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**Title of Review**                      Review of Fees and Charges

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**1            What are we looking at?**

- To establish and review the current charging policies of the Council
- To develop guidelines and timescales for future reviews of fees and charges, including linkages to Council policies and priorities, and the need for effective communication and consultation
- To consider the current levels of fees and charges and whether they are appropriate
- To consider comparative charges from other councils and incorporate ongoing comparisons into the guidelines developed
- To consider the scope for new fees and charges for services

**2            What are we not looking at?**

Not applicable

**3            Why are we looking at this?**

These areas represent best practice in the field of fees and charges and have not been examined in a systematic way for many years.

**4            What do we hope to achieve?**

Improvement in all aspects of the Council's approach to fees and charges

**5            What information do we need?**

- Information on all current fees and charges
- Comparative figures from other councils
- New charging possibilities

**6            How will the evidence be gathered?**

Officers from each service will be asked to undertake research and submit relevant papers

**7            Potential witnesses and consultations**

As appropriate for each service examined

**8            Timescale**

Work to be undertaken in October to December 2005 with report to Scrutiny and other committees in January/February 2006

Phil O'Dell  
4 October 2005