



Policy, Finance and Development Committee	Tuesday, 27 November 2018	Matter for Information and Decision
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Report Title: **Review of Scale of Fees & Charges (2019/20)**

Report Author(s): **Chris Raymakers (Head of Finance, Revenues and Benefits)**

Purpose of Report:	This report is to allow Members to consider, review and approve the proposed scale of fees and charges for the financial year 2019/20 for the Council.
Report Summary:	Charges consist of both those set by statute and those set by this Council. Charges set by Council that are increased in line with inflation will be uplifted by the Retail Price Index at June 2018 which was 3.4%.
Recommendation(s):	A. That members approve the proposed Scale of Fees and Charges for 2019/20 (as set out in Appendix 1); and B. That delegated authority be given to the Director of Finance & Transformation to allow flexibility to charging charges to encourage a more commercial approach to maximising income.
Responsible Strategic Director, Head of Service and Officer Contact(s):	Stephen Hinds (Director of Finance & Transformation) (0116) 257 2681 stephen.hinds@oadby-wigston.gov.uk Chris Raymakers (Head of Finance, Revenues and Benefits) (0116) 257 2891 chris.raymakers@oadby-wigston.gov.uk
Corporate Priorities:	Effective Service Provision (CP2) Balanced Economic Development (CP3) Green & Safe Places (CP4) Wellbeing for All (CP5) An Inclusive and Engaged Borough (CP1)
Vision and Values:	"A Strong Borough Together" (Vision) Customer Focus (V5)
Report Implications:-	
Legal:	There are no implications arising from this report.
Financial:	It is important that the Council maximises its income streams.
Corporate Risk Management:	Decreasing Financial Resources (CR1) Regulatory Governance (CR6) Reputation Damage (CR4)
Equalities and Equalities Assessment (EA):	There are no implications arising from this report. EA not applicable.

Human Rights:	There are no implications arising from this report.
Health and Safety:	There are no implications arising from this report.
Statutory Officers' Comments:-	
Head of Paid Service:	The report is satisfactory.
Chief Finance Officer:	The report is satisfactory.
Monitoring Officer:	The report is satisfactory.
Consultees:	None
Background Papers:	Scale of Fees & Charges Working Papers (2019/20)
Appendices:	1. Proposed Scale of Fees & Charges (2019/20)

1. Introduction

- 1.1 The Council charges for a number of its services that are provided to the public. All fees and charges are reviewed on an annual basis as part of the budget setting process.
- 1.2 When setting fees and charges, the following factors are taken into consideration:
 - Statutory obligations;
 - Policies and objectives of the Council;
 - Inflation and relevant indices;
 - Local market research and competition (where relevant);
 - The impact of price changes on activity level or demand;
 - Changes in taxation;
 - Budget position and any associated gap; and
 - The cost of providing the service.
- 1.3 As at June 2018 the Retail Price Index, which is a measure of inflation, stood at 3.4%. This has been used as a guide for Heads of Service when considering any increases for 2019/20.
- 1.4 **Appendix 1** shows the current and next year's proposed charges together with any specific explanation of the change to any individual charge. A summary of changes by service area has been provided overleaf.
- 1.5 The three other Committees; Service Delivery, Licensing and Development Control have reviewed the charges that relate to their respective areas and have recommended them to this Committee for approval.

2. Information by Service

2.1 Environmental Health

A major review of Environmental Health charges was carried out in 2017/18 with charges being set at an appropriate level designed to increase income and move the service toward a break-even position. In light of this Officers are recommending an increase in line with inflation for 2019/20.

2.2 Leisure Centres and The Brocks Hill Centre

The charges for the centres that are run for the Council by SLM Ltd are increased at the start of each calendar year concurrent with the contract year. Increases have generally been kept below the Retail Price Index Inflation Increase with the average increase in charge being around 2.73%.

2.3 **Cemeteries, Facilities for Hire and Housing**

It is recommended that the above services have their charges increased by inflation with the exception of charges for bowls which are to be held at the current level which is considered appropriate.

2.3 **Operational Services and Street Scene**

The Garden Waste collection scheme was a new income stream for 2018/19. There is no recommended increase in charge for this service for 2019/20.

2.4 **Licensing**

For 2019/20, it is proposed that licences are increased by the inflationary amount of 3.4% and rounded to the nearest five pence. This is to reflect the increases in the cost of provision and administering the service over the next financial year.

2.5 **Development Control**

The principal charges for the Planning and Building Control Services are set by statute. However it is recommended that these are increased by the rate of inflation.

The Council provides free access online to all the documents listed in sections 1.7 and 1.8 of **Appendix 1**. Where hard copies are requested, a charge is made to cover the cost of production, however very few of these are ordered and therefore no price increase is recommended.

It is considered that the Building Control service's charges are broadly aligned with other Councils and, as a result, no increase is recommended.

2.6 **Corporate Resources**

A new series of charges is recommended this year for the provision of legal and administrative tasks carried out by the section at the request of third parties. These charges have been bench-marked against other authorities and will allow the Council to recoup the cost of providing the services.