1 April 2023. This covers 111 staff.

ANNUAL LEAVE ENTITLEMENT

- 13 Heads of Service, Directors, the Deputy Chief Executive and the Chief Executive are currently entitled to 30 days annual leave, which increases to 35 days after five years' service.

- 14 Part of the 2022/23 pay award for staff on NJC terms was one extra day of annual leave with effect from 1 April 2023. So, all staff on pay points 2 to 43 received this extra day of annual leave in this leave year, 1 April 2023 to 31 March 2024.
- 15 However, Members did not agree an increase of one day of annual leave for staff on pay points above those covered by the national negotiations from 1 April 2023.
- 16 At the Authority annual leave entitlement depends on what pay point a member of staff is on and was as per the below prior to 1 April 2023:
- Up to pay point 22 26 days + bank holidays
 - Pay points 23-34 28 days + bank holidays
 - Pay point 35 and above 30 days + bank holidays
- 17 As Heads of Service, Directors, the Deputy Chief Executive and the Chief Executive are on pay points above 35, they fall into the 30 days annual leave category.
- 18 So, from 1 April 2023, following the Member decision in November 2022, this has meant that staff who are on pay points 35 to 43 now get 31 days annual leave per year and those on pay points 44 and above (Heads of Service, Directors, Deputy Chief Executive, Chief Executive) still get 30 days.
- 19 Therefore, there is now an inconsistency in annual leave entitlements which could be considered to be inequitable between staff, with senior managers receiving less annual leave than others, so officers are bringing this to the attention of Members for further consideration.

ENVIRONMENTAL IMPLICATIONS

- 20 There are no environmental implications arising directly from the recommendations in this report.

FINANCIAL IMPLICATIONS

- 21 A £1,925 pay award on all pay points 2 to 43 and a 3.88% increase on pay points 44 and above across the whole Authority represents expenditure of £345,000 including additional employer national insurance and pension contributions.
- 22 The pay rise represents an average increase of 5.40% at the Authority, with those employees at the bottom of the scale (SCP2) seeing a substantially higher increase of 9.42%, and those on the top NJC pay point 43 seeing an increase of 3.88%.
- 23 The 2023/24 budget incorporated an allowance for a 4% pay rise for all officers, which represented an increase to the employee base of £255,000.
- 24 If officers above pay point 43 are awarded a pay increase of 3.88% the cost will be circa £65,700 in 2023/24.

- 25 With uncertainty around inflation, and future pay rises, we have provisionally allowed an average of 4% pay rise allowance in the Medium Term Financial Plan for 2024/25.

HUMAN RESOURCE IMPLICATIONS

- 26 These are dealt with in the main body of this report.

LEGAL IMPLICATIONS

- 27 There are no legal implications arising directly from the recommendations in this report.

RISK MANAGEMENT IMPLICATIONS

- 28 There are no risk management implications arising directly from the recommendations in this report.

Author: Victoria Yates, 01992 709915, vyates@leevalleypark.org.uk

PREVIOUS COMMITTEE REPORTS

Executive	E/09/09	Annual Pay Award 2009/10	22 October 2009
Executive	E/300/13	2013/14 Pay Award	26 September 2013
Executive	E/381/14	2014-16 Pay Award	18 December 2014
Executive	E/452/16	2016-18 Pay Award	16 June 2016
Executive	E/561/18	2018/19 and 2019/20 Pay Award	24 May 2018
Executive	E/690/20	2020/21 Pay Award	24 September 2020
Executive	E/758/22	2021/22 Pay Award	10 March 2022
Executive	E/787/22	2022/23 Pay Award	17 November 2022

APPENDICES ATTACHED

Appendix A	2023/24 NJC Pay Agreement Circular inc. Pay Scales
Appendix B	2023/24 JNC Pay Agreement Circular

LIST OF ABBREVIATIONS

NJC	National Joint Council
JNC	Joint Negotiating Committee for Chief Executives of Local Authorities



Local Government Services pay agreement 2023

Employers' Secretary

Naomi Cooke

Address for correspondence

Local Government Association

18 Smith Square

London SW1P 3HZ

Tel: 020 7664 3000

Info@local.gov.uk (<mailto:Info@local.gov.uk>)

Trade Union Secretaries

Mike Short, UNISON

Sharon Wilde, GMB

Address for correspondence

UNISON Centre

130 Euston Road

London NW1 2AY

Tel: 0800 085 7857

l.government@unison.co.uk ([mailto:%20l.government@unison.co.uk](mailto:l.government@unison.co.uk))

To: Chief Executives in England, Wales and N Ireland

(to be shared with Finance Director and HR Director)

Regional Employer Organisations

Members of the National Joint Council

1 November 2023

Dear Chief Executive,

LOCAL GOVERNMENT SERVICES PAY AGREEMENT 2023

Employers are encouraged to implement this pay award as swiftly as possible .

Agreement has been reached on rates of pay applicable from **1 April 2023** (covering the period 1 April 2023 to 31 March 2024). The new pay rates are attached at **Annex 1**.

All locally determined pay points above the maximum of the pay spine but graded below deputy chief officer , should be increased by 3.88 per cent, in accordance with Green Book Part 2 Para 5.4 (The Green Book Part 2 Para 5.4 provides that posts paid above the maximum of the pay spine but graded below deputy chief officer are within scope of the NJC. The pay levels for such posts are determined locally, but once fixed are increased in line with agreements reached by the NJC).

The new rates for allowances , uprated by 3.88 per cent , are set out at **Annex 2**.

Joint work

It has been agreed that:

- there will be joint exploratory, without prejudice, informal discussions in order to map out the practical considerations of how and when the pay spine will be reviewed once the future policy direction of the National Living Wage has been confirmed
- there will be joint discussions on the broader family leave and pay issues raised in the unions' claim
- the NJC's Job Evaluation Technical Working Group shall conduct a review of all the school support staff model role profiles (published in 2013) to see whether any of the terminology needs refreshing to take account of, for example, technological advances and new ways of working that may have taken place over the last ten years

Backpay for employees who have left employment since 1 April 2023

If requested by an ex-employee to do so, we recommend that employers should pay any monies due to that employee from 1 April 2023 to the employee's last day of employment.

When salary arrears are paid to ex-employees who were in the LGPS, the employer must inform its local LGPS fund. Employers will need to amend the CARE and final pay figures (if the ex-employee has pre-April 2014 LGPS membership) accordingly.

Further detail is provided in [section 15 of the HR guide \(https://www.lgpslibrary.org/assets/gas/ew/HRv4.1c.pdf\)](https://www.lgpslibrary.org/assets/gas/ew/HRv4.1c.pdf) and the [Backdated Pay Award FAQs \(https://lgpslibrary.org/assets/gas/ew/Pay%20award%20FAQs%20v1.0.pdf\)](https://lgpslibrary.org/assets/gas/ew/Pay%20award%20FAQs%20v1.0.pdf), which are available on the [employer resources section \(https://www.lgpsregs.org/employer-resources/index.php\)](https://www.lgpsregs.org/employer-resources/index.php) of [www.lgpsregs.org \(http://www.lgpsregs.org\)](http://www.lgpsregs.org)

Yours faithfully,

Naomi Cooke, Mike Short, Sharon Wilde.

Annex 1

SCP	01-Apr-22	01-Apr-23		
	per annum	per hour	per annum	per hour
1	£20,258	£10.50	<i>Deleted wef 01 Apr 23</i>	
2	£20,441	£10.60	£22,366	£11.59
3	£20,812	£10.79	£22,737	£11.79
4	£21,189	£10.98	£23,114	£11.98
5	£21,575	£11.18	£23,500	£12.18
6	£21,968	£11.39	£23,893	£12.38

7	£22,369	£11.59	£24,294	£12.59
8	£22,777	£11.81	£24,702	£12.80
9	£23,194	£12.02	£25,119	£13.02
10	£23,620	£12.24	£25,545	£13.24
11	£24,054	£12.47	£25,979	£13.47
12	£24,496	£12.70	£26,421	£13.69
13	£24,948	£12.93	£26,873	£13.93
14	£25,409	£13.17	£27,334	£14.17
15	£25,878	£13.41	£27,803	£14.41
16	£26,357	£13.66	£28,282	£14.66
17	£26,845	£13.91	£28,770	£14.91
18	£27,344	£14.17	£29,269	£15.17
19	£27,852	£14.44	£29,777	£15.43
20	£28,371	£14.71	£30,296	£15.70
21	£28,900	£14.98	£30,825	£15.98
22	£29,439	£15.26	£31,364	£16.26
23	£30,151	£15.63	£32,076	£16.63
24	£31,099	£16.12	£33,024	£17.12
25	£32,020	£16.60	£33,945	£17.59
26	£32,909	£17.06	£34,834	£18.06
27	£33,820	£17.53	£35,745	£18.53

28	£34,723	£18.00	£36,648	£19.00
29	£35,411	£18.35	£37,336	£19.35
30	£36,298	£18.81	£38,223	£19.81
31	£37,261	£19.31	£39,186	£20.31
32	£38,296	£19.85	£40,221	£20.85
33	£39,493	£20.47	£41,418	£21.47
34	£40,478	£20.98	£42,403	£21.98
35	£41,496	£21.51	£43,421	£22.51
36	£42,503	£22.03	£44,428	£23.03
37	£43,516	£22.56	£45,441	£23.55
38	£44,539	£23.09	£46,464	£24.08
39	£45,495	£23.58	£47,420	£24.58
40	£46,549	£24.13	£48,474	£25.13
41	£47,573	£24.66	£49,498	£25.66
42	£48,587	£25.18	£50,512	£26.18
43	£49,590	£25.70	£51,515	£26.70

NB: hourly rate calculated by dividing annual salary by 52.143 weeks (which is 365 days divided by 7) and then divided by 37 hours (the standard working week)

Annex 2

Part 3 Paragraph 2.6(e) Sleeping-in Duty Payment:

1 April 2023

£40.76

**RATES OF PROTECTED ALLOWANCES AT 1 APRIL 2023
(FORMER APT&C AGREEMENT (PURPLE BOOK))**

**Paragraph 28(3) Nursery Staffs in Educational Establishments -
Special Educational Needs Allowance**

1 April 2023

£1,455

Paragraph 28(14) Laboratory / Workshop Technicians

City and Guilds Science Laboratory Technician's Certificate Allowance:

1 April 2023

£237

**City and Guilds Laboratory Technician's Advanced Certificate
Allowance:**

1 April 2023

£171

**Paragraph 32 London Weighting and Fringe Area Allowances £ Per
Annum**

Inner Fringe Area:

1 April 2023

£988

Outer Fringe Area:

1 April 2023

£689

**Paragraph 36 Standby Duty Allowance - Social Workers (1)(a)(i)
Allowance - Per Session**

1 April 2023

£32.81

FORMER MANUAL WORKER AGREEMENT (WHITE BOOK)

Section 1 Paragraph 3 London and Fringe Area Allowances £ Per Annum

Inner Fringe Area:

1 April 2023

£988

Outer Fringe Area:

1 April 2023

£689

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Chief executives' pay agreement 2023

Chief Executives of Local Authorities

To: Chief Executives in England and Wales (N Ireland for Information)

(to be shared with Finance Director and HR Director)

Regional Employer Organisations

Members of the Joint Negotiating Committee

1 November 2023

Dear Chief Executive,

CHIEF EXECUTIVES' PAY AGREEMENT 2023

Employers are encouraged to implement this pay award as swiftly as possible.

Agreement has now been reached on the pay award applicable from **1 April 2023** (covering the period 1 April 2023 to 31 March 2024).

The individual basic salaries (Basic salary should exclude other separately identified payments such as Returning Officer fees etc) of all officers within scope of the JNC for Chief Executives of local authorities should be increased by **3.50 per cent** with effect from 1 April 2023.

Backpay for employees who have left employment since 1 April 2023

If requested by an ex-employee to do so, we recommend that employers should pay any monies due to that employee from 1 April 2023 to the employee's last day of employment.

When salary arrears are paid to ex-employees who were in the LGPS, the employer must inform its local LGPS fund. Employers will need to amend the CARE and final pay figures (if the ex-employee has pre-April 2014 LGPS membership) accordingly.

Further detail is provided in **section 15 of the HR guide (<https://www.lgpsiibrary.org/assets/gas/ew/HRv4.1c.pdf>)** and the **Backdated Pay Award FAQs (<https://lgpsiibrary.org/assets/gas/ew/Pay%20award%20FAQs%20v1.0.pdf>)**, which are available on the **employer resources section (<https://www.lgpsregs.org/employer-resources/index.php>)** of **www.lgpereg.org** (<http://www.lgpereg.org>).

Yours faithfully,

Naomi Cooke
Ian Miller

Joint Secretaries

Employers' Secretary:

Naomi Cooke
Local Government Association
18 Smith Square
London
SW1P 3HZ

info@local.gov.uk (mailto: info@local.gov.uk)

Officers' Secretary:

Ian Miller
Hon Secretary
ALACE

alacehonsec@yahoo.co.uk (mailto: alacehonsec@yahoo.co.uk)