

Committee: Finance & Administration Committee

Agenda Item

Date: 27 January 2011

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Title: 2011/12 Fees and charges

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Item for decision

Summary

1. This report asks the Committee to set its fees & charges for 2011/12, as set out in Appendix A.
2. Where the Council has discretion over its fees & 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 & charges are within the context of the Council's Medium Term Financial Strategy and 2011/12 Budget Strategy. Inflation (Consumer Prices Index) is currently (December 2010) 3.7%.
5. The Council has a new pricing & concessions policy which takes effect from 1 April 2011. The key principles of the policy are given below.
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 & 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.

New Pricing & Concessions Policy

- 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.

9. 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.
10. The Committee's fees, as set out in the attached schedule, are consistent with the new policy.

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

FINANCE & ADMINISTRATION 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 Reasons for changes / explanatory comments
	£	£	£		£	£	See principles (g) and (h)	Reasons for any exceptions to the standard policy
Print Room								
External Print work	35.00	see note	see note	none	35.00	see note	none	Service offered to town & parish councils, voluntary organisations, clubs & societies. Amount is cost per hour, materials are charged on top. Addition of VAT varies depending on what is being printed.
Saffron Walden Offices								
Room hire								
Committee Room (per hour)	35.74	42.00	42.00	Charity rate £18, free to Rotary Club	37.50	45.00	Charity rate £20, free to Rotary Club	Fees have not altered since 2008/09.
Council Chamber (per hour)	49.36	58.00	58.00		50.00	60.00		Current policy is to discount for charities and to provide for free for Rotary Club School interviews
Refreshments (per 10 people)	10.00	11.75	12.00		10.00	12.00		
Office Rental								
Road Safety Officer	4000.00	4700.00	4800.00	n/a	4000.00	4800.00	n/a	Negotiated fixed fee - arrangement being reviewed
Registrar - Office	12600.00	14805.00	15120.00	n/a	12600.00	15120.00	n/a	Fixed fee determined by the VOA - agreement expires 2013
Registrar - Civic Suite Saturdays (per qtr)	1885.00	2214.88	2262.00	n/a	1921.48	2305.78	n/a	Contactual indexation applied. Agreement expires 2013
Registrar - Civic Suite Fridays (per day)	169.85	199.57	203.82	n/a	173.13	207.76	n/a	Contactual indexation applied. Agreement expires 2013
Registrar - Civic Suite other days (per day)	86.19	101.27	103.43	n/a	87.86	105.43	n/a	Contactual indexation applied. Agreement expires 2013
Land Charges								
Statutory fees apply - see schedule on UDC website http://www.uttlesford.gov.uk/main.cfm?Type=YCLA&MenuId=290								