

## TOWN AREA COMMITTEE

19 OCTOBER 2015

### REPORT OF HEAD OF CENTRAL SERVICES

#### A CORPORATE REVIEW OF CHARGES 2016-17

#### 1.0 PURPOSE OF REPORT

- 1.1 To provide information on the various fees and charges that are made by this committee.
- 1.2 To recommend changes to these charges to operate from 1<sup>st</sup> April 2016

#### 2.0 RECOMMENDATIONS

- 2.1 **That the committee determines the level of charges for 2016-17 for the Cemetery item set out in the attached table to operate from 1<sup>st</sup> April 2016.**

#### 3.0 BACKGROUND

##### All charges

- 3.1 As set out in the constitution only new proposed charges or charges that were proposed to be increased above or below inflation are considered by members, as such statutory charges have not been included within the report for consideration by members. Those that are increased in line with inflation are approved by the Head of Central Services under delegated authority.
- 3.2 Appendix A shows the proposed charges for the Cemetery for the purchase of a child's grave, being the only charge that has fallen outside delegated authority. The table also summarises the financial objective of the current charging policy, the existing charges, the current level of any subsidy and the reason for the recommended charge.
- 3.3 There is a charging policy included in the MTFs; this should be used as a guideline when setting fees and charges.
- 3.4 As part of the review process managers are asked to complete a "review of charges form for 2016-17" for each distinct charging area. The aim of this process is to gather background information to the charges being reviewed. A set of completed forms will be available at the meeting.
- 3.5 For information, Appendix B shows the list of services that are currently provided free of charge, this is due to a number of reasons such as information being provided as a result of Freedom of Information requests, information being accessible via the website or there being limited demand.

#### 4.0 POLICY & CORPORATE IMPLICATIONS

- 4.1 The fees and charges set out in this report are the ones that do not meet the charging policy set in line with corporate and service objectives; these vary according to the service provided. More detailed explanations on each service's corporate implications can be found on the forms available at the meeting.

#### 5.0 FINANCIAL & OTHER RESOURCE IMPLICATIONS

- 5.1 Financial and resource implications have been addressed within paragraph 3. Once approved, these charges will be built into the 2016-17 revenue budget process.

5.2 Some services include chargeable and non chargeable elements. In line with the charging policy, the best estimate of under/over recovery of costs is included in Appendix A. Members may wish to review whether it is appropriate for those services receiving a subsidy to continue to do so.

5.3 Local Government funding continues to be reviewed and there is great uncertainty surrounding funding in later years although almost certainly will be reduced. This is reflected in the Council's MTFs and places a greater onus on the Council to seek to maximise its income from other sources.

## 6.0 LEGAL IMPLICATIONS/POWERS

6.1 Local Authorities have certain limited freedoms to charge for discretionary services under the Local Government Act 2003. Where appropriate any other relevant legislation is noted within the Appendix A to this report.

## 7.0 COMMUNITY SAFETY

7.1 There are no direct links to community safety arising from this report.

## 8.0 EQUALITIES

8.1 An equalities impact assessment (EIA) has been completed for the charging policy previously agreed by PFA.

## 9.0 RISKS

9.1 A possible risk to the Council is that budgeted revenue income may not be achieved if services are not taken up due to any charges increase. Income budgets are regularly monitored and where a downturn in demand is identified appropriate action is taken.

## 10.0 CLIMATE CHANGE

10.1 There are no climate change issues directly arising from this report

## 11.0 CONSULTATION

11.1 Budget Holders carried out the review with the assistance of the Service Accountant as required with reference to current budget monitoring protocols.

## 12.0 WARDS AFFECTED

12.1 All wards are affected.

Contact Officer: Emma Peters

Date: 26<sup>th</sup> August 2015

Appendices: Appendix A – Review of Fees and Charges  
Appendix B – Services provided free of charge

Background Papers: Forms for the Review of Charges  
Charging Policy

Reference: X:\Ctee, Council & Sub Ctees\Town Area Committee\2015 16\1 - 19 October 2015\DG – Review of Fees and Charges 201617