

The Cabinet

8th February 2017 at 3.30 pm
at the Sandwell Council House, Oldbury

Present: Councillor Eling (Chair);
Councillors Carmichael, Hackett, D Hosell,
Khatun, Marshall, Moore, Shackleton and Trow.

In attendance: Councillors Ahmed, Crompton, Gavan and
P Hughes.

Apologies: Councillors Gill;
Y Davies and Underhill.

19/17 **Declaration of Interest**

In relation to Minute No. 24/17 below (Sandwell Leisure Trust Business Plan), Councillors Gavan and P Hughes declared a disclosable pecuniary interest as they were both members of the Board of the Sandwell Leisure Trust.

In relation to Minute No. 26/17 below (Post-16 High Needs Education Provision), Councillor Hackett advised that a relative had benefitted from funding.

20/17 **Minutes**

Resolved that the minutes of the meeting held on 11th January 2017 be confirmed as a correct record.

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Strategic Items

21/17

Business Plans 2017/18 to 2019/20 Plan (Key Decision Ref. No. SMBC1662)

The Council, at its meeting on 17th January 2017, considered the impact for the Council of the provisional Local Government Finance Settlement announced on 15th December 2016. The announcement included an offer of a four-year funding settlement to 2019/20.

Details of the three-year funding forecasts that had been based on the provisional settlement for Sandwell and projected expenditure within the corporate budgetary parameters (2017 to 2020) were submitted.

Directorate business plans and budgets for the three years 2017/18 to 2019/20 had been produced and individual service budgets contained within the Business Plans were aligned to the overall corporate budget parameters.

Details of the Housing Revenue Account priorities were provided in a separate Business Plan.

The Directorate business plans incorporated a comprehensive risk assessment including a sensitivity analysis for all components of the budget and active steps had been taken to manage the identified risks. Throughout the budget process, the Council had been mindful of continuing budgetary pressures and had continually reassessed the financial risk impact. Actions had been taken to mitigate/reduce the financial risk wherever possible.

Whilst the Leader of the Council commended the business plans to the Cabinet and recommended that they be submitted to the Budget and Corporate Services Scrutiny Board for detailed review, he did express concern that the Government had not yet indicated when they would be presenting the Local Government budget report to Parliament. Despite this, the Council would continue to set a legal and balanced budget.

Resolved that the business plans for each Directorate be submitted to the Budget and Corporate Services Scrutiny Board for detailed review and that the results are considered by Cabinet on 22nd February 2017 prior to recommendation to Council in March 2017.

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22/17

Quarter 3 Council Wide Budget (Key Decision Ref. No. SMBC1661)

The Leader of the Council gave details of the Council's revenue and capital expenditure as at the end of December 2016, together with a forecast outturn for the financial year 2015/16.

Details were also submitted on the monitoring of the Council's Housing Revenue Account.

Services were on track to deliver the £24m of savings agreed by the Council on 8th March 2016 and were projected to deliver further surpluses by the end of the year. This demonstrated the continued success of our multi-year budget planning process.

At a service level, excluding Public Health, the Council was reporting a forecast year end surplus of £3.982m, which was within the following service areas:

- Assistant Chief Executive – surplus of £0.849m
- Adults Social Care Services – surplus of £1.500m
- Children's Services – surplus of £0.073m
- Regeneration and Economy – surplus of £0.713m
- Neighbourhoods – surplus of £0.735m
- Corporate Management – surplus of £0.092m
- Public Health Regulatory Services – surplus of £0.020m

In addition, there was a projected year end surplus of £0.733m within Public Health that related to funds carried forward from previous years. It was proposed that this carry forward be re-profiled to 2019/20.

Children's Services was projecting a small surplus, but the ongoing uncertainty following the recent Trust announcement represented a significant risk that was being monitored closely.

Approval was also sought to a number of virements across Directorates.

As at period 9, there had been no adjustments to the Council's Revenue Support Grant, Retained Business Rates or Business Rates Top Up allocations. Therefore, the forecast position for the year was to breakeven.

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As part of the 2015/16 Outturn Report that was presented to Cabinet on 1st June 2016, approval was given to set aside £4m of spare revenue resources to fund capital projects as and when required. To date, this resource had not yet been utilised and, therefore, it was proposed that it be re-allocated to a General Project Fund that would be used to progress both revenue and capital schemes such as:

- Urgent Ongoing Maintenance Projects
- Spend to Save Projects
- Urgent Health and Safety Schemes
- Small Capital Projects

There would still be a requirement to submit formal bids to access the fund that would require an appraisal to be assessed by Strategic Finance which would need to be reported to Cabinet for approval.

The Capital Programme had been amended to include changes to the total estimated resources available due to the notification of Supported Capital Expenditure (Revenue), and increases in the level of grant funding.

The total estimated expenditure for 2016/17 was £114.654m compared to an approved budget of £114.581m, forecasting a deficit of £0.073m against available resource, which related to The Hollies refurbishment scheme. It was proposed to resource £0.073m by a Revenue Contribution to Capital Outlay from Children's Services.

Resolved:-

- (1) that it be noted that the Medium Term Financial Strategy is on track and no budget pressures requiring action outside of normal budget management processes;
- (2) that the financial monitoring position of individual directorates be received and referred to Budget and Corporate Services Scrutiny Board for consideration and comment;
- (3) that the financial monitoring position of the Housing Revenue Account for the period ending December 2016 be received;

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- (4) that the following virements be approved:
- a) £0.236m between Infrastructure Review Budget and Children’s Social Care in relation to the budget for Directorates Office;
 - b) a transfer of £0.040m from the Assistant Chief Executive Directorate to Adult Social Care in relation to a transfer of a Grade F post;
- (5) that the following carry forwards be re-profiled to future years:
- a) £0.402m for Assistant Chief Executive into 2017/18;
 - b) £1.50m for Adult Social Care into 2017/18, 2018/19 and 2019/20 at £0.500m respectively;
 - c) £0.713m for Regeneration and Economy into 2017/18
 - d) re-profile £0.448m of the £1.098m Regeneration & Economy target budget that Cabinet approved on 16th November 2016 into 2018/19 which in particular reflects the expected spending profile in street lighting and feasibility studies;
 - e) £0.599 for Neighbourhoods into 2017/18 and the balance of £0.136m be used towards capital improvements;
 - f) £0.092m for Corporate Management into 2017/18;
 - g) £0.733m Public Health into 2017/18;
 - h) £0.020m Regulatory Services into 2017/18;
- (6) that the following Revenue Contribution to Capital Outlay be approved:
- a) £0.073m (Children’s Services) for use towards the refurbishment of The Hollies, the base for New Arrivals;
- (7) that the following revenue resources earmarked to fund capital projects be approved:
- a) £4m of earmarked revenue balances originally set aside to fund capital projects be re-allocated to a General Projects Fund.

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23/17

Review of Fees and Charges for Council Services (Key Decision Ref. No. LR16)

The Leader of the Council sought approval to the proposed fees and charges for Council services for the 2017/2018 financial year.

In accordance with the Council's Financial Regulations, which required an annual review of fees and charges to be carried out, the Council had considered its statutory obligations, the cost of service delivery, the demand for services and how proposed charges compared to neighbouring authorities when setting fees and charges for 2017/18.

In accordance with the Council's Constitution, the Cabinet considered the proposed fees and charges in relation to services under the Gambling Act 2005 and their impact on the Council's overall budget. The Licensing Committee was subsequently recommended to approve those fees and charges.

An equality impact assessment had been carried out for the proposal. No issues had been identified which would impact on a particular group.

In response to a question from the Chair of the Housing Scrutiny Board, the Leader of the Council confirmed that:-

- both the new pet cemetery and wake facility within Registration Services were designed to help families at what was a very difficult time in their lives and to simultaneously maximise the potential of new income streams. Both had been successful in terms of the number of families choosing to use these new services and subsequent new income generated and, in instances, uptake and the financial targets set had been exceeded. However, numbers had not been disclosed due to commercial sensitivity;
- the law regarding fees stated that licensing fees could only be set to recover costs of providing the service. It was unlawful to raise the level of licence fees as a means of generating income for the authority.

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Resolved:-

- (1) that the proposed fees and charges for the Council's services outlined in Appendices 6.1 to 6.5, as set out below, be approved for implementation from 1st April 2017:-

ACE – Corporate Landlord – Facilities Management
ACE – Taxi Licensing
Adult Social Care Health and Wellbeing including
Community Meals and Alarms
Housing Quality Environmental Health
Trading Standards
Children Service and Learning - Young People's
Services
Neighbourhoods – Community Facilities
Neighbourhoods – Green Services
Neighbourhoods – Library and Information Service
Neighbourhoods – Museums
Neighbourhoods – Waste
Regeneration and Economy including
Building Control
Highways
Planning
Markets & Street Trading
Property Searches and Land Charges

- (2) that the proposed fees and charges for ACE – Legal and Governance – Registration Service, as set out in Appendix 6.1.2, be approved with effect from 1st March 2017;

- (3) that the Licensing Committee be requested to approve the fees and charges set out in Appendix 6.12, in relation to services under the Licensing Act 2003 and Gambling Act 2005 with effect from 1st April 2017.

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24/17

Sandwell Leisure Trust Business Plan (Key Decision Ref. No. SMBC1618)

The Cabinet Member for Leisure reported that on 9th March 2016, the Cabinet considered the Council's Business Plan with Sandwell Leisure Trust and subsequently did not approve it as it did not meet the requirements of the Council (see Minute No. 36/16).

On 19th July 2016, the Council established a Select Committee for Leisure provision to look at leisure services in Sandwell.

Since the Cabinet decision in March, the Council had been in negotiations with Sandwell Leisure Trust to reach agreement in line with the terms of the contract. The formal contractual negotiation period with the Trust closed on 8th August 2016.

A negotiated Business Plan for the period 2017/2020 had now been submitted by Sandwell Leisure Trust that moved the services managed by them on behalf of the Council to being more financially sustainable in the future by:-

- revising the scope of service and facilities. These revisions had been discussed in detail with Council officers and agreed between the Council and the Trust;
- agreeing to a clarification to the Management Funding Agreement to expressly provide that, should the outcome of the Select Committee considerations and consultation be a decision to re-provide leisure facilities in Smethwick, Sandwell Leisure Trust would be nominated as the operator for the new Smethwick Leisure Centre under the terms of the Management Funding Agreement.

The Council was now satisfied that the overall proposal presented was acceptable and represented good value for the period up to the end of March 2019/20.

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The changes in the Final Business Plan would need to be incorporated into a Deed of Variation to amend the current Management Funding Agreement and the Council's agreement to the Final Business Plan was subject to agreement with Sandwell Leisure Trust on the necessary variations to the current Management Funding Agreement to achieve the agreed changes.

The Council would continue to work with Sandwell Leisure Trust to identify further changes that were needed to bring down the unitary fee costs to the Council and produce a self-sustaining Leisure Trust for the benefit of Sandwell residents.

In response to questions raised by the Chair of the Leisure, Culture and the Third Sector Scrutiny Board, the Cabinet Member for Leisure confirmed that:-

- in relation to Sandwell Leisure Trust no longer being able to undertake the National Benchmarking Survey, this was an operational matter for Sandwell Leisure Trust Board and senior management but via the contract review meeting with Sandwell Leisure Trust, officers would discuss the matter to ensure that the current high quality of service was maintained;
- joint management with other local authorities would be supported.

The Leader of the Council also reaffirmed that in a time of cuts and increasing charges, the Council was continuing to maintain leisure provision with a number of brand new leisure facilities in Sandwell and a Select Committee had been set up to at look future provision.

Resolved:-

- (1) that the Interim Director – Neighbourhoods be authorised to agree the deed of variation and that the Management of Funding Agreement with Sandwell Leisure Trust be amended by 17th February 2017;
- (2) that the Interim Director - Neighbourhoods, in consultation with the Interim Director - Resources, be authorised to agree the final business plan as submitted by Sandwell Leisure Trust for the period 2017/2020;

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- (3) that the unitary payment (management fee) to be paid to Sandwell Leisure Trust be approved as follows:
£2,990,000 (2017/18); £2,742,000 (2018/19);
£2,885,000 (2019/20).

(Councillors Gavan and P Hughes left the room during consideration of this item)

25/17

Provision of new build residential properties on land at Carisbrooke Crescent, Friar Park, Wednesbury (Key Decision Ref. No. SMBC1651)

The Cabinet Member for Housing sought approval to construct 50 new build residential properties on vacant land adjacent to Carisbrooke Crescent, Friar Park, Wednesbury. Once built, the properties would be let at 80% of the appropriate market rent for the area, in line with the current rent policy for general needs Council houses.

On 29th October 2014, the Cabinet approved the options for the development of additional council housing to fit with the new housing landscape. This has been referenced by the continued demand for affordable rented properties; particularly houses (see Minute No. 75/14).

On 6th April 2016, the Cabinet gave approval to the Council new build programme, which included the Carisbrooke Crescent site (see Minute No. 61/16).

In order to address the issue of high demand for Council housing, and in line with the approved policy to increase the Council's housing stock and provide more affordable housing, it was proposed to build:-

28 x 2 bed houses
15 x 3 bed houses
4 x 2 bed apartments
3 x 4 bed houses

The site, previously occupied by a high rise block Carisbrooke House and a maisonette block, was now cleared. Site investigations had been completed and there were no overriding problems that would prevent the development of this site.

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However, the topography for the erection of houses on the site was extremely challenging in that the site sloped steeply from south to north.

A number of feasibility studies had been undertaken in order to ascertain if it was financially viable to develop the site for Council housing, taking into account the levels on the site and the type of housing needed. The feasibility studies had shown that residential development was viable and it was decided to progress to detailed design stage with a view to submitting a planning application in February 2017.

The site was subject to fly tipping, at an annual cost for removal of rubbish in excess of £7,500. Once redeveloped, the site would provide a significant contribution towards the uplift of the immediate area and improve the public realm and street scenes. The redevelopment of the site with modern residential accommodation would improve the asset base of the borough and provide much needed affordable housing.

A full appraisal had been undertaken by Strategic Finance with a number of risks identified as a result of the appraisal and action points recommended to mitigate these risks.

An equality impact assessment was not required for this proposal.

In response to questions raised by the Chair of the Housing Scrutiny Board, the Cabinet Member for Housing confirmed that:-

- tenants would continue to receive a 1% reduction every year until at least 2019/20. The Government had enforced annual rent reductions of 1% for four years from 2016/17-2019/20. The affordable rents would only be re-assessed again once the tenancy changed;
- where justified, legislation would enable the Council to use a local lettings plan for this site whereby preference could be given to existing tenants in accordance with the housing need priorities set out in the housing allocations policy. However, this approach would incur additional management costs and void loss arising from the properties vacated by those transferring. The Council was obliged to let its properties in a fair and equitable manner and the allocations policy was in part tailored to give priority

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to households whose move would involve making better use of existing stock – this would include existing tenants.

Resolved:-

- (1) that the Director – Regeneration and Economy allocate 1.033 hectares of land known as Carisbrooke Crescent development site, Friar Park, Wednesbury for development with council house properties;
- (2) that in connection with resolution (1) above, the Interim Director – Resources, in consultation with the Director – Regeneration and Economy, prepare tendering documentation and procure, in accordance with procurement and financial regulations, contractors to develop the proposed housing scheme;
- (3) that the Interim Director – Resources enter into or execute under seal any documentation in relation to award of the contract and/or development/partnership agreement, licence, undertaking or other agreements etc. to facilitate development of the site with council houses on terms and conditions to be agreed by the Director – Regeneration and Economy;
- (4) that the Interim Director - Resources allocate a sum of money from the Housing Revenue Account capital investment programme to facilitate the proposal;
- (5) that, following practical completion of each property, the Interim Director – Neighbourhoods manage and let the premises in accordance with the Council's housing allocation policy;
- (6) that the following action points identified within the appraisal report be implemented to reduce any risk to the Council:
 - review the proposals of property types to ensure that the strategic needs of the Council are met through the best use of resources;
 - determine how proposed outcomes will be measured and reported;

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- (7) that Legal Services liaise with the Neighbourhood Office and residents to ascertain the feasibility of closing the path as identified on Appendix 2 and in the event that an agreement cannot be reached, to mutually agree the closure of the existing presumed rear access, that the scheme layout as shown on the indicative plan is implemented so as to maintain access for current residents.

26/17

Post-16 High Needs Education Provision (Key Decision Ref. No. SMBC1667)

The Cabinet Member for Children's Services sought approval to seek an exemption to the Council's Procurement and Contract Procedure Rules in respect of a number of contracts with FE Colleges and other specialist education institutions, in order to provide specialist education and care provision to meet the needs of young people aged 16-25 as identified in agreed Education, Health and Care plans.

All local authorities were required to commission, fund and contract directly with schools, colleges and other educational institutions for specialist provision for learners aged 16-25 who had high levels of learning disabilities or difficulties. Local authority contracts were for top-up funding, known as element 3 funding; the Education Funding Agency contracted directly with the same institutions for element 1 and 2 funding using the national High Needs Funding methodology.

The Public Contracts Regulations 2015 introduced a threshold, currently £589,000, for contracts for provision of education services at which those contracts should be let following publication of a contract notice in the Official Journal of the European Union. These Regulations also contained provisions requiring contracting authorities to use the total annual spend where they had a requirement for a series of contracts of the same type to establish whether this threshold was met.

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As there was a discrepancy between the legal framework regarding learner choice and the public procurement rules regarding competition for the award of contracts following public advertisement, it was proposed to establish a framework of providers following publication of a contract notice based on inclusion in the approved list maintained by the Secretary of State and for contracts in respect of individual learners to be awarded based on learner choice. This would ensure compliance with statutory requirements regarding learner choice whilst also complying with principles of transparency and equal treatment of providers under the public procurement rules.

In the academic year 2016/17, the Council was required to contract with 14 institutions for Post-16 High Needs provision for 134 learners. The total value of these contracts was £2.58m, with the average cost per learner being £19,257.

An equality impact assessment was undertaken for this proposal.

Resolved:-

- (1) that any necessary exemptions be made to the Council's Procurement and Contract Procedure Rules to enable the Council to enter into the contracts in the table below:

Post-16 High Needs Provision contracted for 2016/17

Provider	No. of Learners	Contract Value
Bournville College/Victoria College	1	£9,335.00
Derwen College	1	£7,049.19
Dudley College	9	£47,350.00
Halesowen College	10	£85,200.00
Hereward College	3	£227,432.59
National Star College	2	£187,320.94
New College Worcester (NCW)	1	£46,864.00
Queen Alexandra College	22	£556,018.32
Ruskin Mill Trust - Glasshouse College	6	£272,074.37
Sandwell College	63	£750,732.38
Seashell Trust Royal College Manchester	1	£139,238.28
Shrewsbury College	1	£14,310.00
South Staffs College (Rodbaston Campus)	3	£55,823.00
Walsall College	11	£181,794.12
Total	134	£2,580,542.19

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- (2) that the Director - Education undertake a procurement exercise to establish a framework of providers setting out the basis for future commissioning of post 16 High Needs Education in accordance with the Public Contracts Regulations 2015 to include the process for inclusion of providers in the framework and the award of individual contracts being based on learner choice.

27/17

Revenues and Benefits Policy Framework 2017/2018 (Key Decision Ref. No. SMBC1688)

The Leader of the Council sought approval to the Revenues and Benefits Services Policy Framework 2016/2017 following an annual review of the policies to ensure that they remained up to date.

The Framework included the Corporate Debt Recovery Policy, the Council Tax Discretionary Relief Policy, the Discretionary Housing Payments Policy, the Non Domestic Rates Discretionary Rate Relief Policy, the Local Welfare Provision Policy, the Non Domestic Rate Hardship Relief Policy, the Housing Benefit - Council Tax Benefit and Local Council Tax Reduction Scheme Overpayment Recovery Policy, the Joint Policy for Establishing Eligible Support and Accommodation Charges and the Local Council Tax Reduction Scheme Policy.

The annual review of the above policies had taken place and the following policies had been amended:

- Council Tax Discretionary Relief Policy;
- Non Domestic Rates Discretionary Rate Relief Policy;
- Joint Policy for Establishing Eligible Support and Accommodation Charges.

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In response to a question from the Chair of the Housing Scrutiny Board relating to Third Sector Support and Service Provision, e.g. food banks, white goods, second-hand furniture etc and whether the Council should be seeking to support the set up of another Community Enterprise dealing with furniture re-cycling, the Cabinet Member for Core Council Services confirmed that the supply of furniture and white goods for the purpose of local welfare provision was currently provided by Community Transport and Loaves and Fishes. Following the closure of Marbles, the supply had been closely monitored with no concerns being raised. The arrangements would continue to be monitored and any additional support would be considered as appropriate.

The Leader of the Council reported that other local authorities were providing either little or no local welfare provision and despite further funding cuts to local welfare budgets being made, the Council would endeavour to continue to support the most vulnerable people in Sandwell.

Resolved that the contents of the Revenues and Benefits Service Policy Framework be approved.

28/17

Direct Purchase of Managed Office Print Service from Xerox Limited (Key Decision Ref. No. SMBC1674)

The Cabinet Member for Core Council Services sought approval to award a contract for the provision of multi-function devices used across all council offices to provide printing, photocopying and scanning. The Council had an ongoing requirement for this service as it underpinned all business activities.

An exemption from the Council's Procurement and Contract Procedure Rules was sought to enter into a one year contract with Xerox whilst the Council determined its longer-term requirements and a subsequent procurement exercise was carried out to select a future supplier.

The estimated cost of a one-year contract with Xerox from 1st April 2017 to 31st March 2018 was £620,000 which represented a saving of £190,000 on current annual costs.

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Resolved:-

- (1) that the Interim Director - Resources award a contract to Xerox for a managed office print service for the period 1st April 2017 to 31st March 2018 at a total cost of £620,000;
- (2) that in connection with resolution (1) above, an exemption be made to the Council's Procurement and Contract Procedure Rules to enable the action proposed in resolution (1) to proceed.

29/17

Recommendations arising from Land and Asset Management Committee at its meeting on 26th January 2017 (Key Decision Ref. Nos. SMBC1658 and SMBC1659)

The Chair of the Land and Asset Management Committee presented the recommendations of the Committee from its meeting held on 20th January 2017 relating to the following matters:-

- Disposal of Dagger Lane Resource Centre, Dagger Lane, West Bromwich (Key Decision Ref. No. SMBC1658);
- Acquisition of land and premises at Woods Lane, Cradley Heath, to enable residential development (Key Decision Ref. No. SMBC1659).

Resolved:-

- (1) that in respect of the disposal of Dagger Lane Resource Centre, Dagger Lane, West Bromwich:-
 - (a) Dagger Lane Resource Centre, Dagger Lane, West Bromwich, as indicated, for information purposes only, on Plan No. SAM/13860/001, be declared surplus to the Council's requirements;

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- (b) in connection with (a) above, upon completion of leases accommodating relocation of Sandwell Visually Impaired and Sandwell Deaf Community Association, the freehold interest in Dagger Lane Resource Centre, Dagger Lane, West Bromwich be disposed of, on terms and conditions to be agreed by the Director - Regeneration and Economy;
 - (c) the Council enter into or execute under seal, if necessary, any other related documentation in connection with the disposal of the land referred to in recommendation (a) above, on terms and conditions to be agreed by the Director – Regeneration and Economy;
- (2) that in respect of the acquisition of land and premises at Woods Lane, Cradley Heath:-
- (a) in consultation with the Interim Director – Resources, the freehold interest in land and premises at Woods Lane, Cradley Heath, as shown on Plan No. SAM/54440/003, be acquired to enable the residential redevelopment of the Woods Lane Industrial Estate, on terms and conditions to be agreed by the Director – Regeneration and Economy;
 - (b) Local Growth Funding be utilised to complete the acquisition of land and premises referred to in (a) above;
 - (c) in connection with (a) above, following acquisition, the Director – Regeneration and Economy assumes management responsibility for the premises pending subsequent sale on the open market and additionally identifies suitable funding to meet any security/on-going maintenance costs, undertake surveys and, if required, removal of asbestos.

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Business Items

30/17

New Senior Management Structure – Spring 2017

The Leader of the Council outlined proposals to amend the senior management structure in order to allow the necessary focus on the continuation and protection of frontline services and to align it to the new performance framework that would be built around the new Council Vision to measure progress against outcomes.

The proposed new structure would place a greater emphasis on functional management to ensure that services were managed and delivered by Directors and Service Managers to high standards.

As these proposals also aimed to improve synergy and efficiency by bringing services together according to function, some re-design of existing chief officer roles would be required.

The key proposed changes would result in the following chief officer structure and Senior Management Board membership for the Council:

- a new post of **Executive Director - Neighbourhoods** having responsibility for all 'place' functions, shaping and driving the neighbourhood's agenda and would line manage two Director posts:
 - **Director- Regeneration and Planning** – leading on local regeneration opportunities and a new Assets function formed by merging corporate property activities, presently split between Planning and Assistant Chief Executive, improving the quality and speed with which commercial property/land decisions were agreed and implemented. An existing Level 2 Service Manager post would lead Assets and be a member of the Senior Management Board;
 - **Director- Housing and Communities** – Housing functions relating to Council owned homes would be grouped together under this new directorate in recognition of the significance and priority that housing played in the new vision for the Borough;

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- a new post of **Executive Director - Resources** would line manage:
 - a new Director post of **Director - Monitoring Officer**, ensuring robust monitoring arrangements were in place plus three existing Level 2 Service Managers responsible for Section 151, Human Resources and ICT who would become members of the Senior Management Board;
- the statutory post of Director of Children's Services (DCS) would be renamed **Executive Director of Children's Services**, ensuring the delivery of outcomes by the new council owned Trust, driving a new cross-cutting Resilient Families programme and be responsible for:
 - a new permanent post of **Director – Education, Skills and Employment**, replacing the long standing current interim arrangements for Education – providing advocacy for children and families with schools and colleges and driving the employment and skills agenda, including apprentices;
 - Level 2 Service Manager (Intelligent Client -Trust), funding for which will be sought from the Department for Education;
- the statutory post of Director – Adult Social Care, Health and Wellbeing (DAS) would be renamed **Executive Director – Adult Social Care, Health and Wellbeing** and be responsible for:
 - a new post of **Director - Prevention and Protection**. This will replace the temporary Chief Operating Officer - Adult Social Care post and lead Regulatory Services in a single directorate to keep vulnerable people safe in Sandwell;
 - **Director - Public Health**. This post would remain in accordance with current legal requirements.

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Consultation on the proposed management structure would be undertaken with employees and trade unions and the Council was now recommended to approve the establishment of the senior management structure.

Resolved:-

(1) that the proposed revised management structure, as set out at Appendix A to this report, be agreed as a basis for consultation with employees and Trade Unions;

(2) that in connection with resolution (1) above, the Council be recommended to approve the establishment of the senior management structure as follows:

Deletion and removal from the establishment of the following Chief Officer posts:

- Director – Neighbourhoods (vacant)
- Director – Governance (vacant)
- Director - Commercial & Business Transformation (vacant)
- Assistant Chief Executive (vacant)

Creation and establishment of the following Chief Officer posts:

- Executive Director – Neighbourhoods
- Director – Housing and Communities
- Executive Director - Resources
- Director – Monitoring Officer

Re-designation of the following Chief Officer Posts:

- Director – Regeneration and the Economy to become Director – Regeneration and Planning
- Chief Operating Officer – Adult Social Care (temporary) to become Director – Prevention and Protection and permanently established

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this post.

- Director – Education (temporary) to become Director – Education, Skills and Employment and permanently establish this post.

Re- naming of the following Chief Officer posts:

- Director – Adult Social Care, Health and Wellbeing renamed as Executive Director – Adult Social Care, Health and Wellbeing
- Director of Children's Services re-named as Executive Director of Children's Services

(3) that subject to resolution (2) above and to the Chief Officers Terms and Conditions Committee being satisfied as to the suitability of the person to the role, the Chief Executive be authorised to:-

- confirm with all post holders permanently appointed to Chief Officers posts that they will take up their re-designated and/or re-named posts when the new structure takes effect;
- subject to discussion with the Leader, to appoint the current temporary Director of Education into the new, permanent Director – Education, Skills and Employment;
- subject to discussion with the Leader, to appoint the current temporary Chief Operating Officer into the new, permanent Director – Prevention and Protection;
- to make immediate arrangements to advertise the new posts of Executive Director – Neighbourhoods, Executive Director – Resources, Director – Monitoring Officer and Director – Housing and Communities with interview dates being provisionally planned with Chief Officer Terms and Conditions Committee shortly after approval by Council;
- to make arrangements for the transfer of relevant budgets, financial, staffing and other associated

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resources and physical assets, across the realigned services, as referred to in this report;

- (4) that subject to resolution (2) above and the recruitment and advertisement of the post, the Chief Officers Terms and Conditions Sub-Committee be requested to appoint a Level 2 Service Manager, responsible for the Trust client management function.

31/17

School Funding Formula and De-delegated Budget Proposals 2017/18

The Cabinet Member for Children's Services presented a report on the outcome of Sandwell's consultation with schools and other stakeholders on proposed changes to the school funding formula and de-delegated budget proposals for 2017/18, as required by the Department for Education.

As a result of the comments received, it was now proposed to implement the following proposals:-

- (a) the Income Deprivation affecting Children Index (IDACI) band 2 rate be set at £71 and £343 for primary and secondary schools respectively;
- (b) the continuation of a cap being set on the amount schools could gain in order to ensure that the Minimum Funding Guarantee was cost neutral be approved;
- (c) the revision of the split site criteria;
- (d) the Pupil Number Growth Fund be set at £2.269m based on the updated criteria be approved;
- (e) the "Retained Duties Services" be provided from funds transferred into the school block specifically for this purpose;
- (f) the secondary low prior attainment rate remain at the 2016/17 level of £1,776;
- (g) the historic commitments be approved.

De-delegated budgets provided for centrally retained services to maintained mainstream primary and secondary schools with Schools Forum approval. Any decisions made to de-delegate would relate to that year only. Whilst de-delegation was not an option for academies, special schools, nurseries or pupil referral units, they would have the opportunity to buy back these services from the Council.

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There were six de-delegated budget proposals that were consulted upon. Consideration was given to a summary of the responses now received.

On 23rd January 2017 the Schools Forum considered the outcome of the consultation with schools on the School Funding Formula and de-delegated budget proposals for 2017/18 as required by the Department for Education.

An equality impact assessment was not required for this proposal.

The Chair of Community Safety, Highways and Environment Scrutiny Board, on behalf of the Chair of the Children's Services and Education Scrutiny Board, raised a question relating to clarity on a disability access fund. In response, the Cabinet Member for Children's Services confirmed that the Government had allocated £9,000 to Sandwell for the disability access fund for 2017/18 which would be allocated as £615 per eligible child per year to be paid to early years settings providing a place for three and four year olds who were in receipt of Disability Living Allowance.

Resolved:-

- (1) that the 2017-2018 Schools Funding Formula for Sandwell schools, following the outcome of the consultation proposals as agreed by the Schools Forum, as now submitted, be received as follows:
 - (a) the Income Deprivation affecting Children Index band 2 rate be set at £71 and £343 for primary and secondary schools respectively;
 - (b) the continuation of a cap being set on the amount schools could gain in order to ensure that the Minimum Funding Guarantee is cost neutral be approved;
 - (c) the revision of the split site criteria;
 - (d) the Pupil Number Growth Fund be set at £2.269m based on the updated criteria be approved;
 - (e) the "Retained Duties Services" be provided from funds transferred into the School block specifically for this purpose;
 - (f) the secondary low prior attainment rate remain at the 2016/17 level of £1,776;

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- (g) the historic commitments be approved;
- (2) that in respect of the de-delegated budgets for Sandwell schools and the outcome of the consultation proposals as agreed by the Schools Forum for 2017/18, as now submitted, be received;
- (3) that in respect of the Education Services Grant de-delegated budgets for Sandwell schools and the outcome of the consultation proposals as agreed by the Schools Forum for 2017/18, as now submitted, be received;
- (4) that the provisional 2017-2018 Schools Funding Formula as set out below be approved:-

Item	Primary	Secondary
Primary : Secondary Ratio	1	1:23
Basic Entitlement	£3,003	£4,231
IDACI Band E	£71	£343
IDACI) Band D	£460	£667
IDACI Band C	£506	£734
IDACI Band B	£557	£807
IDACI Band A	£612	£888
Looked After Children	£849	£849
Prior Attainment	£1,225	£1,776
English as an Additional Language (EAL) (2 years)	£846	£1,227
Lump Sum	£129,057	£129,057
Split Site	£129,057	£129,057
Rates	Actual	Actual
Private Finance Initiative (PFI)	Actual	Actual
Minimum Funding Guarantee (MFG)	-1.5%	-1.5%
MFG Ceiling	1.74%	1.74%

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- (5) that the Director of Children's Services, in conjunction with the Section 151 Officer, be authorised to approve the 2017-2018 Schools Funding Formula following confirmation of the funding model from the Department for Education.

32/17

SHAPE Programme 2017-18 Update

The Cabinet Member for Children's Services provided details on the progress of the SHAPE Programme, the Child's Voice initiative. Consideration was also given to the SHAPE programme and the work scheduled for 2017/18.

The Child's Voice initiative was conceived to ensure that the whole of the Council, along with partner organisations, listened and responded to the views of children and young people. In addition, the Council and partners should consider how our services could be developed to ensure the best outcomes for children and families.

An equality impact assessment was not required for this proposal.

Resolved:-

- (1) that progress made with the SHAPE Programme Child's Voice initiative be received;
- (2) that details of the future SHAPE Programme of work scheduled for 2017-18 be approved and endorsed;
- (3) that the SHAPE Strategic Board continues to convene and is chaired by the Director - Public Health and provides leadership and the primary governance at officer level for the initiative with the multi-agency board overseeing the programme of work;
- (4) that if one off bids or grants from external providers are successful, the Director - Public Health, in consultation with the Interim Director - Resources approve and sign off any associated papers.

[ILO: UNCLASSIFIED]

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33/17

Jobs Promise 2

The Cabinet Member for Core Council Services sought approval to extend the Jobs Promise Scheme, known as Job Promise 2, for a further year, until at least March 2018. During this extended period, it was proposed that the Council again pledge not to make any compulsory redundancies.

The original Jobs Promise, which was agreed in April 2015 for a period of two years, was made despite the challenging financial environment and was created as a direct result of employees sharing their concerns over job security through the annual engagement survey.

By being able to redeploy such a large number of employees, the council had avoided having to make redundancy payments of over £500,000 and, perhaps more importantly, had been able to carry out its moral obligation as a responsible employer, to avoid compulsory redundancies.

Having undertaken research into expected levels of turnover, anticipated departmental re-organisations, natural wastage, budgetary projections and the anticipated number of employees committed to leaving the Council on the Planned Leavers scheme in the next few months, the Council had reached a point where it had a level of confidence about its financial position for 2017-18.

Job Promise 2 would be achieved by the Council continuing its approach to resourcing and flexible working to ensure staffing resource meets demand and would continue its commitment to invest in its workforce to enhance current skill levels, where required, or, where necessary, to enable Job Promise 2 to succeed.

The proposal to support Job Promise 2 was endorsed by members of the Joint Consultative Panel on 19th January 2017.

Resolved:-

- (1) that in view of the success of the Job Promise and the confidence of the Council in its financial position in 2017-18, the proposal not to make any employees compulsorily redundant before April 2018, at the earliest, be supported;

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- (2) that, during the period of the Job Promise 2, the risks and factors influencing the sustainability of the Job Promise 2 into 2018-19 should be considered, with the objective of potentially further extending the commitment into this period.

34/17

Action Taken on Matter of Urgency – Application to the Large Sites and Housing Zones Capacity Fund

The Cabinet Member for Regeneration and Economic Investment presented details of an urgent action taken by the Chief Executive and the Interim Director - Resources in consultation with the Cabinet Member for Regeneration and Economic Investment, in relation to submitting an application for Large Sites and Housing Zone Capacity Fund.

In October 2016, the Council was awarded Housing Zone status for the area around Grove Lane/Cranford Street, Smethwick and the former sewage works at Friar Park, Wednesbury.

On 11th November 2016, the Homes and Communities Agency launched a Large Sites and Housing Zones Capacity Fund to assist the Government in delivering one million homes by December 2020. The Homes and Communities Agency had set aside £18m during 2016/17 to develop/build capacity in local authorities to support the delivery of large and complex sites. The funding was aimed at existing government initiatives and programmes, including Housing Zones where the capacity funding would help to unlock housing between 2021 and 2026.

The Council had applied for £225k funding. However due to the short timescale for preparing and submitting the bid, the matter was dealt with as a matter of urgency.

Resolved that details of the urgent action taken by the Chief Executive and the Interim Director - Resources in relation to submitting an application for Large Sites and Housing Zone Capacity Fund be received.

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35/17 **Minutes of the Cabinet Petitions Committee taken on 11th January, 2017**

The minutes of the meeting of the Cabinet Petitions Committee held on 11th January 2017 were received.

36/17 **Notes of the Black Country Joint Executive Committee held on 23rd November 2016 and 25th January 2017**

The notes of the Black County Joint Executive Committee from its meetings held on 23rd November 2016 and 25th January 2017 were received.

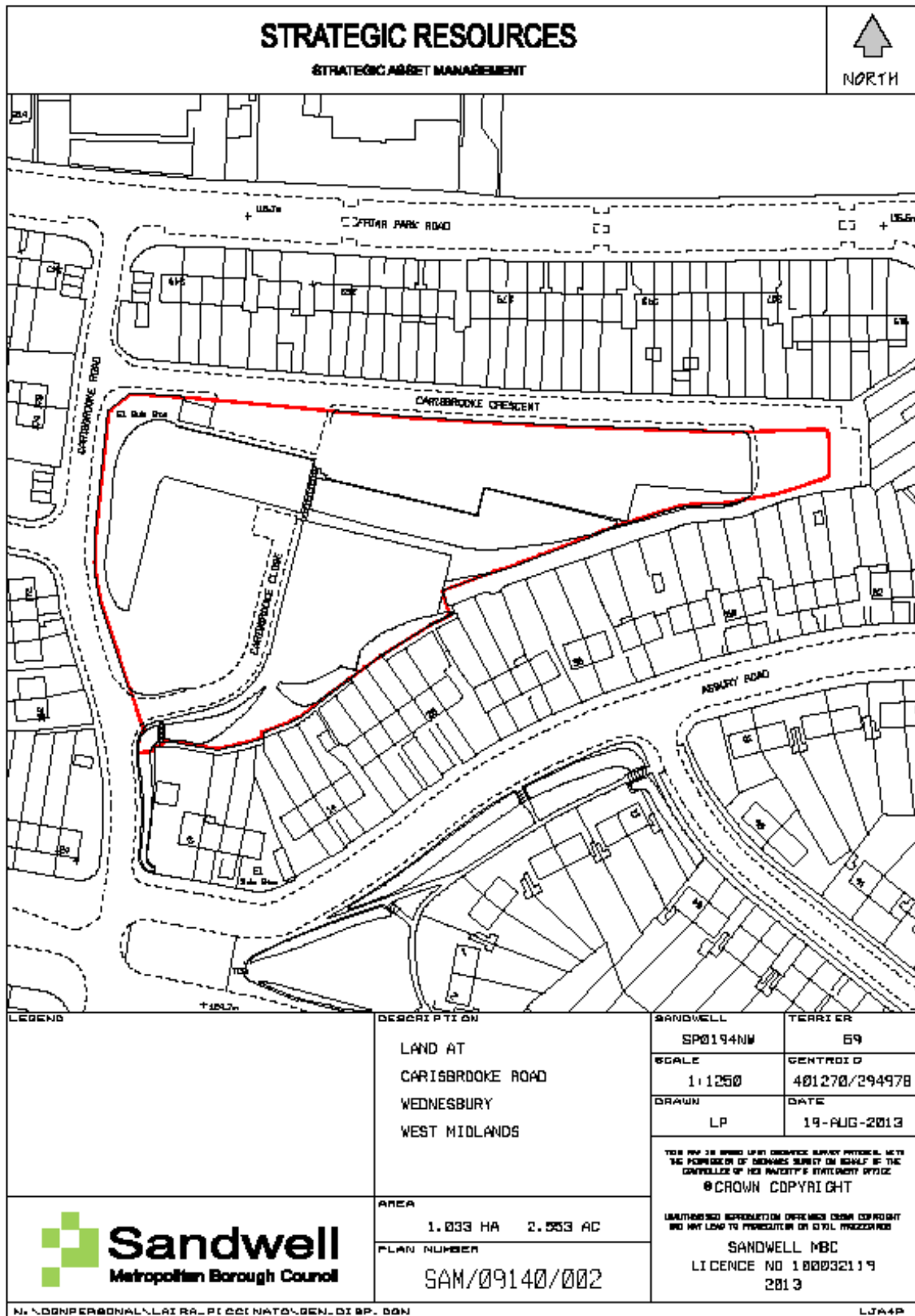
(Meeting ended at 4.30 pm)

Contact Officer: Suky Suthi-Nagra Democratic Services Unit 0121 569 3479
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Appendix 2



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[ILO: UNCLASSIFIED]

Minutes of the Cabinet

8 February 2017

Appendix 1

Fees and Charges

2017 - 2018

6.1.1 Appendix – ACE – Corporate Landlord – Facilities Management

1.1 Summary Statement

This report seeks approval for the proposed 2017/18 fees and charges for lettings of facilities at the Sandwell Council House, The Council House Smethwick, West Bromwich Town Hall and Wednesbury Town Hall.

These charges are all discretionary and are proposed to enable the service to meet its target budget and also to encourage greater use of the facilities available within these locations.

The primary function of the above listed buildings is not for providing room hire facilities but to support the authority's business, however it is acknowledged that moving forward there needs to be an increased emphasis on making the building work for the authority and as such to increase the income generation opportunity at each location. The creation of income enables services to meet their annual budgets for the operational, maintenance and improvement costs for facilities.

1.2 Policies and legislation applicable to the charge

There are no policies and legislation applicable for these charges other than compliance with the councils Financial Regulations, as all charges are discretionary.

1.3 Benchmarking information

The current and proposed charges have been benchmarked against surrounding local authorities who offer facilities for hire; once again it has revealed that Sandwell are competitively priced for the type of rooms available.

1.4 Consultation undertaken

Informal consultation with existing users of the facilities has shown that the community rates which were introduced in October 2015 have continued to be well received, but the council may have been missing out on additional bookings as weekend prices for hiring multiple rooms is seen as excessive. The proposed charges for 2017/18 reflect these comments and include a new day rate for Saturday and Sunday at West Bromwich Town Hall.

1.5 Rationale for proposed 2017-18 charges, discounts and exemptions

The charges proposed continue to be designed to maintain existing and encourage additional community usage between the hours of 9.00am and 9.00pm Monday to Friday. Lettings to all hirers after 9.00pm Monday to Friday, all day on Saturday, Sunday and Bank Holidays are chargeable at an appropriate rate to ensure all costs incurred by the council are recovered. The introduction of a whole site booking fee for West Bromwich Town Hall on Saturday & Sundays only is designed to encourage further community organisation usage. The income received from room lettings will enable a balanced budget to be achieved.

The concessionary rates as set out in the fees and charges table below shall be applied as appropriate and the hirer has been assessed as meeting the council's criteria.

Additionally approval is sought for the following specific bookings to have a discount or exemption to the standard fees and charges is proposed.

- Wednesbury Town Hall Pensioners Tea Dance, which meets each Friday for 48 weeks of the year. Currently a one off annual fee of £30 is payable at the end of the financial year. It is proposed to increase this from April 2017 to £35.00
- The Wednesbury Pensioners Fish and Chip afternoon with entertainment, which meets on the 1st Tuesday of the month, organised by a community group. Currently, a one off annual fee of £30 is payable at the end of the year. It is proposed to increase this to £35.00.
- All lettings, which are liable to a Performing Rights fee, will be charged a separate fee of £50 on each occasion to cover the costs incurred by the council, with the exception of the two Pensioners events (Tea Dance and Fish & Chip afternoon). The Performing Rights levy will not be charged if the hirer can provide evidence to the council that they have their own Performing Rights licence.
- It is proposed that the tea dance at West Bromwich Town Hall be allowed to continue to meet on a fortnightly basis, with the entrance fee of £1.00 per person being maintained for the next 12 months, until 31st March 2018.
- The Mayors Charity Appeal will continue to be allowed two free of charge uses per annum.
- That the Communities teams shall be granted free use of the appropriate Town hall for their annual presentation and awards
- The above recommendations and approvals will also be considered as part of a Town Hall strategy which will be presented to Cabinet.

1.6 Financial implications

The Facilities Management 2016/17 budget has an income target of £24,000 to be achieved from room lettings, covered by the proposed fees and charges; this is on target to be achieved at the end of the financial year. An average 5.67% increase as set out in the attached tables has been applied to the fees and charges, and an inflated target income to reflect inflation and Facing the Future income generation targets will be set in the 2017/18 budget.

1.7 Specific new charges proposed (if required)

A new day rate for hire of multiple rooms at West Bromwich Town Hall on Saturday and Sunday only is proposed.

1.8 Specific charges ceased (if required)

There are no specific charges, which have been ceased.

1.9 Equality Impact Assessment

An Equality Impact Assessment has been completed and no issues have been raised

2.0 Fees and Charges table

Service Provided	Standard Charge 2016	Increase (Decrease) in % 2017/18	Increase / (Decrease) in £ 2017/18	Proposed Charge 2017	Comment	VAT
Sandwell Council House						
Council Chamber per hour or part thereof, Minimum 2 hours booking	£27.25	2.75	£0.75	£28.00	Mon – Fri before 5.30pm	No
Council Chamber per hour or part thereof,	£50.00	3.00	£1.50	£51.50	Mon – Fri after 5.30pm & weekends	No
Annexes, Committee Rooms & Dining Room per hour or part thereof,	£18.50	2.68	£0.50	£19.00	Mon – Fri before 5.30pm	No
Annexes, Committee Rooms & Dining Room per hour or part thereof,	£27.25	2.75	£0.75	£28.00	Mon – Fri after 5.30pm & weekends	No
Hire of West Bromwich Town Hall, Wednesbury Town Hall and Smethwick Council House						
Main Hall						
Internal Users only if no entrance fee being charged	No Charge		No Charge	No Charge	Mon – Fri before 5.30pm	No
Internal Users and Community Groups if entrance fee being charged per hour or part thereof	£8.00	3.20	£0.26	£8.25	Mon – Fri 9.00am – 9.00pm	No
Internal Users and Community Groups if entrance fee being charged per hour or part thereof	£51.00	2.94	£1.50	£52.50	After 9.00 pm and weekends	No

Service Provided	Standard Charge 2016	Increase (Decrease) in % 2017/18	Increase / (Decrease) in £ 2017/18	Proposed Charge 2017	Comment	VAT
External Users per hour or part thereof	£26.25	2.85	£0.75	£27.00	Mon – Fri before 5.30pm	No
External Users per hour or part thereof	£51.00	2.94	£1.50	£52.50	After 5.30 pm and weekends	No
Hire of Council Chamber / Committee Room						
Internal Users and Community Groups if no entrance fee being charged per hour or part thereof	No Charge		No Charge	No Charge	Mon – Fri 9.00am – 9.00pm	No
Internal Users and Community Groups if entrance fee being charged per hour or part thereof	£5.25	1.95	£0.10	£5.35	Mon – Fri 9.00am – 9.00pm	No
Internal Users and Community Groups if entrance fee being charged per hour or part thereof	£23.50	2.13	£0.50	£24.00	After 5.30 pm and weekends	No
External Users per hour or part thereof	£18.50	2.75	£0.51	£19.00	Mon – Fri before 5.30pm	No
External Users per hour or part thereof	£23.50	27.65	£6.50	£30.00	After 5.30 pm and weekends	No
Weekend Full Site Booking Rate West Bromwich Town Hall						
All Users - All Rooms at Site Option A			NEW	£1,110.00	Saturday only 8.00am - 11.00pm	
All Users - All rooms except Council Chamber Option B			NEW	£940.00	Saturday only 8.00am - 11.00pm	
All Users - All Rooms at Site Option A			NEW	£1,110.00	Sunday only 8.00am - 6.00pm	
All Users - All rooms except Council Chamber Option B			NEW	£940.00	Sunday only 8.00am - 6.00pm	
Other Hire Charges						
Hire of Kitchen (per function)	£51.00	0.00	£0.00	£51.00		No

Service Provided	Standard Charge 2016	Increase (Decrease) in % 2017/18	Increase / (Decrease) in £ 2017/18	Proposed Charge 2017	Comment	VAT
Hire of Kitchen (per function) - Concession for community	£25.50	0.00	£0.00	£25.50		No
Hire of Organ (per function)	£66.00	1.51	£1.00	£67.00		No
Hire of Concert Piano (per function)	£51.00	1.96	£1.00	£52.00		No
Hire of Upright Piano (per function)	£30.50	1.65	£0.50	£31.00		No
Performing Rights Fee	£50.00	0.00	£0.00	£50.00		Yes
Cancellation Fee external bookings Only						
Less than 6 days-notice	Full Cost		Full Cost	Full Cost		No
7-12 days-notice - cancellation charge	50% charge		50% charge	50% charge		No
13-23 days-notice	25% charge		25% charge	25% charge		No
Over 23 days-notice	nil		nil	nil		
Concessions						
Pensioners Fish & Chip Afternoon @ Wednesbury per annum	£30.00	16.67	£5.00	£35.00		No
Pensioners Tea Dance @ Wednesbury per annum	£30.00	16.67	£5.00	£35.00		No
Mayors Charity Events	2 events Free of Charge		2 events Free of Charge	2 events Free of Charge		

6.1.2 Appendix – ACE - Legal and Governance – Registration Service

Summary Statement

Registration Services provide a wide range of services in relation to burials, cremations, memorials, births, deaths and marriages that meet the needs of its customers. Services are delivered 7 days a week. It is proposed that the proposed fee increase from the 1 March 2017 should be 4% to meet inflationary pressures placed on its services primarily by its suppliers, to make a contribution to the Facing the Future program and to make further frontline infrastructure investment.

1.2 Policies and legislation applicable to the charge

The authority is permitted to charge fees relating to Registration Services by virtue of the Cremation Act 1902, the Cremation Regulations 2008 and the Local Authorities Cemeteries Order 1977. Whilst the authority has discretion over the majority of fees a number relating to the registration of births, marriages and deaths are set by statute.

1.3 Benchmarking information

In setting the level of burial and cremation fees Registration Services have sought to ensure that overall Sandwell burial and cremation fees remain the lowest in the Black Country.

Authority	Sandwell Current 2016	Sandwell Proposed 2017	Dudley Current 2016	Dudley Proposed 2017	Wolves Current 2016	Wolves Proposed 2017	Walsall Current 2016	Walsall Proposed 2017
Adult Cremation Fee	£656	£682	£752	£812	£701	£715	£723	£781
1 month – 16 years	£359	£373	£90	£97	£65	£67	£253	£274
NVF, Stillborn – 1 month	£97	£101	n/a	n/a	n/a	n/a	£69	£75
Excl Rights Fee	£1748	£1818	£1860	£2009	£1835	£1872	£1870	£2020
Interment Fee	£902	£938	£1016	£1097	£1018	£1014	£1051	£1136
Increase	4%		8%		2%		8%	

The remaining Memorial and Registration fees are not benchmarked, and are set on the basis of market opportunity.

1.4 Consultation undertaken

The level of burial and cremation fees is the subject of regular discussion at the Funeral Directors Liaison meeting and benchmarking, see 1.3 above.

1.5 Rationale for proposed 2017 charges, discounts and exemptions

It is proposed to increase fees in order to offset the increasing cost of delivering the service. These increases arise from both from in-house and external suppliers, who provide services and products which contribute to the final offers to the public. The increases are also required in order to contribute to the Facing the Future program which has identified a need for all services to make a financial contribution from fees and charges and to make further frontline infrastructure improvements to ensure its facilities continue to be the best in the area.

In order for the service to retain its commercial advantage over its competitors, the Registration Services Manager, in applying fees, will also need to take into account individual circumstances and make flexible, commercial fee related decisions to ensure the charges are appropriate whilst also seeking opportunities to maximise income.

1.6 Financial implications

The proposed 4% increase will generate an additional £160,000 income during 2017.

It is proposed to allocate £80,000 to offset increasing operational costs, £10,000 to the Facing the Future Program whilst the remaining £70k will be used to fund infrastructure improvements to front line Registration Services.

This increase will enable Registration Services to continue providing an excellent service, within a balanced budget.

1.7 Specific new charges proposed (if required)

Bereavement Related Services

Registration services have sought to expand on its existing services to develop new income streams.

In doing so it will ensure the needs of bereaved families continue to be met whilst helping those who need it most at what is likely a very difficult time in their lives.

Three new bereavement related services have been introduced.

- Sandwell Funeral Services
- Catering for Wakes
- Sandwell Pet Funeral Services

New fees to be introduced:		
Sandwell Funeral Service (cremation).		
NVF, Stillborn – 1 Month		£973
1 Month – 16 Years		£1,034
Over 16 Years		£1,595
Catering for Wakes at Sandwell Valley Crematorium including room hire.		
Morning Menu 30 guests		£250
Morning Menu 50 guests		£390
Morning Menu 80 guests		£540
Silver Menu 30 guests		£345
Silver Menu 50 guests		£525
Silver Menu 80 guests		£790
Gold Menu 30 guests		£475
Gold Menu 50 guests		£650
Gold Menu 80 guests		£995
Sandwell Pet Funeral Services.		
Burial in an individual plot	Small	£133
Burial in an individual plot	Medium	£184
Burial in an individual plot	Large	£276
Coffin (24" x 14" x 8")	Small	£100
Coffin (30" x 20" x 10")	Medium	£120
Coffin (40" x 20" x 12")	Large	£140
Casket for ashes		£64
Burial Memorial headstone		£399
Plot Marker		£22
Pet ashes scattering with small inscribed plaque		£89
Pet ashes scattering with large inscribed plaque		£99
Pet ashes in Leaf memorial Medium inc. urn		£399
Pet ashes in Leaf Memorial Large inc. urn		£499

1.8 Specific charges ceased (if required)

The following services are no longer available, therefore the following charges have ceased:

Register Office - The Nationality Checking - Couple Application/Family max 6 persons. Individual appointments are still available.

Bereavement Services - Rose bush memorial replacements. Alternative memorials schemes have been introduced.

1.9 Equality Impact Assessment

EIA not undertaken as fees apply to all communities.

2.0 Fees and Charges table

Service Provided	Standard Charge 2016	Increase (Decrease) in % 2017/18	Increase / (Decrease) in £ 2017/18	Proposed Charge 2017	Comment	VAT
Standard Table						
Register Office Ceremony Room	£46.00	0.00	£0.00	£46.00		
S Suite Marriage or CP Ceremony Mon to Thurs	£274.56	4.00	£10.98	£285.54		N
S Suite Marriage or CP Ceremony Fri/Sat	£382.72	4.00	£15.31	£398.03		N
S Suite Marriage or CP Ceremony Sun/BH	£446.00	4.00	£17.84	£463.84		N
Highfields Room Marriage or CP Ceremony Mon to Thurs	£96.00	4.00	£3.84	£99.84		N
Highfields Room Marriage or CP Ceremony Fri	£134.00	4.00	£5.36	£139.36		N
Approved Premise Mon to Thurs	£274.56	4.00	£10.98	£285.54		N
Approved Premise Fri/Sat	£382.72	4.00	£15.31	£398.03		N
Approved Premise Sun/BH	£446.00	4.00	£17.84	£463.84		N
Registra at Religious Building	£90.00	0.00	£0.00	£90.00		n
Registration of Building for Religious Worship	£29.00	0.00	£0.00	£29.00		n
Registration of Building for Marriage	£123.00	0.00	£0.00	£123.00		n
Notice of Marriage Individual Fee	£35.00	0.00	£0.00	£35.00		n
Civil partnership conversion(from 10 Dec 2015) Provide information only	£27.00	0.00	£0.00	£27.00		n
Civil partnership conversion(from 10 Dec 2015)	£45.00	0.00	£0.00	£45.00		N
Licence or Renewal for Approved Premise	£216.32	4.00	£8.65	£224.97		N
Renewal/Naming Ceremony Highfields Mon to Thurs	£216.32	4.00	£8.65	£224.97		N
Renewal/Naming Ceremony Highfields Fri/Sat	£270.66	4.00	£10.83	£281.49		N
Renewal/Naming Ceremony Highfields Sun/BH	£294.62	4.00	£11.78	£306.41		N
Individual Citizenship Ceremony Mon to Thurs	£108.16	4.00	£4.33	£112.49		Y
Individual Citizenship Ceremony Fri/Sat	£135.33	4.00	£5.41	£140.74		Y
Individual Citizenship Ceremony Sun/BH	£147.31	4.00	£5.89	£153.20		Y
Group Citizenship Ceremony Sat	£81.12	4.00	£3.24	£84.36		Y
Certificate Service	£10.00	0.00	£0.00	£10.00		

Service Provided	Standard Charge 2016	Increase (Decrease) in % 2017/18	Increase / (Decrease) in £ 2017/18	Proposed Charge 2017	Comment	VAT
Archive Priority Certificate Service (Same Day)	£20.80	4.00	£0.83	£21.63		N
Archive Priority Certificate Service (Same Day)	£40.00	4.00	£1.60	£41.60		n
Certificates of Birth Death and Marriage at time of Registration	£4.00	0.00	£0.00	£4.00		n
Certificates of Birth Death and Marriage issues after Registration	£7.00	0.00	£0.00	£7.00		n
Provisional Booking (holding fee)	£52.00	4.00	£2.08	£54.08		N
Renewal/Naming Ceremony approved venues Mon to Thurs	£216.32	4.00	£8.65	£224.97		Y
Renewal/Naming Ceremony approved venue Fri/Sat	£270.66	4.00	£10.83	£281.49		Y
Renewal/Naming Ceremony approved venue Sun/BH	£294.62	4.00	£11.78	£306.41		Y
Nationality Checking Single Applicant or Minor	£108.16	4.00	£4.33	£112.49		Y
Photography						
SD card (min 30 photos)	£125.00	4.00	£5.00	£130.00		Y
Package SD card (min 30 photos)+ up to 30 prints + Album	£281.25	4.00	£11.25	£292.50		Y
Single print 12" x8"	£12.50	4.00	£0.50	£13.00		Y
Interment Fee						
NVF, Stillborn – 1 Month*	£96.72	4.00	£3.87	£100.59		N
1 Month – 16 Years*	£358.80	4.00	£14.35	£373.15		N
Over 16 Years*	£901.68	4.00	£36.07	£937.75		N
Late arrival fee additional charge *	£268.32	4.00	£10.73	£279.05		N
Interment of Cremated Remains*	£278.72	4.00	£11.15	£289.87		N
Scattering of Cremated Remains on a Full Grave*	£37.44	4.00	£1.50	£38.94	(If not cremated at Sandwell)	N
Exclusive Right of Burial						
Purchase of Baby Section Grave *	£195.52	4.00	£7.82	£203.34		N
Purchase Grave for 1 Burial*	£1,683.76	4.00	£67.35	£1,751.11		N
Purchase Grave for 2 Burials*	£1,748.24	4.00	£69.93	£1,818.17		N
Purchase Grave for 3 Burials*	£1,811.68	4.00	£72.47	£1,884.15		N
Plot for cremated remains – for a 99 year period*	£1,130.48	4.00	£45.22	£1,175.70		N

Service Provided	Standard Charge 2016	Increase (Decrease) in % 2017/18	Increase / (Decrease) in £ 2017/18	Proposed Charge 2017	Comment	VAT
Children's Graves on Lawn Section (Single Internment only)						
NVF, Stillborn – 1 Month*	£457.60	4.00	£18.30	£475.90		N
1 Month – 16 Years*	£836.16	4.00	£33.45	£869.61		N
Traditional Section 5' centre						
Traditional Grave 5' Centre for 1 Burial*	£2,034.24	4.00	£81.37	£2,115.61		N
Traditional Grave 5' Centre for 2 Burials*	£2,112.24	4.00	£84.49	£2,196.73		N
Traditional Grave 5' Centre for 3 Burials*	£2,191.28	4.00	£87.65	£2,278.93		N
Vault Grave additional charge*	£612.56	4.00	£24.50	£637.06		N
Memorials, vases & additional inscriptions						
Additional Inscription Permit fee	£73.84	4.00	£2.95	£76.79		N
Purchase of a Temporary Grave Marker	£22.88	4.00	£0.92	£23.80		Y
Memorial Vase Infant's Section	£208.00	4.00	£8.32	£216.32		Y
Motif	£22.88	4.00	£0.92	£23.80		Y
Miscellaneous charges						
Transfer of Grant	£43.68	4.00	£1.75	£45.43		N
Searching of Burial Register (per hour)	£37.44	4.00	£1.50	£38.94		N
Biodegradable Urn	£75.92	4.00	£3.04	£78.96		N
Section 46 – Administration Fee	£416.00	4.00	£16.64	£432.64		N
Registration Fee Hourly Rate	£36.40	4.00	£1.46	£37.86		N
Additional charge to be applied to where services are subject to out of borough supplement.	15%	0.00	£0.00	15%		N/A
Cremation						
NVF, Stillborn – 1 Month	£58.24	4.00	£2.33	£60.57		N
1 Month – 16 Years	£117.52	4.00	£4.70	£122.22		N
Over 16 Years	£656.24	4.00	£26.25	£682.49		N
Service exceeds allotted time an additional charge of:	£287.04	4.00	£11.48	£298.52		N
For an extended service – additional charge	£122.72	4.00	£4.91	£127.63		N

Service Provided	Standard Charge 2016	Increase (Decrease) in % 2017/18	Increase / (Decrease) in £ 2017/18	Proposed Charge 2017	Comment	VAT
Use of Chapel (including organ & organist)*	£127.92	4.00	£5.12	£133.04		N
Urns and containers						
Purchase of a wooden casket	£64.48	4.00	£2.58	£67.06		Y
Disposal of Cremated Remains of person cremated elsewhere	£37.44	4.00	£1.50	£38.94		N
The services of a council employee acting as a coffin bearer	£38.48	4.00	£1.54	£40.02		Y
Audio recording of service	£32.24	4.00	£1.29	£33.53		Y
Audio & Visual recording of service	£37.44	4.00	£1.50	£38.94		Y
Live Webcast	£37.44	4.00	£1.50	£38.94		Y
Live webcast plus visual recording of service	£70.72	4.00	£2.83	£73.55		Y
Visual Tribute (up to 50 photographs)	£54.08	4.00	£2.16	£56.24		Y
Visual Tribute (over 50 photographs)	£105.04	4.00	£4.20	£109.24		
Memorials and inscriptions (including VAT)						
Minimum entry 2 lines	£82.16	4.00	£3.29	£85.45		Y
5 lines	£104.00	4.00	£4.16	£108.16		Y
8 lines	£122.72	4.00	£4.91	£127.63		Y
Each additional line	£29.12	4.00	£1.16	£30.28		Y
Badges, Crests, Floral Tributes	£60.32	4.00	£2.41	£62.73		Y
Coat of Arms	£69.68	4.00	£2.79	£72.47		Y
Memorial Cards including 2 line inscription	£31.20	4.00	£1.25	£32.45		Y
Memorial book including 2 line inscription	£62.40	4.00	£2.50	£64.90		Y
Additional Lines in cards & books	£19.76	4.00	£0.79	£20.55		Y
Badges, Crests & Floral Tributes in cards & books	£60.32	4.00	£2.41	£62.73		Y
Plaques for a 10 year period (Pathside)						
Plaque purchase including first inscription	£962.00	4.00	£38.48	£1,000.48		Y
Burial of Cremated Remains including casket	£84.24	4.00	£3.37	£87.61		N
Engraving – per line	£39.52	4.00	£1.58	£41.10		Y
Cover Slab	£54.08	4.00	£2.16	£56.24		Y

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Service Provided	Standard Charge 2016	Increase (Decrease) in % 2017/18	Increase / (Decrease) in £ 2017/18	Proposed Charge 2017	Comment	VAT
Photo Plaque	£108.16	4.00	£4.33	£112.49		Y
Replacement Plaque (residue of lease)	£206.96	4.00	£8.28	£215.24		Y
Plaque Renewal (10 Years)	£188.24	4.00	£7.53	£195.77		N
Plaque Renewal (20 Years)	£280.80	4.00	£11.23	£292.03		N
Plaque Renewal (40 Years)	£515.84	4.00	£20.63	£536.47		N
Plaque Renewal forever	£1,312.48	4.00	£52.50	£1,364.98		N
Renovation Fee	£62.40	4.00	£2.50	£64.90		Y
Asbury Garden Memorial (10 years)						
Asbury garden memorial (10 years) replacement	£153.92	4.00	£6.16	£160.08		Y
Renewal (10 years)	£91.52	4.00	£3.66	£95.18		Y
Renewal (20 years)	£133.32	4.00	£5.33	£138.65		N
Renewal (40 years)	£240.00	4.00	£9.60	£249.60		N
Renewal (forever)	£613.32	4.00	£24.53	£637.85		N
Wall mounted plaques for a 10 year period						
Plaque purchase including first inscription	£406.64	4.00	£16.27	£422.91		Y
Additional lines of inscription (residue of lease) – per line	£39.52	4.00	£1.58	£41.10		Y
Wall Plaque Renewal Fee (10 Years)	£91.52	4.00	£3.66	£95.18		Y
Renewal (20 years)	£133.32	4.00	£5.33	£138.65		N
Renewal (40 years)	£240.00	4.00	£9.60	£249.60		N
Renewal (forever)	£613.32	4.00	£24.53	£637.85		N
Replacement (residue of lease)	£206.96	4.00	£8.28	£215.24		Y
Memorial vases for a 10 year period						
Memorial Vase Purchase including first inscription	£513.76	4.00	£20.55	£534.31		Y
Replacement Vase (residue of lease)	£206.96	4.00	£8.28	£215.24		Y
Vase Renewal Fee (10 Years)	£188.24	4.00	£7.53	£195.77		N
Vase Renewal Fee (20 Years)	£280.80	4.00	£11.23	£292.03		N
Vase Renewal Fee (40 Years)	£515.84	4.00	£20.63	£536.47		N

[ILO: UNCLASSIFIED]

Service Provided	Standard Charge 2016	Increase (Decrease) in % 2017/18	Increase / (Decrease) in £ 2017/18	Proposed Charge 2017	Comment	VAT
Vase Renewal Fee (forever)	£1,274.62	4.00	£50.98	£1,325.60		N
Vase Renovation Fee	£62.40	4.00	£2.50	£64.90		Y
Memorial Vault Purchase including first inscription	£962.00	4.00	£38.48	£1,000.48		Y
Replacement Vault (residue of lease)	£206.96	4.00	£8.28	£215.24		Y
Burial of cremated remains including casket	£84.24	4.00	£3.37	£87.61		N
Motif/Photo	£108.16	4.00	£4.33	£112.49		Y
Vault Renewal Fee (10 Years)	£188.24	4.00	£7.53	£195.77		N
Vault Renewal Fee (20 Years)	£280.80	4.00	£11.23	£292.03		N
Vault Renewal Fee (40 Years)	£515.84	4.00	£20.63	£536.47		N
Vault Renewal Fee (forever)	£1,274.62	4.00	£50.98	£1,325.60		N
Vault Renovation Fee	£62.40	4.00	£2.50	£64.90		Y
Sanctum Memorial for a 10 year period						
Sanctum Memorial purchase including first inscription	£1,080.56	4.00	£43.22	£1,123.78		Y
Sanctum Memorial with garden purchase including first inscription	£1,205.36	4.00	£48.21	£1,253.57		Y
Replacement Fascia (residue of lease)	£358.80	4.00	£14.35	£373.15		Y
Second Inscription (residue of lease)	£228.80	4.00	£9.15	£237.95		Y
Motif/Photo	£108.16	4.00	£4.33	£112.49		Y
Casket for interment of Cremated Remains	£64.48	4.00	£2.58	£67.06		Y
Family Sanctum Memorial including first inscription	£1,567.28	4.00	£62.69	£1,629.97		Y
Family Sanctum Memorial with Garden including first inscription	£1,745.12	4.00	£69.80	£1,814.92		Y
Family Sanctum Replacement Fascia (residue of lease)	£477.36	4.00	£19.09	£496.45		Y
10 year renewal	£210.08	4.00	£8.40	£218.48		N
20 year renewal	£315.12	4.00	£12.60	£327.72		N
40 year renewal	£579.28	4.00	£23.17	£602.45		N
Renewal (forever)	£1,431.44	4.00	£57.26	£1,488.70		N
Squirrel Walk Memorial						
Additional engraving (including motif – residue of lease)	£269.36	4.00	£10.77	£280.13		Y

[ILO: UNCLASSIFIED]

Service Provided	Standard Charge 2016	Increase (Decrease) in % 2017/18	Increase / (Decrease) in £ 2017/18	Proposed Charge 2017	Comment	VAT
Replacement Memorial (residue of lease)	£403.52	4.00	£16.14	£419.66		Y
Motif/Photo	£108.16	4.00	£4.33	£112.49		Y
Casket for interment of Cremated Remains	£64.48	4.00	£2.58	£67.06		Y
10 year renewal	£210.08	4.00	£8.40	£218.48		N
20 year renewal	£315.12	4.00	£12.60	£327.72		N
40 year renewal	£579.28	4.00	£23.17	£602.45		N
Renewal (forever)	£1,431.44	4.00	£57.26	£1,488.70		N
Bench Plaques*						
Additional Plaque Granite Bench for residue of period	£224.64	4.00	£8.99	£233.63		Y
Additional Plaque Wooden Bench for residue of period	£224.64	4.00	£8.99	£233.63		Y
Prairie Unit (continue only)*						
Replacement Fascia (residue of lease)	£74.88	4.00	£3.00	£77.88		Y
Second Inscription (residue of lease)	£46.80	4.00	£1.87	£48.67		Y
10 year renewal	£210.08	4.00	£8.40	£218.48		N
20 year renewal	£315.12	4.00	£12.60	£327.72		N
40 year renewal	£579.28	4.00	£23.17	£602.45		N
Renewal (forever)	£1,431.44	4.00	£57.26	£1,488.70		N
Cloister memorial for a 10 year period						
Cloister Memorial Purchase including inscription	£864.24	4.00	£34.57	£898.81		Y
Replacement Fascia (residue of lease)	£357.76	4.00	£14.31	£372.07		Y
Second Inscription (residue of lease)	£235.04	4.00	£9.40	£244.44		Y
Motif/Photo	£108.16	4.00	£4.33	£112.49		Y
Casket for interment of Cremated Remains	£64.48	4.00	£2.58	£67.06		Y
10 year renewal	£210.08	4.00	£8.40	£218.48		N
20 year renewal	£315.12	4.00	£12.60	£327.72		N
40 year renewal	£579.28	4.00	£23.17	£602.45		N
Renewal (forever)	£1,431.44	4.00	£57.26	£1,488.70		N

Service Provided	Standard Charge 2016	Increase (Decrease) in % 2017/18	Increase / (Decrease) in £ 2017/18	Proposed Charge 2017	Comment	VAT
Children's Section Memorial						
Mushroom Memorial Plaque for a 5 year period inc inscription	£292.24	4.00	£11.69	£303.93		Y
10 year renewal	£106.00	4.00	£4.24	£110.24		N
20 year renewal	£191.00	4.00	£7.64	£198.64		N
40 year renewal	£344.00	4.00	£13.76	£357.76		N
Renewal forever	£879.00	4.00	£35.16	£914.16		N
Monolith Memorial						
Monolith Memorial for a 10 year period	£810.16	4.00	£32.41	£842.57		Y
Monolith Memorial with garden for a 10 year period	£927.68	4.00	£37.11	£964.79		Y
Second Inscription (residue of lease)	£224.64	4.00	£8.99	£233.63		Y
Motif/Photo	£108.16	4.00	£4.33	£112.49		Y
Urn for interment of cremated remains	£64.48	4.00	£2.58	£67.06		Y
Replacement Plaque (residue of lease)	£195.52	4.00	£7.82	£203.34		Y
10 year renewal	£210.08	4.00	£8.40	£218.48		N
20 year renewal	£315.12	4.00	£12.60	£327.72		N
40 year renewal	£579.28	4.00	£23.17	£602.45		N
Renewal (forever)	£1,431.44	4.00	£57.26	£1,488.70		N
Rose bush memorials for a 5 year period						
Name Plate Renewal (5 years)	£106.08	4.00	£4.24	£110.32		Y
Memory Garden Memorials for a 10 year period						
Memory Garden Memorial Purchase including first inscription	£314.08	4.00	£12.56	£326.64		Y
Motif/Photo	£62.40	4.00	£2.50	£64.90		Y
MGM Renewal Fee (10 Years)	£91.52	4.00	£3.66	£95.18		N
MGM Renewal (20 years)	£133.32	4.00	£5.33	£138.65		N
MGM Renewal (40 years)	£240.00	4.00	£9.60	£249.60		N
MGM Renewal (forever)	£613.32	4.00	£24.53	£637.85		N
Pet Funeral Services						

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Service Provided	Standard Charge 2016	Increase (Decrease) in % 2017/18	Increase / (Decrease) in £ 2017/18	Proposed Charge 2017	Comment	VAT
Burial in an individual plot Small			New	£133		
Burial in an individual plot Medium			New	£184		
Burial in an individual plot Large			New	£276		
Coffin (24" x 14" x 8") Small			New	£100		
Coffin (30" x 20" x 10") Medium			New	£120		
Coffin (40" x 20" x 12") Large			New	£140		
Casket for ashes			New	£64		
Burial Memorial headstone			New	£399		
Plot Marker			New	£22		
Pet ashes scattering with small inscribed plaque			New	£89		
Pet ashes scattering with large inscribed plaque			New	£99		
Pet ashes in Leaf memorial Medium inc. urn			New	£399		
Pet ashes in Leaf Memorial Large inc. urn			New	£499		
Sandwell Funeral Service (Cremation)						
NVF, Stillborn – 1 Month			New	£973		
1 Month – 16 Years			New	£1,034		
Over 16 Years			New	£1,595		
Catering - Wake at Reception Suite inclusive of room hire at Sandwell Valley Crematorium						
Morning Menu 30 guests			New	£250.00		
Morning Menu 50 guests			New	£390.00		
Morning Menu 80 guests			New	£540.00		
Silver Menu 30 guests			New	£345.00		
Silver Menu 50 guests			New	£525.00		
Silver Menu 80 guests			New	£790.00		
Gold Menu 30 guests			New	£475.00		
Gold Menu 50 guests			New	£650.00		
Gold Menu 80 guests			New	£995.00		

6.1.3 Appendix – ACE – Taxi Licensing

1.1 Summary Statement

Licensing of Private Hire and Hackney Carriage trades is a requirement of the Local Government (Miscellaneous Provisions) Act 1976. This Act also gives a Local Authority power to levy charges to meet this requirement resulting in a self-financing service.

1.2 Policies and legislation applicable to the charge

The aim of the Licensing service is to protect the public and the costs of achieving this aim must be borne by licence holders.

1.3 Benchmarking information

Benchmarking fees have not been included in this report as there is no proposal to vary the fee.

1.4 Consultation undertaken

The report details the current fees and charges and a proposal that the licence fees remain unchanged for 2017/18, subject to third party fee increases. Any variation to the vehicle or operator licence fees would require consultation with licence holders. As the proposal is for the existing fees and charges to remain unchanged during 2017/18 consultation is not necessary. The Licensing Office will inform the trade via its newsletter that the fees and charges are to remain unchanged for the eighth successive year.

1.5 Rationale for proposed 2017-18 charges, discounts and exemptions

Existing charges cover the cost of providing the service. A £10 per year discount is offered to any driver who holds a NVQ and BTEC qualification in Road Passenger Transport.

1.6 Financial implications

The Licensing service is a self-financing service. The total cost of providing the service can be met within the current licensing budget, therefore it is not necessary to increase the fees for the 2017/18 financial year.

1.7 Specific new charges proposed (if required)

None

1.8 Specific charges ceased (if required)

None

1.9 Equality Impact Assessment

An initial Equality Impact Assessment (EIA) has been carried out. No issues have been identified which impact on a particular group therefore a full EIA is not required

2.0 Fees and Charges table

Service Provided	Standard Charge 2016-17	Increase (Decrease) in % 2017/18	Increase / (Decrease) in £ 2017/18	Proposed Charge 2017	Comment	VAT
DRIVERS						
Badge Deposit	£30.00	0.00	£0.00	£30.00		N
Badge Replacement (if lost or stolen)	£4.50	0.00	£0.00	£4.50		N
New Private Hire Driver's Licence Application (incl. CRB/DBS + DVLA check)*	£153.00	0.00	£0.00	£153.00		N
New Hackney Carriage Driver's Licence Application (incl. CRB/DBS + DVLA check)*	£153.00	0.00	£0.00	£153.00		N
Private Hire Driver's Licence Renewal Application (incl. CRB/DBS fee) - Every 3rd year*	£148.00	0.00	£0.00	£148.00		N
Hackney Carriage Driver's Licence Renewal Application (incl. CRB/DBS fee) - Every 3rd year*	£148.00	0.00	£0.00	£148.00		N
Private Hire Driver's Licence Renewal Application	£104.00	0.00	£0.00	£104.00		N
Hackney Carriage Driver's Licence Renewal Application	£104.00	0.00	£0.00	£104.00		N
New Dual Private Hire and Hackney Carriage Driver's Licence Application (incl. CRB/DBS + DVLA check)*	£204.00	0.00	£0.00	£204.00		N
Dual Private Hire and Hackney Carriage Driver's Licence Renewal Application	£155.00	0.00	£0.00	£155.00		N
Dual Private Hire and Hackney Carriage Driver's Licence Renewal Application (incl. CRB/DBS check)* - Every 3rd year	£199.00	0.00	£0.00	£199.00		N
New 3-year Private Hire Driver's Licence Application (incl. CRB/DBS + DVLA check)*	£352.00	0.00	£0.00	£352.00		N
New 3-year Hackney Carriage Driver's Licence Application (incl. CRB/DBS + DVLA check)*	£352.00	0.00	£0.00	£352.00		N
Renewal 3-year Private Hire Driver's Licence Application (incl. CRB/DBS	£347.00	0.00	£0.00	£347.00		N

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Service Provided	Standard Charge 2016-17	Increase (Decrease) in % 2017/18	Increase / (Decrease) in £ 2017/18	Proposed Charge 2017	Comment	VAT
check)*						
Renewal 3-year Hackney Carriage Driver's Licence Application (incl. CRB/DBS check)*	£347.00	0.00	£0.00	£347.00		N
New 3-year Dual Private Hire and Hackney Carriage Driver's Licence Application (incl. CRB/DBS + DVLA check)*	£503.00	0.00	£0.00	£503.00		N
Renewal 3-year Dual Private Hire and Hackney Carriage Driver's Licence Application (incl. CRB/DBS)*	£498.00	0.00	£0.00	£498.00		N
CRB/DBS Disclosure Application* (Private Hire)	£44.00	0.00	£0.00	£44.00	*CRB/DBS & DVLA MAY INCREASE FEES WITHIN THE YEAR – FEE INCREASE WILL BE PASSED ON	N
CRB/DBS Disclosure Application* (Hackney Carriage)	£44.00	0.00	£0.00	£44.00	*CRB/DBS & DVLA MAY INCREASE FEES WITHIN THE YEAR – FEE INCREASE WILL BE PASSED ON	N
DVLA Driver History Trace* (Private Hire)	£5.00	0.00	£0.00	£5.00	*CRB/DBS & DVLA MAY INCREASE FEES WITHIN THE YEAR – FEE INCREASE WILL BE PASSED ON	N
DVLA Driver History Trace* (Hackney Carriage)	£5.00	0.00	£0.00	£5.00	*CRB/DBS & DVLA MAY INCREASE FEES WITHIN THE YEAR – FEE INCREASE WILL BE PASSED ON	N
Each knowledge test, after first test failed (Private Hire)	£30.00	0.00	£0.00	£30.00		N
Each knowledge test, after first test failed (Hackney Carriage)	£30.00	0.00	£0.00	£30.00		N
Each knowledge test, after first test failed (Dual Private Hire and Hackney Carriage Driver's Licence)	£30.00	0.00	£0.00	£30.00		N
Enquiry from licence holder regarding own data	£10.00	0.00	£0.00	£10.00		N
Enquiry from third party regarding licence holder's data	£30.00	0.00	£0.00	£30.00		N

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Service Provided	Standard Charge 2016-17	Increase (Decrease) in % 2017/18	Increase / (Decrease) in £ 2017/18	Proposed Charge 2017	Comment	VAT
Concessionary fees are offered to licensed drivers who have successfully completed the BTEC & NVQ driver training. (£10 reduction per year) - (See Drivers List Below)	£0.00	0.00	£0.00	£0.00		
Private Hire Driver's Licence Renewal Application (incl. CRB/DBS fee) - Every 3rd year*	£138.00	0.00	£0.00	£138.00		N
Hackney Carriage Driver's Licence Renewal Application (incl. CRB/DBS fee) - Every 3rd year*	£138.00	0.00	£0.00	£138.00		N
Private Hire Driver's Licence Renewal Application	£94.00	0.00	£0.00	£94.00		N
Hackney Carriage Driver's Licence Renewal Application	£94.00	0.00	£0.00	£94.00		N
Dual Private Hire and Hackney Carriage Driver's Licence Renewal Application	£145.00	0.00	£0.00	£145.00		N
Dual Private Hire and Hackney Carriage Driver's Licence Renewal Application (incl. CRB/DBS check)* - Every 3rd year	£189.00	0.00	£0.00	£189.00		N
Renewal 3-year Private Hire Driver's Licence Application (incl. CRB/DBS check)*	£317.00	0.00	£0.00	£317.00		N
Renewal 3-year Hackney Carriage Driver's Licence Application (incl. CRB/DBS check)*	£317.00	0.00	£0.00	£317.00		N
Renewal 3-year Dual Private Hire and Hackney Carriage Driver's Licence Application (incl. CRB/DBS)*	£468.00	0.00	£0.00	£468.00		N
* non-refundable administration fee is payable on every licence application	£30.00		£0.00	£30.00	VAT is not chargeable in relation to any of the above services	N
VEHICLES						
Full test / retest fee (free or) (Private Hire Vehicle)	£55.00	0.00	£0.00	£55.00		N

Service Provided	Standard Charge 2016-17	Increase (Decrease) in % 2017/18	Increase / (Decrease) in £ 2017/18	Proposed Charge 2017	Comment	VAT
Full test / retest fee (free or) (Hackney Carriage)	£55.00	0.00	£0.00	£55.00		N
Interim Safety test (ISC) / retest fee / partial (free or) (Private Hire Vehicle)	£27.50	0.00	£0.00	£27.50		N
Interim Safety test (ISC) / retest fee / partial (free or) (Hackney Carriage)	£27.50	0.00	£0.00	£27.50		N
Plate deposit	£30.00	0.00	£0.00	£30.00		N
Replacement of large plate (incl. pins)	£10.00	0.00	£0.00	£10.00		N
Replacement of small plate	£6.50	0.00	£0.00	£6.50		N
Replacement bracket	£13.00	0.00	£0.00	£13.00		N
Replacement of roof sign plate	£9.50	0.00	£0.00	£9.50		N
Replacement roof sign (complete)	£89.00	0.00	£0.00	£89.00		N
Replacement roof sign (hood only)	£49.00	0.00	£0.00	£49.00		N
Replacement bulbs and parts - Paid direct to supplier		0.00	£0.00			
VOSA MAY INCREASE FEES WITHIN THE YEAR – FEE INCREASE WILL BE PASSED ON	£0.00		£0.00	£0.00		
Private Hire Vehicle Licence - Brand new vehicle (annual including Interim Safety Check x 1)	£325.00	0.00	£0.00	£325.00		N
Hackney Carriage Licence - Brand new vehicle (annual including Interim Safety Check x 1)	£325.00	0.00	£0.00	£325.00		N
Private Hire Vehicle Licence - New Application (annual including Full Test & Interim Safety Check x 1) (less than 5 years old)	£381.00	0.00	£0.00	£381.00		N
Hackney Carriage Licence - New Application (annual including Full Test & Interim Safety Check x 1) (less than 5 years old)	£381.00	0.00	£0.00	£381.00		N
Private Hire Vehicle Licence - Renewal Application (annual including Full Test & Interim Safety Check x 1) (less	£353.00	0.00	£0.00	£353.00		N

Service Provided	Standard Charge 2016-17	Increase (Decrease) in % 2017/18	Increase / (Decrease) in £ 2017/18	Proposed Charge 2017	Comment	VAT
than 5 years old)						
Hackney Carriage Licence - Renewal Application (annual including Full Test & Interim Safety Check x 1) (less than 5 years old)	£353.00	0.00	£0.00	£353.00		N
Hackney Carriage Licence New/Renewal Application (annual including Full Test & Interim Safety Check x 2) (more than 5 years old)	£399.00	0.00	£0.00	£399.00		N
Private Hire Vehicle Licence Renewal Application (annual including Full Test & Interim Safety Check x 2) (more than 5 years old)	£399.00	0.00	£0.00	£399.00		N
New/Renewal Application (1st 4 months) (more than 5 years old) (incl. full test) (Hackney Carriage only)	£160.00	0.00	£0.00	£160.00		N
Renewal Application (1st 4 months) (more than 5 years old) (incl. full test) (Private Hire Vehicle or Hackney Carriage)	£160.00	0.00	£0.00	£160.00		N
2nd 4 months (including Interim Safety Check) (Private Hire Vehicle)	£157.00	0.00	£0.00	£157.00		N
2nd 4 months (including Interim Safety Check) (Hackney Carriage)	£157.00	0.00	£0.00	£157.00		N
3rd 4 months (including Interim Safety Check) (Hackney Carriage)	£157.00	0.00	£0.00	£157.00		N
3rd 4 months (including Interim Safety Check) (Private Hire Vehicle or Hackney Carriage)	£157.00	0.00	£0.00	£157.00		N
New/Renewal Application (1st 6 months including Full Test) (less than 5 years old) (Private Hire Vehicle)	£218.00	0.00	£0.00	£218.00		N
2nd 6 months (including Interim Safety Check) (Private Hire Vehicle)	£216.00	0.00	£0.00	£216.00		N
New/Renewal Application (1st 6 months including Full Test) (less than 5 years old) (Hackney Carriage)	£218.00	0.00	£0.00	£218.00		N

[ILO: UNCLASSIFIED]

Service Provided	Standard Charge 2016-17	Increase (Decrease) in % 2017/18	Increase / (Decrease) in £ 2017/18	Proposed Charge 2017	Comment	VAT
2nd 6 months (including Interim Safety Check) (Hackney Carriage)	£216.00	0.00	£0.00	£216.00		N
Plate extension (Hackney Carriage)	£20.00	0.00	£0.00	£20.00		N
Plate extension (Private Hire Vehicle)	£20.00	0.00	£0.00	£20.00		N
Late insurance production (Private Hire Vehicle or Hackney Carriage)	£50.00	0.00	£0.00	£50.00		N
Cherished Number Plate Transfer (Private Hire Vehicle or Hackney Carriage)	£30.00	0.00	£0.00	£30.00		N
Transfer a vehicle Licence (a new owner) (Covers cost of plates and £30 administration fee) (Hackney Carriage)	£50.00	0.00	£0.00	£50.00		N
Transfer a vehicle Licence (a new owner) (Covers cost of plates and £30 administration fee) (Private Hire Vehicle)	£50.00	0.00	£0.00	£50.00		N
Transfer a vehicle Licence (a new owner) (New Plates not required, covers cost of £30 administration fee)(Private Hire)	£30.00	0.00	£0.00	£30.00		N
Transfer a vehicle Licence (a new owner) (New Plates not required, covers cost of £30 administration fee) (Hackney Carriage)	£30.00	0.00	£0.00	£30.00		N
Replacement vehicle Application (same expiry date) (includes full test, set of plates and £30 administration fee) (Private Hire)	£104.00	0.00	£0.00	£104.00		N
Replacement vehicle Application (same expiry date) (includes full test, set of plates and £30 administration fee) (Hackney Carriage)	£104.00	0.00	£0.00	£104.00		N
Administration fee for missed garage appointment (Full Test) (payable when 1 clear working days' notice has not been provided)	£55.00	0.00	£0.00	£55.00		N

Service Provided	Standard Charge 2016-17	Increase (Decrease) in % 2017/18	Increase / (Decrease) in £ 2017/18	Proposed Charge 2017	Comment	VAT
Administration fee for missed garage appointment (Interim Safety Check) (payable when 1 clear working days' notice has not been provided)	£27.50	0.00	£0.00	£27.50		N
Specialist Vehicle Application (e.g. limousine or novelty vehicles.) Fees are the same as Private Hire Vehicle licence fees. The fee will be dependent on the age of the vehicle and the period of licence applied for - SEE LIST OF PRIVATE HIRE VEHICLE FEES	£0.00	0.00	£0.00	£0.00		N
Application for exemption from displaying roof sign and/or door stickers	£30.00	0.00	£0.00	£30.00		N
* non-refundable administration fee is payable on every licence application.	£30.00		£0.00	£30.00	VAT is not chargeable in relation to any of the above services.	N
OPERATORS						
New Application (one year) New App fee payable if base move or changes ownership.	£624.00	0.00	£0.00	£624.00		N
Renewal (one year)	£520.00	0.00	£0.00	£520.00		N
New Application (three years) New App fee payable if base move or changes ownership.	£1,650.00	0.00	£0.00	£1,650.00		N
Renewal (three years)	£1,450.00	0.00	£0.00	£1,450.00		N
New Application (five years) New App fee payable if base move or changes ownership.	£2,500.00	0.00	£0.00	£2,500.00		N
Renewal (five years)	£2,250.00	0.00	£0.00	£2,250.00		N
* non-refundable administration fee is payable on every licence application.	£30.00		£0.00	£30.00	VAT is not chargeable in relation to any of the above services.	N

6.2 Appendix – Adult Social Care Health and Wellbeing

1.1 Summary Statement

The approach used for the majority of adult social care charges is to seek full cost recovery, subject to a statutory requirement to assess the client's ability to pay. As the charges for residential and non-residential support will vary depending upon the cost of meeting the individual's assessed needs and their financial circumstances, they are not included within this report.

The remainder of the report details the planned approach, where flat rate charges can be levied.

1.2 Policies and legislation applicable to the charge

- The Care Act 2014 – permits charges for establishing a Deferred Payments arrangement. The proposed charges represent full cost recovery.
- The Court of Protection sets the maximum charges that can be levied for a Financial Deputyship undertaken by an officer of a public authority.
- Pest Control (Local Government Act 2003) - Discretionary charge, set on the basis of local benchmarking
- Alcohol Licensing (Licensing Act 2003) - Fees determined by statute
- Gambling Licences (Gambling Act 2005) - Fees determined by statute with local determination between prescribed minimum and maximum levels
- Miscellaneous Licences (Various Acts) - Freedom to determine fees locally; set on the basis of local benchmarking, priorities and market forces
- Metrology (Weights and Measures Act 1985) - Freedom to determine fees locally; set on the basis of local benchmarking and market forces
- Scrap Metal Act 2013 - Freedom to determine fees locally; set on the basis of cost recovery only and benchmarking carried out with neighbouring authorities.

1.3 Benchmarking information

Benchmarking with other local authorities and private organisations has indicated that where fees or charges apply, the charges are comparative with those authorities and private organisations.

Benchmarking comparable council charges has been undertaken. The information is available on request and can be summarised as follows:-

- Pest Control – where comparisons can be made, all authorities are seen to charge very similar amounts for services provided. Costs levied by local authorities are generally found to be lower than private sector pest control firms.
- Gambling Licensing –The Gambling Act 2005 requires local authorities when setting fees that the Council must aim to ensure that the income

raised equates as nearly as possible to the cost of providing the service to which the fee relates.

- Miscellaneous Licensing - In general, Sandwell's miscellaneous licence fees are comparable of the surrounding boroughs.
- Metrology – Sandwell's fees and charges are comparable with other local authorities nationally that are providing this service.
- HMO – Work related to licensing and relicensing has been carried out in partnership with neighbouring local authorities, this has allowed a degree of harmonisation of charges and processes across the region.
- House Surveys in support of 'UK Entry Clearance Applications - A benchmarking exercise has been carried out which indicates that a wide range of charges are made by local authorities for this service. Community Meals – most neighbouring authorities do not offer this service as they have increasingly moved to signposting people to third party suppliers. Where provided the charges are higher than the Sandwell proposal.

1.4 Consultation undertaken

Where new charges have been proposed appropriate consultation has been undertaken.

1.5 Rationale for proposed 2017-18 charges, discounts and exemptions

Where there is local discretion over the charge the general approach has been to apply an increase of 2.25% for 2017/18 which is consistent with the corporate planning assumptions. There will be minor variations in the actual increase to reflect rounding within the final price.

When establishing the charges consideration has been given to the requirement to limit the charge to the cost of provision and for the need to comply with the "Hemmings principle" within licencing charges.

1.6 Financial implications

The income generated from the flat rate charges is significantly less than the £13 million from variable charges for care and support.

The income generated by the proposed fees and charges will depend upon the service volumes however it is estimated that £970,000 will be generated in 2017/18.

1.7 Specific new charges proposed (if required)

The proposals reflect the introduction of a charge for domestic pest control. This is subject of a report to be presented to cabinet in late 2016.

The proposals also reflect a new charge for House Surveys in support of 'UK Entry Clearance Applications ' this charge is proposed for introduction on 1 April 2017.

1.8 Specific charges ceased (if required)

The charge for frozen community meals has been removed as this is no longer part of the social care offer following the cessation of the contract by mutual agreement.

1.9 Equality Impact Assessment

The charges for meals are increasing by between 1.4% and 2.9%. Most people using the services will be aged 65+, the proposed charge represents a significant subsidy compared to the cost of production and the increase is comparable to the increase in the state pension of 2.5%.

The introduction of a charge for pest control was the subject of a cabinet report during 2016. An initial screening exercise was carried out and a full assessment was not required.

2.0 Fees and Charges table

Service Provided	Standard Charge 2016/17	Increase (Decrease) in % 2017/18	Increase / (Decrease) in £ 2017/18	Proposed Charge 2017/18	Comment	VAT
Meals						
Day Centre – Breakfast	1.75	2.86%	£0.05	£1.80		No
Day Centre – Lunch	3.25	1.54%	£0.05	£3.30		No
Day Centre – Tea	1.75	2.86%	£0.05	£1.80		No
Community Meals – Hot	3.40	1.47%	£0.05	£3.45		No
Financial Deputyship						
Annual Management Fee - year 1	700.00	0.00%	£0.00	£700.00	Maximum set nationally by Court of Protection	No
Annual Management Fee - year 2+	585.00	0.00%	£0.00	£585.00	Maximum set nationally by Court of Protection	No
Property Management Fee	270.00	0.00%	£0.00	£270.00	Maximum set nationally by Court of Protection	No
Preparation of annual report to the OPG	195.00	0.00%	£0.00	£195.00	Maximum set nationally by Court of Protection	No
Deferred Charges						
Valuation Fee	140.00	0.00%	£0.00	£140.00		No
Legal & Administration Fee	450.00	0.00%	£0.00	£450.00		No
Community Alarms						
Community Alarms - weekly service charge (LA Tenants 48 weeks pa)	4.67	2.14%	£0.10	£4.77		No
Community Alarms - weekly service charge (Other Tenants 52 weeks pa)	4.26	3.29%	£0.14	£4.40		No
Community Alarms - Installation charge	11.33	120.65%	£13.67	£25.00		No
Public Health						
Weight management Programme, Fee per person/per session	£2.00	0.00%	£0.00	£2.00		No

Service Provided	Standard Charge 2016/17	Increase (Decrease) in % 2017/18	Increase / (Decrease) in £ 2017/18	Proposed Charge 2017/18	Comment	VAT
Weight management Programme, Fee per family/per session	£3.00	0.00%	£0.00	£3.00		No
Licensing of Houses in Multiple Occupation						
Initial licence fee	£780.20	2.25%	£17.55	£797.75		No
Renewal licence fee	£557.29	2.28%	£12.71	£570.00		No
Discount for second and subsequent properties	£51.50	2.91%	£1.50	£53.00		No
Discount for MLAS membership	£154.50	2.27%	£3.50	£158.00		No
Discount for membership of Landlord Association	£51.50	2.91%	£1.50	£53.00		No
Charges for Housing Act 2004 Enforcement Action						
Charge per hour based on officer grade, eg SCP 37	£30.13	2.22%	£0.67	£30.80	Rate depends on Salary scale of case officer	No
Environmental Protection						
Commercial pest treatments/hour	£59.96	2.24%	£1.34	£61.30		Yes
Contract pest treatments/hour	£59.96	0.57%	£0.34	£60.30		Yes
Domestic Wasp Treatments	£0.00		New	£41.67		Yes
Landfill location plan and data sheet	£39.83	2.94%	£1.17	£41.00		No
Check if property <250m from landfill site*	£10.61	3.68%	£0.39	£11.00		No
Detailed report on contaminated land/hour	£75.75	2.32%	£1.75	£77.50		No
Fixed Penalty Notices						
Failure to produce waste transfer note - set by statute	£300.00	0.00%	£0.00	£300.00		No
Failure to produce waste carriers docs - set by statute	£300.00	0.00%	£0.00	£300.00		No

Service Provided	Standard Charge 2016/17	Increase (Decrease) in % 2017/18	Increase / (Decrease) in £ 2017/18	Proposed Charge 2017/18	Comment	VAT
Offences in relation to waste receptacles (Household) **	£80.00	0.00%	£0.00	£80.00		No
Offences in relation to waste receptacles (Commercial)	£100.00	0.00%	£0.00	£100.00		No
Fixed penalty for the unauthorised deposit of waste	£400.00	0.00%	£0.00	£400.00		No
Offences in relation to intruder alarm notification	£75.00	0.00%	£0.00	£75.00		No
Noise Act 1996, noise from licensed premises-by statute	£500.00	0.00%	£0.00	£500.00		No
Noise Act 1996, offence in relation to noise from dwellings	£100.00	0.00%	£0.00	£100.00		No
Failure to comply with notice to install smoke/CO detector	£1,000.00	0.00%	£0.00	£1,000.00		No
First offence	£1,000.00	0.00%	£0.00	£1,000.00		No
Second offence	£2,500.00	0.00%	£0.00	£2,500.00		No
Three or more offences	£5,000.00	0.00%	£0.00	£5,000.00		No
Failure of letting agent to register with redress scheme	£5,000.00	0.00%	£0.00	£5,000.00		No
Cost recovery for requested Food Hygiene Rating Scheme (FHRS) re-inspections	£150.00	0.00%	£0.00	£150.00		No
Charges for House Surveys in support of UK Entry Clearance Applications	£90.00	0.00%	£0.00	£90.00		No
Miscellaneous						
Performing Animals Act	£218.48	2.25%	£4.92	£223.40		No
Riding Establishments	£188.40	2.44%	£4.60	£193.00		No
Pet Shops	£133.75	2.43%	£3.25	£137.00		No
Skin Piercing Premises	£212.85	2.42%	£5.15	£218.00		No

Service Provided	Standard Charge 2016/17	Increase (Decrease) in % 2017/18	Increase / (Decrease) in £ 2017/18	Proposed Charge 2017/18	Comment	VAT
Mobile Trader Consents (ice cream vans)	£348.88	2.33%	£8.12	£357.00		No
Food Safety Health certificates	£79.10	2.40%	£1.90	£81.00		No
Provision of statements to solicitors	£158.32	4.22%	£6.68	£165.00		No
Animal Boarding Establishments	£109.19	5.32%	£5.81	£115.00		No
Dog breeding establishments	£81.37	4.46%	£3.63	£85.00		No
Dangerous wild animals	£79.10	2.27%	£1.80	£80.90		No
Registration of persons skin piercing	£50.21	3.56%	£1.79	£52.00		No
Primary Authority						
Primary Authority - Regulatory Services and PSH	£67.60	3.55%	£2.40	£70.00		Yes
Trading Standards						
Verification Metrology testing fees (average test cost)	£8.05	5.53%	£0.45	£8.50		Yes
UKAS Metrology testing fees (average test cost)	£27.92	3.86%	£1.08	£29.00		Yes
Sect 74 testing fees (average test cost)	£18.22	4.28%	£0.78	£19.00		Yes
Hourly rate	£115.78	2.26%	£2.62	£118.40		Yes
Proceeds of Crime Investigations (AFI's)	£65.66	2.27%	£1.49	£67.15		Yes
Trading Standards and Licencing						
Licensing Act 2003						
Temporary event notice	£21.00	0.00%	£0.00	£21.00		No
Theft, loss etc of temporary event notice	£10.50	0.00%	£0.00	£10.50		No

Service Provided	Standard Charge 2016/17	Increase (Decrease) in % 2017/18	Increase / (Decrease) in £ 2017/18	Proposed Charge 2017/18	Comment	VAT
Theft, loss, etc of premises licence or summary	£10.50	0.00%	£0.00	£10.50		No
Premises licence notification of change of name or address	£10.50	0.00%	£0.00	£10.50		No
Application to vary licence to specify individual as premises supervisor	£23.00	0.00%	£0.00	£23.00	Set by statute	No
Application for transfer of premises licence	£23.00	0.00%	£0.00	£23.00		No
Theft, loss etc of club certificate or summary	£10.50	0.00%	£0.00	£10.50		No
Notification of change of name or alteration of rules of club	£10.50	0.00%	£0.00	£10.50		No
Change of relevant registered address of club	£10.50	0.00%	£0.00	£10.50		No
Right of freeholder etc to be notified of licensing matters	£21.00	0.00%	£0.00	£21.00	Set by statute	No
Interim authority notice following death etc of licence holder	£23.00	0.00%	£0.00	£23.00	Set by statute	No
Application for a provisional statement where premises being built etc.	£315.00	0.00%	£0.00	£315.00	Set by statute	No
Minor variation application	£89.00	0.00%	£0.00	£89.00	Set by statute	No
Personal licence grant application	£37.00	0.00%	£0.00	£37.00	Set by statute	No
Theft, loss, etc of personal licence or summary	£10.50	0.00%	£0.00	£10.50		No
Personal licence notification of change of name or address	£10.50	0.00%	£0.00	£10.50		No
New applications and variations according to rateable value:-						
Band A (None - £4,300)	£100.00	0.00%	£0.00	£100.00		No
Band B (£4,301 - £33,000)	£190.00	0.00%	£0.00	£190.00		No
Band C (£33,001 - £87,000)	£315.00	0.00%	£0.00	£315.00		No
Band D (£87,001 - £125,000)	£450.00	0.00%	£0.00	£450.00		No
Band E (£125,001+)	£635.00	0.00%	£0.00	£635.00		No

Service Provided	Standard Charge 2016/17	Increase (Decrease) in % 2017/18	Increase / (Decrease) in £ 2017/18	Proposed Charge 2017/18	Comment	VAT
Multiplier applied to premises used exclusively or primarily for the supply of alcohol for consumption on the premises:-						
Band D x2 (£87,001 - £125,000)	£900.00	0.00%	£0.00	£900.00		No
Band E x3 (£125,001+)	£1,905.00	0.00%	£0.00	£1,905.00		No
Annual Fee (charge) according to rateable value:-						
Band A (None - £4,300)	£70.00	0.00%	£0.00	£70.00		No
Band B (£4,301 - £33,000)	£180.00	0.00%	£0.00	£180.00		No
Band C (£33,001 - £87,000)	£295.00	0.00%	£0.00	£295.00		No
Band D (£87,001 - £125,000)	£320.00	0.00%	£0.00	£320.00		No
Band E (£125,001+)	£350.00	0.00%	£0.00	£350.00		No
Annual Charge multiplier applied to premises used exclusively or primarily for the supply of alcohol for consumption on the premises:-						
Band D x2 (£87,001 - £125,000)	£640.00	0.00%	£0.00	£640.00	Set by statute	No
Band E x3 (£125,001+)	£1,050.00	0.00%	£0.00	£1,050.00		No
New application and variation clubs according to rateable value:-						
Band A (None - £4,300)	£100.00	0.00%	£0.00	£100.00		No
Band B (£4,301 - £33,000)	£190.00	0.00%	£0.00	£190.00		No
Band C (£33,001 - £87,000)	£315.00	0.00%	£0.00	£315.00		No
Band D (£87,001 - £125,000)	£450.00	0.00%	£0.00	£450.00		No
Band E (£125,001+)	£635.00	0.00%	£0.00	£635.00		No

Service Provided	Standard Charge 2016/17	Increase (Decrease) in % 2017/18	Increase / (Decrease) in £ 2017/18	Proposed Charge 2017/18	Comment	VAT
Annual charge clubs according to rateable value:-						
Band A (None - £4,300)	£70.00	0.00%	£0.00	£70.00		No
Band B (£4,301 - £33,000)	£180.00	0.00%	£0.00	£180.00		No
Band C (£33,001 - £87,000)	£295.00	0.00%	£0.00	£295.00		No
Band D (£87,001 - £125,000)	£320.00	0.00%	£0.00	£320.00		No
Band E (£125,001+)	£350.00	0.00%	£0.00	£350.00		No
Additional premises licence fee (Number in attendance at any one time):-						
5,000 to 9,999	£1,000.00	0.00%	£0.00	£1,000.00		No
10,000 to 14,999	£2,000.00	0.00%	£0.00	£2,000.00		No
15,000 to 19,999	£4,000.00	0.00%	£0.00	£4,000.00		No
20,000 to 29,999	£8,000.00	0.00%	£0.00	£8,000.00		No
30,000 to 39,999	£16,000.00	0.00%	£0.00	£16,000.00		No
40,000 to 49,999	£24,000.00	0.00%	£0.00	£24,000.00		No
50,000 to 59,999	£32,000.00	0.00%	£0.00	£32,000.00		No
60,000 to 69,999	£40,000.00	0.00%	£0.00	£40,000.00		No
70,000 to 79,999	£48,000.00	0.00%	£0.00	£48,000.00		No
80,000 to 89,999	£56,000.00	0.00%	£0.00	£56,000.00		No
90,000 and over	£64,000.00	0.00%	£0.00	£64,000.00		No
Additional Annual fee payable if applicable:-						
5,000 to 9,999	£500.00	0.00%	£0.00	£500.00		No
10,000 to 14,999	£1,000.00	0.00%	£0.00	£1,000.00		No
15,000 to 19,999	£2,000.00	0.00%	£0.00	£2,000.00		No
20,000 to 29,999	£4,000.00	0.00%	£0.00	£4,000.00		No

[ILO: UNCLASSIFIED]

Service Provided	Standard Charge 2016/17	Increase (Decrease) in % 2017/18	Increase / (Decrease) in £ 2017/18	Proposed Charge 2017/18	Comment	VAT
30,000 to 39,999	£8,000.00	0.00%	£0.00	£8,000.00		No
40,000 to 49,999	£12,000.00	0.00%	£0.00	£12,000.00		No
50,000 to 59,999	£16,000.00	0.00%	£0.00	£16,000.00		No
60,000 to 69,999	£20,000.00	0.00%	£0.00	£20,000.00		No
70,000 to 79,999	£24,000.00	0.00%	£0.00	£24,000.00		No
80,000 to 89,999	£28,000.00	0.00%	£0.00	£28,000.00		No
90,000 and over	£32,000.00	0.00%	£0.00	£32,000.00		No
Gambling Act 2005						
Converted casino premises licences:-						
Grant	£1,236.00	2.35%	£29.00	£1,265.00		No
Annual fee	£1,236.00	2.35%	£29.00	£1,265.00		No
Fee for application to vary licence	£927.00	2.48%	£23.00	£950.00		No
Fee for application to transfer a licence	£618.00	2.25%	£13.90	£631.90		No
Fee for application for reinstatement of a licence	£618.00	2.25%	£13.90	£631.90		No
Copy licence	£22.66	10.33%	£2.34	£25.00		No
Notification of change	£32.96	6.19%	£2.04	£35.00		No
Bingo premises licence:-						
Grant	£1,852.97	2.27%	£42.03	£1,895.00		No
Annual fee	£494.40	2.25%	£11.10	£505.50		No
Fee for application to vary licence	£805.46	2.25%	£18.14	£823.60		No
Fee for application to transfer a licence	£557.23	2.29%	£12.77	£570.00		No
Fee for application for reinstatement of a licence	£557.23	2.29%	£12.77	£570.00		No
Fee for application for provisional statement	£1,852.97	2.27%	£42.03	£1,895.00		No

Service Provided	Standard Charge 2016/17	Increase (Decrease) in % 2017/18	Increase / (Decrease) in £ 2017/18	Proposed Charge 2017/18	Comment	VAT
Copy licence	£22.66	10.33%	£2.34	£25.00		No
Notification of change	£32.96	6.19%	£2.04	£35.00		No
Betting premises (track) licence:-						
Grant	£1,236.00	2.35%	£29.00	£1,265.00		No
Annual fee	£494.40	2.25%	£11.10	£505.50		No
Fee for application to vary licence	£618.00	2.25%	£13.90	£631.90		No
Fee for application to transfer a licence	£494.40	2.25%	£11.10	£505.50		No
Fee for application for reinstatement of a licence	£494.40	2.25%	£11.10	£505.50		No
Fee for application for provisional statement	£1,236.00	2.35%	£29.00	£1,265.00		No
Copy licence	£22.66	10.33%	£2.34	£25.00		No
Notification of change	£32.96	6.19%	£2.04	£35.00		No
Betting premises (other) licence:-						
Grant	£1,236.00	2.35%	£29.00	£1,265.00		No
Annual fee	£310.03	3.22%	£9.97	£320.00		No
Fee for application to vary licence	£618.00	2.25%	£13.90	£631.90		No
Fee for application to transfer a licence	£494.40	2.25%	£11.15	£505.55		No
Fee for application for reinstatement of a licence	£494.40	2.25%	£11.10	£505.50		No
Fee for application for provisional statement	£1,236.00	2.25%	£27.80	£1,263.80		No
Copy licence	£22.66	10.33%	£2.34	£25.00		No
Notification of change	£32.96	6.19%	£2.04	£35.00		No
Family entertainment centre premises licence:-						
Grant	£741.60	2.48%	£18.40	£760.00		No
Annual fee	£375.00	2.25%	£8.45	£383.45		No

Service Provided	Standard Charge 2016/17	Increase (Decrease) in % 2017/18	Increase / (Decrease) in £ 2017/18	Proposed Charge 2017/18	Comment	VAT
Fee for application to vary licence	£494.40	2.25%	£11.10	£505.50		No
Fee for application to transfer a licence	£433.63	2.62%	£11.37	£445.00		No
Fee for application for reinstatement of a licence	£433.63	2.62%	£11.37	£445.00		No
Fee for application for provisional statement	£741.60	2.48%	£18.40	£760.00		No
Copy licence	£22.66	10.33%	£2.34	£25.00		No
Notification of change	£32.96	6.19%	£2.04	£35.00		No
Adult gaming centre premises:-						
Grant	£927.00	2.48%	£23.00	£950.00		No
Annual fee	£494.40	2.25%	£11.10	£505.50		No
Fee for application to vary licence	£494.40	2.25%	£11.10	£505.50		No
Fee for application to transfer a licence	£557.23	2.29%	£12.77	£570.00		No
Fee for application for reinstatement of a licence	£557.23	2.29%	£12.77	£570.00		No
Fee for application for provisional statement	£927.00	2.48%	£23.00	£950.00		No
Copy licence	£22.66	10.33%	£2.34	£25.00		No
Notification of change	£32.96	6.19%	£2.04	£35.00		No
Temporary Use Notice:-						
Temporary Use Notice	£500.00	0.00%	£0.00	£500.00	Set by statute	No
Temporary Use Notice - Copy Notice	£25.00		NEW	£25.00		No
Licensed Premises Gaming Machine Permit:-						
Grant	£150.00	0.00%	£0.00	£150.00	Set by statute	No
Grant (Existing Operator)	£100.00	0.00%	£0.00	£100.00	Set by statute	No
Annual Fee	£50.00	0.00%	£0.00	£50.00		No
Variation	£100.00	0.00%	£0.00	£100.00	Set by statute	No

Service Provided	Standard Charge 2016/17	Increase (Decrease) in % 2017/18	Increase / (Decrease) in £ 2017/18	Proposed Charge 2017/18	Comment	VAT
Transfer	£25.00	0.00%	£0.00	£25.00		No
Change of Name	£25.00	0.00%	£0.00	£25.00		No
Copy of permit	£15.00	0.00%	£0.00	£15.00		No
Club Gaming & Club Machine Permits:-						
Grant or Renewal	£200.00	0.00%	£0.00	£200.00	Set by statute	No
Grant or Renewal (Fast Track)	£100.00	0.00%	£0.00	£100.00	Set by statute	No
Variation	£100.00	0.00%	£0.00	£100.00	Set by statute	No
Annual Fee	£50.00	0.00%	£0.00	£50.00		No
Copy of permit	£15.00	0.00%	£0.00	£15.00		No
Lottery Registration:-						
Grant statutory fee	£40.00	0.00%	£0.00	£40.00		No
Annual statutory fee	£20.00	0.00%	£0.00	£20.00		No
Automatic Entitlement – up to two Cat C or D machines:-						
Notification	£50.00	0.00%	£0.00	£50.00		No
Unlicensed Family Entertainment Centre:-						
Grant	£300.00	0.00%	£0.00	£300.00		No
Grant (Existing Operator)	£100.00	0.00%	£0.00	£100.00		No
Renewal	£300.00	0.00%	£0.00	£300.00		No
Copy of permit	£15.00	0.00%	£0.00	£15.00		No
Change of Name	£25.00	0.00%	£0.00	£25.00		No
Prize Gaming Permit-						
Grant	£300.00	0.00%	£0.00	£300.00		No
Grant (Existing Operator)	£100.00	0.00%	£0.00	£100.00		No
Renewal	£300.00	0.00%	£0.00	£300.00		No

Service Provided	Standard Charge 2016/17	Increase (Decrease) in % 2017/18	Increase / (Decrease) in £ 2017/18	Proposed Charge 2017/18	Comment	VAT
Copy of permit	£15.00	0.00%	£0.00	£15.00		No
Change of Name	£25.00	0.00%	£0.00	£25.00		No
Sex Establishments-						
Sex Establishments (grant)	£3,034.17	2.25%	£68.28	£3,102.45		No
Sex Establishments (renewal)	£3,034.17	2.25%	£68.28	£3,102.45		No
Sex Establishments (transfer)	£3,034.17	2.25%	£68.28	£3,102.45		No
Sex Establishments (variation)	£3,034.17	2.25%	£68.28	£3,102.45		No
Sexual Entertainment Venues (grant)	£3,034.17	2.25%	£68.28	£3,102.45		No
Sexual Entertainment Venues (renewal)	£3,034.17	2.25%	£68.28	£3,102.45		No
Sexual Entertainment Venues (transfer)	£3,034.17	2.25%	£68.28	£3,102.45		No
Sexual Entertainment Venues (variation)	£3,034.17	2.25%	£68.28	£3,102.45		No
Scrap Metal Dealers Act 2013						
Grant/Renewal of Site Licence - one site	£356.46	2.40%	£8.54	£365.00		No
Each additional site on grant/renewal application	£54.11	2.21%	£1.19	£55.30		No
Grant/Renewal of Collectors Licence	£256.74	3.22%	£8.26	£265.00		No
Replacement or copy licence	£27.58	8.76%	£2.42	£30.00		No
Variation to change licensee name	£32.89	6.42%	£2.11	£35.00		No
Variation to change site details (add or remove a site)	£54.11	2.21%	£1.19	£55.30		No
Variation to change Site Manager	£48.80	2.46%	£1.20	£50.00		No
Variation to change Collectors to Site Licence	£81.69	4.05%	£3.31	£85.00		No
Variation to change Site to Collectors Licence	£81.69	4.05%	£3.31	£85.00		No

6.3 Appendix – Children Service and Learning - Young People’s Services

1.1 Summary Statement

As in previous years, prices for the use of Young people’s Services have been reviewed by managers. In recognition of the difficulties of the current financial climate it is recommended that there only be an increase in charge of 2.25% for the following provisions for Sandwell users:

- Coneygre Centre
- Malthouse Stables
- Moorings
- Transport

Coneygre Centre is an arts centre and has a recording studio and multimedia room. A number of specific arts activities will be offered with additional technical expertise. Rooms are also hired out for meetings, events and conferences.

Malthouse Stables is an outdoor pursuit’s centre. A number of high level activities are offered including: archery, indoor and outdoor climbing, abseiling and canoeing.

Moorings - There are 5 boats currently moored at Malthouse Stables. With this proposed increase the moorings remain extremely competitively priced.

Transport –Young People’s Services operate two mini-buses which are both leased from Sandwell Transport Fleet Services. In the current economic climate it is proposed that all fees and charges for transport for 2016/17 be increased by 2.25%.

Prices have been held down for a number of years, however, in recognition of the above and given further efficiency savings and the requirement to generate income it has become necessary to increase the fees.

The 2.25% increase for users will enable Young People’s Services to retain value for money and remain highly competitive in comparison to other service providers.

1.2 Policies and legislation applicable to the charge

In line with revised policy, fees and charges are to be reviewed on a yearly basis.

The proposals in this report support the Council’s Scorecard Priorities of Great People and Great Prospects. A 2.25% only increase for Sandwell users would support the Council’s child poverty priority by keeping charges to a minimum.

1.3 Benchmarking information

Some informal benchmarking has been undertaken to compare prices with other providers in the area, the results of which are as follows:

Music Studios

- Coneygre Arts Centre studio; £25.00 for Sandwell residents and £30.00 for non-Sandwell residents per hour or £200.00 Sandwell residents and £230.00 non-Sandwell residents per day. These costs also include the staffing costs for a technician.
- BPM Studios, Birmingham; £30.00 per hour or £210 per day.
- Neon Sound Studio, Burntwood, Staffordshire; £25.00 per hour and £120.00 per half day or £200.00 per day.
- Robannas Studio, Birmingham; £25.00 per hour or £200.00 per day.
- Flipside Studios, Coventry, £35.00 per hour or £200.00 per day.

Outdoor Activity Centres

- Malthouse Stables currently charge £2.53 for Sandwell residents, £4.76 for Academies and £6.00 for non-Sandwell residents per head.
- Ackers Trust, ten young people climbing or canoeing for 1.5 hours is £90.00 or £9.00 per head.
- Blackwell Adventure, ten young people taking part in an activity day for 5 hours is £27.50 per head (£5.50 per hour per head).
- Woodlands camp, twelve young people climbing for 2 hours is £120.00 or £5.00 per head per hour.

1.4 Consultation undertaken

Consultation has taken place with both user groups and narrow boat owners who have expressed concerns regarding any substantial increase.

1.5 Rationale for proposed 2017-18 charges, discounts and exemptions

Fees and charges have been in place for all Young People Services facilities for a number of years.

Managers in YPS have discretion and retain the ability to reduce prices below approved maximums for specific marketing campaigns.

It is anticipated that any potential impact on current usage of the services will be negligible.

As part of the Young People Services support to Looked After Children (LAC), the Council will ensure looked after children are engaged in available activity at no cost to them. In the event where it is requested to develop specific bespoke sessions and/ or events, the costs of delivering these sessions will be sought from the relevant department based upon actual costs incurred only.

1.6 Financial implications

In setting out the YPS budget for 2017/2018, the proposed increase in fees and charges has been taken into account.

It is proposed that fees and charges for 2017/18 for the Coneygre Arts Centre music studio are kept at the current rate of £25.00 for Sandwell residents and £30.00 for non-Sandwell residents per hour or £200.00 Sandwell residents and £230.00 non-Sandwell residents per day. These costs also include the staffing costs for a technician.

1.7 Specific new charges proposed (if required)

Not applicable.

1.8 Specific charges ceased (if required)

Not applicable.

1.9 Equality Impact Assessment

An initial Equality Impact Assessment (EIA) screening has been carried out and a full EIA is not required for this proposal as it does not impact on any one group more than another.

2.0 Fees and Charges table

Service Provided	Standard Charge 2016	Increase (Decrease) in % 2017/18	Increase / (Decrease) in £ 2017/18	Proposed Charge 2017	Comment	VAT
Section A - Malthouse Stables						
Climbing Wall/ Mobile Climbing Wall - week days	40.10	2.25	£0.90	£41.00	Per Hour on week days plus preparation fees	N
Associated Preparation fee week days - week days	70.54	2.28	£1.61	£72.15		N
Climbing Wall/ Mobile Climbing Wall Saturday	47.05	2.25	£1.06	£48.10	Per Hour on week days plus preparation fees	N
Associated Preparation fee week days - Saturdays	82.26	2.23	£1.84	£84.10		N
Climbing Wall/ Mobile Climbing Wall Sundays and Bank Holidays	53.50	2.25	£1.20	£54.70	Per Hour on week days plus preparation fees	N
Associated Preparation fee week days - Sundays and Bank Holidays	93.87	2.27	£2.13	£96.00		N
All Other Mobile activities	40.10	2.25	£0.90	£41.00		N
Meeting Room Hire	17.50	2.25	£0.39	£17.90		N
Section A - Malthouse Stables Activities with Instruction Sandwell Residents						
Adult	3.73	1.96	£0.07	£3.80		N
Junior (under 18)	2.53	2.97	£0.08	£2.60		N
Section A - Malthouse Stables Activities with Instruction Academies						
Junior (under 18)	4.76	1.95	£0.09	£4.85		N
Section A - Malthouse Stables Activities with Instruction Out of Borough Users						
Adult	8.83	2.44	£0.22	£9.05		N

Service Provided	Standard Charge 2016	Increase (Decrease) in % 2017/18	Increase / (Decrease) in £ 2017/18	Proposed Charge 2017	Comment	VAT
Junior (under 18)	6.00	2.42	£0.15	£6.15		N
Section B - Moorings						
UNDER 20 FT	17.97	2.40	£0.43	£18.40		N
21 - 30 FT	22.32	2.15	£0.48	£22.80		N
31 - 40FT	28.06	2.29	£0.64	£28.70		N
41 - 50 FT	33.95	2.22	£0.75	£34.70		N
51 - 60 FT	38.81	2.28	£0.89	£39.70		N
61 - 70 FT	43.86	2.25	£0.99	£44.85		N
71 FT AND OVER	49.77	2.26	£1.13	£50.90		N
Section C - transport						
0-50 MILES	0.65	0.00	£0.00	£0.65	Journey Distance	N
50+ MILES	0.54	2.25	£0.01	£0.55	Journey Distance	N
Hire of driver per hour	12.27	2.25	£0.28	£12.55	Journey Distance	N
Hire of minibus per day	45.00	0.00	£0.00	£45.00	Journey Distance plus Driver and Petrol	N
Associated Hire of Driver per day	0.00	0.00	£0.00	£0.00	Hire of minibus	N
Section D - Coneygre Art Centre						
Meeting Room	17.50	2.25	£0.39	£17.90	per Hour	N
Dance Studio	22.21	2.21	£0.49	£22.70	per Hour	N
Multi Purpose Room	22.21	2.21	£0.49	£22.70	per Hour	N
Theatre	30.33	2.21	£0.67	£31.00	per Hour	N
Meeting Room	129.94	2.24	£2.91	£132.85	Day Rate	N
Dance Studio	144.10	2.26	£3.25	£147.35	Day Rate	N
Multi Purpose Room	144.10	2.26	£3.25	£147.35	Day Rate	N
Theatre	214.56	2.25	£4.84	£219.40	Day Rate	N

[ILO: UNCLASSIFIED]

Service Provided	Standard Charge 2016	Increase (Decrease) in % 2017/18	Increase / (Decrease) in £ 2017/18	Proposed Charge 2017	Comment	VAT
Section E - Conegre Arts Centre - Recording Studio						
Sandwell Residents	25.00	0.00	£0.00	£25.00	per Hour	N
non-Sandwell Residents and Businesses	30.00	0.00	£0.00	£30.00	per Hour	N
Sandwell Residents	200.00	0.00	£0.00	£200.00	Day Rate	N
non-Sandwell Residents and Businesses	230.00	0.00	£0.00	£230.00	Day Rate	N
Section E - Conegre Arts Centre - Multi Media Room						
Sandwell Residents	25.00	0.00	£0.00	£25.00	per Hour	N
non-Sandwell Residents and Businesses	30.00	0.00	£0.00	£30.00	per Hour	N
Sandwell Residents	200.00	0.00	£0.00	£200.00	Day Rate	N
non-Sandwell Residents and Businesses	230.00	0.00	£0.00	£230.00	Day Rate	N

6.4.1 Appendix – Neighbourhoods – Community Facilities

1.1 Summary Statement

This report proposes the fees and charges to be made for the use of Community Facilities managed by the Communities Team for 2017/18. During the financial year 2016/17 the Communities Team collected local bench marking information from neighbouring authorities where available, as well as benchmarking information using the format adopted by the Association of Public Service Excellence (A.P.S.E) and information relating to the views of our users to inform the following years fees and charges decisions. The summary of this bench marking information is contained below.

As in previous years prices have been reviewed by Service Managers with a recommendation that they be increased by 2.25%. The anticipated income for the Local Communities Team would be £11,445.00, enhancing the Communities Team value for money and supporting required efficiency savings. However this is a reducing figure as community centres are transferred to local community management. Currently there are now only 2 community centres that we directly manage, the remainder are managed under licence, Service level agreements, or leases by Voluntary sector organisations. Managers will however retain the ability to reduce prices below the approved maximums for specific marketing campaigns.

Centres in local community management can either adopt the Fees & Charges proposed in this report, or develop their own Fees & Charges policy.

The Local Communities Team areas of responsibility are;

1. Community Centres.
2. Mobility Services

Mobility Services is the second area of responsibility for the Communities Team. An annual membership charge was introduced in November 2008.

The proposed increase of 2.25%, for Mobility Services would increase the membership fee from £16.40 to £16.80, and the half day visitors charge would increase from £4.00 to £4.10 (3 hour session). Users are encouraged to take out the membership since there are no additional charges for use of the services once the membership is taken out. Users can then use the services as many times as they like depending upon the availability of scooters.

1.2 Policies and legislation applicable to the charge

Financial Regulation requires fees and charges to be reviewed on an annual basis.

A benchmarking exercise regarding Fees & Charges has been undertaken using the format used by the Association of Public Service Excellence (A.P.S.E) family groups as well as our neighbouring authorities. The details are contained below.

This review of fees and charges has been undertaken. The Communities Team are part of Area Working, within Neighbourhood Services, within the Place theme. This report relates to the fees & charges for the Local Communities Team and they are outlined below.

1.3 Benchmarking information

Sandwell Community Services hire charges were compared with seven other local authorities from within its 'family group'

Analysis

The result of the exercise show that in the majority of cases Sandwell Community Services has a more than competitive pricing structure and is in many cases considerably cheaper than some of the other Local Authorities especially for daytime use.

However it should be noted that it is particularly difficult to benchmark Fees and Charges for Community Facilities due to the wide diversity of concessions available and the reasoning behind them.

1.4 Consultation undertaken.

Consultation was undertaken at the end of September 2016.

1.5 Rationale for proposed 2017-18 charges, discounts and exemptions

In setting the Communities Team budget proposals for 2017/18, the attached fees and charges have been taken into account the proposed 2.25% increase recommended for Neighbourhoods. It is calculated in order to achieve a position of full cost recovery the fees and charges would have to be increased considerably. The impact for the local community and the user groups in the current economic climate would threaten their continued use, and local management of these facilities. Therefore the achievement full cost recovery at present is not a viable option.

1.6 Financial implications

Financial Regulations require that Fees & Charges be reviewed on an annual basis. The proposed fees referred to in this report are expected to generate £11,445.00.

As in previous years prices have been reviewed by Service Managers with a recommendation that they be increased by 2.25%. The anticipated income for the Local Communities Team would be £11,445.00, enhancing the Communities Team value for money and supporting required efficiency savings. However this is a reducing figure as community centres are transferred to local community management. Currently there are now only 2 community centres that we directly manage, the remainder are managed under licence, Service level agreements, or leases by Voluntary sector organisations. Managers will however retain the ability to reduce prices below the approved maximums for specific marketing campaigns. These charges are set out below, showing the implications for each of our facilities, and a comparison with the previous year.

Centres in local community management can either adopt the Fees & Charges proposed in this report, or develop their own Fees & Charges policy.

1.7 Specific new charges proposed (if required)

Introduction of charges for room hire, office rental and wedding reception Lightwoods House that will come on line in early 2017.

1.8 Specific charges ceased (if required)

NONE

1.9 Equality Impact Assessment

An initial Equality Impact Assessment (EIA) screening has been carried out and a full EIA is not required for this proposal as it does not impact on any one group more than another.

2.0 Fees and Charges table

Service Provided	Standard Charge 2016	Increase (Decrease) in % 2017/18	Increase / (Decrease) in £ 2017/18	Proposed Charge 2017	Comment	VAT
Large Hall						
Monday to Friday 09.00 – 17.00	£11.40	1.75	£0.20	£11.60		
Monday to Friday 17.00 – 23.00	£19.60	1.55	£0.30	£19.90		
Weekend and Bank Holiday	£34.90	1.45	£0.51	£35.40		
Marked Sports Hall						
Monday to Friday 09.00 – 17.00	£11.40	1.75	£0.20	£11.60		
Monday to Friday 09.00 – 17.00 Casual Bookings	£13.70	1.47	£0.20	£13.90		
Monday to Friday 17.00 – 23.00	£19.60	1.55	£0.30	£19.90		
Monday to Friday 17.00 – 23.00 Casual Bookings	£23.20	1.30	£0.30	£23.50		
Weekend and Bank Holiday	£34.90	1.45	£0.51	£35.40		
Weekend and Bank Holiday Casual Bookings	£41.20	1.47	£0.61	£41.80		
Medium Hall						
Monday to Friday 09.00 – 17.00	£9.90	1.00	£0.10	£10.00		
Monday to Friday 17.00 – 23.00	£17.00	1.17	£0.20	£17.20		
Weekend and Bank Holiday	£24.70	1.63	£0.40	£25.10		
Large Room						
Monday to Friday 09.00 – 17.00	£6.40	1.60	£0.10	£6.50		
Monday to Friday 17.00 – 23.00	£8.50	1.20	£0.10	£8.60		
Weekend and Bank Holiday	£11.20	1.80	£0.20	£11.40		
Small Room						
Monday to Friday 09.00 – 17.00	£4.90	2.05	£0.10	£5.00		
Monday to Friday 17.00 – 23.00	£6.70	1.50	£0.10	£6.80		

Service Provided	Standard Charge 2016	Increase (Decrease) in % 2017/18	Increase / (Decrease) in £ 2017/18	Proposed Charge 2017	Comment	VAT
Weekend and Bank Holiday	£9.45	1.60	£0.15	£9.60		
Showers / Changing Rooms						
Monday to Friday 09.00 – 17.00	£4.90	2.22	£0.11	£5.00		
Monday to Friday 09.00 – 17.00 Casual Bookings	£6.00	3.30	£0.20	£6.20		
Monday to Friday 17.00 – 23.00	£4.90	4.17	£0.20	£5.10		
Monday to Friday 17.00 – 23.00 Casual Bookings	£6.00	3.33	£0.20	£6.20		
Weekend and Bank Holiday	£4.90	4.17	£0.20	£5.10		
Weekend and Bank Holiday Casual Bookings	£6.00	3.33	£0.20	£6.20		
Sports Barn						
Monday to Friday 09.00 – 17.00	£24.50	2.44	£0.60	£25.10		
Monday to Friday 09.00 – 17.00 Casual Bookings	£24.50	2.44	£0.60	£25.10		
Monday to Friday 17.00 – 23.00	£25.40	2.36	£0.60	£26.00		
Monday to Friday 17.00 – 23.00 Casual Bookings	£25.40	2.36	£0.60	£26.00		
Weekend and Bank Holiday	£33.00	2.41	£0.80	£33.80		
Weekend and Bank Holiday Casual Bookings	£33.00	2.41	£0.80	£33.80		
Mobility Service						
Membership fee	£16.40	2.42	£0.40	£16.80		
Half day visitor charge (3 hour session)	£4.00	2.56	£0.10	£4.10		

6.4.2 Appendix – Neighbourhoods – Green Services

1.1 Summary Statement

This report sets out the proposed fees and charges for the year 2017/18 for Parks and Green Spaces services provided by the Neighbourhoods Directorate.

The Council's Financial Regulation sets a requirement for the service area fees and charges to be reviewed on an annual basis.

Annual fees and charges are evaluated on annual basis based on service income needs and organisations ability to pay. The revised figures are subject to cabinet approval.

This annual review of fees and charges forms part of a wider strategy for generating income for the Parks and Green Spaces service as set out in the Neighbourhood Services Business Plan. During the course of the year we have worked with partners to generate more income through lease agreements, external event ground hire, room hire, heritage lottery funding sources and with friends groups who provide funding for green space improvements and activities.

During the financial year 2016/17 the Parks Service collected local bench marking information from neighbouring authorities where available.

There is a new events pricing schedule, which has been compiled as part of this report as the demand from external parties and groups to host events in our parks is increasing and we anticipate the market can stand these charges. It should be noted that the new events fees and charges has been drawn up in line with charges for similar venues nationwide as well as in neighbouring local authorities.

As in previous years prices have been reviewed by managers with a recommendation that they be increased in line with neighbouring authorities and subject to demand e.g. allotment charges have been significantly increased as there is currently a long waiting list for plots so there is a demand for this service which could sustain a higher increase in fees. Some of the charges have been increased in order to achieve a more realistic charge for the provision of service in order to move towards achieving a return on investment or to recover maintenance costs.

The bonfire events have also been well received by residents over the years and it is proposed to develop a business case before determining the level of charge to set for admission to these events in future.

The revised fees and charges for this service area will help support the required efficiency savings.

1.2 Policies and legislation applicable to the charge

Financial Regulation requires fees and charges to be reviewed on an annual basis.

Annual fees and charges are set recognising the deprivations and ability to pay by some community organisations and charities.

Legislation applicable to the issuing of Fixed Penalty Notices:-

- Clean Neighbourhoods & Protection Act 2005
- Anti-social Behaviour Act 2003

1.3 Benchmarking information

Benchmarking of comparable council charges of neighbouring Councils has been undertaken this year. Benchmarking for event charging has also been done outside neighbouring authorities with reference to charges made by Leeds Council - who have similar venues to ours in Sandwell.

Other benchmarking examples include Birmingham City Council's charge of £46.50 - £105.00 per allotment plot, Wolverhampton Council's charges of £38 per plot for residents and £59 per plot for people outside their borough. The Wigmore Riding School charges (a Council owed lease off the Newton Road) £15 per stable and £96 per month grazing only - no tack room. Walsall Council's charges for fairgrounds, Leeds Council charges for events/ground hire (at Temple Newsam, a similar facility to that at Sandwell Valley), Wolverhampton Council's and Himley Hall's - Dudley Council's event charges. Event infrastructure hire at Himley Hall, Dudley MBC and that of a local event hire company, Tipton Community Association. Bowling provision at Dudley Council and Wolverhampton Council (£4 for adults and £2 for children). Room hire at Himley Hall and the Priory when setting the room hire costs at Sandwell Park Farm, current costs for the hire of Dudley Council's Priory Room is currently £112.20.

Benchmarking is usually carried out by parks managers via West Midlands Parks Forum, although like for like, service delivery against charges can vary considerably between authorities.

1.4 Consultation undertaken

Consultation usually occurs with local organisations such as Sports Clubs however no consultation has been undertaken with clubs or leagues this year.

Fees and charges are however, an agenda item at the football league meetings.

The provision of bowling is very labour intensive and costly for the council. The parks service like other local authorities are adopting an approach where the teams assist with the maintenance.

Commercial fees are usually determined by the council. The events team have discussed such fees with other local authorities and commercial operators.

The public have been consulted regarding the introduction of car parking charges at Sandwell Valley Country Park and these charges were implemented in November 2016. In order to retain visitor numbers to Sandwell Park Farm despite the new parking charges we have kept the admission fees into Sandwell Park Farm at a minimum increased fee of an additional 10p per admission and season tickets (often purchased by local residents have been fixed).

1.5 Rationale for proposed 2017-18 charges, discounts and exemptions

In setting the Parks and Green Spaces budget proposals for 2017/18 the attached fees and charges have been taken into account.

The charges have been calculated in order to achieve reasonable level of increased income in order to meet budget reductions and facing the future targets.

It should be noted that if the service were to charge full cost recovery then the fees and charges would have to be significantly increased in some cases e.g. bowls provision / football provision. The impact for the local community and the visitors would be that in the current economic climate it would threaten their continued use and enjoyment of the facilities therefore the achievement of full cost recovery for all services is not a viable option in some areas at present.

A discounted charge of £50 applies to Fixed Penalty Notices if payment is made within 10 days of issue.

1.6 Financial implications

Financial implications considered in this report are on 2 levels namely:

- Commercial – those commercial organisations operating a trading account for profit.
- Voluntary/community organisations and charities that operate at a not for profit basis.

A good example of this are the new events pricing rates.

The increase in fees and charges as per the report reflects a need to generate more income across the service area.

1.7 Specific new charges proposed (if required)

Football - pitch over marking. These new charges have been introduced in line with other neighbouring local authority charges, for example Dudley Council.

Lifeguard Clubs - there has been an increase in demand for use of the swan pool building by local lifeguard clubs therefore a charge has been introduced for use of this facility.

Event Infrastructure hire - charges have been included in this report for event infrastructure as there is an increasing demand for this facility and there is a resource pressure in delivering this to external and internal event organisers. These charges reflect true hire cost and are comparable to similar local companies and neighbouring authorities. Benchmarking has taken place as follows; charges at Himley Hall, Dudley Council and the Tipton Community Association, private local hire.

Events Pricing Schedule - ground hire, admin, licensing and staff resources - this has been compiled as the demand for external parties and groups to host events in our parks is increasing. The addition of the site/waste bond will enable the council to manage the impacts of events e.g. ground damage caused and if litter has not been cleared following a third party event.

Filming - charge added in line with the museum service.

New Event Hire Rates have replaced the former special events in parks.

1.8 Specific charges ceased (if required)

n/a

1.9 Equality Impact Assessment

There are no adverse equality impacts of the proposals. Any changes to fees proposed and those fees charged will apply equally to all sections of the community.

Provisions, however, already exist to waive or reduce fees in relation to self managed sites e.g. allotments / football / bowling provision as in this instance the community manage the facilities at a minimal/reduced cost to the Council.

2.0 Fees and Charges table

Service Provided	Standard Charge 2016	Increase (Decrease) in % 2017/18	Increase / (Decrease) in £ 2017/18	Proposed Charge 2017	Comment	VAT
Allotments						
Allotment Plot Sandwell Residents	35.00	14.29	£5.00	£40.00		No
Allotment Plot non-Sandwell Residents	70.00	14.29	£10.00	£80.00		No
Association sites (Charge and rebate per plot)	30.00	0	£0.00	£30.00		No
Outdoor Pitches- Regular Users (Ex VAT) SANDWELL LEAGUES						
Class A - Pitches with changing facilities	60.00	16.67	£10.00	£70.00		No
Class A - Junior - Concessionary Charge	40.00	12.50	£5.00	£45.00		No
Class C - Pitch no changing facility	35.00	28.57	£10.00	£45.00		No
Mini Soccer/7 a Side - Children's football no changing	30.00	16.67	£5.00	£35.00		No
Sandwell Minor League (per season) - Use of pavilion year round	2,500.00	10	£250.00	£2750.00		No
Self Managed (per pitch per season)	220.00	0	£0.00	£220.00		No
Outdoor Pitches- Regular Users (Ex VAT) NON SANDWELL LEAGUES						
Class A - Pitch with changing facilities	60.00	16.67	£10.00	£70.00		No
Class A - Junior - Concessionary Charge	45.00	11.11	£5.00	£50.00		No
Class C - Pitch no changing facility	40.00	25.00	£10.00	£50.00		No
Mini Soccer/7 a Side - Children's football no changing	35.00	14.29	£5.00	£40.00		No
Self-Managed (per pitch per season)	230.00	0	£0.00	£230.00		No
Outdoor Pitches- Casual Users (Inc VAT) SANDWELL LEAGUES						
Class A - Pitch with changing facilities	85.00	17.65	£15.00	£100.00		Yes

Service Provided	Standard Charge 2016	Increase (Decrease) in % 2017/18	Increase / (Decrease) in £ 2017/18	Proposed Charge 2017	Comment	VAT
Class A - Junior - Concessionary Charge	40.00	12.50	£5.00	£45.00		Yes
Class B	60.00	16.67	£10.00	£70.00		Yes
Class C - Pitch no changing facility	35.00	28.57	£10.00	£45.00		Yes
Closed season/Pre-Season Friendlies (All Users)	35.00	28.57	£10.00	£45.00		Yes
Outdoor Pitches-Casual Users (Inc VAT) NON SANDWELL LEAGUES						
Class A - Pitch with changing facilities	90.00	16.67	£15.00	£105.00		Yes
Class A - Junior - Concessionary Charge	45.00	11.11	£5.00	£50.00		Yes
Class B	65.00	15.38	£10.00	£75.00		Yes
Class C - Pitch no changing facility	40.00	25.00	£10.00	£50.00		Yes
Football Training						
Playing Field only (2 hour session)	18.00	11.11	£2.00	£20.00		Yes
Playing Field & Changing Rooms (2 hour session)	75.00	13.33	£10.00	£85.00		Yes
Pitch overmarking (per pitch)			New	£20.00		Yes
Changing Rooms and Pavilions						
Barnford/Red House/QE2 Churchfields/Victoria Smethwick (Minimum 2 hours)	55.00	9.09	£5.00	£60.00		Yes
Barnford/Red House/QE2 Churchfields/Victoria Smethwick (per additional hour)	28.00	7.14	£2.00	£30.00		Yes
Coaching/Training Sessions						

Service Provided	Standard Charge 2016	Increase (Decrease) in % 2017/18	Increase / (Decrease) in £ 2017/18	Proposed Charge 2017	Comment	VAT
Up to 20 students/trainers (Monday to Friday)	25.00	40.00	£10.00	£35.00		Yes
21 to 50 students/trainers (Monday to Friday)	40.00	25.00	£10.00	£50.00		Yes
51+ students/trainers (Monday to Friday)	55.00	18.18	£10.00	£65.00		Yes
Up to 20 students/trainers (Saturday & Sunday)	35.00	28.57	£10.00	£45.00		Yes
21 to 50 students/trainers (Saturday & Sunday)	50.00	20.00	£10.00	£60.00		Yes
51+ students/trainers (Saturday & Sunday)	65.00	15.38	£10.00	£75.00		Yes
Cricket - Regular Users (Ex VAT) SANDWELL LEAGUES						
Wicket and dressing rooms	85.00	17.64	£15.00	£100.00		No
Wicket only - no changing	70.00	7.14	£5.00	£75.00		No
Synthetic Wicket	20.00	10.00	£2.00	£22.00		No
Cricket - Casual Users (Inc VAT) SANDWELL LEAGUES						
Wicket and dressing rooms	100.00	10.00	£10.00	£110.00		Yes
Wicket only - no changing	80.00	6.25	£5.00	£85.00		Yes
Synthetic Wicket	24.00	12.50	£3.00	£27.00		Yes
Cricket - Regular Users (Ex VAT) NON SANDWELL LEAGUES						
Wicket and dressing rooms	100.00	10.00	£10.00	£110.00		No
Wicket only - no changing	75.00	13.33	£10.00	£85.00		No
Synthetic Wicket	25.00	12.00	£3.00	£28.00		No
Cricket - Casual Users (Inc VAT) NON SANDWELL LEAGUES						
Wicket and dressing rooms	120.00	16.67	£20.00	£140.00		Yes
Wicket only - no changing	90.00	11.11	£10.00	£100.00		Yes

Service Provided	Standard Charge 2016	Increase (Decrease) in % 2017/18	Increase / (Decrease) in £ 2017/18	Proposed Charge 2017	Comment	VAT
Synthetic Wicket	30.00	16.66	£5.00	£35.00		Yes
Outdoor Activities - Minor Games						
Bowls (per person per hour)	3.30	21.21	£0.70	£4.00		Yes
Bowls (per person per hour) - Concessionary Charge	1.50	33.33	£0.50	£2.00		Yes
Bowls Season Ticket/Club use. Part/self maintained green	250.00	0.00	£0.00	£250.00		No
Bowls Season Ticket/Club use. Council maintained	750.00	4.00	£30.00	£780.00		No
Fishing						
Day/Part Day max 2 rods - all Sandwell waters	5.00	20.12	£1.01	£6.00		Yes
Day/Part Day max 2 rods - all Sandwell waters - Concessionary Charge	3.00	16.67	£0.50	£3.50		Yes
Season Ticket - All Sandwell waters	40.00	25.00	£10.00	£50.00		Yes
Season Ticket - All Sandwell waters - Concessionary Charge	20.00	25.00	£5.00	£25.00		Yes
Outdoor Activities - Water Based at Swan Pool						
Long Distance Swimming (per event)	30.00	16.66	£5.00	£35.00		Yes
Sailing and Windsurfing (per boat per annum)						
Season ticket	75.00	13.33	£10.00	£85.00		Yes
Season ticket - Concessionary Charge	45.00	11.11	£5.00	£50.00		Yes
Club Use	60.00	16.67	£10.00	£70.00		Yes
Club Use - Concessionary Charge	35.00	14.29	£5.00	£40.00		Yes
Winter Season (1st October to 31st March)	35.00	14.29	£5.00	£40.00		Yes

[ILO: UNCLASSIFIED]

Service Provided	Standard Charge 2016	Increase (Decrease) in % 2017/18	Increase / (Decrease) in £ 2017/18	Proposed Charge 2017	Comment	VAT
Winter Season (1st October to 31st March) - Concessionary Charge	20.00	10.00	£2.00	£22.00		Yes
Lifeguard Clubs						
Per club per annum - Use of room in sailing centre and Swan Pool			New	150.00		Yes
Sandwell Valley						
Parking Charges (Annual Pass)			New	£40.00		Yes
Caravan site (per night per van - minimum charge)	6.00	16.67	£1.00	£7.00		Yes
Horse Grazing only - per horse per week	16.00	12.5	£2.00	£18.00	Proposed fee for 2018/19 £20.00	No
Horse Grazing & Tack Room (per horse per week)	16.00	28.13	£4.50	£20.50	Proposed fee for 2018/19 £25.00	No
Horse Stable (per horse per week)	10.00	25.00	£2.50	£12.50	Proposed fee for 2018/19 £15.00	Yes
Hay Bales - per bale including delivery	25.00	20.00	£5.00	£30.00		No
Helicopter Landings (Minimum charge)	50.00	0.00	£0.00	£50.00		No
Craft Fairs / Stalls - Sandwell Valley						
Easter (Saturday & Sunday)	45.00	11.11	£5.00	£50.00		No
Easter Week (Tuesday to Friday)	50.00	20.00	£10.00	£60.00		No
Bank Holiday (per day)	25.00	20.00	£5.00	£30.00		No
Christmas Event	45.00	11.11	£5.00	£50.00		No
Weekend (non-event)	35.00	14.29	£5.00	£40.00		No
Weekday (per day)	15.00	20.00	£3.00	£18.00		No
Event Infrastructure Hire						
Hire of trestle tables (per table)	5.00	0.00	£0.00	£5.00		Yes

Service Provided	Standard Charge 2016	Increase (Decrease) in % 2017/18	Increase / (Decrease) in £ 2017/18	Proposed Charge 2017	Comment	VAT
Hire metal / wooden stakes (per stake)			New	£1.50		Yes
Hire of 6x3m marquee			New	£60.00		Yes
Hire of 3x3m marquee			New	£30.00		Yes
Hire of tower lights (per light)			New	£75.00		Yes
Hire of 5 KVA generator with 5 ltr fuel			New	£45.00		Yes
Hire of chairs			New	£2.00		Yes
Hire of spotlights with stand			New	£7.50		Yes
Hire of electric leads			New	£5.00		Yes
Hire of megaphone			New	£10.00		Yes
Hire of high vis vests			New	£2.00		Yes
Hire of road cones			New	£1.00		Yes
Hire of hot water urn			New	£6.00		Yes
Hire of rope (per metre)			New	£1.00		Yes
Hire of crowd control barriers			New	£4.00		Yes
Hire of heras fencing panels (per panel)			New	£4.50		Yes
Hire of wheelie bins (without litter removal)			New	£10.00		Yes
Hire of vehicle & 2 staff (4 hours)			New	£300.00		Yes
Hire of vehicle & 2 staff (8 hours)			New	£600.00		Yes
Fairs & Circuses (per day)						
Up to 8 Junior Rides - Monday to Thursday	82.00	9.75	£8.00	£90.00	£1000 bond	No
Up to 8 Junior Rides - Friday to Sunday (Inc Bank Hols)	160.00	9.38	£15.00	£175.00	£1000 bond	No
Up to 4 Adult Rides &/or up to 8 Junior Rides - Mon to Thur	160.00	9.38	£15.00	£175.00	£1000 bond	No

Service Provided	Standard Charge 2016	Increase (Decrease) in % 2017/18	Increase / (Decrease) in £ 2017/18	Proposed Charge 2017	Comment	VAT
Up to 4 Adult Rides &/or up to 8 Junior Rides - Fri to Sun (Inc Bank Hols)	320.00	9.38	£30.00	£350.00	£1000 bond	No
Up to 7 Adult Rides &/or up to 12 Junior Rides - Mon to Thur	240.00	4.17	£10.00	£250.00	£2000 bond	No
Up to 7 Adult Rides &/or up to 12 Junior Rides - Fri to Sun (Inc Bank Hols)	480.00	4.16	£20.00	£500.00	£2000 bond	No
8+ Adult Rides and/or 13+ Junior Rides - Mon to Thur	320.00	9.37	£30.00	£350.00	£2000 bond	No
8+ Adult Rides &/or 13+ Junior Rides - Fri to Sun (inc Bank Hols)	640.00	9.37	£60.00	£700.00	£2000 bond	No
Circus (per day)	280.00	25.00	£70.00	£350.00	£4000 bond	No
Water Supply (per day - circus and fair only)	30.00	10.00	£3.00	£33.00		Yes
Electricity Supply (per day - circus and fair only)	30.00	10.00	£3.00	£33.00		Yes
Council Event Charges						
Parking Fee - Special Events	5.00	0.00	£0.00	£5.00		Yes
Parking Fee - Albion Football Charges	3.00	33.33	£1.00	£4.00		Yes
Special Events in Parks (per day)						
Hire of bandstand for weddings (Minimum)	100.00	0.00	0.00	£100.00		No
Wedding Photographs	50.00	100.00	£50.00	£100.00		No
Filming - TV / Production companies per day			New	£200.00		Yes
Event application license fee (commercial event organisers to apply for own license)	50.00	20.00	£10.00	£60.00		Yes
Event manager on the day support (per hour)	40.00	25.00	£10.00	£50.00		Yes
Site fee per day - Community / Charity sml (1 - 250 attendees)			New	£50.00	Bond £100	No

Service Provided	Standard Charge 2016	Increase (Decrease) in % 2017/18	Increase / (Decrease) in £ 2017/18	Proposed Charge 2017	Comment	VAT
Site fee per day - Community / Charity Med (1) (250 - 500 attendees)			New	£100.00	Bond £300	No
Site fee per day - Community / Charity Med (2) (500 - 1000 attendees)			New	£200.00	Bond £500	No
Site fee per day - Community / Charity large (1000 - 2000 attendees)			New	£400.00	Bond £700	No
Site fee per day - Community / Charity Very large (2000 - 5000 attendees)			New	£600.00	Bond £1500	No
Site fee per day - Community / Charity Major (5000 + attendees)			New	£1000.00	Bond £3000	No
Site fee per day - Commercial Event - Very Small (1 - 250 attendees)			New	£300.00	Negotiable	No
Site fee per day - Commercial Event - Small (250 - 500 attendees)			New	£500.00	Negotiable	No
Site fee per day - Commercial Event - Medium (1) (500 - 1000 attendees)			New	£1000.00	Negotiable	No
Site fee per day - Commercial Event - Medium (2) (1000 - 2000 attendees)			New	£2000.00	Negotiable	No
Site fee per day - Commercial Event - Large (2000 - 5000 attendees)			New	£5000.00	Negotiable	No
Site fee per day - Commercial Event - V. Large (5000 - 10000 attendees)			New	Negotiable	Negotiable	No
Site fee per day - Commercial Event - Major (10000 - 20000 attendees)			New	Negotiable	Negotiable	No

Service Provided	Standard Charge 2016	Increase (Decrease) in % 2017/18	Increase / (Decrease) in £ 2017/18	Proposed Charge 2017	Comment	VAT
Visitor Centres/Countryside Management Room Hire						
Sandwell Park Farm New Barn - Per full day – 20 max	45.00	22.22	£10.00	£55.00		No
Sandwell Park Farm New Barn - per half day – 20 max	35.00	14.29	£5.00	£40.00		No
Sandwell Park Farm Study Centre - Per full day – 50 max	100.00	20.00	£20.00	£120.00		No
Sandwell Park Farm Study Centre - per half day – 50 max	85.00	11.76	£10.00	£95.00		No
Sandwell Park Farm Small Meeting Room - Per full day – 15 max	70.00	14.29	£10.00	£80.00		No
Sandwell Park Farm Small Meeting Room - per half day – 15 max	45.00	11.11	£5.00	£50.00		No
Dartmouth Park Pavilion meeting room - Per full day – 30 max	80.00	25.00	£20.00	£100.00		No
Dartmouth Park Pavilion meeting room - per half day – 30 max	60.00	16.67	£10.00	£70.00		No
Forge Mill Farm Meeting Room - Per full day – 25 max	75.00	13.33	£10.00	£85.00		No
Forge Mill Farm Meeting Room - per half day – 25 max	50.00	20.00	£10.00	£60.00		No
Cancelled Room Bookings	30.00	16.67	£5.00	£35.00		No
Photocopying (per A3 sheet)	0.40	0.00	£0.00	£0.40		Yes
Photocopying (per A4 sheet)	0.30	0.00	£0.00	£0.30		Yes
Sandwell Park Farm Admission Charges						
Per Adult per Day	2.50	4.00	£0.10	£2.60		Yes
Per Day - Concessionary Charge (junior / OAP)	2.00	5.00	£0.10	£2.10		Yes
Family ticket (2 adults & up to 3 children)	9.50	5.22	£0.50	£10.00		Yes
Family ticket (1 adult & up to 3 children)	7.00	14.29	£1.00	£8.00		Yes

Service Provided	Standard Charge 2016	Increase (Decrease) in % 2017/18	Increase / (Decrease) in £ 2017/18	Proposed Charge 2017	Comment	VAT
6 month pass (individual)	35.00	0.00	£0.00	£35.00		Yes
6 month pass (individual) - Concessionary Charge	25.00	0.00	£0.00	£25.00		Yes
12 month pass (individual)	50.00	0.00	£0.00	£50.00		Yes
12 month pass (individual) - Concessionary Charge	35.00	0.00	£0.00	£35.00		Yes
6 month pass (joint - 2 adults)	50.00	0.00	£0.00	£50.00		Yes
6 month pass (joint - 2 adults) - Concessionary Charge	40.00	0.00	£0.00	£40.00		Yes
12 month pass (joint - 2 adults)	80.00	0.00	£0.00	£80.00		Yes
12 month pass (joint - 2 adults) - Concessionary Charge	60.00	0.00	£0.00	£60.00		Yes
6 month pass (family 2 adults & up to 3 children)	65.00	0.00	£0.00	£65.00		Yes
12 month pass (family 2 adults & up to 3 children)	95.00	0.00	£0.00	£95.00		Yes
Visitor Centres/Countryside Management Activities						
Trailer Ride (minimum 10 minutes)	2.00	0.00	£0.00	2.00		Yes
Trailer Ride (minimum 10 minutes) - Concessionary Charge	1.50	0.00	£0.00	1.50		Yes
Schools & Groups Guided Visit (Day)	5.00	10.00	£0.50	5.50		No
Schools & Groups Guided Visit (Day) minimum charge	100.00	20.00	£20.00	120.00		No
Schools & Groups Guided Visit (Half Day) minimum charge	100.00	20.00	£20.00	120.00		No
School Pack	8.00	25.00	£2.00	10.00		No
Hand out sheets	1.50	33.33	£0.50	2.00		No
Fixed Penalty Notices						

[ILO: UNCLASSIFIED]

Service Provided	Standard Charge 2016	Increase (Decrease) in % 2017/18	Increase / (Decrease) in £ 2017/18	Proposed Charge 2017	Comment	VAT
Depositing Litter	75.00	0.00	£0.00	£75.00	fixed penalty reduced to £50.00 if paid within 10days	No
Graffiti and flyposting	75.00	0.00	£0.00	£75.00	fixed penalty reduced to £50.00 if paid within 10days	No
Dog Fouling	75.00	0.00	£0.00	£75.00	fixed penalty reduced to £50.00 if paid within 10days	No
Failure to comply with a direction to place a dog on a lead	75.00	0.00	£0.00	£75.00	fixed penalty reduced to £50.00 if paid within 10days	No
Failure to comply with a dog exclusion order	75.00	0.00	£0.00	£75.00	fixed penalty reduced to £50.00 if paid within 10days	No
Fixed Penalty Notice for small scale fly tipping incidents	£400.00	0.00	0.00	£400.00		No

6.4.3 Appendix – Neighbourhoods – Library and Information Service

1.1 Summary Statement

This annual review of fees and charges forms part of a wider strategy for generating income for the library service. During the course of the year we have worked with partners to make income through co-location (sharing library spaces), room hire and with friends groups who provide funding for library purposes, e.g. children's holiday activities. Refreshments are usually provided at events and activities so it the intention to commence charging for these. In addition we will be encouraging customers to make donations, particularly at events and activities provided free of charge.

1.2 Policies and legislation applicable to the charge

Libraries are restricted from charging for core services by The 1964 Public Libraries and Museums Act.

1.3 Benchmarking information

Sandwell Library and Information Service (including Community History and Archives Service) has previously maintained a policy of setting fees and charges which are amongst the lowest in the Black Country. However from 2014 all four Black Country library services have worked together on harmonising charges and policies across the region, in order to improve customer service and prepare for the potential sharing of a Library Management System in the future.

1.4 Consultation undertaken

Consultation has been with other Black Country authorities this year as the priority has been to rationalise charges across the Black Country.

1.5 Rationale for proposed 2017-18 charges, discounts and exemptions

In 2014 Sandwell increased charges to the maximum currently being made within the four authorities; this was significantly above the rate of inflation, and therefore last year there were no increases to comparable charges, as other authorities caught up and moved to this maximum level. This is to ensure that library charging policy in Sandwell is brought in line with the rest of the Black Country. This approach was agreed by cabinet in January 2015.

This year all four Black Country Library Authorities agreed to increase fines to 16p per day.

Last year charges were increased for interactive story sessions delivered by the Children's Library Team and for room hire, which were significantly above the rate of inflation so no increase is proposed for these this year.

1.6 Financial implications

In addition to the traditional range of fees and charges the Library and Information Service has been considering innovative ways to raise additional income for the service, including library cafes, sale of books, and donations. It is anticipated that the increase in charges for fines will generate approximately £3,000; donations £2,500 and sales of refreshments £2,500. This will generate approximately £8,000 which will achieve the proposed target of a 2.5% increase in income.

1.7 Specific new charges proposed (if required)

Sale of refreshments (hot and cold drinks) £1.00 each.

Sale of alcohol at evening events e.g. music events – cost price + VAT + 100%.

1.8 Specific charges ceased (if required)

None

1.10 Equality Impact Assessment

None

2.0 Fees and Charges table

Service Provided	Standard Charge 2016	Increase (Decrease) in % 2017/18	Increase / (Decrease) in £ 2017/18	Proposed Charge 2017	Comment	VAT
Reservation fee – in stock and purchased for stock						
Standard charge	£0.00	0.00	£0.00	£0.00		N
Concessionary charge	£0.00	0.00	£0.00	£0.00		N
Reservation fee – not in stock (ie. Inter library loan and includes journal articles)						
Standard charge	£4.00	0.00	£0.00	£4.00		N
Concessionary charge	£2.00	0.00	£0.00	£2.00		N
Compact discs						N
Standard charge	£1.00	0.00	£0.00	£1.00		N
Concessionary charge	£0.50	0.00	£0.00	£0.50		N
DVDs loan charge – new feature films (loan period reduced to 3 nights)						
Standard charge	£2.00	0.00	£0.00	£2.00		N
Concessionary charge	£1.00	0.00	£0.00	£1.00		N
DVDs loan charge – all other (loan period 1 week)						N
Standard charge	£2.00	0.00	£0.00	£2.00		N
Concessionary charge	£1.00	0.00	£0.00	£1.00		N
Computer game hire (Central/Blackheath Library)						
Standard charge	£3.00	0.00	£0.00	£3.00		N
Concessionary charge	£2.00	0.00	£0.00	£2.00		N
Photocopying						Y
B&W per A4 sheet	£0.15	0.00	£0.00	£0.15		Y
B&W per A3 sheet	£0.30	0.00	£0.00	£0.30		Y

Service Provided	Standard Charge 2016	Increase (Decrease) in % 2017/18	Increase / (Decrease) in £ 2017/18	Proposed Charge 2017	Comment	VAT
Colour per A4 sheet	£1.00	0.00	£0.00	£1.00		Y
Colour per A3 sheet	£1.50	0.00	£0.00	£1.50		Y
Computer printouts						
B&W per A4 sheet	£0.15	0.00	£0.00	£0.15		Y
B&W per A3 sheet	£0.30	0.00	£0.00	£0.30		Y
Colour per A4 sheet	£1.00	0.00	£0.00	£1.00		Y
Colour per A3 sheet	£1.50	0.00	£0.00	£1.50		Y
Total for all copying and printing						
Fax						Y
UK Only	£1.00	0.00	£0.00	£1.00		Y
Continuation sheets	£0.50	0.00	£0.00	£0.50		Y
To receive per sheet	£0.50	0.00	£0.00	£0.50		Y
Overdue, lost and damaged items						
Fines per item, per day (all items except CDs and DVDs)						
Standard charge	£0.15	6.66	£0.01	£0.16		N
Concessionary charge	£0.00	0.00	£0.00	£0.00		N
Fines for Premium DVDs per item per day						
Standard charge	£0.65	0.00	£0.00	£0.65		N
Concessionary charge	£0.30	0.00	£0.00	£0.30		N
Overdue reminders letter						
Email / Text message	£0.00	0.00	£0.00	£0.00		N
Postal	£0.00	0.00	£0.00	£0.00		N
Replacement Library card – (children no charge)						

Service Provided	Standard Charge 2016	Increase (Decrease) in % 2017/18	Increase / (Decrease) in £ 2017/18	Proposed Charge 2017	Comment	VAT
Standard charge	£1.00	0.00	£0.00	£1.00		Y
Concessionary charge	£1.00	0.00	£0.00	£1.00		Y
Lost items – (under 5's no charge)						
Standard charge	Full replacement charge or average replacement cost			Full replacement charge or average replacement cost		N
Concessionary charge	50% replacement charge			50% replacement charge		N
Damaged items – (under 16's no charge)						
Standard charge	Full replacement charge or average replacement cost			Full replacement charge or average replacement cost		N
Concessionary charge	50% replacement charge			50% replacement charge		N
Author Events (outside opening hours)						
Standard charge	£3.00	0.00	£0.00	£3.00		Y
Concessionary charge	£1.50	0.00	£0.00	£1.50		Y
Commercial Room hire (during opening hours)						
Small room	£8.00	0.00	£0.00	£8.00		N
Medium Room	£13.50	0.00	£0.00	£13.50		N
Large Room	£20.00	0.00	£0.00	£20.00		N
outside opening hours	By negotiation			By negotiation		N
Total for all of above. Unable to break down further						
Interactive storytelling sessions eg. 'Storytime Lab'	£60.00	20.00	£12.00	£60.00	Minimum charge - negotiable dependent on number of sessions booked	N

Service Provided	Standard Charge 2016	Increase (Decrease) in % 2017/18	Increase / (Decrease) in £ 2017/18	Proposed Charge 2017	Comment	VAT
Interactive storytelling sessions eg. 'Storytime Lab'	£80.00	0.00	£0.00	£80.00	Maximum charge - negotiable dependent on number of sessions booked	N
Interactive Storytelling training packages for practitioners, Minimum charge per session	£300.00	0.00	£0.00	£300.00		N
Refreshment sales						
Hot drinks from machines			New	£1.00	New service	Y
Alcohol at evening events			New	cost price + vat + 100%		Y
Community History and Archives Service						
Photocopying						
A4 B&W	£0.20	0.00	£0.00	£0.20		Y
A3 B&W	£0.40	0.00	£0.00	£0.40		Y
A4 Colour	£1.25	0.00	£0.00	£1.25		Y
A3 Colour	£1.75	0.00	£0.00	£1.75		Y
Microprint – self service						
A4	£0.60	0.00	£0.00	£0.60		Y
A3	£1.00	0.00	£0.00	£1.00		Y
Microprint – orders						
A4	£3.00	0.00	£0.00	£3.00		Y
A3	£3.50	0.00	£0.00	£3.50		Y
Photographs	£5.50	0.00	£0.00	£5.50		Y
A4 print or digital image	£0.00	0.00	£0.00	£0.00		Y
Camera Licence						
One day	£3.00	0.00	£0.00	£3.00		Y
One week	£7.00	0.00	£0.00	£7.00		Y

Service Provided	Standard Charge 2016	Increase (Decrease) in % 2017/18	Increase / (Decrease) in £ 2017/18	Proposed Charge 2017	Comment	VAT
Post & packing						
UK	£2.00	0.00	£0.00	£2.00		Y
Overseas	£4.00	0.00	£0.00	£4.00		Y
Research service per 30 minutes	£10.00	0.00	£0.00	£10.00	Up to max. of 2 hours	N
Freedom of Information searches in closed records	£10.00	0.00	£0.00	£10.00		N
Certified / authenticated copies of records	£10.00	0.00	£0.00	£10.00		Y
Talks to external groups minimum charge	£30.00	0.00	£0.00	£30.00		Y
Image display in commercial premises	£15.00	0.00	£0.00	£15.00		Y
Commercial publication* (print and digital) Maximum 10 images, 50% reduction for local history societies/community groups	£10.00	0.00	£0.00	£10.00	Minimum charge	Y
Commercial publication* (print and digital) Maximum 10 images, 50% reduction for local history societies/community groups	£100.00	0.00	£0.00	£100.00	Maximum charge	Y
TV/Radio broadcast	£25.00	0.00	£0.00	£25.00	Minimum charge	Y
TV/Radio broadcast	£300.00	0.00	£0.00	£300.00	Maximum charge	Y

6.4.4 Appendix – Neighbourhoods – Museums

1.1 Summary Statement

Income growth in line with visitor numbers increase - i.e. income per capita has remained consistent with the last couple of years once inflation is taken into account. Schools income is still low following national curriculum revisions, but there is a slight consistent uptake. Wedding bookings are on the rise as registrars are now available again but as these are made usually 12-18 months ahead this will not show through in actual performance until next year.

1.2 Policies and legislation applicable to the charge

none

1.3 Benchmarking information

Schools charges are comparable or slightly lower with similar services in other Museums. Event and catering costs at a variety of independent and National Trust properties are significantly higher in comparison to the proposed fees. This reflects the ability and willingness of local audiences to pay for events and activities. Sandwell's Museums, particularly those in West Bromwich, are priced (when activities are priced) to provide a more affordable alternative to the higher charges at other venues locally.

1.4 Consultation undertaken

Schools are aware of the increasing cost of providing services as a consequence of salary costs and materials costs. Proposed increases are below the % increase in associated travel costs.

VFM consultation takes place within the museum service annual surveys. Cost of services is seldom reference and there is only a statistically insignificant level of complaint/dissatisfaction.

1.5 Rationale for proposed 2017-18 charges, discounts and exemptions

Given the lack of significant variation with regard to financial performance this year there has been no identification of a need for major readjustments in any category.

A blanket 2.25% increase has been levied across all charges in line with the medium term financial strategy.

1.6 Financial implications

There is no expectation of significantly increased income streams. However retailing and catering income is expected to continue to increase in line with increases in visitor numbers. However it must be born in mind that friends groups operate catering at Oak House and Haden Hill House and income from catering is therefore in the 'gift' of our friends groups. Catering at the manor House is likely to move this way in 2017-18.

1.7 Specific new charges proposed (if required)

n/a

1.8 Specific charges ceased (if required)

n/a

1.9 Equality Impact Assessment

n/a

2.0 Fees and Charges table

Service Provided	Standard Charge 2016	Increase (Decrease) in % 2017/18	Increase / (Decrease) in £ 2017/18	Proposed Charge 2017	Comment	VA T
Haden Hill House						
Large room (up to 40 people)						
9am - 4.30pm	£136.50	2.56	£3.50	£140.00		N
half day am or pm	£78.75	1.59	£1.25	£80.00		N
evenings per hour 6pm - 9pm (min 3 hours)	£42.00	2.38	£1.00	£43.00		N
Small Room (up to 15 people)						
9am - 4.30pm	£85.00	2.35	£2.00	£87.00		N
half day am or pm	£55.00	1.82	£1.00	£56.00		N
evenings per hour 6pm - 9pm (min 3 hours)	£40.00	2.50	£1.00	£41.00		N
Craft Room (up to 15 people)						
minimum booking 3 hrs 10% discount for block bookings per 10 payable in advance	£8.00	6.25	£0.50	£8.50		N
Wedding/commitment ceremonies						
Fee including photographs -	£450.00	2.22	£10.00	£460.00	fri-sun	N
per hour/part hour additional to standard wedding fee	£45.00	2.22	£1.00	£46.00	fri-sun	N
per hour/part hour additional mon-thur	£350.00	0.00	£0.00	£350.00		N
fee including photographs mon-thur	£35.00	0.00	£0.00	£35.00		N
Home Front Session (schools session)						
(per session, max 34 children)	£110.25	1.59	£1.75	£112.00		N
hourly fee	£20.00	0.00	£0.00	£20.00		N
Manor House						
Great Hall per hour						
10am - 12pm weekdays (per hour) minimum charge	£35.00	2.86	£1.00	£36.00		N
10am - 12pm weekdays (per hour) maximum charge	£70.00	2.86	£2.00	£72.00		
Weekends & Bank Holidays 10am - 12pm (per hour)	£50.00	2.00	£1.00	£51.00		N
Wedding/commitment ceremonies						
Fee including photographs -	£650.00	2.31	£15.00	£665.00		N

Service Provided	Standard Charge 2016	Increase (Decrease) in % 2017/18	Increase / (Decrease) in £ 2017/18	Proposed Charge 2017	Comment	VA T
Additional hour/part hour outside opening hours	£45.00	2.22	£1.00	£46.00		N
Wednesbury Museum & Art Gallery						
Private Bookings clubs & societies						
9am - 10pm weekdays (per hour)	£23.50	2.12	£0.50	£24.00		N
Evening (after 5 pm) and Weekends - additional hour rate	£28.20	2.84	£0.80	£29.00		
Small Room (up to 15 people)	£85.00	2.35	£2.00	£87.00	full day rate for 7 hours	N
Small Room (up to 15 people)	£127.50	1.96	£2.50	£130.00	Weekends / evenings (3 hours)	
family room	£85.00	2.35	£2.00	£87.00	full day rate for 7 hours	N
family room	£127.50	1.96	£2.50	£130.00	Weekends / evenings (3 hours)	N
painting room	£100.00	2.25	£2.25	£102.25	full day rate for 7 hours	N
painting room	£150.00	2.20	£3.30	£153.30	Weekends / evenings (3 hours)	N
Richards gallery	£150.00	2.20	£3.30	£153.30	full day rate for 7 hours	N
Richards gallery	£225.00	2.22	£5.00	£230.00	Weekends / evenings (3 hours)	N
How We Used To Play (schools session)						
per child	£2.10	2.25	£0.05	£2.15	Max. 30 children	N
Museum Art Groups						
Per person, per session , Price includes materials and refreshments	£5.25	1.90	£0.10	£5.35		N
Oak House Museum - Classroom Hire						
Monday to Friday 9am-4.30pm (per hour)	£8.50	2.35	£0.20	£8.70		N
Galton Valley Canal Museum - Guided Walks						
Per person, min. 10 people	£5.00	2.00	£0.10	£5.10		N
Bishop Asbury Cottage - Pre booked tours						
Price per person, min. 10 people (Price includes information material)	£4.99	2.25	£0.11	£5.10		N
All Sites						
Living History (school session)						

Service Provided	Standard Charge 2016	Increase (Decrease) in % 2017/18	Increase / (Decrease) in £ 2017/18	Proposed Charge 2017	Comment	VA T
KS2 (per session, max. 36 children)	£165.00	2.24	£3.70	£168.70	Minimum Charge	N
KS2 (per session, max. 36 children)	£209.00	2.25	£4.70	£213.70	Maximum Charge	N
KS1 (per session, max. 36 children)	£159.50	2.26	£3.60	£163.10	Minimum Charge	N
KS1 (per session, max. 36 children)	£199.80	2.25	£4.50	£204.30	Maximum Charge	
Guided Tours						
Handling Tours (per child)	£3.68	2.04	£0.07	£3.75		N
Tour & Workshop (per child)	£4.00	2.50	£0.10	£4.10		N
Adult Tours						
Within Opening Hours Minimum Fee per Group (minimum of 10 people)	£60.00	2.25	£1.35	£61.35		
a) Within Opening Hours Minimum Fee per person in the Group	£3.00	3.33	£0.10	£3.10		N
b) Within Opening Hours Maximum Fee per person in the Group	£7.00	2.14	£0.15	£7.15		
Outside Opening Hours Minimum Fee per Group (minimum of 10 people)	£60.00	2.25	£1.35	£61.35		N
a) Outside Opening Hours Minimum Fee per person in the Group	£4.00	2.50	£0.10	£4.10		
b) Outside Opening Hours Maximum Fee per person in the Group	£10.00	2.50	£0.25	£10.25		
Handling Collections						
Per day	£2.00	2.25	£0.05	£2.05		N
Craft Fairs						
Per table/stall	£10.00	2.50	£0.25	£10.25	Minimum Charge	
Per table/stall	£20.00	2.50	£0.50	£20.50	Maximum Charge	
Halloween Living History bookable events and open days						
per person	£4.00	0.00	£0.00	£4.00	Minimum Charge	
per person	£25.00	0.00	£0.00	£25.00	Maximum Charge	
Carols / Concerts						
Carols / Concerts including open mic night	£3.45	1.45	£0.05	£3.50	Minimum Charge	
Carols / Concerts including open mic night	£8.05	2.49	£0.20	£8.25	Maximum Charge	
Wedding Photographs						

Service Provided	Standard Charge 2016	Increase (Decrease) in % 2017/18	Increase / (Decrease) in £ 2017/18	Proposed Charge 2017	Comment	VA T
At Oak House and the Manor House Per hour (Access to grounds outside normal opening hours e.g. Saturday afternoons)	£70.00	2.14	£1.50	£71.50		N
At Haden Hill House (Access to house per hour or part hour)	£80.00	2.50	£2.00	£82.00		N
Commercial Photography / Filming / building hire						
min. price per day or part day plus reimbursement of lost income	£300.00	2.25	£6.75	£306.75		N
Talks Given Off Site						
During Opening Hours	£20.00	0.00	£0.00	£20.00		N
Out of Opening Hours	£30.00	0.00	£0.00	£30.00		N
Refreshments						
Coffee, per jug (10 cups)	£9.50	2.21	£0.21	£9.71		
Coffee, per cup	£0.60	0.00	£0.00	£0.60	Minimum Charge	
Coffee, per cup	£1.65	3.03	£0.05	£1.70	Maximum Charge	
Coffee, per mug and hot chocolate	£0.90	0.00	£0.00	£0.90	Minimum Charge	
Coffee, per mug and hot chocolate	£2.00	2.25	£0.05	£2.05	Maximum Charge	
Tea, per cup or mug	£0.50	0.00	£0.00	£0.50	Minimum Charge	
Tea, per cup or mug	£1.50	3.33	£0.05	£1.55	Maximum Charge	
Biscuits	£0.25	0.00	£0.00	£0.25	Minimum Charge	
Biscuits	£1.05	0.00	£0.00	£1.05	Maximum Charge	
75cl mineral water	£1.20	4.16	£0.05	£1.25		
Orange Juice, per litre	£2.50	2.00	£0.05	£2.55		
Orange Juice, per wine glass	£1.00	0.00	£0.00	£1.00		
Retail Mark-up						
all goods	33-60%			33-60%		YN N
"Ghost Hunt"						
9pm to 2am (outside normal opening hours)	£546.25	2.25	£12.30	£558.55	Minimum Charge	N
9pm to 2am (outside normal opening hours)	£632.50	2.25	£14.25	£646.75	Maximum Charge	N

6.4.5 Appendix – Neighbourhoods – Waste

1.1 Summary Statement

This report sets out the proposed fees and charges for the year 2017/18 for waste services provided by the Neighbourhood Services Directorate. The Council's Financial Regulation sets a requirement for the service area fees and charges to be reviewed on an annual basis.

1.2 Policies and legislation applicable to the charge

The main fees and charges have been reviewed that relate to waste collection services.

Relevant legislation relating to **Waste Services** is as follows:

- The main powers to charge for these services are contained within the Controlled Waste Regulations 1992 and 2012, which are made under the Environmental Protection Act 1990.
- Apart from the statutory landfill tax applicable to trade waste charges, all other charges are discretionary.

1.3 Benchmarking information

Benchmarking information is available.

Benchmarking of domestic related charges with comparable council charges of neighbouring Councils has been undertaken.

Sandwell MBC's domestic collection charges, as proposed in this report, remain amongst the lowest compared to our neighbouring boroughs' charges.

1.4 Consultation undertaken

No consultation has been undertaken.

1.5 Rationale for proposed 2017-18 charges, discounts and exemptions

The proposed revised charges in relation to Trade Waste Services have been changed to reflect a change to pricing based on 'a one off charge plus rental' which is similar to industry charging models and better reflects the actual costs of the service. Additional charges will be levied for containers that exceed certain weights. These fees and charges are designed to recover the increased landfill tax charges applicable from 1 April 2017 and to correctly align landfill tax charges and disposal gate fee charges, in relation to individual container volumes. Please note that collection services for single stream recyclables such as paper and organics have been discontinued.

Domestic charge increases, where applied, are based on inflation increases or to begin to bring charges in line with actual costs.

1.6 Financial implications

Landfill tax is payable on those tonnes disposed of to landfill and is subject to the tax increase from 1 April 2017 in line with the Government's Landfill Tax escalator. Trade waste disposal charges also include indexed gate fees at disposal facilities and at the time of this report the actual rates from the 1st April 2017 are unknown.

The increases to domestic related charges relating to bulky collections and the additional garden waste bins are based on inflation increases only. The increases for lost and stolen bins are based on a measured escalator slightly higher than inflation to begin to bring these charges in line with actual costs.

1.7 Specific new charges proposed (if required)

No new charges are proposed

1.8 Specific charges ceased (if required)

No charges have ceased

1.9 Equality Impact Assessment

The charges relating to bulky waste collections and replacement lost and stolen bins have applied concessions for households containing someone over 60.

2.0 Fees and Charges table

Service Provided	Standard Charge 2016	Increase (Decrease) in % 2017/18	Increase / (Decrease) in £ 2017/18	Proposed Charge 2017/18	Comment	VAT
Trade Waste Charges						
30 Blue Trade Sacks	£54.44	-1.30	-£0.71	£53.14		Y
30 Blue Trade Sacks (Landfill Tax)	£24.19	-8.31	-£2.01	£15.88		Y
1280 Litre Euro Container	£8.80	0.14	£0.01	£8.94		Y
1280 Litre Euro Container (Landfill Tax)	£12.35	-4.25	-£0.52	£8.10		Y
1100 Litre Euro Container	£8.29	-0.58	-£0.05	£7.71		Y
1100 Litre Euro Container (Landfill Tax)	£10.76	-3.70	-£0.40	£7.06		Y
900 Litre Paladin Container	£7.10	0.39	£0.03	£7.49		Y
900 Litre Paladin Container (Landfill Tax)	£8.85	-3.04	-£0.27	£5.81		Y

Service Provided	Standard Charge 2016	Increase (Decrease) in % 2017/18	Increase / (Decrease) in £ 2017/18	Proposed Charge 2017/18	Comment	VAT
660 Litre Mini Euro Container	£6.17	-0.33	-£0.02	£5.84		Y
660 Litre Mini Euro Container (Landfill Tax)	£6.50	-2.25	-£0.15	£4.25		Y
330 Litre Wheeled bin	£4.89	0.14	£0.01	£5.03		Y
330 Litre Wheeled bin (Landfill Tax)	£3.20	-1.10	-£0.04	£2.10		Y
240 Litre Wheeled bin	£4.27	0.25	£0.01	£4.52		Y
240 Litre Wheeled bin (Landfill Tax)	£2.47	-0.85	-£0.02	£1.62		Y
30 Sacks - Co-mingled mixed dry recycling	£48.76	9.15	£4.46	£57.91		Y
240 Litre Co-mingled mixed dry recycling	£5.76	-0.89	-£0.05	£4.87		Y
330 Litre Co-mingled mixed dry recycling	£3.70	0.90	£0.03	£4.60		Y
660 Litre Co-mingled mixed dry recycling	£7.24	-0.17	-£0.01	£7.07		Y
1100 Litre Co-mingled mixed dry recycling	£8.48	1.47	£0.12	£9.95		Y
Duty of Care Annual Fee	£68.25	-3.25	-£2.22	£65.00		Y
Commercial Clearance per hour	On application			£100 + disposal (min 3 tonnes)		
Landfill tax per tonne	£84.40	2.01	£1.70	£86.10		N
Domestic Charges Bulky Collections:						
Fridge/Freezer	£12.05	2.25	£0.27	£12.32		N
Bulky - 1 item	£12.05	2.25	£0.27	£12.32		N
Bulky - 2 to 4 items	£18.09	2.25	£0.41	£18.50		N
Bulky - 5 to 8 items	£36.18	2.25	£0.81	£36.99		N

Service Provided	Standard Charge 2016	Increase (Decrease) in % 2017/18	Increase / (Decrease) in £ 2017/18	Proposed Charge 2017/18	Comment	VAT
Garden Waste						
Additional Garden Waste Container - Delivered	£41.41	2.25	£0.93	£42.34		Y
Replacement containers - Lost and stolen:						
180 litre wheeled bin (any type)	£12.00	4.16	£0.50	£12.50		Y
240 litre wheeled bin (any type)	£12.00	4.16	£0.50	£12.50		Y
360 litre wheeled bin (any type)	£12.00	4.16	£0.50	£12.50		Y
Concessionary rate	£5.00	0.00	£0.00	£5.00		Y

6.5 Appendix – Regeneration and Economy

1.1 Summary Statement

The proposed fees and charges for the year 2017/18 for services provided by Regeneration and Economy relate to those for Planning Applications and associated matters, Building Regulations Applications, Highways related matters and also Markets, Property Searches & Land Charges

In addition, there are a few other sundry fees & charges, however, these account for only a small percentage of the Directorate's income.

1.2 Policies and legislation applicable to the charge

- Fees For Applications Under Town and Country Planning Act, 1990
- Town & Country Planning (Fees For applications and Deemed Applications) (Amendment) (England) Regulations 2008 Rev. Nov 2013
- The Building (Local Authority Charges) Regulations 2010
- Scheme for the Recovery Of Building Regulation Charges and Associated Matters 1st October 2010
- Sandwell Building Consultancy Standard Charges (Full Revision October 2011, amended April 2013)
- The Building Act 1984 S.80
- Local Land Charges Act 1975 (as Amended)
- The Highways Act 1980
- New Roads and Street Works Act 1991
- Road Traffic Regulations Act 1984
- Road Traffic (Permitted Parking Area and Special Parking Area) (Metropolitan Borough of Sandwell) Order 2000.
- The Council Parking Policy 2016
- Local Government (Miscellaneous Provisions) Act 1982
- Food Act 1984 Part III

1.3 Benchmarking information

Planning

N/A.

Building Regulations fees

These are compared with those set by other West Midlands authorities on an annual basis, however, as there is no prescribed schedules and categories of fee all differ and are therefore difficult to compare. They remain broadly in line with other LA's with some categories being less and some more. Also both Building Control have to compete with private companies for some of the services and the level of competition varies from area to area so a judgement has to be made by each authority with reference to the situation their area.

Personal Searches charges

These are set by each LA and they are compared with those of other LA's via the Local Land Charges Institute, informally at officer level with neighbouring authority contacts and on an annual basis. The way in which each authority answers each question on a CON29 will differ as each hold the various datasets differently and therefore costs are different. Also Property Searches have to compete with private companies for some of the services and the level of competition varies from area to area so a judgement has to be made by each authority with reference to the situation their area.

Highway charges and parking permits

These are mostly set by comparison with similar charges in neighbouring authorities and are generally below average or less than our neighbours charge. Some charges are set in accordance with national agreed charging scales.

1.4 Consultation undertaken

No formal consultation takes place on charges for Building Regulations or Property searches for the reasons above but ongoing feedback from clients and prospective clients about projects won or lost is noted and taken into account when considering any changes to fees.

The Development Management Unit has participated in a benchmarking exercise with other Local Planning Authorities in order to compare, costs, income levels and targets for the Planning Application and Enforcement function.

The updated Council Parking Policy was subject to full public consultation in 2016 and was approved by Cabinet. The off street parking places order and on street traffic regulation orders are subject to statutory public consultation.

1.5 Rationale for proposed 2017-18 charges, discounts and exemptions

Building Consultancy Charges

The Building (Local Authority Charges) Regulations 2010 (SI 2010/404) required that each Building Control Authority set a new scheme of fees including details of average hourly rates to be used in their compilation. The new fee scheme was implemented as required on 1st October 2010 and is in line with national LABC model.

Building Control remains in competition with private “Approved Inspectors” in a very competitive market and therefore for three years it was felt that any increase in fees was likely to be counterproductive and result in further loss of work to the competition. An increase in fees for domestic applications was implemented in 2016-17 and therefore no increases are proposed in this area. It is, however, now considered that some increases could be made on the fees relating to non- domestic works although it should be noted that many of these, particularly at the larger end of the range are calculated on an ‘individual assessment’ basis. Given that the level of competition in the commercial market remains strong, the fee values for commercial projects are increasingly calculated on this basis.

Planning Application & Development Management Charges

Development Management have no control over planning application fees, however, they are required to process applications to statutory timescales and meet National Indicator performance targets regardless of the volumes received. These fees were last revised by Central Government in November 2012.

Parking Charges

Twenty standard hourly parking charges and seven other highway charges in the borough will remain as approved by Cabinet in December 2015. Other highway charges and some parking permits have been increased generally in line with inflation in the costs of providing the respective services. Many parking charges do not fully recover the cost of providing the service. For example parking permits, season tickets and residential parking scheme charges are provided a substantial discounts of up to 60%.

Markets

When reviewing the fees and charges for the Markets and Street Trading services the current economic conditions have been considered, along with the changing needs of the service. This has resulted in various amendments to specific fees on a case by case basis.

Other Fees & Charges -

Other fees and charges in the attached are based on either officer's time, materials and production costs or a combination thereof. A few other charges are based on the charge from a third party supplier. A few increases to these are proposed to take into account the increased costs.

1.6 Financial implications

The implications of increasing charges in areas where there is competition is always difficult to anticipate. Theoretically it will increase income but at the same time there is also the risk that more customers will use a competitor and therefore the increase will be cancelled out or at worse lead to decreased demand and a reduction in income.

1.7 Specific new charges proposed (if required)

There has been a significant increase over the past year of instances where home owners or solicitors are asking for a letter seeking clarification of the situation where it is revealed prior to a sale that work has previously been undertaken without Building Regulations Approval. These letters are only issued where an Unauthorised Works case has not been sent to the owner previously making them aware of the need for an approval. As the West Bromwich Town Centre 'Entertainments Area' has been redesigned and consequently both the pitch numbering and charges have now changed a 'new' schedule of fees has been introduced which cannot be directly compared with the fees charged in the previous year."

1.8 Specific charges ceased (if required)

Not applicable.

1.9 Equality Impact Assessment

There are no adverse equality impacts of the proposals. Any changes to fees proposed and those fees charged will apply equally to all sections of the community.

Provisions, however, already exist to waive or reduce fees in relation to works for the benefit of a person with a disability.

2.0 Fees and Charges table

6.5.1 Building Control, Planning and Property Searches and Land charges

Service Provided	Standard Charge 2016	Increase (Decrease) in % 2017/18	Increase / (Decrease) in £ 2017/18	Proposed Charge 2017	Comment	VAT
Building Control						
TABLE A - STANDARD CHARGES FOR THE CREATION OR CONVERSION TO NEW HOUSING						
Table A Category 1 - Number of dwellings: 1						
Plan Charge	£200.00	0.00	£0.00	£200.00		Yes
Inspection Charge	£300.00	0.00	£0.00	£300.00		Yes
Building Notice Charge +20%	£6,000.00	0.00	£0.00	£6,000.00		Yes
Regularisation Charge (does not include electrical inspection & test)	£810.00	0.00	£0.00	£810.00		Yes
Table A Category 2 - Number of dwellings: 2						
Plan Charge	£225.00	0.00	£0.00	£225.00		Yes
Inspection Charge	£450.00	0.00	£0.00	£450.00		Yes
Building Notice Charge +20%	£810.00	0.00	£0.00	£810.00		Yes
Regularisation Charge (does not include electrical inspection & test)	£1,093.50	0.00	£0.00	£1,093.50		Yes
Table A Category 3 - Number of dwellings: 3						
Plan Charge	£300.00	0.00	£0.00	£300.00		Yes
Inspection Charge	£600.00	0.00	£0.00	£600.00		Yes
Building Notice Charge +20%	£1,080.00	0.00	£0.00	£1,080.00		Yes
Regularisation Charge (does not include electrical inspection & test)	£1,458.00	0.00	£0.00	£1,458.00		Yes
Table A Category 4 - Number of dwellings: 4						

Service Provided	Standard Charge 2016	Increase (Decrease) in % 2017/18	Increase / (Decrease) in £ 2017/18	Proposed Charge 2017	Comment	VAT
Plan Charge	£375.00	0.00	£0.00	£375.00		Yes
Inspection Charge	£650.00	0.00	£0.00	£650.00		Yes
Building Notice Charge +20%	£1,230.00	0.00	£0.00	£1,230.00		Yes
Regularisation Charge (does not include electrical inspection & test)	£1,660.50	0.00	£0.00	£1,660.50		Yes
Table A Category 5 - Number of dwellings: 5						
Plan Charge	£450.00	0.00	£0.00	£450.00		Yes
Inspection Charge	£700.00	0.00	£0.00	£700.00		Yes
Building Notice Charge +20%	£1,380.00	0.00	£0.00	£1,380.00		Yes
Regularisation Charge (does not include electrical inspection & test)	£1,863.00	0.00	£0.00	£1,863.00		Yes
Table A Category 6 - Number of dwellings: 6						
Plan Charge	£500.00	0.00	£0.00	£500.00		Yes
Inspection Charge	£775.00	0.00	£0.00	£775.00		Yes
Building Notice Charge +20%	£1,530.00	0.00	£0.00	£1,530.00		Yes
Regularisation Charge (does not include electrical inspection & test)	£2,065.50	0.00	£0.00	£2,065.50		Yes
Table A Category 7 - Number of dwellings: 7						
Plan Charge	£525.00	0.00	£0.00	£525.00		Yes
Inspection Charge	£900.00	0.00	£0.00	£900.00		Yes
Building Notice Charge +20%	£1,770.00	0.00	£0.00	£1,770.00		Yes
Regularisation Charge (does not include electrical inspection & test)	£2,389.50	0.00	£0.00	£2,389.50		Yes
Table A Category 8 - Number of dwellings: 8						
Plan Charge	£550.00	0.00	£0.00	£550.00		Yes

Service Provided	Standard Charge 2016	Increase (Decrease) in % 2017/18	Increase / (Decrease) in £ 2017/18	Proposed Charge 2017	Comment	VAT
Inspection Charge	£1,025.00	0.00	£0.00	£1,025.00		Yes
Building Notice Charge +20%	£1,890.00	0.00	£0.00	£1,890.00		Yes
Regularisation Charge (does not include electrical inspection & test)	£2,551.50	0.00	£0.00	£2,551.50		Yes
Table A Category 9 - Number of dwellings: 9						
Plan Charge	£575.00	0.00	£0.00	£575.00		Yes
Inspection Charge	£1,150.00	0.00	£0.00	£1,150.00		Yes
Building Notice Charge +20%	£2,070.00	0.00	£0.00	£2,070.00		Yes
Regularisation Charge (does not include electrical inspection & test)	£2,794.50	0.00	£0.00	£2,794.50		Yes
Table A Category 10 - Number of dwellings: 10						
Plan Charge	£590.00	0.00	£0.00	£590.00		Yes
Inspection Charge	£1,275.00	0.00	£0.00	£1,275.00		Yes
Building Notice Charge +20%	£2,238.00	0.00	£0.00	£2,238.00		Yes
Regularisation Charge (does not include electrical inspection & test)	£3,021.30	0.00	£0.00	£3,021.30		Yes
Table A Category 4 - Number of dwellings: 4						
Plan Charge	£600.00	0.00	£0.00	£600.00		Yes
Inspection Charge	£1,400.00	0.00	£0.00	£1,400.00		Yes
Building Notice Charge +20%	£2,400.00	0.00	£0.00	£2,400.00		Yes
Regularisation Charge (does not include electrical inspection & test)	£3,240.00	0.00	£0.00	£3,240.00		Yes
Table A Category 12 - Number of dwellings: 12						
Plan Charge	£605.00	0.00	£0.00	£605.00		Yes
Inspection Charge	£1,500.00	0.00	£0.00	£1,500.00		Yes

Service Provided	Standard Charge 2016	Increase (Decrease) in % 2017/18	Increase / (Decrease) in £ 2017/18	Proposed Charge 2017	Comment	VAT
Building Notice Charge +20%	£2,526.00	0.00	£0.00	£2,526.00		Yes
Regularisation Charge (does not include electrical inspection & test)	£3,410.10	0.00	£0.00	£3,410.10		Yes
Table A Category 13 - Number of dwellings: 13						
Plan Charge	£610.00	0.00	£0.00	£610.00		Yes
Inspection Charge	£1,600.00	0.00	£0.00	£1,600.00		Yes
Building Notice Charge +20%	£2,652.00	0.00	£0.00	£2,652.00		Yes
Regularisation Charge (does not include electrical inspection & test)	£3,580.20	0.00	£0.00	£3,580.20		Yes
Table A Category 14 - Number of dwellings: 14						
Plan Charge	£615.00	0.00	£0.00	£615.00		Yes
Inspection Charge	£1,700.00	0.00	£0.00	£1,700.00		Yes
Building Notice Charge +20%	£2,778.00	0.00	£0.00	£2,778.00		Yes
Regularisation Charge (does not include electrical inspection & test)	£3,750.30	0.00	£0.00	£3,750.30		Yes
Table A Category 15 - Number of dwellings: 15						
Plan Charge	£620.00	0.00	£0.00	£620.00		Yes
Inspection Charge	£1,800.00	0.00	£0.00	£1,800.00		Yes
Building Notice Charge +20%	£2,904.00	0.00	£0.00	£2,904.00		Yes
Regularisation Charge (does not include electrical inspection & test)	£3,920.40	0.00	£0.00	£3,920.40		Yes
Table A Category 16 - Number of dwellings: 16						
Plan Charge	£625.00	0.00	£0.00	£625.00		Yes
Inspection Charge	£1,900.00	0.00	£0.00	£1,900.00		Yes
Building Notice Charge +20%	£3,030.00	0.00	£0.00	£3,030.00		Yes

Service Provided	Standard Charge 2016	Increase (Decrease) in % 2017/18	Increase / (Decrease) in £ 2017/18	Proposed Charge 2017	Comment	VAT
Regularisation Charge (does not include electrical inspection & test)	£4,090.50	0.00	£0.00	£4,090.50		Yes
Table A Category 17 - Number of dwellings: 17						
Plan Charge	£630.00	0.00	£0.00	£630.00		Yes
Inspection Charge	£2,000.00	0.00	£0.00	£2,000.00		Yes
Building Notice Charge +20%	£3,156.00	0.00	£0.00	£3,156.00		Yes
Regularisation Charge (does not include electrical inspection & test)	£4,260.60	0.00	£0.00	£4,260.60		Yes
Table A Category 18 - Number of dwellings: 18						
Plan Charge	£635.00	0.00	£0.00	£635.00		Yes
Inspection Charge	£2,100.00	0.00	£0.00	£2,100.00		Yes
Building Notice Charge +20%	£3,282.00	0.00	£0.00	£3,282.00		Yes
Regularisation Charge (does not include electrical inspection & test)	£4,430.70	0.00	£0.00	£4,430.70		Yes
Table A Category 19 - Number of dwellings: 19						
Plan Charge	£640.00	0.00	£0.00	£640.00		Yes
Inspection Charge	£2,200.00	0.00	£0.00	£2,200.00		Yes
Building Notice Charge +20%	£3,408.00	0.00	£0.00	£3,408.00		Yes
Regularisation Charge (does not include electrical inspection & test)	£4,600.80	0.00	£0.00	£4,600.80		Yes
Table A Category 20 - Number of dwellings - 20 and more, or if the floor area of a dwelling exceeds 300m2						
the charge is individually assessed	as per assessment			as per assessment		Yes
TABLE B - Domestic Extensions to a Single Building						

Service Provided	Standard Charge 2016	Increase (Decrease) in % 2017/18	Increase / (Decrease) in £ 2017/18	Proposed Charge 2017	Comment	VAT
Table B Category 1 - Single storey Extensions, less than 10m2						
Plan charge	£137.50	0.00	£0.00	£137.50		Yes
Inspection charge	£165.00	0.00	£0.00	£165.00		Yes
Building Notice	£363.00	0.00	£0.00	£363.00		Yes
Regularisation	£490.05	0.00	£0.00	£490.05		Yes
Table B Category 2 - Single storey extension greater than 10m2but less than 40m2						
Plan charge	£192.50	0.00	£0.00	£192.50		Yes
Inspection charge	£220.00	0.00	£0.00	£220.00		Yes
Building Notice	£495.00	0.00	£0.00	£495.00		Yes
Regularisation	£668.25	0.00	£0.00	£668.25		Yes
Table B Category 3 - Single storey extension greater than 40m2 but less than 100m2						
Plan charge	£247.50	0.00	£0.00	£247.50		Yes
Inspection charge	£302.50	0.00	£0.00	£302.50		Yes
Building Notice	£660.00	0.00	£0.00	£660.00		Yes
Regularisation	£891.00	0.00	£0.00	£891.00		Yes
Table B Category 4 - Two storey extension not exceeding 40m2						
Plan charge	£220.00	0.00	£0.00	£220.00		Yes
Inspection charge	£247.50	0.00	£0.00	£247.50		Yes
Building Notice	£561.00	0.00	£0.00	£561.00		Yes
Regularisation	£757.35	0.00	£0.00	£757.35		Yes
Table B Category 5 - Two storey extension greater than 40m2 but less than 200m2						

Service Provided	Standard Charge 2016	Increase (Decrease) in % 2017/18	Increase / (Decrease) in £ 2017/18	Proposed Charge 2017	Comment	VAT
Plan charge	£275.00	0.00	£0.00	£275.00		Yes
Inspection charge	£330.00	0.00	£0.00	£330.00		Yes
Building Notice	£726.00	0.00	£0.00	£726.00		Yes
Regularisation	£980.10	0.00	£0.00	£980.10		Yes
Table B Category 6 - Loft conversion floor area not exceeding 50m2						
Plan charge	£220.00	0.00	£0.00	£220.00		Yes
Inspection charge	£165.00	0.00	£0.00	£165.00		Yes
Building Notice	£462.00	0.00	£0.00	£462.00		Yes
Regularisation	£623.70	0.00	£0.00	£623.70		Yes
Table Garage - Domestic Garages and Carports						
Table Garage Category 7 - Non-exempt detached garage or carport up to 100m2						
Plan charge	£165.00	0.00	£0.00	£165.00		Yes
Inspection charge		0.00				Yes
Building Notice	£198.00	0.00	£0.00	£198.00		Yes
Regularisation	£267.30	0.00	£0.00	£267.30		Yes
Table Garage Category 8 - Non-exempt attached single storey garage or carport up to 100m2						
Plan charge	£137.50	0.00	£0.00	£137.50		Yes
Inspection charge	£137.50	0.00	£0.00	£137.50		Yes
Building Notice	£330.00	0.00	£0.00	£330.00		Yes
Regularisation	£445.50	0.00	£0.00	£445.50		Yes
Table Garage Category 9 - Conversion of a garage to habitable use						

Service Provided	Standard Charge 2016	Increase (Decrease) in % 2017/18	Increase / (Decrease) in £ 2017/18	Proposed Charge 2017	Comment	VAT
Plan charge	£110.00	0.00	£0.00	£110.00		Yes
Inspection charge	£137.50	0.00	£0.00	£137.50		Yes
Building Notice	£297.00	0.00	£0.00	£297.00		Yes
Regularisation	£400.95	0.00	£0.00	£400.95		Yes
TABLE C - Alterations to a Single Domestic Building						
Table C Category 1 - Installation of a controlled fitting , i.e. installation of a bathroom, or of a wc, shower, bath or sink						
Plan charge (FP)	£165.00	0.00	£0.00	£165.00		Yes
Inspection charge	covered in plan charge	0.00		covered in plan charge		Yes
Building notice charge (N)	£198.00	0.00	£0.00	£198.00		Yes
50% reduction if carried out at same time as an extension (FP)	£82.50	0.00	£0.00	£82.50		Yes
50% reduction if carried out at same time as an extension (N)	£99.00	0.00	£0.00	£99.00		Yes
Regularisation charge	£267.30	0.00	£0.00	£267.30		Yes
Table C Category 2. a - Foundation underpinning of main house						
Plan charge (FP)	£165.00	0.00	£0.00	£165.00		Yes
Inspection charge	£220.00	0.00	£0.00	£220.00		Yes
Building notice charge (N)	£462.00	0.00	£0.00	£462.00		Yes
50% reduction if carried out at same time as an extension (FP)	£192.50	0.00	£0.00	£192.50		Yes
50% reduction if carried out at same time as an extension (N)	£231.00	0.00	£0.00	£231.00		Yes
Regularisation charge	£623.70	0.00	£0.00	£623.70		Yes

Service Provided	Standard Charge 2016	Increase (Decrease) in % 2017/18	Increase / (Decrease) in £ 2017/18	Proposed Charge 2017	Comment	VAT
Table C Category 2.b - Foundation underpinning of wing building						
Plan charge (FP)	£110.00	0.00	£0.00	£110.00		Yes
Inspection charge	£110.00	0.00	£0.00	£110.00		Yes
Building notice charge (N)	£242.00	0.00	£0.00	£242.00		Yes
50% reduction if carried out at same time as an extension (FP)	£110.00	0.00	£0.00	£110.00		Yes
50% reduction if carried out at same time as an extension (N)	£121.00	0.00	£0.00	£121.00		Yes
Regularisation charge	£326.70	0.00	£0.00	£326.70		Yes
Table C Category 3 - Internal alterations to layout or structural alterations , that are not ancillary to an extension						
Plan charge (FP)	£110.00	0.00	£0.00	£110.00		Yes
Inspection charge	£110.00	0.00	£0.00	£110.00		Yes
Building notice charge (N)	£242.00	0.00	£0.00	£242.00		Yes
50% reduction if carried out at same time as an extension (FP)	£110.00	0.00	£0.00	£110.00		Yes
50% reduction if carried out at same time as an extension (N)	£121.00	0.00	£0.00	£121.00		Yes
Regularisation charge	£326.70	0.00	£0.00	£326.70		Yes
Table C Category 4. a - Replacement or renovation of a thermal element to a single dwelling, i.e. new ground floor or floor exposed to the elements, external cladding or rendering, new internal linings to external walls						
Plan charge (FP)	£165.00	0.00	£0.00	£165.00		Yes

Service Provided	Standard Charge 2016	Increase (Decrease) in % 2017/18	Increase / (Decrease) in £ 2017/18	Proposed Charge 2017	Comment	VAT
Inspection charge	covered in plan charge	0.00		covered in plan charge		Yes
Building notice charge (N)	£198.00	0.00	£0.00	£198.00		Yes
50% reduction if carried out at same time as an extension (FP)	£82.50	0.00	£0.00	£82.50		Yes
50% reduction if carried out at same time as an extension (N)	£99.00	0.00	£0.00	£99.00		Yes
Regularisation charge	£267.30	0.00	£0.00	£267.30		Yes
Table C Category 4. b - Reroofing of main house						
Plan charge (FP)	£71.50	0.00	£0.00	£71.50		Yes
Inspection charge	£71.50	0.00	£0.00	£71.50		Yes
Building notice charge (N)	£165.00	0.00	£0.00	£165.00		Yes
50% reduction if carried out at same time as an extension (FP)	£71.50	0.00	£0.00	£71.50		Yes
50% reduction if carried out at same time as an extension (N)	£82.50	0.00	£0.00	£82.50		Yes
Regularisation charge	£222.75	0.00	£0.00	£222.75		Yes
Table C Category 4. c - Reroofing of wing building/extension						
Plan charge (FP)	£104.50	0.00	£0.00	£104.50		Yes
Inspection charge	covered in plan charge	0.00		covered in plan charge		Yes
Building notice charge (N)	£125.40	0.00	£0.00	£125.40		Yes
50% reduction if carried out at same time as an extension (FP)	£52.25	0.00	£0.00	£52.25		Yes
50% reduction if carried out at same time as an extension (N)	£62.70	0.00	£0.00	£62.70		Yes
Regularisation charge	£169.29	0.00	£0.00	£169.29		Yes

Service Provided	Standard Charge 2016	Increase (Decrease) in % 2017/18	Increase / (Decrease) in £ 2017/18	Proposed Charge 2017	Comment	VAT
Table Electric - Electrical Installations, inspection and test						
Table Electric Category 1 - Certification of electrical works by non-registered but suitably qualified competent persons						
Building Notice	£71.50	0.00	£0.00	£71.50		Yes
Regularisation charge	£96.53	0.00	£0.00	£96.53		Yes
Table Electric Category 2 - New house or rewire of existing						
Building Notice	£220.00	0.00	£0.00	£220.00		Yes
Regularisation charge	£297.00	0.00	£0.00	£297.00		Yes
Table Electric Category 3 - Extension, new consumer unit or other notifiable work						
Building Notice	£137.50	0.00	£0.00	£137.50		Yes
Regularisation charge	£185.63	0.00	£0.00	£185.63		Yes
Table Window - Window and Door Replacement						
Table Window Category 1 - Up to 10 frames						
Plan charge (FP)	£82.50	0.00	£0.00	£82.50		Yes
Inspection charge	Covered in plan charge	0.00		Covered in plan charge		Yes
Building notice charge (N)	£82.50	0.00	£0.00	£82.50		Yes
50% reduction if carried out at same time as an extension	£41.25	0.00	£0.00	£41.25		Yes
Regularisation charge	£111.38	0.00	£0.00	£111.38		Yes
Table Window Category 2 - Over 10 frames						
Plan charge (FP)	£110.00	0.00	£0.00	£110.00		Yes

Service Provided	Standard Charge 2016	Increase (Decrease) in % 2017/18	Increase / (Decrease) in £ 2017/18	Proposed Charge 2017	Comment	VAT
Inspection charge	Covered in plan charge	0.00		Covered in plan charge		Yes
Building notice charge (N)	£110.00	0.00	£0.00	£110.00		Yes
50% reduction if carried out at same time as an extension	£55.00	0.00	£0.00	£55.00		Yes
Regularisation charge	£148.50	0.00	£0.00	£148.50		Yes
TABLE D - ALL OTHER NON-DOMESTIC WORK & NEW BUILD - including Non-domestic extensions and new build up to 200m2 (Use of buildings excluding industrial and storage buildings)						
Table D Category 1 - Floor area not exceeding 10m2						
Plan charge (FP)	£175.00	3.00	£5.25	£180.25		Yes
Inspection charge	£250.00	3.00	£7.50	£257.50		Yes
Regularisation charge	£573.75	3.00	£17.21	£590.96		Yes
Table D Category 2 - Floor area greater than 10m2 but less than 40m2						
Plan charge (FP)	£250.00	3.00	£7.50	£257.50		Yes
Inspection charge	£350.00	3.00	£10.50	£360.50		Yes
Regularisation charge	£810.00	3.00	£24.30	£834.30		Yes
Table D Category 3 - Floor area greater than 40m2 but less than 100m2						
Plan charge (FP)	£350.00	3.00	£10.50	£360.50		Yes
Inspection charge	£450.00	3.00	£13.50	£463.50		Yes
Regularisation charge	£1,080.00	3.00	£32.40	£1,112.40		Yes

Service Provided	Standard Charge 2016	Increase (Decrease) in % 2017/18	Increase / (Decrease) in £ 2017/18	Proposed Charge 2017	Comment	VAT
Table D Category 4 - Floor area greater than 100m2 but less than 200m2						
Plan charge (FP)	£500.00	3.00	£15.00	£515.00		Yes
Inspection charge	£600.00	3.00	£18.00	£618.00		Yes
Regularisation charge	£1,485.00	3.00	£44.55	£1,529.55		Yes
Table Industrial - Use for Industrial and storage Purposes						
Table Industrial Category 1 - Floor area not exceeding 10m2						
Plan charge (FP)	£150.00	3.00	£4.50	£154.50		Yes
Inspection charge	£150.00	3.00	£4.50	£154.50		Yes
Regularisation charge	£405.00	3.00	£12.15	£417.15		Yes
Table Industrial Category 2 - Floor area greater than 10m2 but less than 40m2						
Plan charge (FP)	£250.00	3.00	£7.50	£257.50		Yes
Inspection charge	£250.00	3.00	£7.50	£257.50		Yes
Regularisation charge	£675.00	3.00	£20.25	£695.25		Yes
Table Industrial Category 3 - Floor area greater than 40m2 but less than 100m2						
Plan charge (FP)	£300.00	3.00	£9.00	£309.00		Yes
Inspection charge	£300.00	3.00	£9.00	£309.00		Yes
Regularisation charge	£810.00	3.00	£24.30	£834.30		Yes
Table Industrial Category 4 - Floor area greater than 100m2 but less than 200m2						
Plan charge (FP)	£400.00	3.00	£12.00	£412.00		Yes
Inspection charge	£400.00	3.00	£12.00	£412.00		Yes

Service Provided	Standard Charge 2016	Increase (Decrease) in % 2017/18	Increase / (Decrease) in £ 2017/18	Proposed Charge 2017	Comment	VAT
Regularisation charge	£1,080.00	3.00	£32.40	£1,112.40		Yes
TABLE E - ALL OTHER NON-DOMESTIC WORK						
Category 1a - Window replacements , Fixed price - Installation of up to 10 frames						
Plan charge	£100.00	3.00	£3.00	£103.00		Yes
Inspection charge	Covered in plan charge			Covered in plan charge		Yes
Regularisation charge	£135.00	3.00	£4.05	£139.05		Yes
Category 1b - Window replacements , Fixed price - Installation of up to 20 frames						
Plan charge	£150.00	3.00	£4.50	£154.50		Yes
Inspection charge	Covered in plan charge			Covered in plan charge		Yes
Regularisation charge	£202.50	3.00	£6.08	£208.58		Yes
Category 2a - Renovation of thermal element - Estimated cost less than £50,000						
Plan charge	£150.00	3.00	£4.50	£154.50		Yes
Inspection charge	Covered in plan charge			Covered in plan charge		Yes
Regularisation charge	£202.50	3.00	£6.08	£208.58		Yes
Category 2b - Renovation of thermal element - Estimated cost between £50,001-£100,000						
Plan charge	£150.00	3.00	£4.50	£154.50		Yes
Inspection charge	£125.00	3.00	£3.75	£128.75		Yes
Regularisation charge	£371.25	3.00	£11.14	£382.39		Yes

Service Provided	Standard Charge 2016	Increase (Decrease) in % 2017/18	Increase / (Decrease) in £ 2017/18	Proposed Charge 2017	Comment	VAT
Category 3 - Installation of mezzanine storage platform up to 500m2, Fixed price						
Plan charge	£350.00	3.00	£10.50	£360.50		Yes
Inspection charge	£200.00	3.00	£6.00	£206.00		Yes
Regularisation charge	£742.50	3.00	£22.28	£764.78		Yes
Category 4a - Office or shop fit out, Fixed price- Floor area up to 200m2						
Plan charge	£150.00	3.00	£4.50	£154.50		Yes
Inspection charge	£150.00	3.00	£4.50	£154.50		Yes
Regularisation charge	£405.00	3.00	£12.15	£417.15		Yes
Category 4b - Office or shop fit out, Floor area between 200-1000m2						
Plan charge	£250.00	3.00	£7.50	£257.50		Yes
Inspection charge	£250.00	3.00	£7.50	£257.50		Yes
Regularisation charge	£675.00	3.00	£20.25	£695.25		Yes
Category 5a - Alterations not described elsewhere, Fixed price Estimated cost less than £5,000						
Plan charge	£100.00	3.00	£3.00	£103.00		Yes
Inspection charge	£100.00	3.00	£3.00	£103.00		Yes
Regularisation charge	£270.00	3.00	£8.10	£278.10		Yes
Category 5b - Alterations not described elsewhere, Fixed price Estimated cost £5001-£25,000						
Plan charge	£150.00	3.00	£4.50	£154.50		Yes
Inspection charge	£200.00	3.00	£6.00	£206.00		Yes
Regularisation charge	£472.50	3.00	£14.18	£486.68		Yes

Service Provided	Standard Charge 2016	Increase (Decrease) in % 2017/18	Increase / (Decrease) in £ 2017/18	Proposed Charge 2017	Comment	VAT
Category 5c - Alterations not described elsewhere, Fixed price Estimated cost £25,001-£50,000						
Plan charge	£250.00	3.00	£7.50	£257.50		Yes
Inspection charge	£300.00	3.00	£9.00	£309.00		Yes
Regularisation charge	£742.50	3.00	£22.28	£764.78		Yes
Category 5d - Alterations not described elsewhere, Fixed price Estimated cost £50,001-£75,000						
Plan charge	£350.00	3.00	£10.50	£360.50		Yes
Inspection charge	£350.00	3.00	£10.50	£360.50		Yes
Regularisation charge	£945.00	3.00	£28.35	£973.35		Yes
Category 5e - Alterations not described elsewhere, Fixed price Estimated cost £75,001-£100,000						
Plan charge	£400.00	3.00	£12.00	£412.00		Yes
Inspection charge	£450.00	3.00	£13.50	£463.50		Yes
Regularisation charge	£1,147.50	3.00	£34.43	£1,181.93		Yes
Building Regulations Compliance Letter			New	£100.00		
Planning						
Category I - Development Type : Operation						
Category 1a - The erection of dwellinghouses (other than development within category 6 below). Where the application is for outline planning permission						
fees per 0.1 hectare and the site area does	£385.00	0.00	£0.00	£385.00		Yes

Service Provided	Standard Charge 2016	Increase (Decrease) in % 2017/18	Increase / (Decrease) in £ 2017/18	Proposed Charge 2017	Comment	VAT
not exceed 2.5 hectares,						
standard fees for site area exceeds 2.5 hectares,	£9,527.00	0.00	£0.00	£9,527.00		Yes
additional fees per 0.1 hectare for sites in excess of 2.5 hectares, subject to a maximum in total of £125,000.	£115.00	0.00	£0.00	£115.00		Yes
Category 1b - The erection of dwellinghouses (other than development within category 6 below). Where the application is not for outline planning permission						
fees for each dwelling house, where the number of dwellinghouses to be created by the development is 50 or fewer, ;	£385.00	0.00	£0.00	£385.00		Yes
standard fee for the development exceeding 50 dwellings, £19,049, .	£19,049.00	0.00	£0.00	£19,049.00		Yes
additional fees for each dwelling house where the number of dwellinghouses to be created by the development exceeds 50, subject to a maximum in total of £250,000.	£115.00	0.00	£0.00	£115.00		Yes
Category 2a - The erection of buildings (other than buildings in categories 1, 3, 4, 5 or 7). Where the application is for outline planning permission						
fees per 0.1 hectare and the site area does not exceed 2.5 hectares,	£385.00	0.00	£0.00	£385.00		Yes
standard fees for site area exceeds 2.5 hectares,	£9,527.00	0.00	£0.00	£9,527.00		Yes
additional fees per 0.1 hectare for sites in excess of 2.5 hectares, subject to a maximum	£115.00	0.00	£0.00	£115.00		Yes

Service Provided	Standard Charge 2016	Increase (Decrease) in % 2017/18	Increase / (Decrease) in £ 2017/18	Proposed Charge 2017	Comment	VAT
in total of £125,000.						
Category 2b - The erection of buildings (other than buildings in categories 1, 3, 4, 5 or 7). Where the application is NOT for outline planning permission						
where no floor space is to be created by the development,	£195.00	0.00	£0.00	£195.00		Yes
where the area of gross floor space to be created by the development does not exceed 40 square metres,	£195.00	0.00	£0.00	£195.00		Yes
where the area of the gross floor space to be created by the development exceeds 40 square metres, but does not exceed 75 square metres,	£385.00	0.00	£0.00	£385.00		Yes
fees for each 75 square metres of that area, where the area of the gross floor space to be created by the development exceeds 75 square metres, but does not exceed 3750 square metres, ;	£385.00	0.00	£0.00	£385.00		Yes
Standard fees where the area of gross floor space to be created by the development exceeds 3750 square metres,	£19,049.00	0.00	£0.00	£19,049.00		Yes
additional fees for each 75 square metres in excess of 3750 square metres, subject to a maximum in total of £250,000.where the area of gross floor space to be created by the development exceeds 3750 square metres,	£115.00	0.00	£0.00	£115.00		Yes
Category 3a - The erection, on land used for the purposes of agriculture, of buildings						

Service Provided	Standard Charge 2016	Increase (Decrease) in % 2017/18	Increase / (Decrease) in £ 2017/18	Proposed Charge 2017	Comment	VAT
to be used for agricultural purposes (other than buildings in category 4). Where the application is for outline planning permission						
fees per 0.1 hectare and the site area does not exceed 2.5 hectares,	£385.00	0.00	£0.00	£385.00		Yes
standard fees for site area exceeds 2.5 hectares,	£9,527.00	0.00	£0.00	£9,527.00		Yes
additional fees per 0.1 hectare for sites in excess of 2.5 hectares, subject to a maximum in total of £125,000.	£115.00	0.00	£0.00	£115.00		Yes
Category 3b- The erection, on land used for the purposes of agriculture, of buildings to be used for agricultural purposes (other than buildings in category 4). Where the application is NOT for outline planning permission						
fees where the area of gross floor space to be created by the development does not exceed 465 square metres,	£80.00	0.00	£0.00	£80.00		Yes
Fees where the area of gross floor space to be created by the development exceeds 465 square metres but does not exceed 540 square metres,	£385.00	0.00	£0.00	£385.00		Yes
Standard fees for the first 540 square metres, where the area of the gross floor space to be created by the development exceeds 540 square metres but does not exceed 4215 square metres,	£385.00	0.00	£0.00	£385.00		Yes
additional fees for each 75 square metres in excess of 540 square metres, where the area of the gross floor space	£385.00	0.00	£0.00	£385.00		Yes

Service Provided	Standard Charge 2016	Increase (Decrease) in % 2017/18	Increase / (Decrease) in £ 2017/18	Proposed Charge 2017	Comment	VAT
to be created by the development exceeds 540 square metres but does not exceed 4215 square metres,						
Standard fees , where the area of gross floor space to be created by the development exceeds 4215 square metres,	£19,049.00	0.00	£0.00	£19,049.00		Yes
additional fees for or each 75 square metres in excess of 4215 square metres, subject to a maximum in total of £250,000, where the area of gross floor space to be created by the development exceeds 4215 square metres,	£115.00	0.00	£0.00	£115.00		Yes
Category 4 - Application for approval of reserved matters following outline approval.						
Full fee due or if full fee already paid then £385.00 due.	£385.00	0.00	£0.00	£385.00		Yes
Category 5 - The erection of glasshouses on land used for the purposes of agriculture.						
Where the gross floor space to be created by the development does not exceed 465 square metres,	£80.00	0.00	£0.00	£80.00		Yes
Where the gross floor space to be created by the development exceeds 465 square metres,	£2,150.00	0.00	£0.00	£2,150.00		Yes
Category 6 - The erection, alteration or replacement of plant or machinery.						
fees for each 0.1 hectare of the site area, where the site area does not exceed 5 hectares	£385.00	0.00	£0.00	£385.00		Yes
Standard fees , where the site area exceeds 5 hectares, ,	£19,049.00	0.00	£0.00	£19,049.00		Yes

Service Provided	Standard Charge 2016	Increase (Decrease) in % 2017/18	Increase / (Decrease) in £ 2017/18	Proposed Charge 2017	Comment	VAT
additional fees for each 0.1 hectare in excess of 5 hectares, subject to a maximum in total of £250,000.	£115.00	0.00	£0.00	£115.00		Yes
Category 7 - The enlargement, improvement or other alteration of existing dwellinghouses.						
Where the application relates to one dwelling house,	£172.00	0.00	£0.00	£172.00		Yes
Where the application relates to 2 or more dwellinghouses,	£339.00	0.00	£0.00	£339.00		Yes
Category 8 - Miscellaneous						
The carrying out of operations (including the erection of a building) within the curtilage of an existing dwelling house, for purposes ancillary to the enjoyment of the dwelling house as such, or the erection or construction of gates, fences, walls or other means of enclosure along a boundary of the curtilage of an existing dwelling house; or	£172.00	0.00	£0.00	£172.00		Yes
The construction of car parks, service roads and other means of access on land used for the purposes of a single undertaking, where the development is required for a purpose incidental to the existing use of the land.	£195.00	0.00	£0.00	£195.00		Yes
Category 9 - The carrying out of any operations connected with exploratory drilling for oil or natural gas.						
fees for each 0.1 hectares of the site area, where the site area does not exceed 7.5 hectares	£385.00	0.00	£0.00	£385.00		Yes

Service Provided	Standard Charge 2016	Increase (Decrease) in % 2017/18	Increase / (Decrease) in £ 2017/18	Proposed Charge 2017	Comment	VAT
Standard fee where the site area exceeds 7.5 hectares, subject to a maximum in total of £250,000.	£28,750.00	0.00	£0.00	£28,750.00		Yes
additional fees for each 0.1 hectare in excess of 7.5 hectares, subject to a maximum in total of £250,000, where the site area exceeds 7.5 hectares,	£115.00	0.00	£0.00	£115.00		Yes
Category 10 - The carrying out of any operations not coming within any of the above categories.						
Category 10a - In the case of operations for the winning and working of minerals –						
fees for each 0.1 hectare of the site area, where the site area does not exceed 15 hectares,	£195.00	0.00	£0.00	£195.00		Yes
Standard fees where the site area exceeds 15 hectares,	£29,112.00	0.00	£0.00	£29,112.00		Yes
additional fees for each 0.1 hectare in excess of 15 hectares, subject to a maximum in total of £65,000;	£115.00	0.00	£0.00	£115.00		Yes
Category 10b - In any other case						
Fees for each 0.1 hectare of the site area, subject to a maximum of £1,690.00.	£195.00	0.00	£0.00	£195.00		Yes
Category II - Development Type : Uses of Land						
The change of use of a building to use as one or more separate dwellinghouses.						
Where the change of use is from a previous use as a single dwelling house to use as two or more single dwellinghouses –						
fees for each additional dwelling house; where	£385.00	0.00	£0.00	£385.00		Yes

Service Provided	Standard Charge 2016	Increase (Decrease) in % 2017/18	Increase / (Decrease) in £ 2017/18	Proposed Charge 2017	Comment	VAT
the change of use is to use as 50 or fewer dwellinghouses,						
Standard fees where the change of use is to use as more than 50 dwellinghouses	£19,049.00	0.00	£0.00	£19,049.00		Yes
additional fees for each dwelling house in excess of 50 dwellinghouses, subject to a maximum in total of £250,000.	£115.00	0.00	£0.00	£115.00		Yes
Category 11b - In all other cases						
Fees	£385.00	0.00	£0.00	£385.00		Yes
Category 12 - The use of land for the a) disposal of refuse or waste materials; b) the deposit of material remaining after minerals have been extracted from land; or c) the storage of minerals in the open.						
fees for each 0.1 hectare of the site area; where the site area does not exceed 15 hectares,	£195.00	0.00	£0.00	£195.00		Yes
Standard fee where the site area exceeds 15 hectares	£29,112.00	0.00	£0.00	£29,112.00		Yes
additional fees for each 0.1 hectare in excess of 15 hectares, subject to a maximum in total of £65,000.	£115.00	0.00	£0.00	£115.00		Yes
Category 13 - The making of a material change in the use of a building or land (other than a material change of use in category 11, 12(a), (b) or (c).						
Fees	£385.00	0.00	£0.00	£385.00		Yes
Category II - Development Type : Advertisements						
Category 14 - Advertisements displayed externally on						

Service Provided	Standard Charge 2016	Increase (Decrease) in % 2017/18	Increase / (Decrease) in £ 2017/18	Proposed Charge 2017	Comment	VAT
business premises, on the forecourt of business premises or other land within the curtilage of business premises, wholly with reference to all or any of the following matters –						
Matters as follow: a) the nature of the business or other activity carried on the premises; b) the goods sold or the services provided on the premises; or c) the name and qualifications of the person carrying on such business or activity or supplying such goods or services.	£110.00	0.00	£0.00	£110.00		Yes
Category 15 - Advertisements for the purpose of directing members of the public to, or otherwise drawing attention to the existence of, business premises which are in the same locality as the site on which the advertisement is to be displayed but which are not visible from that site.	£110.00	0.00	£0.00	£110.00		Yes
All other advertisements.	£385.00	0.00	£0.00	£385.00		Yes
Category 17 - Determinations, Whether the prior approval of the Council is required for –						
Agriculture/forestry buildings or private ways;	£80.00	0.00	£0.00	£80.00		Yes
Demolition of building only (where no other development is taking place);	£80.00	0.00	£0.00	£80.00		Yes
Part 24 (development by telecommunications code system operators);	£385.00	0.00	£0.00	£385.00		Yes
Part 3 (Classes J, K & M);	£80.00	0.00	£0.00	£80.00		Yes

Service Provided	Standard Charge 2016	Increase (Decrease) in % 2017/18	Increase / (Decrease) in £ 2017/18	Proposed Charge 2017	Comment	VAT
Other Permission						
Category 18a - Variation of condition(s).						
Removal or variation of condition(s) on a planning permission	£195.00	0.00	£0.00	£195.00		Yes
Category 18b - Request for confirmation that one or more planning conditions have been complied with.						
Fees per request for Householder	£28.00	0.00	£0.00	£28.00		Yes
Fees per request otherwise .	£97.00	0.00	£0.00	£97.00		Yes
Category 18c - Renewal of an expired (or about to expire without a start having been made) planning permission; New application and appropriate fee.						
Applications in respect of : major developments	£575.00	0.00	£0.00	£575.00		Yes
Applications in respect of : householder developments	£57.00	0.00	£0.00	£57.00		Yes
Applications in respect of : other developments	£195.00	0.00	£0.00	£195.00		Yes
Category 18d - A Non-material Amendment following a Grant of Planning Permission						
Applications in respect of householder developments	£28.00	0.00	£0.00	£28.00		Yes
Applications in respect of other developments	£195.00	0.00	£0.00	£195.00		Yes
Lawful Development Certificate						
Application for an existing use of land or operational development; The same fee as for an equivalent planning application.	as specified	0.00		as specified		Yes
Failure to comply with conditions; £195.	£195.00	0.00	£0.00	£195.00		Yes

Service Provided	Standard Charge 2016	Increase (Decrease) in % 2017/18	Increase / (Decrease) in £ 2017/18	Proposed Charge 2017	Comment	VAT
Application for proposed use of building(s) or operations over or under land; Half fee of equivalent application.	as specified	0.00		as specified		Yes
Category Concession - EXEMPTIONS FROM PAYMENT						
PROPERTY SEARCHES & ASSOCIATED LAND CHARGES SERVICES						
Standard Charges						
LLC1 - Residential	£15.00	0.00	£0.00	£15.00		Yes
Additional parcels	£2.00	0.00	£0.00	£2.00		Yes
LLC1 - Commercial	£15.00	0.00	£0.00	£15.00		Yes
Additional parcels	£2.00	0.00	£0.00	£2.00		Yes
Con29(R) - Residential	£75.00	0.00	£0.00	£75.00		Yes
Additional parcels	£18.00	0.00	£0.00	£18.00		Yes
Con29(R) - Commercial	£155.00	0.00	£0.00	£155.00		Yes
Additional parcels (to an additional maximum of £300)	£18.00	0.00	£0.00	£18.00		Yes
TOTAL - Residential (i.e. for a 'Full' Local Authority Search)	£90.00	0.00	£0.00	£90.00		Yes
TOTAL - Commercial (i.e. for a 'Full' Local Authority Search)	£170.00	0.00	£0.00	£170.00		Yes
Set of Compiled data to complete a Con29(R)	£70.00	0.00	£0.00	£70.00		Yes
Set of Compiled data to complete a Con29(R) except that Publicly available	£57.00	0.00	£0.00	£57.00		Yes

Service Provided	Standard Charge 2016	Increase (Decrease) in % 2017/18	Increase / (Decrease) in £ 2017/18	Proposed Charge 2017	Comment	VAT
Con29(O) Enquiries 5-22	£10.00	0.00	£0.00	£10.00		Yes
Planning Site Histories : Standard charge for the first hour (or part), Charges relate per property, if on an industrial estate, then per unit, if open land then per plot	£30.00	0.00	£0.00	£30.00		Yes
Planning Site Histories : addition fee for every hour (or part) thereafter of standard charge. Charges relate per property, if on an industrial estate, then per unit, if open land then per plot	£15.00	0.00	£0.00	£15.00		Yes
Planning Decision Notices - Fee per Decision Notice	£2.00	0.00	£0.00	£2.00		Yes
Building Regulations – Supply of Approvals/Completion Certificates - Fee per Approval/Certificate	£10.00	0.00	£0.00	£10.00		Yes
Supply copy of Section 38 & 104 Agreements	£50.00	0.00	£0.00	£50.00		Yes
Supply copy of Section 106 Agreements	£50.00	0.00	£0.00	£50.00		Yes
Supply copy of Tree Preservation Order	£15.00	0.00	£0.00	£15.00		Yes
Supply copy of Combined Drainage Agreement	£15.00	0.00	£0.00	£15.00		Yes
MISCELLANEOUS SERVICES & DOCUMENTS NOT CONTAINED IN THE CURRENT PUBLICATION SCHEME						
Plain paper copying to Paper - A4	£0.10	0.00	£0.00	£0.10		No
Plain paper copying to Paper - A3	£0.47	0.00	£0.00	£0.47		No
Plain paper copying to Paper - A2	£1.43	0.00	£0.00	£1.43		No
Plain paper copying to Paper - A1	£1.81	0.00	£0.00	£1.81		No
Plain paper copying to Paper - A0	£2.87	0.00	£0.00	£2.87		No

Service Provided	Standard Charge 2016	Increase (Decrease) in % 2017/18	Increase / (Decrease) in £ 2017/18	Proposed Charge 2017	Comment	VAT
* Colour Copy A4 or A3 per side – additional fee	£0.30	0.00	£0.00	£0.30		No
Lamination - A4	£2.73	0.00	£0.00	£2.73		No
Lamination - A3	£4.41	0.00	£0.00	£4.41		No
Lamination - A2	£5.08	0.00	£0.00	£5.08		No
Lamination - A1	£8.06	0.00	£0.00	£8.06		No
Binding - 8mm-12mm	£0.72	0.00	£0.00	£0.72		No
Binding - 14mm-19mm	£1.42	0.00	£0.00	£1.42		No
Binding - 22mm-28mm	£2.07	0.00	£0.00	£2.07		No
Binding - A4 Acetate Sheets	£0.33	0.00	£0.00	£0.33		No
Binding - A4 Clear Pockets	£0.58	0.00	£0.00	£0.58		No
Microfilm Enlargements - A4	£2.72	0.00	£0.00	£2.72		No
Microfilm Enlargements - A3	£4.03	0.00	£0.00	£4.03		No
Microfilm Enlargements - A2	£5.32	0.00	£0.00	£5.32		No
Microfilm Enlargements - A1	£7.93	0.00	£0.00	£7.93		No
Microfilm Enlargements - A0	£10.52	0.00	£0.00	£10.52		No
Plotter Prints - A4	£1.03	0.00	£0.00	£1.03		No
Plotter Prints - A3	£2.06	0.00	£0.00	£2.06		No
Plotter Prints - A2	£4.12	0.00	£0.00	£4.12		No
Plotter Prints - A1	£6.18	0.00	£0.00	£6.18		No
Plotter Prints - A0	£10.30	0.00	£0.00	£10.30		No
Reduction to A4 from A2	£0.72	0.00	£0.00	£0.72		No
Reduction to A4 from A1	£1.42	0.00	£0.00	£1.42		No
Reduction to A4 from A0	£2.72	0.00	£0.00	£2.72		No
Ordnance Survey Block Plans (Location Plan) - fee per sheet of 10	£22.00	0.00	£0.00	£22.00		No

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Service Provided	Standard Charge 2016	Increase (Decrease) in % 2017/18	Increase / (Decrease) in £ 2017/18	Proposed Charge 2017	Comment	VAT
copies						
Ordnance Survey Block Plans (Location Plan) - fee per set of 3 copies (only for solicitors undertaking search enquiries)	£15.00	0.00	£0.00	£15.00		No
Sandwell Street Map	£6.50	0.00	£0.00	£6.50		No
A-Z Index for Street Map	£5.50	0.00	£0.00	£5.50		No
Written responses to Planning Permitted Development Enquiries or Requests for information from householders	£25.00	15.00	£3.75	£28.75		Yes
Written responses to Planning Permitted Development Enquiries or Requests for information from Solicitors, Developers or Professional Agents	£50.00	15.00	£7.50	£57.50		Yes
Written responses to Building Control Enquiries or Requests for information from householders	£25.00	15.00	£3.75	£28.75		Yes
Written responses to Building Control Enquiries or Requests for information from Solicitors, Developers or Professional Agents	£50.00	15.00	£7.50	£57.50		Yes
Written responses to Planning & Building Control 'Permitted Development' Enquiries or Requests for information from householders	£35.00	15.00	£5.25	£40.25		Yes
Written responses to Planning & Building Control 'Permitted Development' Enquiries or Requests for information from Solicitors, Developers or Professional Agents	£70.00	15.00	£10.50	£80.50		Yes

6.5.2 Car parking

Service Provided	Standard Charge 2016	Increase (Decrease) in % 2017_18	Increase / (Decrease) in £ 2017_18	Proposed Charge 2017	Comment	VAT
Off Street Car Parking Charges - Long Stay Season Tickets					From Nov 16	
Annual All Areas All days	£240.00			£240.00	From Nov 16	
Annual All areas for 3 specified days of the week	£144.00			£144.00	From Nov 16	
Monthly all areas All Days	£24.00			£24.00	From Nov 16	
Monthly All Area 3 specified days of the week	£14.40			£14.40	From Nov 16	
Car Parking General						
Waivers up to 7 days	£10.00	25.00	£2.50	£12.50	Waivers first day	
Waivers up to 7 days	£5.00	20.00	£1.00	£6.00	Consecutive subsequent days	
Suspensions	£55	3.64	£2.00	£57.00		
Off Street Pay & Display plus on street Long Stay at Albert St, Stafford Street, and Victoria St., Wednesbury and Shaftsbury St West Brom					From Nov 16	
Up to 1 hour	0.40	0.00	£0.00	£0.40	From Nov 16	
1 – 2 hours	0.80	0.00	£0.00	£0.80	From Nov 16	
2 – 3 hours	1.20	0.00	£0.00	£1.20	From Nov 16	
3 – 4 hours	1.60	0.00	£0.00	£1.60	From Nov 16	
Long Stay Only over 4 hours	4.00	0.00	£0.00	£4.00	From Nov 16	
All Areas - Short stay On Street Pay & Display						
Up to 15 minutes	0.30	0.00	£0.00	£0.30		
Up to 30 minutes	0.60	0.00	£0.00	£0.60		
Up to 1 hour	1.20	0.00	£0.00	£1.20		
1 – 2 hours	2.40	0.00	£0.00	£2.40		
Parking Permit, Voucher and regulation charges						

Service Provided	Standard Charge 2016	Increase (Decrease) in % 2017_18	Increase / (Decrease) in £ 2017_18	Proposed Charge 2017	Comment	VAT
1 st Residents Permit	£25	20.00	£5.00	£30.00		
2 nd Residents Permit	£30	16.67	£5.00	£35.00		
Authorised replacement of all Permits	£10.00	20.00	£2.00	£12.00		
20 – 2 Hour Visitors Vouchers	£5.00	20.00	£1.00	£6.00		
10 – 6 Hour Visitors Vouchers	£6.00	16.67	£1.00	£7.00		
Weekly Visitor Voucher	£6	16.67	£1.00	£7.00		
Business Permit (Annual)	£100	10.00	£10.00	£110.00		
3 rd Residents Permit	£40	20.00	£8.00	£48.00		
advisory disabled markings	£75		NEW 1617	£75.00		
"H" BAR MARKINGS	£55		NEW 1617	£55.00		
Bikeability session cancellation charges to schools per session	£210.00	2.86	£6.00	£216.00		
parents annual parking permit charges for P& D car parks for limited period AM and PM	£20.00	5.00	£1.00	£21.00		
TRO MAKING - Statutory process, adverts, public consultation, procure & install road signs, road lines etc.	£4,000.00		NEW 1617	£4,000.00		
resident permit for commercial vehicles	£100.00		NEW 1617	£100.00		
Bikeability session per child	£10.00		New 17/18	£10.00		

6.5.3 Highways

Service Provided	Standard Charge 2016/17	Increase (Decrease) in % 2017/18	Increase / (Decrease) in £ 2017/18	Proposed Charge 2017/18	Comment	VAT
Highways Act 1980						
Section 171 Consent for making of excavations in the Street Administration & Inspection Fee (excluding footway crossings)	670.00	2.99	£20.00	£690.00		

Service Provided	Standard Charge 2016/17	Increase (Decrease) in % 2017/18	Increase / (Decrease) in £ 2017/18	Proposed Charge 2017/18	Comment	VAT
Section 139 Control of builders skips. Consideration of an application to deposit a builders skip on the public highway for up to 10 days.	32.00	3.13	£1.00	£33.00		
Section 139 Control of builders skips. Consideration of an application to renew a permit to deposit a builders skip on the public highway charge for each and every subsequent period of up to 10 days.	21.00	4.76	£1.00	£22.00		
Retrospective Skip Permit Fee	140.00	7.14	£10.00	£150.00		
Section 169 & 172 Control of hoarding and scaffolding. Consideration of an application to deposit scaffolding and hoarding on the public highway for up to 90 days	220.00	0.00	£0.00	£220.00		
Section 115E Control of street cafes tables and chairs. Consideration of an application to deposit tables and chairs on the public highway (charge for an annual licence)	255.00	5.88	£15.00	£270.00		
Section 177 Consideration of a temporary application to deposit a crane on the public highway (charge for each licence issued)	102.00	7.84	£8.00	£110.00		
Section 177 Consideration of a permanent application for highway projections (charge for each licence issued)	255.00	5.88	£15.00	£270.00		
Footway Crossing						
Footway Crossing inspection and Supervisory Fee. *Fee approved by Cabinet Member at his meeting on 17th October 2008.	190.00	0.00	£0.00	£190.00		
Street Naming and Numbering						

Service Provided	Standard Charge 2016/17	Increase (Decrease) in % 2017/18	Increase / (Decrease) in £ 2017/18	Proposed Charge 2017/18	Comment	VAT
Street Naming - Section 17 of the Public Health Act 1925	205.00	2.44	£5.00	£210.00		
Property Numbering - Section 64 of the Town Improvement Clauses Act 1847	21.00	4.76	£1.00	£22.00		
Highway Plans (showing the extent of the public highway)	52.00	5.77	£3.00	£55.00		
General Highway Enquiry	52.00	5.77	£3.00	£55.00		
Traffic Signals						
Consideration of application for switch on/off of traffic signals on Week days	155.00	3.23	£5.00	£160.00		
Consideration of application for switch on/off of traffic signals at Weekends	230.00	4.35	£10.00	£240.00		
Road Traffic Regulation Act 1984						
Section 14(1) or 16(A) temporary traffic order restricting or prohibiting temporary use of all or part of a road.	1,850.00	2.16	£40.00	£1,890.00		
Section 14(2) or 16(A) by Notice restrict Or temporarily prohibit use of all or part of a road if necessary by expedient.	925.00	0.00	£0.00	£925.00		
Section 38 Agreement						
% of estimated construction costs of highways and sewers in conjunction with road adoptions. Minimum charge of £2000	10%	0.00	0.00	10%	No change except to minimum charge increased from £1,000 to £2,000	
Section 278 Agreement						

Service Provided	Standard Charge 2016/17	Increase (Decrease) in % 2017/18	Increase / (Decrease) in £ 2017/18	Proposed Charge 2017/18	Comment	VAT
% of estimated construction costs of highways and sewers in conjunction with road adoptions , Minimum charge of £2000	10%	0.00	0.00	10%	No change except to minimum charge increased from £1,000 to £2,000	
Technical Appraisal for Private Road - % of estimated construction costs of highways and sewers in conjunction with road adoptions. Minimum charge of £1000	3%	0.00	0.00	3%		
Land Drainage Consent under S23 of Land Drainage Act 1991	£50.00		New	£50.00	New for Fees & Charges Statutory Fee	

6.5.4 Market & Street Trading Fees

Service Provided	Standard Charge 2016	Increase (Decrease) in % 2017/18	Increase / (Decrease) in £ 2017/18	Proposed Charge 2017	Comment	VAT
Market Fees						
New Market - Standard Fees						
Standard Small Stall						
Fee if settled by 15 th day of month	71.95	0.00	0.00	71.95		
Fee if settled by 15 th of following month (1 month in arrears)	74.10	1.00	0.75	74.85		
Fee if not settled by 15 th of following month (2+ months in arrears)	75.60	1.00	0.75	76.35		
New Market Standard Fees - Standard Large Stall						
Fee if settled by 15 th day of month	146.40	0.00	0.00	146.40		
Fee if settled by 15 th of following month (1 month in arrears)	150.80	1.0	1.50	152.30		
Fee if not settled by 15 th of following month (2+ months in arrears)	153.80	1.00	1.50	155.30		

Service Provided	Standard Charge 2016	Increase (Decrease) in % 2017/18	Increase / (Decrease) in £ 2017/18	Proposed Charge 2017	Comment	VAT
New Market - miscellaneous fees						
Fee per week for occupancy of additional new market hall stall on a temporary weekly basis by existing new market hall trader (to sell the same line as on existing stall)	25.00	0.00	0.00	25.00		
Concessionary discount off standard fee - Fee for occupancy of new market hall stall on a temporary weekly basis by registered charity	0.50	0.00	0.00	0.50		
Maximum kit out time of 4 weeks for new traders occupying stalls within the new market hall subject to the manager's discretion	Free of Charge	0.00	0.00	Free of Charge		
Use of vacant stalls within new market hall for charitable or arts based purposes if deemed to be in the interest of the market by the markets manager	Free of Charge	0.00	0.00	Free of Charge		
New Market - Standard Pitch						
Yearly (payable quarterly in 4 instalments)	78.80	0.00	0.00	78.80		
WEST BROMWICH OPEN MARKET - Casual Traders (daily charge including parking fee of £1.60)						
Monday	13.35	19.85	2.65	16.00		
Tuesday / Thursday	18.90	5.80	1.10	20.00		
Wednesday / Friday	20.30	3.45	0.70	21.00		
Saturday	28.00	3.58	1.00	29.00		
WEST BROMWICH OPEN MARKET - Regular Traders (daily charge including parking fee of £1.60)						
Monday	13.00	19.20	2.50	15.50		
Tuesday / Thursday	18.35	6.25	1.15	19.50		

Service Provided	Standard Charge 2016	Increase (Decrease) in % 2017/18	Increase / (Decrease) in £ 2017/18	Proposed Charge 2017	Comment	VAT
Wednesday / Friday	19.70	4.05	0.80	20.50		
Saturday	27.20	4.78	1.30	28.50		
SPECIALIST FLOWER TRAILER, WEST BROMWICH HIGH STREET MARKET						
Specialist flower trailer - Cost per annum	8,000.00	0.00	0.00	8,000.00		
WEDNESBURY MARKET STANDARD FEES						
Tuesday - Standard 8ft pitch	11.65	3.00	0.35	12.00		
Friday / Saturday - Standard 8ft pitch	5.00	20.00	1.00	6.00		
OLDBURY MARKET						
Standard pitch on Monday, Tuesday, Thursday, Friday, Saturday	5.00	20.00	1.00	6.00		
GREAT BRIDGE MARKET						
Standard pitch on Wednesday, Saturday	5.00	20.00	1.00	6.00		
ENTERTAINMENTS AREA - WEST BROMWICH TOWN CENTRE						
Type ENT 3/NS3 - Monday, Tuesday	70.00	1.43	1.00	71.00		
Type ENT 3/NS3 - Saturday	100.00	0.00	0.00	100.00		
Type ENT 3/NS 3 - Wednesday, Thursday, Friday	75.00	1.33	1.00	76.00		
Type ENT 1,2,4,5,6 (Sides) - Monday, Tuesday	65.00	1.54	1.00	66.00		
Type ENT 1,2,4,5,6 (Sides) - Saturday	90.00	1.11	1.00	91.00		
Type ENT 1,2,4,5,6 (Sides) - Wednesday, Thursday, Friday	75.00	1.33	1.00	75.00		
CHARITABLE CAR BOOT SALE LICENCE FEE						
Standard pitch	20.00	0.00	0.00	20.00		
SPECIAL EVENTS						
Car Boot Sale pitch	5.00	0.00	0.00	5.00		

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Service Provided	Standard Charge 2016	Increase (Decrease) in % 2017/18	Increase / (Decrease) in £ 2017/18	Proposed Charge 2017	Comment	VAT
Car Boot Sale pitch	20.00	-70.00	-14.00	6.00		
Car Boot Sale pitch	30.00	-73.35	-22.01	8.00		
Speciality market up to 1 week	500.00	0	0	500.00		
Speciality festive market each side of Entertainment Area West Brom High Street		new	new	1500.00		
Public Toilets	0	new	new	0.20		
WEST BROMWICH TOWN CENTRE						
Type PITCH 3 (eg In front Spencers, adj stalls) - Alternative to annual cost - Fees per day	15.75	1.60	0.25	16.00		
Type PITCH 4 (eg adj. Cash Generator) Alternative to annual cost - Fees per day	15.75	1.60	0.25	16.00		
Type Pitch 5 (eg adj Star and Garter)	16.00	0.00	0.00	16.00		
REST OF BOROUGH						
Type B1 (Eg Bearwood)	3,425.45	2.17	74.55	3,500.00		
Type W1 (Eg adj.Clocktower, Union Street Wednesbury)	3,425.45	2.17	74.55	3,500.00		
Type O1 (Eg Mkt Place 1990, Oldbury)	2,283.70	2.19	50.00	2,333.70		
Type C1 (Eg Cemeteries)	1,141.95	2.19	25.00	1,166.95		
Type S1 (Eg Stone Cross)	1,141.95	2.19	25.00	1,166.95		
Type N1 (Eg Newton Road)	4,888.56	2.19	108.00	4,996.56		
Type O2 (Eg Town Square, Oldbury)	1,913.60	2.19	41.90	1,955.50		
Type W4 (Eg Union Street, West Bromwich)	2,283.70	2.19	50.00	2,333.70		