

Public Document Pack

Date of meeting Thursday, 24th January, 2013
Time 7.00 pm
Venue Committee Room 1. Civic Offices, Merrial Street,
Newcastle-under-Lyme, Staffs ST5 2AG
Contact Louise Stevenson ext 2250

Transformation and Resources Overview and 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 PREVIOUS MEETINGS**
To consider the minutes of the previous meeting of this Committee held on 10 December 2012.
- 4 COUNCIL PLAN 2013-14 TO 2015-16**
This item will be sent as a supplementary agenda on 18 January 2013.
- 5 Performance Management Report to End of Quarter Three (December) 2012** (Pages 1 - 12)
- 6 Revenue and Capital Budgets 2013/14** (Pages 13 - 34)
- 7 Scale of Fees and Charges 2013/14** (Pages 35 - 66)
- 8 DISCLOSURE OF EXEMPT INFORMATION**
To resolve that the public be excluded from the meeting during consideration of the following appendix to the above report regarding Scales of Fees and Charges 2013/14, because it is likely that there will be disclosure of exempt information as defined in paragraph 3 in Part 1 of Schedule 12A of the Local Government Act 1972.
- 9 Scale of Fees and Charges 2013/14** (Pages 67 - 68)
- 10 WORK PLAN** (Pages 69 - 70)
To discuss and update the work plans to reflect current scrutiny topics

11 URGENT BUSINESS

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

Members: Councillors Mrs Burgess, Clarke, Fear, Hambleton, Mrs Hambleton, Mrs Heames (Vice-Chair), Howells, Jones, Lawton, Mrs Peers, Mrs Shenton (Chair), Stringer and Waring

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

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

Agenda Item 5

PERFORMANCE MANAGEMENT REPORT TO END OF QUARTER THREE (December) 2012

Submitted by: Head of Business Improvement & Partnerships

Portfolio: Communications, Transformation & Partnerships; Finance and Budget Management

Wards Affected: All

Purpose

To provide Transformation and Resources Overview & Scrutiny Committee with the Performance Review for the 2012/13 Third Quarter (October - December).

Recommendations

(a) That Members note the contents of the report and recommend that the Council continues to monitor and scrutinise performance.

(b) That Members note that the appendix is a new style of performance report to be further developed for 2013-14 as detailed in line with the Performance Management Framework Review and the Council Plan 2013-14 to 2015-16. The intention is to report performance information in a new format as the work is progressed.

(c) That Members feedback their views and comments to members of Cabinet prior to the February meeting where this appendix will also appear in the Financial & Performance Management report

Reasons

These monitoring reports provide information about the corporate performance of individual council services.

1. **Background**

- 1.1 This report provides Members with a detailed update on how the Council has performed during the third quarter of 2013/14 by presenting performance data focusing on key performance indicators.
- 1.2 Part of the agreed approach to the recent Performance Management Framework Review was the development of new reporting formats to inform members and officers.
- 1.3 The measures to be used in forthcoming reports to measure progress in the Council Plan 2013-14 to 2015-16, will be determined in the current year at outcome-focussed workshops and one-to one meetings held with relevant officers of the council.
- 1.4 A summary of the overall picture is presented in section 3 of this report. Performance is progressing well, with the majority of targets currently met.

2. **Report Development**

- 2.1 The Corporate Performance ('dashboard') report is attached as Appendix A.

- 2.2 The information is presented in a new formatted report with four tabled sections, one for each priority.
- 2.3 There are two sets of symbols to show improvement and achievement:
- One set of symbols (arrows), show whether performance has improved or worsened since the last time each indicator was reported
 - Second set of symbols (smiley faces), show whether performance is currently on target or not.
- 2.4 An overall status of performance against each priority is also stated.
- 2.5 The intention is to further develop the format of performance reports ensuring suitability and clear communication of progress with outcomes for members and officers of the Council.

3. **Performance in Quarter 3**

- 3.1 In the appendix there are measures detailing progress against our priorities and outcomes and the number of quarterly indicators is 27. This is an interim performance report which will be progressed and developed in line with a longer term aim – to identify and focus on key measures that we consider to be of a cross cutting nature and ensure progress against our outcomes over the coming years.
- 3.2 The appendix comments on individual indicators where they raise an issue or where either a target has been met, or the direction of travel is not positive.
- 3.3 The proportion of indicators which have met their targets, based on data at the time of compiling this report, was 70%.
- 3.4 Positive performance can be seen in a range of services although it must be borne in mind that the results later in the year can be different and that some services have seasonal factors.
- 3.5 There are a very small number of areas listed in this report which are not on target, though none causes concern at present. In all cases, the management of the service is aware of the issues and are taking steps to deal with the situation. Further updates will be provided for Members in future reports.

4. **Outcomes Linked to Sustainable Community Strategy and Corporate Priorities**

- 4.1 All of these indicators link to corporate priorities.

5. **Legal and Statutory Implications**

- 5.1 The Council has a duty to set targets for performance of a range of functions and needs to monitor these closely.

6. **Equality Impact Implications**

There are no differential equality issues.

7. **Major Risks**

- 7.1 The current economic situation represents the greatest risk to the performance of the council, particularly with regard to the impact it may have upon income receivable in relation to services where customers may chose whether or not to use Council facilities, such as car parking and other areas directly affected by the economic downturn, such as land charges and planning applications. Also the possible impact of high demand for certain services such as the processing of housing benefit claims, and housing. The situation will be monitored through regular performance monitoring.

8. **List of Appendices**

Corporate Performance ('dashboard') report is attached as Appendix A.

9. **Background Papers**

Working papers held by officers responsible for calculating indicators.

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Newcastle Borough Council – Qtr 3 Performance Report 2012-13

This corporate quarterly report is a collection of our key performance indicators and the tables below provide a summary of performance to date.

Key to the symbols used in this report

This set of symbols show whether performance has improved or worsened since last time each indicator was reported:



Performance has improved



Performance has stayed the same



Performance has worsened



Comparison to last time is not possible at the moment

This set of symbols show whether performance is currently on target or not.



Achieving target



Just short of target but plans are in place to overcome these problems



Significantly missing target and so may not achieve its goals



Either the performance or the target is missing at the moment

There is a tabled section for each of our four priorities containing indicators measuring our achievement in that area.

Priority 1

- A clean, safe and sustainable borough

















Overall status:



- Levels of safety will have improved, along with standards of public health:
- Vulnerable citizens and victims of crime will be provided with high quality support:
- The negative impact that the Council, residents and local businesses have on the environment will have reduced.
- Our streets and open spaces will be clean, clear and tidy:
- Town centres across the borough will be sustainable and safe:
- Working in partnership to support victims of anti-social behaviour, crime and domestic violence:
- Focus with partners on empowering local people in communities.

Ref	Indicator	Qtr 3 Result	Qtr 3 Target	How have we performed?	Target Achieved?
1.1	Number of food establishments which are broadly compliant with good hygiene law	91	85	↔	
	Food business operators have demonstrated good compliance with legal requirements, the launch of the national food hygiene rating scheme and publicising hygiene scores have assisted in improving standards across businesses.				
1.2	Violence with injury	529 (cumulative total)	N/A	↓	?
	Violence with injury incidents have increased by 2.1% compared with the year to date figure of 518 in 2011-12.				
1.3	Anti-social Behaviour	2968 (cumulative total)	N/A	↑	?
	The number of incidents of ASB this quarter has reduced from a figure of 1139 in the previous quarter (Qtr 2) to 802 incidents.				
1.4	Serious acquisitive crime	552 (cumulative total)	N/A	↑	?
	The result for the Serious Acquisitive Crime indicator is down on the result of the previous year by 12.7%. The 2011-12 total at this point was 632.				

APPENDIX A

Ref	Indicator	Qtr 3 Result	Qtr 3 Target	How have we performed?	Target Achieved?
1.5	% of investment portfolio (NBC owned) which is vacant.	8.4	12		
	<p>The percentage of the investment portfolio which is vacant for quarter 3 is 8.4%. The comments are: The percentage for this quarter is within target and given the current economic climate is a positive result. 15 out of 179 properties are vacant of these 7 are retail units within the Town Centre which has been particularly badly affected by the recession. A further 4 properties require substantial work prior to a tenant taking occupation of the property we are currently seeking funding to enable works to take place.</p>				
1.6	Levels of street and environment cleanliness				
	a) litter	10.43%	9%		
	b) detritus	10.26%	9%		
	c) graffiti	1.49%	3%		
	d) fly-posting	0%	1%		
<p>The results in this second survey for litter have improved (10.43% against first tranche result of 12.09% although they are still slightly below the target of 9%) as a result of the action taken to target resources from the information analysed in the first tranche. Detritus results have very slightly deteriorated and this will be addressed prior to the third tranche surveys. The other 2 categories are broadly on or exceeding target. Analysis of the results has identified where resources and realignment of the service needs to take place to improve levels of street and environment cleanliness in the surveyed areas.</p> <p>How the indicator is collected: The results for this indicator are obtained from three surveys undertaken in quarters 2, 3 & 4 of 2012-13. The score is expressed as a percentage of the total number of sites surveyed which fall below the "acceptable" standard. The results of the surveys are analysed and the findings used to target the worst performing areas.</p>					
1.7	The amount of residual household waste per household	110.29kg	112.5kgs		
	<p>The figure for this indicator in quarter 3 is currently an estimate and will be validated in due course. Performance is good with less residual household waste being produced. Target for 2012-13 is 450kgs.</p>				
1.8	Percentage of household waste sent for reuse, recycling and composting	49.04%	52%		
	<p>Trend is positive and remains on target for the year end result. This quarter has seen a lower yield due to seasonal factors of less garden waste being produced at this time of year and is as predicted. The figure for this indicator in quarter 3 is currently an estimate and will be validated in due course.</p>				
1.9	Measure missed bin collections on all our routes	34.78	100		
	<p>The number of missed bins for Qtr 3 continues the trend to decrease with performance</p>				

continuing to be strong in this area. The cumulative result for the year to date is 41.43.

Overall status:



Priority 2 – A borough of opportunity

- Levels of worklessness will have reduced:
- Local people will be able to access opportunities for personal development and growth
- Housing will be available and accessible to meet a range of diverse needs
- Key parts of the borough will have been regenerated and there will have been overall economic growth

Ref	Indicator	Qtr 3 Result	Qtr 3 Target	How have we performed?	2012/13 Target	Target Achieved?
2.1	Number of cases where positive action was successful in preventing homelessness (from the P1E)	134	125	↑	500	
	The NHA team have worked well again this quarter, with the number of service users receiving homelessness prevention assistance from the service exceeding the target.					
2.2	Continued engagement with the Family Employment Initiative (FEI)	132	135	↓	540	
	The result at Q3 is 408 people engaged against a target of 405 for the year to date. The details of engagement are as follows: Engagement target 27 per month (Qtr 3, 91 including 9 into voluntary work), Training target 9 per month (Qtr 3, 15), Employment target 9 per month (Qtr 3, 26). Q3 is just under target mainly due to the Xmas/New Year break and slow down of clients prior to this.					
2.3a	NI 157a Percentage of Major Planning Applications determined within time	69.2	75 (60)	↔	75 (60)	
	The performance for major applications has not met the target with 9 decisions made out of a possible 13 in the first half year. This is a cumulative indicator and it should be noted that in December the result for decisions completed was 100%.					
2.3b	NI 157b Percentage of Minor Planning Applications determined within time	90.2	85 (65)	↑	85 (65)	
	The performance for minor applications has exceeded the target					
2.3c	NI 157c Percentage of Other Planning Applications determined within time	93.6	95 (80)	↔	95 (80)	
	For the category of "other," the performance for this quarter was marginally below the locally set target but exceeded the government target of 80% and so is still performing well. For the sake of clarity the national performance targets set by government have been shown in brackets against our locally set targets.					



Priority 3

Overall status:



A healthy and active community

- People who live work, visit or study in the borough will have access to high quality facilities
- Levels of cultural activity and participation in the arts will have increased
- There will be a range of healthy lifestyle choices, resulting in an increase in participation in sport and physical activity
- Local people will be more able to work together to solve local problems
- Council services will be influenced by resident engagement, enabling local communities to shape services which directly affect their lives

Ref	Indicator	Qtr 3 result	Qtr 3 target	How have we performed?	2012/13 Target	Target Achieved?
3.1	Number of people accessing leisure and recreational facilities	424,196	427500	↑	570,000	
<p>The figures for usage of leisure facilities in the borough has increased this quarter with a total of 152,808 users recorded. The figures for the separate centres are Jubilee 2 – 100,974, Knutton - 2,092 and Kidsgrove Sports Centre – 49,742. The cumulative total for the year remains slightly off target at this time due to the impact of pool closures at Kidsgrove earlier in the year; however the trend is positive to meet the target in quarter 4.</p>						
3.2	Number of people visiting the museum	42,290	47,250	↓	63,000	
<p>In spite of poor weather and new earlier closing in the autumn/winter months figures for the third quarter of 2012/13 were similar to those for 2011/12 being 9065 and 9071 respectively. Target for Qtr 3 2011/12 was 47250, result 52696. The drop in figures for 2012/13 can be attributed to poor weather in Quarter 2 when the museum is normally at its busiest. At present targets are not profiled causing overachieving in the busier months and underachieving in the winter months. With this in mind targets will be profiled in 2013/14.</p>						

Priority 4 –

Becoming a Co-operative Council delivering high quality, community-driven services





Overall status:



- The Council will have increased the capacity and skills of its workforce
- Councillors will be community champions and powerful community advocates
- The Council will have delivered further efficiencies
- High performing services will be provided for all residents and customers
- The Council will be an open, honest and transparent organisation which undertakes regular consultation with its residents and listens to their views

Ref	Indicator	Qtr 3 result	Qtr 3 target	How have we performed?	2012/13 Target	Target Achieved?
4.1	Average number of days lost, per employee, to the Council through sickness	6.07 (4.00 long term 2.07 short term)	5.18	↓	6.9	
The indicator has performed well previously but is off target during this quarter. This is due largely to the effect of a number of long term sickness cases. At this point in 2011/12, long term sickness was just over 3 days and it is currently 4 days whereas short term sickness remains at a similar level. All sickness absence is continuing to be pro-actively managed with HR support.						
4.2	Percentage of invoices paid on time(within 30 days)	97.77	97	↑	97	
Performance continues to be above target						
4.3	% projected variance against full year council budget	N/A	No variance	?	No variance	?
Information unavailable at this time.						
4.4	% requests resolved at first point of contact	93.13	75	↓	75	
Performance continues to be well above target.						

APPENDIX A

Ref	Indicator	Qtr 3 result	Qtr 3 target	How have we performed?	2012/13 Target	Target Achieved?
4.5	% Unmet demand (number of calls not answered as a % of total call handling volume)	4.5	10	↑	10	
	Performance is above target in the third quarter. The contact centre has recently added to its services by taking a percentage of Leisure services telephone calls which will be included in future results.					
4.6	Percentage of Council Tax Collected (Cumulative)	78	76.08	↑	97.5	
	Progress for the year to date has continued favourably with performance within the targets set.					
4.7	Percentage of NNDR collected	87.2	85.2	↑	96	
	Progress for the year to date has continued favourably with performance within the targets set.					
4.8	Time taken to process Housing Benefit/Council Tax new claims and change events	11.24	13	↑	10 days	
	Process times have reduced this quarter from 11.51 days at September and is on target to meet the end of year target of 10 days.					

REVENUE AND CAPITAL BUDGETS 2013/14

Submitted by: Executive Director (Resources and Support Services)

Portfolio: Finance and Budget Management

Wards(s) affected: All

Purpose of the Report

To review progress on the completion of the revenue and capital budgets for 2013/14 following agreement of the 5 year Medium Term Financial Strategy.

Recommendations

- (a) That the assumptions set out in the report be approved.
- (b) That the Cabinet confirm that no Council Tax increase is proposed in 2013/14.
- (c) That the Transformation and Resources Overview and Scrutiny Committee be asked to consider what comments it wishes to make on the draft Budget and Council Tax proposals before the final proposals are considered at Cabinet in February 2013.

Reasons

To enable the Cabinet to recommend a robust and affordable budget for 2013/14 to the Council meeting on 27 February 2013.

1. **Background**

- 1.1 The Council is committed to achieving excellence in its service delivery. Integral to this ambition is the need to effectively target its financial resources in line with its stated aims and objectives, as set out in the Council Plan.
- 1.2 The work of the council in 2013/14 is focused on its new vision of “creating a borough that is prosperous, clean, healthy and safe”, an aspiration reflected in the council’s four corporate priorities of:
 - A Clean, Safe and Sustainable Borough
 - A Borough of Opportunity
 - A Healthy and Active Community
 - Becoming a Co-operative Council which delivers High-Quality, Community Driven Services

These four priorities re-developed alongside the vision within the Council’s new outcome-driven Council Plan 2013/14 to 2015/16, form the basis for the work the council is currently doing and what it is planning to do.

- 1.3 There has been good progress in the current year, 2012/13, with high standards of service delivery and the following notable achievements so far in 2012/13:

- Rationalisation of accommodation in the Civic offices to provide the letting space for co-location with key partners (County June 2012, and Police October 2012). Frontline police staff now present at the Guildhall and Kidsgrove Town Hall.
- First two phases of the public realm work are complete, which included changes to the layout of the bus station, the bus lane on Barracks Road, and entrance to the Ironmarket
- Recruitment of a Town Centres Manager
- 47 affordable housing units completed this year, adding to the programme of planned developments.
- Funding secured from the Health Service, West Midlands Ambulance and Safer Nights to provide a First Aid Triage Hub to support 10 operations as a pilot commencing April 2013.
- Progress with engagement of partners in developing key projects such as Let's Work Together and Troubled Families continues.
- Newcastle was the lead authority for a new postal contract with other local authorities, procured through a procurement framework agreement with anticipated savings per year of approximately £41,000 savings. Overall procurement savings with various contracts identified this year totalling approx. £129,000.
- Recycling & Waste undertook a review of how street sweepings are processed resulting in a saving of approximately £50,000 for the Borough Council and £80,000 for the County Council.
- Street Pastor scheme has 10 volunteers currently being trained and three churches of various faiths signed up to the scheme's Charter and the second phase of the CCTV Volunteer project has seen a further 6 volunteers engaged.
- Successful delivery of the Community Engagement Framework has led to a further expansion this year due to a higher number of volunteer groups and individuals involvements.
- In partnership with other Staffordshire authorities, Newcastle has led a successful funding application for £39,000 from IEWM to support the councils to develop their trade waste and trade recycling services.
- Negotiated a two year price increase freeze with the Council's recycling contractor and also the green and food waste contractor making a saving of £10,000 in this financial year.
- Recycling & Waste has won two awards; Recycling Awareness Campaign 2012 and Best Local Authority 2012 UKAD & Biogas Association.
- Several awards gained by the Operations section; Gold standard in Britain in Bloom for 11th year running, Bronze award at Tatton Park, 9 green flags (highest in Staffordshire and third in West Midlands). Bereavement services gained gold standard in the Charter for the Bereaved.
- Working in partnership with Aspire to improve collection facilities in multi-occupancy properties and all schools now engaged in recycling with the authority.
- Kidsgrove Swimming Pool re-opened in November.
- Throughout July and August over 400 activities, ranging from craft activities, to learn to swim or to own a pony for the day, were promoted as part of the summer holiday programme for young people.
- Progress with consolidation of ICT software to improve efficiencies, reduce costs and make the best use of ICT.
- Customer Service has received the Customer Service Excellence award for the second year running.
- Commissioned projects to be delivered by the Third Sector.

1.4 In 2013/14, whilst continuing to deliver high performing, quality services and ensuring efficiencies in Council operations, there are many activities planned towards achieving

Council Plan outcomes, of which examples are set out below:

- Delivery and implementation of a new core CRM system due to go live in the summer of 2013
 - Reviews and implementation of new strategies and policies over a wide range of services
 - Funded through the European Regional Development Fund, a Newcastle Business Enterprise Coach to support unemployed people to be self-employed.
 - Investigate and implement a new kerbside collection for small electrical appliances.
 - Complete the gating off of problematic alleyways under the Green Routes scheme.
 - Implement outcomes of the community centres review.
 - Partnership working with registered providers and the Homes and Communities Agency to deliver new affordable housing in line with the Local Investment Plan.
 - Work and Development of Warm Zone Eco brokerage service.
 - Completion of public realm improvements in the town centre and introduction of new market stalls.
 - Facilitate the commencement of a new community fire station at Loggerheads.
 - Seeking to identify a development partner to take forward the retail-led redevelopment of the former Sainsbury/Ryecroft site.
 - Consultation to be undertaken by the council with communities on a draft Site Allocation Policies Local Plan around summer 2013.
 - Establish a new Procurement Gateway process and progress work where analysis has identified procurement savings.
 - Further progress with many of the projects commenced in 2012-13 is also planned.
- 1.5 The Council has developed a Medium Term Financial Strategy (MTFS) to look at its financial position over the next 5 years. This is aligned to the Council Plan and will be the main vehicle in ensuring efficiency in service delivery and targeting resources to its priority areas.
- 1.6 It should be noted that the MTFS and the draft 2013/14 Budget have been compiled against a continuing national picture of reduced funding from central government for local authorities, particularly district councils.
- 1.7 The draft 2013/14 budget is based upon the assumptions made in the MTFS which was approved by the Cabinet at its meeting on 19 October 2012 and scrutinised by the Transformation and Resources Overview and Scrutiny Committee at their meeting on 30 October 2012.
- 1.8 A Budget Review Group was established, chaired by the Cabinet Portfolio Holder for Finance and Budget Management. The Council Leader and the Portfolio Holder for Regeneration, Planning and Town Centres are group members, together with the Chief Executive and Executive Director of Resources and Support Services and other appropriate finance and corporate support officers. The remit of the group is to oversee all aspects of the budget process, including service review and challenge, longer term planning, development of budget options, agreeing consultation arrangements and consideration of feedback and seeking to deliver service models that drive improvement to front-line services whilst offering value for money. All of the proposals contained in this report have been considered by the Group and are recommended to the Cabinet as a means to produce a balanced and sustainable budget for the Council.
2. **Revised Budget 2012/13**
- 2.1 Monthly reports monitoring actual spending against budget have shown overall relatively small variances throughout the first eight months of the year.

- 2.2 A major pressure affecting the current budget continues to be that some sources of income (e.g. land charges fees, planning fees, market stall rents, commercial property rents, car parking fees) are yielding less compared to what would be expected to be received. All of these are areas which it was predicted would be affected by the current economic situation when the 2012/13 Budget was set in February 2012 and accordingly an allowance of £200,000 was included in the budget to cover such eventualities. Although this allowance now seems insufficient to cover the likely total income shortfall for the year, there are a number of areas where spending is less than budgeted, which, if the trend continues, should to a large extent offset this.
- 2.3 The savings of £2.1m incorporated in the 2012/13 budget have been achieved. This means that altogether over the five years from 2008/09 to 2012/13 some £8.344m of net savings and efficiencies will have been made, as shown in the table below:

	£m
2008/09	0.601
2009/10	1.707
2010/11	1.821
2011/12	2.117
2012/13	2.098

3. **Draft Budget 2013/14**

- 3.1 The MTFS was approved by the Cabinet on 19 October 2012. This illustrated that the Council would have a shortfall of £1.627m in 2013/14 which could be addressed by a combination of actions, such as efficiency measures, reductions in expenditure, increases in income, support from the Budget Support Fund and the Council Tax Freeze Grant.
- 3.2 From 2013/14 onwards government grants payable to local authorities to support their revenue budgets will differ significantly from the previous regime on account of the introduction of a business rates retention scheme from 1 April 2013. Formula Grant, comprising Revenue Support Grant (RSG) and NNDR Grant, has been replaced by RSG alone plus a proportion of business rates collected which the Council will be permitted to retain. These two amounts together comprise the Council's "baseline funding", which the government intends to broadly be in line with its previous level of formula grant funding, less a reduction determined by the government reflecting the amount of reduced funding available as a result of public expenditure cuts arising from the need to balance the national accounts due to the ongoing economic recession. When the MTFS was compiled for approval in October, the amount of baseline funding was not known but a reduction in overall government grant support of 5%, amounting to £0.366m, was assumed in line with national expectations. Local authorities were informed of their allocations of RSG and overall baseline funding amount and a number of other smaller grants, comprising the government's total support for their revenue budgets in late December. The actual reduction in support is £0.395m, an additional £0.29m compared to the amount assumed in the MTFS.
- 3.3 New arrangements come into effect from 1 April 2013 in respect of council tax support. The Council previously acted as agent for the Department for Work and Pensions in granting reductions to the council tax bills of eligible claimants in the form of council tax benefit, the cost of which was included in the revenue budget and fully reimbursed by the Department. As reported previously, from 1 April 2013, a local council tax support scheme will operate, which will be funded by grant from the Department for Communities and Local Government (DCLG), but only to the extent of 90% of the previous level of payments. Accounting for the

new scheme will be via the Collection Fund and will affect the calculation of the council tax base and the surplus/deficit on the Fund. This will have an effect upon the General Fund in that the tax base will be reduced, thereby increasing the amount of tax levy for a given amount of expenditure. There will be a similar effect on the accounts of the County Council and the Fire Authority. Because the transactions will henceforth be accounted for in the Collection Fund, and effectively be shared between this council and the other two authorities, the direct cost of council tax support will no longer appear in the General Fund budget. The costs of administering the scheme will, however, continue to be part of the budget and will continue to be partly met from government grant. The Council will receive a grant from DCLG equivalent to the amount of its share, (based on levy proportions) of the cost of council tax support (the other two authorities will receive similar grants directly in respect of their shares). This will be shown as income in the budget and should offset the effect of the reduction in the tax base. The budget has been compiled on this basis and on the assumption that the cost of support will not adversely affect the Collection Fund balance, i.e. that costs will be contained within the total amount of government grant available to all three authorities.

3.4 There have been a small number of changes required to the MTFS since its approval in October, including in relation to RSG as outlined in paragraph 3.2 above, totalling an additional £156,000. This means that the “gap” now stands at £1.783m for next year. The changes relate to the following items:

- Difference between central government support via the RSG and the amount assumed in the MTFS (£29,000).
- Notification has been received from the Government that the amount of Benefits Administration Subsidy for 2013/14 will be reduced by £38,000.
- E-procurement becomes mandatory for contracts dealt with under European Union rules (£5,000).
- Additional staffing cover in the Democratic Services Section (£15,000).
- The Council's Customer Relations Management software maintenance costs payable to the joint provider, Staffordshire Connects, will increase (£10,000).
- Enhanced testing and monitoring of staff in relation to work related health issues will be required by the Council's insurers (£21,000).
- A contribution is to be made to provide a banksperson at Newcastle bus station (£5,000).
- The Council has a statutory responsibility to protect and monitor lone workers. Monitoring devices will cost around £13,000.
- There is a need to investigate and remediate possible contaminated land within the Borough at a cost of £20,000.

The table below shows the factors which give rise to the “gap” for 2013/14:-

CHANGES TO BASE BUDGET	
<u>ADDITIONAL INCOME</u>	£'000
Fees and Charges	105
TOTAL ADDITIONAL INCOME (A)	105
<u>ADDITIONAL EXPENDITURE & LOSS OF INCOME</u>	
Loss of Revenue Support Grant and NNDR Grant	366
2012/13 Council Tax Freeze Grant - one year funding only	172
Planning Delivery Grant exhausted	100
Pay Awards	132
Incremental Rises	50
Superannuation increase in employers contribution	148
Reduced Vacancy Factor allowance	65
Price Increases e.g. energy, fuel, rates, insurances, supplies & services	71
Loss of Investment Interest due to less capital available to invest	59
New Initiatives (Apprentices, Home Security & Town Centre Partnership)	80
Adjustments re One-Off items included in Base	(90)
Additional Items since MTFS approved in November 2012 (see 3.4 above)	156
TOTAL ADDITIONAL EXPENDITURE AND LOSS OF INCOME (B)	1,309
<u>OTHER ITEMS</u>	
USE OF BUDGET SUPPORT FUND IN 2012/13 BUDGET (C)	179
CONTRIBUTION TO INSURANCE FUND TO REPLENISH BALANCE (D)	100
ADDITIONAL INCOME SHORTFALLS PROVISION (see 3.5 below) (E)	300
NET INCREASE IN BASE BUDGET (B+C+D+E-A)	1,783

- 3.5 In recognition of the continuing shortfall in income owing to the present economic recession, a further amount of £300,000 in addition to the £200,000 already included in the base budget has been provided to offset this, bringing the total amount of provision to £500,000 which better reflects the current situation. The amount required in future budgets will be kept under review as the economy begins to move out of recession at some stage and income levels improve.
- 3.6 A number of proposals have been identified to bridge the £1.783m "Gap", following a service challenge process initiated by the Budget Review Group and subsequent consideration of options for producing a balanced budget by the Group. Some consist of savings in expenditure whilst others involve increasing income. These proposals total £1,898,000 and are summarised below and set out in detail at Appendix A.

Category	Amount	Comments
	£'000	
Procurement	330	Smarter procurement and reductions in the amount of supplies procured
Additional Income	355	Includes new sources of income and additional income arising from increased activity. This amount is additional to the amount of £105,000 included in the MTFs in respect of a general 2% increase in fees and charges.
Good Housekeeping Efficiencies	328	Various savings arising from more efficient use of budgets
Staffing Efficiencies	524	No redundancies arise from these proposals.
Better Use of Assets	6	Streetscene plant and equipment efficiencies
Additional and Accumulated New Homes Bonus	204	The amount of NHB payable increases each year in line with new homes completed. £204k is half of the estimated additional sum available. The remaining £204k is to be used to support the housing element of the capital programme.
Implementation of Council Tax Reforms	81	Additional income arising largely from changes in respect of empty property and second homes. This is the Council's share of the total additional income which may arise.
Council Tax Freeze Grant 2013/14	70	See 3.7 below
Total	1,898	

3.7 It is not proposed to increase the Council's Council tax for 2013/14. The Council would be permitted to increase tax by up to 2.0 per cent, above which it is required to conduct a referendum to determine the views of taxpayers. The government again wish to see no increase in Council Tax for 2013/14 and are once more offering to pay a non specific grant to those councils which do not increase their council tax for 2013/14. The basis is less than the previous two council tax freeze grants, being payable at a rate equivalent to a 1.0 per cent increase in the authority's 2012/13 basic amount of council tax multiplied by its council tax base. For Newcastle, this would result in a grant of around £70,000 being payable, which is included in the table of proposals to close the budget gap at paragraph 3.6 above. The grant will be payable for two years, 2013/14 and 2014/15, no more payments being made after 2014/15. The grant of £173,000 in respect of the 2011/12 freeze will continue to be paid in 2013/14 and 2014/15, after which it will cease and is included in the base budget, so does not represent additional income.

3.8 **Corporate Priorities.** A number of Council priorities have been provided for in the formulation of the MTFs, these include:

- Town Centre Partnership (£30,000). The development/improvement of the two main

town centres (Newcastle and Kidsgrove) has been identified as a clear priority. In order to demonstrate that the Council is able to support and develop the town centres as vibrant places where people want to visit, work, invest and shop, the Council will seek to work in partnership with local businesses to develop an action plan for improving the economic prospects of the town centres.

- Apprenticeships (£40,000). In order to improve the opportunities and training prospects of young people in the Borough, the Council will provide further apprenticeship opportunities through the establishment of a 'shared apprenticeship scheme' in partnership with other local organisations within both the public and private sectors.
- Home Security Support for Vulnerable Residents (£10,000). Helping vulnerable people, including the elderly is a key priority of the Council. Community safety and fear of crime also remain an important theme for the council and partner agencies. In relation to home security there are two key issues: firstly the standard/condition of the property and secondly, the likelihood of the resident being targeted by a criminal. The Council seeks to address these issues by responding to resident requests for assistance and proactively targeting areas high crime in partnership with the Police.

3.9 **Revenue Investment Fund.** In order to allow further initiatives to be brought forward in 2013/14 and/or future years it is intended to establish a "Revenue Investment Fund" which can be used to fund suitable projects. Accordingly, a sum of £100,000 has been included in the draft budget as an initial contribution to set up the fund. Depending upon the Council's future budget position, further contributions to the fund may be made in the following years to enable this process to continue.

3.10 **Invest to Save.** During the budget challenge process a number of "invest to save" proposals were identified, which although requiring some expenditure to be incurred in the first instance could be capable of producing savings in future years. These require further study to determine their viability so nothing in relation to them has been included in the draft 2013/14 budget. However, it is proposed that viable proposals could be financed from the Budget Support Fund with the fund being "repaid" out of the revenue budget as resulting savings arise. Once the fund has been repaid the full amount it originally financed in respect of a particular proposal, the savings will be retained within the revenue budget, thereby providing an ongoing benefit. The balance that will be available in the Budget Support Fund at 1 April 2013 is estimated to be around £450,000. It is not proposed to make any contribution from the Budget Support Fund to support the 2013/14 budget. The fund should, therefore be able to sustain financing a reasonable number of "invest to save" projects. The repayment of its original funding via savings made could make further funding available if further "invest to save" proposals are identified in future years.

3.11 It is proposed that the Council sign up to the Living Wage initiative, whereby all of its workers will be paid at least the minimum wage (currently £7.45 per hour). The cost of bringing the small number of employees who currently fall below the minimum level is estimated to be £15,000. A separate report on this is included elsewhere on the agenda.

3.12 Bringing together all the above results in a balanced draft budget, as shown in the table below:

	£'000	Report Reference
Changes to Base Budget	1,783	3.4
Savings/Increased Income	(1,898)	3.6
Establishment of Revenue Investment Fund	100	3.9
Living Wage Initiative	15	3.11
BUDGET SHORTFALL ('GAP')	-	

4. **Medium Term Financial Strategy - 2014/15 to 2017/18**

4.1 The MTFs is being continually reviewed for 2014/15 to 2017/18. The current shortfalls are estimated as:

- £0.797m in 2015/16
- £0.655m in 2016/17
- £0.657m in 2017/18

Because the 2013/14 council tax freeze grant is only payable for two years, 2013/14 and 2014/15, a further £70,000 will have to be added to the shortfall for 2015/16.

4.2 As well as the amounts for 2013/14, the Government have notified provisional funding amounts for 2014/15. Analysis of the data supplied by the government indicates that there will be a reduction in funding compared to that for 2013/14 of £1.047m, which is a decrease of 12.8 per cent. The MTFs assumed a 5.0 per cent reduction in funding, amounting to £0.348m, so there is an additional £0.699m to be added to the 2014/15 shortfall of £0.810m reported to Cabinet in October 2012, making an overall shortfall of £1.509m in 2014/15.

4.3 The current anticipated shortfalls need to be addressed by a combination of measures such as efficiency savings, reductions in expenditure or income increases and consideration of the need for Council Tax increases. Work is already ongoing by your officers, working in conjunction with the Budget Review Group, to identify solutions. In particular, savings, efficiencies and additional income which can be applied to the 2014/15 budget have already been identified totalling £0.305m during the service challenge process.

4.4 The Budget Review Group will continue to develop a strategy for bridging the entire 2014/15 gap and for eliminating the shortfalls in respect of the remaining years up to 2017/18. The outcome of this work will be reported to Cabinet upon completion.

5. **Capital Programme 2012/13 - 2013/14**

5.1 Attached at Appendix B is the updated capital programme 2012/13 to 2013/14 based on current commitments and agreed schemes plus a number of new schemes which are vital to ensure continued service delivery. New schemes total £615,500 plus £1,114,000 relating to the Housing Capital Programme, which is the subject of a report elsewhere on the agenda. The remainder of items included in the Programme relate to continuing expenditure on current schemes, funding for which has already been approved. A summary of the new items included in the Programme and how they are proposed to be funded, is set out below:

Scheme	Cost	Funding		
		New Homes Bonus	Disabled Facilities Grant	Capital Receipts
	£'000s	£'000s	£'000s	£'000s
Housing Programme				
Disabled Facilities Grants	864	350	514	
Social Housing	65	65		
Empty Homes	30	30		
Health and Safety	50	50		
Warm Zone	60	60		
Home Improvement Agency	40	40		
Landlord Accreditation Scheme	5	5		
Vehicles Replacement	280			280
Waste Bins	50			50
Stock Condition Works				
Museum	15			15
Clayton Community Centre	15			15
Knutton Community Centre	30			30
Red St Community Centre	75			75
Commercial Portfolio	40			40
Civic Offices	50			50
Footpath Repairs	25			25
Play Area Refurbishment *	25			25
Railings/Structures Repairs	10			10
TOTAL	1,729	600	514	615

* Included in Replacement/Repair of Play Equipment

- 5.2 There is clearly a direct link with the revenue budget as there may be revenue implications arising from new capital projects and the requirement to spend capital funds will lessen the ability to earn interest on the cash that is invested. It is therefore vital that the revenue and capital budgets are integrated.
- 5.3 Continuation of the capital programme beyond 2013/14 is dependent upon the achievement of a programme of receipts from the disposal of assets. It is essential that sufficient capital receipts are generated from these asset sales to enable essential capital investment to take place.
- 5.4 The Council's overall capital strategy was most recently updated in February 2012. A further updated strategy, covering the period 2013 to 2016, together with an updated asset management strategy, is included elsewhere on your agenda.
- 5.5 The Capital Strategy position is set out in section 11 of the Strategy and it is worth highlighting the points set out in paragraphs 11.1 to 11.6:

11.1 *During the period covered by this Strategy, there will be a need for some items of capital investment to be made in order to ensure continued service delivery or to comply with statutory requirements or to ensure health and safety of staff and public.*

Examples of these include: operational building repairs and maintenance; replacement of vehicles, plant and equipment required to deliver services; disabled facilities grants.

- 11.2 *Funding for additional projects not essential to operational continuity will depend on capital receipts from asset sales. Appendices to the Asset Management Strategy 2013-2016 set out the assets which will be available for disposal during this period and the arrangements to be adopted for public consultation concerning their disposal. Additionally, the appendices indicate a larger number of potential assets for disposal towards and beyond the end of the said strategy. It is intended that the planning merits of those assets be determined during the preparation of the Council's Site Allocation and Policies Local Plan (likely to be completed around the end of 2014/15).*
- 11.3 *Work is ongoing to compile a basic programme containing those projects which it can be foreseen will be necessary to ensure service delivery or to comply with statutory requirements or ensure health and safety. The programme will also contain projects which are fully funded by external parties and which meet corporate priorities. The overall size of the programme will be determined by the resources estimated to be available to fund it.*
- 11.4 *It will be essential to apply a robust prioritisation process to determine which projects are included in the capital programme and are subsequently proceeded with. No projects should be considered in isolation. They must be required to be measured against all other competing projects to determine which should go forward. This process should also apply to any projects which are proposed subsequent to the approval of the programme, to ensure that only those projects with a high priority are proceeded with and funds are not diverted to projects of a lesser priority.*
- 11.5 *Funding for this basic programme is likely to be available to some extent from the following sources:*
- *Further capital receipts from asset sales*
 - *Right to Buy capital receipts*
 - *Government grants*
 - *Other external contributions*
 - *Internal lease repayments*

All of the above funding sources are likely to be limited so the programme can only include affordable basic projects.

- 11.6 *Current estimates of the amount required to be invested in projects to ensure continued service delivery compared with forecasts of likely receipts from asset sales and other available resources indicate that there will be insufficient resources available to fund all of these requirements over the two year period 2012/13 to 2014/15 and possibly beyond this. It is unlikely that significant sales of assets will be achieved within this timeframe, given poor market conditions and the time normally taken before an asset is finally disposed of. The Council may, therefore, have to review its stance with regard to borrowing, if this proves to be the only practical means of funding necessary investment, particularly if a major unforeseen item of capital expenditure were to materialise, for example major repairs to enable an operational building to continue to be used or new legislation requiring capital spending.*

5.6 Consideration has been given to requirements for essential plant and equipment replacements, buildings repairs and maintenance and other work which will be needed over the next few years to enable services to be continued at acceptable levels. A number of these schemes have been included in the proposed capital programme and are set out in Appendix B

6. **Balances and Reserves**

6.1 The Council's Balances and Reserves Strategy for 2012/13 is that there should be a minimum General Fund balance of £1.40m and a Contingency Reserve of £100,000. The Council currently holds these reserves.

6.2 A review of all the Council's Balances and Reserves together with a risk assessment is being undertaken for inclusion in the final report on the budget to the Cabinet on 6 February 2013 and the full Council on 27 February 2013.

6.3 The initial results from the review and risk assessment indicate that the amount at risk should all the risks identified materialise (which is extremely unlikely) is some £1.54m.

6.4 It is proposed, therefore, to make no changes to the amounts held as a minimum balance.

6.5 Included in the risk assessment is a risk relating to claw back of claims in respect of Municipal Mutual Insurance. This company, which has been in administration for many years, used to provide most of the Council's insurance cover. When it went into administration an arrangement was established whereby outstanding claims relating to authorities insured by it (as at the date of entering administration) would continue to be paid by the administrator. The arrangement provided that all or part of the cost of these could be clawed back if the company was finally wound up and had an overall deficit at that point. The Council has recorded a contingent liability for a proportion of this amount in its accounts over the years of around £70,000. Recently, the administrator has lost a supreme court case regarding outstanding claims for persons affected by asbestos which may trigger the winding up of the company and may mean that authorities will be liable to pay amounts to the administrator in respect of clawback. For this council the worst case scenario is that some £721,000 may be payable, although it may well be considerably less than this, depending on the deficit likely to be recorded in the company's accounts. Any payments required are likely to be in instalments rather than the full amount being demanded all at once. When the 2011/12 accounts were finalised an amount of £100,000 was set aside as a provision so the maximum amount which may have to be found from balances is £621,000. At the moment the advice from the Council's insurance advisors and from the external auditor is that 25% of the potential liability (£180,000) should be considered to be at risk of materialising, so that with provision already made for £100,000, this leaves some £80,000 unprovided for. This is currently being reviewed by officers and further details will be incorporated in the final budget report to Full Council.

6.6 It is not proposed to make any contribution from the Budget Support Fund to support the 2013/14 budget.

7. **Legal and Statutory Implications**

7.1 The Council is required to set its Council Tax for 2013/14 by 11 March 2013. However, it is planned to approve the final budget and council tax rates on the 27 February 2013.

8. **Risk Statement**

8.1 Section 25 of the Local Government Act 2003 places a duty on the Chief Finance Officer to

report on the robustness of the budget. The main risks to the budget include:

- Spending in excess of the budget.
- Income falling short of the budget.
- Unforeseen elements e.g. changes to legislation or reductions in government grants.

8.2 Such risks require regular and careful monitoring and it is essential that the Council has sufficient reserves to call on if required (see Section 7 above), for example the Council has a General Fund balance sufficient to cover foreseen risks.

9. **Budget Timetable**

9.1 The current timetable for the setting of the 2013/14 budget and Council Tax levels is:-

Date	Meetings, etc
17 January 2013	Scrutiny Café event enabling all members to obtain information about the 2013/14 budget proposals
24 January 2013	Transformation and Resources Overview and Scrutiny Committee to consider this report.
6 February 2013	Final report to Cabinet taking into consideration the views of the Scrutiny Committee
27 February 2013	Full Council to approve Budget and set Council Tax levels

10. **Earlier Cabinet Resolutions**

Medium Term Financial Strategy 2013/14 to 2017/18 - 19 October 2012.

11. **List of Appendices**

Appendix A - Savings and Efficiencies

Appendix B - Capital Programme 2012/13 to 2013/14.

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2013/14 Savings and Funding Strategies Being Considered

Reference	Service Area	Description	2013/14 (£000's)	% of Budget Line(s)	Detail
Procurement					
P1	Chief Executive	Corporate Hospitality - Catering	1	29.7%	Consistent underspends of the budget
P2	Central Services	Computer software	4	100.0%	One off purchase of time/case management system - budget will not be required in future years
P3	Central Services	Books and publications	1	4.8%	Savings to be made on purchase of books and publications through procurement of e-versions
P4	Central Services	County Council land charges searches	4	9.5%	Potential savings in Staffordshire County Council land charges search fees (10% = £4,000)
P5	Central Services	Corporate subscriptions	2	8.0%	Savings in the Council's corporate subscriptions through negotiation and non renewal
P6	Communications	Print Room stationery	4	20.5%	Savings made in expenditure on paper purchased by the Print Room
P7	Communications	Print and publicity centralisation savings	6	5.5%	Savings generated from the centralisation of the Council's print and publicity budgets and the resulting challenges to purchasing
P8	Business Improvement and Partnerships	Insurance/risk	10	4.5%	Reduction in insurance premiums and value of risk charges made by insurers
P9	Business Improvement and Partnerships	Procurement savings not identified in other services	100	*	Procurement savings identified via Procurement Section (e.g. postal services, cash collections)
P10	Customer and ICT Services	ICT Software application purchase and maintenance	46	17.0%	Negotiation and renewal of ICT application/software contracts
P11	Customer and ICT Services	Books and publications	6	20.0%	Savings made on purchases of books, publications and mapping through procurement of e-versions
P12	Customer and ICT Services	Courier fees	3	11.0%	The procurement of a new back up system has eliminated the need to pay a courier to transport copies of backups
P13	Customer and ICT Services	Customer services computer software	4	92.5%	Saving in computer software licence following reduction in price
P14	Customer and ICT Services	Customer services uniforms	2	33.3%	Saving from more efficient purchasing of clothing/uniforms
P15	Customer and ICT Services	Franking machine maintenance	6	100.0%	Franking machine maintenance no longer required due to new methods of postage procured
P16	Housing	Housing advice contract with Aspire	25	7.6%	Reduction in value of contract for Housing Advice held with Aspire Housing
P17	Housing	Housing advice contract with Aspire - uplift	6	1.8%	Contract uplift not required
P18	Housing	Homelessness project contracts	24	21.1%	Reduction in values of contracts for provision of homelessness services
P19	Assets and Regeneration	Civic Offices/Guildhall and Central Depot gas, electric and general maintenance	31	13.9%	Procurement savings arising from gas, electricity and general maintenance of the civic offices, guildhall and central depot

2013/14 Savings and Funding Strategies Being Considered

Reference	Service Area	Description	2013/14 (£000's)	% of Budget Line(s)	Detail
P20	Environmental Health	Dog Wardens and Pest Control expenditure	10	49.4%	Reduction in budget required for materials for pest control resulting from better procurement and for other fees for services for dog wardens resulting from reduction in kennelling services required
P21	Recycling and Fleet	Garage Workshop parts and external repairs	10	6.3%	Savings to be made through better procurement of parts and better procurement of externally done repairs
P22	Operations	Parks and Open Spaces electric and water	6	19.7%	Reduction in electricity and water charges as a result of better procurement and operations
P23	Operations	Bereavement Services gas and electric	6	6.7%	Reduction in electricity and gas charges as a result of better procurement and operations
P24	Operations	Public Conveniences water charges	3	33.3%	Reduction in water charges as a result of better procurement and operations
P25	Operations	Streetscene materials	4	7.0%	Savings to be generated from better procurement of materials by the service
P26	Operations	Bereavement Services/Grounds Maintenance contract	7	2.0%	Contract will be managed at current level
			330		
Income					
I1	Central Services	Legal fees income generated	5	25.0%	Time/case management system will generate income in legal fees chargeable by the Council
I2	Central Services	Premises licences income	20	25.0%	Income in excess of budget in recent years, additional enforcement powers have been introduced regarding the collection of this licence fee
I3	Finance	Income Generation Project	25	*	Potential income generated from the commissioning of Deloitte to undertake an income generation exercise
I4	Customer and ICT Services	Income from Staffordshire County Council re. blue badges administration	6	150.0%	Income received from Staffordshire County Council for the administration of blue badges in excess of the amount budgeted for
I5	Customer and ICT Services	Waiver Permits	15	**	Introduction of charge for parking waiver permits
I6	Human Resources	Training room hire	2	200.0%	Training room hire to partners within the Civic Offices
I7	Revenues and Benefits	Greater recovery of housing benefit overpayments	10	10.0%	Recovery rates from housing benefits overpayments have increased over recent years
I8	Revenues and Benefits	Single person discount scheme	20	*	Increase in recovery from identification of fraudulent single persons discounts applied
I9	Housing	Private Sector Housing income	7	17.1%	Increase in amount of lettings fees and charges received by Private Sector Housing Renewal

2013/14 Savings and Funding Strategies Being Considered

Reference	Service Area	Description	2013/14 (£000's)	% of Budget Line(s)	Detail
I10	Assets and Regeneration	Additional accomodation rental income (total £320k)	90	28.1%	Additional rental income - full years impact of Police and Staffordshire County Council occupancy
I11	Assets and Regeneration	Public transport co-ordination	8	36.4%	Fees and charges from bus station departures have increased above the budgeted amount
I12	Environmental Health	Litter Fines Income	8	39.7%	Increase in budgeted income arising from litter fines
I13	Environmental Health	Private Water Supplies Income/Commercial Premises Survey	4	**	New source of income to be generated from the testing of private water supplies
I14	Planning and Development	Pre application enquiries charge	5	**	Introduction of charge for pre application enquiries
I15	Recycling and Fleet	Commercial Waste fees	20	5.1%	Increase in commercial waste fees to the Council through better promotion of the service and through shared services within the Commercial Waste Partnership
I16	Recycling and Fleet	MOT's, taxi inspections	3	20.0%	Further income to be obtained by the Garage Workshop from MOT's, taxi inspections and external work (e.g. Aspire Housing)
I17	Recycling and Fleet	Commercial Waste use of waste transfer station	5	5.9%	Income to be obtained through increased commercial use of the waste transfer station
I18	Recycling and Fleet	Dry recycling fees and charges - increase in receipts	15	5.0%	Increase in income received from dry waste recycling fees and charges
I19	Leisure and Cultural	Football Development income from KRC	8	**	Income from continued use of Knutton Recreation Centre football pitches
I20	Leisure and Cultural	Jubilee 2 reduction in net operating cost - prior to increase in fees and charges	26	27.0%	Net reduction in Jubilee 2 operating budget as per the approved business plan
I21	Operations	Parks and Open Spaces income	5	14.7%	Increases in income due to increases in receipts from general rents (i.e. football grounds etc) and bowls fees
I22	Operations	Highways Amenities income	3	2.2%	Uplift in reimbursement from Staffordshire County Council re. highways amenities grounds maintenance
I23	Operations	Bereavement Services income	35	12.3%	Increases in income due to increases in receipts from cemeteries and crematorium fees and charges
I24	Operations	Streescene Income	10	14.3%	Extra income to be generated from the service through better marketing and exploration of possible new customers
			355		
Good Housekeeping Efficiencies					
G1	Central Services	Legal fees and other associated expenditure savings	19	10.0%	Time/case management system will generate savings in legal fees purchased in by the Council and further reductions in general Central Services budgets
G2	Communications	Research	3	33.3%	Savings in postages due to electronic and face to face consultation and general office supplies

2013/14 Savings and Funding Strategies Being Considered

Reference	Service Area	Description	2013/14 (£000's)	% of Budget Line(s)	Detail
G3	Communications	Computer software	21	84.0%	Budget no longer required following the exploration of the open sourcing of a suitable system, budget requirement for the maintenance of the system is less than is budgeted for
G4	Communications	Civic gifts.prizes reduction and sundry savings	2	37.7%	Budget requirement for civic gifts/prizes, conference and computer hardware costs is less than is budgeted for
G5	Business Improvement and Partnerships	Community Development Grant - budget not required	30	100.0%	Grant not utilised
G6	Business Improvement and Partnerships	Community Chest grants - cap at current level of expenditure	5	7.1%	Grants given out are under the amount provided for
G7	Finance	Nu-Links contribution	4	100.0%	Nu-links has ceased to exist, a contribution is not required
G8	Finance	External audit fees	58	39.7%	Reduction in the fees charged by the Council from its external auditors following Central Governments procurement
G9	Human Resources	Job Evaluation scheme	1	40.0%	Reduction in required fees/numbers of re-evaluation of posts
G10	Human Resources	Reduction in catering and stationery	2	85.0%	Reduction in catering at training events and stationery requirements
G11	Revenues and Benefits	Revenues and Benefits legal fees	4	12.7%	Reduction in legal fees required when compared to recovery caseload
G12	Revenues and Benefits	Revenues and Benefits land registry fees	6	53.2%	Reduction in land registry fees paid for by Revenues Billing
G13	Leisure and Cultural	Community Recreation Service rents and other expenditure	23	51.1%	Rental budget for buildings, land and rooms historically under utilised by service, no longer required due to new location
G14	Leisure and Cultural	Community Recreation Service grants	15	74.8%	Proportion of grants budget not used - required amount left on budget
G15	Leisure and Cultural	Football Development reductions in expenditure	5	53.8%	General reduction to required budget amounts based on historical expenditure
G16	Leisure and Cultural	Community Centre contributions ending - last year	10	100.0%	Contributions were given to Community Centres on a reducing basis at the establishment of management committees, 2011/12 is the last year of the contributions as per the Community Centre agreements
G17	Assets and Regeneration	Public transport repairs/maintenance and equipment	2	11.3%	Reduction in the budget required to repair, maintain and purchase equipment relating to public transport
G18	Assets and Regeneration	Water courses	9	35.7%	Reduction in the budget required to repair and maintain water courses
G19	Planning and Development	Development Control expenditure	25	7.7%	Reductions in general Development Control budgets required as per historical expenditure - including other fees for services and legal fees
G20	Planning and Development	Planning Policy expenditure	15	57.5%	Reductions in general Planning Policy budgets required as per historical expenditure - including other fees for services and post entry training requirements

2013/14 Savings and Funding Strategies Being Considered

Reference	Service Area	Description	2013/14 (£000's)	% of Budget Line(s)	Detail
G21	Housing	Private Sector Housing expenditure	6	20.2%	Reductions in general Private Sector Housing Renewal budgets required as per historical expenditure - including other fees for services
G22	Environmental Health	Environmental Health and Pollution Control expenditure	24	15.9%	General reductions in budgets required as per historical expenditure and partly due to sharing of expertise and equipment with other Authorities - including other fees for services, legal fees and equipment purchases (result
G23	Recycling and Fleet	Recycling Bring Sites	40	88.9%	Set up costs of bring sites - only an ongoing maintenance cost is now required
			328		
Staffing Efficiencies					
S1	Central Services	Additional full year salary saving from Land Charges restructure	2	2.6%	Part year saving of salary taken in 2011/12 - full year effect in 2012/13
S2	Communications	Marketing Officer post	28	10.4%	Termination of temporary contract
S3	Communications	Training	2	50.0%	Completion of post entry training by existing staff member
S4	Business Improvement and Partnerships	Replacement of Community Safety Manager post with grade 8 post	15	10.9%	Replacement of vacant post with lower graded post
S5	Customer and ICT Services	ICT temporary staff	10	20.0%	Reduction in requirement for external expertise following negotiation and renewal of ICT application/software contracts
S6	Customer and ICT Services	Post Room staff savings	20	34.5%	Non-filling of vacant 29.6 hour administration post
S7	Finance	Part Time Officers	13	3.4%	Reduction in hours of 2 officers returning from maternity leave
S8	Finance	Pay Award 2012/13	58	*	Allowance in budget for 2012/13 not now required
S9	Human Resources	Terms and conditions review	100	*	Terms and conditions review being undertaken. Options are currently being consulted on
S10	Human Resources	Corporate training budget	15	33.3%	Reduction in the Councils corporate training budget - efficiencies gained through centralisation of budget
S11	Human Resources	Human Resources overtime	1	50.0%	Reduction in overtime required by service
S12	Assets and Regeneration	Civil Enforcement Officer post	8	13.8%	Removal of vacant post from the budget - post not utilised in recent years, 30% of post is attributed to the general fund budget, 70% to decriminalised parking
S13	Assets and Regeneration	Electrician Post	50	55.6%	Establishment of in house post will reduce the payments made to external providers
S14	Planning and Development	Development Control temporary staff	10	100.0%	No requirement for temporary staff within the service
S15	Planning and Development	Planning Policy vacant post - potential to fill within service - potential saving from transferred post	35	28.5%	A vacant Planning Policy post could be filled via an internal transfer from Development Control or externally - if filled internally, saving on the Development Control post

2013/14 Savings and Funding Strategies Being Considered

Reference	Service Area	Description	2013/14 (£000's)	% of Budget Line(s)	Detail
S16	Planning and Development	Market supplements	9	1.9%	Market supplements savings
S17	Housing	Housing Market Renewal Officer Post	37	19.7%	Vacant post
S18	Administration	Temporary staff	4	100.0%	No requirement for temporary staff in administration section
S19	Recycling and Fleet	Food Waste Service	25	8.9%	Removal of vacant Waste Management Operative post - Food Waste
S20	Operations	Streetscene employee allowances	1	33.3%	Savings made due to implementation of new out of hours rota
S21	Operations	Landcape Officer post	43	23.2%	Removal of vacant post from the budget
S22	Operations	Streetscene Neighbourhood Manager - additional full year saving	4	0.2%	Part year saving of salary taken in 2011/12 - full year effect in 2012/13
S23	Housing	Housing Team	35	10.7%	Minor Restructure
			524		
Better Use of Assets					
B1	Operations	Streetscene plant and equipment efficiencies	6	3.3%	Efficiencies gained from better planning of routes and useage of vehicles and plant to reduce need to short term hire
			6		
Corporate, Reserves and Council Tax Rise					
C1	Corporate	New Homes Bonus funding	204	***	Contribution to revenue budget from New Homes Bonus
C2	Corporate	Council Tax Freeze Grant	70	***	1% of Council Tax
C3	Corporate	Council Tax reforms	81	***	Potential extra income dependant upon schemes implemented
			355		
Grand Total			1,898		
<p>* <i>Unable to determine % at current time</i> ** <i>Introduction of new charge</i> *** <i>Not applicable</i></p>					

NEWCASTLE-U-LYME BOROUGH COUNCIL CAPITAL PROGRAMME 2011/12 - 2013/14

Scheme	Corporate Priorities	2012/13 Est Exp	2013/14 Est Exp	Total Exp	External Cont	Council Financing
		£	£	£	£	£
Safer Communities						
Parkhouse/Lymedale CCTV	a b d	15,000		15,000		15,000
CCTV Replacement Equipment	a b	25,000		25,000		25,000
Totals	a b c d	40,000	0	40,000	0	40,000

Scheme	Corporate Priorities	2012/13 Est Exp	2013/14 Est Exp	Total Exp	External Cont	Council Financing
		£	£	£	£	£
Environment & Recycling						
Pool Dam Valley Marshes Nature Reserve	a b	47,000		47,000	47,000	0
Cemetery Memorial Safety Programme	a	37,300		37,300		37,300
Low Carbon Works	a	13,400		13,400	13,400	0
Waste Bins	a	50,000	50,000	100,000		100,000
Audley Burial Facilities	a	17,700		17,700		17,700
General Projects						
Asset Disposal Programme	b	16,000		16,000		16,000
General Contingency		85,300		85,300		85,300
Final Accounts & Retentions Various		56,900		56,900		56,900
Totals	a b c d	323,600	50,000	373,600	60,400	313,200

Scheme	Corporate Priorities	2012/13 Est Exp	2013/14 Est Exp	Total Exp	External Cont	Council Financing
		£	£	£	£	£
Culture & Leisure						
Replacement/Repair of Play Equipment	a c	51,000	121,600	172,600		172,600
Jubilee 2	a b c d	144,000		144,000	0	144,000
Wolstanton Marsh Improvements	a c	157,000		157,000	157,000	0
Silverdale Community Facilities	a c	675,000	50,300	725,300	725,300	0
Footpath Repairs	a c	25,000	25,000	50,000		50,000
Railings/Structures Repairs	a c	10,000	10,000	20,000		20,000
Castle Motte Heritage Works	a	35,000	12,200	47,200	47,200	0
Neighbourhood Park The Wammy	a c	199,000	7,000	206,000	206,000	0
Stock Condition Works - Museum	c		15,000	15,000		15,000
Clayton Community Centre	c		15,000	15,000		15,000
Knutton Community Centre	c		30,000	30,000		30,000
Red Street Community Centre	c		75,000	75,000		75,000
Totals	a b c d	1,296,000	361,100	1,657,100	1,135,500	521,600

Scheme	Corporate Priorities	2012/13 Est Exp	2013/14 Est Exp	Total Exp	External Cont	Council Financing
		£	£	£	£	£
Operational Equipment/Buildings/ICT Development Fund						
ICT PC Replacements	a d	20,000	93,800	113,800		113,800
ICT Replacement Servers	a d	12,600		12,600		12,600
Customer Relationship Management	d	64,200		64,200		64,200
ICT Projects	d	451,000		451,000		451,000
Vehicles	a d	415,000	280,500	695,500		695,500
Stock Condition Works - Civic Offices	d		50,000	50,000		50,000
Totals	a b c d	962,800	424,300	1,387,100	0	1,387,100

Scheme	Corporate Priorities			2012/13 Est	2013/14 Est	Total Exp	External Cont	Council Financing	
				Exp	Exp	£	£	£	
Regeneration, Planning & Town Centres Development									
Housing Renewal	a	c		116,000		116,000		116,000	
Empty Homes	a	c		30,000	30,000	60,000	60,000		
Home Loans	a	c		10,000		10,000	10,000		
Health and Safety	a	c		44,000	50,000	94,000	94,000		
Warm Zone	a	c		5,000	60,000	65,000	65,000		
Home Improvement Agency	a	c		40,000	40,000	80,000	80,000		
Accredited Landlords Scheme	a	c		5,000	5,000	10,000	10,000		
Disabled Facilities Grants	a	c		894,000	864,000	1,758,000	1,758,000	0	
Newcastle Town Centre Partnership	a	b	d	111,100	100,200	211,300	105,700	105,600	
Newcastle Town Centre Works	a	b	d	553,700		553,700	900	552,800	
Choice Based Lettings		b	c	30,500		30,500	30,500	0	
Ecohomes Project		b	c	121,100		121,100	121,100	0	
Future Housing Projects Beasley Place		b	c	300,000		300,000	300,000	0	
Social Housing		b	c	300,000	65,000	365,000	365,000	0	
Madeley Extracare Contribution		b	c	115,000		115,000	115,000	0	
Land Purchase/Feasibility Studies	a	b	c	d	26,000	26,000	3,800	22,200	
Midway MSCP Repair Works	a			33,700		33,700		33,700	
Ryecroft Development		b		31,000	59,000	90,000	67,500	22,500	
Rose Cottage		b		110,400		110,400		110,400	
S106 Expenses Lowlands Road		b		1,000	280,600	281,600		281,600	
Architectural Feasibility Study		b	d	2,000	3,000	5,000		5,000	
Grant Repayment Lancaster Buildings		b		15,500		15,500		15,500	
Strategic Investment Framework		b		13,800		13,800		13,800	
Stock Condition Works - Commercial Portfolio		b			40,000	40,000		40,000	
Totals	a	b	c	d	2,882,800	1,622,800	4,505,600	3,186,500	1,319,100

GRAND TOTAL	a	b	c	d	5,505,200	2,458,200	7,963,400	4,382,400	3,581,000
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Notes -

Corporate & Sustainable Communities Priorities -

- a Clean, Safe & Sustainable Borough,
- b Borough of Opportunity
- c A Healthy & Active Community
- d Becoming a Co-operative Council which delivers High-Quality Community Driven Services

Sources of Funding	2012/13 Est	2013/14 Est	Total Exp
	Exp	Exp	£
Other Revenue Funds	451,000		451,000
Capital Receipts	1,942,600	1,187,400	3,130,000
External Grants/Contributions	3,111,600	1,270,800	4,382,400
Capital Programme	5,505,200	2,458,200	7,963,400

SCALE OF FEES AND CHARGES

Submitted by: Executive Director – Resources and Support Services

Portfolio: Finance and Budget Management

Ward(s) affected: All

Purpose of the Report

To obtain approval for the proposed scale of fees and charges to apply from 1 April 2013.

Recommendation

That the fees and charges proposed to apply from 1 April 2013, as set out in Appendix A be approved and be submitted to the Transformation and Resources Overview and Scrutiny Committee for comment.

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 and to establish the amounts to be included in the 2013/14 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 A should take effect from 1 April 2013 and remain in force until 31 March 2014.
- 1.2 The Council has an approved Charging Policy, which is followed when fees and charges are proposed and agreed. This sets out the criteria that should be taken into consideration when determining the amounts to be charged.

2. Issues

- 2.1 The preparation of the 2013/14 budget assumes an overall 2.0% increase in the amount of income raised from fees and charges in 2013/14 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. The proposals have been drawn up taking account of this requirement. However, this does not mean that each charge has been increased by 2.0%, rather that charges have been amended selectively in order to achieve the desired increase in income, a great number of charges are, in fact, recommended to be frozen at their current levels.
- 2.2 Most of the fees and charges are inclusive of VAT but in some cases no VAT is chargeable. The VAT status of individual fees and charges is shown on the attached schedule, Appendix A.
- 2.3 When considering the level of fees and charges the principles contained in the Charging Policy should be followed. In drawing up the proposed charges for 2013/14 these have been considered and evidenced by the completion of a simple pro-forma document indicating the answers to a series of questions linked to the Charging Policy principles, principally in relation to those set out below:

- The income which is being collected at current charging levels and whether this is in line with budget forecasts.
 - The cost of service provision compared to the charges being made.
 - The use being made of the service, including by classes of user, and whether this shows they are using the service to the extent intended or if any are being deterred from using it.
 - Whether concessions are being taken up by the people at whom they are targeted
 - The impact of charges on local people.
 - Where the charges are set to either encourage or deter activity, whether this is happening.
 - Comparisons with charges being made by neighbouring or similar councils or by other organisations providing similar services.
- 2.4 It is perfectly 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 young people or the unemployed, or to encourage particular forms of behaviour by charging less than cost. However, 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 are shown in full, for reference, at Appendix B.
- 2.5 The Scale of Fees and Charges at Appendix A shows the current and proposed fees for 2013/14 and indicates those which have been frozen at current levels. A number of particular areas are worthy of comment and these are set out in the following paragraphs.
- 2.6 **Car Parking Charges** - the Council recognises the need to promote and maintain economic activity within its town and district centres. The provision of car parking facilities and the level of charges made for parking are factors which influence the number of visitors, particularly to Newcastle town centre. Accordingly, fees charged at all of the Council operated car parks available for use by visitors to Newcastle town centre are recommended to be frozen at their current levels. One notable addition is the introduction of a full day parking rate of £6.00 in respect of both the Midway and Rycroft car parks. This provision was introduced earlier this year in order to meet specific customer demands.
- 2.7 **Market Charges** - similarly, market stall charges are recommended to be held at current rates, apart from the antiques market, where charges are to be reduced by £2.50 per stall per day and bric-a-brac stall charges which are to be increased by £1 per stall per day. This is considered important as a successful market contributes significantly to the vitality of the town centre and its attractiveness to visitors.
- 2.8 **Jubilee 2** - The business plan for Jubilee2 allows for an increase in fees and charges of 2% and a 1% increase in participation year on year. Income and participation targets have been exceeded in the first year of operation. The majority of income is generated through the membership scheme which in most cases is collected by direct debit. One of the major concerns of members throughout 2012 has been the cost of car parking while visiting Jubilee2. Therefore since 2 January 2013 the additional member benefit of 2 1/2 hours free parking for up to 5 times a week on the School Street Car Park has been introduced. In order to maintain positive income levels so we can continue to offer continuous improvement in the services at Jubilee2 it is proposed to increase all categories of memberships at Jubilee2 by £2 a month. This enables many of the 'pay and play' prices to remain frozen and still maintains income and participation levels above those initially set, so that Jubilee2 can continue to develop services, for example a Junior Activity Membership (JAM) scheme

is being launched in January 2013. This is for 12 to 17 year olds and includes swimming, the gym (3.00pm to 5.30pm Monday to Friday and 10.00am to 5.00pm at weekends), JAM climbing wall sessions, JAM group exercise classes and extended access during school holidays.

- 2.9 **Land Charges** - fees have to be set at a level intended to achieve a break even position. Accordingly, the position has been reviewed and revised fees have been calculated to achieve this.
- 2.10 **New Charges** - A study was commissioned from accountancy firm Deloitte to examine the Council's fees and charges, comparing them with those made by a range of other local authorities for whom similar work had been carried out. This was a County-wide project, financed by the West Midlands Improvement and Efficiency Partnership. The resulting report identified a number of areas where there appeared to be scope for increasing income from existing charges. In addition it identified some activities for which no charge is currently made but could be charged for and some activities which are not currently carried out but could be charged for, if they were. In both of these cases some authorities do make a charge. Of the suggestions made, three are feasible for implementation to take place in 2013/14: charging for pre-planning advice, charging developers for the naming of streets and numbering of properties and householders for the naming of dwellings and some new charges relating to bereavement services, specifically in respect of memorial vases and memorial trees and shrubs and for the renewal of exclusive rights of burial. Whether or not to charge for pre-planning advice will require further member approval, which is to be sought from Cabinet on 6 February 2013. Therefore, proposed charges are not included in the scale of fees and charges at Appendix A. If approval is obtained to make a charge for this service, then the fees approved by Cabinet will be included in the published scale. With regard to charging for street naming and the numbering/naming of properties, proposed fees are included in the scale as are the additional bereavement services charges.
- 2.11 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.

3. **Options Considered**

- 3.1 No price increase, increase in line with inflation or increase above inflation.

4. **Proposal**

- 4.1 To increase income from fees and charges for 2013/14 sufficiently to result in additional income in line with the assumptions in the Medium Term Financial Strategy (MTFS). This can be achieved by selectively varying individual charges, freezing some which are sensitive to customer demand and introducing some new charges.

5. **Reason for Preferred Solution**

- 5.1 Applying selective increases to fees and charges so that overall an increase in income equivalent to the 2.0% assumption contained in the MTFS will contribute to the delivery of a sustainable budget for 2013/14 and later years and should help to keep them in line with the cost of service provision.

6. **Legal and Statutory Implications**

- 6.1 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 fees are set in accordance with a statutory requirement to balance income with expenditure. All the other charges may be set by the Council in accordance with its Charging Policy.

7. **Equality Impact Assessment**

- 7.1 Because of the wide variety of activities which are subject to fees and charges and the tailoring of some of them to suit particular types of customer there will be a differential impact, for example between adults/young persons, employed/ unemployed, pensioners/others, etc.

8. **Financial and Resource Implications**

- 8.1 The approved levels of fees and charges will be incorporated in the General Fund Budget for 2013/14.
- 8.2 The Medium Term Financial Strategy (MTFS) assumes increased income of £105,000 in total from fees and charges, based on an average increase of 2.0 per cent across the existing range of fees and charges. In addition it includes income arising as a result of the Deloitte's Income Project, estimated at £25,000, referred to in paragraph 2.9.
- 8.3 An assessment has been made of whether the application of the proposed fees and charges will achieve the amount of income assumed in the MTFS for 2012/13. Overall, it appears that this should happen but this depends upon the level of activity not reducing significantly in 2012/13 in relation to the major sources of income. As the last two years have shown, the current economic recession makes it difficult to predict with any degree of confidence what the likely trends in income will be.
- 8.4 It should be noted that the income from fees and charges will be included in the 2013/14 revenue budget on the basis of current activity levels. For the last three years income has been included at levels which prevailed prior to the current economic recession, i.e. at the level included in the 2008/09 budget. To recognise that income would be reduced as a result of the recession, a provision of £200,000 for loss of income was included in the 2012/13 budget. As has been reported in outturn and budget monitoring reports, the actual income received in a number of major income earning areas affected by the slowdown in economic activity, such as planning fees, land charges fees and parking fees, has fallen short in total, in each of these years, by more than the amount provided for. Until the recession recedes this situation is likely to continue. It is, therefore, considered more appropriate to allocate the provision for income shortfalls across the income budgets affected in order to provide a realistic budget for managers to control. At the same time the provision for income shortfalls will be increased in the 2013/14 budget by a further £300,000 which recognises the actual experience over the last three years, to make a total provision of £500,000, the majority of which will be allocated to individual budget heads.

9. **Major Risks**

- 9.1 A major risk is that the current economic recession leads to less demand from users of Council services, resulting in significant loss of income. This is already happening, as outlined in paragraph 8.4 above. The level of charges will in some cases influence this demand.

10. **Key Decision Information**

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

11. **Earlier Cabinet/Committee Resolutions**

11.1 Last reviewed at Cabinet meeting on 18 January 2012.

12. **List of Appendices**

Appendix A - Listing proposed charges from 1 April 2013.

Appendix B - Charging principles included in 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 an initial 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.

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	Fee/Charge	Proposed	Increase/	Committee	VAT
	2012/13	Fee/Charge	Decrease	Approval/	Status
	£.p	2013/14	£.p	Comments	
ALLOTMENTS				Cabinet	No VAT
<i>Sites available:- Basford, Blackbank, Dimsdale, Jason Street, Loomer Road, Park Road, The Acre, Thistleberry</i>					
Rent (per annum) full plot	55.75	57.50	1.75		
Rent (per annum) half plot	26.50	28.75	2.25		
Rent (per annum) Lyme Valley Organic Allotment site. (No concessions)	63.00	60.00	-3.00		
Note: 50% concession for Junior/60+/Unemployed at other sites					
BULKY RECYCLING SERVICE				Cabinet	No VAT
(service now provided by the "Furniture Mine")					
Standard Collection					
One to Three Items	26.00	29.00	3.00		
Four to Six Items	39.00	46.00	7.00		
Seven to Nine Items	52.00	58.00	6.00		
Additional Items	8.50	8.50	Freeze		
CAR PARKS				Cabinet	
Charges for Infringements					No VAT
Wheel Clamping Release Fee	50.00	50.00	Freeze		
Civic Parking Enforcement - Higher Charge	70.00	70.00	Freeze	Parking Board	
Civic Parking Enforcement - Lower Charge	50.00	50.00	Freeze	Parking Board	
Bankside					VAT Inclusive
Season Ticket - per quarter	150.00	150.00	Freeze		*see footnote
Blackfriars (Zone C)					VAT Inclusive
Up to 1 hour	0.80	0.80	Freeze		*see footnote
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 (new charge)	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)					VAT Inclusive
Up to 1 hour	1.00	1.00	Freeze		*see footnote
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)					VAT Inclusive
Up to 1 hour	1.00	1.00	Freeze		*see footnote
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		
Corporation Street/Merrial Street (Zone A)					VAT Inclusive
Up to 1/2 hour	0.80	0.80	Freeze		*see footnote
Up to 1 hour	1.50	1.50	Freeze		
Goose Street (Zone B)					VAT Inclusive
Up to 1 hour	1.00	1.00	Freeze		*see footnote
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)					VAT Inclusive
Up to 1 hour	1.00	1.00	Freeze		*see footnote
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)					VAT Inclusive
Season Ticket - per quarter	150.00	150.00	Freeze		*see footnote
King Street (Zone C)					VAT Inclusive

	Fee/Charge	Proposed	Increase/	Committee	VAT
	2012/13	Fee/Charge	Decrease	Approval/	Status
	£.p	2013/14	£.p	Comments	
Up to 1 hour	0.80	0.80	Freeze		*see footnote
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)					VAT Inclusive
Up to 1/2 hour	0.70	0.70	Freeze		*see footnote
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 (new charge)	n/a	6.00			
Season Ticket - per quarter	230.00	230.00	Freeze		
Ryecroft (Zone B)					
Up to 1/2 hour	0.70	0.70	Freeze		*see footnote
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 (new charge)	n/a	6.00			
School Street (Zone B)					VAT Inclusive
Up to 1 hour	1.00	1.00	Freeze		*see footnote
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)					VAT Inclusive
Up to 1 hour	0.80	0.80	Freeze		*see footnote
Up to 2 hours	1.50	1.50	Freeze		
Up to 3 hours	2.00	2.00	Freeze		
Up to 6 hours (new charge)	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)					VAT Inclusive
Up to 1 hour	1.00	1.00	Freeze		*see footnote
Up to 2 hours	2.00	2.00	Freeze		
Season Ticket - Half hour after school	3.00	3.00	Freeze		
CEMETERIES				Cabinet	No VAT
Interment Fees					
Under 16 years of age	Free	Free	Freeze		
16 years and over	700.00	735.00	35.00		
Woodland Burial -Keele Cemetery (allows for 1 full interment only in each grave)	350.00	400.00	50.00		
Cremated remains at 2 feet	306.00	322.00	16.00		
Woodland Burial Cremated remains at 2 feet -Keele Cemetery (allows for 4 interment only in each grave)	306.00	322.00	16.00		
Cremated remains over 2 feet (additional charge)	111.00	115.00	4.00		
Additional Depth Over 6 Feet					
Per foot	120.00	124.00	4.00		
Purchase of Graves					
(Inclusive of right to erect a memorial for a single grave)					
Lawn graves	944.00	991.00	47.00		
Woodland Grave-Keele Cemetery (allows for 1 full interment only in each grave + memorial tree)	472.00	745.00	273.00	new rate applied to include tree	
Cremated remains graves	466.00	490.00	24.00		
Woodland Grave Cremated remains at 2 feet -Keele Cemetery (allows for 4 interment only in each grave + memorial shrub)	466.00	500.00	34.00	new rate applied to include shrub	
Reservation of lawn graves	944.00	991.00	47.00		
Reservation of Woodland Graves -Keele Cemetery (allows for 1 full interment only in each grave + memorial tree)	472.00	745.00	273.00	new rate applied to include tree	
Reservation of cremated remains graves	466.00	490.00	24.00		
Reservation of Shrubbery Cremated Remains Grave - Keele Cemetery (allows for 1 full interment + shrub)	466.00	500.00	34.00	new rate applied to include shrub	
Renewal of Exclusive Right of Burial & Memorialisation (Full Graves) (new charge)	n/a	500.00			

	Fee/Charge	Proposed	Increase/	Committee	VAT
	2012/13	Fee/Charge	Decrease	Approval/	Status
	£.p	2013/14	£.p	Comments	
Renewal of Exclusive Right of Burial & Memorialisation (Cremated Remains Graves) (new charge)	n/a	250.00			
Transfer of Ownership of Exclusive Rights of Burial & Memorialisation	81.00	81.00	Freeze		
Duplicate Deed of Exclusive Rights of Burial & Memorialisation	39.00	40.00	1.00		
Erection of Memorials Where no Prior Right Was Given					
Memorial not exceeding 3 feet in height	117.00	121.00	4.00		
Memorial occupying more than one grave width	224.00	Delete	-224.00	No longer required	
Memorial storage fee/per year or part year	201.00	Delete	-201.00	No longer required	
Replacement memorial	40.00	41.00	1.00		
Use of Chapel and Community Room					
Newcastle cemetery chapel	67.00	70.00	3.00		
Keele community room - service	67.00	70.00	3.00		
Keele community room - Full day hire	100.00	100.00	Freeze	No increase to encourage hire	
Keele community room - Half day hire	50.00	50.00	Freeze	No increase to encourage hire	
Keele community room - Per Hour hire	15.00	15.00	Freeze	No increase to encourage hire	
Keele community room-Evening hire per hour	20.00	20.00	Freeze	No increase to encourage hire	
Private Maintenance of Grave Non-Lawn Types Only					
Turfing	38.00	40.00	2.00		
Spring/summer planting and maintenance	84.00	84.00	Freeze	No increase hold 12 months	
Grass cutting on wholly turfed enclosed graves	38.00	Delete	-38.00	No longer required	
Sundry Items					
Single abstract information from registrar	55.00	57.00	2.00		
Family History Research	18.00	19.00	1.00		
Caskets	67.00	69.00	2.00		
Memorial Benches	600.00	600.00	Freeze		
Memorial Trees (new charge)	n/a	300.00			
CREMATORIUM				Cabinet	No VAT
Cremation Fees					
Under 16 years of age	Free	Free	Freeze		
16 years and over	526.00	553.00	27.00		
Cremation Environmental Charge	55.00	58.00	3.00		
Burial of remains cremated elsewhere	165.00	170.00	5.00		
Chapel Hire - Additional Use to Cremation Service	67.00	69.00	2.00		
Urns and Containers					
Oak casket	67.00	69.00	2.00		VAT Inclusive
Postage and package	Cost+100%	Cost	n/a		
Memorialisation					
Book of remembrance per line	24.00	25.00	1.00		VAT Inclusive
Simple floral emblem	74.00	76.00	2.00		
Coat of arms, badges, ornate floral emblem	103.00	106.00	3.00		
Additional Lines of Inscription for Cards/Books	24.00	25.00	1.00		
Plaques					
12" x 4" new plaque and 10 year hire	285.00	293.00	8.00		VAT Inclusive
Each succeeding 10 year hire	114.00	117.00	3.00		
12" x 8" new plaque and 10 year hire	570.00	587.00	17.00		
Each succeeding 10 year hire	228.00	235.00	7.00		
24" x 8" each succeeding 10 year hire	447.00	460.00	13.00		
Adding to existing plaque per letter or figure	6.00	6.00	Freeze	Hold 12 mths	
Regilding existing letters	4.00	4.00	Freeze	Hold 12 mths	
Additional Memorials					
Seats	1,030.00	600.00	-430.00	1 fee for all seats to encourage sales	VAT Inclusive
Memorial Vases (new charge)					
Each succeeding 5 year hire (new charge)	n/a	180.00			
Trees	524.00	539.00	15.00		
Each succeeding 10 year hire	272.00	280.00	8.00		
Tubs and planters	613.00	631.00	18.00		
Each succeeding 10 year hire	255.00	262.00	7.00		
Additional plaques for trees/shrubs	67.00	69.00	2.00		
Shrubs (Inclusive of Aluminium Vase)	222.00	300.00	78.00		
Each succeeding 5 year hire	124.00	128.00	4.00	Increase incl of new vase	

	Fee/Charge	Proposed	Increase/	Committee	VAT
	2012/13	Fee/Charge	Decrease	Approval/	Status
	£.p	2013/14	£.p	Comments	
CIRCUSES AND FAIRS				Cabinet	No VAT
Hire rate per day of site presence (based on an 8 hour day - 1 day to set up and 1 day to dismantle free of charge)	200.00	250.00	50.00		
Returnable deposit - cleaning	500.00	800.00	300.00		
Returnable deposit - damage	500.00	800.00	300.00		
COPY CHARGES				Cabinet	VAT Inclusive
A4 - Copies in multiples of 5	2.50	2.50	Freeze		
A3 - Copies in multiples of 5	3.50	3.50	Freeze		
Difficult documents to copy (per copy)	12.50	12.50	Freeze		
COPYRIGHT MAPPING				Cabinet	No VAT
1 X 1:500 OR 1:1250 A4/A3	18.30	Delete			
2 X 1:500 OR 1:1250 A4/A3	18.80	Delete			
3 X 1:500 OR 1:1250 A4/A3	20.00	Delete			
4 X 1:500 OR 1:1250 A4/A3	20.50	Delete			
Up to 4 X A4/A3 1:1250 Mapping (new charge)	n/a	22.00			
1 X 1:500 AND 1:1250 A4/A3	35.60	Delete			
2 X 1:500 AND 1:1250 A4/A3	36.60	Delete			
3 X 1:500 AND 1:1250 A4/A3	37.60	Delete			
4 X 1:500 AND 1:1250 A4/A3	38.65	Delete			
Up to 4 X A4/A3 1:500 Mapping (new charge)	n/a	22.00			
A4 Colour Aerial Photography Print – 1:1250 / 1:500 Scale	19.30	Delete			
A4 Colour Aerial Photography Print – 2500 Scale	30.50	Delete			
A3 Colour Aerial Photography Print – 1:1250 / 1:500 Scale	25.40	Delete			
A3 Colour Aerial Photography Print – 2500 Scale	40.70	Delete			
Up to 4 X A4/A3 1:1250 Aerial Photo (new charge)	n/a	43.00			
Historical Map – A3	18.30	Delete			
DATA PROTECTION				Statutory	No VAT
Subject Access Request	10.00	10.00	Freeze		
DOG WARDEN SERVICE				Cabinet	
Recovery of stray dogs (during normal working hours) - reclaim fee	66.00	66.00	Freeze		No VAT
Recovery of stray dogs - daily kennelling fees	Actual Cost	Actual Cost	n/a		No VAT
Dog Training Equipment Loan (new charge)	n/a	15.00			
Microchipping service	10.00	10.00	Freeze		VAT Inclusive
ELECTIONS				Statutory	No VAT
Rule 9(1) Parliamentary Election Regulations and Rule/Reg 9 (1) European Parliamentary Election Regulations - Candidates' Deposits					
Parliamentary election candidate	500.00	500.00	Freeze		
European parliamentary election candidate/party	5,000.00	5,000.00	Freeze		
Regulations 48 and 49 Representation of the People Regulations 2001					
Sale of register and lists (printed)	20.00	20.00	Freeze		
Plus per 1,000 names or part 1,000	5.00	5.00	Freeze		
Sale of register and 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 and Copies of Documents					
Regulation 10 representation of the people regulations 2001 - inspection of candidates election expenses	5.00	5.00	Freeze		
Copies (A4)	0.45	0.45	Freeze		

	Proposed		Increase/ Decrease £.p	Committee Approval/ Comments	VAT Status
	Fee/Charge 2012/13	Fee/Charge 2013/14			
	£.p	£.p			
ENVIRONMENTAL HEALTH				Cabinet	No VAT
Works in default of statutory notice					
Calculated in accordance with the following formula -		Case dependant			
a) Contractor costs					
b) Officer costs (per hour at actual rate)					
c) Car mileage and 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					
Environmental Offences - Fixed Penalty Notices					
Offences in relation to waste receptacles - Section 47ZA(2) -					
Reduced Penalty if paid within 10 days	75.00	75.00	Freeze		
Payable within 14 days	100.00	100.00	Freeze		
Failure to produce authority (waste transfer notes) - section 5B2 Control of Pollution (Amendment Act) 1989	300.00	300.00	Freeze		
Failure to furnish documentation (waste carrier's licence) - Section 34(2) Environmental Protection Act 1990	300.00	300.00	Freeze		
Litter - Section 88(1) Environmental Protection Act 1990 -					
Reduced Penalty if paid within 10 days	50.00	50.00	Freeze		
Payable within 14 days	75.00	75.00	Freeze		
Street Litter Control Notices and Litter Clearing Notices - Section 94A(2) Environmental Protection Act 1990					
Reduced Penalty if paid within 10 days	75.00	75.00	Freeze		
Payable within 14 days	100.00	100.00	Freeze		
Graffiti and Fly Postng - S43 Anti Social Behaviour Act 2003					
Reduced Penalty if paid within 10 days	50.00	75.00	Freeze		
Payable within 14 days	75.00	100.00	Freeze		
Nuisance Vehicles - Section 6(1) Clean Neighbourhoods and Environment Act 2005	100.00	100.00	Freeze		
Abandoning a vehicle - Section 2A Refuse Disposal (Amenity Act 1978)	200.00	200.00	Freeze		
Unauthorised distribution of literature on designated land - Schedule 3A, para 7(2) Environmental Protection Act 1990					
Reduced Penalty if paid within 10 days	50.00	50.00	Freeze		
Payable within 14 days	75.00	75.00	Freeze		
Environmental Protection Act 1990 - Part 1 Pollution Prevention and Control Act 1999 Register of Permits					
Copy of list of applications received	14.00	14.00	Freeze		
Copy of a register entry	65.00	65.00	Freeze		
Copy of tape/CD recorded interviews	13.00	13.00	Freeze		
Environmental Information Regulations 1992 (requests for information)	85.00	85.00	Freeze		
Register of Food Premises (electronic copies available)					
Whole register	235.00	235.00	Freeze		
Per entry	1.10	1.10	Freeze		
Single classification	62.50	62.50	Freeze		
Per entry	1.10	1.10	Freeze		
Hard copy per entry	14.00	14.00	Freeze		
Environmental Health Licences					
Pet shop - first licence	267.00	267.00	Freeze		
Pet shop - renewal	105.50	105.50	Freeze		
Dog breeding establishment - first licence	267.00	267.00	Freeze		
Dog breeding establishment - renewal	105.50	105.50	Freeze		
Animal boarding establishment - first licence	267.00	267.00	Freeze		
Animal boarding establishment - renewal	105.50	105.50	Freeze		
Riding establishment - first licence	466.00	466.00	Freeze		
Riding establishment - renewal	260.00	260.00	Freeze		
Dangerous wild animals - first licence	435.00	435.00	Freeze		
Dangerous wild animals - renewal	217.00	217.00	Freeze		
Registration of Premises for: acupuncture, tattooing, cosmetic piercing, electrolysis and 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		

	Fee/Charge	Proposed	Increase/ Decrease	Committee Approval/ Comments	VAT Status
	2012/13	2013/14			
	£.p	£.p			
Charges for Authorised Process - Local Authority Pollution Prevention Control Act				* Statutory - To be advised by DEFRA Feb 2013	
Application Fees:					
Standard process	1,579.00	1,579.00	*		
Additional fee for operating without a permit	1,137.00	1,137.00	*		
Reduced fee activities (except VRs)	148.00	148.00	*		
PVR I & II combined	246.00	246.00	*		
Vehicle refinishers (VRs)	346.00	346.00	*		
Reduced fee activities: Additional fee for operating without a permit	68.00	68.00	*		
Mobile plant (e.g screening and crushing/ cement batching etc...)	1,579.00	1,579.00	*		
for the third to seventh applications	943.00	943.00	*		
for the eighth and subsequent applications	477.00	477.00	*		
<i>Where an application for any of the above is for a combined Part B and waste application, add an extra £297 to the above amounts</i>					
Annual Subsistence Charge:					
Standard process Low	739.00	739.00	*		
Standard process Medium	1,111.00	1,111.00	*		
Standard process High	1,672.00	1,672.00	*		
Combined Part B and Waste Installation:					
Standard process Low	838.00	838.00	*		
Standard process Medium	1,260.00	1,260.00	*		
Standard process High	1,870.00	1,870.00	*		
Reduced fee activities:					
Low	76.00	76.00	*		
Medium	151.00	151.00	*		
High	227.00	227.00	*		
PVR I & II combined:					
Low	108.00	108.00	*		
Medium	216.00	216.00	*		
High	326.00	326.00	*		
Vehicle refinishers:					
Low	218.00	218.00	*		
Medium	349.00	349.00	*		
High	524.00	524.00	*		
Mobile screening and crushing plant, for first and second permits:					
Low	618.00	618.00	*		
Medium	989.00	989.00	*		
High	1,484.00	1,484.00	*		
for the third to seventh permits:					
Low	368.00	368.00	*		
Medium	590.00	590.00	*		
High	884.00	884.00	*		
eighth and subsequent permits:					
Low	189.00	189.00	*		
Medium	302.00	302.00	*		
High	453.00	453.00	*		
Late payment fee (applies when an invoice remains unpaid 8 weeks from the date the invoice was issued)	50.00	50.00	*		
Note: Where a Part B installation is subject to reporting under the E-PRTR Regulation, add an extra £99 to the above amounts					
Transfer and Surrender:					
Standard process transfer	162.00	162.00	*		
Standard process partial transfer	476.00	476.00	*		
New operator at low risk reduced fee activity	75.00	75.00	*		
Surrender: all Part B activities	Nil	Nil	*		
Reduced fee activities: transfer	Nil	Nil	*		
Reduced fee activities: partial transfer	45.00	45.00	*		
Temporary Transfer for Mobiles:					
First transfer	51.00	51.00	*		
Repeat following enforcement or warning	51.00	51.00	*		
Substantial change:					
Standard process	1,005.00	1,005.00	*		
Standard process where the substantial change results in a new PPC activity	1,579.00	1,579.00	*		
Reduced fee activities	98.00	98.00	*		
LAPPC Mobile Plant Charges:					
Application Fee:					
1 to 2 Permits	1,579.00	1,579.00	*		
3 to 7 Permits	943.00	943.00	*		
8 Permits and Over	477.00	477.00	*		
Subsistence Fee:					
1 to 2 Permits:					
Low	618.00	618.00	*		
Medium	989.00	989.00	*		

	Fee/Charge	Proposed	Increase/ Decrease	Committee Approval/ Comments	VAT Status
	2012/13	2013/14			
	£.p	£.p			
High	1,484.00	1,484.00	*		
3 to 7 Permits					
Low	368.00	368.00	*		
Medium	590.00	590.00	*		
High	884.00	884.00	*		
8 Permits and Over					
Low	189.00	189.00	*		
Medium	302.00	302.00	*		
High	453.00	453.00	*		
LA - IPPC Charges:					
<i>NB - every subsistence charge listed below includes the additional £99 charge to cover Local Authority extra costs in dealing with reporting under the E-PRTR Regulation.</i>					
Application	3,218.00	3,218.00	*		
Additional fee for operating without a permit	1,137.00	1,137.00	*		
Annual Subsistence:					
Low	1,384.00	1,384.00	*		
Medium	1,541.00	1,541.00	*		
High	2,233.00	2,233.00	*		
Late payment fee (applies when an invoice remains unpaid 8 weeks from the date the invoice was issued)	50.00	50.00	*		
Substantial Variation	1,309.00	1,309.00	*		
Transfer	225.00	225.00	*		
Partial transfer	668.00	668.00	*		
Surrender	668.00	668.00	*		
Notes:					
<i>The fees are published by the relevant government department (DEFRA). http://www.defra.gov.uk/environment/quality/industrial/ias-regulations/charges-risk/</i>					
<i>Subsistence charges can be paid in four equal quarterly instalments paid on 1st April, 1st July, 1st October and 1st January. Where paid quarterly the total amount payable to the local authority will be increased by £36.</i>					
<i>Reduced fee activities are; Service Stations, Vehicle Refinishers, Dry Cleaners and Small Waste Oil Burners under 0.4MW</i>					
<i>Newspaper adverts may be required under EPR at the discretion of the Local Authority (LA) as part of the consultation process when considering an application (see Chapter 9 of the General Guidance Manual). This will be undertaken and paid for by the LA and the charging scheme contains a provision for the LA to recoup its costs</i>					
Factual Statements (Food Safety Act, Health and Safety at Work Act, Environmental Protection Act)				Cabinet	
Charge for factual statements - additional time	120.00	120.00	Freeze		
Charge for factual statements - disclosure of documents	62.50	62.50	Freeze		
Private Water Supplies				Statutory	
Risk Assessment	£14.50 per hour + Mileage	£14.50 per hour + Mileage	Statutory cost recover and Maximum figure		
Sampling	100.00	100.00	Freeze		
Investigation	100.00	100.00	Freeze		
Authorisation	100.00	100.00	Freeze		
Analysis - during Regulation 10	25.00	25.00	Freeze		
- during check monitoring	100.00	100.00	Freeze		
- during audit monitoring	500.00	500.00	Freeze		
Swimming Pools					
Sampling of Pool Water - per annum	500.00	500.00	Freeze	Cabinet	
Sampling of Pool Water - one sample (new charge)	n/a	50.00			
Training Courses				Cabinet	
CIEH Level 2 - Food Safety in Catering	70.00	70.00	Freeze		
CIEH Level 2 - Health & Safety in the Workplace	70.00	70.00	Freeze		
CIEH Level 4 - Food Safety in Catering	210.00	210.00	Freeze		
CIEH Level 2 - Food Safety in Catering (new charge for businesses booking 5 employees on the same course)	n/a	280.00	n/a		

	Proposed		Increase/ Decrease £.p	Committee Approval/ Comments	VAT Status
	Fee/Charge 2012/13	Fee/Charge 2013/14			
	£.p	£.p			
GARDEN WASTE RECYCLING (ADDITIONAL SERVICE)				Cabinet	No VAT
80 litre sacks (roll of 10)	10.00	10.00	Freeze		
Sticker for 240 litre bin - (with 6 week Winter Shut down) if purchase sticker between March and June	35.00	35.00	Freeze		
Sticker for 240 litre bin - (with 6 week Winter Shut down) if purchase sticker between July and September	25.00	25.00	Freeze		
Sticker for 240 litre bin - (with 6 week Winter Shut down) if purchase sticker between October and March	15.00	15.00	Freeze		
HIRE OF ROOMS					No VAT
Hire of Civic Suite Rooms				Cabinet	
Hire of Council Chamber – per day	95.00	95.00	Freeze		
Hire of Council Chamber – per half day	50.00	50.00	Freeze		
Hire of Committee Room 1 – per day	45.00	45.00	Freeze		
Hire of Committee Room 1 – per half day	25.00	25.00	Freeze		
Hire of Committee Room 2 – per day	45.00	45.00	Freeze		
Hire of Committee Room 2 – per half day	25.00	25.00	Freeze		
Hire of Civic Offices Rooms					
Standard Rates:					
Room 1 – per day	15.50	15.50	Freeze		
Room 1 – per half day	8.00	8.00	Freeze		
Room 2 – per day (now hired out)	n/a	15.50	Freeze		
Room 2 – per half day (now hired out)	n/a	8.00	Freeze		
Room 3 – per day	15.50	15.50	Freeze		
Room 3 – per half day	8.00	8.00	Freeze		
Room 4 – per day	25.50	25.50	Freeze		
Room 4 – per half day	13.00	13.00	Freeze		
Room 5 – per day (can no longer be hired out)	n/a	n/a	n/a		
Room 5 – per half day (can no longer be hired out)	n/a	n/a	n/a		
Room 6 – per day	25.50	25.50	Freeze		
Room 6 – per half day	13.00	13.00	Freeze		
Local Statutory Bodies Rates:					
Room 1 – per day	13.50	13.50	Freeze		
Room 1 – per half day	7.00	7.00	Freeze		
Room 2 – per day (now hired out)	n/a	12.50			
Room 2 – per half day (now hired out)	n/a	6.50			
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 5 – per day (can no longer be hired out)	n/a	n/a	n/a		
Room 5 – per half day (can no longer be hired out)	n/a	n/a	n/a		
Room 6 – per day	21.50	21.50	Freeze		
Room 6 – per half day	11.00	11.00	Freeze		
Voluntary and Community Sector Rates:					
Room 1 – per day	7.50	7.50	Freeze		
Room 1 – per half day	5.50	5.50	Freeze		
Room 2 – per day (now hired out)	n/a	6.50	n/a		
Room 2 – per half day (now hired out)	n/a	5.50	n/a		
Room 3 – per day	6.50	6.50	Freeze		
Room 3 – per half day	5.50	5.50	Freeze		
Room 4 – per day	9.50	9.50	Freeze		
Room 4 – per half day	5.50	5.50	Freeze		
Room 5 – per day (can no longer be hired out)	n/a	n/a	n/a		
Room 5 – per half day (can no longer be hired out)	n/a	n/a	n/a		
Room 6 – per day	11.50	11.50	Freeze		
Room 6 – per half day	5.50	5.50	Freeze		
Hire of Training Rooms				Cabinet	
Standard Rates:					
Hire of Training Room 1 - per day (new charge)	n/a	45.00			
Hire of Training Room 1 - per half day (new charge)	n/a	25.00			
Training Room 2 - per day (new charge)	n/a	25.50			
Training Room 2 - per half day (new charge)	n/a	13.00			
Hire of Training Rooms 1 & 2 - per day (new charge)	n/a	70.50			
Hire of Training Rooms 1 & 2 - per half day (new charge)	n/a	38.00			
Local Statutory Bodies Rates:					
Hire of Training Room 1 - per day (new charge)	n/a	38.00			
Hire of Training Room 1 - per half day (new charge)	n/a	21.00			
Training Room 2 - per day (new charge)	n/a	21.50			
Training Room 2 - per half day (new charge)	n/a	11.00			

	Fee/Charge	Proposed	Increase/	Committee	VAT
	2012/13	Fee/Charge	Decrease	Approval/	Status
	£.p	2013/14	£.p	Comments	
Hire of Training Rooms 1 & 2 - per day (new charge)	n/a	60.00			
Hire of Training Rooms 1 & 2 - per half day (new charge)	n/a	32.00			
Voluntary and Community Sector Rates:					
Hire of Training Room 1 - per day (new charge)	n/a	20.00			
Hire of Training Room 1 - per half day (new charge)	n/a	11.00			
Training Room 2 - per day (new charge)	n/a	11.50			
Training Room 2 - per half day (new charge)	n/a	5.50			
Hire of Training Rooms 1 & 2 - per day (new charge)	n/a	31.50			
Hire of Training Rooms 1 & 2 - per half day (new charge)	n/a	17.00			
Rooms can be booked by the hour at pro rata rates, subject to a minimum booking charge of £5.00					
Hire of Guildhall Rooms					
Standard Rates:					
Room 10 – per day (can no longer be hired out)	15.50	n/a	n/a		
Room 10 – per half day (can no longer be hired out)	8.00	n/a	n/a		
Room 14 – per day	15.50	15.50	Freeze		
Room 14 – per half day	8.00	8.00	Freeze		
Local Statutory Bodies Rates:					
Room 10 – per day (can no longer be hired out)	11.50	n/a	n/a		
Room 10 – per half day (can no longer be hired out)	6.00	n/a	n/a		
Room 14 – per day	11.50	11.50	Freeze		
Room 14 – per half day	6.00	6.00	Freeze		
Voluntary and Community Sector Rates:					
Room 10 – per day (can no longer be hired out)	7.50	n/a	n/a		
Room 10 – per half day (can no longer be hired out)	5.50	n/a	n/a		
Room 14 – per day	7.50	7.50	Freeze		
Room 14 – per half day	5.50	5.50	Freeze		
Rooms can be booked by the hour at pro rata rates, subject to a minimum booking charge of £5.00					
Hire of Kidsgrove Rooms					
Standard Rates:					
Room 1 per day	15.50	15.50	Freeze		
Room 1 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		
Room 3 per day (can no longer be hired out)	n/a	n/a	n/a		
Room 3 per half day (can no longer be hired out)	n/a	n/a	n/a		
Room 4 per day (can no longer be hired out)	15.50	n/a	n/a		
Room 4 per half day (can no longer be hired out)	8.00	n/a	n/a		
Room 5 per day	15.50	15.50	Freeze		
Room 5 per half day	8.00	8.00	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 3 per day (can no longer be hired out)	n/a	n/a	n/a		
Room 3 per half day (can no longer be hired out)	n/a	n/a	n/a		
Room 4 per day (can no longer be hired out)	12.50	n/a	n/a		
Room 4 per half day (can no longer be hired out)	6.50	n/a	n/a		
Room 5 per day	10.50	10.50	Freeze		
Room 5 per half day	5.50	5.50	Freeze		
Voluntary and Community Sector:					
Room 1 per day	7.50	7.50	Freeze		
Room 1 per half day	5.50	5.50	Freeze		
Room 2 per day	9.50	9.50	Freeze		
Room 2 per half day	5.50	5.50	Freeze		
Room 3 per day (can no longer be hired out)	n/a	n/a	n/a		
Room 3 per half day (can no longer be hired out)	n/a	n/a	n/a		
Room 4 per day (can no longer be hired out)	6.50	n/a	n/a		
Room 4 per half day (can no longer be hired out)	5.50	n/a	n/a		
Room 5 per day	5.50	5.50	Freeze		
Room 5 per half day	5.50	5.50	Freeze		
Rooms can be booked by the hour at pro rata rates, subject to a minimum booking charge of £5.00.					
LAND CHARGES				Cabinet	No VAT
Residential * LLC1 – Local Land Charges Register only	30.00	31.00	1.00		
Commercial ** LLC1 – Local Land Charges Register Only	80.00	82.00	2.00		

	Fee/Charge	Proposed	Increase/	Committee	VAT
	2012/13	Fee/Charge	Decrease	Approval/	Status
	£.p	2013/14	£.p	Comments	
Residential * Con 29R (required form)	60.00	61.00	1.00		
Commercial ** Con 29R (required form)	175.00	178.00	3.00		
Residential * full standard search (LLC1 + Con 29R)	90.00	92.00	2.00		
Commercial ** full standard search (LLC1 + Con 29R)	255.00	260.00	5.00		
Con 290 (optional form) each enquiry	17.00	18.00	1.00		
Each additional enquiry (your own question, per hour)	Actual cost	Actual cost	Freeze		
Additional parcel of land	36.00	37.00	1.00		
LEASE LICENCES					
				Cabinet	No VAT
Silverdale Angling Club - Boggs Wood Pool, Keele Road (3 years from 12/6/00, reviewed annually on 12 th June)	79.00	85.00	6.00		
Kidsgrove Angling Club - Bathpool Lake, Clough Hall Lake, Target Lake (10 years from 1/9/03, reviewed annually on 1st April)	790.00	830.00	40.00		
Mrs SJ Hancock - Oaklands Park Pool, Bradwell (3 years from 1/3/02, reviewed annually on 1st March)	79.00	85.00	6.00		
Newcastle and Hartshill Cricket Club - Lilleshall (20 years from 1/4/92, reviewed annually on 1st April)	1,820.00	1,920.00	100.00		
Audley and District Football Club - Townsfield, Audley (5 years from 1/4/05, reviewed every 5 years on 1st April)	1,175.00	1,240.00	65.00		
Redgate Clayton Football Club - Northwood Lane, Clayton (5 years from 1/7/97, reviewed annually on 1st July)	695.00	732.00	37.00		
Kidsgrove Athletic Football Club - Clough Hall Park (20 years from 1/4/05, reviewed annually on 1st April)	2,314.00	2,450.00	136.00		
Newcastle Rugby Union Football Club - Lyme Valley (25 years from 1/11/06, reviewed every five years on 1st November)	1,872.00	1,970.00	98.00		
Newcastle Track Cycling Association - Lyme Valley (n.b. this fee is paid to Newcastle Town F.C.) (1 year from 1/4/08, reviewed annually on 1st April)	1,680.00	1,768.00	88.00		
LEISURE CHARGES					
				Cabinet	
Charges Applicable to All Sites					
Following a review all charges have now been allocated to specific sites and there are now no charges applicable to all sites					
Sport & Football Development					
					No VAT
Mini Soccer per session	3.00	3.00	Freeze		
Sports development courses	Market Price	Cost +25%	n/a		
Holiday Programme				Portfolio Holder	
NHS Commissioned Coaching Charges					
One day coaching	3.50	3.50	Freeze		
One day coaching Family (maximum 2 siblings)	5.00	5.00	Freeze		
Two day coaching	7.00	7.00	Freeze		
Two day coaching Family (maximum 2 siblings)	10.00	10.00	Freeze		
Three day coaching	10.50	10.50	Freeze		
Three day coaching Family (maximum 2 siblings)	15.00	15.00	Freeze		
Football fun weeks	17.50	17.50	Freeze		
Football fun weeks Family (maximum 2 siblings)	25.00	25.00	Freeze		
Player development sessions	1.50	1.50	Freeze		
Just Play per session	2.00	2.00	Freeze		
Girls Coaching per session	2.00	2.00	Freeze		
Mini Kickers per block	20.00	20.00	Freeze		
Knutton Recreation Centre					
Astroturf					
					VAT Inclusive
Astroturf pitch-adult full pitch	40.70	40.70	Freeze		
Astroturf pitch-junior full pitch	25.50	25.50	Freeze		
Astroturf pitch-youth fee full pitch-(under 16s) (Mon-Fri 4-6pm, Sat-Sun 3-5pm)	15.50	15.50	Freeze		
Astroturf pitch-adult (per court)	20.35	20.35	Freeze		
Astroturf pitch-junior (per court)	12.75	12.75	Freeze		
Astroturf pitch-youth fee (per court)-(under 16s) (Mon-Fri 4-6pm, Sat-Sun 3-5pm)	7.75	7.75	Freeze		

	Fee/Charge	Proposed	Increase/	Committee	VAT
	2012/13	Fee/Charge	Decrease	Approval/	Status
	£.p	2013/14	£.p	Comments	
Kidsgrove Sports Centre					
Equipment Resale					VAT Inclusive
Saleable Items	Cost + 50%	Cost + 60%	10%		
Lyme Card Concession Scheme					VAT Inclusive
Lyme Card Concession Scheme Membership	3.00	3.50	0.50		
Astroturf					VAT Inclusive
Astroturf Pitch – adult (per court)	24.50	24.50	Freeze		
Astroturf play area – junior (per court)	17.90	17.90	Freeze		
Fitness Classes					
Trampoline class per hour	4.50	4.50	Freeze		No VAT
Fitness Class - Standard (new charge)	n/a	5.00		In line with J2	No VAT
Fitness Class - Lyme Card (new charge)	n/a	4.50		In line with J2	No VAT
Fitness Class - Concession (new charge)	n/a	3.60		In line with J2	No VAT
Fitness Class - Junior 12 - 17 (new charge)	n/a	2.50		In line with J2	No VAT
Climbing Wall					
Climbing Wall (per hour)	10.60	10.60	Freeze		VAT Inclusive
Health Suite					VAT Inclusive
Sauna/steam – Adult (18+) - Lymecard	6.10	6.00	-0.10		
Sauna/steam – Adult (18+) - Concession scheme	4.25	4.30	0.05		
Gym					
Pay & Play Entry Fees					
Adult - Lyme Card	4.50	4.50	Freeze		
Concession - Lyme Card	3.40	3.60	0.20		
Junior - Lyme Card (new charge)	n/a	3.00			
Membership Charges - (Includes Gym, Swim, Sauna, Classes)					VAT Inclusive
Direct debit monthly payments-new single member (Three months notice)	16.99	16.99	Freeze	Charges reviewed due to main pool closure. Effective 01/01/12. Due to condition of the facility propose to freeze the fees	
Direct debit monthly payments-new single member (No contract) (new charge)	n/a	21.99			
Equipment Hire/Sale					
Hire	1.50	1.50	Freeze		VAT Inclusive
Deposit (fully refundable)	5.00	2.00	Freeze		No VAT
Sports Halls					VAT Inclusive
Sports hall hire (peak)	44.00	44.00	Freeze		
Sports hall hire (off peak)	32.95	33.00	0.05		
Sports hall hire (off peak) - Educational use/socially excluded group use	24.30	24.30	Freeze		
Badminton (per 55 minutes booking) – peak per court	8.80	8.80	Freeze		
Badminton (per 55 minutes booking) - off peak per court	6.60	6.60	Freeze		
Badminton court - per person (Concession minimum of 2 people - Weekends Only)	2.00	2.00	Freeze		
Table Tennis (per table, per hour)	5.00	5.00	Freeze		
Spectators	1.20	1.00	-0.20	In line with J2	
Studio Hire					
Studio hire – weekdays (peak)	17.00	17.00	Freeze		VAT Inclusive
Studio hire – weekends (off peak)	13.75	13.75	Freeze		VAT Inclusive
Instructional courses	Cost + 25%	Cost + 25%	Freeze		No VAT
Swimming Fees					
Swimming					VAT Inclusive
Adult swim entry fee - standard	4.00	4.00	Freeze		
Adult swim entry fee - Lyme Card	3.60	3.60	Freeze		
Lyme Card Concession Adult Swim	2.00	2.20	0.20		
Junior swim entry fee - standard	2.20	2.20	Freeze		
Junior swim entry fee - Lyme Card	2.00	2.00	Freeze		
Children 3 years and under	Free	Free	n/a		
Spectators - standard	1.00	1.00	Freeze		
Spectators - Lyme Card	Free	Free	n/a		
Keele University Card	1.60	2.00	0.40		
Family Swimming					
Family Swim 1 Adult & 1 Child	5.90	5.90	Freeze		

	Fee/Charge	Proposed	Increase/ Decrease	Committee Approval/ Comments	VAT Status
	2012/13	Fee/Charge			
	£.p	2013/14 £.p			
Family Swim 1 Adult & 2 Children	8.00	8.00	Freeze		
Family Swim 1 Adult & 3 Children	10.10	10.10	Freeze		
Swimming Instruction					
Swimming Lessons					No VAT
Adult swimming lesson (per 30 minutes) - Lyme Card	8.00	Delete			
Adult swimming lesson (per 45 minutes) - Lyme Card (new charge)	n/a	12.00		New time period for adult lessons	
Junior swimming lesson (per 30 minutes) - Lyme Card	5.00	5.00			
Private Lessons					
1:1 lesson (per 30 minutes) - Lyme Card	20.00	20.00	Freeze		
Additional Person - Lyme Card	8.00	8.00	Freeze		
Pool Courses					
Rookie Lifeguards (per 2 hour session) - Lyme Card	5.00	6.00	1.00		
Other Courses - standard	Cost + 25%	Delete			
Other Courses - Lyme Card	Cost + 25%	Cost + 25%	n/a		
Fitness Classes Pool					
Aqua fit - standard	5.00	5.00	Freeze		
Aqua fit - Lyme Card	4.50	4.50	Freeze		
Aqua fit - concession	3.60	3.60	Freeze		
Swimming Pool Hire					
Teaching Pool Hire	42.50	42.50	Freeze		
Main Pool Hire - (6 lane)	78.00	Delete			VAT Inclusive
Main Pool Lane Hire - (6 lane) (new charge)		14.00		In line with J2	VAT Inclusive
Additional Staff for pool hire (per staff member)	20.00	20.00	Freeze		
Sub Aqua Main Pool Hire per hour	40.00	52.50	12.50	25% concession block booking	VAT Inclusive
Jubilee 2					
Equipment Resale					
Saleable items	Cost + 50%	Cost + 60%	10%		VAT Inclusive
Lyme Card Concession Scheme					
Lyme Card Concession Scheme yearly membership	3.00	3.50	0.50		VAT Inclusive
Aqua Sauna (includes access to swimming pool)					VAT Inclusive
Adult-standard	10.00	Delete			
Adult-Lyme Card	9.00	9.00	Freeze		
Concession (over 16)-standard	5.60	Delete			
Concession (over 16)-Lyme Card	5.00	6.00	1.00	Must have Lyme Card for concession	
Climbing - (Uninstructed Climbing Fees)					VAT Inclusive
Climbing Registration/Induction					No VAT
Adult - Lyme Card	10.00	10.00	Freeze		
Concession - Lyme Card (new charge)	n/a	8.00			
Junior - Lyme Card	6.00	6.00	Freeze		
Pay & Play Entry Fees - (Must have Lyme Card and be registered)					VAT Inclusive
Adult Day Visitor-standard	10.00	Delete		Need Lyme Card to register	
Adult - Lyme Card	4.50	4.50	Freeze		
Junior/concession Day Visitor-standard	6.00	Delete	n/a	Need Lyme Card for concession	
Concession - Lyme Card (new charge)	n/a	3.60			
Junior - Lyme Card	3.00	3.00	Freeze		
Adult Belay Only-standard	5.00	Delete		Need Lyme Card to register	
Adult Belay Only-Lyme Card	2.50	2.50	Freeze		
Group Adult (minimum 4 people) - standard	8.00	Delete		Need Lyme Card to register	
Group Adult (minimum 4 people) - Lyme Card	4.00	4.00	Freeze		
Group Junior (minimum 4 people) - standard	5.00	Delete		Need Lyme Card to register	
Group Junior (minimum 4 people) - Lyme Card	2.50	2.50	Freeze		
Student Club Climbing per session (new charge)	n/a	2.00			
Prepay Rates					VAT Inclusive
Adult 30 Day Pass-Lyme Card	35.00	35.00	Freeze		
Junior 30 Day Pass-Lyme Card	20.00	20.00	Freeze		
Adult 12 Session Pass (pay for 10)-Lyme Card	45.00	45.00	Freeze		
Junior 12 Session Pass (pay for 10)-Lyme Card	30.00	30.00	Freeze		

	Proposed	Committee	VAT		
	Fee/Charge			Approval/	Status
	2012/13			2013/14	Comments
£.p	£.p	£.p			
Equipment Hire			VAT Inclusive		
Belay-standard	1.00	Delete	Need Lyme Card to register		
Belay-Lyme Card	1.00	1.00	Freeze		
Shoes-standard	3.00	Delete	Need Lyme Card to register		
Shoes-Lyme Card	3.00	3.00	Freeze		
Harness-standard	2.00	Delete	Need Lyme Card to register		
Harness-Lyme Card	2.00	2.00	Freeze		
Climbing - (Instructed Activities)			No VAT		
Have-a-go Auto Belay Session			VAT Inclusive		
1 person (15 minutes)-standard	5.00	Delete	obsolete		
1 person (15 minutes)-Lyme Card	5.00	Delete	obsolete		
2 sharing (15 minutes)-standard	8.00	Delete	obsolete		
2 sharing (15 minutes)-Lyme Card	8.00	Delete	obsolete		
Have-a-go Abseil Session			VAT Inclusive		
Per descent-standard	1.00	Delete	Need Lyme Card to register		
Per descent-Lyme Card	1.00	1.00	Freeze		
Instructed Sessions			No VAT		
Taster Session (1 hour Age 7+)	8.00	Delete			
Climb Lyme Start (90 minute adult introduction to climbing)	12.00	Delete			
Climb Lyme Club (2 hours Age 16+)	16.00	Delete			
Climb Lyme Fit (1 hour work out class) -Lyme Card holders	4.50	Delete			
Parties			VAT Inclusive		
Up to 6	60.00	60.00	Freeze		
Up to 12	120.00	120.00	Freeze		
Up to 18	180.00	180.00	Freeze		
Instructed Groups			No VAT		
Up to 8	76.00	76.00	Freeze		
Up to 16	152.00	152.00	Freeze		
Up to 24	228.00	228.00	Freeze		
Junior Clubs			VAT Inclusive		
Limestones (Age 4-7) single visit	9.50	9.50	Freeze		
Limestones (Age 4-7) Half term session (multiply by no.weeks)	8.00	8.00	Freeze		
J2 Climb Team (age 7+) single visit	9.50	9.50	Freeze		
J2 Climb Team (age 7+) (multiply by no.weeks)	8.00	8.00	Freeze		
R:Rock (Age 14+) single visit	9.50	9.50	Freeze		
R:Rock (Age 14+) (multiply by no.weeks)	8.00	8.00	Freeze		
Beginners (3 x 45 mins) (new charge)	n/a	30.00			
Partners in Climb (3 x 45 mins) (2 people) (new charge)	n/a	50.00			
Junior Course (3 x 45 mins) (new charge)	n/a	5.00			
Taster Session Adult (18+) (new charge)	n/a	6.00			
Taster Session Junior (4 - 17) (new charge)	n/a	3.00			
Courses			No VAT		
Beginners (2 x 2 hours)	60.00	Delete			
Intermediate (2 x 2 hours)	60.00	Delete			
Learn to Lead (2 x 2hours)	60.00	Delete			
Workshops (1 x 1 hour)	30.00	Delete			
Site Specific Training and Assessment	95.00	Delete			
Private Instruction			No VAT		
One to One	20.00	20.00	Freeze		
Per additional person (maximum 8)	8.00	8.00	Freeze		
Gym Only					
Pay & Play Entry Fees (Must have Lyme Card and have had an induction)			VAT inclusive		
Adult - Lyme Card	4.50	4.60	0.10		
Concession - Lyme Card	3.40	3.60	0.20		
Junior - Lyme Card (new charge)	n/a	3.00			
ClubLyme Membership Charges Junior 4-11 years (including gym, swim, climbing, holiday activities)			VAT Inclusive		
Junior Activity Membership - Joining Fee (includes inductions) (4-11 years) free to existing Jets Members One off fee. (new charge)	n/a	5.00			
Junior Membership - 4-11 years minimum up front 2 months - monthly DD (new charge)	n/a	10.00			
Junior Membership - 4-11 years 5 months payment for 6 months (new charge)	n/a	50.00			

	Fee/Charge	Proposed		Committee	VAT
	2012/13	Fee/Charge	Increase/	Approval/	Status
	£.p	2013/14	Decrease	Comments	
ClubLyme Membership Charges Junior 12-17 years (including gym, swim, climbing, holiday activities)					VAT Inclusive
Junior Activity Membership - Joining Fee (includes inductions) (12-17 years) free to existing Jets Members One off fee. (new charge)	n/a	10.00			
Junior Membership - 12-17 years minimum up front 2 months - monthly DD (new charge)	n/a	15.00			
Junior Membership - 12-17 years 5 months payment for 6 months (new charge)	n/a	75.00			
ClubLyme Membership Charges Adults (including gym, swim, climbing, holiday activities)					VAT Inclusive
Joining fee (includes inductions) 18+ One off fee	20.00	20.00	Freeze		
Off Peak (Mon-Fri 6.30am to 5pm and weekends) 6 month minimum contract. Payment monthly by direct debit.	19.00	21.00	2.00		
Off Peak (Mon-Fri 6.30am to 5pm and weekends) Prepayment (receive 1 month free when pay up front for a year)	209.00	231.00	22.00		
Peak (Mon-Fri 6.30am to 11pm, Sat 8am to 8pm, Sun 8am to 10pm) 6 month minimum contract. Payment monthly by direct debit.	26.50	28.50	2.00		
Peak (Mon-Fri 6.30am to 11pm, Sat 8am to 8pm, Sun 8am to 10pm) Prepayment (receive 1 month free when pay up front for a year)	291.50	313.50	22.00		
No contract - Peak (price per month)	32.00	34.00	2.00		
No contract - Off Peak (price per month)	24.00	26.00	2.00		
Corporate Membership (minimum of 5) Peak (price per month)	25.00	27.00	2.00		
Corporate Membership (minimum of 5) Off Peak (price per month)	18.00	20.00	2.00		
Junior Membership Day Pass (new charge)	n/a	5.00			
Technogym Key Deposit (new charge)	n/a	10.00			
Technogym Key Refund (Fully refundable on return of Key (new charge))	n/a	-10.00			
Technogym Key Buy Back (Old Jubilee Pool Members) (new charge)	n/a	-3.00			
Studio Hire-					
Hire					VAT Inclusive
Activity Zone	15.00	16.00	1.00		
Studio 1	20.00	21.00	1.00		
Studio 2	20.00	21.00	1.00		
Multi Activity Space (both studios)	40.00	42.00	2.00		
Party Set/Clean up (new charge)	n/a	10.00			
Tae KwonDo (new charge)	n/a	20.00		Block booking	No VAT
Classes					No VAT
Adult-standard	5.00	5.00	Freeze		
Adult-Lyme Card	4.50	4.50	Freeze		
Adult - Concession Scheme (Off Peak Mon - Fri)	3.40	3.60	0.20		
Junior/Concession-standard	4.00	Delete	n/a		
Concession-Lyme Card (change to concession only)	3.60	Delete		Duplicated	
Junior Class - Lyme Card (new charge)	n/a	2.50			
Osteo Class - Adult only	2.00	2.20	0.20		
Anti-natal - Teaching Pool (new charge)	n/a	4.50			
Post-natal - Teaching Pool (new charge)	n/a	4.50			
Pre Payment					No VAT
Adult-Lyme Card (Buy 10 get 1 free)	45.00	45.00	Freeze		
Junior/Concession-Lyme Card (Buy 10 get 1 free)	36.00	36.00	Freeze		
Junior - Lyme Card (Buy 10 get 1 free) (new charge)	n/a	25.00			
Swimming Fees					VAT Inclusive
Swimming Pay & Play					
Adult swim - standard	4.00	4.00	Freeze		
Adult swim - Lyme Card	3.60	3.60	Freeze		
Adult swim - Concession	2.00	2.20	0.20		
Junior swim - standard	2.20	2.20	Freeze		
Junior swim - Lyme Card	2.00	2.00	Freeze		
Children 3 years and under	Free	Free	n/a		
Spectators - standard	1.00	1.00	Freeze		
Spectators - Lyme Card	Free	Free	n/a		
Keele University Card	1.60	2.00	0.40		
Family Swimming - Standard Only					
Family Swim 1 Adult & 1 Child	5.90	5.90	Freeze		
Family Swim 1 Adult & 2 Children	8.00	8.00	Freeze		
Family Swim 1 Adult & 3 Children	10.10	10.10	Freeze		
Swimming Instruction					No VAT
Swimming Lessons					
Adult swimming lesson (per 30 minutes) - Lyme Card	8.00	Delete			

	Proposed	Increase/ Decrease £.p	Committee Approval/ Comments	VAT Status	
	Fee/Charge 2012/13				Fee/Charge 2013/14
	£.p				£.p
Adult swimming lesson (per 45 minutes) - Lyme Card (new charge)	n/a	12.00			
Junior swimming lesson (per 30 minutes) - Lyme Card	5.00	5.00	Freeze		
Private Lessons					
1:1 lesson (per 30 minutes) - Lyme Card	20.00	20.00	Freeze		
Additional person - Lyme Card	8.00	8.00	Freeze		
Pool Courses					
Rookie Lifeguards (per 2 hour session) - Lyme Card	5.00	6.00	1.00		
Other Courses - Lyme	Cost + 25%	Cost + 25%	n/a		
Fitness Classes Pool					
Aqua gym - standard	5.00	5.00			
Aqua gym - Lyme Card	4.50	4.50			
Aqua gym - concession	3.60	3.60			
Aqua fit - standard	5.00	5.00			
Aqua fit - Lyme Card	4.50	4.50			
Aqua fit - concession	3.60	3.60			
Swimming Pool Hire					
Teaching Pool Hire	42.50	42.50	Freeze	VAT Inclusive	
Main Pool Hire - (8 lane) (per lane per hour)	13.00	14.00	1.00		
Pool Party - Teaching Pool	62.50	62.50	Freeze		
Additional staff for pool hire (per staff member)	20.00	20.00	Freeze		
Newcastle Amateur Swimming Club - per lane - Coaching	5.40	7.00	1.60	60% of hire fee block booking No VAT	
Shelton Therapy Club 1 hr session - teaching pool	52.75	53.00	0.25	Block booking No VAT	
Octopush 1.5 hr session	76.88	84.00	7.12	10% concession - block booking No VAT	
Set Up Fee Galas (new charge)	n/a	20.00			
Time Equipment Hire per gala (new charge)	n/a	20.00			
Bowls					
Adult	3.65	3.80	0.15	Cabinet VAT Inclusive	
Junior/60+	2.00	2.00	0.00		
Summer season ticket - adult	50.00	52.00	2.00		
Summer season ticket - junior/60+/unemployed	32.65	34.00	1.35		
Joint with Stoke-on-Trent City Council	64.50	66.50	2.00		
Winter season ticket	11.00	11.50	0.50		
Summer and winter season ticket - adult	58.50	60.50	2.00		
Summer and winter season ticket - Junior/60+/Unemployed	41.50	43.00	1.50		
Merit competition per player - per hour	5.85	6.00	0.15		
Greenage fees for prebooking (plus playing fee per person)	8.00	8.25	0.25		
Reissues of season ticket	25% of cost	25% of ticket price	n/a		
Tennis Class A (Westlands, Wolstanton)					
Adult 1 hr (group ticket 4 adults) (new charge)	n/a	12.00		Cabinet VAT Inclusive	
Family Ticket 1 hr (up to 4 adults and or 4 children with 2 adults) (new charge)	n/a	8.00		Encourage families to play	
Family ticket (1/2 adults, 2/3 children)	7.00	5.00	-2.00	Encourage families to play	
1 hour ticket (per person) – adult	4.00	4.00	Freeze		
Junior 60 + unemployment 1 hr group ticket (new charge)	n/a	6.00		Encourage greater sales	
1 hour ticket (per person) - junior/60+/unemployed	2.20	2.00	-0.20		
1/2 hour ticket (per person) – adult	2.20	2.00	-0.20		
1/2 hour ticket (per person) - junior/60+/unemployed	1.20	1.00	-0.20		
Annual tickets (per person) – adult	88.50	90.00	1.50		
Annual tickets (per person) - junior/60+/unemployed	61.00	65.00	4.00		
Tennis Class B (Chesterton, Silverdale, Birchenwood, Bradwell, Clough Hall)					
1 hour ticket (per person) - adult	Free	Free	Freeze		
1 hour ticket (per person) - junior/60+/unemployed	Free	Free	Freeze	No charge due to	
1/2 hour ticket (per person) - adult	Free	Free	Freeze	low usage and	
1/2 hour ticket (per person) - junior/60+/unemployed	Free	Free	Freeze	disproportionate	
Annual tickets (per person) - adult	Free	Free	Freeze	cost of collection	
Annual tickets (per person) - junior/60+/unemployed	Free	Free	Freeze		
Football (Alternate weekly use per season)					
Birchenwood	675.00	700.00	25.00	Cabinet No VAT	
Roe Lane	686.50	700.00	13.50	VAT Inclusive	
Wye Road/Black Bank/Clough Hall	602.00	620.00	18.00	No VAT	
Wolstanton Marsh Pavilion	472.00	486.00	14.00	No VAT	
All other pitches	325.50	335.00	9.50	No VAT	

	Fee/Charge	Proposed	Increase/	Committee	VAT
	2012/13	Fee/Charge	Decrease	Approval/	Status
	£.p	2013/14	£.p	Comments	
Junior pitch	60% of adult rates	60% of pitch fee	n/a		No VAT except Roe Lane which is inclusive of VAT
Mini soccer pitch (unmarked)	190.00	196.00	6.00		No VAT
Mini soccer pitch (marked)	266.00	274.00	8.00		No VAT
Football (Casual use per match)					
Roe Lane/Birchenwood	77.50	80.00	2.50		VAT Inclusive
Rugby (Alternate weekly use per season)					
Bathpool	657.00	680.00	23.00		No VAT
Lyme Valley	358.00	368.00	10.00		No VAT
Rugby (Casual user per match)					
Roe Lane/Bathpool	77.50	80.00	2.50		
Concessionary Licences					
Brampton Park ice cream sales (new charge)	n/a	700.00			
Brampton Park use of bouncy castle (new charge)	n/a	700.00			
4 Large Parks Northern Section of Borough ice cream sales (new charge)	n/a	600.00			
4 Large Parks Southern Section of Borough ice cream sales (new charge)	n/a	600.00			
Community Events					
Wedding Photos within a Park Setting (new charge)	n/a	15.00			
Advertising within Parks (new charge)	n/a	10.00 to 5000.00			
Hire of Display Boards including delivery, setting up and collection (new charge)	n/a	25.00			
Hire of Gazebos including delivery, setting up and collection (new charge)	n/a	75.00			
Hire of Trailer Stage including delivery, setting up and collection (new charge)	n/a	150.00			
Hire of Tables and Chairs (2 tables and 2 chairs) including delivery, setting up and collection (new charge)	n/a	15.00			
Booking Large Events which take more than 6 months planning through the section (Midsummer Mayhem) (new charge)	n/a	150.00			
Booking Medium Events which take more than 6 months planning through the section (firework displays, carnivals etc) (new charge)	n/a	75.00			
Booking Small Events which take more than 6 months planning through the section (competitions, fun days, picnics etc) (new charge)	n/a	25.00			
LICENCES				Statutory	No VAT
General					
Sex establishments - application fee	3,000.00	3,000.00	Freeze		
Sex establishments - annual fee	2,000.00	2,000.00	Freeze		
Motor salvage operator - annual fee	100.00	100.00	Freeze		
Gambling Act 2005					
Lotteries - application fee	40.00	40.00	Freeze		
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	950.00	Freeze		
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		

	Fee/Charge	Proposed		Committee	VAT
	2012/13	Fee/Charge	Increase/	Approval/	Status
	£.p	2013/14	Decrease	Comments	
	£.p	£.p	£.p		
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		
Private Hire/Hackney Carriage				Cabinet	
Private hire operators (per vehicle for 3 years - maximum £3,640)	80.00	82.00	2.00	Charges subject	
Hackney carriage - drivers (3 years)	180.00	184.00	4.00	to consultation.	
Private hire - drivers (3 years)	180.00	184.00	4.00		
Knowledge Test	35.00	36.00	1.00		
Replacement badge	11.00	11.00	Freeze		
Hackney carriage/private hire application - deposit non refundable	53.00	54.00	1.00		
Hackney carriage - vehicles	230.00	235.00	5.00		
Private hire - vehicles	220.00	225.00	5.00		
Private hire - vehicles 8+ seats	230.00	235.00	5.00		
Transfer of vehicle	35.00	36.00	1.00		
Vehicles tests - hackney carriage and private hire	40.00	41.00	1.00		
Failure to attend for vehicle test	40.00	41.00	1.00		
Replacement plate and carrier - front	22.00	23.00	1.00		
Replacement plate and carrier - rear	32.00	33.00	1.00		
Private hire plate refundable deposit	53.00	55.00	2.00		
Licensing Act 2003 - New Application				Statutory	
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 and above)	635.00	635.00	Freeze		
Additional fee (number of patrons 5,000 to 9,999)	1,000.00	1,000.00	Freeze		
Additional fee (number of patrons 10,000 to 14,999)	2,000.00	2,000.00	Freeze		
Additional fee (number of patrons 15,000 to 19,999)	4,000.00	4,000.00	Freeze		
Additional fee (number of patrons 20,000 to 29,999)	8,000.00	8,000.00	Freeze		
Additional fee (number of patrons 30,000 to 39,999)	16,000.00	16,000.00	Freeze		
Additional fee (number of patrons 40,000 to 49,999)	24,000.00	24,000.00	Freeze		
Additional fee (number of patrons 50,000 to 59,999)	32,000.00	32,000.00	Freeze		
Additional fee (number of patrons 60,000 to 69,999)	40,000.00	40,000.00	Freeze		
Additional fee (number of patrons 70,000 to 79,999)	48,000.00	48,000.00	Freeze		
Additional fee (number of patrons 80,000 to 89,999)	56,000.00	56,000.00	Freeze		
Additional fee (number of patrons 90,000 and above)	64,000.00	64,000.00	Freeze		
Licensing Act 2003 - Annual Fee				Statutory	
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	180.00	Freeze		
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 and above)	350.00	350.00	Freeze		
Additional fee (number of patrons 5,000 to 9,999)	500.00	500.00	Freeze		
Additional fee (number of patrons 10,000 to 14,999)	1,000.00	1,000.00	Freeze		
Additional fee (number of patrons 15,000 to 19,999)	2,000.00	2,000.00	Freeze		
Additional fee (number of patrons 20,000 to 29,999)	4,000.00	4,000.00	Freeze		
Additional fee (number of patrons 30,000 to 39,999)	8,000.00	8,000.00	Freeze		
Additional fee (number of patrons 40,000 to 49,999)	12,000.00	12,000.00	Freeze		
Additional fee (number of patrons 50,000 to 59,999)	16,000.00	16,000.00	Freeze		
Additional fee (number of patrons 60,000 to 69,999)	20,000.00	20,000.00	Freeze		
Additional fee (number of patrons 70,000 to 79,999)	24,000.00	24,000.00	Freeze		
Additional fee (number of patrons 80,000 to 89,999)	28,000.00	28,000.00	Freeze		
Additional fee (number of patrons 90,000 and above)	32,000.00	32,000.00	Freeze		
Licensing Act 2003 - Miscellaneous Fees (Application or Notice)				Statutory	
Section 25 (theft, loss, etc. of premises licence or summary)	10.50	10.50	Freeze		
Section 29 (application for a provisional statement where premises being built, etc.)	315.00	315.00	Freeze		
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 etc. 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)					
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		

	Fee/Charge	Proposed	Increase/	Committee	VAT
	2012/13	Fee/Charge	Decrease	Approval/	Status
	£.p	2013/14	£.p	Comments	
MARKETS				Cabinet	No VAT
Open market - stall (per day)	17.80	17.80	Freeze		
Open market - extension to stall (per day)	3.45	3.45	Freeze		
Farmers market - stall (per day)	20.00	20.00	Freeze		
Antique market - stall (per day)	10.00	7.50	-2.50		
Minimum charge (changed from 25 to 20 stalls)	200.00	120.00	-80.00		
Craft fair (bric-a-brac) - stall (per day)	4.00	5.00	1.00		
Catering Pitches minimum charge (per day)	25.00	25.00	Freeze		
M.O.T.				Cabinet	No VAT
M.O.T. – car	42.00	40.00	-2.00		
M.O.T. for discounted partner	38.00	35.00	-3.00		
M.O.T. – class 7 (up to 3.5 tonnes)	49.00	49.00	Freeze		
Retest	12.00	12.00	Freeze		
MUSEUM AND ART GALLERY				Cabinet	
Reproduction prints of items in collection - 7"x 5"	12.00	5.00	-7.00	Prices as Staffordshire Prints	VAT Inclusive
Reproduction prints of items in collection - 8"x 6"	13.00	7.50	-5.50	As above	VAT Inclusive
Reproduction prints of items in collection - 10"x 8"	15.00	12.50	-2.50	As above	VAT Inclusive
Reproduction prints of items in collection - 12"x 10"	19.00	17.50	-1.50	As above	VAT Inclusive
Other prints not on www.staffordshire.org.uk	Cost+30%	Cost +100%	70% of cost		VAT Inclusive
Photocopies (per A4 sheet) black and white	0.45	0.50	0.05		VAT Inclusive
Photocopies (per A3 sheet) black and white (new charge)	n/a	0.70			
Colour photocopy (per A4 sheet) (new charge)	n/a	1.50			
Colour photocopy (per A3 sheet) (new charge)	n/a	2.00			
Scanned images A5	3.00	Delete			VAT Inclusive
Scanned images A4	4.50	4.75	0.25		VAT Inclusive
CD Rom image/mailed image - one image on CD/mailed (new charge)	n/a	10.00			
Subsequent images each (new charge)	n/a	3.00			
Community publication	12.50	12.50	Freeze		VAT Inclusive
Additional	5.50	5.00	-0.50		VAT Inclusive
Commercial publication	35.00	35.00	Freeze		VAT Inclusive
Additional	13.00	10.00	-3.00		VAT Inclusive
Regional TV, film and video (per item)	65.00	65.00	Freeze		VAT Inclusive
UK network TV (per item)	90.00	90.00	Freeze		VAT Inclusive
Overseas TV (per item)	175.00	175.00	Freeze		VAT Inclusive
Commission of picture sales from exhibitions	25% of Advertised Price	30% of Advertised Price	5% of Advertised Price		Plus VAT
Education Session (per pupil) Half Day - Borough schools (school rates harmonised)	2.75	2.75	Freeze		No VAT
Education Session (per pupil) - Full day - Borough schools (school rates harmonised)	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	2.00	1.50	-0.50		No VAT
Mini makes	0.75	0.75	Freeze		No VAT
Adult history courses (10 weeks)	70.00	70.00	Freeze		No VAT
Adult history courses (10 weeks) - Concession	65.00	65.00	Freeze		No VAT
Adult object handling/remembrance sessions (per hour)	25.00	25.00	Freeze		VAT Inclusive
Outreach Fee (new)	25.00	25.00	Freeze		No VAT
Outreach education – schools (per session) (previously per hour)	50.00	50.00	Freeze		No VAT
Hire of meeting room (per half day)	20.00	20.00	Freeze		No VAT
Refreshment Charges (tea/coffee & biscuits, per head)	0.90	0.90	Freeze		VAT Inclusive
Education Item Loan	10.00	10.00	Freeze		No VAT
Saleable items	Market value	Market value	n/a		
Open Art Registration (per item)	4.00	4.00	Freeze		VAT Inclusive
Open Art Registration (three items)	10.50	10.50	Freeze		VAT Inclusive
Open Art Registration - Concession (per item)	3.50	3.50	Freeze		VAT Inclusive
Open Art Registration - Concession (three items)	9.00	9.00	Freeze		VAT Inclusive
Event Fees:					
Craft Fairs per Table - One Day	20.00	15.00	-5.00		VAT Inclusive
Craft Fairs per Table - Two Days	40.00	Delete	n/a		
Hall Gallery weekly charge (non Newcastle artists/organisations) (new charge)	n/a	10.00			VAT Inclusive
NAMING/NUMBERING OF STREETS/PROPERTIES				Cabinet	No VAT

	Fee/Charge	Proposed		Committee	VAT
	2012/13	Fee/Charge	Increase/	Approval/	Status
	£.p	2013/14	Decrease	Comments	
	£.p	£.p	£.p		
(New Charges)					
New or Redevelopment					
Charge for naming of a street	n/a	150.00			
Charge for naming of a commercial building	n/a	75.00			
Single residential property on an existing street	n/a	100.00			
Number / name 2-5 properties	n/a	150.00			
plus - per plot	n/a	50.00			
Number / name 6-25 properties per phase	n/a	150.00			
plus - per plot	n/a	40.00			
Number / name >25 properties per phase	n/a	150.00			
plus - per plot	n/a	30.00			
Change to layout after notification	n/a	200.00			
plus - per plot	n/a	25.00			
Existing Properties/Streets					
Adding or alteration of a house / building name	n/a	50.00			
Renaming of a Street	n/a	Price on application			
House or building renumbering (inc. sub division to flats)	n/a	200.00			
Confirmation of Postal Address	n/a	30.00			
Requests not included in above fees	n/a	30.00			
		per hour			
				Cabinet	
PEST CONTROL					
Treatment of rats (domestic properties)	Free	Free	Freeze		
Treatment of mice (domestic properties) – prepayment by card, cheque or cash	25.00	25.00	Freeze		VAT Inclusive
Treatment of mice (domestic properties) – payment by invoice	43.00	43.00	Freeze		VAT Inclusive
Treatment of pests of public health significance (domestic properties) e.g. bed bugs and cockroaches – prepayment by card, cheque or cash	25.00	50.00	25.00		VAT Inclusive
Treatment of pests of public health significance (domestic properties) e.g. bed bugs and cockroaches – payment by invoice	43.00	68.00	25.00		VAT Inclusive
Insect control treatments (including wasps, ants and fleas) - prepayment by card, cheque or cash	65.00	65.00	Freeze		VAT Inclusive
Insect control treatments (including wasps, ants & fleas) - payment by invoice	83.00	83.00	Freeze		VAT Inclusive
3 treatment scheme (3 for 2 offer) – prepayment by card, cheque or cash	130.00	130.00	Freeze		VAT Inclusive
3 treatment scheme (3 for 2 offer) – payment by invoice	148.00	148.00	Freeze		VAT Inclusive
Pest control and commercial (other) - first hour	75.00	75.00	0.00		VAT Inclusive
Pest control and commercial (other) - per 1/4 additional hour (inc. VAT)	18.75	18.75	Freeze		VAT Inclusive
Mole & Rabbit control (per treatment visit) - prepayment rate (inc. VAT)	Quotation on request	Quotation on request	n/a		VAT Inclusive
Mole & Rabbit control (per treatment visit) - payment by invoice (inc. VAT)	Quotation on request	Quotation on request	n/a		VAT Inclusive
Squirrel Control - first hour (invoiced at end of treatment) (new charge)	n/a	93.00			
Squirrel Control - per additional 1/4 hour (new charge)	n/a	18.75			
Advice Visit (no treatment) - payment by card, cheque or cash (new charge)	n/a	30.00			
Advice Visit (no treatment) - payment by invoice (new charge)	n/a	48.00			
Fixed term pest control treatment agreements (commercial premises) - actual cost (minimum one hour)	from £275.00	from £275.00	Freeze		VAT Inclusive
				Cabinet	No VAT
PLANNING SERVICES					
Postage and packing	0.60	0.65	0.05		
<i>Copies up to £1 are free of charge</i>					
Paper copies of Planning decisions and documents - per sheet (A4) (Black and White) - for orders of £1 or more in value	0.10	0.10	Freeze		
Paper copies of Planning decisions and documents - per sheet (A3) (Black and White) - for orders of £1 or more in value	0.20	0.20	Freeze		
Paper copies of Plans - planning files - per sheet (A4) (Black and White) - for orders of £1 or more in value	0.10	0.10	Freeze		
Paper copies of Plans - planning files - per sheet (A3) (Black and White) - for orders of £1 or more in value	0.20	0.20	Freeze		
Paper Colour Copies of an A4 sheet of planning decision, planning documents or plan from a planning file - for orders of £1 or more in value	0.25	0.25	Freeze		
Paper Colour Copies of an A3 sheet of planning decision, planning documents or plan from a planning file - for orders of £1 or more in value	0.50	0.50	Freeze		
Scanned copies of documents - per sheet - charge per hour of scanning (where legal to charge)	30.00	30.00	Freeze		
Paper copies of Plans - planning files - each plan (A2)	1.70	1.75	0.05		

	Fee/Charge	Proposed	Increase/	Committee	VAT
	2012/13	Fee/Charge	Decrease	Approval/	Status
	£.p	2013/14	£.p	Comments	
Paper copies of Plans - planning files - each plan (A1)	2.70	2.75	0.05		
Paper copies of Plans - planning files - each plan (A0)	3.75	3.85	0.10		
Building Control decisions and documents - per document	Charges as per Planning documents above	Charges as per Planning documents above	n/a		
Building Control decisions and documents - research into archive files	Actual Cost	Actual Cost	n/a		
Weekly lists - posted	100.00	100.00	Freeze		
Weekly lists - collected	75.00	75.00	Freeze		
Weekly lists - statutory consultees	Free	Free	Freeze		
Requests for information/site history - commercial organisations (per hour)	65.00	65.00	Freeze		
Requests for information/site history - private individuals	Actual Cost	Actual Cost	n/a		
Covenant consents (officer approval required)	105.00	105.00	Freeze		
Planning application fees	Statutory	Statutory	n/a	Statutory	
<i>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. See link below:</i>					
http://www.planningportal.gov.uk/pins/FeeCalculatorStandalone					
Building Control fees (service provided by North Staffs Building Control Partnership)	As per Partnership Board	As per Partnership Board	n/a	Partnership Board	
George Riley walking guides	2.00	2.00	Freeze	Cabinet	
Business directory Newcastle-under-Lyme	Free	Free	Freeze		
Planning and development briefs (as and when prepared)	Free	Free	Freeze		
Core Spatial Strategy	30.00	30.00	Freeze		
Local Development Framework Proposals Map - North or South	5.00	5.00	Freeze		
Local Development Framework Proposals Map - Both North and South	10.00	10.00	Freeze		
Strategic Housing Land Availability Assessment (SHLAA)	25.00	25.00	Freeze		
Colour version Draft Options Report Site Allocations and Policies Local Plan (yet to be published) (new charge)	n/a	5.00			
PRIVATE SECTOR HOUSING					
					No VAT
Houses in multiple occupation licence fee	537.00	540.00	3.00	Cabinet	
Re-submission of returned applications	84.00	85.00	1.00		
Fee to change or vary a house in multiple occupation licence	55.00	58.00	3.00		
Renewal of houses in multiple occupation licence (new charge)	n/a	405.00			
Immigration Inspections	82.00	100.00	18.00		
Charges for Work in Default Notices to remedy Housing Health and Safety issues -					
Officer Time		£22 per hour			
Travelling Costs		65p per mile			
Management Costs		£35 per hour			
Land Registry Fee		4.00		Set externally	
Inspection by qualified electrician or gas engineers		As quote			
Recorded Delivery		1.06		Royal Mail cost	
Other Costs (stated as per individual case)		As actual			
Administration fee (to cover corporate service recharges)		12%			
PUBLIC CONVENIENCES (RADAR) SCHEME (FULLY ACCESSIBLE FOR DISABLED USE)					
				Cabinet	No VAT
Residents of the Borough	Free	Free	Freeze		
Non residents of the Borough	2.50	3.00	0.50		
REMOVAL OF DOMESTIC ANIMAL CARCASSES					
				Cabinet	VAT Inclusive
Removal of domestic animal carcasses (including VAT)	26.00	27.00	1.00		
SALE OF SANDBAGS					
				Cabinet	VAT Inclusive
5 Sand bags	26.00	26.00	Freeze		
10 Sand bags	31.00	31.00	Freeze		
15 Sand bags	36.00	36.00	Freeze		
20 sand bags	41.00	41.00	Freeze		

	Fee/Charge	Proposed	Increase/ Decrease £.p	Committee Approval/ Comments	VAT Status	
	2012/13	Fee/Charge				2013/14
	£.p	£.p				£.p
STREET TRADING (OFFICER APPROVAL REQUIRED)				Cabinet	No VAT	
Newcastle Town Centre (daily)	18.20	18.20	Freeze			
Consent trading (daily, electricity)	3.60	3.60	Freeze			
Eastbound layby A500 (per annum)	8,745.00	8,745.00	Freeze			
Northbound layby A500 (per annum)	8,745.00	8,745.00	Freeze			
Northbound layby A34 (per annum)	8,745.00	8,745.00	Freeze			
TOWN CENTRE DISPLAYS (OFFICER APPROVAL REQUIRED)				Cabinet	No VAT	
Market traders and local promotions (per metre)	7.00	7.00	Freeze			
Charity and local community groups	Free	Free				
National promotions (minimum charge)	60.00	60.00	Freeze			
TREE PRESERVATION ORDERS				Cabinet	No VAT	
Single copy of a tree preservation order	29.00	30.00	1.00			
Items which are not new but were not included in original 2012/13 list						
* H.M. Revenue & Customs guidance states that off street car parking provided by local authorities is subject to VAT. This ruling is currently the subject of a legal challenge.						

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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 an initial 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.

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

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TRANSFORMATION AND RESOURCES

Title	Forward Plan Item?	Scrutiny Method	Progress to Date/Actions from last Meeting	Expected Completion Date	Expected Outcomes/Date for Progress to be Assessed
Revenue and Capital Budget (AMBER)	Yes	Full Committee	<ul style="list-style-type: none"> Report 03.09.2012 - timetable & process of budget scrutiny explained – T & R happy with budget setting timetable. Finance & budget training sessions taking place. Consultation process update 10.12.12 - request consideration be given to starting process earlier & undertaken in 2 stages with 1st stage in June – comments to Cabinet 12.12.12. Update received 10.12.12 informing T & R of current proposals to balance 2013/14 revenue budget. T & R requested a link be sent to the current Capital Strategy & that future reports make clear where the document differs from the existing strategy. 		Scrutiny undertaken annually by T & R.
Capital Strategy	Yes	Full Committee	<ul style="list-style-type: none"> Received 10.12.12. T & R requested further info re Revenue Investment Fund, clarification of staffing efficiencies referred to in report & questioned Community Chest grants & budget cuts. The comments were fed back to Cabinet on 12.12.12. 		Scrutiny undertaken annually by T & R.
Treasury Management Strategy	Yes	Full Committee	<ul style="list-style-type: none"> Considered 19.11.12. T & R supportive of strategy & recommendation on report. 		Scrutiny undertaken annually by T & R.
Scale of Fees & Charges	Yes	Full Committee	To be considered by T & R 24.01.2013.		Scrutiny undertaken annually by T & R.
Financial and Performance Management Report (GREEN)		Full Committee	<ul style="list-style-type: none"> Continue to monitor & scrutinise performance alongside finances & that quarterly reports are provided to T & R. To include J2 figures (income over target). Quarter 3 report expected 24.01.2013. Leader to provide update 24.01.2013 re street & environment cleanliness figures, with explanation of reasons for increase. 		Report received on a rolling quarterly basis.
Flexible Working for NBC Employees (AMBER)		Full Committee	<ul style="list-style-type: none"> Committee to receive regular updates. Update provided Sept 2012 – next update March 2013 		Update expected March 2013.
Review of the Constitution (AMBER)		Working Group: Cllr Shenton Cllr Holland Cllr Snell	<ul style="list-style-type: none"> To remain as a living doc to be kept under review. Request to be put on website as PDF with search facilities. WG met 07.11.2012. Update received 19.11.2012. 		
Modernisation of the Post Office Network	No	TBC	<ul style="list-style-type: none"> To consider the modernisation of the Post Office network & the possibility of partnership working. Rep from PO attended 19.11.2012, gave presentation. Awaiting LGA work before making decision to proceed. 		
Universal Credit			<ul style="list-style-type: none"> Can expect update at the March meeting 		

Asset Management Strategy	Yes	Full Committee	<ul style="list-style-type: none"> Overlaps EDE & T & R – both committees to consider T & R to considered report 10.12.12. 		
Council Plan 2013-14 to 2015-16	Yes – to be added when next published	Full Committee	<ul style="list-style-type: none"> To be considered on 24.01.2013 prior to Cabinet in Feb. 		

MEMBERS SUGGESTIONS FOR SCRUTINY TOPICS

Suggested by:	Suggestion for Scrutiny Topic:

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