

Public Document Pack

Date of meeting	Thursday, 3rd December, 2015
Time	7.00 pm
Venue	Committee Room 1, Civic Offices, Merial Street, Newcastle-under-Lyme, Staffordshire, ST5 2AG
Contact	Justine Tait

Finance, Resources and Partnerships Scrutiny Committee

AGENDA

PART 1 – OPEN AGENDA

- 1 Apologies
- 2 **DECLARATIONS OF INTEREST**
To receive Declarations of Interest from Members on items included in the agenda
- 3 **MINUTES OF THE PREVIOUS MEETING** (Pages 3 - 10)
To consider the minutes of the previous meeting held on the 4th November 2015.
- 4 **Procurement Champion** (Pages 11 - 18)
- 5 **PLANNING COMMITTEE MEMBERS' PROTOCOL**
Report to follow.
- 6 **Revenue Budgets 2016-17 - First Draft Savings Plan** (Pages 19 - 22)
- 7 **Scale of Fees and Charges** (Pages 23 - 62)
- 8 **EXCLUSION RESOLUTION**
To resolve that the public be excluded from the meeting during consideration of the following report because it is likely that there will be disclosure of exempt information as defined in Paragraph 7a in Part 1 of Schedule 12A of the Local Government Act 1972.
- 9 **Trade Refuse Scale of Fees and Charges 1st April 2016 to 31st March 2017** (Pages 63 - 64)
- 10 **WORK PLAN** (Pages 65 - 70)
To discuss and update the work plans to reflect current scrutiny topics
- 11 **PUBLIC QUESTION TIME**
Any member of the public wishing to submit a question must serve two clear days' notice, in writing, of any such question to the Borough Council.

12 URGENT BUSINESS

To consider any business which is urgent within the meaning of Section 100B (4) of the Local Government Act 1972.

13 DATE AND TIME AND NEXT MEETING

Wednesday 27th January 2015, 7.00pm in Committee Room 1.

Members: Councillors Fear, Hambleton, Huckfield, Loades, Pickup, Stubbs (Chair), Sweeney, Wallace (Vice-Chair), Waring, Wilkes and Williams

PLEASE NOTE: The Council Chamber and Committee Room 1 are fitted with a loop system. In addition, there is a volume button on the base of the microphones. A portable loop system is available for all other rooms. Should you require this service, please contact Member Services during the afternoon prior to the meeting.

Members of the Council: If you identify any personal training/development requirements from any of the items included in this agenda or through issues raised during the meeting, please bring them to the attention of the Democratic Services Officer at the close of the meeting.

Meeting Quorums :- 16+= 5 Members; 10-15=4 Members; 5-9=3 Members; 5 or less = 2 Members.

FIELD_TITLE

Officers will be in attendance prior to the meeting for informal discussions on agenda items.

FINANCE, RESOURCES AND PARTNERSHIPS SCRUTINY COMMITTEE

Wednesday, 4th November, 2015

Present:-	Councillor Mike Stubbs – in the Chair
Councillors	Hambleton, Loades, Pickup, Sweeney, Waring, Wilkes and Williams Portfolio Holder Finance, IT and Customer
Officers	Executive Director (Resources and Support Services) Business Improvement Officer (Performance and Procurement) Housing Strategy Officer (for first part of item 5 only) Scrutiny Officer

1. **APOLOGIES**

Apologies were received from Councillors Fear, Wallace and Huckfield.

2. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

3. **MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 3rd September 2015 were agreed as a true and accurate record.

It was asked why the Co-operative Council item was not on the agenda.

Resolved:-

That the Chair formally writes to the Chief Executive, seeking clarification as to the reason the report was not submitted.

4. **REVIEW OF CHANGES TO THE COMMITTEE ARRANGEMENTS**

The Chair asked Members for feedback to the Recommendations proposed in the report in relation to the review undertaken by a Local Government Association peer review team of the democratic decision-making structures of the Council.

Recommendation:-

- (a) *That the Council approves the following changes to the Committee arrangements*

- i. Merge the Audit and Risk and Standards Committees*
- ii. Disband the Staffing Committee*
- iii. Disband the Joint Parking Committee*
- iv. Disband the Member Development Committee*
- v. To create the Constitution Working Group as a Committee of the Council and to title it the Constitution Review Committee*

Resolved:-

Committee supported i, ii, iii and iv but did not agree on v. One Member did not support ii.

A vote took place in support of i, ii, iii and iv:-

In favour – 5

Against - 1

- (b) *That the number of places on the Public Protection Committee be set at 15.*

Resolved:-

Committee supported the recommendation.

- (c) *That the Constitution Working Party be asked to make recommendations for changes to the Council's Constitution to give effect to recommendation (a) above and make a report to the next meeting of the Council.*

Resolved:-

Committee supported the recommendation.

- (d) *That the Council approves the Audit and Risk Committee and Standards Committees to operate as a combined Committee until the appropriate changes are made to the Council's Constitution as required consequentially by recommendation (a) above to request the Group Leaders to nominate the same named individuals to both the Audit and Risk Committee and the Standards Committee with immediate effect.*

Resolved:-

Committee supported the recommendation.

- (e) *That the Group Leaders be requested to nominate the same named individuals to both the Licensing Committee and the Public Protection Committee with immediate effect.*

A Member objected to this recommendation. It was explained that when the proposal was submitted for consultation it was felt unlawful to merge both Committees, but to bring them closer together.

A motion was passed and seconded for this recommendation not to be accepted. However, this motion was withdrawn as Members felt more information on the legalities and scoping of the Committees was required, should it take place, including the Licensing Sub Committee

Resolved:-

That a report be presented to Scrutiny.

- (f) *That the Constitution Working Party be asked to undertake a review of the Council's scrutiny arrangements and to bring forward recommendations consistent with the objectives and recommendations of the Peer Review to improve the efficiency of the Council's democratic arrangements.*

Members felt the current operation of Scrutiny was working well.

Resolved:-

All Members agreed that the current process of Scrutiny to remain unchanged.

- (g) *That the Council approves the transfer of the powers and duties of the Staffing Committee to the Head of Paid Service acting with the agreement of the Portfolio Holder for human resources with immediate effect and until the appropriate changes are made to the Council's Constitution as required consequentially by recommendation (a) above.*

A vote took place:-

In favour – 5

Against – 3

Abstain – 1

Resolved:-

Committee supported the recommendation.

- (h) *That the Constitution Working Party be asked to consider recommending to the Council conventions which could be adopted to improve the efficiency of formal meetings which are consistent with promoting effective debate, efficient use of Member and officer time, and facilitate the involvement of the public, consultees and others in the work of the Council's formal meetings.*

Resolved:-

That this recommendation be deferred as more Officer clarification is sought.

5. QUARTER TWO FINANCIAL AND PERFORMANCE REVIEW

Before this report was introduced an update from resolution (b) *“that a comparative report is produced showing the number of homelessness cases where positive action was successful preventing homelessness, to see if the system was working”*, agreed at the last meeting, was provided by the Housing Strategy Officer.

A table showing a breakdown of homelessness prevention activity figures was circulated.

A Member commented that it was good to see positive action in preventing families becoming homeless but asked how many families were unsuccessful?

The Member was advised the only possible way of obtaining the information was to see how many families were placed in temporary accommodation and from those how many the service tried to engage with but became homeless and not recorded.

The banding system assess' the housing need; the most vulnerable cases, to enable them to become eligible for housing.

It was asked if there was guidance available, as homelessness was becoming a bigger issue.

A draft Housing Strategy and Homelessness Strategy would be presented to the Economic Development and Enterprise Scrutiny Committee on the 2nd December 2015.

Resolved:-

- (a) That the Housing Strategy Officer supplies Committee with a summary of the Homelessness Strategy review.
- (b) That Committee is provided with information on discretionary housing payment.

The Executive Director (Resources and Support Services) presented the financial position for quarter two 2015/2016.

Progress had been made with the implementation of staff related savings to deliver the 2015/2016 target of £50k. Details of the Collective Agreement, recently signed, would be submitted to the next Staffing Committee.

The Capital Programme was on target.

With regard to the Council's frozen investment in Heritable Bank, a further payment had been received in August bringing the total amount repaid to 98% of the total that was frozen.

Quarter Two Performance Review 2015/2016 was presented by the Business Improvement Officer (Performance and Procurement).

85% of the indicators were on target, four were off target:-

- 2.6 – Percentage of Minor Planning Applications determined within time. The result had improved since Quarter One
- 3.6 – Number of people accessing leisure and recreational facilities. There had been a positive growth in attendances compared to the same period in 2014-15;
- 4.3 – Average number of days per employee lost to sickness. Last quarter there were 23 reported cases. These had now reduced to six cases and were of a serious nature, and were being actively managed by HR and the relevant Head of Service;
- 4.4 – Percentage of requests resolved at first point of contact. This was 1% off target. A high percentage of requests were resolved given the number of staff corporately available to deal with service requests during the peak summer holidays.

Within Appendix 'B' previously the figures for indicators 3.4, Number of referrals from GPs to organised sporting activity and 3.5, Percentage of people referred for exercise by GPs whose health improves had not been available. These were presented, as requested by Scrutiny, within the report. The information would be looked at further to see if there was a better way of measuring activity locally and any changes to the indicators used presented to Scrutiny.

The figure from indicator 3.5, 75%, was based on the number of people who had been referred by their GP to a programme and had completed a twelve week programme, which improved their fitness levels.

It was raised that the figure for the comparative quarter in 2014-15 for 3.6, Number of people accessing leisure and recreational facilities, was not cumulative and needs to be consistent.

6. **MEDIUM TERM FINANCIAL STRATEGY**

The Executive Director (Resources and Support Services) presented the report to Committee. The report was due to be considered by Cabinet on the 11th November 2015.

The format of the MTFS document was the same format as that used in the previous two years. It sets out the terms and how the Council delivers those gaps within the Budget Strategy. The main changes had been in respect of updating the figures and assumptions.

No further details on timescales had yet been announced. It was expected that further information would be available on the Spending Round announcement as part of the Chancellor's Autumn Statement on the 25th November 2015.

The Executive Director (Resources and Support Services) advised that the Council receives New Homes Bonus funding, which was based on new build homes, conversion and long-term empty homes which had been brought back into use.

A member requested how much the Council currently collects in business rates. The Executive Director stated that the Council collected approximately £32m in business rates in 2014/15.

Local authorities that concentrated on economic growth and housing were the ones likely to gain from both business rates retention and New Homes Bonus funding.

A Member asked that when the new recycling service commences was there an asset plan in place?

The Executive Director (Resources and Support Services) advised that if not enough capital receipts were received the Council would enter into temporary borrowing. The cost incurred through temporary borrowing would be minimal interest.

An update would be provided on the Asset Management Strategy at the next meeting of Scrutiny.

The Portfolio Holder for Finance, IT and Customer informed Committee that, at the present time, there was vast amount of changes within local government. Those authorities who were willing to deliver and expand in terms of building and housing would survive. There was also a need for this authority to operate on a more commercial basis.

Resolved:-

Committee were in agreement with the format, assumptions and budget strategy contained within the MTFs. In respect of the budget timetable this was agreed and members endorsed the proposal to cancel the Scrutiny Budget Café scheduled for the 13th January 2016.

7. **WORK PLAN**

Resolved:-

That the following items are included on the work plan:-

-

Joint meeting with Economic Development and Enterprise Scrutiny Committee to discuss the Capital Strategy 2016/17 and Asset Management Strategy

8. **PUBLIC QUESTION TIME**

There were no public questions submitted.

9. **URGENT BUSINESS**

There was no urgent business.

10. **DATE AND TIME OF NEXT MEETING**

Wednesday 3rd December 2015, 7.00pm, Committee Room 1.

COUNCILLOR MIKE STUBBS
Chair

This page is intentionally left blank

Finance Resources and Partnerships Scrutiny – 3rd December 2015

Procurement Champion – Procurement structure and processes within the organisation

1. **Introduction:**

- 1.1 Procurement covers every aspect of the purchasing process from determining the need for supplies (goods), services or works, to buying and delivery in order to help achieve the Council's vision of creating a Borough that is prosperous, clean, healthy and safe.
- 1.2 The Borough Council of Newcastle-under-Lyme has experienced year on year reductions in funding, resulting in reductions in spend on supplies and services, with approximately £1.1 million third party capital spend and £10.7 million third party revenue spend during 2014-15.
- 1.3 The deficit reduction programme initiated by the national Government has had a massive impact upon the Council and it is essential, therefore, to rethink how we procure our goods and services; ensuring that they are both cost effective and address the needs of residents and businesses. We need to spend only on what we need and ensure what we do buy delivers real and sustainable value. It is essential to balance cost and quality in the procurement of all supplies and services.
- 1.4 Effective procurement can help us deliver our broader objectives and support the priorities of the Council. A commitment to sustainability, fairness and the development of our local economy will be built into our purchasing decisions.
- 1.5 Officers need to ensure we clearly identify our needs, make the most of our buying power to shape markets to deliver what we need and ensure that we are getting what we pay for.
- 1.6 Whilst this must all be done within the bounds of European Union (EU) Procurement legislation, officers continue to encourage local sourcing and the use of local labour.
- 1.7 Procurement has a far broader meaning than that of simply purchasing, buying or commissioning. It is also about securing assets and services that best meet the needs of users and the whole community spanning the life cycle of an asset or service. This life cycle is generally defined as being from the initial definition of the business need through to the end of the useful life of the asset or service, including any costs of disposal.
- 1.8 Commissioning is the process of establishing the services the citizen wants or needs, and then deciding the best way to deliver those services, be it in-house or via the voluntary, community, social enterprise, private or public sectors or a combination of them ('make, buy or share'). If the decision is made to buy those services in, this then becomes a procurement activity.

2. **Governance:**

The council's Lead Officer ('Officer' Procurement Champion) continues to be the Business Improvement Manager, with support in the delivery of the partnerships commissioning processes by the Business Improvement Officer Procurement and Performance. Procurement remains a devolved structure in that Heads of Service and Business Managers are responsible and act as project leads for purchasing in their respective service areas supported by the above officers.

The Member Procurement Champion is the Deputy Leader Cllr. Terry Turner - Portfolio Holder Finance, IT and Customer Services.

2.1 **Financial Regulations:** in setting out objectives to:

2.1.1 Maintain sound and proper financial records, procedures, and arrangements for the administration of all the Council's financial affairs.

2.1.2 Demonstrate proper safeguards and controls exist.

2.1.3 Assist employees and Members in their delivery of services to the public.

2.1.4 Safeguard Members and employees by giving them procedures to follow which ensure that the Council's expected standards are met in terms of managing public money and assets:

establish at Dr18 the procurement values for ordering works, supplies and services;

(a) **Low value procurement:** (£5,000 >< £30,000) Where alternative prices are available for the level of estimated cost and a minimum of two written quotations is required;

(b) **Intermediate value procurement:** (£30,000 >< £50,000) Where alternative prices are available for the level of estimated cost and a minimum of three written quotations is required.

(c) **High value procurement:** (£50,000)> the estimated cost above which Financial Regulations and Contract Procedural Rules shall apply.

2.2 **Contract Procedural Rules:** provide a corporate framework for the procurement of all supplies, services and works for the Council. The Rules are designed to ensure that all procurement activity is conducted with openness, probity and accountability. Above all, the Rules are designed to ensure that the Council obtains value for money and the required level of quality and performance in all contracts that are let.

2.2.1 Council approved (25.02.2015) the replacement of Part III – Standing Orders in relation to Contracts – with updated and renamed Contract Procedure Rules so as to accord with the format of the current Constitution. Standing Orders Parts I and II being discarded as the information contained within was provided in other council published documents.

2.2.2 The provisions contained in the Contract Procedure Rules are subject to the statutory requirements of both the European Union and the United Kingdom Government. The letting and content of contracts conform to all statutory requirements and are subject to any over-riding directives of the European Union relating to contracts and procurement. This Rule cannot be waived since a failure to comply with European legislation may result in a legal challenge with consequent reputational and financial risk;

- 2.2.3 Since approval by Council the Contract procedural Rules have been published on the Council's intranet in a format that supports officers; advice and guidance in regards to compliance to these procedural rules also continues to be offered by the Business Improvement Manager and Business Improvement Officer Procurement and Performance.
- 2.3 **Procurement Strategy 2014-17:** aims to provide the framework to ensuring a co-ordinated approach to sustainable procurement across the Council and beyond. This is an essential element in making sure that innovative methods to improve procurement practices are used, delivering both cashable and non-cashable savings where appropriate and also underpinning the co-operative work the Council is developing.
- 2.3.1 The strategy provides a corporate focus for procurement. It embraces the commitment to strategic procurement within The Borough Council and sets out the Council's aspirations.
- 2.3.2 The strategy focuses upon achieving outcomes both through strategic and routine procurement projects. Whilst not intending to be a procurement manual, the principles contained within this strategy should be applied to all procurement activity across the Council.
- 2.3.3 The strategy is supported by a Procurement Action Plan developed by officers which set out the procurement projects and actions that will be undertaken over the life of the strategy.
- 2.4 **Procurement Working Group:** faced with the current business climate, budget shortfalls and an ongoing need to deliver savings whilst transforming the authority to place it in a strong position to respond to the challenges set by central government, in agreement with EMT the procurement working group's objectives have been updated to challenge and improve where possible procurement processes, policies, procedures and protocols and to continue to examine both existing and new contracts to identify and deliver opportunities to make ongoing savings.
- 2.4.1 The work of the group is also intended to complement the development of the 2014-17 Procurement Strategy and Action Plan and support the work in increasing the profile, the process of challenge and implementation of ongoing change within procurement as part of the implementation of the revised strategy.
- 2.4.2 The role of this officer group and its work will be continually reviewed and their terms of reference revisited to reflect ongoing progress and changes to national and local priorities.
- 2.4.3 The group has a clear set of objectives and a membership that represents each of the 4 directorates within the Council.
- 2.4.4 The chair of the Procurement Working Group is the Chief Executive.
- 2.5 **Public Contract Regulations:** Public procurement in the UK and the rest of the European Union is governed by a number of Directives and Regulations which are then implemented in national legislation. Public procurement law regulates the purchasing by public sector bodies of contracts for supplies, services or works. The

law is designed to open up the EU's public procurement market to competition, to prevent "buy national" policies and to promote the free movement of supplies and services.

The new public sector procurement directives became law in the UK on 26 February 2015. It brings about the biggest shake-up in public procurement law for almost a quarter of a century.

2.5.1 Within the new legislation are changes that will have practical implications for customers - i.e. contracting authorities - as well as suppliers interested in winning public contracts. Some of the changes will mean things need to be done differently, or thought about differently, in order to meet requirements.

2.5.2 Some provisions in the 2015 regulations go further than in the EU directive, implementing specific SME-friendly recommendations from Lord Young, the Enterprise Adviser to the Prime Minister. These provisions introduce rules that must be followed by authorities when awarding 'below threshold' contracts, some examples include:

2.5.2.1 Small procurements (Regulations 109-112) - facilitating access to public procurement for SMEs - this new statutory regime requires authorities which advertise small contracts with a value at or above particular thresholds (£25,000 for local authorities,) to publicise the opportunity, on the Government's "Contracts Finder" website. Following procurement, Contracts Finder must also be used in order to publicise the award

2.5.2.2. Ban on the use of pre-qualification questionnaires (PQQs) (Regulation 111) - Authorities will be prohibited from including a pre-qualification stage in any procurement where the value of the procurement is below the EU threshold for supplies and services (£172,514). This effectively precludes the use of PQQs and prohibits "restricted"- type procurement procedure.

2.5.2.3 Prompt payment requirements (Regulations 113 and 122) - One of the aims of the new rules is to create an easier ride for smaller businesses. With this in mind, there is a requirement for authorities to ensure that all public contracts contain clauses to the effect that valid and undisputed invoices will be paid by the contracting authority within 30 days. The change will also be welcomed as good news for subcontractors, as there will need to be similar flow-down clauses requiring contractors to do the same, right down the supply chain.

2.5.3 Section 5 (para 53) of 'The Public Contracts Regulations 2015' requires contracting authorities to offer by means of the internet unrestricted and full direct access (free of charge) to the procurement documents from the date of the publication in the Official Journal. In responding to this requirement (and 2.5.2.1 above) officers of the Council are now utilising the 'My Tenders' Pro e-tendering portal. This offers a range of services to officers and responds to the requirements set out in the new regulations.

2.5.4 Undertaking a compliant EU procurement under the EU Procurement Contract Regulations requires the project lead to comply with a number rules and time lines in the delivery and award of a procurement solution to the successful provider.

2.5.5 The cost of not complying with public procurement rules can be high. The stakes have become even higher since last December with the introduction of two powerful rights for disappointed bidders: a right to sue if a contract is entered into before the compulsory (10 day) standstill period has ended and an automatic right to cancellation or variation of any contract awarded to another bidder in breach of the rules. Every public contracting authority in the EU have a statutory duty to comply with relevant EU public procurement legislation, as implemented through Member State legislation, as well as general EU principles of transparency, proportionality and non-discrimination.

3. **Council & Public Procurement Thresholds:** as indicated in para 2.1.4 the Council's current (sub-OJEU) procurement thresholds are:

£5,000 >< £30,000) - a minimum of two written quotations;

£30,000 >< £50,000 - a minimum of three written quotations;

£50,000>) Contract Procedural Rules shall apply and officers will be required to undertake a compliant tender process, seeking to attract a minimum of 4 tender responses.

3.1. Should the contract value (i.e. the aggregated value over the life of the contract) exceed: £172,514 for supplies and services; £4,322,012 works; the contract opportunity must be advertised in the Official Journal of the European Union, unless a compliant procurement framework is used; (a procurement framework is an agreement put in place with a provider or range of providers that enables buyers to place orders or run a mini-competition for supplies or services without running lengthy full tendering exercises).

3.2 It should be noted that EU Procurement thresholds are reviewed every two years, the next review is expected in January 2016.

4. **Procurement Processes:** The Public Contracts Regulations establish a range of procurement processes that officers are required to use, these include:

4.1 'Open' Procedure;

4.2 'Restricted' Procedure;

4.3 'Negotiated' Procedure;

4.4 'Competitive Dialogue' Procedure;

The new Public Procurement Regulations introducing a further two processes:

4.5 'Competitive Procedure with Negotiation'

4.6 'Innovation Partnership' Procedure

4.7 Procedures such as open; restricted; have in the recent past been used by NULBC officers in sub-OJEU Procurement threshold procurements, however the recent legislative changes will result in the open procedure becoming the main procurement process used by officers. This said the use of the negotiated procedure may be a future procurement option where officers are looking to identify possible budget savings as part of a procurement, however this will be dependent on the aggregated contract value of the supplies or services being procured.

5. **Spend Analysis:** As indicated in the introduction, the Borough Council's spend on supplies and services during the financial year 2014/15 was approximately £1.1 million third party capital spend and £10.7 million third party revenue spend. Orders placed during this period equate to:

£0 to £5,000	-	5,258 orders
£5,000 to £30,000	-	299 orders
£30,000 to £50,000	-	15 orders
£50,000 to £172,514	-	6 orders
Over £172,514 (OJEU)	-	<u>0</u>
Total:		5,578

- 5.1 It is noticeable that the majority of the Council's spend profile is low value where no formal procurement process is required other than the need for officers to have due regard to market value, informally engaging with suppliers in the relevant market place to evidence such.
- 5.2 Officer analysis of spend data continues to support the identification of possible savings and has served to deliver savings across a number of varying categories of procurement e.g. ICT (software consolidation); Telecoms (contract consolidation); Postal Services (district collaboration resulting in improved economies of scale and leverage); Tyre Repair & Replacement (local collaboration resulting in improved economies of scale and leverage); MFD Solution (product range rationalisation).
6. **Officer Support and Guidance:** continues to be provided by the Business Improvement Manager and/or the Business Improvement Officer Procurement and Performance, this support and guidance is made available in a number of ways:
- the production and publication of standard templates (Tender; Invitation to Quote; Evaluation Matrices; Reference Questionnaires; Correspondence letters; Contracts etc.);
 - '1 to 1' support in drafting specifications, document verification, tender opening, tender evaluation and moderation, contract drafting; and on award of contract ongoing contract management, albeit this is normally undertaken by the relevant service.
 - creation and publication of contract and contract award notices (both OJEU and sub OJEU via My Tenders Pro portal);
 - Supplier spend analysis;
 - Training.
- 6.1 Additional support and guidance is offered and delivered in areas which include:
- 6.1.1 The need to offer transparency, proportionality and non-discrimination as part of procurement processes undertaken;
- 6.1.2 Engagement with local partners and or suppliers;
- 6.1.3 A commitment to sustainability, fairness and the development of our local economy;

- 6.1.4 Identifying and establishing (where relevant) Social Value criteria as part of any new procurement;
 - 6.1.5 The requirements linked to the delivery of the Living Wage where the criteria established by the 'Living Wage Foundation' applies;
 - 6.1.6 The requirements of information relative to reporting requirements as part of the Local Government Transparency Code (2014);
7. Reference have been made throughout this report to a range of documents and strategies, these can be made available to members of Finance Resources and Partnerships Scrutiny on request.

This page is intentionally left blank

Agenda Item 6

REVENUE BUDGET 2016/17 – FIRST DRAFT SAVINGS PLANS

Submitted by: Executive Director (Resources and Support Services)

Portfolio: Finance IT and Customer

Wards(s) affected: All

Purpose of the Report

To inform the Committee of the current proposals being considered to balance the 2016/17 revenue budget.

Recommendations

- a) That the Committee note the proposals as set out in the appendix to the report.
- b) That the Committee identify any areas where further information is required for consideration at its meeting in January.
- c) That the Committee suggest any further areas of savings that should be considered.

Reasons

To enable the Committee to review the proposals and to determine whether further information is required on any of the proposals.

1. **Background**

- 1.1 The Council's Medium Term Financial Strategy (MTFS) was approved by Cabinet on 11 November 2015 and considered at your last meeting on 4 November. It indicates that there will be a budget "gap" of £1.478m in respect of 2016/17 and that this will need to be closed in order to produce a balanced budget.
- 1.2 The Council's financial settlement for 2016/17 is to be received from Central Government in mid-late December. It is possible that this will differ from the assumption made in the Medium Term Financial Strategy, this would result in a change to the forecast budget "gap" of £1.478m.

2. **Proposed Savings and Funding Strategies to eliminate the Budget Gap for 2016/17**

- 2.1 The Budget Review Group and your officers have been identifying and considering ways of eliminating this gap. As a result of this work, a number of savings and funding strategies have been identified and agreed with managers as being feasible and sustainable. The proposals are outlined in the table below and set out in detail in the attached Appendix to enable the Committee to review them and determine whether any further information is required on any of the proposals for consideration at its meeting in January. Further work is still ongoing to identify further savings.

Category	Amount	Comments
	£'000	
Procurement	51	Smarter procurement and reductions in the amount of supplies procured
Additional Income	316	Net savings arising from New Waste Recycling Service
Staffing Efficiencies	260	No redundancies are anticipated to arise from these proposals
Good Housekeeping Efficiencies, General Other Savings, Changes in Base Budgets	106	Various savings arising from more efficient use of budgets
Alternative Sources of Finance/ Other Savings	631	Additional contribution to the revenue budget from New Homes Bonus funding, savings from advanced payments of superannuation contributions, effect of forecast Council Tax Base increase. Details of the level of any council tax freeze grant or council tax "caps" have not yet been announced. Figures are based on the national arrangements in place for 2015/16. Details for 2016/17 are expected to be announced as part of the Local Government Financial Settlement later in December.
Total	1,364	

3. **Timetable**

- 3.1 Set out in the table below are the key dates of the events still to take place before the budget for 2016/17 is finally approved.

When	Who	What
3 December	FRAPSC	First review of draft savings plans
Mid-Late December	All	Local Government Financial Settlement
20 January	Cabinet	Consideration of draft budget proposals
27 January	FRAPSC	Scrutiny of the draft budget proposals
10 February	Cabinet	Final budget proposals to be recommended for approval by Full Council
24 February	Full Council	To approve the budget

FRAPSC – Finance, Resources and Partnerships Scrutiny Committee

4. **List of Appendices**

Appendix 1: Savings and Funding Strategies

Ref	Service Area	Description	£000's	% of Budget Line(s)	Detail
Procurement					
P1	Business Improvement and Partnerships	Third Sector Commissioning	13	6.0%	Reduction in budgetary requirement from collaboration with Staffordshire County Council and Locality Commissioning
P2	Finance	Payment Card Contract	7	20.0%	Procurement savings from tendering exercise for a new payment card contract as approved by Cabinet on 11 November 2015
P3	Housing and Regeneration	Housing Advice Contract	31	9.3%	Saving per awarded contract value for 2016/17
			51		
Income					
I1	Recycling and Fleet	Waste and Recycling Review	316	9.6%	Bringing in house of external contracts, full review and rationalisation of service (further savings of £184k to be achieved in 2017/18)
			316		
Staffing Related Efficiencies					
S1	Assets	Restructure of Service/Handy Person Post	30	8.2%	Savings from finalisation of restructure of the Assets Service including the establishment of an in house handy person post (savings in contractor payments)
S2	Finance	Car Leasing Scheme	3	0.8%	Car leases not renewed following expiry
S3	Leisure and Cultural	Sports and Active Lifestyles Review	45	4.6%	Total savings of £95,000 over 2015/16 and 2016/17 from review of staffing of the service
S4	Operational Services	Temporary Contract	4	3.2%	Temporary contract of Landscape Technical Assistant not renewed (2 months saving, 10 months saving in 2015/16)
S5	Operational Services	Public Conveniences	10	50.0%	Redeployment of Public Conveniences Attendant following reduction in facilities provided
S6	Operational Services	Park Attendant Service	68	33.5%	Total savings of £138,000 over 2015/16 and 2016/17 from review of service and staffing of the service
S7	Operational Services	Business Manager Review	50	17.2%	Business Manager review in Operational Services
Page 21	Revenues and Benefits	Modernisation of the Revenues and Benefits Service	50	3.5%	Implementation of Citizens Access resulting in additional staffing capacity. Staffing capacity reduced by flexible retirements and removal of vacant post
				260	

Good Housekeeping/General Other Savings/Changes in Base Budgets					
Page 22	Communications	Jazz and Blues Festival	3	100.0%	Removal of contribution to the Town Centre Partnership re. Jazz and Blues Festival
	Customer and ICT Services	Review of the Customer Service Centres	20	4.6%	Review of the Guildhall and Kidsgrove Customer Service Centres, savings include income from the provision of additional services (e.g. First Bus)
G3	Customer and ICT Services	Reduction in Computer Software Costs	3	1.7%	Reduction in budgetary requirement for computer software costs
G4	Finance	External Audit Fees	18	22.2%	Reduction in the fees charged to the Council by Grant Thornton
G5	Finance	Business Rates on Council Owned Properties	13	46.4%	Reduction in business rates for which the Council is liable (Knutton Recreation Centre)
G6	Housing and Regeneration	Destination Staffordshire	2	20.0%	Reduction in contribution required to the Destination Staffordshire partnership (tourist board for Staffordshire)
G7	Housing and Regeneration	Town Centre Partnership Contribution	23	100.0%	Final phased removal of contribution to the Town Centre Partnership (£7,500 in 2015/16 and £22,500 in 2016/17)
G8	Leisure and Cultural	Community Centres	14	13.3%	Reduction in grant given by the Council and reduction in repairs and maintenance following grant of full leases to Community Centre committees, agreed as part of the 2015/16 budget setting process
G9	Leisure and Cultural	New Victoria Theatre Grant	10	11.4%	Phased reduction of grant given over a 5 year period agreed as part of the 2015/16 budget setting process
			106		
Alternative Sources of Finance/Other					
A1	Corporate	Invest to Save Savings	4	10.3%	Savings following financing of invest to save schemes (e.g. Civic Offices water heater)
A2	Corporate	Superannuation Lump Sum	58	5.3%	Discount for payment to the Pensions Actuary in advance of superannuation lump sums
A3	Corporate	Council Tax Base	105	1.7%	Increase in Council Tax Base (increase in residential properties from 35,242 to 35,578 at £176.93 per property per CTB1 form plus increase to 35,838 during 2016/17 per new homes bonus forecast)
A4	Corporate	New Homes Bonus contribution	340	18.7%	Further additional funding to be received in 2015/16
A5	Corporate	Council Tax Increase	124	1.9%	Increase of 1.9%. Details of the level of any freeze grant or Council Tax "caps" have not yet been announced. These figures are based on the arrangements in place for 2015/16
			631		
Grand Total			1,364		

NB. This still leaves a shortfall of £114,000 to be identified (£1.478m current forecast 'gap', less £1.364m)

Report to the Finance Resources and Partnerships Scrutiny Committee

3 December 2015

DRAFT Scale of Fees and Charges 2016/17



Report Author: Kelvin Turner
Job Title: Executive Director (Resources and Support Services)
Email: kelvin.turner@newcastle-staffs.gov.uk
Telephone: 01782 742105

Introduction

To provide the Committee with an opportunity to scrutinise the draft proposals of the scale of fees and charges to apply from 1 April 2016. This is due to be considered by the Cabinet at their meeting on 20 January.

Background

The attached draft Cabinet report provides the relevant background for consideration of this matter. The scale of fees and charges are reviewed annually and form part of the budget setting process.

Questions to be Addressed

Do members have any comments to make in respect of the draft proposals of the scale of fees and charges to apply from 1 April 2016?

Outcomes

That the Scrutiny Committee recommends to the Cabinet approval of the proposed Scale of Fees and Charges for 2016/17.

That any comments on the proposals are reported back to the Cabinet.

Supporting Information

The draft report to the Cabinet is attached.

Relevant Portfolio Holder(s)

Councillor Turner – Portfolio holder for Finance IT and Customer

Local Ward Member (if applicable)

All

1. **SCALE OF FEES AND CHARGES**

Submitted by: Executive Director – Resources and Support Services

Portfolio: Finance IT and Customer

Ward(s) affected: All

Purpose of the Report

To obtain approval for the proposed scale of fees and charges to apply from 1 April 2016.

Recommendation

(a) That the fees and charges proposed to apply from 1 April 2016, as set out in Appendix 1 be approved.

Reasons

It is necessary to review the fees and charges which the Council makes in order to keep them in line with the cost of service provision, ensure compliance with the Charging Policy and to establish the amounts to be included in the 2016/17 budget.

1. **Background**

- 1.1 The Cabinet is asked annually to consider proposals for the fees and charges to be applied during the following financial year. It is proposed that the new fees and charges set out at Appendix 1 should take effect from 1 April 2016 and remain in force until 31 March 2017.
- 1.2 The Council has an approved Charging Policy (the most recent version of which was approved by Cabinet on 10th September 2014), which is followed when fees and charges are proposed and agreed. This sets out the criteria that should be taken into consideration when establishing the amounts to be charged.

2. **Issues**

- 2.1 The Medium Term Financial Strategy assumed an overall 2% increase in the amount of income raised from fees and charges in 2016/17 in line with assumptions about the rate of inflation over the period that these charges will be in force, reflecting the real increases in costs being incurred by services.
- 2.2 The proposals made by Heads of Service vary between minimal decreases, freezes in fees and charges and increases. When these proposals are applied to the appropriate income budgets a shortfall of approximately £30,000 exists in comparison to the assumed overall 2% increase. The shortfall, which is net of increases in fees and charges which are above 2%, was incurred as a result of freezes in fees and charges (i.e. planning applications and leisure) and changes in regulations regarding charging for environmental information (i.e. land charges). The shortfall will need to be addressed as an additional pressure in the 2016/17 budget preparation process.
- 2.3 Most of the fees and charges are inclusive of VAT but in some cases no VAT is chargeable or VAT is added to the fee or charge. The VAT status of individual fees and charges is shown in Appendix 1.

- 2.4 When considering the level of fees and charges the principles contained in the Charging Policy, as approved by Cabinet on 10th September 2014, should be followed.
- 2.5 In drawing up the proposed fees and charges for 2016/17 these have been considered by Heads of Service who were provided with a copy of the Charging Policy and were requested to ensure that their charges were set in accordance with the Charging Policy, taking into account:
- The cost of providing the service
 - How much income it is desired to generate and why
 - Comparison of charges made by other Councils or providers of similar services
 - Whose use of services it is desired to subsidise and by how much
 - Whose behaviour it is desired to influence and in what ways
 - How will charges help to improve value for money, equity and access to services
 - Will the cost of collecting the income outweigh the income likely to be collected
 - Any other relevant factors
- 2.6 It is acceptable for charges to be set at a level where costs are not fully recovered. There may be particular reasons for doing so, such as a desire to encourage take up of a service by specified groups, for example the unemployed, benefits recipients, the elderly, disabled persons or children, or to influence particular forms or patterns of behaviour.
- 2.7 The decision to charge less than cost ought to be a conscious one, taken by members and justified by reference to the reasons for setting charges at less than cost as set out in the charging principles contained in section 5 of the Charging Policy. These principles are shown in Appendix 2.
- 2.8 The Scale of Fees and Charges (Appendix 1) shows the current and proposed fees and charges for 2016/17 and indicates those which have been frozen at current levels.
- 2.9 There are a number of new charges proposed for 2016/17. The table below shows these:

New Charges - Description of Charge	Fee/Charge 2016/17 £.p
ENVIRONMENTAL HEALTH Environmental Protection Act 1990 Environmental Information Regulations 1992 (requests for information) – Per Hour	25.00
LEISURE Jubilee2 Active2 Membership Charges Junior (4-17 years) Active2 Membership - 4-17 years - monthly direct debit (initial 2 month payment) Active2 Membership - 4-17 years - 6 months for price of 5 months	16.00 80.00
LICENCES Private Hire Operators 5 Year Licence Dual Driver Badge (Hackney Carriage and Private Hire) 3 years	1 Vehicle - £170 2-5 Vehicles - £340 6 - 15 Vehicles- £600 16 -25 Vehicles - £1600 26 - 35 Vehicles - £2600 36 - 50 Vehicles - £3600 £20 per additional vehicle after 50 223.00

PEST CONTROL Ants	£40.00
RADAR KEYS Key for disabled toilets	3.00
TOWN CENTRE DISPLAYS (Officer Approval) Local promotions (minimum charge)	22.00

- 2.10 A number of the new fees and charges are to be made where a charge was previously in place, albeit for a slightly different service. Only the charge in relation to Radar Keys, which allow disabled people access to disabled toilets around the country, is an entirely new charge for 2016/17 that has not been included in any previous fees and charges.
- 2.11 The charge that has been added for Active2 Membership Charges Junior (4-17 years) at Jubilee2 is replacing two previous separate ClubLyme membership charges that were for 4-11 and 12-15 year olds. In effect these two charges have now been absorbed into the single charge as Active2.
- 2.12 In respect of the new fees for licenses, the Private Hire Operators 5 year licence has been introduced in order to comply with new legislation that amends the Miscellaneous Provisions Act 1976. The new legislation specifies that Private Hire Operator's licences must be granted for a period of 5 years, as such this new charge replaces the previous 3 year licence. The Dual Driver Badge charge (Hackney Carriage and Private Hire) for 3 years is replacing the two separate charges for Hackney Carriage Driver Badges and Private Hire Drive Badges, the new charge now includes an additional badge to be displayed in the vehicle.
- 2.13 Pest Control has separated treatments for ants from other higher cost insect controls, offering this simpler treatment at a lower tariff. This is to encourage take up of the service.
- 2.14 The final new fee is in relation to Town Centre Displays, specifically in relation to local promotions. Previously a charge has been in place for each metre of a display that is exhibited. This new charge aims to ensure that there is a minimum fee in order to ensure administrative overheads are covered.
- 2.15 A number of fees and charges approved for 2015/16 have been deleted from the proposed fees and charges for 2016/17. The table below shows these:

Deleted Charges - Description of Charge	Fee/Charge 2015/16 £.p
CAR PARKS Midway (Zone A) Up to ½ hour	0.70
Ryecroft (Zone B) Up to ½ hour	0.70
ENVIRONMENTAL HEALTH Environmental Protection Act 1990 Environmental Information Regulations 1992 (requests for information) – Per Day	200.00
JUBILEE2 ClubLyme Membership Charges Junior (4-11 years) Junior membership - joining fee (includes inductions) (4-11 years)	5.00

(one off fee - free to existing JETS) Junior membership - 4-11 years - monthly direct debit (minimum initial payment of 2 months)	11.00
Junior Membership - 4-11 years - 6 month membership for price of 5 months	55.00
ClubLyme Membership Charges Junior (12-15 years) Junior membership - joining fee (includes inductions) (12-15 years) (one off fee - free to existing JETS)	12.00
Junior membership - 12-15 years - monthly direct debit (minimum initial payment of 2 months)	16.00
Junior Membership - 12-15 years - 6 month membership for price of 5 months	80.00
Swimming Pool Hire Pool Party – teaching pool	65.00
KIDSGROVE SPORTS CENTRE Membership Charges(Including gym, classes, swim, sauna) Direct Debit monthly payments – single member (no contract)	21.99
LICENCES Private hire operators (£100 per additional vehicle - maximum of 50)	85.00 214.00
Hackney Carriage – Drivers Badge (3 years)	214.00
Private Hire – Drivers Badge (3 years)	
PRIVATE SECTOR HOUSING Re-submission of returned applications	50.00
TOWN CENTRE DISPLAYS (OFFICER APPROVAL) Market traders & local promotions (per metre)	7.00

- 2.16 As highlighted above at 2.10 a number of new charges are to be included for 2016/17 that in fact replace existing charges, but the service varies slightly. The charges that are to be removed due to this include ClubLyme Membership Charges Junior for both 4-11 and 12-15 year olds, separate charges for Hackney Carriage and Private Hire driver badges and market traders and local promotions (per metre).
- 2.17 Pool parties held in the teaching pool at Jubilee2 are to be removed as a separate charge, and now are incorporated into the general teaching pool hire charge, as these two charges were deemed to be the same in practice.
- 2.18 The Direct Debit membership charge at Kidsgrove Sports Centre with no contract has also been removed due to members utilising the cheaper equivalent membership that includes a 3 month contract notice.
- 2.19 The charge for a re-submission of returned applications under private sector housing has been removed due to case law.
- 2.20 The Council recognises the need to promote and maintain economic activity within its town centres. The provision of car parking facilities and the level of charges made for parking are factors which may influence the number of visitors, particularly to Newcastle town centre. It is proposed that the half an hour charge is removed in order to encourage visitors to stay longer in the town.

2.21 Due to the commercial sensitivity of the proposed charges for the trade waste service, these are not included on part 1 of the agenda and are exempt from publication by reasons of paragraph 3 of part 1 of schedule 12a of the Local Government Act 1972. The proposed charges can be found in part 2 of the agenda.

2.22 Following a review of the fees in relation to Land Charges by the Information Commissioner's Office, it has been identified that no charge is allowable for maintaining an environmental database. The removal of the charge for maintaining the database ensures that the Council complies with the Environmental Information Regulations which class these costs as an unreasonable overhead to pass on to the public. The annual overheads in relation to maintaining this database total £18,000. The overheads have therefore been removed from the calculation of the fees for 2016/17.

2.23 Due to the underutilisation of Roe Lane football pitches, the fees for the hire of this pitch have been reduced in order to encourage users to make use of the facility.

3. **Proposal**

3.1 That the fees and charges proposed to apply from 1 April 2016, as set out in Appendix 1 be approved.

4. **Reason for Preferred Solution**

4.1 Applying selective increases to fees and charges will enable economic activity to be promoted within the Borough. It will also contribute to the delivery of a sustainable budget for 2016/17 and later years and will help to keep fees and charges in line with the cost of service provision.

5. **Legal and Statutory Implications**

5.1 Statutory charges are included in the scale of fees and charges, and are noted as such. These are set by the government rather than by this Council. Land Charges and Licensing fees are set in accordance with a statutory requirement to balance income with expenditure. All other charges may be set by the Council in accordance with its Charging Policy.

6. **Financial and Resource Implications**

6.1 The approved levels of fees and charges will be incorporated in the General Fund Budget for 2016/17.

6.2 The Medium Term Financial Strategy (MTFS) assumes increased income of £115,000 from an average increase of 2% across the existing range of fees and charges.

6.3 The proposals made vary between minimal decreases to increases. When these proposals are applied to the appropriate income budgets a shortfall of approximately £30,000 exists in comparison to the assumed overall 2% increase. This shortfall, incurred as a result of below inflation increases, freezes in fees and charges (i.e. planning applications and leisure) and changes in regulation regarding charging for environmental information (i.e. land charges), will need to be addressed as an additional pressure in the 2016/17 preparation process.

7. **Major Risks**

7.1 A major risk is that the current depressed economic situation leads to less demand from users of Council services, resulting in significant loss of income. The level of charges will in some cases influence this demand.

8. **Key Decision Information**

8.1 This is a key decision; it has been included in the Forward Plan.

9. **List of Appendices**

Appendix 1 - Proposed charges from 1 April 2016

Appendix 2 - Charging principles included in Charging Policy

SCALE OF FEES AND CHARGES 2016/17**INDEX**

TYPE OF FEE / CHARGE	PAGE
ALLOTMENTS	2
BULKY RECYCLING SERVICE (Furniture Mine)	2
BUS DEPARTURE CHARGES	2
CAR PARKS	2
CEMETERIES	4
CREMATORIUM	5
CIRCUSES & FAIRS	6
COPY CHARGES	6
COPYRIGHT MAPPING	6
COVENANT CONSENTS (Officer Approval)	6
DATA PROTECTION	7
DOG WARDEN SERVICE	7
ELECTIONS	7
ENVIRONMENTAL HEALTH	8
GARDEN WASTE RECYCLING (Extra Service)	10
HIRE OF ROOMS	11
LAND CHARGES	12
LEISURE CHARGES	13
<i>Knutton Recreation Centre</i>	13
<i>Kidsgrove Sports Centre</i>	13
<i>Jubilee 2</i>	15
LICENCES	20
MARKETS	23
MOT	23
MUSEUM & ART GALLERY	24
NAMING/NUMBERING OF STREETS/PROPERTIES	25
PEST CONTROL	25
PLANNING SERVICES	26
PRIVATE SECTOR HOUSING	28
RADAR KEYS	29
REMOVAL OF DOMESTIC ANIMAL CARCASSES	29
SALE OF SANDBAGS	29
STREET TRADING (Officer Approval)	29
TOWN CENTRE DISPLAYS (Officer Approval)	29
TREE PRESERVATION ORDERS	29

	Fee/Charge 2015/16 £.p	Fee/Charge 2016/17 £.p	Change £.p	Committee Approval/ Comments	VAT Status
ALLOTMENTS				Cabinet	No VAT
Rent (per annum) full plot	70.80	77.88	7.08	£82.00 - 2017/18	
Rent (per annum) half plot	35.40	38.94	3.54	£41.00 - 2017/18	
Note: 20% concession for Junior/60+/Unemployed					
BULKY RECYCLING SERVICE (Furniture Mine)				Cabinet	No VAT
1-3 Items non reusable/waste items	35.00	35.00	Freeze		
4-6 Items non reusable/waste items	55.00	55.00	Freeze		
7-9 Items non reusable/waste items	70.00	70.00	Freeze		
Additional items non reusable/waste items	10.00	10.00	Freeze		
Reusable items	Free	Free	Freeze		
BUS DEPARTURE CHARGES				Cabinet	Plus VAT
Fee per departure	0.18	0.19	0.01		
CAR PARKS					
Charges for Infringements				Parking Board	No VAT
Civic parking enforcement - higher charge	70.00	70.00	Freeze		
Civic parking enforcement - lower charge	50.00	50.00	Freeze		
Bankside				Cabinet	VAT Incl.
Season ticket - per quarter	150.00	150.00	Freeze		
Blackfriars (Zone C)				Cabinet	VAT Incl.
Up to 1 hour	0.80	1.00	0.20		
Up to 2 hours	1.50	1.50	Freeze		
Up to 3 hours	2.00	2.00	Freeze		
Up to 4 hours	2.50	2.50	Freeze		
Up to 6 hours	3.00	3.00	Freeze		
6 hours to 24 hours	3.50	3.50	Freeze		
Season ticket - per quarter	150.00	150.00	Freeze		
Cherry Orchard (Zone B)				Cabinet	VAT Incl.
Up to 1 hour	1.00	1.00	Freeze		
Up to 2 hours	1.90	1.90	Freeze		
Up to 3 hours	2.80	2.80	Freeze		
Up to 4 hours	4.00	4.00	Freeze		
4 hours to 24 hours	5.20	5.20	Freeze		
Season ticket - per quarter	230.00	230.00	Freeze		
Civic Offices - Saturdays Only (Zone A)				Cabinet	VAT Incl.
Up to 1 hour	1.00	1.00	Freeze		
Up to 2 hours	1.90	1.90	Freeze		
Up to 3 hours	2.80	2.80	Freeze		
Up to 4 hours	4.00	4.00	Freeze		

	Fee/Charge 2015/16 £.p	Fee/Charge 2016/17 £.p	Change £.p	Committee Approval/ Comments	VAT Status
Corporation Street/Merrial Street (Zone A)				Cabinet	VAT Incl.
Up to ½ hour	0.80	0.80	Freeze		
Up to 1 hour	1.50	1.50	Freeze		
Goose Street (Zone B)				Cabinet	VAT Incl.
Up to 1 hour	1.00	1.00	Freeze		
Up to 2 hours	1.90	1.90	Freeze		
Up to 3 hours	2.80	2.80	Freeze		
Up to 4 hours	4.00	4.00	Freeze		
4 hours to 24 hours	5.20	5.20	Freeze		
Season ticket - per quarter	230.00	230.00	Freeze		
Hassell Street (Zone B)				Cabinet	VAT Incl.
Up to 1 hour	1.00	1.00	Freeze		
Up to 2 hours	1.90	1.90	Freeze		
Up to 3 hours	2.80	2.80	Freeze		
Up to 4 hours	4.00	4.00	Freeze		
4 hours to 24 hours	5.20	5.20	Freeze		
Season ticket - per quarter	230.00	230.00	Freeze		
Resident permit - per quarter	50.00	50.00	Freeze		
High Street (Rear of)				Cabinet	VAT Incl.
Season ticket - per quarter	150.00	150.00	Freeze		
King Street (Zone C)				Cabinet	VAT Incl.
Up to 1 hour	0.80	1.00	0.20		
Up to 2 hours	1.50	1.50	Freeze		
Up to 3 hours	2.00	2.00	Freeze		
Up to 6 hours	3.00	3.00	Freeze		
6 hours to 24 hours	3.50	3.50	Freeze		
Season Ticket - per quarter	150.00	150.00	Freeze		
Midway (Zone A)				Cabinet	VAT Incl.
Up to 1 hour	1.10	1.10	Freeze		
Up to 2 hours	2.10	2.10	Freeze		
Up to 3 hours	3.20	3.20	Freeze		
Up to 4 hours	4.25	4.25	Freeze		
Up to 24 hours	6.00	6.00	Freeze		
Season ticket - per quarter	230.00	230.00	Freeze		
Ryecroft (Zone B)				Cabinet	VAT Incl.
Up to 1 hour	1.10	1.10	Freeze		
Up to 2 hours	2.10	2.10	Freeze		
Up to 3 hours	3.20	3.20	Freeze		
Up to 4 hours	4.25	4.25	Freeze		
Up to 24 hours	6.00	6.00	Freeze		
School Street (Zone B)				Cabinet	VAT Incl.
Up to 1 hour	1.00	1.00	Freeze		
Up to 2 hours	1.90	1.90	Freeze		
Up to 3 hours	2.80	2.80	Freeze		
Up to 4 hours	4.00	4.00	Freeze		
4 hours to 24 hours	5.20	5.20	Freeze		
Season ticket - per quarter	230.00	230.00	Freeze		
Silverdale Road (Zone C)				Cabinet	VAT Incl.
Up to 1 hour	0.80	1.00	0.20		
Up to 2 hours	1.50	1.50	Freeze		

	Fee/Charge 2015/16 £.p	Fee/Charge 2016/17 £.p	Change £.p	Committee Approval/ Comments	VAT Status
Up to 3 hours	2.00	2.00	Freeze		
Up to 6 hours	3.00	3.00	Freeze		
6 hours to 24 hours	3.50	3.50	Freeze		
Season ticket - per quarter	150.00	150.00	Freeze		
Resident permit - per quarter	50.00	50.00	Freeze		
Windsor Street (Zone B)				Cabinet	VAT Incl.
Up to 1 hour	1.00	1.00	Freeze		
Up to 2 hours	2.00	2.00	Freeze		
Season ticket - half hour after school	3.00	3.00	Freeze		
CEMETERIES					
Interment Fees				Cabinet	No VAT
Under 16 years of age	Free	Free	Freeze		
16 years & over	784.00	808.00	24.00		
Woodland burial - Keele Cemetery (1 full interment only in each grave)	418.00	430.00	12.00		
Cremated remains at 2 feet	343.00	353.00	10.00		
Woodland burial cremated remains at 2 feet - Keele Cemetery (4 interments only in each grave)	343.00	353.00	10.00		
Additional depth for cremated remains over 2 feet	122.00	126.00	4.00		
Additional depth over 6 feet per foot	132.00	136.00	4.00		
Purchase of Graves (Inclusive of right to erect a memorial for a single grave)				Cabinet	No VAT
Lawn graves/reservation	1,056.00	1,088.00	32.00		
Woodland grave/reservation - Keele Cemetery (1 full interment only in each grave plus memorial tree)	778.00	802.00	24.00		
Cremated remains graves/reservation	522.00	538.00	16.00		
Woodland grave cremated remains at 2 feet/reservation - Keele Cemetery (4 interments only in each grave plus memorial shrub)	522.00	538.00	16.00		
Reservation of shrubbery cremated remains grave/reservation - Keele Cemetery (allows for 1 full interment plus shrub)	522.00	538.00	16.00		
Renewal of exclusive right of burial & memorialisation (full grave)	500.00	515.00	15.00		
Renewal of exclusive right of burial & memorialisation (cremated remains grave)	250.00	258.00	8.00		
Transfer of ownership of exclusive rights of burial & memorialisation	83.00	85.00	2.00		
Duplicate deed of exclusive rights of burial & memorialisation	43.00	44.00	1.00		
Erection of Memorials Where no Prior Right Was Given				Cabinet	No VAT
Memorial not exceeding 3 feet in height	128.00	132.00	4.00		
Replacement memorial	44.00	45.00	1.00		

	Fee/Charge 2015/16 £.p	Fee/Charge 2016/17 £.p	Change £.p	Committee Approval/ Comments	VAT Status
Columbarium				Cabinet	No VAT
10 year lease including 1st interment	500.00	500.00	Freeze		
2nd interment	70.00	70.00	Freeze		
Renewal of 10 year lease	250.00	250.00	Freeze		
Additional 5 year lease	250.00	250.00	Freeze		
Use of Chapel & Community Room				Cabinet	No VAT
Newcastle cemetery chapel	73.00	75.00	2.00		
Keele community room - service	73.00	75.00	2.00		
Keele community room - full day hire	75.00	75.00	Freeze		
Keele community room - half day hire	40.00	40.00	Freeze		
Keele community room - per hour hire	15.00	15.00	Freeze		
Keele community room - evening hire per hour	20.00	20.00	Freeze		
Private Maintenance of Grave Non-Lawn Types Only				Cabinet	No VAT
Turfing	43.00	44.00	1.00		
Spring/summer planting & maintenance	90.00	93.00	3.00		
Sundry Items				Cabinet	VAT Incl.
Single abstract information from registrar	62.00	62.00	Freeze		
Family history research	20.00	20.00	Freeze		
Caskets	73.00	75.00	2.00		
Wooden cross	42.00	43.00	1.00		
Memorial benches	627.00	646.00	19.00		
Memorial benches - maintenance By request (cleaning & staining)	150.00	150.00	Freeze		
Memorial trees	320.00	330.00	10.00		
Barrier fob replacements	10.00	10.00	Freeze		
CREMATORIUM					
Cremation Fees				Cabinet	No VAT
Under 16 years of age	Free	Free	Freeze		
16 years & over 9.20am service time only	400.00	412.00	12.00		
16 years & over from 10am	589.00	607.00	18.00		
Cremation environmental charge	62.00	64.00	2.00		
Use of TV for DVD photographs or 3-5 minute films during services	20.00	20.00	Freeze		
Burial of remains cremated elsewhere	181.00	186.00	5.00		
Chapel hire - additional use to cremation service	73.00	75.00	2.00		
Urns & Containers				Cabinet	VAT Incl.
Oak casket	73.00	75.00	2.00		
Postage & packaging	Cost	Cost	Freeze		
Memorialisation				Cabinet	VAT Incl.
Book of remembrance per line (up to 3 lines)	27.00	28.00	1.00		
Book of remembrance for 4 lines	94.00	94.00	Freeze		
Book of remembrance for 5 lines	121.00	121.00	Freeze		
Book of remembrance for 6 lines	148.00	148.00	Freeze		
Book of remembrance for 7 lines	175.00	175.00	Freeze		
Book of remembrance for 8 lines	202.00	203.00	1.00		
Simple floral emblem	80.00	82.00	2.00		

	Fee/Charge 2015/16 £.p	Fee/Charge 2016/17 £.p	Change £.p	Committee Approval/ Comments	VAT Status
Coat of arms, badges, ornate floral emblem	113.00	113.00	Freeze	Cabinet	VAT Incl.
Additional lines of inscription for cards/books	27.00	27.00	Freeze		
Plaques					
12" x 4" new plaque & 10 year hire	306.00	306.00	Freeze		
Each succeeding 10 year hire	122.00	122.00	Freeze		
12" x 8" new plaque & 10 year hire	614.00	614.00	Freeze		
Each succeeding 10 year hire	246.00	246.00	Freeze		
24" x 8" each succeeding 10 year hire	490.00	490.00	Freeze		
Adding to existing plaque per letter or figure	6.00	6.00	Freeze		
Regilding existing letters	4.00	4.00	Freeze		
Additional Memorials				Cabinet	VAT Incl.
Memorial benches	627.00	646.00	19.00		
Memorial benches maintenance by request (cleaning & staining)	150.00	150.00	Freeze		
Memorial vases	300.00	300.00	Freeze		
Each succeeding 5 year hire	180.00	180.00	Freeze		
Vases various - small	Various	Various	Freeze		
Planters	673.00	693.00	20.00		
Each succeeding 5 year hire	279.00	282.00	3.00		
Trees	575.00	592.00	17.00		
Each succeeding 10 year hire	299.00	308.00	9.00		
Additional plaques	73.00	75.00	2.00		
Shrubs (inclusive of aluminium vase)	319.00	328.00	9.00		
Each succeeding 5 year hire	137.00	141.00	4.00		
CIRCUSES & FAIRS				Cabinet	No VAT
Hire rate per day of site presence (based on an 8 hour day - 1 day to set up & 1 day to dismantle free of charge)	510.00	520.00	10.00		
Returnable deposit - cleaning	820.00	840.00	20.00		
Returnable deposit - damage	820.00	840.00	20.00		
COPY CHARGES				Cabinet	VAT Incl.
A4 - copies in multiples of 5 (black & white)	2.50	2.50	Freeze		
A3 - copies in multiples of 5 (black & white)	3.50	3.50	Freeze		
Difficult documents to copy (per copy)	12.50	12.50	Freeze		
COPYRIGHT MAPPING				Cabinet	No VAT
Up to 4 - A4/A3 1:1250 mapping	25.00	25.00	Freeze		
Up to 4 - A4/A3 1:500 mapping	25.00	25.00	Freeze		
Up to 4 - A4/A3 1:1250 aerial photo	45.00	45.00	Freeze		
COVENANT CONSENTS (Officer Approval)				Cabinet	No VAT
Covenant consents	110.00	115.00	5.00		

	Fee/Charge 2015/16 £.p	Fee/Charge 2016/17 £.p	Change £.p	Committee Approval/ Comments	VAT Status
DATA PROTECTION				Statutory	No VAT
Subject access request	10.00	10.00	Freeze		
DOG WARDEN SERVICE				Cabinet	VAT Incl.
Dog training equipment loan	20.00	20.00	Freeze		
Microchipping service	10.00	10.00	Freeze		
Event equipment hire	10% of cost	10% of cost	Freeze		
Recovery of Stray Dogs				Cabinet	No VAT
During normal working hours - reclaim fee	70.00	70.00	Freeze		
Daily kennelling fees	Cost	Cost	Freeze		
ELECTIONS					
Rule 9(1) Parliamentary Election Regulations & Rule/Reg 9 (1) European Parliamentary Election Regulations - Candidates' Deposits				Statutory	No VAT
Parliamentary election candidate	500.00	500.00	Freeze		
European parliamentary election candidate/party	5000.00	5000.00	Freeze		
Regulations 48 & 49 Representation of the People Regulations 2001				Statutory	No VAT
Sale of register & lists (printed)	20.00	20.00	Freeze		
Plus per 1,000 names or part 1,000	5.00	5.00	Freeze		
Sale of register & lists (data)	10.00	10.00	Freeze		
Plus per 1,000 names or part 1,000	1.50	1.50	Freeze		
Supply of list of overseas electors (printed)	20.00	20.00	Freeze		
Plus per 100 names or part 100	1.50	1.50	Freeze		
Supply of list of overseas electors (data)	10.00	10.00	Freeze		
Plus per 100 names or part 100	1.50	1.50	Freeze		
Supply of marked registers (printed)	20.00	20.00	Freeze		
Plus per 1,000 entries or part 1,000	1.50	1.50	Freeze		
Supply of marked registers (data)	10.00	10.00	Freeze		
Plus per 1,000 entries or part 1,000	1.50	1.50	Freeze		
Inspection & Copies of Documents				Statutory	No VAT
Regulation 10 representation of the people regulations 2001 - inspection of candidates election expenses	5.00	5.00	Freeze		
A4 - copies (black & white)	0.50	0.50	Freeze		

	Fee/Charge 2015/16 £.p	Fee/Charge 2016/17 £.p	Change £.p	Committee Approval/ Comments	VAT Status		
ENVIRONMENTAL HEALTH							
Works in default of statutory notice Calculated in accordance with the following formula - a) Contractor costs b) Officer costs (per hour at actual rate) c) Car mileage & subsistence d) On costs (b+c) + 25% e) Disbursements (e.g. warrant application, postage, printing, cost of invoice etc.) Total = a+d+e+ interest on outstanding balance as determined by council at start of financial year	Per formula	Per formula	Freeze	Cabinet	No VAT		
Commercial Hire of Monitoring equipment Salamander Gasclam & user software (per 7 days excluding carriage costs)	220.00	220.00	Freeze	Head of Service	Plus VAT		
Phocheck PID (per 7 days exc carriage costs)	130.00	130.00	Freeze				
GA2000 portable landfill gas analyser (per 7 days excluding carriage costs)	130.00	130.00	Freeze				
Bruel & Kjaer Matron 2250 sound level meter, with sound recording & 1/1 & 1/3 octave frequency analysis module & calibrating certificate (memory card to be supplied by client)	200.00	200.00	Freeze				
Outdoor gear for use with matron 2250 (per 7 days excluding carriage costs)	45.00	45.00	Freeze				
Bruel & Kjaer Matron Type 4231 Calibrator with calibration certificate (per 7 days excluding carriage costs)	10.00	10.00	Freeze				
Environmental Offences - Fixed Penalty Notices Waste receptacles - Section 47ZA (2) - if paid within 10 days	75.00	75.00	Freeze	Statutory	No VAT		
Waste receptacles - Section 47ZA (2) - if paid within 14 days	100.00	100.00	Freeze				
Failure to produce authority (waste transfer notes) - section 5B2	300.00	300.00	Freeze				
Failure to furnish documentation (waste carrier licence) - Section 34(2)	300.00	300.00	Freeze				
Litter - Section 88(1) - if paid within 10 days	50.00	50.00	Freeze				
Litter - Section 88(1) - if paid within 14 days	75.00	75.00	Freeze				
Unauthorised distribution of literature on designated land - Schedule 3A (7)2 - if paid within 10 days	50.00	50.00	Freeze				
Unauthorised distribution of literature on designated land - Schedule 3A (7)2 - if paid within 14 days	75.00	75.00	Freeze				
Failure to comply with a dog control order in respect of dog fouling, dogs on leads, dogs on leads by direction, dog exclusion - if paid within 10 days	50.00	50.00	Freeze			Public Protection	No VAT

Classification: NULBC **PROTECT** Organisational

	Fee/Charge 2015/16 £.p	Fee/Charge 2016/17 £.p	Change £.p	Committee Approval/ Comments	VAT Status
Failure to comply with a dog control order in respect of dog fouling, dogs on leads, dogs on leads by direction, dog exclusion - if paid within 14 days	75.00	75.00	Freeze	Public Protection	No VAT
Failure to comply with a Community Protection Notice or Public Spaces Protection Order - if paid within 10 days	75.00	75.00	Freeze	Council	No VAT
Failure to comply with a Community Protection Notice or Public Spaces Protection Order - if paid within 14 days	100.00	100.00	Freeze	Council	No VAT
Environmental Protection Act 1990 - Part 1 Pollution Prevention & Control Act 1999 Register of Permits				Cabinet	Plus VAT
Copy of list of applications received	15.00	15.00	Freeze		
Copy of a register entry	70.00	15.00	-55.00		
Copy of tape/CD recorded interviews	13.00	13.00	Freeze		
Environmental Information Regulations 1992 (requests for information), Charge per Hour (ICO guidance)	New	25.00	Change in policy	ICO Guidance	
Noise monitoring service for Registered Social Landlords & Private Landlords for 1 period of up to 7 days & subsequent report & copy of recording	250.00	255.00	5.00		
Noise monitoring service for Aspire Housing for 1 period of up to 7 days & subsequent report & copy of recording	200.00	205.00	5.00		
Environmental Health Licences				Cabinet	No VAT
Pet shop - first licence	275.00	275.00	Freeze		
Pet shop - renewal	115.00	115.00	Freeze		
Dog breeding establishment - first licence	275.00	275.00	Freeze		
Dog breeding establishment - renewal	115.00	115.00	Freeze		
Animal boarding establishment - first licence	275.00	275.00	Freeze		
Animal boarding establishment - renewal	115.00	115.00	Freeze		
Riding establishment - first licence	500.00	500.00	Freeze		
Riding establishment - renewal	275.00	275.00	Freeze		
Dangerous wild animals - first licence	450.00	450.00	Freeze		
Dangerous wild animals - renewal	250.00	250.00	Freeze		
Zoo - first licence	On request	On request	N/A		
Zoo - renewal	On request	On request	N/A		
Registration of premises for acupuncture, tattooing, cosmetic piercing, electrolysis & semi-permanent skin colouring	130.00	130.00	Freeze		
Registration of each operative	80.00	80.00	Freeze		
Additional treatment registration	65.00	65.00	Freeze		
Export health certificates	140.00	140.00	Freeze		
Charges for Authorised Process - Local Authority Pollution Prevention Control Act				Statutory	No VAT
Under the 'polluter pays principle' the operators of industrial plant are levied a fee for their permits to operate. The scale of charges is set by DEFRA				To be advised by DEFRA in February 2015	

	Fee/Charge 2015/16 £.p	Fee/Charge 2016/17 £.p	Change £.p	Committee Approval/ Comments	VAT Status
<p>annually after consultation with Local Authorities, representatives of industry and other stakeholders. The scale of charges is designed to cover the regulatory and administrative costs (including visits, administration, advice and time) to the regulator arising from each process. Full details of the 2014/15 PPC fees and charges can be found on DEFRA's website via the link below. The 2015/16 charges are to be advised by DEFRA in February 2015 http://www.defra.gov.uk/industrial-emissions/files/List-of-Charges-2014.pdf</p> <p>Factual Statements (Food Safety Act, Health & Safety at Work Act, Environmental Protection Act) Charge for factual statements - additional time</p> <p>Charge for factual statements - disclosure of documents</p> <p>Private Water Supplies Risk assessment (per hour, plus mileage)</p> <p>Sampling Investigation</p> <p>Authorisation</p> <p>Analysis - during Regulation 10</p> <p>Analysis - during check monitoring</p> <p>Analysis - during audit monitoring</p> <p>Swimming Pools Sampling of pool water - per annum</p> <p>Sampling of pool water - one sample</p> <p>Training Courses CIEH Level 2 - food safety in catering</p> <p>CIEH Level 2 - health & safety in the workplace</p> <p>CIEH Level 4 - food safety in catering</p> <p>CIEH Level 2 - food safety in catering (charge for businesses booking 5 employees on the same course)</p>					
	120.00	122.40	2.40	Cabinet	No VAT
	62.50	63.75	1.25		
		18.70 per hour + mileage costs	Freeze	Statutory	No VAT
	14.50				
	100.00	100.00	Freeze		
	100.00	100.00	Freeze		
	100.00	100.00	Freeze		
	25.00	25.00	Freeze		
	100.00	100.00	Freeze		
	500.00	500.00	Freeze		
				Cabinet	No VAT
	500.00	510.00	10.00		
	50.00	51.00	1.00		
				Cabinet	No VAT
	70.00	71.40	1.40		
	70.00	71.40	1.40		
	210.00	214.20	4.20		
	280.00	285.60	5.60		
GARDEN WASTE RECYCLING (Extra Service)				Cabinet	No VAT
Delivery of new additional garden waste bin in addition to sticker	24.00	24.00	Freeze		
Sticker for 240 litre bin - (with 6 week winter shut down) if purchased March to June	36.00	37.00	1.00		

	Fee/Charge 2015/16 £.p	Fee/Charge 2016/17 £.p	Change £.p	Committee Approval/ Comments	VAT Status		
Sticker for 240 litre bin - (with 6 week winter shut down) if purchased July to September	26.00	26.50	0.50				
Sticker for 240 litre bin - (with 6 week winter shut down) if purchased October to March	16.00	16.50	0.50				
HIRE OF ROOMS							
Hire of Civic Suite Rooms							
Hire of council chamber – per day	95.00	95.00	Freeze	Cabinet	No VAT		
Hire of council chamber – per half day	50.00	50.00	Freeze				
Hire of committee room 1 or 2 – per day	45.00	45.00	Freeze				
Hire of committee room 1 or 2 – per half day	25.00	25.00	Freeze				
Hire of Civic Offices Rooms							
Standard rates:							
Room 1 or 3 – per day	15.50	15.50	Freeze	Cabinet	No VAT		
Room 1 or 3 – per half day	8.00	8.00	Freeze				
Room 4 or 6 – per day	25.50	25.50	Freeze				
Room 4 or 6 – per half day	13.00	13.00	Freeze				
Local statutory bodies rates:							
Room 1 – per day	13.50	13.50	Freeze	Cabinet	No VAT		
Room 1 – per half day	7.00	7.00	Freeze				
Room 3 – per day	12.50	12.50	Freeze				
Room 3 – per half day	6.50	6.50	Freeze				
Room 4 – per day	18.50	18.50	Freeze				
Room 4 – per half day	9.50	9.50	Freeze				
Room 6 – per day	21.50	21.50	Freeze				
Room 6 – per half day	11.00	11.00	Freeze				
Voluntary & community sector rates:							
Room 1 – per day	7.50	7.50	Freeze	Cabinet	No VAT		
Room 3 – per day	6.50	6.50	Freeze				
Room 4 – per day	9.50	9.50	Freeze				
Room 6 – per day	11.50	11.50	Freeze				
Room 1, 3, 4 or 6 – per half day	5.50	5.50	Freeze				
Hire of Training Rooms							
Standard rates:							
Hire of training room 1 - per day	45.00	45.00	Freeze	Cabinet	No VAT		
Hire of training room 1 - per half day	25.00	25.00	Freeze				
Training room 2 - per day	25.50	25.50	Freeze				
Training room 2 - per half day	13.00	13.00	Freeze				
Hire of training rooms 1 & 2 - per day	70.50	70.50	Freeze				
Hire of training rooms 1 & 2 - per half day	38.00	38.00	Freeze				
Local statutory bodies rates:							
Hire of training room 1 - per day	38.00	38.00	Freeze			Cabinet	No VAT
Hire of training room 1 - per half day	21.00	21.00	Freeze				
Training room 2 - per day	21.50	21.50	Freeze				
Training room 2 - per half day	11.00	11.00	Freeze				
Hire of training rooms 1 & 2 - per day	60.00	60.00	Freeze				
Hire of training rooms 1 & 2 - per half day	32.00	32.00	Freeze				

	Fee/Charge 2015/16 £.p	Fee/Charge 2016/17 £.p	Change £.p	Committee Approval/ Comments	VAT Status
Voluntary & community sector rates:					
Hire of training room 1 - per day	20.00	20.00	Freeze		
Hire of training room 1 - per half day	11.00	11.00	Freeze		
Training room 2 - per day	11.50	11.50	Freeze		
Training room 2 - per half day	5.50	5.50	Freeze		
Hire of training rooms 1 & 2 - per day	31.50	31.50	Freeze		
Hire of training rooms 1 & 2 - per half day	17.00	17.00	Freeze		
Hire of Guildhall Rooms				Cabinet	No VAT
Standard rates:					
Room 14 – per day	15.50	15.50	Freeze		
Room 14 – per half day	8.00	8.00	Freeze		
Local statutory bodies rates:					
Room 14 – per day	11.50	11.50	Freeze		
Room 14 – per half day	6.00	6.00	Freeze		
Voluntary & community sector rates:					
Room 14 – per day	7.50	7.50	Freeze		
Room 14 – per half day	5.50	5.50	Freeze		
Hire of Kidsgrove Rooms				Cabinet	No VAT
Standard rates:					
Room 1 or 5 - per day	15.50	15.50	Freeze		
Room 1 or 5 - per half day	8.00	8.00	Freeze		
Room 2 per day	25.50	25.50	Freeze		
Room 2 per half day	13.00	13.00	Freeze		
Local statutory bodies:					
Room 1 per day	13.50	13.50	Freeze		
Room 1 per half day	7.00	7.00	Freeze		
Room 2 per day	18.50	18.50	Freeze		
Room 2 per half day	9.50	9.50	Freeze		
Room 5 per day	10.50	10.50	Freeze		
Room 5 per half day	5.50	5.50	Freeze		
Voluntary & community sector:					
Room 1 per day	7.50	7.50	Freeze		
Room 2 per day	9.50	9.50	Freeze		
Room 5 per day	5.50	5.50	Freeze		
Room 1, 2 or 5 per half day	5.50	5.50	Freeze		
<i>All rooms can be booked by the hour at pro rata rates, subject to a minimum booking charge of £5.00.</i>					
LAND CHARGES				Cabinet	No VAT
Residential LLC1 – local land charges register only	28.00	22.00	-6.00	Review of fees undertaken to ensure compliance with charging permitted per Environmental Information Regulations	
Commercial LLC1 – local land charges register only	65.00	61.00	-4.00		
Residential – Con 29R	67.00	65.00	-2.00		
Commercial – Con 29R	195.00	185.00	-10.00		
Residential – full standard search (LLC1 & Con 29R)	95.00	87.00	-8.00		
Commercial – full standard search (LLC1 & Con 29R)	260.00	246.00	-14.00		

Classification: NULBC **PROTECT** Organisational

	Fee/Charge 2015/16 £.p	Fee/Charge 2016/17 £.p	Change £.p	Committee Approval/ Comments	VAT Status
Con 290 – (optional form) each enquiry	20.00	20.50	0.50		
Each additional enquiry	Cost	Cost	N/A		
Residential – additional parcel of land	40.00	40.50	0.50		
Commercial – additional parcel of land	85.00	85.50	0.50		
LEISURE CHARGES					
Sport & Football Development					
Mini soccer per session	3.20	3.20	Freeze	Cabinet	No VAT
Sports development courses	Market value	Market value	N/A	Portfolio holder	No VAT
Coaching Charges					
One day coaching	8.00	8.00	Freeze		
Two day coaching	16.00	16.00	Freeze		
Three day coaching	24.00	24.00	Freeze		
Football fun weeks	40.00	40.00	Freeze		
Football fun weeks plus trip	50.00	50.00	Freeze		
Player development sessions	3.20	3.20	Freeze		
Just play per session	2.20	2.20	Freeze		
Girls coaching per session	2.20	2.20	Freeze		
Mini kickers per block	22.00	22.00	Freeze		
Knutton Recreation Centre					
Astroturf					
Astroturf pitch - adult full pitch	44.00	44.00	Freeze	Cabinet	VAT Incl.
Astroturf pitch - junior full pitch	28.00	28.00	Freeze		
Astroturf pitch - youth fee full pitch (under 16's) (Monday to Friday 4-6pm, Saturday to Sunday 3-5pm)	18.00	18.00	Freeze		
Astroturf pitch - adult per court	23.00	23.00	Freeze		
Astroturf pitch - junior per court	15.00	15.00	Freeze		
Astroturf pitch - youth fee per court (under 16's) (Monday to Friday 4-6pm, Saturday to Sunday 3-5pm)	10.00	10.00	0.00		
Kidsgrove Sports Centre					
Equipment Resale					
Saleable items	Market value	Market value	N/A	Portfolio holder	VAT Incl.
Lyme Card Concession Scheme					
Lyme card concession scheme membership	4.00	4.00	Freeze	Cabinet	VAT Incl.
Astroturf					
Astroturf pitch - adult per court	27.00	27.00	Freeze	Cabinet	VAT Incl.
Astroturf pitch - junior per court	20.00	20.00	Freeze		
Classes					
Adult - standard	5.50	5.50	Freeze	Cabinet	No VAT
Adult - Lyme card	5.00	5.00	Freeze		
Adult - concession scheme	3.80	3.80	Freeze		
Junior class - Lyme card	2.50	2.50	Freeze		
Climbing Wall					
Climbing Wall Hire (per hour)	12.00	12.00	Freeze	Cabinet	VAT Incl.

Classification: NULBC **PROTECT** Organisational

	Fee/Charge 2015/16 £.p	Fee/Charge 2016/17 £.p	Change £.p	Committee Approval/ Comments	VAT Status
Health Suite				Cabinet	VAT Incl.
Sauna/steam – Adult (18+) - Lyme card	6.20	5.00	-1.20		
Sauna/steam – Adult (18+) - Concession scheme	4.65	3.75	-0.90		
Gym				Cabinet	VAT Incl.
Pay & Play Entry Fees (must have Lyme card & have had an induction)					
Adult - Lyme Card	6.00	5.00	-1.00		
Concession - Lyme Card	4.50	3.75	-0.75		
Junior - Lyme Card	3.00	2.50	-0.50		
Membership Charges (Including gym, classes, swim, sauna)				Cabinet	VAT Incl.
Direct debit monthly payments - new single member (one month's notice)	16.99	16.99	Freeze		
Equipment Hire/Sale				Cabinet	VAT Incl. No VAT
Hire	1.50	1.50	Freeze		
Deposit (fully refundable)	2.00	2.00	Freeze		
Sports Halls				Cabinet	VAT Incl.
Sports hall hire (peak)	46.50	46.50	Freeze		
Sports hall hire (off peak)	34.50	34.50	Freeze		
Sports hall hire (off peak) - educational use/socially excluded group use	26.00	26.00	Freeze		
Badminton (per 55 minutes booking) – peak per court	9.30	9.30	Freeze		
Badminton (per 55 minutes booking) - off peak per court	6.90	6.90	Freeze		
Badminton court - per person (concession minimum of 2 people - weekends only)	2.20	2.20	Freeze		
Table tennis (per table, per hour)	5.30	5.30	Freeze		
Spectators	1.00	1.00	Freeze		
Studio Hire				Cabinet	VAT Incl. VAT Incl. No VAT
Studio hire – weekdays (peak)	19.00	19.00	Freeze		
Studio hire – weekends (off peak)	15.50	15.50	Freeze		
Instructional courses	Market	Market	N/A	Portfolio Holder	
Swimming Fees				Cabinet	VAT Incl.
Swimming Pay & Play					
Adult swim - standard	4.40	4.40	Freeze		
Adult swim - Lyme card	4.00	4.00	Freeze		
Adult swim - concession (including Keele University card)	3.00	3.00	Freeze		
Junior swim - standard	2.20	2.20	Freeze		
Junior swim -Lyme card	2.00	2.00	Freeze		
Children 3 years & under	Free	Free	Freeze		
Spectators - standard	1.00	1.00	Freeze		
Spectators - Lyme card	Free	Free	Freeze		
Swimming Instruction				Cabinet	No VAT
Swimming Lessons					
Adult swimming lesson (per 30 minutes) - minimum 6 week course	8.00	8.00	Freeze		
Junior swimming lesson (per 30 minutes) - Lyme card	5.20	5.20	Freeze		

	Fee/Charge 2015/16 £.p	Fee/Charge 2016/17 £.p	Change £.p	Committee Approval/ Comments	VAT Status
Private Lessons				Cabinet	No VAT
1:1 lesson (per 30 minutes) - Lyme card	20.80	20.80	Freeze		
Additional person - Lyme card	8.35	8.35	Freeze		
Pool Courses				Cabinet	No VAT
Rookie lifeguards (per 2 hour session) - Lyme card	6.80	6.80	Freeze		
Other courses	Market value	Market value	N/A	Portfolio Holder	No VAT
Swimming Pool Hire				Cabinet	VAT Incl.
Teaching pool hire	45.00	45.00	Freeze		
Main pool lane hire - (6 lane) (per lane per hour)	15.00	15.00	Freeze		
Additional staff for pool hire (per staff member)	22.00	22.00	Freeze		
Sub aqua main pool hire per hour	Negotiable	Negotiable	N/A	Portfolio Holder	VAT Incl.
Jubilee 2 Equipment Resale					
Saleable items	Market value	Market value	N/A	Portfolio Holder	VAT Incl.
Lyme Card Concession Scheme				Cabinet	VAT Incl.
Lyme card concession scheme yearly membership	4.00	4.00	Freeze		
Aqua Sauna (includes access to swimming pool)				Cabinet	VAT Incl.
Adult - Lyme card	10.00	10.00	Freeze		
Concession (18+) - Lyme card	7.50	7.50	Freeze		
Climbing					
Uninstructed Pay & Play Entry Fees - (must have Lyme card & be registered & have had a competency test)				Cabinet	VAT Incl.
Adult - Lyme card	5.50	5.50	Freeze		
Concession - Lyme card	4.10	4.10	Freeze		
Junior - Lyme card	2.25	2.25	Freeze		
Pre-school climb (3-5 year olds)	1.25	1.25	Freeze		
Parent & child climb	6.35	6.35	Freeze		
Equipment Hire				Cabinet	VAT Incl.
Belay - Lyme card	1.00	1.00	Freeze		
Harness - Lyme card	2.00	2.00	Freeze		
Instructed Party Sessions - 90 minutes				Cabinet	VAT Incl.
Up to 6 people	70.00	70.00	Freeze		
Up to 12 people	130.00	130.00	Freeze		
Up to 18 people	180.00	180.00	Freeze		
Instructed Courses				Cabinet	No VAT
Junior - 6 x 45 minute sessions	35.00	35.00	Freeze		
Adult - 3 x 45 minute sessions	30.00	30.00	Freeze		

	Fee/Charge 2015/16 £.p	Fee/Charge 2016/17 £.p	Change £.p	Committee Approval/ Comments	VAT Status
Gym					
Pay & Play Entry Fees (must have Lyme card & have had an induction)				Cabinet	VAT Incl.
Adult - Lyme Card	6.00	5.00	-1.00		
Concession - Lyme Card	4.50	3.75	-0.75		
Junior - Lyme Card	3.00	2.50	-0.50		
Active2 Membership Charges Junior (4-17 years) (including swim, climbing)				Cabinet	VAT Incl.
Active2 membership - 4-17 years - monthly direct debit (minimum initial payment of 2 months)	NEW	16.00	N/A		
Active2 Membership - 4-17 years - 6 month membership for price of 5 months	NEW	80.00	N/A		
ClubLyme Membership Charges Adults (including gym, classes, swim, climbing, aqua sauna, table tennis)				Cabinet	VAT Incl.
Joining fee (includes inductions) (16 years +) (one off fee - includes technogym key)	20.00	20.00	Freeze		
Off peak (Monday to Friday 6.30am-5pm & weekends) - 6 month minimum contract - payment monthly by direct debit	22.00	22.00	Freeze		
Off peak (Monday to Friday 6.30am-5pm & weekends) - no contract - per month	27.00	27.00	Freeze		
Off peak (Monday to Friday 6.30am-5pm & weekends) - 12 month membership for price of 11 months - payable in advance	242.00	242.00	Freeze		
Peak (Monday to Friday 6.30am-11pm & weekends) - 6 month minimum contract - payment monthly by direct debit.	29.50	29.50	Freeze		
Peak (Monday to Friday 6.30am-11pm & weekends) - no contract - per month	35.00	35.00	Freeze		
Peak (Monday to Friday 6.30am-11pm & weekends) - 12 month membership for price of 11 months - payable in advance	324.50	324.50	Freeze		
Corporate membership - peak (minimum of 5 members - per month per member)	28.00	28.00	Freeze		
Corporate membership - off peak (minimum of 5 members - per month per member)	21.00	21.00	Freeze		
Three day pass (to be used within 10 days from issue)	10.00	10.00	Freeze		
Joining fee if joining within a week of three day pass expiry	10.00	10.00	Freeze		

	Fee/Charge 2015/16 £.p	Fee/Charge 2016/17 £.p	Change £.p	Committee Approval/ Comments	VAT Status
Student Membership (on production of valid student card)				Cabinet	VAT Incl.
Off Peak (Monday to Friday 6.30am-5pm & weekends) - no contract - per month	21.00	21.00	Freeze		
Peak (Monday to Friday 6.30am-11pm & weekends) - no contract - per month	28.00	28.00	Freeze		
Health Check (free to direct debit & annual members) 4 per year, pay & play usage	12.00	12.00	Freeze		
Replacement technogym key (new key)	10.00	10.00	Freeze		
Replacement technogym key (used key)	5.00	5.00	Freeze		
Technogym key (corporate members)	10.00	10.00	Freeze		
Studio Hire				Cabinet	VAT Incl.
Activity zone	19.00	20.00	1.00		
Studio 1	23.00	24.00	1.00		
Studio 2	23.00	24.00	1.00		
Multi activity space (both studios)	46.00	48.00	2.00		
Party set up/clean up	12.00	12.00	Freeze		
Classes				Cabinet	No VAT
Adult - standard	5.50	5.50	Freeze		
Adult - Lyme card	5.00	5.00	Freeze		
Adult - concession scheme	3.80	3.80	Freeze		
Adult - off peak	3.80	3.80	Freeze		
Junior class - Lyme card	2.50	2.50	Freeze		
Osteo class - adult only	2.60	2.60	Freeze		
Swimming Fees					
Swimming Pay & Play				Cabinet	VAT Incl.
Adult swim - standard	4.40	4.40	Freeze		
Adult swim - Lyme card	4.00	4.00	Freeze		
Adult swim - concession (including Keele University card)	3.00	3.00	Freeze		
Junior swim - standard	2.20	2.20	Freeze		
Junior swim - Lyme card	2.00	2.00	Freeze		
Children 3 years & under	Free	Free	Freeze		
Spectators - standard	1.00	1.00	Freeze		
Spectators - Lyme card	Free	Free	Freeze		
Swimming Instruction					
Swimming Lessons				Cabinet	No VAT
Adult swimming lesson (per 30 minutes) - minimum 6 week course	8.00	8.00	Freeze		
Junior swimming lesson (per 30 minutes) - Lyme card	5.20	5.20	Freeze		
Private Lessons				Cabinet	No VAT
1:1 lesson (per 30 minutes) - Lyme card	20.80	20.80	Freeze		
Additional person - Lyme card	8.35	8.35	Freeze		

Classification: NULBC **PROTECT** Organisational

	Fee/Charge 2015/16 £.p	Fee/Charge 2016/17 £.p	Change £.p	Committee Approval/ Comments	VAT Status
Pool Courses				Cabinet	No VAT
Rookie lifeguards (per 2 hour session) - Lyme card	6.80	6.80	Freeze		
Other courses	Market value	Market value	N/A	Portfolio Holder	No VAT
Swimming Pool Hire				Cabinet	VA T Incl.
Teaching Pool Hire	45.00	55.00	10.00		
Main Pool Hire - (8 lane) (per lane per hour)	15.00	15.00	Freeze		
Additional staff for pool hire (per staff member)	22.00	22.00	Freeze		
Newcastle Amateur Swimming Club - per lane - coaching	Negotiable	Negotiable	N/A	Portfolio Holder	No VAT
Shelton Therapy Club - 60 minute session - teaching pool	55.00	55.00	Freeze		No VAT
Octopush - 90 minute session	Negotiable	Negotiable	N/A	Portfolio Holder	No VAT
Set up fee - galas	22.00	22.00	Freeze		
Time equipment hire - galas	22.00	22.00	Freeze		
Bowls				Cabinet	VAT Incl.
Adult	4.00	4.00	Freeze		
Junior/60+	2.00	2.00	Freeze		
Summer season ticket - adult	54.00	56.00	2.00		
Summer season ticket - junior/60+/unemployed	36.00	37.00	1.00		
Joint with Stoke-on-Trent City Council	70.00	72.00	2.00		
Winter season ticket	13.00	13.50	0.50		
Summer & winter season ticket - adult	64.00	66.00	2.00		
Summer & winter season ticket - Junior/60+/Unemployed	45.00	46.50	1.50		
Merit competition per player - per hour	7.00	7.50	0.50		
Greenage fees for prebooking (plus playing fee per person)	9.00	9.30	0.30		
Tennis Class A (Westlands, Wolstanton)				Cabinet	VAT Incl.
Adult 30 minutes (per person)	2.00	2.00	Freeze		
Adult 1 hour (per person)	4.00	4.00	Freeze		
Adult 1 hour (group ticket 4 persons)	12.00	12.00	Freeze		
Family ticket 1 hour (up to 4 adults & or 4 children with 2 adults)	8.00	8.00	Freeze		
Family ticket 1 hour (1/2 adults & 2/3 children)	5.00	5.00	Freeze		
Junior/60+/unemployed 30 minutes (per person)	1.00	1.00	Freeze		
Junior/60+/unemployed 1 hour (per person)	2.00	2.00	Freeze		
Junior/60+/unemployed 1 hour (group ticket 4 persons)	6.00	6.00	Freeze		
Annual tickets - adult (per person)	94.00	94.00	Freeze		
Annual tickets - junior/60+/unemployed (per person)	68.00	68.00	Freeze		
Monthly ticket - adult (per person)	25.00	25.00	Freeze		
Monthly ticket - junior/60+/unemployed (per person)	20.00	20.00	Freeze		
Summer ticket (August only) - junior (per person)	15.00	15.00	Freeze		

Classification: NULBC **PROTECT** Organisational

	Fee/Charge 2015/16 £.p	Fee/Charge 2016/17 £.p	Change £.p	Committee Approval/ Comments	VAT Status
Tennis Class B (Chesterton, Silverdale, Birchenwood, Bradwell, Clough Hall)	Free	Free	Freeze		
Football (alternate weekly use per season)				Cabinet	No VAT
Birchenwood	733.00	750.00	17.00		
Roe Lane	733.00	500.00	-233.00		VAT Incl.
Wye Road/Black Bank/Clough Hall	649.00	660.00	11.00		
Wolstanton Marsh Pavilion	508.00	520.00	12.00		
All other pitches	351.00	360.00	9.00		
Junior pitch	60% of fee	60% of fee	Freeze		Roe Lane is VAT Incl.
Mini soccer pitch (unmarked)	205.00	210.00	5.00		
Mini soccer pitch (marked)	287.00	295.00	8.00		
Football (casual use per match)				Cabinet	VAT Incl.
Roe Lane/Birchenwood	82.00	82.00	Freeze		
Rugby (alternate weekly use per season)				Cabinet	No VAT
Bathpool	711.00	730.00	19.00		
Lyme Valley	384.00	390.00	6.00		
Rugby (casual use per match)				Cabinet	VAT Incl.
Roe Lane/Bathpool	82.00	85.00	3.00		
Concessionary Licences				Cabinet	No VAT
Brampton Park ice cream sales	717.50	717.50	Freeze		
Brampton Park use of bouncy castle	717.50	717.50	Freeze		
4 Large Parks Northern Section of Borough ice cream sales	615.00	615.00	Freeze		
4 Large Parks Southern Section of Borough ice cream sales	615.00	615.00	Freeze		
Community Events				Cabinet	Plus VAT
Wedding Photos within a park setting	36.00	40.00	4.00		
Advertising within parks	10.00 to 5125.00	10.00 to 5125.00	Freeze		
Hire of display boards (delivery, set up & collection)	26.00	30.00	4.00		
Hire of gazebos (delivery, set up & collection)	77.00	80.00	3.00		
Hire of trailer stage (delivery, set up & collection)	154.00	160.00	6.00		
Hire of tables & chairs (2 tables & 2 chairs) (delivery, set up & collection)	20.50	25.00	4.50		
Booking large events - more than 6 months planning (Midsummer Mayhem)	154.00	160.00	6.00		
Booking medium events - more than 6 months planning (firework displays, carnivals etc.)	77.00	80.00	3.00		
Booking small events - more than 6 months planning (competitions, fun days, picnics etc.)	26.00	30.00	4.00		

	Fee/Charge 2015/16 £.p	Fee/Charge 2016/17 £.p	Change £.p	Committee Approval/ Comments	VAT Status
LICENCES					
General					
Sex establishments - application fee	3,000.00	3,000.00	Freeze	Licensing Committee - 22/10/15	No VAT
Sex establishments - Renewal	3,000.00	3,000.00	Freeze		
Sex establishments - variation	1,000.00	1,000.00	Freeze		
Sex establishments - transfer	1,000.00	1,000.00	Freeze		
Scrap metal dealer site licence	250.00	255.00	5.00		
Scrap metal dealer collectors licence	200.00	204.00	4.00		
Gambling Act 2005					
Lotteries - application fee	40.00	40.00	Freeze	Licensing Committee - 22/10/15	No VAT
Lotteries - annual fee	20.00	20.00	Freeze		
Bingo - application fee	3,500.00	3,500.00	Freeze		
Bingo - annual fee	1,000.00	1,000.00	Freeze		
Bingo - application to vary	1,750.00	1,750.00	Freeze		
Track betting - application fee	2,500.00	2,500.00	Freeze		
Track betting - annual fee	1,000.00	1,000.00	Freeze		
Track betting - application to vary	1,250.00	1,250.00	Freeze		
Track betting - application to transfer	950.00	920.00	-30.00		
Club machine permit - application fee	200.00	200.00	Freeze		
Club machine permit - renewal fee	200.00	200.00	Freeze		
Club machine permit - annual fee	50.00	50.00	Freeze		
Betting premises - application fee	3,000.00	3,000.00	Freeze		
Betting premises - annual fee	600.00	600.00	Freeze		
Betting premises - application to vary	1,500.00	1,500.00	Freeze		
Betting premises - application to transfer	1,200.00	1,200.00	Freeze		
Family entertainment centre - application fee	2,000.00	2,000.00	Freeze		
Family entertainment centre - annual fee	750.00	750.00	Freeze		
Family entertainment centre - application to vary	1,000.00	1,000.00	Freeze		
Family entertainment centre - application to transfer	950.00	950.00	Freeze		
Adult gaming centre - application fee	2,000.00	2,000.00	Freeze		
Adult gaming centre - annual fee	1,000.00	1,000.00	Freeze		
Adult gaming centre - application to vary	1,000.00	1,000.00	Freeze		
Adult gaming centre - application to transfer	1,200.00	1,200.00	Freeze		

	Fee/Charge 2015/16 £.p	Fee/Charge 2016/17 £.p	Change £.p	Committee Approval/ Comments	VAT Status
Private Hire/Hackney Carriage (subject to consultation) Private hire operators 5 year licence	NEW	1 Vehicle - £170 2-5 Vehicles - £340 6 - 15 Vehicles- £600 16 -25 Vehicles - £1600 26 - 35 Vehicles - £2600 36 - 50 Vehicles - £3600 Plus £20 per additional vehicle after 50 vehicles.	N/A	Public Protection/Cabinet - 03/11/15	No VAT
Dual Driver Badge (Hackney Carriage and Private Hire) 3 years	NEW	223.00	9.00	Replaces single badges Includes additional badge to be displayed in vehicle	
Transfer of single badge to dual badge	NEW	30.00		Public Protection/Cabinet - 03/11/15	
Replacement badge	13.00	14.00	1.00		
DBS (CRB check)	44.00	44.00	Freeze	Statutory Licensing Committee - 22/10/15	
Hackney carriage - vehicles	280.00	285.00	5.00		
Private hire - vehicles	275.00	280.00	5.00		
Private hire - vehicles 8+ seats	280.00	285.00	5.00		
Transfer of vehicle	37.00	38.00	1.00		
Failure to attend for vehicle test	100.00	102.00	2.00		
Retest	35.00	36.00	1.00		
Replacement plate & carrier - front	5.00	5.00	Freeze		
Replacement plate & carrier - rear	5.00	5.00	Freeze		
Licensing Act 2003 - New Application				Statutory	No VAT
Premise licence, band A (rateable value of up to £4,300)	100.00	100.00	Freeze		
Premise licence, band B (rateable value of £4,301 to £33,000)	190.00	190.00	Freeze		
Premise licence, band C (rateable value of £33,001 to £87,000)	315.00	315.00	Freeze		
Premise licence, band D (rateable value of £87,001 to £125,000)	450.00	450.00	Freeze		
Premise licence, band E (rateable value of £125,001 & above)	635.00	635.00	Freeze		
Additional fee (5,000 to 9,999 patrons)	1,000.00	1,000.00	Freeze		

Classification: NULBC PROTECT Organisational

	Fee/Charge 2015/16 £.p	Fee/Charge 2016/17 £.p	Change £.p	Committee Approval/ Comments	VAT Status
Additional fee (10,000 to 14,999 patrons)	2,000.00	2,000.00	Freeze		
Additional fee (15,000 to 19,999 patrons)	4,000.00	4,000.00	Freeze		
Additional fee (20,000 to 29,999 patrons)	8,000.00	8,000.00	Freeze		
Additional fee (30,000 to 39,999 patrons)	16,000.00	16,000.00	Freeze		
Additional fee (40,000 to 49,999 patrons)	24,000.00	24,000.00	Freeze		
Additional fee (50,000 to 59,999 patrons)	32,000.00	32,000.00	Freeze		
Additional fee (60,000 to 69,999 patrons)	40,000.00	40,000.00	Freeze		
Additional fee (70,000 to 79,999 patrons)	48,000.00	48,000.00	Freeze		
Additional fee (80,000 to 89,999 patrons)	56,000.00	56,000.00	Freeze		
Additional fee (90,000 patrons & above)	64,000.00	64,000.00	Freeze		
Licensing Act 2003 - Annual Fee				Statutory	No VAT
Premise licence, band A (rateable value of up to £4,300)	70.00	70.00	Freeze		
Premise licence, band B (rateable value of £4,301 to £33,000)	180.00	150.00	-30.00		
Premise licence, band C (rateable value of £33,001 to £87,000)	295.00	295.00	Freeze		
Premise licence, band D (rateable value of £87,001 to £125,000)	320.00	320.00	Freeze		
Premise licence, band E (rateable value of £125,001 & above)	350.00	350.00	Freeze		
Additional fee (5,000 to 9,999 patrons)	500.00	500.00	Freeze		
Additional fee (10,000 to 14,999 patrons)	1,000.00	1,000.00	Freeze		
Additional fee (15,000 to 19,999 patrons)	2,000.00	2,000.00	Freeze		
Additional fee (20,000 to 29,999 patrons)	4,000.00	4,000.00	Freeze		
Additional fee (30,000 to 39,999 patrons)	8,000.00	8,000.00	Freeze		
Additional fee (40,000 to 49,999 patrons)	12,000.00	12,000.00	Freeze		
Additional fee (50,000 to 59,999 patrons)	16,000.00	16,000.00	Freeze		
Additional fee (60,000 to 69,999 patrons)	20,000.00	20,000.00	Freeze		
Additional fee (70,000 to 79,999 patrons)	24,000.00	24,000.00	Freeze		
Additional fee (80,000 to 89,999 patrons)	28,000.00	28,000.00	Freeze		
Additional fee (90,000 patrons & above)	32,000.00	32,000.00	Freeze		
Licensing Act 2003 - Miscellaneous Fees (Application or Notice)				Statutory	No VAT
Section 25 (theft, loss, etc. of premises licence or summary)	10.50	10.50	Freeze		
Section 29 (application for a provisional statement)	315.00	315.00	Freeze		

	Fee/Charge 2015/16 £.p	Fee/Charge 2016/17 £.p	Change £.p	Committee Approval/ Comments	VAT Status
Section 33 (notification of change of name or address)	10.50	10.50	Freeze		
Section 37 (application to vary licence to specify individual as premises supervisor)	23.00	23.00	Freeze		
Section 42 (application for transfer of premises licence)	23.00	23.00	Freeze		
Section 47 (interim authority notice following death of licence holder)	23.00	23.00	Freeze		
Section 79 (theft, loss etc. of certificate or summary)	10.50	10.50	Freeze		
Section 82 (notification of change of name or alteration of rules of club)	10.50	10.50	Freeze		
Licensing Act 2003 - Miscellaneous Fees (Application or Notice)				Statutory	No VAT
Section 83 (1) or (2) (change of relevant registered address of club)	10.50	10.50	Freeze		
Section 100 (temporary event notice)	21.00	21.00	Freeze		
Section 110 (theft, loss etc. of temporary event notice)	10.50	10.50	Freeze		
Section 117 (application for a grant or renewal of personal licence)	37.00	37.00	Freeze		
Section 126 (theft, loss etc. of personal licence)	10.50	10.50	Freeze		
Section 127 (duty to notify change of name or address)	10.50	10.50	Freeze		
Section 178 (right of freeholder etc. to be notified of licensing matters)	21.00	21.00	Freeze		
MARKETS				Cabinet	No VAT
Open market - stall (per day) Monday,	20.00	20.00	Freeze		
Open market - second stall (per day) Monday,	10.00	10.00	Freeze		
Open market - stall (per day) Wednesday	10.00	11.00	1.00		
Open market - second stall (per day) Wednesday	10.00	10.00	Freeze		
Open market - stall (per day) Fri/Sat Zone A	20.00	21.00	1.00		
Open market - stall (per day) Fri/Sat Zone B	20.00	20.00	Freeze		
Open market - additional space (per day) Fri/Sat	10.00	10.00	Freeze		
Farmers market - stall (per day)	20.00	20.00	Freeze		
Antique market - stall (per day)	7.50	7.50	Freeze		
Craft fair (bric-a-brac) - stall (per day)	5.00	5.00	Freeze		
Catering Pitches - minimum charge (per day)	25.00	25.00	Freeze		
MOT				Cabinet	No VAT
MOT - car	40.00	40.00	Freeze		
MOT - car (for discounted partner, including Lyme card holders)	35.00	35.00	Freeze		
MOT - class 7 (up to 3.5 tonnes)	49.00	49.00	Freeze		

	Fee/Charge 2015/16 £.p	Fee/Charge 2016/17 £.p	Change £.p	Committee Approval/ Comments	VAT Status
Retest	12.00	12.00	Freeze		
MUSEUM & ART GALLERY				Cabinet	VAT Incl.
Reproduction prints of items in collection	N/A	N/A	Freeze	Per Staffordshire Prints	
Other prints not on www.staffordshire.org.uk	Cost +100%	Cost +100%	Freeze		
A4 - copies (black & white)	0.50	0.50	Freeze		
A3 - copies (black & white)	0.70	0.70	Freeze		
A4 - copies (colour)	1.50	1.50	Freeze		
A3 - copies (colour)	2.00	2.00	Freeze		
A4 - scanned images	5.00	5.00	Freeze		
CD Rom - image/emailed image (per image)	14.00	14.00	Freeze		
Subsequent images each	4.00	4.00	Freeze		
Community publication	13.00	13.00	Freeze		
Additional	5.00	5.00	Freeze		
Commercial publication	45.00	45.00	Freeze		
Additional	12.50	12.50	Freeze		
Regional TV, film & video - per item	75.00	75.00	Freeze		
UK network TV - per item	95.00	95.00	Freeze		
Overseas TV - per item	190.00	190.00	Freeze		
Commission of picture sales from exhibitions	30% of price	30% of price	Freeze		Plus VAT
Education session per pupil - half day	2.75	2.75	Freeze		No VAT
Education session per pupil - full day	4.75	4.75	Freeze		No VAT
Education sessions - minimum charge half day (20 pupils or fewer)	50.00	50.00	Freeze		No VAT
Education sessions - minimum charge full day (20 pupils or fewer)	95.00	95.00	Freeze		No VAT
Holiday activities per child	4.00	4.00	Freeze	Maximum charge	No VAT
Adult history courses - 10 weeks	75.00	75.00	Freeze		No VAT
Adult history courses - 10 weeks - concession	70.00	70.00	Freeze		No VAT
Adult object handling/reminiscence sessions per hour	25.00	25.00	Freeze		
Outreach fee	25.00	25.00	Freeze		No VAT
Outreach education – schools per session	50.00	50.00	Freeze		No VAT
Hire of meeting room - half day	23.00	23.00	Freeze		No VAT
Hire of meeting room - half day - community/charity rate	16.00	16.00	Freeze		No VAT
Hire of meeting room - full day	45.00	45.00	Freeze		No VAT
Hire of meeting room - full day - community/charity rate	30.00	30.00	Freeze		No VAT
Refreshment Charges - tea/coffee & biscuits per head	1.00	1.00	Freeze		
Education item loan	10.00	10.00	Freeze		No VAT
Saleable items	Market value	Market value	Freeze		
Open art registration - per item	4.00	4.00	Freeze		
Open art registration - three items	10.50	10.50	Freeze		
Open art registration - per item concession	3.50	3.50	Freeze		
Open art registration - three items concession	9.00	9.00	Freeze		

	Fee/Charge 2015/16 £.p	Fee/Charge 2016/17 £.p	Change £.p	Committee Approval/ Comments	VAT Status
Open art registration - per item under 16	1.00	1.00	Freeze	Cabinet	VAT Incl.
Event Fees					
Craft fairs per table - per day	15.00	15.00	Freeze		
Hall gallery weekly charge (non Newcastle artists/organisations)	10.00	10.00	Freeze		
Winter wonders - adult sessions (for a maximum of 12 persons)	35.00	35.00	Freeze		
Visit to Father Christmas	4.00	4.00	Freeze		
NAMING/NUMBERING OF STREETS/PROPERTIES					
New or Redevelopment				Cabinet	No VAT
Charge for naming of a street	166.00	170.00	4.00		
Charge for naming of a commercial building	83.00	85.00	2.00		
Single residential property on existing street	110.00	113.00	3.00		
Number/name 2-5 properties (includes first property)	166.00	170.00	4.00		
Plus - per plot	55.00	57.00	2.00		
Number/name 6-25 properties per phase (includes first property)	166.00	170.00	4.00		
Plus - per plot	44.00	45.00	1.00		
Number/name >25 properties per phase (included first property)	166.00	170.00	4.00		
Plus - per plot	33.00	34.00	1.00		
Change to layout after notification	220.00	225.00	5.00		
Plus - per plot	27.00	28.00	1.00		
Existing Properties/Streets					
Adding or alteration of a house/building name	55.00	57.00	2.00		
Renaming of a street	On request	On request	Freeze		
House or building renumbering (including sub division to flats)	220.00	225.00	5.00		
Confirmation of postal address	33.00	34.00	1.00		
Requests not included in above fees per hour	33.00	34.00	1.00		
PEST CONTROL				Cabinet	VAT Incl.
Treatment of rats (domestic) - residents in receipt of qualifying benefits	Free	Free	Freeze		
Treatment of rats (domestic) - prepayment (up to 4 visits)	35.00	40.00	5.00		
Treatment of rats (domestic) - payment by invoice (up to 4 visits)	53.00	60.00	7.00		
Treatment of mice (domestic) – prepayment (up to 3 visits)	35.00	40.00	5.00		
Treatment of mice (domestic) – payment by invoice (up to 3 visits)	53.00	60.00	7.00		
Treatment of pests of public health significance (domestic) e.g. bed bugs & cockroaches – prepayment	65.00	67.50	2.50		

	Fee/Charge 2015/16 £.p	Fee/Charge 2016/17 £.p	Change £.p	Committee Approval/ Comments	VAT Status
Treatment of pests of public health significance (domestic) e.g. bed bugs & cockroaches – payment by invoice	83.00	87.50	4.50		
Insect control treatments (domestic) including wasps, ants & fleas - prepayment	65.00	67.50	2.50		
Insect control treatments (domestic) including wasps, ants & fleas - payment by invoice	83.00	87.50	4.50		
3 treatment scheme (3 for 2 offer) – prepayment	130.00	135.00	5.00		
3 treatment scheme (3 for 2 offer) – payment by invoice	148.00	155.00	7.00		
Ants – prepayment	NEW	40.00	N/A		
Ants – payment by invoice	NEW	60.00	N/A		
Pest control commercial (other) - first hour	83.00	87.50	4.50		
Pest control commercial (other) - per 1/4 additional hour	20.00	21.00	1.00		
Mole & Rabbit control (per treatment course, max 3 visits) - prepayment	160.00	165.00	5.00		
Mole & Rabbit control (per treatment course, max 3 visits) - payment by invoice	178.00	185.00	7.00		
Squirrel control - prepayment (up to 4 visits)	100.00	105.00	5.00		
Squirrel control - payment by invoice (up to 4 visits)	118.00	125.00	7.00		
Advice Visit (no treatment) - prepayment	35.00	40.00	5.00		
Advice Visit (no treatment) - payment by invoice	53.00	60.00	7.00		
Fixed term pest control treatment agreements (commercial premises)	On request	On request	Freeze		
Works in default (Prevention of Damage by Pests Act 1949) first hour (invoiced)	83.00	As per formulae for works in default	N/A		
Works in default (Prevention of Damage by Pests Act 1949) per additional 1/4 hour (invoiced)	20.00	As per formulae for works in default	N/A		
PLANNING SERVICES				Cabinet	No VAT
Postage & packaging <i>Copies up to £1 are free of charge</i>	0.70	0.75	0.05		
Paper copies of planning/building control decisions & documents - per sheet (A4 black & white)	0.15	0.15	0.00		
Paper copies of planning/building control decisions & documents - per sheet (A3 black & white)	0.25	0.26	0.01		
Paper copies of plans - planning files - per sheet (A4 black & white)	0.15	0.15	0.00		
Paper copies of plans - planning files - per sheet (A3 black & white)	0.25	0.30	0.05		

	Fee/Charge 2015/16 £.p	Fee/Charge 2016/17 £.p	Change £.p	Committee Approval/ Comments	VAT Status
Paper colour copies of an A4 sheet of planning/building control decision, planning documents or plan	0.30	0.35	0.05		
Paper colour copies of an A3 sheet of planning/building control decision, planning documents or plan	0.55	0.60	0.05		
Scanned copies of documents - charge per hour of scanning (where legal to charge)	31.00	32.00	1.00		
Paper copies of plans - planning files - each plan (A2)	1.80	2.00	0.20		
Paper copies of plans - planning files - each plan (A1)	2.80	3.00	0.20		
Paper copies of plans - planning files - each plan (A0)	3.90	4.00	0.10		
Weekly lists - statutory consultees	Free	Free	Freeze		
Requests for information/site history - commercial organisations (per hour)	67.50	69.00	1.50		
Requests for information/site history - private individuals	Cost	Cost	Freeze		
Pre Planning Application Advice Large Scale Major Developments (residential developments over 200 dwellings or where number not known, a site area of 4 ha or more. Non-residential developments over 10,000m2 of floorspace or where floorspace not known, a site area of 2ha or more)	440.00	484.00	44.00	Cabinet	VAT Incl.
Small Scale Major Developments (residential developments of between 10 & 200 dwellings or where number not known, a site area of between 0.5ha & 4 ha. Non-residential developments of between 1000m2 & 10,000m2 of floorspace or where floorspace not known, a site area of between 1ha & 2ha)	220.00	242.00	22.00		
1 dwelling	65.00	72.00	7.00		
Minor Developments (residential developments of between 2 & 9 dwellings or where number not known, a site area of less than 0.5ha. Non-residential developments of under 1000m2 of floorspace or where floorspace not known, a site area of less than 1ha)	100.00	110.00	10.00		
Householder Development. (30 minutes free advice can be given. For time spent in excess of 30 minutes there will be a charge)	25.00	28.00	3.00		
Other Development (excluding householder development but including changes of use, advertisements, prior approval proposals & listed building proposals)	35.00	39.00	4.00		

	Fee/Charge 2015/16 £.p	Fee/Charge 2016/17 £.p	Change £.p	Committee Approval/ Comments	VAT Status
<p>Planning Application Fees Owing to the complexity of the fee structure, it is not shown here. Details of Fees payable may be obtained from the Council's Planning Section. Alternatively the fee calculator available at the Planning Portal website can be used to determine the fees payable in respect of individual applications. Please see the link below. http://www.planningportal.gov.uk/PpApplications/genpub/en/Stand-alone-Fee-Calculator</p>	Statutory		N/A	Statutory	No VAT
<p>Building Control fees (North Staffs Building Control Partnership)</p>	Per Board	Per Board	N/A	Partnership Board	VAT Incl.
George Riley walking guides	2.00	2.10	0.10	Cabinet	No VAT
Business directory - Newcastle-under-Lyme	Free	Free	N/A		
Planning & development briefs (as & when prepared)	Free	Free	N/A		
Core spatial strategy	30.00	31.00	1.00		
Local development framework proposals map - north or south	5.00	5.50	0.50		
Local development framework proposals map - north & south	10.00	10.50	0.50		
Strategic housing land availability assessment (SHLAA)	30.00	31.00	1.00		
<p>PRIVATE SECTOR HOUSING</p>				Cabinet	No VAT
Houses in multiple occupation licence fee	540.00	550.00	10.00		
Each additional bedroom	7.00	7.25	New		
Renewal of houses in multiple occupation licence	405.00	410.00	5.00		
Immigration Inspections	110.00	115.00	5.00		
Provision of accommodation for homeless households	Cost	Cost	Freeze		
<p>Charges for work in default notices to remedy Housing Health & Safety issues</p>				Cabinet	No VAT
Officer time (per hour)	30.79	31.41	0.62		
Travelling costs (per mile)	0.65	0.65	Freeze		
Management costs (per hour)	45.17	46.07	0.90		
Land registry fee	4.00	Cost	Freeze	Set externally	
Inspection by qualified electrician or gas engineers	Cost	Cost	Freeze		
Recorded delivery	1.06	Cost	Freeze	Royal Mail cost	
Other costs (stated as per individual case)	Cost	Cost	Freeze		
Administration fee (to cover corporate service recharges)	12%	12%	Freeze		

	Fee/Charge 2015/16 £.p	Fee/Charge 2016/17 £.p	Change £.p	Committee Approval/ Comments	VAT Status
RADAR KEYS Cost of providing keys for disabled toilets	NEW	3.00	N/A	Cabinet	No VAT
REMOVAL OF DOMESTIC ANIMAL CARCASSES Removal of domestic animal carcasses	31.50	35.00	3.50	Cabinet	VAT Incl.
SALE OF SANDBAGS 5 sand bags 10 sand bags 15 sand bags 20 sand bags	30.00 35.50 41.00 47.00	35.00 40.00 45.00 50.00	5.00 4.50 4.00 3.00	Cabinet	VAT Incl.
STREET TRADING (Officer Approval) Newcastle Town Centre (daily) Consent trading (daily, electricity) Eastbound layby A500 (per annum) Northbound layby A500 (per annum)	20.00 3.60 8,745.00 8,745.00	20.00 4.00 8,920.00 8,920.00	Freeze 0.40 175.00 175.00	Cabinet	No VAT
TOWN CENTRE DISPLAYS (Officer Approval) Local promotions (minimum charge) Charity & local community groups National promotions (minimum charge)	New Free 60.00	22.00 Free 65.00	N/A Freeze 5.00	Cabinet	No VAT
TREE PRESERVATION ORDERS Single copy of a tree preservation order	31.00	31.00	Freeze	Cabinet	No VAT

Charging Principles Included in the Charging Policy

5. CHARGING PRINCIPLES

- 5.1 Charges should be made for services whenever the Council has a power or duty to do so.
- 5.2 There will be a presumption that charges to be made for the provision of a service will be set at a level intended to recover the cost of providing the service.
- 5.3 However, this presumption may be modified by the application of the charging principles set out at 5.5 below, which may result in no charge being made or a lesser charge being made or in some cases a charge being made which is greater than that required for cost recovery.
- 5.4 No charge will be made in cases where the Council is not permitted to charge by law. Where charges are set by external bodies, those charges will be applied. Where maximum or minimum charges are specified externally, charges will be set in compliance with those requirements.
- 5.5 The following matters will be considered when deciding whether to set a charge, which is not to be based on cost recovery. The headings in bold indicate general areas for consideration and the bullet points below them are particular factors which should be taken into account where relevant.

The cost of providing the service

- All direct costs are to be included.
- All overheads related to the provision of the service, which may be attributed to the cost of the service, are to be included.
- Best estimates may be made of costs where it is not practical to obtain precise data or identify precisely those overheads attributable to the service.
- Unit costs are to be calculated by reference to realistic user numbers based on actual experience, either in relation to this Council or, if appropriate comparable services elsewhere.

How much income is it desired to generate and why?

- Is the service required to make a surplus or break-even?
- Does income from the service make a significant contribution to reducing the net amount of the Council's revenue budget?
- Have any targets been set for the income or class of income of which it is a component?
- Is income needed to fund future investment?

Comparison of charges made by neighbouring or similar councils or other providers of similar services

- In making this comparison it will be necessary to establish whether the services being provided by these other bodies are comparable to those provided by the Council and to make adjustments where this is not so.
- Is there a logical reason for significant differences between this Council's charges and those of others?
- Will customers be lost to other service providers if charges are set too high?

Whose use of services is it desired to subsidise and by how much?

- Can all potential users afford to pay the full cost of the service or the same charges as other users?
- Is it desirable to subsidise all users of the service, for example because there is likely to be a desirable outcome for the community as a result.
- Are there particular classes of users that should be subsidised, such as the unemployed, benefits recipients, the elderly, disabled persons or children?

- Should subsidies be given by reducing the charges payable or by offering concessions to offset the charge?

Whose behaviour is it desired to influence and in what ways?

- Is it desirable to influence users to use particular facilities, for example where they are under-used, by charging less for their use than for other similar ones?
- Is it desirable to persuade users to behave in a way which is more acceptable to the community in preference to any other or others less acceptable and can this be promoted by setting charges at a level which might achieve this?
- Is it desired to promote a particular pattern of use, for example short stay parking as opposed to another, such as long stay parking or to discourage peak time use of facilities?
- Should some behaviour or activities be discouraged by setting high charges or penalties?
- Can anti-social behaviour be reduced by charging for services which discourage people from behaving irresponsibly at a level which they will find attractive, for example charges for the collection of bulky waste to discourage fly-tipping?
- Are there desirable outcomes which the Council wishes to see realised, in line with its corporate objectives, which could be assisted through the charging regime, for example maintaining the economic vitality of the town centres through the provision of reasonably priced facilities such as car parking?

How will charges help to improve value for money, equity and access to services?

- What are users' perceptions with regard to what constitutes a fair and reasonable charge?
- Are there any issues relating to social inclusion or equalities?

Will the cost (including staff time) of collecting the income due outweigh the amount of income likely to be collected?

- Is it worth making a charge?
- Should a charge be made anyway as a matter of principle?

Any other relevant factors

- It will be a matter for the Council to determine what the charge will be, based on its consideration of the above factors.

- 5.6 Where, without prior agreement by the Council, individuals or organisations engage in activities that result in a cost to the Council, the Council will seek to recover this cost, wherever possible.
- 5.7 Consideration may be given to offering a discount or other reduction, in appropriate cases, where it is felt that this may improve take up of the service or to encourage prompt payment, following consultation with the Executive Director (Resources and Support Services) who must approve all such initiatives.
- 5.8 Penalties, in the form of fines, may also be imposed in order to deter inappropriate or antisocial behaviour, for example littering. The amount of the fine will be set at a level designed to deter such behaviour.
- 5.9 Activities carried out by the Council will be continually reviewed in order to identify any new areas where it would be appropriate to make a charge to persons or organisations benefiting (actually or potentially) from those activities. The level of the charge will be determined in accordance with these charging principles.

This page is intentionally left blank

By virtue of paragraph(s) 7a of Part 1 of Schedule 12A of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank



Members: Ms Pickup, Stringer, Mrs Williams, Sweeney, Loades, Fear, Waring, Wilkes, Huckfield

FINANCE, RESOURCES AND PARTNERSHIPS SCRUTINY

Chair: Councillor Stubbs
Vice Chair: Councillor Wallace

Portfolio Holder(s) covering the Committee's remit:
Councillor Elizabeth Shenton (Policy, People and Partnerships)
Councillor Terry Turner (Finance, IT and Customer)
Councillor John Williams (Town Centres, Business and Assets)

Work Plan correct as at: Wednesday 25th November 2015

Remit:

Finance, Resources and Partnership Scrutiny Committee is responsible for:

- Communications and consultation
- Council structure and democracy and constitutional review
- Customer contact and customer service centres
- Member development and support
- Neighbourhood and locality working
- Partnerships: Newcastle Partnership Strategic Board
- Performance management and monitoring
- Revenues and benefits
- Putting people first
- Risk champion
- Transformation programme
- Accountancy
- Budget
- Capital and revenue expenditure
- Efficiency savings
- Financial monitoring
- Health and safety champion
- Human Resources
- Information and communication technology
- Procurement champion
- Treasury management
- Workforce development
- Co-operative Council

Date of Meeting	Item	Reason for Undertaking
15th June 2015 (agenda dispatch Friday 5th June 2015)	Financial and Performance Management Report to end of Quarter 4 (March) 2015	To provide Finance, Resources and Partnerships (FRAP) Scrutiny Committee with the Financial and Performance Review, Fourth Quarter 2014/2015
	Review of changes to the Committee arrangements	To update Members on the outcome of a review undertaken by a Local Government Association peer review team of the democratic decision-making structures of the Council.
	Constitution Review Working Group	To receive an update by the Democratic Services Manager
	Finance, Resources and Partnership Scrutiny Committee Work Plan	To discuss the work plan and potential topics that Committee Members would like to scrutinise over the forthcoming year
3rd September 2015 (agenda dispatch 21st August 2015)	Quarter One Financial and Performance Review	To provide Scrutiny with the Financial and Performance Review, Quarter One 2015/2016
	Newcastle Partnership Commissioning Prospectus	A report to be presented on the collective approach to delivering key services in the future. This is based on a clear single vision for the Borough; shared priorities and shared outcomes, allied to shared resources in terms of commissioning and delivery
	Constitution Review Working Group	It was resolved at the last meeting that Group Leaders are asked to re-elect Members to the Working Group, with an update being received on the recommendations that had been put forward.
	Portfolio Holder(s) Question Time	Opportunity for the Committee to question the Portfolio Holder(s) on their priorities and work objectives for the next six months and to address any issues or concerns that they may be facing
	Finance, Resources and Partnership Scrutiny Committee Work Plan	To discuss the work plan and potential topics that Committee Members would like to scrutinise over the forthcoming year
4th November 2015 (agenda dispatch 23rd October 2015)	Quarter Two Financial and Performance Review	To provide Scrutiny with the Financial and Performance Review, Quarter Two 2015/2016
	Medium Term Financial Strategy	An update to be provided on the Medium Term Financial Strategy for 2016/2017 and the following four years, indicating the projected budgets for these years and the shortfall compared to available resources

Date of Meeting	Item	Reason for Undertaking
	Review of changes to the Committee arrangements	To provide Members with feedback from each Committee regarding the review undertaken by a Local Government Association peer review team of the democratic decision-making structures of the Council
	Finance, Resources and Partnership Scrutiny Committee Work Plan	To discuss the work plan and potential topics that Committee Members would like to scrutinise over the forthcoming year
3rd December 2015 (agenda dispatch 20th November 2015)	Revenue Budgets 2016/17 – First Draft Savings Plan	To review progress on the completion of the revenue and capital budgets for 2016/2017 to enable a robust and affordable budget for 2016/2017 to be approved
	Planning Committee Members' Protocol Scale of Fees and Charges	To receive an update from the Constitutional Review Working Group Review of the fees and charges which the Council makes in order to keep them in line with the cost of service provision and to establish the amounts to be included in the 2016/2017 budget
	Procurement Champion	An overview to be received from the Business Improvement Manager on the procurement structure and processes within the organisation
	Finance, Resources and Partnership Scrutiny Committee Work Plan	To discuss the work plan and potential topics that Committee Members would like to scrutinise over the forthcoming year
16th December 2015 (agenda dispatch 4th December 2015)	Capital Strategy and Asset Management Strategy Update	Joint meeting with the Economic Development and Enterprise Scrutiny Committee. To receive an update on the finance and resource implications of the Asset Management Strategy 2014-2017 and to seek approval of how the Council deploys its capital resources in order to assist it to achieve its corporate and service objectives
27th January 2016 (agenda dispatch 15th January 2016)	Quarter Three Financial and Performance Review	To provide Scrutiny with the Financial and Performance Review, Quarter Three 2015/2016
	Treasury Management Strategy 2016/2017	To approve the Strategy to be followed by the Council in carrying out its treasury management activity in the forthcoming year 2016/2017
	Revenue and Capital Budgets 2016/2017	To consider the final version of the Revenue and Capital Budget 2016/2017 before it is considered by Council on 24 th February 2016.
	Community Infrastructure Levy	An overview to be presented to Members on the financial contribution each type of development can make to new infrastructure through a Community Infrastructure Levy (CIL)

Date of Meeting	Item	Reason for Undertaking
	Finance, Resources & Partnership Scrutiny Committee Work Plan	To discuss the work plan and potential topics that Committee Members would like to scrutinise over the forthcoming year
14th March 2016 (agenda dispatch 4th March 2016)	Portfolio Holder(s) Question Time - Councillors Elizabeth Shenton (Policy, People and Partnerships) and Terry Turner (Finance, IT and Customer) to be invited to attend	Opportunity for the Committee to question the Portfolio Holder(s) on their priorities and work objectives for the next six months and to address any issues or concerns that they may be facing
	Co-operative Council	An update to be provided by the Leader on how the Borough Council is working towards being a Co-operative Council
	Annual Work Plan	To review outcomes, recommendations, feedback and further action required on items submitted over the past twelve months
15th June 2016 (agenda dispatch 3rd June 2016)	Financial and Performance Management Report to end of Quarter Four (March) 2016	To provide Finance, Resources and Partnerships (FRAP) Scrutiny Committee with the Financial and Performance Review, Fourth Quarter 2015/2016
	Finance, Resources & Partnership Scrutiny Committee Work Plan	To discuss the work plan and potential topics that Committee Members would like to scrutinise over the forthcoming year

Task and Finish Groups:	
Future Task and Finish Groups:	
Suggestions for Potential Future Items:	<ul style="list-style-type: none"> • Constitution Review Working Group – Future Work Plans • Workforce Development • Partnerships: Newcastle Partnership Strategic Board • Transformation Programme • Putting People First

DATES AND TIMES OF CABINET MEETINGS:	Wednesday 10 th June 2015, 7.00pm, Committee Room 1
	Wednesday 22 nd July 2015, 7.00pm, Committee Room 1
	Wednesday 16 th September 2015, 7.00pm, Committee Room 1
	Wednesday 14 th October 2015, 7.00pm, Committee Room 1
	Wednesday 11 th November 2015, 7.00pm, Committee Room 1
	Wednesday 9 th December 2015, 7.00pm, Committee Room 1
	Wednesday 20 th January 2016, 7.00pm, Committee Room 1
	Wednesday 10 th February 2016, 7.00pm, Committee Room 1
	Wednesday 23 rd March 2016, 7.00pm, Committee Room 1
	Wednesday 8 th June 2016, 7.00pm, Committee Room 1

This page is intentionally left blank