



New burden assessment pro forma

In advance of discussions with others, or as part of these discussions, the lead department should complete the pro forma below (this can be tailored to the specific policy where appropriate but should cover the same information).

As highlighted in the guidance, these issues should be discussed with Communities and Local Government at the earliest possible stage, and the pro forma can be revised as the assessment is taken forward. The signed off pro forma should be sent to Communities and Local Government.

If this is a first assessment, departments must complete those fields in bold to provide a sufficient level of reassurance that the requirements of the Cabinet are being met. The remaining fields must then be completed when policy is more developed. Section 20 requires departments to state when a full assessment will be completed.

Details of the proposal – please answer in area provided below question	
Q1	Name of Lead Department.
A1	Commercial Agreements (HS2)
Q2	Working level contact details in lead department.
A2	Name: [REDACTED] Team: Commercial Agreements Telephone: Mobile: [REDACTED] E-mail: [REDACTED]
Q3	Name of policy/duty/expectation.
A3	Conservation Officer
Q4	Description of the policy objective.
A4	Conservation Officer assistance for work requiring planning permission on heritage buildings for Noise Installation in Camden.
Q5	Stage proposal is at (e.g. initial draft, consultation document, Cabinet clearance, etc.). If first draft, please state when update will be submitted.

A5	Initial Draft
Q6	Brief expected timeline of the forthcoming key stages, including committee clearance.
A6	Noise insulation to be installed by September 2019, subject to change due to approvals programme. June 2019.
Q7	What the proposal requires local authorities to do, and how this differs from what they are doing now. If there is no difference, why is the new power/duty/expectation being made?
A7	<p>Noise installation on heritage buildings requires planning permission and involvement of conservation officers at Camden. This duty is not included within activity 5 - deemed planning permission under Schedule 17 of the act.</p> <p>For non-heritage buildings these approvals are paid for via payment for the planning permission submitted to Camden. However, the conservation aspect of planning applications for heritage buildings are free. Therefore there is no other method of payment for this activity.</p> <p>This new burden will be to cover the addition of a funded post for a Conservation Officer 1 FTE & 0.5 FTE for the period ending 31st March 2019.</p> <p>There may be an additional requirement for this to be extended by 6 months to 30th September 2019 at an additional resource cost of £42,950.00.</p>
Q8	Expected date the policy impacts on local authorities. If implementation is to be phased in, please give estimated dates for each phase.
A8	On signature of the SLA with Camden (7 th January 2019)
Q9	Is an impact assessment being completed? If this shows that the policy impacts on the private sector in the same way with no disproportionate impact on local authorities, contact the Communities and Local Government New Burdens Team to confirm that the new burdens rules do not apply in this case - this does not mean there are no local government finance matters that might need to be addressed.
A9	No impact assessment.
Estimated costs/savings	
Q10	Has the proposal been appraised in accordance with HM Treasury <i>Green Book</i> principles? What was the outcome of the appraisal?
A10	N/a because this guidance should be applied proportionately. The resources and effort employed should be related to the scale of the proposals under consideration.

Q11	Best estimate of reasonable costs and savings involved for local authorities for each individual year. Please give breakdown <u>by financial year</u> and state whether costs are revenue or capital.
(a)	Overall <u>additional</u> total costs to local authorities for each year.
A(a)	17/18 cost then for the (0.6 FTE) Conservation Officer £34,796 18/19 Costs for 1.5 posts as Conservation Officers. Post 1 (1 FTE) £59,790 . Post 2 (0.5 FTE). Potential extension to the posts of Conservation Officers, estimated at 50% of the above costs £42,995 . Total estimate of new burden £137,581.00
i.	Element attributable to 'one off' implementation costs.
A(i)	The proposal is to fund 1.5 posts at Camden to ensure this work is prioritised and dealt with in a timely manner. Conservation officer 1 FTE - £59,790 Conservation officer 0.5 FTE - £26,200 Total cost for Financial Year 18/19 - £85,990
ii.	Recurring costs element (for the first 3 years).
A(ii)	n/a
(b)	Estimated specific and identified <u>savings</u> for each year - these must be additional to the annual savings authorities are expected to make and their treatment consistent with the appropriate HM Treasury guidance on efficiency.
A(b)	Savings not expected. Costs will be based on funded post agreement as part of the SLA for Camden.
(c)	What are the direct and indirect impacts on local authorities pay and pensions costs?
A(c)	n/a
(d)	Overall estimate of the <u>Net</u> Additional Cost (costs-savings) to local authorities for each year.
A(d)	n/a
Discussion with authorities	
Q12	What discussions have taken place with local authority associations, e.g. with the LGA or LC? If there is no planned contact with local authorities through representative bodies, please explain why.

A12	██████████ and ██████████, HS2 Interface team have negotiated agreement with Officers at Camden ██████████ & ██████████. This has included emails and meetings regarding funded posts agreement and SLA terms.
Q13	Give a brief description of the authorities' views, particularly on costs and financing (note: there is no obligation to agree final finance assessments with them).
A13	Camden are the planning authority of the affected properties – with conservation status - requiring noise insulation measures. Camden have requested that conservation officer time is addressed as a new Burden.
Providing the resources	
Q14	If there are net additional costs, has the lead department identified where the funding for this new burden is coming from and agreed to fully fund them? Please give details.
A14	The provision for this burden is within the funding estimate for the Camden SLA.
Q15	What costing evidence/analysis do you have/are you going to undertake to demonstrate that the funding is sufficient, and when will you be providing this?
A15	Estimate based on known cost as part of funded post agreement for 18/19 and prediction for 19/20 based on programme and resource level. 18/19 funded post agreement to be finalised in November/December 2019. 19/20 funded post agreement to be finalised in April 2019.
Q16	If costs are to be met by charging, do these cover the full net additional costs, and do authorities have the freedom to determine the fee levels consistent with recovering reasonable costs?
A16	The funded posts agreement with Camden will be used as the basis for agreeing charges.
Q17	If your assessment is that the proposal will result in no additional costs being placed on local authorities, how will you ensure that this is the case?
A17	This assessment does result in additional costs.
DCLG New Burdens Team Sign Off	
Q18	Have you shared your assessment with the New Burdens Team?
A18	Yes. This has been reviewed and commented on by ██████████ on 23 rd May 2019.
Departmental Finance Director Sign Off	

Q19	Please state if this is a first or a final assessment of your proposal. If first please indicate when a final assessment will be submitted.
A19	Final Assessment
<p>Certification that the estimated net additional costs falling on local authorities has been assessed in accordance with the guidance on new burdens and that this will be fully funded. That to the best of finance director's knowledge the estimates are a true and fair assessment of the net additional costs falling on authorities.</p> <p>Confirmation that their department is aware that if the proposed policy or initiative is implemented, there may be an independent post-implementation scrutiny carried out (paid for from within their department's existing resources) and that under or over-payments of grant revealed by the scrutiny may inform future decisions on funding.</p> <p>Signed: [REDACTED]</p> <p>Name: [REDACTED]</p> <p>Date: 15/11/2018</p> <p>Telephone number: [REDACTED]</p> <p>Address: Two Snowhill, Snow Hill Queensway, Birmingham, B4 6GA</p>	

Please send the form to the relevant Communities and Local Government contact.

For completion by the DCLG New Burdens Team:

Date received: 23/05/19 **Reference number:** NBA:2018/19:07