

Community and Wellbeing Committee
22 January 2019

FEES AND CHARGES 2019/20

Head of Service/Contact:	Lee Duffy, Chief Finance Officer
Urgent Decision?(yes/no)	No
If yes, reason urgent decision required:	N/A
Annexes/Appendices (attached):	Annex 1 - Fees and Charges Schedule 2019/20
Other available papers (not attached):	Budget Targets Report and Minutes, 25 September 2018

Report summary

This report recommends fees and charges for which this Committee is responsible, with the new charges being effective from 1 April 2019.

Recommendation (s)

That the Committee:

- (1) Authorises the Chief Finance Officer to vary fees and charges for items generating income under £1,000 per annum and/or for one-off services or items;**

And, subject to the approval of Council:

- (2) Agrees the fees and charges for 2019/20 as set out at Annex 1.**

1 Implications for the Council's Key Priorities, Service Plans and Sustainable Community Strategy

- 1.1 As set out in the revenue estimates report on this agenda.

2 Background

- 2.1 The Council will meet to agree the budget, including estimates of income and expenditure, on 19 February 2019. To enable the budget to be finalised, the Policy Committees are asked to recommend fees and charges covering the services for which they are responsible.

Community and Wellbeing Committee

22 January 2019

- 2.2 The fees and charges presented in this report are discretionary charges only. For discretionary charges there is scope to generate additional income, to reduce any subsidy of the service or to contribute to an improved budget position.
- 2.3 There are a number of charges set externally that the Council has no power to alter. This restricts the Council's ability to raise additional income and therefore the fees and charges set by statute are not presented to this Committee for approval.
- 2.4 The budget guidelines agreed by Strategy and Resources in September 2018 included an overall increase in revenue from discretionary fees and charges of 3%. The guidelines also anticipate that additional income may be generated to contribute to the required savings target.
- 2.5 When preparing estimates, fees and charges have been reviewed by service managers and any negative impact on demand anticipated by increased charges has been considered.
- 2.6 Members should refer to the estimates report on this agenda for an overview of the Committee's budget position.
- 2.7 In January 2018, to reflect changes to the Council's management structure, the Committee agreed that the Chief Finance Officer should have delegated authority to vary fees and charges for items generating income under £1,000 per annum. The Committee also agreed that this officer be permitted under delegated authority to set charges for one off services or items not included in the fees and charges schedule.

3 Proposals

- 3.1 The proposed fees and charges for 2019/20 are set out at **Annex 1** to this report. The main variations in fees and charges for each service area outside the range of an increase between 3% and 5% are set out below:

Community and Wellbeing Committee

22 January 2019

3.1.1 Venues

Playhouse

No increases to membership fees are proposed, pending the introduction of a revised membership scheme in 2019/20 as part of the Scrutiny Review.

Ewell Court House

It is proposed to reduce the charge for the hire of the Celebratory Rooms on Sundays during the peak season, to encourage bookings for small celebrations, e.g., christenings.

Charges for advance bookings for subsequent years are not generally included in the annual schedules. It is proposed that these be charged at the current year cost plus approximately 3% per annum, representing the inflationary increases incorporated in the Medium Term Financial Strategy.

3.1.2 Local Nature Reserve

No increases are proposed to the fees for annual guided walks as officers feel that the modest charge maintains participation. New marketing strategies are planned to encourage an uptake in participation.

3.1.3 Sports Pitches

An increase of 6.2% is proposed for the hire of the Harrier Centre track for Sports days. This is to reflect the increased cost of these events as staff are now required to manage them.

3.1.4 Community & Wellbeing Centre

Currently, room hire charges at the Community & Wellbeing Centre are discounted by 5% where hirers self-caretake. It is proposed that the hire charges be held at 2018/19 rates where no caretaking is required, e.g., when the hirers self-caretake or if the building is already open. It is proposed that bookings requiring caretaking services are increased by 5% (+/- small roundings) to cover additional costs.

Other charges have generally been increased between 3%-5%, although there are some variations due to rounding of charges. Increases above 5% are proposed to reflect increased costs or where officers felt that higher charges could be introduced without creating a reduction in demand.

Community and Wellbeing Committee

22 January 2019

Charges for Extra Support Day Care sessions have not been increased in order to encourage uptake of the service.

3.1.5 Community Services

Community Alarm

No increase is proposed to Community Alarm monthly standard charges as current charges represent market rates and officers consider that an increase in price per unit could potentially have an adverse effect on customer volume.

Shopping Service

To remain competitive with the current market no increase to charges are proposed.

Transport from Home

In recent years there has been a decline in the use of this service, so in order to retain client levels, officers are proposing an increase in fares of approximately 2%. No increase in Membership fees is proposed for 2019/20, as a review of the Membership schemes across Community Services is planned.

Shopmobility

As there was a substantial increase in charges last year, it is proposed that the charges remain unchanged for 2019/20.

Private Sector Housing

The fees for applications for Houses of Multiple Occupation are charged on a cost recovery basis only. No increase in fees is proposed for 2019/20.

3.2 Disabled Facility Grant Fees

The Council has a statutory duty to operate a Disabled Facilities Grant Scheme, funded by central Government. Over recent years this role has become more complex, with a broader remit than previously, involving multi agency working and a wide variety of assistance required by clients. To reflect the officer time and general administrations costs incurred as a result of this work, it is proposed that the Council charges fees to the fund.

The proposed fee structure is as follows:

Community and Wellbeing Committee

22 January 2019

Mandatory Grants: These are provided to enable adaptations to allow residents access to essential facilities within and around the home.

Minimum fee charge	£300	e.g. level access showers / stair lifts
Works up to £30k	10%	
Works between £30k-£45k Fees capped at maximum works level £45k	7.5%	e.g. ground floor extensions to provide downstairs wetroom/bathroom facilities
Aborted works: Pre-tender stage	£300	Works may be aborted where an applicant's level of need has changed significantly since receipt of the original Occupational Therapist's report, or where the applicant has passed away.
Post-tender stage depending on grant value Limited at £45k	10%/7.5% of 70% of works	

Discretionary Grants (funded through DFG allocation)

e.g. Installation of galvanised (outdoor) handrails or measures to address thermal discomfort, e.g., replacement windows and heating.

Minimum fee charge	£150
All works	10%
Aborted works Pre-tender stage Post tender stage	£150 10% of 70% of cost of works

Handyperson Grants

e.g., small odd jobs such as garden clearance and bathroom grab rails.
No fee applied.

4 Financial and Manpower Implications

- 4.1 The impact of the proposed fees and charges for services in 2019/20 is set out below.
- 4.2 The table sets out the original additional income target as per the Medium Term Financial Strategy in the first column.
- 4.3 The second column presents additional income anticipated from the changes to tariffs proposed in the appendix to this report, on the assumption that current utilisation levels continue.
- 4.4 The third column shows changes to income budgets for fees and charges that are not related to changes to tariffs. Examples will be changes to customer numbers or where a new fee or charge has been introduced.

Community and Wellbeing Committee

22 January 2019

- 4.5 The last column sets out the difference between the 3% budget target increase and the final income budget, which incorporates changes to both tariffs and volumes.

	Increase in Income Budget Target (3%) £'000	Total Increase or (Decrease) due to changes to Tariffs £'000	Variations resulting from changes to volumes £'000	Variation between Target and total change £'000
Community & Wellbeing Centre	4	4	(4)	(4)
Community Services	7	5	3	1
Bourne Hall	8	8	0	0
Ewell Court House	2	2	0	0
Playhouse	4	3	22	21
Allotments	1	1	1	1
Parks & Open Spaces	2	2	0	0
Total	28	25	22	19

- 4.6 The charges proposed will generate an additional estimated income of £25,000. This has been taken into account in the budget to be presented to the Council next month.
- 4.7 Overall, the effect of increased charges and changes to volumes is that Community & Wellbeing Committee has exceeded the targeted budgeted income from fees and charges for 2019/20 by £19,000.
- 4.8 A net income budget of £22,500 is included in the figures above to represent the introduction of transaction fee charges on tickets sold at the Playhouse. It was agreed by this Committee in October that any income in excess of this would be set aside for repairs and renewals at the Playhouse.
- 4.9 Take up of the Extra Care Service at the Community & Wellbeing Centre has been slow during 2018/19; income budgets for 2019/20 have been reduced to reflect this.
- 4.10 The revised level of income has been included in the medium term financial strategy to help towards a balanced budget over the next four years. A detailed breakdown of the 2019/20 budget can be found in the budget report included on this agenda.
- 4.11 **Chief Finance Officer's comments:** All financial implications are included within this report.

Community and Wellbeing Committee

22 January 2019

5 Legal Implications (including implications for matters relating to equality)

- 5.1 There are no specific issues arising from this report but the Council's resources will need to be applied to ensure that it fulfils its statutory obligations and delivers its policy on equalities.
- 5.2 **Monitoring Officer's comments:** There are no legal issues arising from this report.

6 Sustainability Policy and Community Safety Implications

- 6.1 None for the purposes of this report.

7 Partnerships

- 7.1 None for the purposes of this report.

8 Risk Assessment

- 8.1 Income from services remains at risk due to the state of the economy. Charges have been set taking into account market conditions.
- 8.2 The continued delivery of Council services is dependent upon income generation, creating a risk to service delivery if charges are not set at levels that make a significant contribution to the Council's finances.

9 Conclusion and Recommendations

- 9.1 This report proposes new fees and charges for services with effect from 1 April 2019.
- 9.2 The impact of changes in fees and charges has been estimated and incorporated into the Committee's budget estimates for 2019/20. If lower charges are agreed the Committee will be required to identify cost savings to enable the Council to meet its overall budget target.

Ward(s) Affected: (All Wards);