

Budget Savings Recommended for Approval 2023/24 to 2025/26

Appendix A

Directorate :- Legal & Democratic

Service Area	Description of Saving	2023/24 Ongoing Saving £m	2024/25 Ongoing Saving £m	2025/26 Ongoing Saving £m	2023/24 Staff Impact FTE	2024/25 Staff Impact FTE	2025/26 Staff Impact FTE
DRU/Members Services	Reduction in hours/posts - savings to be made in staff costs. Further work required for 2024/25 to confirm how saving will be achieved	0.036	0.040	0.000	1.4	TBC	0.0
Elections, Commercialisation and FM Support	Enterprising Angus - target saving from the Council's commercialisation strategy	0.000	0.050	0.000	0.00	0.0	0.0
DRU	Review of DRU (print unit) - currently the subject of a service review	0.050	0.000	0.000	0.00	0.0	0.0
	TOTAL SAVINGS	0.086	0.090	0.000	1.4	0.0	0.0

For Information - Corporate Savings to be delivered by Legal & Democratic Service - included within Corporate Items Budget

Service Area	Description of Saving	2023/24 Ongoing Saving £m	2024/25 Ongoing Saving £m	2025/26 Ongoing Saving £m	2023/24 Staff Impact FTE	2024/25 Staff Impact FTE	2025/26 Staff Impact FTE
Corporate	Procurement & Commissioning Savings	0.050	0.050	0.000	0.00	0.0	0.0

Total Savings Listed Under Director of L&DS in Finance & Change Plan		0.136	0.140	0.000	1.400	0.000	0.000
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Area	Charge Description	Additional info on individual charge	2022/23 Charge £	6.00% Rounded up to nearest 10p	Proposed 2023/24 charge £
Conveyancing	Discharge of Standard Security /Inhibition/Release of Charging Order/Discharge of Section 75 Agreement		217.00	13.10	230.10
Conveyancing	Revising deed of Postponement of Standard Security		217.00	13.10	230.10
Conveyancing	Leases:				
Conveyancing	Landlord's fees (Economic Development Leases)				
Conveyancing	**Leases on standard terms and conditions:-				
Conveyancing	1. Properties up to and including 1,000 square feet		234.00	14.10	248.10
Conveyancing	2. 1,000 square feet - 2,000 square feet		312.00	18.80	330.80
Conveyancing	3. 2,001 square feet - 5,000 square feet		388.50	23.40	411.90
Conveyancing	4. 5,001 square feet - 10,000 square feet		543.00	32.60	575.60
Conveyancing	5. 10,000 square feet and over	Time & Line			
Conveyancing	Template lease on standard terms and conditions		467.50	28.10	495.60
Conveyancing	Non-standard missives/lease	Time & Line			
Conveyancing	Rent Review/Variation of Lease				
Conveyancing	1. Standard Template - no extensions		235.00	14.10	249.10
Conveyancing	2. Rent review plus variation of terms (including extension)		312.00	18.80	330.80
Conveyancing	Termination of Lease/Renunciation		312.00	18.80	330.80
Conveyancing	Consent to sub-lease				
Conveyancing	1. Minimal revisal required		312.00	18.80	330.80
Conveyancing	2. Complex Transaction	Time & Line			
Conveyancing	Assignment of Lease (revising)		234.00	14.10	248.10
Conveyancing	Deed of Servitude/Wayleave	Time & Line			
Conveyancing	Utility Wayleaves		273.00	16.40	289.40
Conveyancing	Conveyance of Ground & Property				
Conveyancing	1. Small area of ground (Council houses - additional areas or less than 250 square metres)		543.00	32.60	575.60
Conveyancing	2. All other areas	Time & Line			
Conveyancing	Section 75 agreements				
Conveyancing	1. Standard Template (agricultural worker, commuted sum etc.)		543.00	32.60	575.60
Conveyancing	2. All others (including affordable housing)	Time & Line			
Conveyancing	Modification of Planning Obligation Agreement		325.00	19.50	344.50
Conveyancing	Ranking Agreement:				
Conveyancing	1. Council House Sales (revising)		217.00	13.10	230.10
Conveyancing	2. All others	Time & Line			
Conveyancing	Restoration Bond Agreement		443.00	26.60	469.60
Conveyancing	Community Asset Transfers		543.00	32.60	575.60
Conveyancing	Lending Prior Titles:				
Conveyancing	1. Without Inventory		28.00	1.70	29.70
Conveyancing	2. With Inventory		36.00	2.20	38.20
Conveyancing	Licence to Occupy:				
Conveyancing	1. Licence to Occupy (standard template used)		211.00	12.70	223.70
Conveyancing	2. Licence to Occupy non standard	Time & Line			
Conveyancing	Corrective Conveyancing:				
Conveyancing	1. Prepare documentation		370.00	22.20	392.20
Conveyancing	2. Revising documentation		264.50	15.90	280.40
Conveyancing	Deferred Payment Agreement (including Standard Security)		435.00	26.10	461.10
Registration	Registrar to conduct a civil marriage ceremony, civil partnership or citizenship ceremony on a:-				
Registration	a. Saturday		224.00	13.50	237.50
Registration	b. Sunday		305.00	18.30	323.30
Registration	c. Public Holiday		386.00	23.20	409.20
Registration	Registrar to conduct a civil marriage ceremony, civil partnership registration or private citizenship ceremony at an Approved Place within normal hours		224.00	13.50	237.50
Registration	Accommodation Fee for the use of the ceremony rooms within Registration Offices on occasions where numbers exceed 10		65.00	3.90	68.90
Registration	Annual clothing allowance payable to staff		289.00	17.40	306.40
Registration	Naming Ceremonies/Renewal of Marriage Vows:-				
Registration	a. Monday to Friday during office hours (under 10 people) - Forfar Registration Office		67.00	4.10	71.10
Registration	b. Monday to Friday during office hours (over 10 people) - Forfar Registration Office		130.00	7.80	137.80
Registration	c. Outwith normal office hours including Saturday - Forfar Registration Office or Agreed Venue		285.00	17.10	302.10
Registration	d. Sunday - Forfar Registration Office or Agreed Venue		364.00	21.90	385.90
Registration	e. Public Holiday - Forfar Registration Office or Agreed Venue		441.00	26.50	467.50

Estimated total additional income from increase in charges**12,000.00**

REVENUE BUDGET 2023/24

DIRECTORATE:

LEGAL & DEMOCRATIC SERVICES
SUMMARY

Sept '22 Prices

	Final Budget @ Outturn Prices 2022/23 £m	Provisional Base Budget Submission (before Issues & Savings) 2023/24 £m	Budget Issues Ongoing £m	Budget Issues One-Off £m	Finance & Change Plan Budget Savings £m	Review of Charges £m	Revised Base Budget Submission £m
Directorate, Legal Teams 1 & 2, Dem. & Exec. Sppt and Elections, Commercialisation & FM Support	1.891	2.012	0.000	0.000	0.000	0.000	2.012
Procurement & Commissioning	0.492	0.522	0.000	0.000	0.000	0.000	0.522
Registrars	0.032	0.052	0.000	0.000	0.000	(0.012)	0.040
Digital Reprographic Unit	0.027	0.008	0.000	0.000	(0.050)	0.000	(0.042)
Licencing	(0.259)	(0.259)	0.000	0.000	0.000	0.000	(0.259)
Members	0.867	0.938	0.000	0.000	(0.036)	0.000	0.902
TOTAL LEGAL & DEMOCRATIC	3.050	3.273	0.000	0.000	(0.086)	(0.012)	3.175