



## Hinckley & Bosworth Borough Council

### FORWARD TIMETABLE OF CONSULTATION AND DECISION MAKING

Scrutiny Commission  
Council

7 February 2019  
21 February 2019

WARDS AFFECTED: ALL WARDS

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### FEES AND CHARGES 2019/2020

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#### Report of Head of Finance (Section 151 Officer)

##### 1. PURPOSE OF REPORT

1.1 To obtain approval of the proposed scale of Fees and Charges for 2019/2020.

##### 2. RECOMMENDATION

2.1 That Council approve the Fees and Charges book for 2019/2020.

##### 3. BACKGROUND TO THE REPORT

3.1 The Council charges for a number of services that are provided to the public.

3.2 The Council generates income of circa £5.9million from these sources annually.

##### Charging Principles

3.3 A number of principles are followed when considering fees and charges. In general terms, all applicable services should be charged for unless there is a valid reason for an exception to be made. These exemptions include, but are not limited to:

- Instances where the administrative cost of levying and recovering the charge would outweigh any potential income
- Where policy has been passed to fund the service from Council Tax or other dedicated funding streams (e.g. grants)
- Circumstances where charging would significantly deter demand
- Where statute dictates that charges cannot be made

3.4 When setting scales of charges, the following factors are taken into consideration:

- Statutory obligations
- Inflation and relevant indices
- Local market research and competition (where relevant)
- The impact of price changes on activity level or demand
- Changes in taxation
- Budget position and links to the MTFS and the Corporate Plan
- The cost of providing the service

3.5 A rate comparable with Retail Price Index (RPI), which is a measure of inflation, has been used as an index where appropriate for up-rating charges from prior year. A rate of 2.70% has been used in line with the Budget Strategy for 2019/2020.

### 2019/2020 Fees and Charges

3.6 The Fees & Charges shows the 2018/19 and 2019/20 charges, along with the percentage increases applied. Some fees and charges, for example Fixed Penalty Notices and those under the Gambling and Licensing Acts have been set in line with relevant guidance.

3.7 All leisure centre charges have been set by Places For People Leisure Management Ltd who will operate the leisure centre. All charges are consistent with the contract with Places For People Leisure Management Ltd.

3.8 In the majority of cases where discretionary charges can be made, increases have been made in line with index in 3.5 (or to the nearest round number associated with this increase).

3.9 The major changes that have an impact on the budgets are listed below:-

	2018/19	2019/20	% increase
<b>Pre planning application advice:</b>			
Major Development (large residential/retail/leisure)	£3,195	£5,100	59.62%
Major Development (50-99 dwellings or 5,000-9,999 m2)	£1,273	£3,400	167.09%
Major Development (10-49 dwellings or 1,000-4,999 m2)	£852	£1,800	111.27%
Minor Development (1-4 dwellings, agricultural)	£317	£360	13.56%
<b>Legal Services:</b>			
Preparation of lease for industrial unit/shop (includes lease renewal)	£270	£290	7.41%
Preparation of lease for Greenfields/Atkins (includes lease renewal)	£270	£290	7.41%
Preparation of non standard lease	£450	£480	6.67%
Preparation of deed of licence/variation of a term of lease	£210	£250	19.05%
Deed of rectification (nil charge if council in error)	£260	£280	7.69%
Retrospective Consent (RTB properties)	£109	£120	10.09%
Grazing Licences	£109	£120	10.09%
Deed of variation of leases	£325	£350	7.69%
<b>Licences – Animal establishments:</b>			
Pet shops ordinary	£120	£208	73.33%
Pet shops where dangerous wild animals sold	£240	£320	33.33%

4. EXEMPTIONS IN ACCORDANCE WITH THE ACCESS TO INFORMATION  
PROCEDURE RULES

4.1 Report to be taken in open session.

5. FINANCIAL IMPLICATIONS [CS]

5.1 These are contained within the report.

6. LEGAL IMPLICATIONS (MR)

6.1 The council's powers to charge can arise from mandatory powers, express discretionary powers or implied or incidental powers

6.2 Mandatory powers are set out in the functional legislation such as the power to charge for planning applications set out in the Town and Country Planning Act 1990.

6.3 Section 93 Local Government Act 2003 gives the Council power to charge for discretionary services, but not in cases where there is already power to charge under other legislation eg power to charge for the use of a swimming pool pursuant to the Local Government Miscellaneous Provisions Act 1976

6.4 The power to charge under Section 93 can only be used for services which the Council is empowered to provide

6.5 The Section 93 power is not intended to provide a new income stream; its aim is to allow the Council to recover the costs of providing services, and there is a general duty on the Council to secure that, from one year to the next, the income from charges for services does not exceed the costs of provision

7. CORPORATE PLAN IMPLICATIONS

7.1 The budget will have an indirect impact on all other Corporate Plan targets

8. CONSULTATION

8.1 All budget holders, Corporate Operations Board and the Strategic Leadership Board have been consulted throughout the budget setting process

9. RISK IMPLICATIONS

9.1 It is the Council's policy to proactively identify and manage significant risks which may prevent delivery of business objectives.

9.2 It is not possible to eliminate or manage all risks all of the time and risks will remain which have not been identified. However, it is the officer's opinion based on the information available, that the significant risks associated with this decision / project have been identified, assessed and that controls are in place to manage them effectively.

9.3 The following significant risks associated with this report / decisions were identified from this assessment:

Management of significant (Net Red) Risks
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Risk Description	Mitigating actions	Owner
That the Council has insufficient resources to meet its aspirations and cannot set a balanced budget	<p>A budget strategy is produced to ensure that the objectives of the budget exercise are known throughout the organisation.</p> <p>The budget is scrutinised on an ongoing basis to ensure that assumptions are robust and reflective of financial performance.</p> <p>Sufficient levels of reserves and balances are maintained to ensure financial resilience</p>	J Kenny

## 10. KNOWING YOUR COMMUNITY – EQUALITY AND RURAL IMPLICATIONS

10.1 The budget process will impact on all areas of the Borough and all groups within the population

10.2 Where concessions are made for certain groups for charging purposes these are detailed in the attached booklet

## 11. CORPORATE IMPLICATIONS

11.1 By submitting this report, the report author has taken the following into account:

- Community Safety implications
- Environmental implications
- ICT implications
- Asset Management implications
- Procurement implications
- Human Resources implications
- Planning implications
- Data Protection implications
- Voluntary Sector

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Background papers: Fees and Charges submissions  
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