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Chairman and Members of the
Corporate Business Scrutiny
Committee.

Your contact: Peter Mannings
Extn: 2174
Date: 19 August 2015

cc. All other recipients of the
Corporate Business Scrutiny
Committee agenda.

Dear Councillor,

CORPORATE BUSINESS SCRUTINY COMMITTEE – 25 AUGUST 2015

Please find attached the following reports which were marked “to follow” on the agenda for the above meeting:

9. Review of Fees and Charges Calculations and Levels (Pages 3 – 12).

Please bring these papers with you to the meeting next Tuesday.

Yours faithfully,

Peter Mannings
Democratic Services Officer
East Herts Council
peter.mannings@eastherts.gov.uk

MEETING : CORPORATE BUSINESS SCRUTINY COMMITTEE
VENUE : COUNCIL CHAMBER, WALLFIELDS, HERTFORD
DATE : TUESDAY 25 AUGUST 2015
TIME : 7.00 PM

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EAST HERTS COUNCIL

CORPORATE BUSINESS SCRUTINY COMMITTEE – 25 AUGUST 2015

REPORT BY EXECUTIVE MEMBER FOR FINANCE AND SUPPORT SERVICES

REVIEW OF FEES AND CHARGES CALCULATIONS AND LEVELS

WARD(S) AFFECTED: ALL

Purpose/Summary of Report:

- To provide Corporate Business Scrutiny Committee with an opportunity to review the current structure of fees and charges within the Corporate Business service areas.

RECOMMENDATIONS FOR DECISION: That:

(A)	Corporate Business Scrutiny Committee consider the need for any further research by Officers with regards to revising the fees and charges structure for 2016/17, for services under the remit of Corporate Business Scrutiny Committee.
(B)	Officers be advised of any areas of fees and charges (under the Corporate Business Scrutiny Committee's remit), that should be considered for change as part of the budget setting process for 2016/17.

1.0 Background

1.1 The Council has a set of key principles on which fees and charges should be set.

1.2 These include:

- Any subsidy from Council Tax payers should be deliberate choice
- Discretionary fees should generate income to help deliver improvements in priority services
- Discretionary fees and charges should support the MTFP
- A measure of consistency in setting charges for similar services

- Levels should be set to avoid unnecessary subsidies from the council taxpayer to commercial operations
 - If the impact of the increase is likely to be high then consideration be given to the phasing in of changes
- 1.3 When setting the budget for 2015/16, Members reviewed the fees and charges as part of the budget setting process.
- 1.4 Members requested a more detailed review take place for 2016/17 onwards and therefore each Scrutiny Committee will receive a report on the current fees and charges relating to its remit.
- 1.5 This report gives an indication of the current fees and the level of discretion the Council has in setting the fee level.
- 1.6 There are 3 types of charges:
1. Those that are set statutorily, over which the Council has no control to change
 2. Those that are set for full cost recovery i.e. set according to the cost of the service
 3. Those that the Council has full discretion over setting the level of fees and charges.
- 1.7 The reasons for setting certain levels of fees may be determined by the following factors:
- Understanding the wider market of a service and therefore the price that can be reasonably demanded for a particular service
 - Setting the level of the fee to manage demand - either to encourage or discourage behaviour
 - Consideration of the impact of changes in fees on particular groups or individuals
 - Wider financial implications for the Council or its partners

2.0 Report

- 2.1 Attached at **Essential Reference Paper 'B'** is a list of the fees and charges that relate to Corporate Business Scrutiny Committee. The table shows the fee for 2014/15 and for 2015/16 and other information including the basis for charge, the setting of the charge and more detail on the service provision. (Please note that although the Parking service comes under the remit of

Corporate Business Scrutiny Committee, this is covered by a separate process).

2.2 For those charges where the Council has discretion over the level that is set, there is an opportunity to consider the introduction of any changes to the fee levels as detailed in **Essential Reference Paper 'B'** as part of the Council's new overall Finance and Business Planning process that is currently in progress.

2.3 In terms of reviewing the Councils fees and charges, there is an opportunity to consider the following:

- Whether there are any services that are not currently charged for, but could be in the future
- Whether there are further discretions or concessions that Members would like considered
- Whether there are other changes to the fees and charges structure that Members would like Officers to research for consideration
- In terms of reviewing the Councils fees and charges, there is an opportunity to consider the following:

2.4 Should Corporate Business Security Committee decide that areas of the fees and charges merit attention for further work; officers will research and prepare options based on Corporate Business Scrutiny's requests. These will then be presented as options to be considered as part of the budget setting process for 2016/17 – 2019/20.

3.0 Implications/Consultations

3.1 Information on any corporate issues and consultation associated with this report can be found within **Essential Reference Paper 'A'**.

Contact Member: Councillor Geoff Williamson, Executive Member for Finance and Support Services.
geoffrey.williamson@eastherts.gov.uk

Contact Officer: Philip Gregory, Head of Strategic Finance, Extn: 2050. philip.gregory@eastherts.gov.uk

Report Author: Adele Taylor, Director of Finance and Support Services, Extn: 1401. adele.taylor@eastherts.gov.uk

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ESSENTIAL REFERENCE PAPER 'A'

IMPLICATIONS/CONSULTATIONS:

<p>Contribution to the Council's Corporate Priorities/ Objectives (delete as appropriate):</p>	<p>People – Fair and accessible services for those that use them and opportunities for everyone to contribute.</p> <p>This priority focuses on delivering strong services and seeking to enhance the quality of life, health and wellbeing, particularly for those who are vulnerable.</p> <p>Place – Safe and Clean.</p> <p>This priority focuses on sustainability, the built environment and ensuring our towns and villages are safe and clean.</p> <p>Prosperity – Improving the economic and social opportunities available to our communities.</p> <p>This priority focuses on safeguarding and enhancing our unique mix of rural and urban communities, promoting sustainable, economic opportunities and delivering cost effective services.</p>
<p>Consultation:</p>	<p>By bringing this initial report to be considered by Corporate Business Scrutiny, the consultation process for setting fees and charges for future years will commence.</p>
<p>Legal:</p>	<p>Fees and Charges which are subject to statutory requirements are outlined in Essential Reference Paper 'B'.</p>
<p>Financial:</p>	<p>Future financial implications are subject to the outcome of any revisions that are made. These will be considered through the budget setting process.</p>
<p>Human Resource:</p>	<p>No specific implications arise from this report.</p>
<p>Risk Management:</p>	<p>No specific implications arise from this report.</p>
<p>Health and wellbeing – issues and impacts:</p>	<p>No specific implications arise from this report.</p>

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FEES AND CHARGES

2014/15		DETAILS	UNIT OF CHARGE	2015/16	
Exc. VAT £	Inc. VAT 20% £			Exc. VAT £	Inc. VAT 20% £
LAND CHARGES					
Local Land Charges					
Statutory Charges					
67.00	n/a	Registration of a charge in Part II of the register	per charge	67.00	n/a
2.50	n/a	Filing a definite certificate of the Lands Tribunal under rule 10 (3)	per certificate	2.50	n/a
7.00	n/a	Filing a judgement or order, or written request for the variation or cancellation of any entry in Part 11 of the register	per item	7.00	n/a
2.50	n/a	Inspection of documents filed in the register under rule 10, in respect of each parcel of land	per parcel of land	2.50	n/a
Various	n/a	Office copy of any plan or other document filed pursuant to the rules	per copy	Various	n/a
Non Statutory Charges - Full cost recovery					
5.00	n/a	Personal Search inclusive of printout	for print out	5.00	n/a
21.00	n/a	Official search (including issue of official certificate of search) in: the whole of the register	per search	21.00	n/a
5.00	n/a	And in addition, in respect of each parcel of land above one, where under rule 11(3) more than one parcel is included in the same requisition (for a search in the whole or part of the register), subject to a maximum of £16.00	per additional search	5.00	n/a
Answering form of enquiry					
Part I Enquiries -					
66.00	n/a	One parcel of land - Residential / Commercial	per enquiry	66.00	n/a
20.00	n/a	- Commercial each additional parcel	per enquiry	20.00	n/a

FEES AND CHARGES

2014/15		DETAILS	UNIT OF CHARGE	2015/16	
Exc. VAT £	Inc. VAT 20% £			Exc. VAT £	Inc. VAT 20% £
Non Statutory Charges - Full cost recovery					
Part II Enquiries					
Where relating to one parcel of land only or to several parcels and delivered on a single form -					
Each printed enquiry					
12.00	n/a	numbered in the form 4 - 21	per enquiry	12.00	n/a
20.00	n/a	numbered in the form 22	per enquiry	20.00	n/a
25.00	n/a	Any and each further enquiry added by solicitors	per enquiry	25.00	n/a
15.40+	n/a	Abstract of Title		15.40+	n/a
21p	n/a			21p	n/a
per sheet copied				per sheet copied	
LEGAL CHARGES					
110.00	132.00	Notice of Transfer	per hour	110.00	132.00
110.00	132.00	Deed of Variation	per hour	110.00	132.00
110.00	132.00	Deed of Covenant Copy	per hour	110.00	132.00
110.00	132.00	" Engrossment	per hour	110.00	132.00
110.00	132.00	Postponement of Charge	per hour	110.00	132.00
110.00	132.00	Litigation, Conveyancing and Planning matters	per hour	110.00	132.00
110.00	n/a	Sale of Council Minutes	per civic year	110.00	n/a
Extract of Electoral Register					
20.50 + 1.50	n/a	Fee for sale of the Register	data	20.50 + 1.50	n/a
per thousand entries or part				per thousand entries or part	
10.00 + 5.00	n/a		printed	10.00 + 5.00	n/a
per thousand entries or part				per thousand entries or part	
Fee for sale of the list of Overseas Electors					
20.50 + 1.50	n/a		data	20.50 + 1.50	n/a
per hundred entries or part				per hundred entries or part	
10.00 + 5.00	n/a		printed	10.00 + 5.00	n/a
entries or part				entries or part	

FEES AND CHARGES

2014/15		DETAILS	UNIT OF CHARGE	2015/16	
Exc. VAT £	Inc. VAT 20% £			Exc. VAT £	Inc. VAT 20% £
Freedom of Information Act 2000 / Environmental Information Regulations 2004 / Reuse of Public Sector Information Regulations 2005 / Data Protection Act 1998					
Freedom of Information / Data Protection					
		First 2.5 days free			
450.21	540.25	After 2.5 days		450.21	540.25
25.00	30.00		+ per hour	25.00	30.00
Environmental Information Regulations 2004					
25.00	30.00	Staff time	per hour	25.00	30.00
Reuse of Public Sector Information Regulations 2005					
25.00	30.00	Staff time	per hour	25.00	30.00
		Information that has a commercial value - a charge will be determined on a case-by-case basis			
Freedom of Information / Environmental Information Regulations / Reuse of Public Sector Information Regulations					
Charges for materials -					
0.10	0.12	Photocopying (black & white)	A4 sheet	0.10	0.12
0.20	0.24		A3 sheet	0.20	0.24
1.10	1.32		A0 sheet	1.10	1.32
0.20	0.24	Photocopying (colour)	A4 sheet	0.20	0.24
0.50	0.60		A3 sheet	0.50	0.60
1.70	2.04		A0 sheet	1.70	2.04
45.11	54.13	Printing (black & white)	per hour	45.11	54.13
45.11	54.13	Printing (colour)	per hour	45.11	54.13
24.68	29.62	CD's	per hour	24.68	29.62
		(if information is held electronically)			
actual cost		Converting to electronic or microfiche		actual cost	
actual cost		Postage		actual cost	
10.00	n/a	Subject Access Requests (discretionary)		10.00	n/a
REVENUES					
70.00	n/a	Council Tax penalty for failure to promptly notify or provide information	1st offence	70.00	n/a
280.00	n/a		subsequent offences	280.00	n/a
80.00	n/a	Summons and Liability Order		80.00	n/a
Letting of Council Offices					
30.00	n/a	Council Chamber - Hertford	per hour	30.00	n/a
20.00	n/a	Other Rooms - Hertford	per hour	20.00	n/a

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