

**Committee: Community & Housing Committee**

**Agenda Item**

**Date: 20 January 2011**

**6**

**Title: 2011/12 Fees and charges**

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Item for decision

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## Summary

1. This report asks the Committee to set its fees and charges for 2011/12, as set out in Appendix A.
2. Where the Council has discretion over its fees and charges, a review has been carried out by officers which takes into account economic conditions, service objectives and expected activity levels.
3. The rate of VAT changes to 20% with effect from January 2011 and this has been taken into account as part of the review.
4. Changes in fees and charges are within the context of the Council's Medium Term Financial Strategy and 2011/12 Budget Strategy. Inflation (Consumer Prices Index) is currently (November 2010) 3.3%.
5. The Council has a new pricing and concessions policy which takes effect from 1 April 2011. The key principles of the policy are given below, and any exceptions to the policy are also noted for Members' approval.
6. The draft 2011/12 budget for the Committee, later on today's agenda, has been prepared assuming that the fees in this report will be approved. In the event of any changes, budget revisions may be required. If necessary, this will be completed prior to final determination of the 2011/12 budget by Full Council in February.

## Recommendations

7. The Committee is recommended to approve the 2011/12 fees and charges as set out in Appendix A.

## Background Papers

[Medium Term Financial Strategy](#) approved by Full Council 18 February 2010  
[MTFS update report](#) to Finance & Administration Committee 16 September 2010

[2011/12 Budget Strategy report](#) to Finance & Administration Committee 16 September 2010

[Pricing & Concessions Policy](#) report to Finance & Administration Committee 16 September 2010

## Impact

Communication/Consultation	No fees or charges are subject to statutory requirements for communication and consultation.
Community Safety	No specific implications.
Equalities	No specific implications.
Finance	The 2011/12 budget has been prepared on the assumption that the fees & charges will be approved. In the event of any variation, the budget may need to be amended.
Human Rights	No specific implications.
Legal implications	The level of charges for some services is subject to statutory provisions.
Sustainability	Some services for which charges are made have an impact on sustainability, and related fees and charges need to be set accordingly.
Ward-specific impacts	No specific implications.
Workforce/Workplace	No specific implications.

## Animal Warden fees

8. Stray dog charges are being increased to bring income in line with costs. No distinction is being made between microchipped and non-microchipped dogs as in practice there is little different in the amount of time taken on each case.

### **Pest Control Fees**

9. Following a Scrutiny Committee review, the Council has set the objective of a reduced subsidy for the Pest Control service. Accordingly costs and fees have been examined in order to identify efficiency savings and maximise income. Officers feel that the current set of charges are at the level above which demand for the service could fall due to cheaper private sector alternatives. The policy of not charging for rats in domestic premises is to continue.

### **Public Health Fees**

10. Modest inflationary increases are proposed.

### **Sports Development**

11. No changes are being proposed for 2011/12.

### **Lifeline**

12. An inflationary increase is proposed for 2011/12.

### **Museum**

13. No changes to admission charges are being proposed for 2011/12. In line with the new concessions policy, persons assisting blind and visually impaired visitors are to be allowed in free of charge.
14. Increases in reproduction charges are proposed to bring them in line with other museums in the region.

### **New Pricing & Concessions Policy**

15. On 16 September 2010 the Finance & Administration Committee approved a new Pricing & Concessions Policy. The objective of the new policy is to ensure greater consistency and fairness in the application of discounts, and greater transparency on the extent to which service costs are covered by the fees.
16. The policy principles are as follows:
  - a) The policy shall apply to all prices and concessions that the Council has discretion to set.
  - b) Car park charges shall be a known exemption to the policy, and will be the subject of separate detailed consideration.
  - c) There shall be consistency in the way charges are calculated and concessions are applied.

- d) The full cost of the service, including an element for corporate overheads, will be the starting point for calculating charges.
- e) Where alternative service providers are available, market forces will be taken into account when calculating charges.
- f) Any subsidy of the full cost of the service, including an element of corporate overheads, will be made clear and be a conscious decision designed to meet service objectives.
- g) Concessions of 25% will be applied to individuals in receipt of UDC-administered benefits.
- h) There will be no automatic concessions for elderly or disabled customers.
- i) Where possible, income shall be collected in advance of the service being provided.
- j) The responsible Committee may authorise exceptions to the policy where there are sound business reasons to do so, after taking into account advice of the relevant service manager and the Section 151 Officer.

### **Exceptions to the Policy**

- 17. The Committee's fees, as set out in the attached schedule, are consistent with the new policy, subject to the exceptions as set out below.
- 18. Pest Control – estimated income produced by the proposed charges is £44,000, which compares with an estimated cost of the service of £61,000. Therefore, the service is being subsidised from other Council funds by an estimated £17,000. The justification is that this enables the council to provide a free rat service to domestic services, in line with Council policy.
- 19. Lifeline – Council Tenants in receipt of benefits receive a 100% subsidy under the Supporting People funding arrangements.
- 20. Advice from officers is that there are sound business reasons for this exception to policy and Members are recommended to approve the schedule of fees as set out.

## Risk Analysis

Risk	Likelihood	Impact	Mitigating actions
Fees & charges do not have the desired effect on service outcomes or budgeted income levels	2 (some risk that variances will occur)	2 (potential impact which could adversely affect service outcomes and/or the council's financial position if not managed)	Budgetary control framework Annual review of fees & charges

*1 = Little or no risk or impact*

*2 = Some risk or impact – action may be necessary,*

*3 = Significant risk or impact – action required*

*4 = Near certainty of risk occurring, catastrophic effect or failure of project.*

**APPENDIX A**

**COMMUNITY & HOUSING COMMITTEE FEES & CHARGES**

	2010/11 charge excluding VAT	2010/11 Apr - Dec 2010 charge incl VAT @ 17.5%	2010/11 Jan - Mar 2011 charge incl VAT @20%	2010/11 Details of any discounts applied	2011/12 charge excluding VAT	2011/12 charge incl VAT @20%	2011/12 discounts applied	2011/12 Explanatory comments
	£	£	£		£	£	See principles (g) and (h)	
<b>Animal Warden</b>								
Microchipping - home visit	20.85	24.50	25.02	25% for UDC administered benefit claimants	20.83	25.00	As per policy	
Microchipping - event	13.62	16.00	16.34	25% for UDC administered benefit claimants	13.75	16.50	As per policy	
Stray dog microchipped	29.79	35.00	35.74	25% for UDC administered benefit claimants	40.00	48.00	As per policy	Increase to cover costs
Stray dog not microchipped	34.04	40.00	40.85	25% for UDC administered benefit claimants	40.00	48.00	As per policy	Increase to cover costs
<b>Pest Control</b>								
Rats in domestic premises	No charge	n/a	n/a	n/a	No charge	n/a	n/a	
Mice in domestic premises	46.81	55.00	56.17	25% for UDC administered benefit claimants	47.50	57.00	As per policy	'Rounding' adjustments only.
Rats/mice in Commercial Premises initial survey	102.13	120.00	122.55	None	102.50	123.00	None	Increases not proposed
Rats/mice in Commercial Premises per additional treatment	51.06	60.00	61.28	None	50.83	61.00	None	because there is a risk of
Abortive visit charge	29.79	35.00	35.74	25% for UDC administered benefit claimants	30.00	36.00	As per policy	reduction in customers.
Cancellation fee (telephone) (after booking/fee charged)	4.26	5.00	5.11	None	4.17	5.00	None	
Fleas, ants, bed bugs, cockroaches	55.32	65.00	66.38	25% for UDC administered benefit claimants	55.83	67.00	As per policy	
Flies, ants, carpet beetles etc.	55.32	65.00	66.38	25% for UDC administered benefit claimants	55.83	67.00	As per policy	
Flies, ants, carpet beetles etc. follow up visit	27.66	32.50	33.19	25% for UDC administered benefit claimants	27.50	33.00	As per policy	
Wasps per nest domestic premises	47.66	56.00	57.19	25% for UDC administered benefit claimants	48.33	58.00	As per policy	
Additional wasp nests domestic	23.83	28.00	28.60	25% for UDC administered benefit claimants	24.17	29.00	As per policy	
Wasp nests commercial premises	68.09	80.00	81.70	None	68.33	82.00	None	
Additional wasp nests commercial	34.04	40.00	40.85	None	34.17	41.00	None	
Squirrels	76.60	90.00	91.91	None	76.67	92.00	None	
additional visits	42.55	50.00	51.06	None	42.50	51.00	None	

**APPENDIX A (CONTINUED)**

**COMMUNITY & HOUSING COMMITTEE FEES & CHARGES**

	2010/11 charge excluding VAT	2010/11 Apr - Dec 2010 charge incl VAT @ 17.5%	2010/11 Jan - Mar 2011 charge incl VAT @20%	2010/11 discounts applied	2011/12 charge excluding VAT	2011/12 charge incl VAT @20%	2011/12 discounts applied	2011/12 Explanatory comments
	£	£	£		£	£		
<b>Food Hygiene</b>								
Food hygiene course per person	60.00	no VAT	no VAT	None	62.00	62.00	As per policy	Inflation increase
<b>Public Health</b>								
Health certificate for export	60.00	no VAT	no VAT	None	65.00	no VAT	As per policy	Inflation increase
Voluntary surrender certificate	46.00	no VAT	no VAT	None	50.00	no VAT	As per policy	Inflation increase
Housing immigration inspection	105.00	no VAT	no VAT	None	115.00	no VAT	As per policy	Inflation increase
HMO licence < 5 bedrooms	255.00	no VAT	no VAT	None	265.00	no VAT	As per policy	Inflation increase
HMO licence > 5 bedrooms per room additional charge	22.50	no VAT	no VAT	None	25.00	no VAT	As per policy	Inflation increase
Food premises register - whole	22.98	27.00	27.57	None	25.00	30.00	As per policy	Inflation increase
Food premises register - single premises	6.38	7.50	7.66	None	8.33	10.00	As per policy	Inflation increase
Water sample Stansted airport	8.51	10.00	10.21	None	10.00	12.00	As per policy	Inflation increase
Private water supplies bacteriological > 1household per hour	44.26	52.00	53.11	None	45.83	55.00	As per policy	Inflation increase
Invoice charge	10.21	12.00	12.26	None	12.50	15.00	As per policy	Inflation increase
EIR information	22.98	27.00	27.57	None	23.33	28.00	As per policy	Inflation increase
Copy of EPA register	46.81	55.00	56.17	None	48.33	58.00	As per policy	Inflation increase
Contaminated land	46.81	55.00	56.17	None	48.33	58.00	As per policy	Inflation increase
<b>Imported Food</b>								
POAO inspection/CVED item	165.00	no VAT	no VAT	None	170.00	170.00	As per policy	Inflation increase
POAO research sample	60.00	no VAT	no VAT	None	62.00	62.00	As per policy	Inflation increase
Organic product certificate office hours	54.00	no VAT	no VAT	None	55.00	55.00	As per policy	Inflation increase
Organic product certificate out of office hours	222.00	no VAT	no VAT	None	227.00	227.00	As per policy	Inflation increase

**APPENDIX A (CONTINUED)**

**COMMUNITY & HOUSING COMMITTEE FEES & CHARGES**

	2010/11 charge excluding VAT	2010/11 Apr - Dec 2010 charge incl VAT @ 17.5%	2010/11 Jan - Mar 2011 charge incl VAT @20%	2010/11 discounts applied	2011/12 charge excluding VAT	2011/12 charge incl VAT @20%	2011/12 discounts applied	2011/12 Explanatory comments
	£	£	£		£	£		
<b>Sports Development</b>								
Nordic Walking	17.02	20.00	20.00	None	16.67	20.00	As per policy	Price per 4 week course
Bodycare in Schools	85.11	100.00	100.00		83.33	100.00	No discounts	Price per school
<b>Lifeline</b>								
Lifeline units (Council Tenants and Private Residents)	46.02	no VAT	no VAT	Council tenants in receipt of benefit to do not pay	47.45	no VAT	Council tenants in receipt of benefit do not pay. 25% discount for private householders in receipt of benefit.	Inflationary increase
<b>Museum</b>								
Admission Charge Adult	1.28	1.50	1.50	As below	1.25	1.50	People assisting blind or visually impaired visitors - free	
Admission Charge Discount	0.64	0.75	0.75	For senior citizens	0.63	0.75	For senior citizens	
Admission Charge Children	0.00	0.00	0.00	n/a	0.00	0.00	n/a	
Season Ticket Adult	4.26	5.00	5.00	As below	4.17	5.00	People assisting blind or visually impaired visitors - free	
Season Ticket Discount	2.13	2.50	2.50	For senior citizens	2.08	2.50	For senior citizens	
School Visits per pupil	2.50	2.94	3.00	None	2.50	3.00	None	
School Visits minimum charge	40.00	47.00	48.00	None	40.00	48.00	None	
<b>Reproduction charges (commercial)</b>								
One country / language	75.74	89.00	90.89	None	90.00	108.00	None	Increases to be consistent
Two or more countries	94.89	111.50	113.87	None	112.00	134.40	None	with other museums
Regional Publication	38.30	45.00	45.96	None	45.00	54.00	None	
Local Publication	9.36	11.00	11.23	None	12.00	14.40	None	Only a few per year.
Still image fro Regional TV	94.89	111.50	113.87	None	112.00	134.40	None	
Still image for National TV	189.79	223.00	227.75	None	225.00	270.00	None	
Film and Video, Regional TV	67.00	78.73	80.40	None	80.00	96.00	None	
Film and Video, National TV	134.00	157.45	160.80	None	160.00	192.00	None	
Facility fee for use as 'set'	114.04	134.00	136.85	None	135.00	162.00	None	
<b>Hire of Premises</b>								
Corporate and Private Hire per hour	75.00	no VAT	no VAT		75.00	no VAT		Only 1 or 2 hires per year