



Hinckley & Bosworth Borough Council

FORWARD TIMETABLE OF CONSULTATION AND DECISION MAKING

SCRUTINY COMMISSION/
FINANCE & PERFORMANCE SCRUTINY
COUNCIL

6 FEBRUARY 2020
25 FEBRUARY 2020

WARDS AFFECTED: ALL WARDS

FEES AND CHARGES 2020/2021

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 2020/2021.

2. RECOMMENDATION

2.1 That Council approve the Fees and Charges book for 2020/2021.

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 £5.84 million 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;
- 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 2.4% has been used in line with the Budget Strategy for 2020/2021.

2020/2021 Fees and Charges

3.6 The Fees & Charges show the 2019/20 and 2020/21 charges, along with the percentage increases applied. Fees have either been inflated or set accordance with relevant statutory guidance e.g. 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 Leisure who will operate the leisure centre. All charges are consistent with the current contract.

3.8 In the majority of cases where discretionary charges can be made, increases have been made in line with inflation or benchmarking of costs.

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

	2019/20 £	2020/21 £	% increase
Licences – Taxis / Hackney carriage / private hire:			
Fee updated to reflect budgeted costs of service delivery			
Hackney carriage vehicle licence	£140	£160	14.29%
Private hire vehicle licence	£140	£160	14.29%
Private hire operators licence (5 year validity period from 1 October 2015)	£222	£240	8.11%
Private or Hackney carriage drivers licence (3 Year validity period from 1 October 2015)	£142	£160	12.68%
Transfer Hackney carriage / private hire vehicle licence	£80	£90	12.50%
Licences – Animal establishments:			
Fee updated to reflect budgeted costs of service delivery			
Keeping or training animals for exhibition	£145	£191	31.72%
Pre planning application advice:			
Charges increased as a result of benchmarking			
Major Development (10-49 dwellings or 1,000-4,999 m2)	£1,800	£2,250	25.00%
Minor Development (5-9 dwellings or 500-999 m2) pre-application advice	£720	£1,000	38.89%
Building Control:			
Fee updated to reflect budgeted costs of service delivery			

Building control hourly rate	£56.50	£60.50	7.09%
Written confirmation of works exempt from building regulations	£28.25	£30.25	7.09%
Written confirmation of non-existence of building regulations record	£28.25	£30.25	7.09%
Written confirmation of completion of work to which building regulations applied	£28.25	£30.25	7.09%
Extensive search of building control history for site or premises (per hour)	£56.50	£60.50	7.09%
Completion application for a closed application (reactivation of application and 1 inspection)	£79.10	£84.70	7.08%
Additional inspections on a reactivated application (per inspection)	£56.50	£60.50	7.09%
Building control surveyor attendance at emergency incident/enforcement (per hour)	£56.50	£60.50	7.09%
Building control surveyor attendance at emergency incident out of hours (per hour)	£98.90	£105.90	7.08%
Preparation and posting of documentation in relation to an emergency/enforcement incident or dangerous structure (per document)	£56.50	£60.50	7.09%
Legal Services:			
Charge more accurately reflects the time taken to draw up agreements			
Recharge of legal costs for Section 106 Agreements	£1,267	£2,000	57.85%
S106 Agreement short form unilateral undertaking	£217	£250	15.21%
Temporary Road Closures	£152	£175	15.13%

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 e.g. 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		
Risk Description	Mitigating actions	Owner
That the Council has insufficient resources to meet its aspirations and cannot set a balanced budget	A budget strategy is produced to ensure that the objectives of the budget exercise are known throughout the organisation. The budget is scrutinised on an ongoing basis to ensure that assumptions are robust and reflective of financial performance. Sufficient levels of reserves and balances are maintained to ensure financial resilience	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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