

READING BOROUGH COUNCIL

REPORT BY CHIEF EXECUTIVE

TO:	POLICY COMMITTEE		
DATE:	30 OCTOBER 2017	AGENDA ITEM:	12
TITLE:	REVIEW OF FEES AND CHARGES FOR 1 ST NOVEMBER 2017		
LEAD COUNCILLOR:	CLLR LOVELOCK	PORTFOLIO:	LEADERSHIP
SERVICE:	BUSINESS DEVELOPMENT	WARDS	BOROUGHWIDE
LEAD OFFICER:	MARCUS HERMON	TEL:	87106
JOB TITLE:	BUSINESS DEVELOPMENT MANAGER	E-MAIL:	Marcus.hermon@reading.gov.uk

1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 In line with established practice and the need to ensure that the Council is maximising income potential on a continuous basis, a mid-year review of existing fees and charges has been undertaken. This is in the context of budget pressures resulting from ongoing reductions in Government funding to local authorities.
- 1.2 This report sets out the outcome of the mid-year review and a proposal to increase a limited number of fees. It is recommended that these amended fees and charges are implemented from the 1st November 2017.
- 1.3 Appendix 1 is a summary table of the proposed changes to fees and charges.

2. RECOMMENDED ACTION

- 2.1 To note the content of the report.
- 2.2 To approve the schedule of revised Fees and Charges as set out in Appendix 1 for implementation from the 1st November 2017.

3. POLICY CONTEXT

- 3.1 The 2016-2019 Corporate Plan sets out the strategic priority of remaining financially sustainable to deliver services. Income generation is an important and necessary component of successfully delivering against this priority.
- 3.2 The Council's Constitution requires Directors, where appropriate, to ensure that charges for the supply of goods and services cover the costs of their provision. The biannual fee review process acts as a mechanism for participating services to consider the recovery of associated costs, react to emerging market pressures and maximise income.

4. PROPOSAL BACKGROUND

- 4.1 The review of fees and charges forms an integral part of the Council's overall budget setting process and assists with the delivery of income related budget saving targets.
- 4.2 Services are required to review their fees and charges in accordance with corporate guidance and legislation. It is important to note that a number of statutory service fees and charges are set by Central Government. Fees and charges for discretionary services are informed and set according to market conditions and affordability to customers/residents, noting that the overall income achieved cannot exceed the costs of service delivery.
- 4.3 As part of the review exercise participating Council Services are required to consider the scope to recover some or all of the full cost of service delivery, recognising that some services are provided at a subsidy in order to contribute to other strategic priorities of the Council, such as reducing levels of inequality. As appropriate, fees have been set to maximise the contribution from income towards the cost of service delivery, and where necessary, concessionary rates continue to be offered to those who need/benefit from the provision of a subsidised service.
- 4.4 Each service has considered and followed a range of criteria in arriving at their proposed fees for November 2017, with the three main areas of consideration as follows:

1) Benchmarking / Market pressures

The fees charged by Council services have been directly compared to those charged by similar providers in the public and private sector. Where the fees charged have been found to be of a lesser or greater value, reasonable adjustments have been made to bring them in line with the market and remain competitive.

2) Rate of Inflation

Where charges are felt to be appropriate to the current market and competition, there has either been no increase proposed or a nominal increase approximately equivalent to the rate of retail price index (RPI) linked inflation, with fees rounded for ease of charging and payment.

3) Cost Recovery

Service areas were asked to identify and consider the costs associated with service delivery, taking into account the full extent of resources required, including overheads and support service charges. Where feasible and appropriate to do so, services should seek to recover as much of this cost as possible as permitted by legislation and set out in the Council's Constitution.

- 4.5 A number of services have not proposed changes to fees and charges as part of this review. The rationale for this is broadly due to the fact that either:
- a) Fees were recently reviewed and benchmarking has identified no scope for any further increase of fees without loss of business;
 - b) The service is completing a broader review of fees and charges, which will be subject to an alternate approvals process and timetable, due to either the availability of resources or process required by legislation.

5. PROPOSAL

- 5.1 To implement the revised set of fees & charges outlined in Appendix 1 from 1st November 2017.

6. CONTRIBUTION TO STRATEGIC AIMS:

- 6.1 The proposal directly contributes to the following objective of the Council's Corporate Plan:
- Remaining financially sustainable to deliver service priorities.

7. COMMUNITY ENGAGEMENT:

- 7.1 Services will each raise awareness of revised fees & charges with their clients as is custom and practice or required by legislation.

8. EQUALITY IMPACT ASSESSMENT:

- 8.1 Under the Equality Act 2010, Section 149, a public authority must consider whether the decision will or could have a differential impact on: racial groups; gender; people with disabilities; people of a particular sexual orientation; people due to their age; people due to their religious belief. Approval of the decisions to carry out any of the improvement work will not have a differential impact on any of the above.
- 8.2 It is not considered that an Equality Impact Assessment (EIA) is relevant to the decision.

9. LEGAL IMPLICATIONS:

- 9.1 Services have reviewed their fees and charges in compliance with respective guidance and legislation. Many statutory service fees and charges are set by Central Government. Discretionary service fees and charges are informed and set according to market conditions and affordability to customers/residents.

10. FINANCIAL IMPLICATIONS:

- 10.1 The proposals are forecast to deliver additional revenue income of £13.5k during the remainder of the current financial year, subject to any further review that may take place. Income projections are based upon the previous financial year's transaction numbers and these may be subject to fluctuation, with volumes increasing or declining.

DESCRIPTION	CATEGORY	Charge Unit	Current Fee ex vat	Proposed fee ex. vat from October 17	Increase £/P	Proposed fee Inc. Vat from Nov 17	
READING SPORT & LEISURE							
POOL	ADULT (Peak / Off peak)	SESSION	£3.67	£3.96	£0.29	£4.75	
	ADULT YRP GENERAL	SESSION	£3.21	£3.50	£0.29	£4.20	
	ADULT YRP CONCESSION	SESSION	£2.38	£2.58	£0.21	£3.10	
	ADULT YRP CONCESSION OFF PEAK	SESSION	£0.00	£0.00	£0.00	£0.00	
	JUNIOR/STUDENT	SESSION	£1.83	£2.29	£0.46	£2.75	
	JUNIOR/STUDENT YRP GENERAL	SESSION	£1.58	£1.96	£0.39	£2.35	
	JUNIOR/STUDENT YRP CONCESSION	SESSION	£0.00	£0.00	£0.00	£0.00	
	UNDER 3 ALL POOLS	SESSION	£0.00	£0.00	£0.00	£0.00	
	FAMILY SWIM ACTIVITY	SESSION	£9.00	£9.00	£0.00	£10.80	
BADMINTON	ADULT	SESSION	£9.67	£10.00	£0.33	£12.00	
	ADULT YRP GENERAL	SESSION	£8.33	£8.58	£0.25	£10.30	
	ADULT YRP CONCESSION	SESSION	£5.96	£6.17	£0.21	£7.40	
	ADULT/JUNIOR WEEKDAYS 9.00AM -5.00PM YPR CONC	SESSION	£0.00	£0.00	£0.00	£0.00	
	JUNIOR	SESSION	£4.83	£5.00	£0.17	£6.00	
	JUNIOR YRP GENERAL	SESSION	£4.21	£4.83	£0.62	£5.80	
	JUNIOR YRP CONCESSION	SESSION	£3.04	£3.04	£0.00	£3.65	
TRANSPORT LICENCE FEES							
	Crane/Mobile Lifting Platform Permit (up to 1 week)	each	£125.00	£129.17	£4.17	£155.00	
	Streetworks Licence Fee	each	£208.33	£300.00	£91.67	£360.00	
PLANNING - PRE APPLICATION FEES							
Level 1	Householders advice on house extensions	each	£120.00	£125.00	£5.00	£150.00	
	Follow up meetings	each	£60.00	£65.00	£5.00	£78.00	
	Small business and developers: advice on building works and change of use where the floor area involved is up to 200sqm	each	£120.00	£125.00	£5.00	£150.00	
	Follow up meetings	each	£60.00	£65.00	£5.00	£78.00	
	Proposals for community uses - (FOC for up to 200sqm)	each	£120.00	£125.00	£5.00	£150.00	
	Follow up meetings	each	£60.00	£65.00	£5.00	£78.00	
	Advertisements	each	£120.00	£125.00	£5.00	£150.00	
	Follow up meetings	each	£60.00	£65.00	£5.00	£78.00	
	Telecommunication installations	each	£120.00	£125.00	£5.00	£150.00	
	Follow up meetings	each	£60.00	£65.00	£5.00	£78.00	
	Listed Building consent /conservation area consent.	each	£120.00	£125.00	£5.00	£150.00	
	Follow up meetings	each	£60.00	£65.00	£5.00	£78.00	
	Trees and Landscaping	each	£120.00	£125.00	£5.00	£150.00	
	Follow up meetings	each	£60.00	£65.00	£5.00	£78.00	
	Works to trees covered by tree preservation orders.	each	£120.00	£125.00	£5.00	£150.00	
	Folow up meetings	each	£60.00	£65.00	£5.00	£78.00	
	Level 2	201 - 499sqm	each	£275.00	£290.00	£15.00	£348.00
Business, commercial or other development 201 sqm to 1000 or up to 19 dwellings.	500 - 1000sqm	each	£525.00	£550.00	£25.00	£660.00	
	1 - 3 dwellings	each	£275.00	£290.00	£15.00	£348.00	
	4 - 9 dwellings	each	£400.00	£420.00	£20.00	£504.00	
	10 - 15 dwellings	each	£650.00	£675.00	£25.00	£810.00	
	15 - 19 dwellings	each	£800.00	£825.00	£25.00	£990.00	
	One meeting included in above fee, additional meetings charged by hour.	each	£80.00	£85.00	£5.00	£102.00	
Level 3	Introductory meeting fee	each	£150.00	£160.00	£10.00	£192.00	
HIGHWAYS							
Drainage Works	Recovery of property from gullies	each	£57.00	£59.17	£2.17	£71.00	
Accident Reclaims	Administration Fee	each	£57.50	£59.58	£2.08	£71.50	
	Inspectors Visit	each	£86.00	£89.17	£3.17	£107.00	
Building Over Sewer/Drainage Plans	Reproduction of Agreements	each	£51.50	£53.33	£1.83	£64.00	
	Reproduction of plan	each	£20.50	£21.25	£0.75	£25.50	
Footway Crossings	Application Fee	each	£51.50	£53.50	£2.00	N/a	
	Inspectors Visit And Measure Up	each	£57.00	£59.50	£2.50	N/a	
	Site supervision and quality control (min 2 visits)	each	£109.00	£113.00	£4.00	N/a	
Solicitor Enquiries	Map Reproduction (single)	each	£40.50	£42.00	£1.50	N/a	
	Map Reproduction (Each additional)	each	£20.00	£21.00	£1.00	N/a	
	Copying S278 Agreements	each	£46.50	£48.33	£1.83	£58.00	
	Copying S38 Agreements	each	£46.50	£48.33	£1.83	£58.00	
Miscellaneous Income	Scaffold / Hoarding Licence Fee	Up to 4 weeks	£171.50	£178.00	£6.50	N/a	
		each additional week or part week	£28.50	£30.00	£1.50	N/a	
	Stopping up of the public highway applications	each	£700.00	£725.00	£25.00	£870.00	
	S171 Licence (e.g. works on highway or store building material on the highway)	Up to 4 weeks	£341.50	£353.33	£11.83	£424.00	
		each additional week or part week	£16.50	£17.50	£1.00	£21.00	
	S142 Licence to plant on highway	each	£171.50	£177.50	£6.00	£213.00	
	Consenting on ordinary watercourse	each	£50.00	£51.67	£1.67	£62.00	
	Swapouts	each	£341.00	£353.33	£12.33	£424.00	
	Application fee for access protection markings to existing footway crossings	each	£52.00	£54.00	£2.00	N/a	
	Provision of new access protection marking up to 5m long	each	£29.00	£30.00	£1.00	N/a	
	Provision of new access protection marking each additional metre over 5m	metre	£6.00	£6.50	£0.50	N/a	

	Refreshing access protection marking up to 5m long	each	£29.00	£30.00	£1.00	N/a
	Refreshing access protection marking each additional metre	metre	£6.00	£6.50	£0.50	N/a
	Access control/Key for lockable bollard fee	each	£57.50	£60.00	£2.50	£72.00
LIBRARIES						
children's activity sessions excluding rhymet	Cost recovery fee	Per child	N/a new fee	£1.00	N/a	N/a
LICENSING						
Licence Application Fees	Family entertainment centre machines and prize gaming - grant	each	£302.50	£300.00	-£2.50	N/a
	Family entertainment centre machines and prize gaming - renewal	each	£302.50	£300.00	-£2.50	N/a
	Family entertainment centre machines and prize gaming - change of name	each	£25.50	£25.00	-£0.50	N/a
	Family entertainment centre machines and prize gaming - copy	each	£15.50	£15.00	-£0.50	N/a
	Club gaming permit (Poker etc)		£101.00	£200.00	£99.00	N/a
	Club gaming permit - annual fee		£51.00	£50.00	-£1.00	N/a
	Club gaming permit - copy		£25.50	£25.00	-£0.50	N/a
	Club machine permit (Fruit Machines)		£101.00	£200.00	£99.00	N/a
	Club machine permit - copy		£25.50	£25.00	-£0.50	N/a
	Club machine annual fee		£50.50	£50.00	-£0.50	N/a
	Pubs gaming machine notification (Fruit Machines) Pubs with up to 2 fruit machines	2 units	£50.50	£50.00	-£0.50	N/a
	Pubs gaming machine permit (pubs with more than 2 gaming machines)	3+ units	£151.50	£150.00	-£1.50	N/a
	Pubs gaming machine permit - copy		£25.50	£25.00	-£0.50	N/a
	Pubs gaming machine permit - annual fee		£51.00	£50.00	-£1.00	N/a
TRADING STANDARDS & CORONERS						
Explosives (Set by statute)	License to store explosives no min separation					
	1 year	per license	£105.00	£109.00	£4.00	N/a
	2 year	per license	£136.00	£141.00	£5.00	N/a
	3 Year	per license	£166.00	£173.00	£7.00	N/a
	4 Year	per license	£198.00	£206.00	£8.00	N/a
	5 Year	per license	£229.00	£238.00	£9.00	N/a
	Renewal to store explosives no minimum separation					
	1 Year	per license	£52.00	£54.00	£2.00	N/a
	2 Year	per license	£83.00	£86.00	£3.00	N/a
	3 Year	per license	£115.00	£120.00	£5.00	N/a
	4 Year	per license	£146.00	£152.00	£6.00	N/a
	5 Year	per license	£178.00	£185.00	£7.00	N/a
	Variation/Transfer/Replacement		£35.00	£36.00	£1.00	N/a
STREETCARE SERVICES						
BULKY WASTE COLLECTIONS	Collection of 1 Item	Each	£ 31.60	£ 33.00	£1.40	N/a
	YRP Concession	Each	£ 23.70	£ 25.00	£1.30	N/a
	Collection of 2 Items	Each	£ 36.70	£ 38.00	£1.30	N/a
Special Collections -	YRP Concession	Each	£ 27.55	£ 29.00	£1.45	N/a
	Collection of 3 Items	Each	£ 41.80	£ 44.00	£2.20	N/a
	YRP Concession	Each	£ 31.60	£ 33.00	£1.40	N/a
	Collection of 4 Items	Each	£ 46.90	£ 49.00	£2.10	N/a
	YRP Concession	Each	£ 35.70	£ 37.00	£1.30	N/a
	Collection of 5 Items	Each	£ 52.00	£ 54.00	£2.00	N/a
	YRP Concession	Each	£ 38.75	£ 41.00	£2.25	N/a
	Fridge freezers - Domestic, Maximum of 2 per collection	Each	£ 36.00	£ 38.00	£2.00	N/a
	YRP Concession	Each	£ 27.00	£ 29.00	£2.00	N/a
	Cancellation charge (less than 3 days before collection)	Each	£ 10.00	£ 11.00	£1.00	N/a
						N/a
	- Half load	1/2 load	£ 65.00	£ 68.00	£3.00	N/a
	- Full load	1 Load	£ 130.00	£ 135.00	£5.00	N/a
TRADE WASTE	Trade general sack in multiples of 25		£ 3.22	£ 3.40	£0.18	N/a
	Trade general sack in multiples of 100		£ 2.10	£ 2.20	£0.10	N/a
	Trade recycling sack		£ 1.55	£ 1.60	£0.05	N/a
WHEELED BINS	240 litre new (plastic) - Domestic	Each	£ 41.70	£ 43.20	£1.50	N/a
	240 litre replacement - recycling (new developments)	Each	£ 41.70	£ 43.20	£1.50	N/a
	360 litre new (plastic) - Domestic	Each	£ 62.60	£ 65.00	£2.40	N/a
	1100 litre (steel) - Trade Waste	Each	£ 358.19	£ 371.00	£12.81	N/a
	1100 litre (Plastic) - Trade Waste	Each	£ 275.90	£ 286.00	£10.10	N/a
						N/a
SKIP LICENCES	Licence for up to 2 weeks	Each	£ 40.00	£ 41.50	£1.50	N/a
	Licence fee for every subsequent week after initial 2 weeks	Each	£ 35.00	£ 36.50	£1.50	N/a
						N/a
	Labour cost (clean up team) per hour	Each	£ 68.66	£ 71.00	£2.34	N/a
						N/a
	Tipping waste (transportation and disposal cost) per tonne	Each	£ 155.00	£ 161.00	£6.00	N/a
ADULT SOCIAL CARE						
OLDER PEOPLE	Use of RBC services after reablement period (per hr)	each	£ 16.88	£ 17.00	£0.12	N/a