

Supplementary Committee Agenda



Resources Select Committee Monday, 10th October, 2016

Place: Committee Room 1, Civic Offices, High Street, Epping

Time: 7.30 pm

Committee Secretary: A Hendry, Directorate of Governance
email: democraticservices@eppingforestdc.gov.uk Tel:
01992 564246

10. FEES AND CHARGES 2017/18 (Pages 3 - 30)

(Director of Resources) To consider the attached report.

10.a Terms of Reference and Work Programme (Pages 31 - 36)

(Chairman/Lead Officer) the Overview and Scrutiny Committee has agreed the Terms of Reference of the Committee. This is attached along with an ongoing work programme. Members are invited at each meeting to review both documents.

This page is intentionally left blank

Report to Resources Select Committee

Date of meeting: 10 October 2016

Portfolio: Finance

Subject: Fees and Charges 2017/18

Officer contact for further information: Peter Maddock (Ext 4602)

Committee Secretary: Adrian Hendry (Ext 4246)



Recommendations/Decisions Required:

(1) That the Committee consider the proposals for the level of fees and charges for 2017/18 and make comments and recommendations as appropriate.

Executive Summary

The report provides information on the fees and charges that the Council levies and what scope if any there is to increase particular charges.

Reasons for Proposed Decision

As part of the annual budget process changes to fees and charges need to be agreed.

Other options for action

Where the Council has discretion on the level of fees and charges that it sets there are many possible options open to the Council ranging between no increase up to applying quite large increases where justifiable.

Report:

.1 The Medium Term Financial Strategy earlier on this agenda has identified the need to find savings of £500,000 over the four year period with £250,000 falling in 2017/18. The Revenue Support funding included in the strategy are those provided during the last settlement in December 2015 and are subject to the Council signing the Central Government funding agreement. Cabinet has agreed to do this as it has been suggested that if we don't enter into the agreement our funding cannot be guaranteed which probably means it will be less.

.2 In reality the scope for increased income as a result of increasing fees and charges is relatively limited as regards the General Fund though less so with the Housing Revenue Account (HRA). For example some are set by Government, some have to be based on cost recovery or subject to a maximum, also the possibility of increases putting people off and actually having the opposite effect to that intended have to be considered.

.3 Another option is to introduce fees and charges where they are currently not levied though again there are probably fairly limited opportunities in this area.

.4 The use of labour rate inflation as a guide was adopted last year on the basis that the most significant element of the cost involved in generating fees is staff salaries. The latest figure is 2.1% so adopting a figure of 2.0% is proposed.

Communities

.5 There are a number of fees and charges made for community and wellbeing activities and those proposed for 2017/18 are listed at Appendix 1.

.6 The Limes Centre makes a number of charges those proposed for 2017/18 are listed in Appendix 1 and 5% has been added. Based on recent, sample testing of other similar facilities in the area, it has been identified that the current pricing scale for the Limes Centre is significantly lower than several others and there has also been an issue of people from outside the district, booking the facilities under the name of EFDC tenants and therefore taking advantage of the 50% tenant discount on hall hire fees.

.7 The Council's Museum, Heritage and Culture (MHC) service will implement a 2% increase across all events and activities in 2017/18, including after school and holiday classes, Education Outreach work, Evening and Daytime Talks and general hire of facilities.

.8 In addition, in light of MHC's recent success in securing £270,000 funding from Arts Council England Resilience Fund, the Council now has the resources to implement the 'No Borders' Resilience Project, which includes the appointment of a Commercial Manager for a period of 18 months, to develop new income streams across Epping Forest, Broxbourne and Chelmsford Museums. Members will recall that this funding bid was supported by match funding of £20,000 from the Council's Invest to Save Fund, with a projection that a return on this contribution will be realised within two years of the implementation of the project. Broxbourne and Chelmsford Councils each contributed match funding of £10,000 and the staff and physical resources will therefore be allocated on a pro-rata basis. (Other aspects of the No Borders Project, include appointment of a Fundraising Manager to establish an Development Trust for Epping Forest District and Lowewood Museum, and a separate Trust for Chelmsford Museum. The Trusts will operate as Charities, based on companies limited by guarantee and will work in parallel to the Council's operation of the Museums, in order to raise funds and access funding pots which the Councils are unable to access).

.9 The Schedule of proposed Housing-Related Fees and Charges for 2017/18 is shown at Appendix 2, which also lists the fees and charges for the current year for comparison. Charges relate to both the Housing Revenue Account and the General Fund.

.10 Generally, it is recommended that the majority of fees and charges be increased by 2% - rounded up or down as appropriate. The only exceptions to this approach are the following:

Sheltered housing charges and area housing charges Telecare packages (alarms and up to 4 sensors) and monitoring of alarms for other organisations

.11 Last year, the Cabinet agreed a formula to set these charges, which is based on the level of housing related support funding provided by Essex County Council for the following year, the degree to which the services are self-funding and an inflationary increase.

.12 Since the amount of housing related support funding that the Council will receive from Essex County Council next year will not be known for a few more months, it is not yet possible to set these charges, but when known, the charges will be increased in accordance with the agreed formula.

Bed and breakfast accommodation

.13 A competitive tender exercise was undertaken earlier in the year amongst bed and breakfast hotels, which resulted in payments to hotels, and therefore the charges passed on to residents, being fixed for a three-year period. Therefore, it is not possible to amend these charges for 2017/18.

Requirement for smoke and carbon monoxide alarms in private rented properties

.14 The Smoke and Carbon Monoxide Alarm (England) Regulations 2015 came into force on 1 October 2015 and require all private sector landlords to have at least one smoke alarm installed on every storey of their rental property which is used as living accommodation, and a carbon monoxide alarm installed in any room used as living accommodation where solid fuel is used. The local authority is responsible for enforcing the legislation, which involves the service of a remedial notice requiring the provision of the necessary alarms where they do not already exist and the service of a Penalty Charge Notice (PCN) if the landlord fails to comply. The penalty charged can be an amount that the local authority determines, but must not exceed £5,000.

.15 In deciding the penalty amount to charge, consideration has to be given to: the seriousness of the offence; the intention of the offender; providing an effective deterrent; and the maximum allowed to charge.

- (a) Seriousness of the offence – the lack of a working smoke alarm or carbon monoxide detector is a potential life-threatening deficiency. The failure to provide adequate early warning in the event of a fire poses a significant risk to the occupants of a residential property. Carbon monoxide is known as the “silent killer”, as it is a colourless and odourless gas. Therefore, the only effective warning system is a fully functional alarm.
- (b) Intention of the offender - given that the average long-life lithium battery smoke alarm costs under £15, and a CO alarm costs around £20, there is no specialist fitting required. Therefore, the Regulations can be easily and cheaply complied with. A failure to comply within 28 days after a remedial notice is served, would appear to mean that there it is a wilful and deliberate act not to provide alarms, thus risking the safety of the tenants.
- (c) Providing an effective deterrent – the proposed large fine should act as a deterrent to anyone else who is thinking of not complying with the legislation.
- (d) Maximum amount allowed by the legislation – the Regulations state that the civil penalty levied can be up to £5,000.

.16 Taking the above into account it is therefore proposed that, generally, the Council charges the maximum penalty fee of £5,000, unless officers consider that there are legitimate mitigating circumstances to make a lower charge, in which case formal approval would be sought from the Housing Portfolio Holder to charge an appropriate reduced fee.

Inspection of properties for immigration applications

.17 Part of an applicant’s submission for immigration approval by the Asylum and Immigration Tribunal requires an inspection report on the availability and suitability of the accommodation that the applicant and their family propose to move to. An applicant may request such a report from an Environmental Health Officer who is qualified to make the assessment.

.18 The Council does not have many of these cases each year and, historically, it has not charged for such work. However, it is now considered appropriate to do so, in line with the practice of many other Essex local authorities. It is therefore proposed that a charge be made, based on officer time, which is consistent with the approach taken for other chargeable works within the Private Sector Housing Team. As the officer time taken is directly related to the size of the property, it is proposed to standardise the charges as set out in the Schedule.

Charges for Housing Act 2004 - Enforcement Notice Fees

.19 Section 49 of the Housing Act 2004 permits local authorities to make a reasonable charge for notices served under Part 1 of that Act. This includes notices to improve housing conditions, prohibition orders and emergency action. It is felt that the fairest way of charging for this enforcement is to base it on the size of property and the number of identified hazards.

.20 The charges for this enforcement have therefore been reviewed and the proposed new charges are set out in the Schedule. It is proposed that any notices served under Part 1 of the Housing Act 2004 on or after 1 April 2017, are subject to the charges in the Schedule.

Sewerage charges for individual sewerage systems

.21 These charges have not been increased, since the contractor has advised that they will not increase their charges to the Council in October 2016 (which the contract allows) the October 2015 rates will continue until October 2017.

Governance

.22 There are several sources of income to this Directorate, for example, Local Land Charges, Development Control Fees, Pre-application charges and Building Control Fees.

.23 There are a number of fees set for work carried out by Legal Services which are listed at appendix 3(a). These were not increased for the current year so it is felt there is scope to do so from 1 April 2017. It is therefore proposed to increase these by 2% generally except for those listed at 1.8 (a) and (b) on the appendix related to shop and industrial leases. It has become clear that the cost involved in carrying out the necessary work is rather more than the current fee and it is proposed to increase both to £750.00 in recognition of this. The proposed fees are at appendix 3(b).

.24 Industrial Estate Rents are not subject to annual increases as they are negotiated for a period of time before each lease is entered into. The level at which rents can be agreed is influenced by the general state of the economy and the availability of other properties.

.25 The charge for a full search should be set based on the costs incurred providing the information. Currently fee income has dwindled slightly and it has been noted that fewer searches are coming through. From July 2016 a new CON 29 search enquiry form was introduced, this includes enquiries that were previously not required and relate to other areas of the Council. It is therefore necessary to ascertain the cost of providing this additional information as the charges made need to reflect the costs incurred. It is not possible at this stage to quantify these costs without a thorough cost analysis exercise. This will need to be undertaken before the charges for 2017/18 can be set. A further report on this will be made in due course.

.26 Development Control fee levels are controlled by Central Government and the levels of income are somewhat dependant on the economic climate and the number and size of planning applications. There are no plans at the moment to increase the charges.

.27 With regard to pre-application charges that apply to major applications, income is fairly buoyant at the moment. But recently both the County Council and Environment Agency have introduced pre-application fees where previously the information was provided to the Council and was included within our fee. It is therefore felt an increase would be difficult to justify. Having said that the 'other cases' fee doesn't include this and an increase to £80.00 (£120.00 where a Listed building is involved) is proposed. The existing and proposed fees are shown at Appendix 4.

.28 Building Control Fees are income to the ring-fenced Building Control Charging Account and therefore do not affect the General Fund directly. The fee structure is a little complicated and it is proposed to rationalise this somewhat including rounding fees to the

nearest £1.

Neighbourhoods

.29 The fees and charges relating to neighbourhoods include Car Parking Charges, North Weald Airfield rents and charges, MOT's, various environmental health related charges and Licencing.

.30 MOT income is subject to a maximum charge set by the Vehicle Operating Service Agency (VOSA) currently £54.85 The Council's fee is set below this level (£49.00). It is felt that an increase in the fee is likely to see custom move elsewhere so it is proposed that the fee remain at the same level particularly as the uncertainties around the move to Oakwood Hill has had a negative effect on income levels.

.31 With regard to Public Hire licences, From October 2015 Drivers licences are issued for three years and operators for five years. The fee for the three and five year licences are shown at Appendix 5. These licences have been operating for around a year and the charges set appear to be about right. It is therefore not proposed to increase any of the taxi related licences next financial year as in line with the Local Government (miscellaneous provisions) Act 1976 these have to be set based on cost recovery.

.32 With regard to other forms of licensing, some fall under the 2003 Licensing Act and this prescribes the level of fee that can be levied. Others though can be varied subject to a maximum level or can be levied on a cost recovery basis. Licence Fees are generally below the prescribed level and do not recover the cost of provision, in some cases quite significantly. It is therefore felt that these should be increased where appropriate. Details of these fees are shown in Appendix 5.

.33 Fees relating to the Gambling Act 2005 can now be set locally. Appendix 6(a) and (b) lists the fees for 2016/17 and the proposed fees for 2017/18 these have been increased by 2%.

.34 A charge is currently made for the collection of bulk waste and the fee varies depending on the number of items being collected. The amount chargeable to the Council for the collection of bulky waste items is specified under the new waste management contract and this plus an admin fee ought to be levied to users of the service the proposed fees are in Appendix 5.

.35 There are a number of other miscellaneous fees and charges which are made. The proposed fees are also shown on appendix 5.

.36 The general uplift for fees and charges related to the Leisure Centres is specified as being in line with the retail prices index within the leisure contract. If there is any variance from this the contractor has to agree this with the Council in advance of the increase.

.37 Although the Council does not provide a trade waste service itself it does need to ensure that a service is available should traders require it. Currently all traders go directly to service providers and deal with them. If a trader was to come to the Council for such a service the Council would arrange for BIFFA to carry out the trade waste collection at a charge currently of £14.30 per collection it is proposed that this be increase to £14.70. Similarly the fee charged to schools etc. be increased from £9.20 to £9.50.

Conclusion

There are a number of fees and charges made by the Council which in some cases can be increased and in others cannot or an increase cannot be justifiable. The report seeks members views on the level of fees and charges for 2017/18.

Consultations Undertaken

Consultations have been undertaken with various spending officers from directorates.

Resource Implications

Additional Income to the General Fund and HRA.

Legal and Governance Implications

Agreeing the level of fees and charges well in advance of the financial year concerned enables the budget to be prepared on a sound basis and also gives ample time to communicate any increases to the users of the services concerned.

Safer, Cleaner, Greener Implications

The Council's budgets contain spending in relation to this initiative.

Background Papers

Working papers held in Accountancy.

Impact Assessments

Risk Management

With all fees and charges there is a risk that increasing fees could actually reduce total income. It is difficult though to predict the exact effect of a price increase on any particular fee levied.

Equality and Diversity:

Did the initial assessment of the proposals contained in this report for relevance to the Council's general equality duties, reveal any potentially adverse equality implications? No

Where equality implications were identified through the initial assessment process, has a formal Equality Impact Assessment been undertaken? No

What equality implications were identified through the Equality Impact Assessment process?
None

How have the equality implications identified through the Equality Impact Assessment been addressed in this report in order to avoid discrimination against any particular group?
N/A

Individual Directors will have performed equalities impact assessments on their own services and fees and charges. The main risk in changing fees and charges is the uncertainty over how service users will respond. This makes it difficult to predict the exact budgetary effect of any given change.

The Limes Centre – Scale of Hire Charges from 1st April 2017 Appendix 1

Main Hall	Charges per hour	
	Scale 1	Scale 2
Monday to Friday		
9.00am – 6.00pm	£12.50	£25.00
6.00pm – 10.00pm	£17.50	£35.00
Saturday		
10.00am – 6.00pm	£17.50	£35.00
6.00pm – 11.00pm	£28.00	£48.00
10.00am – 11.00pm	£260.00	£460.00
Sunday		
10.00am – 9.00pm	£28.00	£48.00

Activity Room	Charges per hour	
	Scale 1	Scale 2
Monday to Friday		
9.00am – 6.00pm	£8.50	£18.50
6.00pm – 10.00pm	£13.50	£23.50
Saturday & Sunday (9pm only)		
10.00am – 6.00pm	£13.50	£18.50
6.00pm – 11.00pm	£18.50	£28.50

Meeting Room	Charges per hour	
	Scale 1	Scale 2
Monday to Friday		
9.00am – 6.00pm	£5.50	£10.50
6.00pm – 10.00pm	£11.50	£22.50
Saturday & Sunday (9pm only)		
10.00am – 6.00pm	£10.50	£20.50
6.00pm – 11.00pm	£15.50	£25.50

Community, Health & Wellbeing Activities – 2017-18

Service/Activity	2016/17 Fees	Proposed 2017/18 Fees	Comments
New Horizons Yoga session Indoor Bowls (Epping & Waltham Abbey) David Lloyd Bowls Badminton Boccia Table Tennis	£5.50 £3.60 £4.00 £3.60 £3.60	£5.60 £3.70 £4.50 £3.70 £3.70	
Lifewalks	£2.00 per walk £29.00 privilege card for 6 months £56.50 privilege card for 12 months	£2.00* £30.00 £58	*Easy money for leaders to collect, gets complicated when dealing in pence plus feel this is a premium we can charge for a walk, most walkers purchase a privilege card
Cycling for Health	£3.50 £7.00	£4.00 £8.00	

Term time Sessions:			
Badminton	£4.75	£4.85	
Futsal	£3.00	£3.50	
Holiday Provision			
Sport Sessions	£4.50	£5.00	
Get Active Sessions	£3.00	£3.50	
Multi-Sport/Activity Camps	£15.00	£16.00	
Play in the Forest	£2.50	£3.00	

This page is intentionally left blank

Fees and Charges 2017/18 - HOUSING RELATED SERVICES

Service	2017/18		2016/17	
	Amount	Period	Amount	Period
Older People's Housing				
Communal Halls:				
Pelly Court Hall, Epping	£10.10	per hour	£9.90	per hour
Oakwood Hill Hall, Loughton	£141.60	per annum	£138.80	per annum
Barrington Hall, Loughton	£8.25	per session	£8.10	per session
Guest Rooms - Sheltered Housing	£9.35	per person per night	£9.15	per person per night
Scooter Stores:				
Rental	£4.00	per week	£3.90	per week
Electricity	£2.05	per week	£2.00	per week
Sheltered Housing Charges:				
Scheme Management Charge:				
<i>Tenants not in receipt of housing benefit</i>			£8.61	per week
<i>Tenants in receipt of housing benefit</i>			£1.57	per week
Intensive Housing Management Charge			£1.52	per week
(Note: Charge not payable by HB claimants)				
Area Housing Charges:				
Scheme Management Charge:				
<i>Tenants not in receipt of housing benefit</i>		To be set in accordance	£2.16	per week
<i>Tenants in receipt of housing benefit</i>		with the agreed policy	£0.39	per week
Intensive Housing Management Charge		on annual increases -	£0.38	per week
(Note: Charge not payable by HB claimants)		once the Housing Related		
		Support funding from		
		ECC is known		
Careline Charges (Council tenants):				
Tenants not in receipt of housing benefit			£3.60	per week
Tenants in receipt of housing benefit			£0.55	per week
Telecare Packages (Private users):				
Alarm and up to 4 sensors (Monitoring only)			£112.00	per annum
Monitoring of additional sensors (per sensor)			£11.30	per annum
Monitoring of alarms for other organisations (per speech module)			£108.75	per annum
Careline Service to Home Group for Wickfields sheltered housing scheme, Chigwell	£251.30	p/a per speech module	£246.35	p/a per speech module
Large Button Telephone	£22.00	per telephone	£21.60	per telephone
Use of Jessopp Ct Lounge by Essex CC as a Day Centre	£10,240	per annum (wef 12.7.17)	£10,039	per annum (wef 12.7.16)
Lease for Jessopp Ct Office to Family Mosaic		Increased each October by the Sept RPI increase		
Home Ownership and Sales				
Leasehold Vendors' Enquiries	£148.60	per enquiry	£145.70	per enquiry
Certificates of Buildings Insurance - Leaseholders	£47.30	per copy	£46.35	per copy
Small Land Sales Valuation Charge	£379.00	per sale	£371.60	per sale
Valuation & Legal Charge - Re-sale of RTB Property within 5 years / Sale of property to EFDC within 10 years	£382.70	per application	£375.20	per application
Consideration of Right to Re-purchase Former RTB Property within 10 years of Original Purchase	£66.60	per application	£65.30	per application
Housing Management				
Hire of Halls for Elections	£92.40	per day	£90.60	per day
Garage rents	£8.50	per week	£8.35	per week
Hardstandings	£88.00	per annum	£86.25	per annum
Mortgage references	£43.35	per enquiry	£42.50	per enquiry
Request for covenant and leasehold approvals	£69.20	per request	£67.80	per request

Licences for vehicular access across housing land	£115.00	per annum	£112.80	per annum
Dishonoured cheques	£26.85	per cheque	£26.30	per cheque
Homelessness				
Homeless Hostel Accommodation:				
One Room	£48.80	per week	£47.85	per week
Two Rooms	£76.25	per week	£74.75	per week
Three Rooms	£102.65	per week	£100.65	per week
Chalets	£88.90	per week	£87.15	per week
Bed and Breakfast Accommodation (Contracted rates):				
Single Room	£42.10	per night	£42.10	per night
Double Room	£50.05	per night	£50.05	per night
Repairs and Maintenance				
Condition surveys to respond to Party Wall Act Notices	£78.25	per Notice	£76.70	per Notice
Copies of Structural Reports on RTB Properties	£38.70	per report	£37.90	per report
Rechargeable repairs	2.0%	increase in all charges	Recharged in accordance with the Rechargeable Repairs Schedule	
Replacement Door Entry and Suited Keys	£14.60	per key	£14.30	per key
Sewerage charges for individual sewerage systems	2.0%	increase in all charges	Set charges for each site	
Caring and Repairing in Epping Forest (CARE) Service				
Caring And Repairing in Epping Forest (CARE) Fees:				
Disabled facilities grants and Decent Homes loans	15%	of works cost	15%	of works cost
Small Works Repayable Assistance	10%	of works cost	10%	of works cost
C.A.R.E Handyperson Service:				
<i>Clients in receipt of means-tested benefits:</i>				
General jobs	£32.50	Maximum charge per visit	£31.90	Maximum charge per visit
Falls prevention and home safety checks/works	Free		Free	
Garden maintenance - First visit	Free	per visit (up to 2 hours)	Free	per visit (up to 2 hours)
- Second visit	Free	per visit (up to 2 hours)	£26.20	per visit (up to 2 hours)
<i>Clients <u>not</u> in receipt of means-tested benefits:</i>				
General jobs	£53.50	Maximum charge per visit	£52.45	Maximum charge per visit
Falls prevention and home safety checks/works	£26.70	Maximum charge per visit	£26.20	Maximum charge per visit
Garden maintenance	£26.70	per visit (up to 2 hours)	£26.20	per visit (up to 2 hours)
Private Sector Housing				
Licences - HMOs (Initial & Renewal):				
3 storey HMO with up to 5 units of accommodation	£715.00	per licence	£700.00	per licence
Additional units of accommodation	£66.60	per additional unit	£65.30	per additional unit
Landlord Accreditation Scheme for Student Accommodation:				
Bed-sit	£52.40	per property accredited	£51.40	per property accredited
1-2 bedroom flats	£104.90	per property accredited	£102.80	per property accredited
House/bungalow with up to 6 bedrooms	£157.30	per property accredited	£154.20	per property accredited
3 storey houses (non-licensable)	£183.50	per property accredited	£179.90	per property accredited
Park Homes Licensing Fees:				
Site licence fees	In accordance with EFDC's Fees Policy for Licensing Residential Park Home Sites			
Depositing of site rules	£139.40	per deposit	£136.70	per deposit
Penalty charges for private landlords not providing appropriate smoke and carbon monoxide alarms (Smoke and Carbon Monoxide Alarm (England) Regulations 2015)	£5,000	per incidence (unless extenuating circs.)		New charge for 2017/18
Fine for Lettings Agencies and Property Agencies failing to join a Government-approved Redress Scheme	£5,000	per incidence (unless extenuating circs.)	£5,000	per incidence (unless extenuating circs.)

Property inspections for immigration applications:				
1 or 2 Bed Property	£85	per inspection	}	New charges for 2017/18
3 Bed Flat Property	£114	per inspection	}	
4 Bed Property	£157	per inspection	}	
Enforcement of private sector housing conditions - Housing Act 2004 and Mobile Homes Act 2013				
1-4 Hazards:				Cost of officer time to undertake enforcement action + 10% administration cost
1 Bed Property	£342	per enforcement	}	
2 Bed Property	£385	per enforcement	}	
3 Bed Property	£428	per enforcement	}	
4 Bed Property	£513	per enforcement	}	
5 or 6 Bed Property	£556	per enforcement	}	
> 6 Bed Property or HMO	£670	per enforcement	}	
5 or more Hazards:				
1 Bed Property	£428	per enforcement	}	
2 Bed Property	£470	per enforcement	}	
3 Bed Property	£513	per enforcement	}	
4 Bed Property	£612	per enforcement	}	
5 or 6 Bed Property	£655	per enforcement	}	
> 6 Bed Property or HMO	£726	per enforcement	}	
General percentage uplift for next year	2.0%			

This page is intentionally left blank

LEGAL FEES – APRIL 2016

	<u>NEW CHARGES</u>	<u>VAT PAYABLE</u>
1. Property Transactions		
1.1 Redemption of Mortgages (Legal £112.00) (Finance costs £33.00)	£145.00	No VAT
1.2 Transfers of Equity	£280.00	No VAT
1.3 Sale of Land	£410.00	No VAT
1.4 Repayment of Discount and Postponement of Legal Charge	£137.00	No VAT
1.5 Deed of Release of Covenant	£253.00	No VAT
1.5.1 Deed of Covenant + Application to Cancel Land Charges Entry (Form K11)	£110.00	No VAT
1.6 Second Mortgage Questionnaires	£101.00	
1.7 Licence to cross land/occupy land	£408.00	VAT
Licences to cross housing land	£123.00	No VAT
1.8 Leases		
(a) Shops	£630.00	No VAT
(b) Industrial (e.g. Oakwood Hill and North Weald)	£610.00	No VAT
(c) Leases contracted out of Landlord and Tenant Act 1954 provisions	£175.00	No VAT
(d) New Lease extending Term (residential)	£521.00	No VAT
1.9 Licences granted pursuant to a lease		
(a) To Assign (add £63.00 if surety)	£382.00	VAT
(b) For Alterations	£382.00	VAT
(c) For Change of Use	£382.00	VAT
(d) To sublet	£382.00	VAT
1.10 Deed of Surrender of Lease	£380.00	VAT
1.11 Combined Surrender/Licence	£458.00	VAT
1.12a Transfer of Lease and Notification of Mortgage (RTB)	£ 62.00	VAT
1.12b For commercial leases	£ 84.00	No VAT
1.13 Deed of Variation (if they produce)	£185.00	No VAT
1.14 Deed of Variation (Legal prepare)	£298.00	No VAT
1.15 Consent for restriction (Land Registry)	£ 62.00	VAT

		<u>NEW</u> <u>CHARGES</u>	<u>VAT</u> <u>PAYABLE</u>
2.	Planning Agreements		
2.1	S106 Agreement - routine	£ 612.00	No VAT
2.2	S106 Agreement – complex		Time recorded.
2.3	S106 Agreement including Minor Highway Works	£ 612.00	No VAT
2.4	S106 Agreement including Major Highway Works	£ 823.00	No VAT
2.5	Unilateral Undertaking - routine	£ 339.00	No VAT
2.6	Unilateral Undertaking - Complex		Time recorded.
2.7	Variation/Revocation of S106 Agreement or Unilateral Undertaking	£ 409.00	No VAT
3.	Photocopying		
3.1	Abstract of Title	£9.50 £1.75 for each Deed	VAT
3.2	Other	A4 – £ 0.85 per page A3 – £ 1.25 per page Add £ 2.75 for postage and packaging	
3.3	Any Document that can be obtained as office copies from the Land Registry not in connection with a redemption or other current matter for each document	£ 9.50	plus £3.00 for postage and packaging
3.4	Additional charge for faxing documents/letter	£ 0.85	per page

LEGAL FEES – APRIL 2017

	<u>NEW CHARGES</u>	<u>VAT PAYABLE</u>
1. Property Transactions		
1.1 Redemption of Mortgages (Legal £112.00) (Finance costs £33.00)	£148.00	No VAT
1.2 Transfers of Equity	£286.00	No VAT
1.3 Sale of Land	£418.00	No VAT
1.4 Repayment of Discount and Postponement of Legal Charge	£140.00	No VAT
1.5 Deed of Release of Covenant	£258.00	No VAT
1.5.1 Deed of Covenant + Application to Cancel Land Charges Entry (Form K11)	£112.00	No VAT
1.6 Second Mortgage Questionnaires	£103.00	
1.7 Licence to cross land/occupy land	£416.00	VAT
Licences to cross housing land	£125.00	No VAT
1.8 Leases		
(a) Shops	£750.00	No VAT
(b) Industrial (e.g. Oakwood Hill and North Weald)	£750.00	No VAT
(c) Leases contracted out of Landlord and Tenant Act 1954 provisions	£179.00	No VAT
(d) New Lease extending Term (residential)	£531.00	No VAT
1.9 Licences granted pursuant to a lease		
(a) To Assign (add £63.00 if surety)	£390.00	VAT
(b) For Alterations	£390.00	VAT
(c) For Change of Use	£390.00	VAT
(d) To sublet	£390.00	VAT
1.10 Deed of Surrender of Lease	£388.00	VAT
1.11 Combined Surrender/Licence	£467.00	VAT
1.12a Transfer of Lease and Notification of Mortgage (RTB)	£ 63.00	VAT
1.12b For commercial leases	£ 86.00	No VAT
1.13 Deed of Variation (if they produce)	£189.00	No VAT
1.14 Deed of Variation (Legal prepare)	£304.00	No VAT
1.15 Consent for restriction (Land Registry)	£ 63.00	VAT

		<u>NEW CHARGES</u>	<u>VAT PAYABLE</u>
2. Planning Agreements			
2.1	S106 Agreement - routine	£ 624.00	No VAT
2.2	S106 Agreement – complex		Time recorded.
2.3	S106 Agreement including Minor Highway Works	£ 624.00	No VAT
2.4	S106 Agreement including Major Highway Works	£ 839.00	No VAT
2.5	Unilateral Undertaking - routine	£ 346.00	No VAT
2.6	Unilateral Undertaking - Complex		Time recorded.
2.7	Variation/Revocation of S106 Agreement or Unilateral Undertaking	£ 417.00	No VAT
3. Photocopying			
3.1	Abstract of Title	£9.70 £1.80 for each Deed	VAT
3.2	Other	A4 – £ 0.87 A3 – £ 1.28 Add £ 2.80	per page per page for postage and packaging
3.3	Any Document that can be obtained as office copies from the Land Registry not in connection with a redemption or other current matter for each document	£ 9.70	plus £3.05 for postage and packaging
3.4	Additional charge for faxing documents/letter	£ 0.87	per page

Governance

Appendix 4

Proposed fees & charges for 2017/18

Service area	Current	Proposed
Development Control		
All figures include VAT at 20%		
Major development schemes of 100 and over new residential units, or the creation of commercial development or changes of use of 10,000 square metres floorspace and over, or changes of use of land or earth movement on land 2 hectares or more.	£3,700	£3,700
Major development schemes of 10 - 99 new residential units, or the creation of commercial development or changes of use between 1,000-9,999 square metres, or changes of use of land or earth movement on land 1 hectares or more.	£1,850	£1,850
Minor development schemes of 3 - 9 new residential units, or the creation of commercial development or changes of use between 100 - 999 square metres or changes of use of land or earth movement on land under 1 hectares.	£870	£870
Minor development schemes of 1- 2 new or replacement residential unit or the creation of commercial development or changes of use up to 100 square metres.	£310	£310
All other cases, including householder additions, adverts, other commercial development alterations.*	£50	£80
<i>* If its a Statutory Listed Building</i>	£0	£120

This page is intentionally left blank

Neighbourhoods

Appendix 5

Proposed fees & charges for 2017/18

Service area	2016/17		Proposed 2017/18		Notes
	Application/ Event	Renewal	Application/ Event	Renewal	
Environmental Health					
Training					
Basic food hygiene course	£72.00		£73.00		6 courses 10 per course
Basic health & safety course	£62.00		£63.00		
Animal welfare					
Animal boarding	£307.00	£211.00	£313.00	£215.00	
Dog breeding	£307.00	£211.00	£313.00	£215.00	
Pet Animals Act	£307.00	£211.00	£313.00	£215.00	
Dangerous wild animals	£671.00	£455.00	£684.00	£464.00	
Riding establishment	£671.00	£564.00	£684.00	£575.00	
Stray dog					Set by Waltham Forest as part of contract with them
Dog home boarding fee	£50.00		£70.00		New charge in 2016 currently set too low to recover cost.
Zoo's	£542.00		£553.00		
Licensing.					
Hackney Carriage/Private Hire					
Annual Vehicle Licence	£277.00	£277.00	£277.00	£277.00	Subject to Statutory consultation
Annual Driver's Licence	£186.00	£186.00	£186.00	£186.00	Subject to Statutory consultation 3 year licence
Vehicle plate	£30.00		£30.00		Initial fee, refundable on return
Driver badge	£10.00		£10.00		
Drivers Test	£40.00		£40.00		Refundable if 2 days notice of cancellation given
Drivers re-sit of test	£21.00		£21.00		Refundable if 2 days notice of cancellation given

Service area	2016/17		Proposed 2017/18		Notes
	Application/ Event	Renewal	Application/ Event	Renewal	
Private Hire Operators					
Annual operator licence (1 vehicle only)	£105.00		£105.00		Subject to Statutory consultation, 5 year licence
Annual Operators (> 1 vehicle)	£405.00		£405.00		Subject to Statutory consultation, 5 year licence
Plate exemption	£88.00	£88.00	£88.00	£88.00	
Gambling Act 2005					
See separate sheet					
Miscellaneous					
Special treatment premises	£159.00		£162.00		
Special treatments person	£85.00		£87.00		
Sex Shops and Cinemas	£529.00	£529.00	£540.00	£540.00	
Sexual Entertainment Venues -	£4,110.00	£2,060.00	£4,200.00	£2,100.00	
Street Trading Consents	£390.00	£390.00	£398.00	£398.00	If not successful at sub-committee then half fee refunded
Scrap Metal Dealers	£385.00		£393.00		3 year licence
Scrap Metal Sites	£231.00		£236.00		3 year licence
Road Closure Notices	£173.00		£176.00		
Licensing Act 2003					All fees set by statute based upon premises rateable value plus occupancy for premises holding more than 5,000 people. Personal licences valid for 10 years EFDC cannot amend these charges, therefore not included in this table

Gambling Act 2005

Betting Premises	New application		Annual fee		Variation, Transfer, Re-instatement	
	Current	Proposed	Current	Proposed	Current	Proposed
Betting premises (not tracks)	£1,200.00	£1,220.00	£600.00	£610.00	£1,200.00	£1,220.00

Betting Premises	Licence copy		Notification of change	
	Current	Proposed	Current	Proposed
Betting premises (not tracks)	£29.00	£30.00	£29.00	£30.00

Waste management

Bulky household waste

Item	Current	Proposed	Notes
1 to 3 items	£24.00	£24.50	50% concession for pensionable age
4 to 7 items	£36.00	£36.50	50% concession for pensionable age
8 to 10 items	£47.00	£48.00	50% concession for pensionable age
11 to 15 items	£60.00	£61.00	50% concession for pensionable age
More than 15 items	Assessment	Assessment	50% concession for pensionable age

Trade waste

Item	Current	Proposed	Notes
Commercial properties (per collection)	£14.70	£15.00	Service provided on request
Schools and Community premises (per collection)	£9.50	£9.70	Service provided on request

Street Numbering and Naming Charges

Item	Current	Proposed	Notes	
House Name Change/ Addition	£52.50	£52.50	Per property	
Development of 1+ properties	£52.50	£52.50	For first property	
	£18.00	£18.00	Per additional property	
Changes in initial development after initial notification	£52.50	£52.50	For first property	
	£18.00	£18.00	Per additional property	
Renaming of street at residents request	£52.50	£52.50	For first property	
	£18.00	£18.00	Per additional property	
Confirmation of postal address details	£2.85	£2.85	Per certificate issued	
	£18.00	£18.00	Per property involved	

Fee Type Permit Type	Application fee	Annual fee	Renewal fee	Transitional Application Fee
FEC Gaming Machine	£300.00	N/A	£300.00	£100.00
Prize Gaming	£300.00	N/A	£300.00	£100.00
Alcohol Licences Premises – Notification of 2 or less machines	£50.00			
Alcohol Licences Premises – More than 2 machines	£150.00	£50.00	N/A	£100.00
Club Gaming Permit	£200.00	£50.00	£200.00	£100.00
Club Gaming Machine Permit	£200.00	£50.00	£200.00	£100.00
Club Fast-track for Gaming Permit or Gaming Machine Permit	£100.00	£50.00	£200.00	N/A
Small Society Lottery Registration	£40.00	£20.00	£20.00	

Permit - Miscellaneous Fees

	Change of Name £	Copy of Permit £	Variation £	Transfer £
FEC Permits	£25.00	£15.00	N/A	N/A
Prize Gaming Permits	£25.00	£15.00	N/A	N/A
Alcohol Licences Premises – Notification of 2 or less machines	£50.00			
Alcohol Licences Premises – More than 2 machines	£25.00	£15.00	£100.00	£25.00
Club Gaming Permit	N/A	£15.00	£100.00	N/A
Club Gaming Machine Permit	N/A	£15.00	£100.00	N/A
Small Society Lottery Registration	£40.00	£20.00		

This page is intentionally left blank

Fee Type Permit Type	Application fee	Annual fee	Renewal fee	Transitional Application Fee
FEC Gaming Machine	£306.00	N/A	£306.00	£102.00
Prize Gaming	£306.00	N/A	£306.00	£102.00
Alcohol Licences Premises – Notification of 2 or less machines	£51.00	N/A	N/A	N/A
Alcohol Licences Premises – More than 2 machines	£153.00	£51.00	N/A	£102.00
Club Gaming Permit	£204.00	£51.00	£204.00	£102.00
Club Gaming Machine Permit	£204.00	£51.00	£204.00	£102.00
Club Fast-track for Gaming Permit or Gaming Machine Permit	£102.00	£51.00	£204.00	N/A
Small Society Lottery Registration	£41.00	£21.00	£21.00	N/A

Permit - Miscellaneous Fees

	Change of Name £	Copy of Permit £	Variation £	Transfer £
FEC Permits	£26.00	£16.00	N/A	N/A
Prize Gaming Permits	£26.00	£16.00	N/A	N/A
Alcohol Licences Premises – Notification of 2 or less machines	£51.00	N/A	N/A	N/A
Alcohol Licences Premises – More than 2 machines	£26.00	£16.00	£102.00	£26.00
Club Gaming Permit	N/A	£16.00	£102.00	N/A
Club Gaming Machine Permit	N/A	£16.00	£102.00	N/A
Small Society Lottery Registration	£41.00	£21.00	N/A	N/A

This page is intentionally left blank

RESOURCES SELECT COMMITTEES

TERMS OF REFERENCE 2016/17

Title: Resources Select Committee

Status: Select Committee

1. To undertake overview and scrutiny, utilising appropriate methods and techniques, of services and functions of the Resources Directorate, excluding those matters within remit of the Audit and Governance Committee, the Standards Committee or the Constitution Working Group;
2. To consider any matter referred to the Select Committee by the Overview and Scrutiny Committee;
3. To undertake quarterly performance monitoring in relation to the services and functions of the Resources Directorate, though review of progress against adopted key performance indicators and other appropriate measures;
4. To identify any matters within the services and functions of the Resources Directorate requiring in-depth scrutiny, for referral to the Overview and Scrutiny Committee;
5. To establish working groups as necessary to undertake any activity within these terms of reference;
6. To respond to applicable consultations as appropriate;

Finance

7. To consider the draft directorate budgets for each year, and to evaluate and rank proposals for enhancing or reducing services where necessary, whilst ensuring consistency between policy objectives and financial demands;
8. To review key areas of income and expenditure for each directorate on a quarterly basis throughout the year;

Information and Communications Technology

9. To monitor and review progress on the implementation of all major ICT systems;

Value For Money

10. To consider the Council's comparative value for money 'performance', and to recommend as required to the Finance and Performance Management Cabinet Committee, in respect of areas where further detailed investigation may be required;

Human Resources

11. To monitor and review areas of concern or significance that comes under Human Resources.

Chairman: Cllr S Kane

Resources Select Committee (Chairman – Cllr S Kane)

2016/17

Item	Report Deadline/ Priority	Progress / Comments	Programme of Meetings
(1) Key Performance Indicators 2015/16 – outturn review	Outturn KPI performance considered at the first meeting of each municipal year.	Outturn KPI performance report for 2015/16 - went to July 2016 meeting	12 July 2016; 10 October; 06 December;
(2) To review the specific quarterly KPI's for 2016/17	Quarterly.	Review of quarterly performance: Q1 in October 2016; Q2 in December '16; Q3 in Feb. '17	07 February 2017; 28 April
(3) Corporate Plan Key Action Plan 2015/16 – Outturn review	First meeting of each municipal year	Outturn Key Action Plan 2015/16 performance went to July 2016 meeting	
(4) Corporate Plan Key Action Plan 2016/17 – quarterly review	Quarterly	Review of quarterly performance: Q1 October 2016; Q2 December 2016; Q3 February 2017.	
(5) Detailed Portfolio Budgets	Portfolio budgets considered on an annual basis jointly with the Finance & Performance Management Cabinet Committee.	Annual review of portfolio budgets to be considered at joint meeting with the F&P M Cabinet Committee in January of each year.	

(6) ICT Strategy – Progress & Call Handling	Progress against ICT Strategy considered on an annual basis.	Progress report on call/response handling. Also to receive a report on options following introduction of new telephony system. <i>Last update in July '16 on energy saving and improved management processes</i>
(7) Fees and Charges 2017/18	Proposed fees and charges for 2017/18 - for October 2016 meeting.	Proposed fees and charges considered on an annual basis each October.
(8) Provisional Capital Outturn 2015/16	Provisional outturn for 2015/16 for July meeting.	Provisional Capital Outturn considered on an annual basis at first meeting in each municipal year.
(9) Provisional Revenue Outturn 2015/16	Provisional outturn for 2015/16 for July 2016 meeting.	Provisional Revenue Outturn considered on an annual basis at first meeting in each municipal year.
(10) Sickness Absence Outturn	July 2016	To review the Sickness Outturn report for 2015 - 16 – went to July 16 meeting
(11) Sickness Absence	Half-yearly progress reports for 2016/17 to be considered at December and July meetings.	Detailed progress against achievement of sickness absence targets reviewed on a six-monthly basis.
(12) Medium Term Financial Strategy & Financial issues paper	October 2016	To receive the Financial Issues Paper and Medium Term Financial Strategy including 4 year General Fund forecast
(13) Quarterly Financial Monitoring	Oct 2016; Dec.2016; & April 2017	To receive quarterly financial monitoring reports

(14) Review of Risk management arrangements	Dec 2016	Item from the O&S Co-ordinating Group. To review the trends in claims experience.
(15) Review of Section 106 monies and monitoring report	Dec 2016	Item from the O&S Co-ordinating Group. Section 106 agreements attempt to alleviate significant impacts on the local area and reach an agreement with the developer to mitigate the costs of additional infrastructure. The Community Infrastructure Levy (CIL) looks at the wider area infrastructure and tries to gain funding for its implementation. The two funding streams cannot fund the same infrastructure
(16) Cost of member and corporate activities	TBA	Item from the O&S Co-ordinating group. To review requests for meetings\reports and examine the cost implications.
(17) Shared Services Working	TBA	To review any shared services working being carried out by EFDC. HR currently working with Colchester and Braintree Councils on a shared HR payroll system. <i>Last update at the December '15 meeting.</i>
(18) Housing Benefit Fraud & Compliance	February 2017	Received a report in Feb. 2016 on the fraud team's work.

This page is intentionally left blank