

Supplementary Committee Agenda



Finance and Performance Management Scrutiny Panel Tuesday, 17th November, 2009

Place: Civic Offices, High Street, Epping

Room: Committee Room 1

Time: 7.00 pm

Committee Secretary: A Hendry - The Office of the Chief Executive
Tel: 01992 564246 Email: ahendry@eppingforestdc.gov.uk

10. FEES AND CHARGES (Pages 3 - 16)

(Director of Finance and ICT) Report attached.

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SCRUTINY



Report to Finance and Performance Management Scrutiny Panel

Date of meeting: 17 November 2009

Portfolio: Finance and Performance Management

Subject: Fees and Charges 2010/11

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

Committee Secretary: A. Hendry (Ext 4246)

Recommendations/Decisions Required:

That the panel consider the policy for increasing fees and charges for 2010/11, and recommends a general increase of 5% to the Finance and Performance Management Cabinet Committee.

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

In areas where the Council has discretion on the level of fees and charges it can set, there are a number of other possible percentage increases that could be applied. However clearly increases that can be applied would help reduce the level of savings required in order to set an acceptable budget.

Report:

- .1 As part of the budget setting process the level of fees and charges are considered for the forthcoming financial year. The Council is faced with a period of considerable financial uncertainty with Revenue Support Grant settlements from 2011/12 likely to be cut in real terms. There is also less freedom for Authorities wishing to raise additional revenue from fees and charges as more are subject to cost recovery only or Government direction. Against this backdrop it is felt that fees and charges should be increased by 5% where possible. This report is intended to give members an opportunity to comment on those fees and charges proposed for 2010/11.

Deputy Chief Executive

- .2 There are a number of fees and charges within this area such as New Horizons, Sports Development and Lifewalks. It is proposed that the former two be increased by 5% and Lifewalks by 10% as the fee has remained unchanged for a number of years.

Finance and ICT

- .3 Income within this portfolio is in the form of Government Subsidies and Industrial Estate rents. These rents are not subject to annual increases as they are negotiated for a period of time before each lease is entered into.

Corporate Support Services

- .4 There are two main sources of income to this Portfolio, Local Land Charges and Licensing Fees.
- .5 With regard to Land Charge searches, income levels have suffered significantly due to an increase in personal searches, the introduction of Home Information packs and the effects of the 'credit crunch'. The fee for a Full Search was reduced last year as it is now based on the recovery of costs for that particular activity and the budget was reduced accordingly. The current fees are £11.00 for a Personal Search and £100.00 for a Full Search. The Personal Search fee is increasing to £22.00 from 1 January 2010 and the re-assessment of the cost of carrying out full searches is currently underway. There is not expected to be any significant change to the level of fee as a result of this review.
- .6 With regard to licensing, the Local Government (miscellaneous provisions) Act 1976 allows Authorities to set fees on the basis of reasonable cost recovery in relation to Hackney Carriage Operators and Vehicle Licences. With regard to vehicle and operator licences it is proposed to freeze these at 2009/10 levels to avoid over recovery of costs but with drivers licences and other related charges an inflationary increase is proposed.
- .7 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. Where fees are below this level it is proposed that a 5% increase be applied. Details of these fees are shown in Appendix 2.

Planning and Economic Development

- .8 The main income areas within this portfolio are Development Control, pre-application charges and Building Control fees.
- .9 Development Control fee levels are controlled by Central Government. There has been no indication given regarding fee increases for 2010/11 so far. It has therefore been assumed that, given the current economic climate, an increase will not be allowed.
- .10 With regard to pre-application charges, there has been little take up so far, however a 5% increase is thought reasonable given the amount of officer time taken up dealing with these. The proposed fee is £1,650, an increase from £1,575.
- .11 Building Control Fees are income to the ring-fenced Building Control Charging Account and therefore do not affect the General Fund. Fees and Charges are currently under budget by around £64,000 (Month 6) however the Council has recently won a contract with the Bank of England worth at least £60,000 and with the expenditure reduction measures put into place this should ensure that the account breaks even by the end of the financial year.
- .12 The Government has been conducting a review of the charging regime and accounting arrangements surrounding Building Control and has issued a consultation paper. The proposal is to link fee levels more closely to actual costs incurred by an Authority in monitoring the works rather than linking the fee level to the cost of the works themselves. The rationale behind this is that some quite expensive works might be fairly straight forward and require little Building Control input where as less expensive more complicated works would probably require more input. There is still an emphasis on fee setting based on cost recovery but the ring fenced nature of the account may well go. The consultation was due to finish by the end of September but as yet no announcement has been made and there is some doubt whether the proposed start date of 1 April 2010 can now be met. Given the situation at the moment it is probably too early to make a decision regarding any increase and later in the budget process things will become clearer.

Environment and Street Scene

- .13 Members have previously indicated that they wish to see Pay and Display Parking charges frozen at 2009/10 levels therefore the schedule shows the fees as unchanged.
- .14 Other fee income is in the form of various Environmental Health and Waste Management related charges. It is proposed to freeze business related charges and apply an increase of between 2.5% and 5% to others. The proposed fee structure is set out in Appendix 1.
- .15 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, however if there is any exceptional changes to specific charges, these cannot be varied without recourse to the Council.

Housing

- .16 The Housing Portfolio has a number of fees and charges, most of which relate to income to the Housing Revenue Account. The schedule at Appendix 3 shows the levels proposed for 2010/11. These generally represent an increase of around 5% from the 2009/10 levels.
- .17 The only variation to this relates to a couple of minor £10 charges that it is proposed remain unchanged as shown in the appendix.

Conclusion

The proposed policy for increasing fees and charges for 2010/11 are presented for comment but where applicable are based on an increase of 5%.

Consultations Undertaken

This report has been circulated to Portfolio-Holders and is based on information provided by Directors. An oral update will be provided to cover any additional comments or information received from Portfolio-Holders.

Resource Implications

Additional Income to the General Fund and HRA.

Legal and Governance Implications

Agreeing inflationary increases 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 fee 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

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.

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Environment and Street Scene

Appendix 1

Proposed fees & charges for 2010/11

Car parking tariffs

Car Park	0 to 30 minutes	Up to 1 hour	Up to 2 hours	Over 2 hours	Up to 3 hours	Over 3 hours	1 month season	3 month season	12 month season
Short Stay – current	£0.10	£0.80	£1.50	N/A	£3.00	£9.00	£125.00 (£6.25/day)	£320.00 (£5.33/day)	£1,275.00 (£4.90/day)
Short Stay – proposed	£0.10	£0.80	£1.50	N/A	£3.00	£9.00	£125.00 (£6.25/day)	£320.00 (£5.33/day)	£1,275.00 (£4.90/day)
Combined – current	£0.10	£0.80	£1.50	£3.00	N/A	N/A	£55.00 (£2.75/day)	£150.00 (£2.50/day)	£500.00 (£2.17/day)
Combined – proposed	£0.10	£0.80	£1.50	£3.00	N/A	N/A	£55.00 (£2.75/day)	£150.00 (£2.50/day)	£500.00 (£2.17/day)
Long Stay – current	N/A	N/A	£1.50	£3.00	N/A	N/A	£55.00 (£2.75/day)	£150.00 (£2.50/day)	£500.00 (£2.17/day)
Long Stay - proposed	N/A	N/A	£1.50	£3.00	N/A	N/A	£55.00 (£2.75/day)	£150.00 (£2.50/day)	£500.00 (£2.17/day)
On street P and D – current	£0.10	£0.80	£1.50	N/A	N/A	N/A			
On street P and D proposed	£0.10	£0.80	£1.50	N/A	N/A	N/A			
Residents' permits – current	£25.00 1 st car	£50.00 2 nd car	£100.00 3 rd car	Note: Clifton Road Loughton, only 1 permit per household permitted					
Residents' permits - proposed	£25.00 1 st car	£50.00 2 nd car	£100.00 3 rd car	Note: Clifton Road Loughton, only 1 permit per household permitted					
			Up to 2 hours	Up to 4 hours	All day (4+ hours)				
Residents' visitor permits – current	N/A	N/A	£0.20	£0.50	£1.00	N/A	N/A	N/A	N/A
Residents' visitor permits – proposed	N/A	N/A	£0.20	£0.50	£1.00	N/A	N/A	N/A	N/A

Environment & Street Scene and Corporate Support Services

Appendix 2

Proposed fees & charges for 2010/11

Service area	2009/10		Proposed 2010/11		Notes
	Application/ Event	Renewal	Application/ Event	Renewal	
Environmental Health					
Training					
Basic food hygiene course	£54.00		£54.00		
Basic health & safety course	£45.00		£45.00		
Animal welfare					
Animal boarding	£265.00	£182.00	£265.00	£182.00	
Dog breeding	£265.00	£182.00	£265.00	£182.00	
Pet Animals Act	£265.00	£182.00	£265.00	£182.00	
Dangerous wild animals	£579.00	£392.00	£579.00	£392.00	
Riding establishment	£579.00	£486.00	£579.00	£486.00	
Stray dog	£66.00		£69.00		Plus £10.00 per day for kennel costs etc
Pest control (incl. VAT)					
Rats / cockroaches	Free		Free		
Mice	£30.00		£31.50		50% concession for pensionable age
Wasps	£44.00		£46.00		50% concession for pensionable age
Others	£30.00		£31.50		50% concession for pensionable age
Licensing					
Hackney Carriage/Private Hire					
Annual Vehicle Licence	£277.00	£277.00	£277.00	£277.00	Subject to Statutory consultation
Annual Driver's Licence	£85.00	£85.00	£88.00	£88.00	Subject to Statutory consultation
Vehicle plate	£28.00		£30.00		Initial fee, refundable on return
Driver badge	£7.00		£10.00		

Service area	2009/10		Proposed 2010/11		Notes
	Application/ Event	Renewal	Application/ Event	Renewal	
Private Hire Operators					
Annual operator licence (1 vehicle only)	£36.00		£36.00		Subject to Statutory consultation
Annual Operators (> 1 vehicle)	£136.00		£136.00		Subject to Statutory consultation
Plate exemption	£85.00	£85.00	£88.00	£88.00	
Miscellaneous					
Special treatment premises	£102.00		£107.00		
Special treatments person	£55.00		£58.00		
Small Society Lotteries	£40.00	£20.00	£40.00	£20.00	Set by Statute
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

Casinos	Transitional fast track		Transitional		New application		Annual fee	
	Current	Proposed	Current	Proposed	Current	Proposed	Current	Proposed
Existing casinos	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
New small casino	N/A	N/A	N/A	N/A	£8,000	£8,000	£5,000	£5,000
New large casino	N/A	N/A	N/A	N/A	£10,000	£10,000	£10,000	£10,000
Regional casino	N/A	N/A	N/A	N/A	£15,000	£15,000	£15,000	£15,000
Bingo club	N/A	N/A	N/A	N/A	£273.00	£287.00	£252.00	£265.00
Betting premises (not tracks)	N/A	N/A	N/A	N/A	£273.00	£287.00	£252.00	£265.00
Tracks	N/A	N/A	N/A	N/A	£273.00	£287.00	£252.00	£265.00
Family entertainment centres	N/A	N/A	N/A	N/A	£273.00	£287.00	£252.00	£265.00
Adult gaming centre	N/A	N/A	N/A	N/A	£273.00	£287.00	£252.00	£265.00
	Application to vary		Application to transfer		Application to re-instate		Application for provisional statement	
Existing casinos	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
New small casino	£4,000	£4,000	£1,800	£1,800	£1,800	£1,800	£8,000	£8,000
New large casino	£5,000	£5,000	£2,150	£2,150	£2,150	£2,150	£10,000	£10,000
Regional casino	£7,500	£7,500	£6,500	£6,500	£6,500	£6,500	£15,000	£15,000
Bingo club	£196.00	£206.00	£196.00	£206.00	£196.00	£206.00	£196.00	£206.00
Betting premises (not tracks)	£196.00	£206.00	£196.00	£206.00	£196.00	£206.00	£196.00	£206.00
Tracks	£196.00	£206.00	£196.00	£206.00	£196.00	£206.00	£196.00	£206.00
Family entertainment centres	£196.00	£206.00	£196.00	£206.00	£196.00	£206.00	£196.00	£206.00
Adult gaming centre	£196.00	£206.00	£196.00	£206.00	£196.00	£206.00	£196.00	£206.00
	Licence application (prov. statement holders)		Licence copy		Notification of change			
Existing casinos	N/A	N/A	£27.00	£25.00	£54.00	£50.00		
New small casino	£3,000	£3,000	£27.00	£25.00	£54.00	£50.00		
New large casino	£5,000	£5,000	£27.00	£25.00	£54.00	£50.00		
Regional casino	£8,000	£8,000	£27.00	£25.00	£54.00	£50.00		
Bingo club	£196.00	£206.00	£27.00	£25.00	£54.00	£50.00		
Betting premises (not tracks)	£196.00	£206.00	£27.00	£25.00	£54.00	£50.00		
Tracks	£196.00	£206.00	£27.00	£25.00	£54.00	£50.00		

Casinos	Transitional fast track		Transitional		New application		Annual fee	
	Current	Proposed	Current	Proposed	Current	Proposed	Current	Proposed
Family entertainment centres	£196.00	£206.00	£27.00	£25.00	£54.00	£50.00		
Adult gaming centre	£196.00	£206.00	£27.00	£25.00	£54.00	£50.00		

Waste management

Bulky household waste

Item	Current	Proposed	Notes
1 to 3 items	£24.00	£25.00	50% concession for pensionable age
4 to 7 items	£29.00	£30.00	50% concession for pensionable age
8 to 10 items	£41.50	£43.00	50% concession for pensionable age
11 to 15 items	£49.00	£50.00	50% concession for pensionable age
More than 15 items	Assessment	Assessment	50% concession for pensionable age

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Fees and Charges 2010/11 – HOUSING RELATED SERVICES

Service	2010/11	2009/10
Communal Halls: Pelly Court Hall, Epping Oakwood Hill Hall, Loughton Barrington Hall, Loughton	£9.00 per hour £169.00 per annum £7.30 per session	£8.55 per hour £160.65 per annum £6.95 per session
Hire of Halls for Elections	£73.60 per day	£70.10 per day
Guest Rooms - Sheltered Housing	£7.50 per person per night	£7.20 per person per night
Dispersed Alarms: Alarm units Smoke Detectors Additional Pendants Control Monitoring (per speech module) Flood Detector Fall Detector Carbon Monoxide Detector Extreme Temperature Sensor Pressure Mat Pull Cord Installation Bogus Caller Button Large Button Telephone	£170.90 per annum £42.70 per annum £38.40 per annum £90.80 per annum £46.20 per annum £59.65 per annum £60.75 per annum £59.00 per annum £58.40 per annum £62.60 per annum £44.75 per annum £19.50 per telephone	£162.75 per annum £40.65 per annum £36.55 per annum £86.45 per annum £44.00 per annum £56.80 per annum £57.85 per annum £56.20 per annum £55.60 per annum £59.60 per annum £42.60 per annum £18.60 per telephone
Telecare Packages (Monitoring only): Alarm and up to 4 sensors Alarm and more than 4 sensors	£90.75 per annum £208.60 per annum	£86.45 per annum £198.70 per annum
Leasehold Vendors' Enquiries	£118.50 per enquiry	£112.85 per enquiry
Certificates of Buildings Insurance – Leaseholders	£37.70 per copy	£35.90 per copy
Hardstandings	£27.00 per annum	£25.70 per annum
Scooter Stores: Rental Electricity	£3.50 per week £1.70 per week	£3.35 per week £1.60 per week
Dishonoured cheques	£10 per cheque	£10 per cheque
Homeless Hostel Accommodation: One room: <i>Room charge</i> <i>Heating charge (Personal)</i> <i>Heating Charge (Communal)</i> Two rooms: <i>Room charge</i> <i>Heating charge (Personal)</i> <i>Heating Charge (Communal)</i>	£38.95 per week £11.45 per week £12.10 per week £60.75 per week £20.10 per week £16.65 per week	£37.10 per week £10.90 per week £11.55 per week £57.85 per week £19.14 per week £15.86 per week

Three rooms <i>Room charge</i> <i>Heating charge (Personal)</i> <i>Heating Charge (Communal)</i>	£81.85 per week £24.35 per week £19.95 per week	£77.95 per week £23.21 per week £18.99 per week
Chalet: <i>Room charge</i> <i>Heating charge (Personal)</i> <i>Heating Charge (Communal)</i>	£70.90 per week £20.10 per week £16.65 per week	£67.50 per week £19.14 per week £15.86 per week
Bed and Breakfast Accommodation: Single Room Double Room Family Room	£41.60 per night £48.15 per night £64.95 per night	£36.60 per night £45.85 per night £61.85 per night
Mortgage references	£34.50 per enquiry	£32.85 per enquiry
Requests for covenant approval	£55.10 per request	£52.50 per request
Licences for vehicular access across housing land	£91.70 per annum	£87.35 per annum
Condition surveys to respond to Party Wall Act Notices	£62.30 per Notice	£59.35 per Notice
Copies of Structural Reports on RTB Properties	£30.90 per report	£29.40 per report
Replacement Door Entry and Suited Keys	£11.60 per key	£11.05 per key
Garage Rents	£7.55 per week	£7.20 per week
Small Land Sales Valuation Charge	£303 per sale	£288.75 per sale
File Copying Charge	£10 per request	£10 per request
Valuation & Legal Charge – Re-sale of RTB Property within 5 years or Sale of RTB Property to EFDC within 10 Years	£305 per application	£288.75 per application
Consideration of Right to Re-purchase Former RTB Property within 10 years of Original Purchase	£52.90 per application	£50.40 per application
Management services to Home Group for Wickfields sheltered housing scheme, Chigwell: (a) Careline Service (per speech module) (b) Cleaning (including materials)	£200 per annum From 1 September 2010 – increased by the same % as the national pay increase for local government employees - effective from 1 April 2010	£192 per annum From 1 September 2009 – increased by the same % as the national pay increase for local government employees - effective from 1 April 2009

Licensing of qualifying houses in multiple occupation (HMOs):		
(a) 3 storey HMO with up to 5 units of accommodation	£575 per licence	£550 per licence
(b) Additional units of accommodation	£52 per each additional unit of accommodation	£50 per each additional unit of accommodation

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