

The Cabinet

**31 January, 2018 at 3.30 pm
at the Sandwell Council House, Oldbury**

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

Apologies: Councillor Carmichael;
Councillor P Hughes.

In attendance: Councillors Edis, Hickey, E M Giles, Sandars and
Underhill.

3/18 **Councillor Carmichael**

The Leader of the Council, on behalf of the Cabinet, wished Councillor Carmichael a speedy recovery.

4/18 **Declaration of Interests**

In relation to Minute No. 8/18 below (Flood Investigation Report (Key Decision Ref. No. SMBC15/01/2018)) Councillor Underhill declared a pecuniary interest on the basis that she resided in a property referenced in the report. She did not take part in the discussion and left the room during consideration of the matter.

5/18 **Minutes**

Resolved that the minutes of the meeting held on 10th January, 2018 be confirmed as a correct record.

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Strategic Items

6/18

Review of Fees and Charges for Council Services (Key Decision Ref. No. SMBC01/01/2018)

The Leader of the Council sought approval to the proposed fees and charges for Council services for 2018/2019 – 2020/2021.

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 2018/2019.

The current approach, whilst comprehensive, was predominantly output driven. Being prepared annually, this approach did not allow for a longer-term, more strategic approach to be considered. With this in mind, it was proposed that a three-year approach to fees and charges be developed in line with the Council's financial planning cycle and allow for a more outcome focused approach to be introduced. A longer-term approach would allow the Council to assess the merits and impacts of charging for services.

The fees and charges increases were mainly in line with inflation with clear rationales identified by the service areas.

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 upon a particular group.

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In response to a question raised by Chair of the Safer Neighbourhoods and Active Communities Scrutiny Board relating to why the discretionary increased charges were not rounded up or down to the nearest £0.50 / £1.00, the Leader of the Council responded that service areas had aimed for a maximum 3% increase and that if charges had been rounded up, it would have resulted in an overall significant percentage increase. The majority of services were invoiced and no longer cash collected, therefore customers could enter the correct pound and pence information.

Resolved:-

- (1) that the proposed fees and charges for the Council's Services outlined in Appendices 17.1 to 17.5.2, as set out below, be approved for implementation from 1st April 2018:

Adult Social Care, Health & Wellbeing

Adults Social Care
Public Health
Regulatory Services
Taxi Licensing
Wardens

Children Services

Residential Education Centre
Sandwell Adult & Family Learning – Course Fees
Youth Service

Neighbourhoods – Housing and Communities

Commercial Services – Green Services
Commercial Services – Environment and Fleet
Community & Partnerships – Community Facilities
Community & Partnerships – Library and Information
Community & Partnerships – Museum & Arts

Neighbourhoods – Regeneration and Growth

Corporate Landlord – Facilities Management
Development Management (Building Control, Planning & Property Searches)
Highways
Markets and Street Trading Fees

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Resources

Registration & Bereavement
Legal Services

- (2) that from April 2018, the approach to fees and charges falls in line with the Council's three-year financial planning cycle;
- (3) that where proposed increases to fee and charges are more than inflation, then exception reports will be produced and presented to Cabinet for consideration and approval;
- (4) that a Charging Policy, which sets out the Council's approach to the setting of fees and charges for services, be developed;
- (5) that the fees and charges for 2018/2019 form part of the Council proposed budget setting arrangements, be approved;
- (6) that the proposed fees and charges for Resource – Registration & Bereavement Service, as set out in Appendix 17.5.1, be approved with effect from 1st March 2018;
- (7) that the Licensing Committee be requested to approve the fees and charges set out in Appendix 17.1.3, in relation to services under the Licensing Act 2003 and Gambling Act 2005 with effect from 1st April 2018;
- (8) that the approved fees and charges for Children Services and Learning - Sandwell Residential Education Service 2017/18 Centre as outlined in Cabinet Minute No, 120/16 be applicable to 27th July 2018 and the new charges become applicable from 1st August 2018 to 31st July 2019;
- (9) that the proposed fees related to Football pitches be approved with effect from 1st August 2018 and apply to 31st July 2019 and that the fees set out in the Fees and Charges Report 2017/18 (Cabinet Minute Number 23/17) will be applicable until the end of the football season to 31st July 2018.

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7/18

Implementation of Civil Penalties and Rent Repayment Orders under the Housing and Planning Act 2016 (Key Decision Ref. No. SMBC13/12/2017)

The Cabinet Members for Housing and Public Health and Protection sought approval to the implementation of civil penalties and rent repayment orders under the Housing and Planning Act 2016.

The Housing and Planning Act 2016 introduced new provisions to tackle landlords who provided substandard and unsafe accommodation, including the use of civil penalties as an alternative to prosecution and rent repayment orders.

Section 126 and Schedule 9 of the Housing and Planning Act 2016 enabled a civil penalty to be imposed by a local housing authority with a maximum set at £30,000.

Approval was sought to consult on the adoption of civil penalties, in accordance with Appendix 2 and to make the necessary amendments to the Council's Scheme of Delegations to Officers (Executive) to enable the relevant powers in the Housing and Planning Act to be exercised.

An equality impact assessment was not required for this proposal.

In response to a question raised by Chair of the Safer Neighbourhoods and Active Communities Scrutiny Board relating to how many Civil Penalties and Rent Repayment Orders the Council was expecting to serve over the first 12 months of the introduction of the policy, the Deputy Leader of the Council clarified that as this was a new power to local authorities, it was difficult to anticipate how many penalties or orders would be served over the first 12 months of introducing the policy. The powers should act as a deterrent to any landlords considering ignoring an improvement notice that had been served to one of their properties.

Resolved:-

- (1) that public consultation on the adoption of civil penalties for housing offences, including the charging scheme detailed in Appendix 2, be approved;

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- (2) that subject to there being no major changes following the public consultation, the adoption of the civil penalties for housing offences charging scheme as detailed in Appendix 2, be approved;
- (3) that the Executive Director – Adult Social Care, Health and Wellbeing, in consultation with the Cabinet Member for Housing, make any necessary amendments to the civil penalties for housing offences charging scheme following the public consultation;
- (4) that the Scheme of Delegations to Officers (Executive Powers), be amended so as to include the following delegation to the Director – Prevention and Protection:

Housing and Planning Act 2016

- (a) to authorise the institution and enforcement of civil proceedings under section 126 and Schedule 9
- (b) to make application for a rent repayment order under section 41.

8/18

Proposed Framework for use of Public Spaces Protection Orders in Sandwell and Proposal to introduce a PSPO relating to West Bromwich Town Centre (Key Decision Ref. No. SMBC16181)

The Cabinet Member for Public Health and Protection sought approval to the framework for the use of Public Spaces Protection Orders (PSPO) and to introduce a PSPO relating to West Bromwich Town Centre.

In October 2017, the Council implemented a revised anti-social behaviour (ASB) policy, which included a wide range of powers to address anti-social behaviour (see Minute No. 181/17). In practice, these powers had been available to use since February 2014 and had been applied to numerous incidences of ASB in Sandwell since then.

The Council aimed to ensure that the powers available to it were used effectively and proportionately so that they had the best possible impact in reducing ASB.

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West Bromwich town centre had been impacted by persistent incidents of ASB and some initial investigations suggested that a strategic approach to the use of tools and powers to address ASB needed to be in place and that a PSPO might be a suitable and proportionate response.

It was recommended that a PSPO was used as part of a strategy that included policing, use of wardens and other council teams to tackle the range of issues in the town centre as effectively as possible.

The Chair of Safer Neighbourhoods and Active Communities Scrutiny Board and the Chair of Health and Adult Social Care Scrutiny Board sought clarification on whether:-

- there were plans for PSPOs to be put in place in all troubled areas or just for town centres;
- consultations be presented to Scrutiny before they were published.

In response, the Cabinet Member for Public Health and Protection confirmed that:-

- elected members, police and other stakeholders would use the criteria to assess whether a PSPO would be the most suitable tool to address issues in an area;
- consultations would be presented to Scrutiny before they were published.

Resolved:-

- (1) that the Framework for the use of Public Spaces Protection Orders be adopted;
- (2) that the associated guidance to Public Spaces Protection Orders derived from national guidance, be adopted;
- (3) that a consultation on a proposed Public Spaces Protection Order for West Bromwich Town Centre, be approved;

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- (4) that the Director – Housing and Communities establish an implementation group to manage the consultation and implementation process of a Public Spaces Protection Order in West Bromwich Town Centre;
- (5) that the Director – Housing and Communities submits a further report to Cabinet following the consultation with the public and partners with recommendations regarding the plans for implementation of a Public Spaces Protection Order for West Bromwich Town Centre.

9/18

Flood Investigation Report (Key Decision Ref. No. SMBC15/01/2018)

The Cabinet Member for Highways and Environment sought approval to the Flood Investigation Report for the flooding in June 2016.

The Flood Investigation Report had been produced by the Council under the Flood and Water Management Act 2010 as the Lead Local Flood Authority.

Lead Local Flood Authorities (unitary authorities or county councils) were responsible for developing, maintaining and applying a strategy for local flood risk management in their areas and for maintaining a register of flood risk assets. They also had lead responsibility for managing the risk of flooding from surface water, groundwater and ordinary watercourses.

In June 2016, Sandwell was affected by sporadic thunderstorms accompanied by intense rainfall, leading to flooding of a number of local areas and communities. Further storms gave rise to similar but less extensive flooding. Over these two events, approximately 218 properties suffered internal flooding, with 138 reported near misses where external flooding occurred outside the property or along the highway. All of Sandwell's six towns suffered incidents of internal property, external property and highway flooding.

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The aim of the Flood Investigation Report was to bring together all useful information captured from communities and various sources across Sandwell, where the Council had been made aware of flooding. Other authorities that had relevant flood risk management responsibilities and functions were Severn Trent Water and Environment Agency.

The Chair of the Economy, Skills, Transport and Environment Scrutiny Board reported that in considering the report, the Scrutiny Board was confident a comprehensive investigation had been conducted and that appropriate actions had been taken to mitigate future risk.

Resolved that the Flood Investigation Report for the June 2016 Flood Event, be approved.

10/18

Co-operative working with Sandwell and West Birmingham NHS Hospitals Trust (Key Decision Ref. No. SMBC15/12/2017)

The Cabinet Member for Public Health and Protection sought approval to extend the co-operative working arrangements between the Council and Sandwell and West Birmingham NHS Hospitals Trust.

The Council currently had a co-operative working arrangement with Sandwell and West Birmingham NHS Hospitals Trust which commenced on 1st October 2016 for a period of three years to September 2019 with an option to extend for a further two years. Approval was therefore sought to extend the co-operative working arrangement, and the services contracted within, for a further two years to September 2021 and that work was undertaken to progress to the next phase to explore extending the co-operative working arrangement to include aspects of health and social care.

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Work would be undertaken to explore the potential to widen the scope of co-operative working across health and social care. As work developed around the health and social care integration agenda, it was considered that this potential for a wider scope should now be explored.

Resolved:-

- (1) that the extension of co-operative working contract with Sandwell and West Birmingham NHS Hospitals Trust for a further two years to 30th September 2021, be approved;
- (2) that the extension of and option to extend for the services within the Co-operative working contract to 30th September 2021, as detailed below, be approved;

Service	Extension/Option to Extend
Health Visiting	Extend to 30 th September 2021
Best Start to Life	Extend to 30 th September 2021
Integrated Sexual Health Service	Extend to 30 th September 2021
Infection Control	Extend to 30 th September 2021
Antenatal Education Programme	Option to Extend to 30 th September 2021

- (3) that the Monitoring Officer execute any documentation necessary to enable the above on terms agreed with the Executive Director - Adult Social Care, Health and Wellbeing for the period specified;
- (4) subject to Resolution (1) and (2) above, the Executive Director – Resources make any necessary exemptions under the Council’s Procurement and Contract Procedure Rules to enable the proposed actions to proceed;
- (5) that the development of co-operative working to explore the potential for wider aspects of health and social care, be approved.

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11/18 **Schools BSF Programme, Wave 3, Phase 2, Non-Sample Scheme Programme - Extension of the ICT Contract (Key Decision Ref. No. SMBC14/01/2018)**

The Cabinet Member for Core Council Services sought approval to extend the ICT contract with the Local Education Partnership for a further five years.

Resolved:-

- (1) that the Council exercise its contractual rights to extend the ICT contract for a further five years with the Local Education Partnership to provide ICT services to Oldbury Academy Sandwell Community Schools (Tipton and Wednesbury);
- (2) that the Council make appropriate revisions to the contracts with the Local Education Partnership and the Governing Body Agreements with the relevant schools, be approved;
- (3) that the Director – Monitoring Officer be authorised to enter into appropriate legal agreements and ancillary documentation/ agreements as may be necessary on terms to be agreed by the Executive Director – Resources to reflect this five-year extension and Resolution (1) and (2) above.

12/18 **Specialist Community-Based Support to Victims of Domestic Abuse and Sexual Violence (Key Decision Ref. No. SMBC06/01/2018)**

The Cabinet Member for Public Health and Protection sought approval for specialist community-based support to victims of domestic abuse and sexual violence and their children.

A Domestic Abuse Needs Assessment was undertaken in 2017, in order to inform the Domestic Abuse Strategic Partnership Strategy for 2017-2020. This identified that domestic abuse was a significant issue for Sandwell.

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Whilst the large volume of incidents was of concern, it did indicate that more victims of domestic abuse were being identified at an earlier point and coming forward for support. This consequently meant that the Council needed to continue its investment into these support services.

The Council had grant aided Black Country Women's Aid for over 10 years to provide specialist community-based support to victims of domestic abuse and sexual violence and their families. In order to ensure the best use of available resources, there was a need to test the market through an open, competitive grant making process.

In response to a question raised by Chair of the Safer Neighbourhoods and Active Communities Scrutiny Board relating to how the provider supported/intended to support male victims and what support had been provided historically, the Cabinet Member for Public Health and Protection responded that the current service did support men and there was an expectation that organisations bidding for the grant would continue to support men as well as women. 2016/17 figures showed that 94% of people supported were women and 5% men. The scale and prevalence of referrals would continue to be monitored through the grant to respond to the need and develop new services as required.

Resolved:-

- (1) that an open, competitive grant making process is undertaken to identify a suitable third sector organisation for the provision of specialist community-based support to victims of domestic abuse, sexual violence and their children;
- (2) that subject to Resolution (1) above, the award of a grant of £287,964 per year for a period of 3 years to the successful organisation following the grant making process be approved;
- (3) that the Director – Monitoring Officer enter into a grant agreement with the successful organisation on terms to be agreed by the Executive Director – Adult Social Care Health and Wellbeing.

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13/18

Proposed New Secondary School – Kelvin Way, West Bromwich (Key Decision Ref. No. SMBC02/01/2018)

The Cabinet Member for Children's Services sought approval to allocate a sum of £9,192,262 to fund the construction of the first phase of a new 750 place secondary school at Kelvin Way, West Bromwich. Approval was also sought to the retention of the remaining £2,705,554 of Basic Need capital allocation to fund future schemes, reports for which would be presented to Cabinet in the future once feasibility had been undertaken.

The Council's Pupil Place Strategy indicated a significant shortfall of secondary school places from September 2019 onwards. The site at Kelvin Way provided the Council with an opportunity to develop a new 750 place secondary school in an area of the Borough where a direct demand for places would be required from 2019/2020 onwards.

The Council was no longer able to establish a new community maintained secondary school, but was required to seek a new school sponsor using the DfE / ESFA presumption route. Only upon the failure to select a preferred sponsor could the Council request the Secretary of State to consider permitting the authority to open a maintained school.

A successful presumption exercise had been undertaken to select a preferred sponsor for the new secondary school.

Resolved:-

- (1) that a sum of £9,192,262 be allocated for the construction of Phase 1 of the proposed new 750 place secondary school at Kelvin Way, West Bromwich as part of the Schools Capital Programme 2018/19-2020/21;
- (2) that in connection with Resolution (1) above, the remaining £2,705,554 funding be retained until feasibility has been undertaken on proposed schemes for 2018-2021, which will be subject to a further report submitted to Cabinet;

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- (3) that in connection with Resolution (1) and (2), the Director – Education, Skills and Employment award a contract, either:-
- through the New Project Development procedure as established under the Strategic Partnering Agreement with Sandwell Futures Limited; or
 - following a compliant procurement exercise, in conjunction with the Section 151 Officer, and in consultation with the Cabinet Member for Children's Services, subject to meeting the criteria as set out in Appendix 3;
- (4) that in connection with Resolution (1), (2) and (3), the Director – Monitoring Officer enter into any legal agreements on terms agreed by the Director – Education, Skills and Employment, as required, to allow building works to be completed at the proposed site;
- (5) that in connection with Resolution (1), (2) and (3) above, the following action points identified within the appraisal report be implemented to reduce any risk to the Council:-
- review cost estimates to ensure that the total project cost is reasonable and can be managed within the available funding;
 - review the corporate Risk Register to ensure all risks to the project are identified and can be adequately mitigated;
 - that the Council enters into such form of legal agreements as required to allow the construction works at the proposed site and to protect the interests of the Council;
 - ensure rigorous financial monitoring is undertaken on the Schools Capital Programme, Pupil Number Growth Contingency Fund and Basic Need Allocation to ensure funding needs can be met;
 - undertake robust contract monitoring to assist with the successful delivery of the project within required timescales and costs;

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- (6) that the Director – Education, Skills and Employment submit details of the Council’s preferred sponsor, Bidder A, to establish secondary provision on the land at Kelvin Way, West Bromwich, to the Regional Schools Commissioner for consideration;
- (7) that subject to the decision by the Regional Schools Commissioner, the Council enters into negotiations with the agreed sponsor, Bidder A, to prepare the site and buildings for occupation from September 2019.

14/18

Direct Purchase of Annual ORACLE Software Licenses from ORACLE Corporation Limited (Key Decision Ref. No. SMBC05/01/2018)

The Cabinet Member for Core Council Services sought approval to make a direct award to Oracle Corporation Limited for the purchase of Oracle Software licences.

The Oracle E-Business Suite Software (known as SBS in Sandwell) was used to record and process HR and financial records and information. The contract was first procured in 2002 and the system had been used since 2003 as part of the Council’s decision to move to a collaborative HR and financial application suite known as Oracle Financials by Oracle Corporation Limited.

The current licensing agreement expired on 31st March 2018. It was reviewed and renewed annually to take account of any changes to the number and type of licences required.

Resolved:-

- (1) that any exemption be made to the Council’s Procurement and Contract Procedure Rules to make a direct award to Oracle Corporation Limited for the purchase of Oracle Software licences for the period 1st April 2018 to 31st March 2019;
- (2) that the Executive Director – Resources sign the licensing agreement and any subsequent licensing agreements up to 31st March 2021 when the current version of SBS becomes unsupported.

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15/18

Delivering New Homes – The Provision of New Council Housing at Strathmore Road, Tipton (Key Decision Ref. No. SMBC16175)

The Cabinet Member for Housing sought approval to the development of Council land with circa 63 new build properties that would form part of the Housing Revenue Account.

The Housing Revenue Account Business Plan approved by Cabinet on 8th February 2017 (see Minute No.21/17) included a requirement for provision of a number of high quality Council-owned housing units to replace stock lost by the Right to Buy.

This scheme, subject to planning permission, would provide 63 new Council owned affordable homes that met Building Regulations and current housing requirements, being a mix of 2, 3 and 4 bedroom houses.

The Chair of the Safer Neighbourhoods and Active Communities Scrutiny Board sought clarification on:-

- what action was required to transfer the two sites from the General Fund to the Housing Revenue Account and whether there would be any financial impact on the Housing Revenue Account;
- whether a report could be submitted to the Budget and Corporate Scrutiny Management Board outlining the full risk assessment of the project.

In response, the Deputy Leader of the Council confirmed that:-

- when sites transferred between the General Fund and the Housing Revenue Account, an element of debt equivalent to the value of the sites was also transferred. The Housing Revenue Account would now pick up the costs of financing the debt. However, this was already factored into the long term budget planning;
- a full risk assessment had been completed which identified both risks and actions to mitigate them. This would be continually monitored and updated throughout the process. A brief report and risk register would be submitted to the Budget and Corporate Scrutiny Management Board as requested.

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Resolved that subject to grant funding from the Shared Ownership and Affordable Homes Programme administered by Homes England (formally Homes & Communities Agency) being approved:

- (a) the development of approximately 12,629 square metres of land (3 sites) off Strathmore Road, Tipton, shown for identification purposes only at Appendix 4 with a new-build council housing scheme circa 63 units subject to planning consent, be approved;
- (b) that subject to Resolution (a) above, the Executive Director – Resources be authorised to allocate a sum of money of investment to fund the proposed project;
- (c) that subject to Resolution (a) above, the Director – Regeneration and Growth, in consultation with the Executive Director - Resources, Director - Housing and Communities and the Section 151 officer prepare tendering documentation and procure, in accordance with the public procurement rules, the Council's procurement and financial regulations and the requirements of the DPP3 framework, a contractor/contractors to develop, on behalf of the Council, the proposed housing scheme; to enter into or execute under seal any financial agreement in relation to the Homes England grant on terms and conditions to be agreed by the Executive Director - Resources;
- (d) that subject to Resolution (a) and (c) above, the Director – Monitoring Officer enter into or execute under seal any documentation in relation to award of the contract and/or development/partnership agreement, Homes England developer status, licence, undertaking, framework joining agreement and any other agreements with the procured contractor/s and with Homes England, as may be deemed necessary to facilitate development of the site with a housing scheme on terms and conditions to be agreed by the Director - Regeneration and Growth;

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- (e) that subject to Resolution (a), (c) and (d) above and following practical completion of each property, the Director - Housing and Communities be authorised to manage and let the premises in accordance with the Council's housing allocation policy;
- (f) that the land at Strathmore Road and Henn Street, referred to as Sites A and B attached as Appendix 4 be appropriated from the General Fund to the Housing Revenue Account and that the Executive Director – Resources be authorised to adjust the accounts accordingly;
- (g) that subject to Resolution (a) above, Minute No 12/13 of the former Asset Management Land Disposal Cabinet Committee be not proceeded with in so far as it relates to disposal of land at Henn Street, Tipton on the open market;
- (h) 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;
 - review Risk Register to ensure risks relating to the provision of grant funding are sufficiently identified and can be adequately mitigated;
 - determine how the management and monitoring of Homes England grant funding will be undertaken;
 - determine how proposed outcomes will be measured and reported;
 - ensure that the use of Right to Buy receipts is kept under review to ensure that the use of funding sources available to the Council are maximised;
- (i) that the risk register be submitted to the Budget and Corporate Scrutiny Management Board for consideration.

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16/18 **Sandwell Children’s Social Care Trust – Change of Name (Key Decision Ref. No. SMBC15/01/2018)**

The Cabinet Member for Children’s Services sought approval to the final name for Sandwell’s Social Care Children’s Trust.

The Trust Board, at its meeting on 16th October 2017, approved the name change to ‘Sandwell Children’s Trust’. As the Council was the owner of the company, it was required to pass the Special Resolution required by law to change the Trust’s name.

Resolved:-

- (1) that the decision made by the Trust Board on 16th October 2017 for the new name of the Trust to be ‘Sandwell Children’s Trust’, be approved;
- (2) the Special Resolution to change the name of the Trust as required under company law, be approved;
- (3) that the Monitoring Officer take any necessary action to implement Resolution (1) and (2) above.

17/18 **Re-commissioning Electronic Rostering and Monitoring Applications (Key Decision Ref. No. SMBC08/01/2018)**

The Cabinet Member for Social Care sought approval for the Council to join the Eastern Shires Purchasing Organisation (ESPO), to access Framework 394 for the procurement of Electronic Care Monitoring (ECM) systems within the Council’s internal reablement service.

ECM systems supported domiciliary care services to roster and record home care/domiciliary care service delivery. They helped care services make best use of available staff, ensuring that calls were completed in line with a person’s care plan and help safeguard lone workers.

The current ECM system was used by the in house reablement service to roster and record activity and had the capability to be used as an electronic monitoring system for external providers of the Council’s framework domiciliary care contract.

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The option to extend on the current contract had already been utilised and the contract was now scheduled to end on 31 July 2018. No further extensions were available to the Council.

Resolved:-

- (1) that the Council “Call off” a provider from the Eastern Shires Purchasing Organisation, to access Framework 394 for the procurement of Electronic Care Monitoring systems, be approved;
- (2) that the Executive Director - Adult Social Care, Health and Wellbeing award a contract to Healthcare and Services Technology Ltd (CM 2000) through the Eastern Shires Purchasing Organisation, Framework 394 to replace the existing Electronic Care Monitoring system within the Council’s Internal reablement service ;
- (3) that the Director – Monitoring Officer enter into a 4 year contract with Healthcare and Services Technology Ltd (CM 2000) on terms to be agreed by the Executive Director – Adult Social Care Health and Wellbeing with a total contract value of £321,513.00.

18/18

Commonwealth Games Aquatic Centre (Key Decision Ref. No. SMBC13/10/2017)

The Cabinet Member for Regeneration and Economic Investment sought approval to build a new aquatics centre in Sandwell to meet the needs of local residents, to provide a regionally significant facility to support the development of aquatic sport in the West Midlands area, and to act as the aquatics venue for the Commonwealth Games 2022.

The Council had a good range of both formal and informal leisure provision throughout the borough. To maintain the quality of the facilities and to ensure both current and future demand could be met, the Council formed the Select Committee for Leisure Provision to develop a Sport and Leisure Built Facilities Strategy.

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To support this, Sport England were commissioned to conduct an appraisal of existing provision with a specific focus on swimming pools and capacity. The review was carried out using the facilities planning model used by Sport England to make own investment decisions.

Whilst the Council had been developing the Sandwell Sport and Leisure Built Facilities Strategy, the opportunity arose to be involved in Birmingham's submission for the Commonwealth Games 2022 and utilise any new 50m pool in Sandwell to host the aquatics events.

Birmingham was selected as the Candidate City to host the Commonwealth Games 2022 by the UK Government and was awarded the Games by the Commonwealth Games Federation Executive on 21st December 2017.

The development of a new facility in Sandwell had a heightened level of urgency as this would need to be delivered well in advance of the games and no later than the summer of 2021 to allow sufficient time for testing and preparation for the games.

The total land required to accommodate a facility of this size would be around 10 acres. Having undertaken a review of all suitable sites, Londonderry Playing Fields in Smethwick had been identified as the most suitable site for the aquatics centre. Although, there was another site that would have been suitable for the development, this was not in the Council's ownership and negotiations with the owners have not led to a satisfactory conclusion.

To deliver the project, the Council would have to commit to an in-principle amount of £27.6m. The remainder of the funding would be met by the Commonwealth Games Organising Committee. Funding would be sought from other sources to reduce the £27.6m committed to by the Council. This would include, but not limited to, bid submissions to the Black Country Local Enterprise Partnership and Sport England.

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The successful delivery of this project would require dedicated project management resources supported by a multi-disciplinary team of officers and external specialist. It was recommended that the following posts were created to form this team:

- 1 x FTE Commonwealth Games Project Director (Service Manager Level 2)
- 1 x FTE Commonwealth Games Project Manager (Grade J)
- 1 x FTE Commonwealth Games Project Officer (Grade G)

In response to a question raised by Chair of the Economy, Skills, Transport and Environment Scrutiny Board relating to whether a report could be submitted to the Budget and Corporate Scrutiny Management Board outlining the full risk assessment on the project, the Cabinet Member for Regeneration and Economic Investment responded that a risk register was currently been compiled and that it would be submitted to the Budget and Corporate Scrutiny Management Board as it added a further level of rigour to the process.

The Leader of the Council commended the good work undertaken by both members and officers in getting to this current stage.

Resolved:-

- (1) that the Executive Director - Neighbourhoods construct a new aquatics centre in Sandwell with the following minimum facility mix:
 - Olympic sized competition swimming pool with moveable floor / booms;
 - 25m x 10m diving pool with moveable floor;
 - 500 spectator seats;
 - 2 x 150 sqm activity studios;
 - Required change village space with 4 scholars' rooms;
 - 12 court sport hall;
 - 125 station gym;
 - 25 station ladies only gym;
 - Indoor cycling studio;
 - Sauna / steam room;

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- Café;
 - 50m warm up pool (for Commonwealth Games – long-term options to be reviewed);
 - 5000 spectator seats (for Commonwealth Games – long-term options to be reviewed);
- (2) that the Executive Director - Resources agree in principle a capital budget of £27.6m to contribute towards the development of a new aquatics centre in Sandwell to meet local sport and leisure needs and host the aquatics events at the Commonwealth Games 2022;
 - (3) that in connection with Resolution (1) above, the Executive Director - Resources allocate £4m of the in principle budget to facilitate project start-up costs and initial works required to deliver the new aquatics centre;
 - (4) that the Executive Director - Resources allocate a £1.5m budget to fund the Project Team and external advisors to manage the delivery of the aquatics centre;
 - (5) that the Executive Director - Resources submit funding bids to Sport England, Black Country LEP, and other relevant funding bodies to support the delivery of the aquatics centre;
 - (6) that the Executive Director - Neighbourhoods construct the new aquatics centre on Londonderry Playing Fields (Smethwick);
 - (7) that the Executive Director - Neighbourhoods investigate the adequate re-provision of any potential lost football pitches on Londonderry Playing Fields;
 - (8) that the Executive Director – Neighbourhoods in consultation with the Executive Director – Resources and funding partners utilise the SCAPE Framework for the design and build of the new aquatics centre;

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- (9) that the Executive Director - Neighbourhoods commission the design and delivery of highways infrastructure improvements, including improvements to facilitate public transport links;
- (10) that the Executive Director - Neighbourhoods create an internal Commonwealth Games Project Team consisting of:
 - 1 x FTE Commonwealth Games Project Director (Service Manager Level 2)
 - 1 x FTE Commonwealth Games Project Manager (Grade J)
 - 1 x FTE Commonwealth Games Project Officer (Grade G)
- (11) that the Executive Director - Neighbourhoods commence the procurement of specialist contractors and advisors to support the internal Project Team to deliver the aquatics centre;
- (12) that the Executive Director - Neighbourhoods in consultation with the Director - Monitoring Officer and the Executive Director – Resources agree a Business Plan with Sandwell Leisure Trust for the operational management of the aquatics centre and enter into a lease in line with the Sandwell Leisure Trust Management and Funding Agreement;
- (13) that the Executive Director - Neighbourhoods in consultation with the Director - Monitoring Officer sign legal agreements and contracts associated with the delivery of the Commonwealth Games 2022 and the aquatics centre;
- (14) that the Executive Director - Neighbourhoods submits a further report to Cabinet for approval of final project costs, facility details, and procurement contract award;
- (15) that the Executive Director - Neighbourhoods submits a further report to Cabinet on the future use of Langley Swimming Centre, Smethwick Swimming Centre and Harry Mitchell Leisure Centre, Smethwick;

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- (16) that Council be recommended to appoint Members to the Commonwealth Games 2022 Working Group to support the delivery of the aquatics centre, the legacy of the Commonwealth Games, and community involvement in the delivery.

19/18

Sandwell Sport and Leisure Built Facilities Strategy (Key Decision Ref. No. SMBC16173)

The Chair of the Select Committee for Leisure Provision presented the Sandwell Sport and Leisure Built Facilities Strategy.

The strategy detailed the current position of sport and leisure facilities in Sandwell and its ability to deal with residents demands/needs now and forecast in the future.

It highlighted that there was shortfall in the supply of swimming facilities and sports halls in Sandwell and that this shortfall would only increase as the demand for such facilities increased in the future due to the increase in the population of Sandwell.

The strategy would enable the Council to continue the provision of state of the art leisure facilities for Sandwell residents, making Sandwell a place where all people could engage in an active lifestyle through sport and leisure.

The Cabinet Member for Regeneration and Economic Investment thanked the Chair and members of the Select Committee for Leisure Provision, Officers and Sports England for producing the strategy, which was an important document for the new Aquatics Centre.

Resolved:-

- (1) that the adoption of the Sandwell Sport and Leisure Built Facilities Strategy, be approved;
- (2) that the Executive Director – Neighbourhoods develop further reports to Cabinet for the following priority opportunities:
 - (a) O1 – Develop an aquatics centre providing competitive and community swimming and diving facilities in Smethwick;

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- (b) O8 – Secure the long-term sustainability of golf in Sandwell by supporting independent clubs, creating a golf development pathway, and identifying potential alternative uses for Brandhall Golf Course

- (3) that Council be recommended to appoint Members to the Sandwell Sport and Leisure Built Facilities Strategy Members Working Group.

(The Leader of the Council declared a pecuniary interest in the item, took no part in the discussion and left the room during consideration of the matter. The Deputy Leader of the Council chaired the meeting for this item.)

20/18 **Recommendations arising from Land and Asset Management Committee at its meeting on 13th December, 2017.**

The Cabinet Member for Regeneration and Economic Investment, in the absence of the Chair of the Land and Asset Management Committee, presented the recommendations of the Committee from its meeting held on 13th December, 2017 in relation to a proposed secondary school and community open space on land at Kelvin Way, West Bromwich.

Resolved:-

- (1) that the Director – Monitoring Officer transfer the freehold interest, for a nominal sum, to Sandwell Land and Property Limited and otherwise on terms and conditions to be agreed by the Director – Regeneration and Growth;
- (2) that subject to Resolution (1) above, the Director – Monitoring Officer acquire a leasehold interest in the site from Sandwell Land and Property Limited at a nominal annual rent and otherwise on terms and conditions to be agreed by the Director – Regeneration and Growth;

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- (3) that subject to Resolution (1) and (2) above, following the completion of the presumption exercise for selection of a preferred sponsor for a new secondary school at Kelvin Way, West Bromwich, the Director – Monitoring Officer grant to the nominated sponsor an under-lease of part of land at Kelvin Way, West Bromwich (Plan No. SAM/27260/017) in accordance with the principles of the Council’s ‘Policy on Academy Conversions (2017)’, including payment of a nominal annual rental and otherwise on terms on conditions to be agreed by the Director – Regeneration and Growth;
- (4) to agree in principle Plan No. SAM/27260/017 for the proposed land allocation for the secondary school and community open space in 4.3Ha of Council owned land at Kelvin Way, West Bromwich;
- (5) that a further report be submitted to the Land and Asset Management Committee in due course detailing the following of the proposed transfer:-
 - (i) defined boundary details;
 - (ii) outcome of public consultation proposing site layout;
 - (iii) planning details;
 - (iv) community open space development.

Business Items

21/18

Delegation to Consent to Alter and Erect Premises or Change the Use of Land and Premises

The Leader of the Council sought approval to amend the Scheme of Delegations to Officers, for the Executive only, to enable the Director – Regeneration and Economy to consent to alter and erect premises or change the use of land and premises.

Resolved that the Scheme of Delegations to Officers (Executive Powers), be amended so as to include the following delegation to the Director – Regeneration and Economy:

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Consent to Alter and Erect Premises or Change the Use of Land and Premises

To determine applications for consent to alter and erect premises or to change the use of land and premises either comprised or owned or previously owned by the Council and where any covenant may require consent, and where, appropriate, to negotiate the terms and conditions of any such consent.

22/18 **Recommendations Arising from Scrutiny Boards**

The Chair of the Children's Services and Education Scrutiny Board presented the recommendations from a number of Scrutiny Boards during their cycle of meetings in September and December 2017.

Consideration was now given to the recommendations of the Scrutiny Boards.

Resolved that the following recommendations of the Scrutiny Boards be accepted and a response to the recommendations of the Scrutiny Boards be submitted within two months, setting out any approved recommendations and how they will be implemented:

Recommendation from the Budget and Corporate Scrutiny Management Board

Council Wide Budget Monitoring

- (1) that the Cabinet be recommended to discuss possibilities around the development of a regional social work college with Sandwell College;

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Recommendations from the Health and Adult Social Care Scrutiny Board

Air Quality Action Plan

- (2) that the Cabinet considers offering free parking to drivers of electric vehicles, including Council employees, on all Council owned car parks in the borough;

Healthwatch Sandwell

- (3) that the Council assists partners in promoting the services available to support young people with mental health issues.

23/18

Minutes of the Cabinet Petitions Committee taken on 30th November, 2017

The minutes of the meeting of the Cabinet Petitions Committee held on 30th November 2017 were received.

(Meeting ended at 4.17 pm)

Contact Officer: Amarjit Sahota Democratic Services Unit 0121 569 3188
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Charging table for determining value of Financial Penalties imposed under Housing Act 2004

Failure to comply with an Improvement Notice (Section 30)	£
1st offence <i>(note 1)</i>	5,000
2nd subsequent offence by same person/company <i>(note 2)</i>	15,000
Subsequent offences by same person/company <i>(note 7)</i>	25,000
Premiums (use all that apply)	
Acts or omissions demonstrating high culpability <i>(note 8)</i>	+2,500
Large housing portfolio (10+ units of accommodation) <i>(note 3)</i>	+2,500
Multiple Category 1 or high Category 2 Hazards <i>(note 4)</i>	+2,500
Vulnerable occupant and/or significant harm occurred as result of housing conditions <i>(note 5)</i>	+2,500
Perpetrator demonstrates Income to be less than £440/week <i>(note 6)</i>	-50%

Offences in relation to licensing of HMOs under Part 2 of the Act (Section 72)	£
<i>(note 1)</i>	
Failure to obtain property Licence (section 72(1)) <i>(note 1)</i>	10,000
2nd subsequent offence by same person/company <i>(note 2)</i>	30,000
Perpetrator demonstrates Income to be less than £440/week <i>(note 6)</i>	-50%
Breach of Licence conditions (Section 72(2) and (3)) - Per licence breach	5,000
Perpetrator demonstrates Income to be less than £440/week <i>(note 6)</i>	-50%

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Offences in relation to licensing of houses subject to selective licensing under Part 3 of the Act (Section 95)	£
Failure to Licence (section 95(1)) <i>(note 1)</i>	10,000
2nd subsequent offence by same person/company <i>(note 2)</i>	30,000
Perpetrator demonstrates Income to be less than £440/week <i>(note 6)</i>	-50%
Breach of Licence conditions (Section 95(2)) - Per licence breach	5,000
Perpetrator demonstrates Income to be less than £440/week <i>(note 6)</i>	-50%

Offences of contravention of an overcrowding notice (section 139)	£
1st relevant offences <i>(note 1)</i>	5,000
2nd subsequent offence by same person/company <i>(note 2)</i>	15,000
Premiums (use all that apply)	
Acts or omissions demonstrating high culpability <i>(note 8)</i>	+2,500
Vulnerable occupant and/or significant harm occurred as result of overcrowding <i>(note 3)</i>	+2,500
Perpetrator demonstrates Income to be less than £440/week <i>(note 6)</i>	-50%

Failure to comply with management regulations in respect of HMOs (Section 234)	£
1 st relevant offences <i>(note 1)</i>	1,000/offence
Second subsequent offences by same person/company for the same offence	3,000/offence
Premiums (use all that apply)	
Acts or omissions demonstrating high culpability <i>(note 8)</i>	+2,500
Large housing portfolio (10+ units of accommodation) <i>(note 3)</i>	+2,500
Vulnerable occupant and/or significant harm occurred as result of housing conditions <i>(note 5)</i>	+2,500
Perpetrator demonstrates Income to be less than £440/week <i>(note 6)</i>	-50%

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NOTES

Note 1 – Offences that may be dealt with by way of imposing a financial penalty

The starting point for a financial penalty is based on the number of previous convictions or imposition of a financial penalty for the same type of offence in the previous four years.

After the starting point has been determined, relevant premiums are added to the starting amount to determine the full financial penalty to be imposed

No single financial penalty may be over £30,000. Where the addition of all relevant premiums would put the penalty above the maximum, it shall be capped at £30,000

Note 2 - 2nd subsequent offence by same person/company

The council will take into account any such convictions or financial penalties irrespective of the locality to which the offence relates.

Note 3 - Large housing portfolio (10+ units of accommodation)

The premium is applied where the perpetrator has control or manages of 10 or more units of accommodation.

For the purposes of this premium, the definition of a person having control and person managing are as defined by Housing Act 2004 Section 263.

Note 4 - Multiple Category 1 or high Category 2 Hazards

This premium will apply where the failure to comply with the Improvement Notice relates to three or more Category 1 or high scoring Category 2 hazards associated with different building deficiencies. For the avoidance of doubt this means that where two hazards are present but relate to the same property defect, they are counted as one hazard for purposes of this calculation.

For the purpose of this premium, a high scoring category 2 hazard is defined as one scored following the Housing Health and Safety Rating System as “D” or “E”.

Note 5 - Vulnerable occupant and/or significant harm occurred as result of housing conditions

This premium will be applied once if either the property is occupied by a vulnerable person or if significant harm has occurred as a result of the housing conditions.

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For purposes of this premium a vulnerable person is defined as someone who forms part of a vulnerable group under Housing Health and Safety Rating System relating to hazards present in the property or an occupant or group of occupants considered by the council to be at particular risk of harm that the perpetrator ought to have had regard.

For purposes of this premium, significant harm is defined as physical or mental illness or injury that corresponds to one of the four classes of harm under the Housing Health and Safety Rating System Operating Guidance*.

At the time of publication this document can be found at www.gov.uk and a summary table is below.

Note 6 - Perpetrator demonstrates Income to be less than £440/week

This premium will be applied after all other relevant premiums have been included and if applicable will reduce the overall financial penalty by 50%. To be applicable, the person served by the Notice of Intent must provide sufficient documented evidence of income.

The figure of £440/week is to be calculated after omission of income tax and national insurance.

The council reserves the right to request further information to support any financial claim, and where this is incomplete or not sufficiently evidenced may determine that the premium should not be applied.

Note 7 - Previous history of non-compliance with these provisions

This premium is applied where there has been a conviction or imposition of a financial penalty for the same type of offence in the previous four years.

The council will take into account any such convictions or financial penalties irrespective of the locality to which the offence relates.

Note 8 – Acts or omissions demonstrating high culpability

This premium will be applied where, the person to which the financial penalty applies, acted in a reckless or deliberate manner in not complying with the statutory notice or previous relevant formal advice.

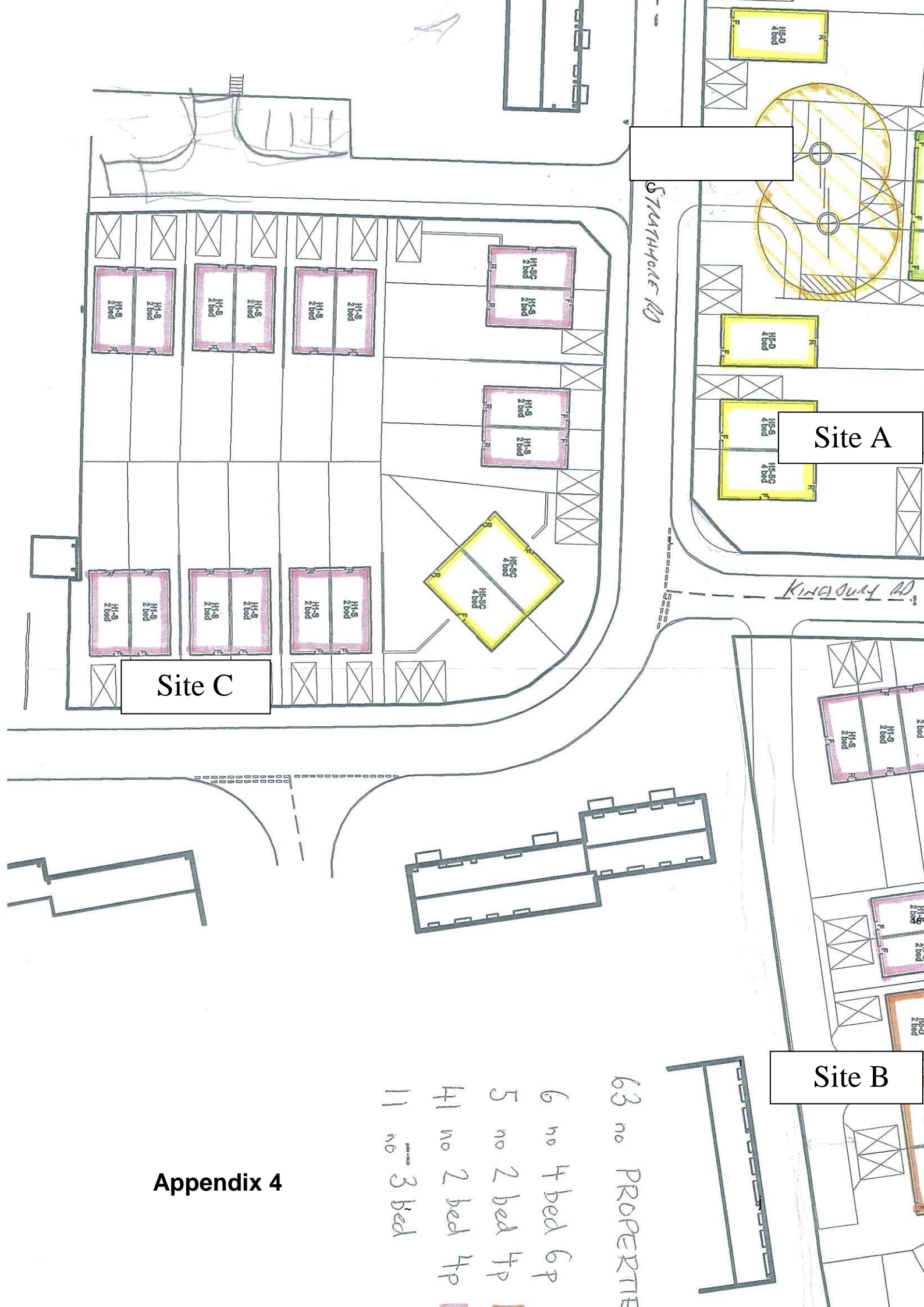
* Housing health and safety rating system enforcement guidance: Housing Act 2004 part 1 - housing conditions Ref: ISBN 9781851128471, available at: <https://www.gov.uk/government/publications/housing-health-and-safety-rating-system-enforcement-guidance-housing-conditions> (accessed 3 January 2018)

Procurement Criteria

As the capital value of Phase 1 will exceed £100,000 delivery of the scheme will fall within the scope of the New Project Development procedure, as established under the Strategic Partnering Agreement with Sandwell Futures Limited.

A separate procurement exercise(s) will be carried out to identify the most suitable and value for money supplier / suppliers for the project if it is not procured through the New Project Development procedure. The procurement approach will follow the council's Procurement and Contract Procedure Rules to ensure that UK and EU legislation is adhered to, and value for money is achieved. In order to ensure a streamlined process, this report requests delegated authority to the relevant Chief Officer, the Director – Education, Skills and Employment to award the contract at the end of the procurement, in conjunction with the Section 151 Officer, and in consultation with the Cabinet Member for Children's Services.

Where the outcome of the procurement exercise identifies that the value of the contract is more than that specified in this report, or the council has not received the minimum number of tenders required, then a further report will be submitted to Cabinet to award the contract.



Site A

Site C

Site B

STATHOLE RD

KINGDURY RD

Appendix 4

- 63 no PROPERTIES
- 6 no 4 bed 6p
- 5 no 2 bed 4p
- 4 no 2 bed 4p
- 11 no 3 bed

**Minutes of the
Cabinet
31 January 2018**

Appendix 1

**Fees and Charges
2018/2019 –
2020/2021**

17.1 Appendix – Adult Social Care, Health & Wellbeing

17.1.1 Adults Social Care

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.

The day care meal provision and the community meals service are directly provided by Adult Social Care. The fees and charges applied to these services contribute to the cost of service delivery. The community meals charge does not cover the full costs of the service provided.

In relation to Community Alarms we would not be looking to make any significant changes to the fees and charges.

1.2 Policies and legislation applicable to the charge

The Care Act 2014 also provides a legal framework for charging for care and support. The service is permitted to make flat rate charges for a minority of services (predominantly meals).

The Court of Protection sets the maximum charges that can be levied for a Financial Deputyship undertaken by an officer of a public authority.

1.3 Benchmarking information

Areas where the charges can be set locally are predominantly related to the provision of community meals. Most neighbouring authorities do not offer these services as they have increasingly moved to signposting people to third party suppliers.

For Community Alarms we benchmarked our current charges to other areas. The current fees and charges provide value for money and are in line with others across the region.

1.4 Consultation undertaken (Customer and other stakeholders)

No consultation on the charges has been undertaken.

Consultation was undertaken for Community Alarms which resulted in the charges for installation and weekly costs increasing last year.

1.5 Rationale for proposed 2018-19 charges,

Increases of below 3% for hot meals and Community Alarms are proposed. These are consistent with the council budget planning parameters..

1.6 Finance and Resource implications

The charges for meals are increasing by around 3%. The level of income generated will depend upon the service volume.

1.7 Specific new charges proposed (if required)

None

1.8 Specific charges ceased (if required)

None

1.9 Equality Impact Assessment

Most people using the services will be aged 65+ and on limited incomes. The proposed charge represents a significant subsidy compared to the cost of production.

1.10 Impact on any council managed property or land

None

1.11 Health and Wellbeing implications (INCLUDING SOCIAL VALUE)

The provision of a hot meal to vulnerable people helps to improve their health and wellbeing and contributes to the need for more costly social care interventions.

Community Alarms provide options to the community to maintain their independence in their own homes.

1.12 Contribution towards Vision 2030:

The fees and charges for the provision of day care meals and community meal provision to vulnerable people contributes to the following Sandwell

is a place where we live healthy lives and live them for longer and where those of us who are vulnerable feel respected and cared for.

Ambition 5 - Our communities are built on mutual respect and taking care of each other, supported by all the agencies that ensure we feel safe and protected in our homes and local neighbourhoods.

Ambition 2 – for Sandwell to be a place where we live healthy lives and live them for longer.

2.0 Fees and Charges table

Service Provided	Standard Charge 2017/18	Increase / (Decrease) in % 2018/19	Increase / (Decrease) in £ 2018/19	Proposed Charge 2018/19	Comment	VAT
Meals						
Day Centre – Breakfast	£1.80	2.78	£0.05	£1.85		Incl. VAT
Day Centre – Lunch	£3.30	3.03	£0.10	£3.40		Incl. VAT
Day Centre – Tea	£1.80	2.78	£0.05	£1.85		Incl. VAT
Community Meals – Hot	£3.45	2.90	£0.10	£3.55		No
Financial Deputyship						
Work up to & including the date which the Court appoints a Deputy			NEW	£745.00	Maximum set nationally by Court of Protection	
Annual Management Fee - year 1	£775.00	0.00	£0.00	£775.00	Maximum set nationally by Court of Protection	No
Annual Management Fee - year 2+	£650.00	0.00	£0.00	£650.00	Maximum set nationally by Court of Protection	No
Property Management Fee	£300.00	0.00	£0.00	£300.00	Maximum set nationally by Court of Protection	No
Preparation of annual report to the OPG	£216.00	0.00	£0.00	£216.00	Maximum set nationally by Court of Protection	No
Deferred Charges						
Valuation Fee	£140.00	3.00	£4.20	£144.20		No
Legal & Administration Fee	£450.00	3.00	£13.50	£463.50		No
Community Alarms						
Community Alarms - weekly service charge (LA Tenants 48 weeks pa)	£4.77	2.73	£0.13	£4.90		No
Community Alarms - weekly service charge (Other Tenants 52 weeks pa)	£4.40	2.27	£0.10	£4.50		No
Community Alarms - Installation charge	£25.00	3.00	£0.75	£25.75		No

17.1.2 Public Health

1.1 Summary Statement

Nominal charges to service users are applied by the lifestyle service provider for weight management (£2.00 per individual / £3.00 per family) following an initial period of 12 weeks at no charge to the user. This approach is applied to the lifestyle, behaviour change programme as an incentive tool to further support users to make positive lifestyle changes and sustain their commitment, on the basis of evidence and experience in operating similar programmes in public health.

1.2 Policies and legislation applicable to the charge

None

1.3 Benchmarking information

Initial benchmarking regarding: appropriate levels of charging was completed prior to current service commencement in August 2015.

1.4 Consultation undertaken (Customer and other stakeholders)

Stakeholder consultation occurred prior to commissioning and the launch of the current service in August 2015, as part of a dialogue process and with consideration of similar approaches being adopted in other areas. Service user consultation is on-going (as specified under contract) with monitoring via commissioner/provider reporting.

1.5 Rationale for proposed 2018-19 charges

The charges to service users have been made at the same level since commencement of the currently commissioned service.

1.6 Finance and Resource implications

None

1.7 Specific new charges proposed (if required)

No new charges and the current charges will need to remain the same due to the service being commissioned.

1.8 Specific charges ceased (if required)

None

1.9 Equality Impact Assessment

An Equality Impact Assessment was carried out and there is no significant impact on the ability of service users to access the service. This is regularly reviewed as part of commissioner/provider monitoring.

1.10 Impact on any council managed property or land

None

1.11 Health and Wellbeing implications (INCLUDING SOCIAL VALUE)

None

1.12 Contribution towards Vision 2030:

The lifestyle service contributes to Ambition 2 – for Sandwell to be a place where we live healthy lives and live them for longer.

2.0 Fees and Charges table

Service Provided	Standard Charge 2017/18	Increase / (Decrease) in % 2018/19	Increase / (Decrease) in £ 2018/19	Proposed Charge 2018/19	Comment	VAT
Public Health						
Weight management Programme, Fee per person/per session	£2.00	0.00	£0.00	£2.00		No
Weight management Programme, Fee per family/per session	£3.00	0.00	£0.00	£3.00		No

17.1.3 Regulatory Services

1.1 Summary Statement

Licensing

Licensing fees are set under the following legislation;
Local Government (Miscellaneous Provisions) Act 1976 (LGMPA76) fees can be set locally.

Licensing Act 2003 fees are set nationally

Scrap Metal Dealers Act 2013 fees are set locally

Gambling Act 2005 maximum fee level set by Department Culture, Media and Sport.

Licence fees set under section 70 of the Local Government (Miscellaneous Provisions) Act 1976 (LGMPA76) and the Scrap Metal Dealers Act 2013 require approval by the Executive.

Licence fees (where they can be set locally) must be set on a cost recovery basis. Fee income cannot be used to generate income to cover non-licensing costs or support unrelated council services. When setting the fees, regard has been had to LGA guidance.

Trading Standards

Primary Authority is a statutory scheme, established by the Regulatory Enforcement and Sanctions Act 2008 (as amended) (the RES Act). It allows an eligible business to form a legally recognised partnership with a single local authority in relation to regulatory compliance. This local authority is then known as its 'primary authority'.

Trading Standards has several primary authority partnerships. The scheme allows the authority to recover the cost of the partnership to the authority.

Trading Standards is also introducing a Responsible Retailer Scheme, based on the Primary Authority Scheme, the purpose is to improve compliance levels in problem trade sectors.

Environmental Health

Where the authority has discretion to set the level of charge the approach used for the majority of Environmental Health and Private Sector Housing Enforcement charges is to seek full cost recovery. However, accredited private sector landlords receive a discount on licence fees and all pest control treatments are free for residents who have the least disposable income.

1.2 Policies and legislation applicable to the charge

Licensing

The authority has a statutory responsibility for issuing a wide range of licences, permits and registrations related to premises, various occupations and activities.

Licences are issued for many reasons but usually they are intended to protect the public and to maintain appropriate standards of public safety, and to prevent nuisance. The applicable legislation is;

- A range of licenses and permits issued under the Licensing Act 2003, i.e. premises licenses, personal licenses and Temporary Event Notices
- Scrap Metal Dealers 2013, collectors and site licenses
- A range of licenses and permits issued under the Gambling Act 2005, i.e. Family Entertainment Centre, Club Gaming Permit Club Machine Permit and Licensed Premises Machine Permit
- Local Government (Misc Provisions) Act 1976, Sexual Entertainment Venues and Sex Shops

The authority has a statutory duty to produce a Statement of Licensing Policy (SLP) every five years and a Gambling Policy every three years. The policies specify what is expected of applicants and license/permit holders. The authority must have regard to these policies when carrying out their functions.

Trading Standards

Primary Authority is a statutory scheme, established by the Regulatory Enforcement and Sanctions Act 2008 (as amended) (the RES Act). The authorities charging policy in respect of business advice was last approved by Cabinet in 2012, the policy is currently under review.

Environmental Health

The Environmental Health and Private Sector Housing Enforcement fees and charges cover the following activities (relevant legislation in brackets), with details relating to whether they are statutory or discretionary shown:

- Pest Control (Local Government Act 2003) - discretionary charge, set on the basis of local benchmarking
- Fixed Penalty Notices (Clean Neighbourhoods and Environment Act 2005) - some fees determined by statute, with some where local

determination between prescribed minimum and maximum levels is permissible

- Housing Act 2004 (Houses in Multiple Occupations). Freedom to determine fees locally – set on the basis of local benchmarking and market forces
- Smoke and Carbon Monoxide Alarm (England) Regulations 2015. Freedom to determine penalty locally subject to a maximum of £5,000
- House Surveys in support of UK Entry Clearance Applications are a discretionary function. Fees were introduced for the first time in April 2017 on the basis of a local benchmarking exercise
- Miscellaneous Licences (various Acts) - Freedom to determine fees locally; set on the basis of local benchmarking, priorities and market forces

1.3 Benchmarking information

Trading Standards and Licensing

No benchmarking for local set fees has been undertaken since 2013.

Primary Authority charges are comparable with other authorities who operate the scheme.

Responsible Retailer Scheme, this is a unique scheme so benchmarking is not possible.

Environmental Health

Benchmarking was carried out in 2016 when new fees or charges were introduced for:

- certain pest control treatments
- house surveys for UK entry clearance
- fly tipping (fixed penalty)
- failure to comply with notice to install smoke or carbon monoxide detector

The fees and charges of neighbouring authorities are published on their websites and checked annually for major variations from the proposed charges in Sandwell.

1.4 Consultation undertaken (Customer and other stakeholders)

Trading Standards and Licensing

No specific consultation has been undertaken for local set fees. A range of service users and stakeholders were consulted when the Licensing Policy and Gambling Policies were reviewed in 2014 and 2015 respectively.

Responsible Retailer Scheme, service users have been consulted and the fee set to remain attractive to users. Consultation indicates that free advice is not always valued by those receiving it as they have made no financial investment. If a charge is made however, then they are more likely to heed the advice and implement any recommendations.

Environmental Health

Consultation was carried out with a large number of users of service and the general public before the introduction of charges for pest control treatments in April 2017. Few complaints have been made about the charges since their introduction, possibly because of the exemption applied where the head of the household is in receipt of passported benefits.

1.5 Rationale for proposed 2018-19 charges,

Trading Standards and Licensing

Locally set licence fees must be set on a cost recovery basis.

When setting the fees, regard has been had to The European Services Directive (206/123/EC) and LGA guidance.

Environmental Health

Where there is local discretion over the charge the general approach has been to apply an increase of 3.0% for 2018/19 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 Finance and Resource implications

If there is no increase in fees there is a risk that the Council will not recover all the costs for services or activities for which it is permitted to charge and increase the burden on the Council’s general fund. In so far as is possible the authority should recover the cost of enforcement and providing advice and assistance to business, without affecting economic development.

The target budget for Regulatory Services includes income from fees and charges. In setting the budget, realistic assumptions have been made about the actual level of income likely to be achieved to ensure the sustainability of these regulatory services.

1.7 Specific new charges proposed (if required)

Trading Standards and Licensing

Most businesses are law abiding and want to prevent underage sales. We also recognise that running a small business and dealing with a wide range of regulations and legal requirements can be daunting.

Trading Standards is a recognised brand and businesses value being able to state that they are in some way associated with that brand.

The Responsible Retailer Scheme has been designed to harness those factors and;

- a. Encourages businesses to work with Trading Standards to be part of the solution rather than part of the problem.
- b. Empowers businesses to take preventative action to stop underage sales.
- c. Provides businesses with a comprehensive system to avoid the commissioning of an offence in the first place, known as the 'due diligence defence' in law.
- d. Accredited training for staff to be provided through online training solution '*skills4businesssuccess*'.
- e. Annual audits.
- f. The scheme is flexible, so it can be extended to cover other trade sectors.

The scheme means that a small business can implement systems and procedures you would expect to see at all the major retailers at a fraction of the cost.

Environmental Health

No new charges included within this report.

1.8 Specific charges ceased (if required)

Environmental Health

No charges to be ceased

1.9 Equality Impact Assessment

Environmental Health

The majority of fees and charges relating to Environmental Health and Private Sector Housing Enforcement apply to businesses and are intended to ensure that the general public, particularly vulnerable individuals are protected from unscrupulous business activities.

1.10 Impact on any council managed property or land

Trading Standards and licensing

Land or property which is subject to the requirements of Licensing will require the appropriate license/permit.

Environmental Health

No Impacts

1.11 Health and Wellbeing implications (INCLUDING SOCIAL VALUE)

The Licensing Act 2003 gives councils the ability to assess the suitability of premises wishing to sell alcohol in their local area. In 2011, public health authorities were named as responsible authorities, meaning they are invited to comment on applications to sell alcohol. The four licensing objectives are:

- the prevention of crime and disorder;
- public safety;
- the prevention of public nuisance; and
- the protection of children from

As a result of the adverse effects they can have on health and well-being, the supply of a wide range of products to young people is prohibited. These goods are often called age-restricted products, and the term 'under-age sales' is commonly used to describe their illegal supply to young persons.

The control of those products and the premises from which they are sold by a combination of ensuring businesses are informed and enforcement supports the health and well-being priorities.

1.12 Contribution towards Vision 2030:

Regulatory Services are an essential enabler to business and have more contact with local businesses than any other local authority services. Whilst their raison d'être is to ensure the protection of citizens, workers and the environment, this is not incompatible with supporting businesses to prosper.

Regulatory Services supports the Vision 2030 by;

- a) Working with the business community.
- b) Enabling a two-way dialogue with business on behalf of the authority.
- c) Ensuring that compliant businesses operate in an environment of fair competition, resulting in a more prosperous borough.
- d) More compliant and well-regulated businesses leading to a vibrant high street and local economy and the creation of jobs and increased local investment.
- a) The locality will be a safer and more prosperous area in which to live and work.

2.0 Fees and Charges table

Service Provided	Standard Charge 2017/18	Increase / (Decrease) in % 2018/19	Increase / (Decrease) in £ 2018/19	Proposed Charge 2018/19	Comment	VAT
Licensing of Houses in Multiple Occupation						
Initial licence fee	£797.75	3.00	£23.95	£821.70		No
Renewal licence fee	£570.00	3.00	£17.10	£587.10		No
Discount for second and subsequent properties	£53.00	3.02	£1.60	£54.60		No
Discount for MLAS membership	£158.00	3.01	£4.75	£162.75		No
Discount for membership of Landlord Association	£53.00	3.02	£1.60	£54.60		No
Charges for Housing Act 2004 Enforcement Action						
Charge per hour based on officer grade, eg SCP 37	£30.80	2.92	£0.90	£31.70	Rate depends on Salary scale of case officer	No
Environmental Protection						
Commercial pest treatments/hour	£61.30	3.02	£1.85	£63.15		Yes
Contract pest treatments/hour	£60.30	2.99	£1.80	£62.10		Yes
Chargeable domestic Insect	£41.67	0.00	£0.00	£41.67		Yes
Landfill location plan and data sheet	£41.00	3.05	£1.25	£42.25		No
Check if property <250m from landfill site*	£11.00	3.18	£0.35	£11.35		No
Detailed report on contaminated land/hour	£77.50	3.03	£2.35	£79.85		No
Fixed Penalty Notices						

Service Provided	Standard Charge 2017/18	Increase / (Decrease) in % 2018/19	Increase / (Decrease) in £ 2018/19	Proposed Charge 2018/19	Comment	VAT
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
Offences in relation to waste receptacles (Household) **	£80.00	0.00	£0.00	£80.00	Penalty range set nationally	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	Penalty range set nationally	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	Penalty range set nationally	No
First offence	£1,000.00	0.00	£0.00	£1,000.00	Penalty range set nationally	No
Second offence	£2,500.00	0.00	£0.00	£2,500.00	Penalty range set nationally	No
Three or more offences	£5,000.00	0.00	£0.00	£5,000.00	Penalty range set nationally	No
Failure of letting agent to register with redress scheme	£5,000.00	0.00	£0.00	£5,000.00	Penalty range set nationally	No
Cost recovery for requested Food Hygiene Rating Scheme (FHRS) re-inspections	£150.00	0.00	£0.00	£150.00	Prescribed method of calculating fee	No
Charges for House Surveys in support of UK Entry Clearance Applications	£90.00	3.00	£2.70	£92.70		Yes
Miscellaneous						
Performing Animals Act	£223.40	3.00	£6.70	£230.10		No
Riding Establishments	£193.00	3.01	£5.80	£198.80		No
Pet Shops	£137.00	2.99	£4.10	£141.10		No
Skin Piercing Premises	£218.00	3.00	£6.55	£224.55		No
Mobile Trader Consents (ice cream vans)	£357.00	3.00	£10.70	£367.70		No

Service Provided	Standard Charge 2017/18	Increase / (Decrease) in % 2018/19	Increase / (Decrease) in £ 2018/19	Proposed Charge 2018/19	Comment	VAT
Food Safety Health certificates	£81.00	3.02	£2.45	£83.45		No
Provision of statements to solicitors	£165.00	3.00	£4.95	£169.95		No
Animal Boarding Establishments	£115.00	3.00	£3.45	£118.45		No
Dog breeding establishments	£85.00	3.00	£2.55	£87.55		No
Dangerous wild animals	£80.90	3.03	£2.45	£83.35		No
Registration of persons skin piercing	£52.00	2.98	£1.55	£53.55		No
Primary Authority						
Primary Authority - Regulatory Services and PSH	£70.00	3.00	£2.10	£72.10		Yes
Trading Standards						
Hourly rate	£118.40	3.00	£3.55	£121.95		Yes
Proceeds of Crime Investigations (AFI's)	£67.15	2.98	£2.00	£69.15		Yes
Responsible Retailer Scheme			NEW	£159.00		No
Trading Standards and Licencing						
Licensing Act 2003						
Temporary event notice	£21.00	0.00	£0.00	£21.00	Set by statute	No
Theft, loss etc of temporary event notice	£10.50	0.00	£0.00	£10.50	Set by statute	No
Theft, loss, etc of premises licence or summary	£10.50	0.00	£0.00	£10.50	Set by statute	No
Premises licence notification of change of name or address	£10.50	0.00	£0.00	£10.50	Set by statute	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	Set by statute	No
Theft, loss etc of club certificate or summary	£10.50	0.00	£0.00	£10.50	Set by statute	No
Notification of change of name or alteration of rules of club	£10.50	0.00	£0.00	£10.50	Set by statute	No
Change of relevant registered address of club	£10.50	0.00	£0.00	£10.50	Set by statute	No

Service Provided	Standard Charge 2017/18	Increase / (Decrease) in % 2018/19	Increase / (Decrease) in £ 2018/19	Proposed Charge 2018/19	Comment	VAT
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	Set by statute	No
Personal licence notification of change of name or address	£10.50	0.00	£0.00	£10.50	Set by statute	No
New applications and variations according to rateable value:-						
Band A (None - £4,300)	£100.00	0.00	£0.00	£100.00	Set by statute	No
Band B (£4,301 - £33,000)	£190.00	0.00	£0.00	£190.00	Set by statute	No
Band C (£33,001 - £87,000)	£315.00	0.00	£0.00	£315.00	Set by statute	No
Band D (£87,001 - £125,000)	£450.00	0.00	£0.00	£450.00	Set by statute	No
Band E (£125,001+)	£635.00	0.00	£0.00	£635.00	Set by statute	No
Multiplier applied to premises used exclusively or primarily for the supply of alcohol for consumption on the premises:-		0.00			Set by statute	
Band D x2 (£87,001 - £125,000)	£900.00	0.00	£0.00	£900.00	Set by statute	No
Band E x3 (£125,001+)	£1,905.00	0.00	£0.00	£1,905.00	Set by statute	No
Annual Fee (charge) according to rateable value:-						
Band A (None - £4,300)	£70.00	0.00	£0.00	£70.00	Set by statute	No
Band B (£4,301 - £33,000)	£180.00	0.00	£0.00	£180.00	Set by statute	No
Band C (£33,001 - £87,000)	£295.00	0.00	£0.00	£295.00	Set by statute	No
Band D (£87,001 - £125,000)	£320.00	0.00	£0.00	£320.00	Set by statute	No

Service Provided	Standard Charge 2017/18	Increase / (Decrease) in % 2018/19	Increase / (Decrease) in £ 2018/19	Proposed Charge 2018/19	Comment	VAT
Band E (£125,001+)	£350.00	0.00	£0.00	£350.00	Set by statute	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	Set by statute	No
New application and variation clubs according to rateable value:-					Set by statute	
Band A (None - £4,300)	£100.00	0.00	£0.00	£100.00	Set by statute	No
Band B (£4,301 - £33,000)	£190.00	0.00	£0.00	£190.00	Set by statute	No
Band C (£33,001 - £87,000)	£315.00	0.00	£0.00	£315.00	Set by statute	No
Band D (£87,001 - £125,000)	£450.00	0.00	£0.00	£450.00	Set by statute	No
Band E (£125,001+)	£635.00	0.00	£0.00	£635.00	Set by statute	No
Annual charge clubs according to rateable value:-						
Band A (None - £4,300)	£70.00	0.00	£0.00	£70.00	Set by statute	No
Band B (£4,301 - £33,000)	£180.00	0.00	£0.00	£180.00	Set by statute	No
Band C (£33,001 - £87,000)	£295.00	0.00	£0.00	£295.00	Set by statute	No
Band D (£87,001 - £125,000)	£320.00	0.00	£0.00	£320.00	Set by statute	No
Band E (£125,001+)	£350.00	0.00	£0.00	£350.00	Set by statute	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	Set by statute	No
10,000 to 14,999	£2,000.00	0.00	£0.00	£2,000.00	Set by statute	No
15,000 to 19,999	£4,000.00	0.00	£0.00	£4,000.00	Set by statute	No
20,000 to 29,999	£8,000.00	0.00	£0.00	£8,000.00	Set by statute	No
30,000 to 39,999	£16,000.00	0.00	£0.00	£16,000.00	Set by statute	No
40,000 to 49,999	£24,000.00	0.00	£0.00	£24,000.00	Set by statute	No
50,000 to 59,999	£32,000.00	0.00	£0.00	£32,000.00	Set by statute	No
60,000 to 69,999	£40,000.00	0.00	£0.00	£40,000.00	Set by statute	No

Service Provided	Standard Charge 2017/18	Increase / (Decrease) in % 2018/19	Increase / (Decrease) in £ 2018/19	Proposed Charge 2018/19	Comment	VAT
70,000 to 79,999	£48,000.00	0.00	£0.00	£48,000.00	Set by statute	No
80,000 to 89,999	£56,000.00	0.00	£0.00	£56,000.00	Set by statute	No
90,000 and over	£64,000.00	0.00	£0.00	£64,000.00	Set by statute	No
Additional Annual fee payable if applicable:-						
5,000 to 9,999	£500.00	0.00	£0.00	£500.00	Set by statute	No
10,000 to 14,999	£1,000.00	0.00	£0.00	£1,000.00	Set by statute	No
15,000 to 19,999	£2,000.00	0.00	£0.00	£2,000.00	Set by statute	No
20,000 to 29,999	£4,000.00	0.00	£0.00	£4,000.00	Set by statute	No
30,000 to 39,999	£8,000.00	0.00	£0.00	£8,000.00	Set by statute	No
40,000 to 49,999	£12,000.00	0.00	£0.00	£12,000.00	Set by statute	No
50,000 to 59,999	£16,000.00	0.00	£0.00	£16,000.00	Set by statute	No
60,000 to 69,999	£20,000.00	0.00	£0.00	£20,000.00	Set by statute	No
70,000 to 79,999	£24,000.00	0.00	£0.00	£24,000.00	Set by statute	No
80,000 to 89,999	£28,000.00	0.00	£0.00	£28,000.00	Set by statute	No
90,000 and over	£32,000.00	0.00	£0.00	£32,000.00	Set by statute	No
Gambling Act 2005						
Converted casino premises licences:-						
Grant	£1,265.00	0.00	£0.00	£1,265.00	Maximum fee set by DCMS	No
Annual fee	£1,265.00	0.00	£0.00	£1,265.00	Maximum fee set by DCMS	No
Fee for application to vary licence	£950.00	0.00	£0.00	£950.00	Maximum fee set by DCMS	No
Fee for application to transfer a licence	£631.90	0.00	£0.00	£631.90	Maximum fee set by DCMS	No
Fee for application for reinstatement of a licence	£631.90	0.00	£0.00	£631.90	Maximum fee set by DCMS	No
Copy licence	£25.00	0.00	£0.00	£25.00	Maximum fee set by DCMS	No
Notification of change	£35.00	0.00	£0.00	£35.00	Maximum fee set by DCMS	No
Bingo premises licence:-		0.00				
Grant	£1,895.00	0.00	£0.00	£1,895.00	Maximum fee set by DCMS	No
Annual fee	£505.50	0.00	£0.00	£505.50	Maximum fee set by DCMS	No
Fee for application to vary licence	£823.60	0.00	£0.00	£823.60	Maximum fee set by DCMS	No
Fee for application to transfer a licence	£570.00	0.00	£0.00	£570.00	Maximum fee set by DCMS	No
Fee for application for reinstatement of a licence	£570.00	0.00	£0.00	£570.00	Maximum fee set by DCMS	No

Service Provided	Standard Charge 2017/18	Increase / (Decrease) in % 2018/19	Increase / (Decrease) in £ 2018/19	Proposed Charge 2018/19	Comment	VAT
Fee for application for provisional statement	£1,895.00	0.00	£0.00	£1,895.00	Maximum fee set by DCMS	No
Copy licence	£25.00	0.00	£0.00	£25.00	Maximum fee set by DCMS	No
Notification of change	£35.00	0.00	£0.00	£35.00	Maximum fee set by DCMS	No
Betting premises (track) licence:-		0.00				
Grant	£1,265.00	0.00	£0.00	£1,265.00	Maximum fee set by DCMS	No
Annual fee	£505.50	0.00	£0.00	£505.50	Maximum fee set by DCMS	No
Fee for application to vary licence	£631.90	0.00	£0.00	£631.90	Maximum fee set by DCMS	No
Fee for application to transfer a licence	£505.50	0.00	£0.00	£505.50	Maximum fee set by DCMS	No
Fee for application for reinstatement of a licence	£505.50	0.00	£0.00	£505.50	Maximum fee set by DCMS	No
Fee for application for provisional statement	£1,265.00	0.00	£0.00	£1,265.00	Maximum fee set by DCMS	No
Copy licence	£25.00	0.00	£0.00	£25.00	Maximum fee set by DCMS	No
Notification of change	£35.00	0.00	£0.00	£35.00	Maximum fee set by DCMS	No
Betting premises (other) licence:-						
Grant	£1,265.00	0.00	£0.00	£1,265.00	Maximum fee set by DCMS	No
Annual fee	£320.00	0.00	£0.00	£320.00	Maximum fee set by DCMS	No
Fee for application to vary licence	£631.90	0.00	£0.00	£631.90	Maximum fee set by DCMS	No
Fee for application to transfer a licence	£505.55	0.00	£0.00	£505.55	Maximum fee set by DCMS	No
Fee for application for reinstatement of a licence	£505.50	0.00	£0.00	£505.50	Maximum fee set by DCMS	No
Fee for application for provisional statement	£1,263.80	0.00	£0.00	£1,263.80	Maximum fee set by DCMS	No
Copy licence	£25.00	0.00	£0.00	£25.00	Maximum fee set by DCMS	No
Notification of change	£35.00	0.00	£0.00	£35.00	Maximum fee set by DCMS	No
Family entertainment centre premises licence:-		0.00				
Grant	£760.00	0.00	£0.00	£760.00	Maximum fee set by DCMS	No
Annual fee	£383.45	0.00	£0.00	£383.45	Maximum fee set by DCMS	No
Fee for application to vary licence	£505.50	0.00	£0.00	£505.50	Maximum fee set by DCMS	No
Fee for application to transfer a licence	£445.00	0.00	£0.00	£445.00	Maximum fee set by DCMS	No

Service Provided	Standard Charge 2017/18	Increase / (Decrease) in % 2018/19	Increase / (Decrease) in £ 2018/19	Proposed Charge 2018/19	Comment	VAT
Fee for application for reinstatement of a licence	£445.00	0.00	£0.00	£445.00	Maximum fee set by DCMS	No
Fee for application for provisional statement	£760.00	0.00	£0.00	£760.00	Maximum fee set by DCMS	No
Copy licence	£25.00	0.00	£0.00	£25.00	Maximum fee set by DCMS	No
Notification of change	£35.00	0.00	£0.00	£35.00	Maximum fee set by DCMS	No
Adult gaming centre premises:-		0.00				
Grant	£950.00	0.00	£0.00	£950.00	Maximum fee set by DCMS	No
Annual fee	£505.50	0.00	£0.00	£505.50	Maximum fee set by DCMS	No
Fee for application to vary licence	£505.50	0.00	£0.00	£505.50	Maximum fee set by DCMS	No
Fee for application to transfer a licence	£570.00	0.00	£0.00	£570.00	Maximum fee set by DCMS	No
Fee for application for reinstatement of a licence	£570.00	0.00	£0.00	£570.00	Maximum fee set by DCMS	No
Fee for application for provisional statement	£950.00	0.00	£0.00	£950.00	Maximum fee set by DCMS	No
Copy licence	£25.00	0.00	£0.00	£25.00	Maximum fee set by DCMS	No
Notification of change	£35.00	0.00	£0.00	£35.00	Maximum fee set by DCMS	No
Temporary Use Notice:-		0.00				
Temporary Use Notice	£500.00	0.00	£0.00	£500.00	Maximum fee set by DCMS	No
Temporary Use Notice - Copy Notice	£25.00	0.00	£0.00	£25.00	Maximum fee set by DCMS	No
Licensed Premises Gaming Machine Permit:-		0.00				
Grant	£150.00	0.00	£0.00	£150.00	Maximum fee set by DCMS	No
Grant (Existing Operator)	£100.00	0.00	£0.00	£100.00	Maximum fee set by DCMS	No
Annual Fee	£50.00	0.00	£0.00	£50.00	Maximum fee set by DCMS	No
Variation	£100.00	0.00	£0.00	£100.00	Maximum fee set by DCMS	No
Transfer	£25.00	0.00	£0.00	£25.00	Maximum fee set by DCMS	No
Change of Name	£25.00	0.00	£0.00	£25.00	Maximum fee set by DCMS	No
Copy of permit	£15.00	0.00	£0.00	£15.00	Maximum fee set by DCMS	No
Club Gaming & Club Machine Permits:-		0.00				
Grant or Renewal	£200.00	0.00	£0.00	£200.00	Maximum fee set by DCMS	No

Service Provided	Standard Charge 2017/18	Increase / (Decrease) in % 2018/19	Increase / (Decrease) in £ 2018/19	Proposed Charge 2018/19	Comment	VAT
Grant or Renewal (Fast Track)	£100.00	0.00	£0.00	£100.00	Maximum fee set by DCMS	No
Variation	£100.00	0.00	£0.00	£100.00	Maximum fee set by DCMS	No
Annual Fee	£50.00	0.00	£0.00	£50.00	Maximum fee set by DCMS	No
Copy of permit	£15.00	0.00	£0.00	£15.00	Maximum fee set by DCMS	No
Lottery Registration:-		0.00				
Grant statutory fee	£40.00	0.00	£0.00	£40.00	Maximum fee set by DCMS	No
Annual statutory fee	£20.00	0.00	£0.00	£20.00	Maximum fee set by DCMS	No
Automatic Entitlement – up to two Cat C or D machines:-		0.00				
Notification	£50.00	0.00	£0.00	£50.00	Maximum fee set by DCMS	No
Unlicensed Family Entertainment Centre:-		0.00				
Grant	£300.00	0.00	£0.00	£300.00	Maximum fee set by DCMS	No
Grant (Existing Operator)	£100.00	0.00	£0.00	£100.00	Maximum fee set by DCMS	No
Renewal	£300.00	0.00	£0.00	£300.00	Maximum fee set by DCMS	No
Copy of permit	£15.00	0.00	£0.00	£15.00	Maximum fee set by DCMS	No
Change of Name	£25.00	0.00	£0.00	£25.00	Maximum fee set by DCMS	No
Prize Gaming Permit-		0.00				
Grant	£300.00	0.00	£0.00	£300.00	Maximum fee set by DCMS	No
Grant (Existing Operator)	£100.00	0.00	£0.00	£100.00	Maximum fee set by DCMS	No
Renewal	£300.00	0.00	£0.00	£300.00	Maximum fee set by DCMS	No
Copy of permit	£15.00	0.00	£0.00	£15.00	Maximum fee set by DCMS	No
Change of Name	£25.00	0.00	£0.00	£25.00	Maximum fee set by DCMS	No
Sex Establishments-						
Sex Establishments (grant)	£3,102.45	3.00	£93.05	£3,195.50		No
Sex Establishments (renewal)	£3,102.45	3.00	£93.05	£3,195.50		No
Sex Establishments (transfer)	£3,102.45	3.00	£93.05	£3,195.50		No
Sex Establishments (variation)	£3,102.45	3.00	£93.05	£3,195.50		No
Sexual Entertainment Venues (grant)	£3,102.45	3.00	£93.05	£3,195.50		No

Service Provided	Standard Charge 2017/18	Increase / (Decrease) in % 2018/19	Increase / (Decrease) in £ 2018/19	Proposed Charge 2018/19	Comment	VAT
Sexual Entertainment Venues (renewal)	£3,102.45	3.00	£93.05	£3,195.50		No
Sexual Entertainment Venues (transfer)	£3,102.45	3.00	£93.05	£3,195.50		No
Sexual Entertainment Venues (variation)	£3,102.45	3.00	£93.05	£3,195.50		No
Scrap Metal Dealers Act 2013						
Grant/Renewal of Site Licence - one site	£365.00	3.00	£10.95	£375.95		No
Each additional site on grant/renewal application	£55.30	2.98	£1.65	£56.95		No
Grant/Renewal of Collectors Licence	£265.00	3.00	£7.95	£272.95		No
Replacement or copy licence	£30.00	3.00	£0.90	£30.90		No
Variation to change licensee name	£35.00	3.00	£1.05	£36.05		No
Variation to change site details (add or remove a site)	£55.30	2.98	£1.65	£56.95		No
Variation to change Site Manager	£50.00	3.00	£1.50	£51.50		No
Variation to change Collectors to Site Licence	£85.00	3.00	£2.55	£87.55		No

17.1.4 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.

The recent implementation of a new policy for Taxi licensing will see efficiency improvements within the service. In the context of these changes the current fee is recommended to remain unchanged until fully evaluated.

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 been included in this report however there is no proposal to vary the fee.

1.4 Consultation undertaken (Customer and other stakeholders)

The report details the current fees and charges and a proposal that the licence fees remain unchanged for 2018/19, 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 all existing fees and charges to remain unchanged during 2018/19 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 ninth successive year.

1.5 Rationale for proposed 2018-19 charges

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. The recent implementation of a new policy for Taxi licensing will see efficiency improvements within the service that will be evaluated to inform future charges.

1.6 Finance and Resource 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 2018/19 financial year.

1.7 Specific new charges proposed (if required)

A new fee in relation to Driver Suitability Assessments is included in the fees table. These assessments were approved by Cabinet on 30 August 2017 and will commence on 1 April 2018.

1.8 Specific charges ceased (if required)

Fees relating to Council supplied roof signs for Private Hire Vehicles will not be required in 2018/19 as the council has recently changed its policy on roof signs and all council roof signs will need to be returned by 31 December 2017.

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

1.10 Impact on any council managed property or land

This report does not have any impact on any council managed property or land.

1.11 Health and Wellbeing implications (INCLUDING SOCIAL VALUE)

Maintaining the fees at their current levels will enable the taxi licensing service to expand the delivery of the driver training programme to include disability awareness, The Equality Act 2010, child sexual exploitation awareness and safeguarding.

1.12 Contribution towards Vision 2030:

The provision of the taxi licensing service contributes towards Vision 2030 by ensuring our communities will feel safe, more protected and confident in their home.

2.0 Fees and Charges table

Service Provided	Standard Charge 2017/18	Increase / (Decrease) in % 2018/19	Increase / (Decrease) in £ 2018/19	Proposed Charge 2018/19	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

Service Provided	Standard Charge 2017/18	Increase / (Decrease) in % 2018/19	Increase / (Decrease) in £ 2018/19	Proposed Charge 2018/19	Comment	VAT
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 check)*	£347.00	0.00	£0.00	£347.00		N
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	N

Service Provided	Standard Charge 2017/18	Increase / (Decrease) in % 2018/19	Increase / (Decrease) in £ 2018/19	Proposed Charge 2018/19	Comment	VAT
					WILL BE PASSED ON	
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
Knowledge test (Private Hire)	£30.00	0.00	£0.00	£30.00		N
Knowledge test (Hackney Carriage)	£30.00	0.00	£0.00	£30.00		N
Knowledge test (Dual Private Hire and Hackney Carriage Driver's Licence)	£30.00	0.00	£0.00	£30.00		N
Suitability Assessment (Private Hire)			NEW	£30.00		N
Suitability Assessment (Hackney Carriage)			NEW	£30.00		N
Suitability Assessment (Dual Private Hire and Hackney Carriage Driver's Licence)			NEW	£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
Concessionary fees are offered to licensed drivers who have successfully completed the BTEC & NVQ driver training. (£10 reduction per year) - (See Drivers List Below)						
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	£138.00	0.00	£0.00	£138.00		N

Service Provided	Standard Charge 2017/18	Increase / (Decrease) in % 2018/19	Increase / (Decrease) in £ 2018/19	Proposed Charge 2018/19	Comment	VAT
(incl. CRB/DBS fee) - Every 3rd year*						
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	£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
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

Service Provided	Standard Charge 2017/18	Increase / (Decrease) in % 2018/19	Increase / (Decrease) in £ 2018/19	Proposed Charge 2018/19	Comment	VAT
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
VOSA MAY INCREASE FEES WITHIN THE YEAR – FEE INCREASE WILL BE PASSED ON						
Private Hire Vehicle Licence - Brand new vehicle (annual including Interim Vehicle Check x 1)	£325.00	0.00	£0.00	£325.00		N
Hackney Carriage Licence - Brand new vehicle (annual including Interim Vehicle Check x 1)	£325.00	0.00	£0.00	£325.00		N
Private Hire Vehicle Licence - New Application (annual including Full Test & Interim Vehicle 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 Vehicle 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 Vehicle Check x 1) (less than 5 years old)	£353.00	0.00	£0.00	£353.00		N
Hackney Carriage Licence - Renewal Application (annual including Full Test & Interim Vehicle Check	£353.00	0.00	£0.00	£353.00		N

Service Provided	Standard Charge 2017/18	Increase / (Decrease) in % 2018/19	Increase / (Decrease) in £ 2018/19	Proposed Charge 2018/19	Comment	VAT
x 1) (less than 5 years old)						
Hackney Carriage Licence New/Renewal Application (annual including Full Test & Interim Vehicle 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 Vehicle 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 Vehicle Check) (Private Hire Vehicle)	£157.00	0.00	£0.00	£157.00		N
2nd 4 months (including Interim Vehicle Check) (Hackney Carriage)	£157.00	0.00	£0.00	£157.00		N
3rd 4 months (including Interim Vehicle Check) (Hackney Carriage)	£157.00	0.00	£0.00	£157.00		N
3rd 4 months (including Interim Vehicle 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

Service Provided	Standard Charge 2017/18	Increase / (Decrease) in % 2018/19	Increase / (Decrease) in £ 2018/19	Proposed Charge 2018/19	Comment	VAT
2nd 6 months (including Interim Vehicle 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
2nd 6 months (including Interim Vehicle 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	£104.00	0.00	£0.00	£104.00		N

Service Provided	Standard Charge 2017/18	Increase / (Decrease) in % 2018/19	Increase / (Decrease) in £ 2018/19	Proposed Charge 2018/19	Comment	VAT
and £30 administration fee) (Private Hire)						
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
Administration fee for missed garage appointment (Interim Vehicle 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	£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

Service Provided	Standard Charge 2017/18	Increase / (Decrease) in % 2018/19	Increase / (Decrease) in £ 2018/19	Proposed Charge 2018/19	Comment	VAT
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	£0.00	£30.00	VAT is not chargeable in relation to any of the above services.	N

17.1.5 Wardens

1.1 Summary Statement

Issuing of fixed penalties to tackle environmental and anti-social behaviour issues.

1.2 Policies and legislation applicable to the charge

Environmental Protection Act 1990, Anti-social behaviour act 2014. Anti-Social Behaviour Policy. Fly Tipping and enforcement Policy.

1.3 Benchmarking information

Changes in the Anti-Social Behaviour Act 2014 with the commencement of Public Space Protection orders and Community Protection Notices. Also, the creation of a fixed penalty notice for fly tipping.

1.4 Consultation undertaken (Customer and other stakeholders)

None

1.5 Rationale for proposed 2018-19 charges.

Advice from legal and Cabinet around the fixed penalty notices that can be increased should be taken. Some fixed penalty notices are at their maximum level, for instance Fly Tipping and Abandonment of a Vehicle.

1.6 Finance and Resource implications

No increase of income based on fixed penalty levels, however changes in service delivery may see an increase. This will be monitored.

1.7 Specific new charges proposed (if required)

Changes in the Anti-Social Behaviour Act 2014 with the commencement of Public Space Protection orders and Community Protection Notices £100 Fixed Penalty Notice. Also, the creation of a fixed penalty notice for fly tipping £400 under the Environmental Protection Act 1990.

1.8 Specific charges ceased (if required)

Dog Control orders £75 now a Public Space Protection Order.
Street Litter Clearance Notices £100 now a community Protection Notice.

1.9 Equality Impact Assessment

None

1.10 Impact on any council managed property or land

None

1.11 Health and Wellbeing implications (INCLUDING SOCIAL VALUE)

Improvement on tackling the reduction of fly tipping by way of education and issuing fixed penalty notices.

1.12 Contribution towards Vision 2030:

Ambition 5, Lowering Crime and Anti-Social Behaviour making Sandwell a safer place.

2.0 Fees and Charges table

Service Provided	Standard Charge 2017	Increase / (Decrease) in % 2018/19	Increase / (Decrease) in £ 2018/19	Proposed Charge 2018	Comment	VAT
Fixed Penalty Notices						
Depositing Litter	75.00	0.00	£0.00	£75.00	fixed penalty reduced to £50.00 if paid within 10days	
Graffiti and flyposting	75.00	0.00	£0.00	£75.00	fixed penalty reduced to £50.00 if paid within 10days	
Dog Fouling	75.00	0.00	£0.00	£75.00	fixed penalty reduced to £50.00 if paid within 10days	
Breach of Public Space Protection order	100.00	0.00	£0.00	£100.00	N/A	
Breach of Community Protection Order	100.00	0.00	£0.00	£100.00	N/A	
Cycling on the footpath	30.00	0.00	£0.00	£30.00	N/A	
Abandoned Vehicle	200.00	0.00	£0.00	£200.00	Maximum Fine set	
Fly Tipping	400.00	0.00	£0.00	£400.00	Consideration required to set a reduction to £200 if paid within 10 days.	
Repairing Cars on the highway	100.00	0.00	£0.00	£100.00	N/A	
Exposing Vehicles on the highway	100.00	0.00	£0.00	£100.00	N/A	

Service Provided	Standard Charge 2017	Increase / (Decrease) in % 2018/19	Increase / (Decrease) in £ 2018/19	Proposed Charge 2018	Comment	VAT
Removal of Untaxed vehicles	100.00				Charges are set by DVLA	
Transit Site						
Weekly Rental	80.00	3	£2.40	£82.40		
Deposit for caravan pitch	250.00	3	£7.50	£257.50		

17.2 Appendix – Children Services

17.2.1 Residential Education Centres

1.1 Summary Statement

Sandwell Residential Education Service (SRES) comprises of four centres providing outdoor, creative arts, residential and day visit learning in support of the Sandwell vision.

Main customers are Sandwell children attending with their schools; other Sandwell groups and organisations also attend.

To subsidise Sandwell school and pupil attendance, the centres generate additional income by providing programmes and events to non-Sandwell schools and customers.

The annual turnover of the centres is approximately £1,800,000. From 2017-18 the revenue budget is £0, a reduction of £520,000 since 2013/14.

1.2 Policies and legislation applicable to the charge

There are no policies or legislation applicable to these charges.

1.3 Benchmarking information

The Head of Centre at Plas Gwynant undertook a benchmarking exercise in February 2016, of 15 other providers of residential courses from the Local Authority, Charitable, and Commercial sectors.

Direct comparisons are difficult because the type and quality of provision varies, but broadly:

- SRES charges (before discounts to Sandwell schools and academy schools) are about the average high season charges, and towards the top end of low season charges.
- Discounts for Sandwell schools put SRES centres near the least expensive both high and low season; and near the least expensive and slightly below average cost for Sandwell academy schools.

1.4 Consultation undertaken (Customer and other stakeholders)

Ongoing informal consultation is undertaken with Sandwell schools, Sandwell academy schools, and non-Sandwell schools as part of post-course evaluation, and the marketing and sales strategy. There is a broad range of views on fees and charges.

Many recognise that the experience represents good value. A significant proportion of schools are cutting back on residential visits because of concerns about school funding and that families will be unwilling or unable to pay. Many schools pay a proportion of the cost of courses, but there is no pattern to this. Increasingly, schools are opting for shorter and cheaper courses.

1.5 Rationale for proposed 2018-19 charges,

The stated purpose of the Residential Education Centres is to provide sustainable lifelong learning opportunities for all Sandwell children, young people and adults to become healthier, happier and more successful through residential, outdoor and creative arts experiences.

Key aims are:

- To meet the Council's budget targets 2017-20
- To retain attendance by Sandwell children at 2015-16 levels
- To deliver a high quality service.

The charges contained in the Residential Education Service Plan reflect a number of strategic considerations and how they will be addressed, namely:

- A commitment to keep the centres as accessible as possible to Sandwell schools and children, by retaining lower charges for Sandwell children, ie. a discount of approximately £60 per pupil per week for Sandwell schools, and £30 per pupil per week for Sandwell academy schools.
- More affordable options including courses of varying lengths, and smaller-group accommodation.
- An annual early booking opportunity for Sandwell schools and academy schools to book within the scope of the Business Plan, balanced with non-Sandwell and commercial customers to generate additional income.
- A commitment to retaining a high quality of service working in partnership with schools.
- The lowest risk option, providing best value for the Council.

1.6 Finance and Resource implications

Charges were agreed for 2017-18 in July 2016, (Key Decision Ref. No. CS069) to meet the zero budget, and included:

- An increase in the target number of non-Sandwell school weeks from 32% to 38%, utilising extra capacity in the centres;

- Increasing charges to Sandwell schools by £5 (about 2%) for 5-day courses: Sandwell Authority schools charges rising from £180-£230/pupil to £185-£235/pupil; and for Sandwell academy schools from £210-£260/pupil to £215-£265;
- Increasing charges to non-Sandwell schools by 8%, from £245-£295/pupil to £265-£318/pupil.

To retain the high levels of uptake and business required, and minimise the financial risk to the Council, the proposed 2% increase to Sandwell schools and academy schools has been held back.

The centres are working towards a balanced budget for 2017/18.

It is proposed that there is no change to fees and charges for 2018/19.

Schools that have responded to the initial booking round in September 2017 have been advised that charges will be held again for 2018/19. This is to encourage bookings and uptake of places, and will be compensated for by savings in expenditure and continuation of the marketing and sales campaign.

The Residential Education Centres manager is currently authorised to reduce charges, with the agreement of the Finance Officer, where it is in the best interests of the Council to do so, for example to sell late availability or low season courses.

1.7 Specific new charges proposed (if required)

It is proposed that the charges agreed for 2017/18 are carried forward into 2018/19.

1.8 Specific charges ceased (if required)

Not applicable.

1.9 Equality Impact Assessment

An initial Equality Impact Assessment (EIA) screening has been undertaken for this proposal. The screening indicates that the recommendations made in the report do not discriminate against any particular “protected characteristic” group. The report seeks to enable continued provision of the residential Education Service to the needs of all members of society. A full EIA is not required for the proposals in this report.

1.10 Impact on any council managed property or land

The four residential education centres are owned by Sandwell Council. Continued occupancy retains the assets.

1.11 Health and Wellbeing implications (INCLUDING SOCIAL VALUE)

The Residential Education Centres are working towards the Sandwell Well-being Charter Mark, and are included in that scheme as contributors to children's well-being. The centres deliver and promote physical activities, play, healthy eating and routines. Approximately 5,000 Sandwell children experience this each year. The charges seek to help to retain attendance and positive contribution.

1.12 Contribution towards Vision 2030:

The Residential Education Service contributes to the following ambitions 1,2,3,4,5,10 by:

1. Raising aspirations and resilience by introducing participants to new experiences, places and challenges;
2. Helping participants be healthier for longer, and safer, by promoting healthy active, enjoyable lifestyles and activities, and teaching how to identify and manage risk;
3. Helping young people to have skills for the future – transferable skills, attitudes and values developed and applied through first-hand experience;
4. Raising the quality of schools, by working with schools to enrich the broader curriculum;
5. Lowering crime and anti-social behaviour by promoting positive traits and relationships;
10. Sandwell's reputation for getting things done – retaining four residential education centres to support the Council's ambitions, at a time when many authorities have lost the ability to do so.

2.0 Fees and Charges table

Service Provided	Proposed Charge 2017/18	Increase / (Decrease) in % 2018/19	Increase / (Decrease) in £ 2018/19	Proposed Charge 2018/19	Comment	VAT
SERVICE AREA - Residential Education Centres						
Sandwell Schools winter and spring terms, Edgmond, Frank Chapman, Ingestre, 4 nights	£185.00	0.00	£0.00	£185.00		N
Sandwell Schools winter and spring terms, Plas Gwynant, 4 nights	£215.00	0.00	£0.00	£215.00		N
Sandwell academy schools winter and spring, Edgmond, Chapman, Ingestre, 4 nights	£215.00	0.00	£0.00	£215.00		N
Sandwell academy schools winter and spring Plas Gwynant, 4 nights	£245.00	0.00	£0.00	£245.00		N
Non-Sandwell schools winter and spring Edgmond, Chapman, 4 nights	£265.00	0.00	£0.00	£265.00		N
Non-Sandwell schools winter and spring Ingestre 4 nights	£275.00	0.00	£0.00	£275.00		N
Non-Sandwell schools winter and spring Plas 4 nights	£297.00	0.00	£0.00	£297.00		N
Sandwell schools summer term Edgmond, Frank Chapman, Ingestre 4 nights	£205.00	0.00	£0.00	£205.00		N
Sandwell schools summer term Plas Gwynant 4 nights	£235.00	0.00	£0.00	£235.00		N
Sandwell academy schools summer term Edgmond, Frank Chapman, Ingestre 4 nights	£235.00	0.00	£0.00	£235.00		N

Service Provided	Proposed Charge 2017/18	Increase / (Decrease) in % 2018/19	Increase / (Decrease) in £ 2018/19	Proposed Charge 2018/19	Comment	VAT
Sandwell Academy schools summer term Plas Gwynant 4 nights	£265.00	0.00	£0.00	£265.00		N
Non-Sandwell schools summer term Edgmond, Frank Chapman 4 nights	£286.00	0.00	£0.00	£286.00		N
Non-Sandwell schools summer term Ingestre 4 nights	£297.00	0.00	£0.00	£297.00		N
Non-Sandwell schools summer term Plas Gwynant 4 nights	£318.00	0.00	£0.00	£318.00		N
Sandwell schools winter and spring Edgmond, Chapman, Ingestre 2 nights	£98.00	0.00	£0.00	£98.00		N
Sandwell schools summer Edgmond, Chapman, Ingestre 2 nights	£108.00	0.00	£0.00	£108.00		N
Sandwell academy schools winter and spring Edgmond, Chapman, Ingestre 2 nights	£118.00	0.00	£0.00	£118.00		N
Sandwell academy schools summer term Edgmond, Chapman, Ingestre 2 nights	£122.00	0.00	£0.00	£122.00		N
Non-Sandwell schools winter and spring Edgmond, Chapman, Ingestre 2 nights	£140.00	0.00	£0.00	£140.00		N
Non-Sandwell schools summer Edgmond, Chapman and Ingestre 2 nights.	£162.00	0.00	£0.00	£162.00		N

17.2.2 Sandwell Adult and Family Learning – Course Fees

1.1 Summary Statement

Funding for Adult and Family Learning courses is provided through an external Government contract with the Education and Skills Funding Agency for 19yrs+ provision. The Government's policy is that providers of Adult and Family Learning courses are required to increase income from course fees on an annual basis and those that can afford to pay should do so, combined with targeted support for those with low incomes. Sandwell, as with other local authorities, prefers to increase the annual income by a rise in the number of learners paying for provision. Given the economic make-up of Sandwell, it is preferred to retain a nominal charge and look to increase the numbers of people accessing the service.

1.2 Policies and legislation applicable to the charge

The Adult and Family Learning Service is obligated to collect fees for courses where learners are able to pay.

1.3 Benchmarking information

Sandwell Adult and Family Learning Service (SAFL) has always aimed to ensure that fees remain modest and are lower than those charged by other Black Country Adult Education providers where charges average £4.50 per hour.

1.4 Consultation undertaken (Customer and other stakeholders)

After discussions with centre staff, learners and community partners and a comparison with neighbouring authorities, it is proposed that the base fee for the 2018-19 Academic Year should remain at £3.50 per hour, no increase on previous years.

1.5 Rationale for proposed 2018-19 charges,

It is proposed that the following concessions shall remain:

- Family Learning, adult maths and English courses below Level 2, and employability provision will remain free.
- Fee discounts of 100% for personal development and personal interest courses are available for those that receive Job Seekers Allowance, Employment Support Allowance, and Universal Credit, as approved/defined by the funding rules of the Skills Funding Agency, or are aged 19-25 and are in or have recently left care. Where people are not eligible for approved fee discounts, fee concessions will be available for those people who are aged 60+.

1.6 Finance and Resource implications

This proposal should maintain the income generation for the service for the academic year 2018/19.

There are no risk implications arising from this proposal as all service users will be charged at the same rate. External Funding requirements are that “those who can afford to pay do so”. Concessions will be available where financial circumstances mean that through financial circumstances service users are unable to pay the full fee.

If the assumed fee income rates from Education and Skills Funding Agency should change after the agreement of this fee policy, then the learner contribution may have to be amended.

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 Equality Impact Assessment (EIA) initial screening has been completed, and it has been identified that a full Assessment is not required for the proposals in this report. No adverse effects on those with protected characteristics had been identified in the existing policy and no risks have been identified from the policy review.

All service users will be charged at the same rate. External Funding requirements are that “those who can afford to pay, do so”. Concessions will be available where financial circumstances mean that through financial circumstances service users are unable to pay the full fee.

1.10 Impact on any council managed property or land

None

1.11 Health and Wellbeing implications (INCLUDING SOCIAL VALUE)

providing lifelong learning activities for Sandwell residents which support their well-being and health and provide opportunities to help them into work, and/or promote their employment chances thereby enabling them to contribute to the economic wealth of Sandwell.

1.12 Contribution towards Vision 2030:

The financial sustainability of these services will ensure continuation of valued services that are essential to supporting the Council Vision 2030 by offering parents and families and young people co-ordinated training and learning package to provide support and enable children to become independent adults.

2.0 Fees and Charges table

Service Provided	Charge 2017/18	Increase / (Decrease) in % 2018/19	Increase / (Decrease) in £ 2018/19	Proposed Charge 2018/19	Comment	VAT
SERVICE AREA Sandwell Adult and Family Learning Course Fees						
English and Maths Courses			NEW	£0.00	Contractual requirement	Y
Entry Level - Level 2 Qualification Courses JSA Claimant			NEW	£0.00	Contractual requirement	Y
Entry Level - Level 2 Qualification Courses in receipt of ESA - Work related benefit			NEW	£0.00	Contractual requirement	N
Entry Level - Level 2 Qualification Courses In receipt of universal credit			NEW	£0.00	Contractual requirement	N
19-23 studying Entry - Level 1 qualification within no prior Level 2	£0.00	0.00	£0.00	£0.00	Contractual requirement	N
Aged 19-23 studying first Full Level 2 qualification	£0.00	0.00	£0.00	£0.00	Contractual requirement	N
Qualification Course Fee per Guided Learning Hour	£3.50	0.00	£0.00	£3.50		N
Qualification Course Fee per Guided Learning Hour for over 60's not in fulltime paid employment	£1.75	0.00	£0.00	£1.75		N
Community Learning Course Fee per guided Learning Hour	£3.50	0.00	£0.00	£3.50		N

Service Provided	Charge 2017/18	Increase / (Decrease) in % 2018/19	Increase / (Decrease) in £ 2018/19	Proposed Charge 2018/19	Comment	VAT
Community Learning Course Fee - My Future/My Community in receipt of JSA	£0.00	0.00	£0.00	£0.00		Y
Community Learning Course Fee - My Future/My Community in receipt of ESA work related	£0.00	0.00	£0.00	£0.00		Y
Community Learning Course Fee - My Future/My Community in receipt of universal credit	£0.00	0.00	£0.00	£0.00		Y
Community Learning Course Fee - My Interests in receipt of JSA	£0.00	0.00	£0.00	£0.00		Y
Community Learning Course Fee - My Interests in receipt of ESA work related	£0.00	0.00	£0.00	£0.00		Y
Community Learning Course Fee - My Interests in receipt of universal credit	£0.00	0.00	£0.00	£0.00		Y
Community Learning Course Fee - My Family Parents with children 2 to 16	£0.00	0.00	£0.00	£0.00		Y

17.2.3 Youth Service

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 current financial climate it is recommended that there be an increase in charges of 3% for the following provisions for all users, with the exception of Malthouse Stables where there will be no increase for Sandwell children and young people:

- 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 with instruction including: archery, mountain biking, indoor and outdoor climbing, abseiling and canoeing. There will be no increase in activity with instruction fees for children and young people.

Moorings - There are five 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 hire for 2018/19 be increased by 3%. There will be no increase in the mileage charge associated with transport hire.

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 new ambitions, specifically ambitions 1,2,3,4,5 and 8. A 3% only increase for all users and 0% increase for activity with instruction at Malthouse Stables Outdoor Education Centre for children and young people 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; £30.00 per hour or £250.00 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 £2.60 for Sandwell young people, £4.85 for Academies and £6.15 for non-Sandwell young people per hour, per head.
- Ackers Trust, ten young people climbing or canoeing for 1.5 hours is £100.00 or £10.00 per head (£6.66 per hour).
- Blackwell Adventure, ten young people canoeing for 2 hours is £11.20 per head (£5.60 per hour per head).
- Woodlands camp, twelve young people climbing for 2 hours is £132.00 or £5.50 per head per hour.

1.4 Consultation undertaken (Customer and other stakeholders)

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 2018-19 charges,

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

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

The general approach has been to apply an increase of 3% for 2018/19 which is consistent with the corporate planning assumptions. There will be minor variations in the actual increase to reflect rounding within the final price. There will be no increase to children and young people for activity with instruction at Malthouse Stables Outdoor Pursuits Centre.

It is anticipated that any potential impact on current usage of the services will be negligible and by removing the differential in charges for academies will reinvigorate usage from this sector.

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 Finance and Resource implications

In setting out the YPS budget for 2018/2019, the proposed increase in fees and charges has been taken into account.

1.7 Specific new charges proposed (if required)

None

1.8 Specific charges ceased (if required)

Activity with instruction charge for Sandwell Academies.

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.

1.10 Impact on any council managed property or land

Not applicable

1.11 Health and Wellbeing implications (INCLUDING SOCIAL VALUE)

The range of activities and opportunities provided at Malthouse Stables and Coneygre Arts Centre contribute to emotional health and wellbeing and Malthouse also contributes to physical health by getting young people active.

1.12 Contribution towards Vision 2030:

The proposals in this report contribute to the following ambitions:

1. Sandwell is a community where our families have high aspirations and where we pride ourselves on equality of opportunity and on our adaptability and resilience.
2. Sandwell is a place where we live healthy lives and live them for longer and where those of us who are vulnerable feel respected and cared for.
3. Our workforce and young people are skilled and talented, geared up to respond to changing business needs and to win rewarding jobs in a growing economy
4. Our children benefit from the best start in life and a high quality education throughout their school careers with outstanding support from their teachers and families.
5. Our communities are built on mutual respect and taking care of each other, supported by all the agencies that ensure we feel safe and protected in our homes and local neighbourhoods.
8. Our distinctive towns and neighbourhoods are successful centres of community life, leisure and entertainment where people increasingly choose to bring up their families.

2.0 Fees and Charges table

Service Provided	Standard Charge 2017	Increase / (Decrease) in % 2018/19	Increase / (Decrease) in £ 2018/19	Proposed Charge 2018	Comment	VAT
Section A - Malthouse Stables						
Climbing Wall/ Mobile Climbing Wall - week days	£41.00	3.05	£1.25	£42.25	Per Hour on week days plus preparation fees	No
Associated Preparation fee week days - week days	£72.15	2.98	£2.15	£74.30		No
Climbing Wall/ Mobile Climbing Wall Saturday	£48.10	3.01	£1.45	£49.55	Per Hour on week days plus preparation fees	No
Associated Preparation fee week days - Saturdays	£84.10	2.97	£2.50	£86.60		No
Climbing Wall/ Mobile Climbing Wall Sundays and Bank Holidays	£54.70	3.02	£1.65	£56.35	Per Hour on week days plus preparation fees	No
Associated Preparation fee week days - Sundays and Bank Holidays	£96.00	3.02	£2.90	£98.90		No
All Other Mobile activities	£41.00	3.05	£1.25	£42.25		No
Meeting Room Hire	£17.90	3.07	£0.55	£18.45		No

Service Provided	Standard Charge 2017	Increase / (Decrease) in % 2018/19	Increase / (Decrease) in £ 2018/19	Proposed Charge 2018	Comment	VAT
Section A - Malthouse Stables Activities with Instruction Sandwell Residents						
Adult	£3.80	2.63	£0.10	£3.90		No
Junior (under 18)	£2.60	0.00	£0.00	£2.60		No
Section A - Malthouse Stables Activities with Instruction Out of Borough Users						
Adult	£9.05	2.76	£0.25	£9.30		No
Junior (under 18)	£6.15	2.44	£0.15	£6.30		No
Section B - Moorings						
UNDER 20 FT	£18.40	2.99	£0.55	£18.95		No
21 - 30 FT	£22.80	3.07	£0.70	£23.50		No
31 - 40FT	£28.70	2.96	£0.85	£29.55		No
41 - 50 FT	£34.70	3.03	£1.05	£35.75		No
51 - 60 FT	£39.70	3.02	£1.20	£40.90		No
61 - 70 FT	£44.85	3.01	£1.35	£46.20		No
71 FT AND OVER	£50.90	3.05	£1.55	£52.45		No
Section C - transport						
0-50 MILES	£0.65	0.00	£0.00	£0.65	Journey Distance	No
50+ MILES	£0.55	0.00	£0.00	£0.55	Journey Distance	No
Hire of driver per hour	£12.55	2.79	£0.35	£12.90	Journey Distance	No
Hire of minibus per day	£45.00	3.00	£1.35	£46.35	Journey Distance plus Driver and Petrol	No
Section D - Coneygre Art Centre						
Meeting Room	£17.90	3.07	£0.55	£18.45	per Hour	No
Dance Studio	£22.70	3.08	£0.70	£23.40	per Hour	No
Multi Purpose Room	£22.70	3.08	£0.70	£23.40	per Hour	No
Theatre	£31.00	3.06	£0.95	£31.95	per Hour	No
Meeting Room	£132.85	3.01	£4.00	£136.85	Day Rate	No
Dance Studio	£147.35	2.99	£4.40	£151.75	Day Rate	No
Multi Purpose Room	£147.35	2.99	£4.40	£151.75	Day Rate	No
Theatre	£219.40	3.01	£6.60	£226.00	Day Rate	No

Service Provided	Standard Charge 2017	Increase / (Decrease) in % 2018/19	Increase / (Decrease) in £ 2018/19	Proposed Charge 2018	Comment	VAT
Section E - Conegre Arts Centre - Recording Studio						
Sandwell Residents	£25.00	3.00	£0.75	£25.75	per Hour	No
non-Sandwell Residents and Businesses	£30.00	3.00	£0.90	£30.90	per Hour	No
Sandwell Residents	£200.00	3.00	£6.00	£206.00	Day Rate	No
non-Sandwell Residents and Businesses	£230.00	3.00	£6.90	£236.90	Day Rate	No
Section E - Conegre Arts Centre - Multi Media Room						
Sandwell Residents	£25.00	3.00	£0.75	£25.75	per Hour	No
non-Sandwell Residents and Businesses	£30.00	3.00	£0.90	£30.90	per Hour	No
Sandwell Residents	£200.00	3.00	£6.00	£206.00	Day Rate	No
non-Sandwell Residents and Businesses	£230.00	3.00	£6.90	£236.90	Day Rate	No

17.3 Appendix – Neighbourhoods - Housing and Communities

17.3.1 Commercial Services – Green Services

1.1 Summary Statement

This report sets out the proposed fees and charges for the year 2018/19 for Parks and Green Spaces Services provided by the Neighbourhoods Directorate.

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 financial year 2017/18 the Parks Service collected local bench marking information from neighbouring authorities where available.

As in previous years prices have been reviewed by managers with a recommendation that they be increased or decreased in line with neighbouring authorities and subject to demand. Some previous increases in fees for room hire were too ambitious. This information combined with a reduction in room bookings has meant that room hire fees have been reduced.

Friends groups will not have an event fee applied to them as any income is re-invested back into their respective site.

Within this year's fees and charges, we have included the admission prices for the Bonfire and Christmas at the Valley events.

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.

- Allotment Act 1950

1.3 Benchmarking information

Benchmarking of comparable council charges of neighbouring Councils has been undertaken this year and 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. Furthermore, there are not a lot of comparable facilities in Birmingham, Wolverhampton, Walsall or Dudley similar to the ones offered by Sandwell Valley Country Park.

Other national visitor attractions indicate that the current admission fees to Sandwell Park Farm are lower than average, and that a modest increase can easily be justified.

Information about room hire was available from Dudley Council, whose comparable rooms were notably cheaper than our current fees at Sandwell Valley Country Park.

For example, Dudley Council's *Abbey Room* is larger than the Study Centre at Sandwell Park Farm, yet is cheaper to hire and offers more facilities:

Study Centre (Capacity 50) £120 full day £95 half day
Abbey Room (Capacity 80) £110 full day £55 half day

Also, Dudley Council's *Castle Room* is comparable with the meeting room at Forge Mill, yet it is cheaper and offers more facilities.

Forge Mill (capacity 15) £85 full day £60 half day
Castle Room (capacity 16) £80 full day £40 half day

Room bookings have declined since the fees were increased and it is recognised that the cost may have been a factor affecting bookings. More importantly however, it appears that the introduction of car parking charges at Sandwell Valley in **November 2016** has had a dramatic impact upon room bookings, particularly at Sandwell Park Farm.

Study Centre Room Bookings

Year	2015	2016	2017
No. of bookings	182	163	55 (estimated)
Income	£18,200	£16,300	£6,600

Therefore, annual income from Study Centre Room Bookings from 2015 to 2017 is predicted to have declined by over £11,000, a figure which will not be off-set by car parking charges from existing room users.

We propose in 2018 to include complimentary hot drinks within the hire fee and as Wi-Fi has now been installed, access to this will also be offered.

Whilst these measures will help to promote the room bookings, more significant action is needed to address the overall decline since the introduction of car parking charges.

This could include broadening the use of West Bromwich car parking passes so that they are valid in Sandwell Valley. This would encourage greater use of room hire by other council officers.

A further approach, would be to offer 'free parking' to everyone who books rooms in Sandwell Valley, perhaps through offering day passes. As the car parking charges are legally enforceable, consideration need to be given to the feasibility of offering 'free parking'.

Until we are able to resolve the issue of car parking, we propose to reduce the room booking fees to below that of 2016/2017, in an attempt to increase the volume of bookings.

Football / Cricket pitch hire charges in Sandwell remain comparable to neighbouring boroughs. For example:

Adult Football Pitch Hire with Changing Rooms-

- Sandwell £72.10
- Birmingham £103.00
- Dudley £61.00

The proposed online booking system will assist in the management of the facilities through the local football leagues. Whilst adult football numbers continue the steady decline, which follows national trends, junior football particularly the Mini-soccer league at Sandwell Valley Country Park continues to grow. This minimal increase will help facilitate the steady growth of this league.

Neighbouring boroughs have had some success in increasing self-management arrangements at various sports sites, which have subsequently assisted in the reduction of costs for the provision of sports pitches and changing facilities. We will be working with partners, leagues and sports teams with a view to exploring potential options for the provision of self-management arrangements throughout the borough.

Warley Sunday Football League

In order to support the only organised Football organisation within the borough a discount has previously been offered for teams that pay for the entire season in two instalments. The 15% discount has allowed the league to continue to support local football teams that are predominantly made up of people from within Sandwell. The league provides an

organised platform for males aged 16 and above to participate in sport. Teams are made up from a host of different backgrounds, and from various parts of the borough. It provides a platform for different communities to socialise and take part in organised sport.

For season 2018/19 it is proposed to charge the teams affiliated to the Warley Sunday League at the full £72.10. However, upon completion of 10 games then the 11th game will be free. Any further games will then be charged at the full price. Teams within the Warley League play an average of 12 games per season.

In order to reintroduce the entrance fees for the bonfires, managers benchmarked the new price with bonfire events fees in Walsall, Wolverhampton and at Himley Hall.

1.4 Consultation undertaken (CUSTOMERS AND OTHER STAKEHOLDERS)

The council are looking to introduce an online booking system for football and cricket, which has been discussed at the football league meetings and testing will be carried out with teams/league prior to the system going live. We are hoping to implement the new system for the football/cricket in 18/19 season. Also, fees and charges are an agenda item at the football league meetings and stakeholders are aware of the proposed changes.

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

1.5 Rationale for proposed 2018-19 charges

The charges have been calculated in order to achieve reasonable level of increased income in order to meet budget reductions and increased service cost through inflation.

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.

1.6 Finance and Resource implications

Although room hire charges are being reduced, it is believed that this will encourage a higher number of bookings, in turn leading to an increase in income.

Visitor numbers to Sandwell Park Farm from 2015/16 to 2016/17 increased by 4.5%. Analysis of this year's figures suggest a decrease in overall admissions compared with last year, however income has increased by £13,000.

Assuming that visitor figures increased next year and were in line with 2016/17 figures, an increase of £0.05 in adult admission would generate £104,000 compared with £100,770 from 2016/17.

1.7 Specific new charges proposed (if required)

Historically under 5's have not been charged for entrance into Sandwell Park Farm. Managers have concluded that not charging what is essentially a significant proportion of our visitors, means that we are missing out on income. It is therefore proposed that the council lowers the threshold from 'under 5's' to 'under 2's'. Children between the ages of 2 and 5 years are frequent visitors to the farm throughout the year and this proposal is expected to increase income. As the council does not currently charge for this age range, officers cannot provide figures for the expected increase, but are nevertheless confident that this will not detrimentally affect income.

We have included some additional event infrastructure within the report as there has been an increasing demand for this facility and there is a resource pressure in delivering this to external and internal event organisers.

We are re-introducing the fees for Bonfire Events and have included the Christmas at the Valley admission charges.

1.8 Specific charges ceased (if required)

The removal of the fee for a half-day school visit along with photocopying charges, reflects a lack of demand for these services.

Event infrastructure hire – changes have been made to these as some equipment had certain health and safety implications for use without the appropriate training.

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.

1.10 Impact on any council managed property or land

None of the above changes will have an impact upon the status of property of land.

1.11 Health and Wellbeing implications (INCLUDING SOCIAL VALUE)

Sandwell Valley Country Park plays an important role within the borough, in terms of providing opportunities for residents to enjoy spending time in natural green spaces, as well opportunities for community cohesion, e.g. through events. This in turn can assist with helping people to maintain physical and mental well-being. The Country Park also plays a vital role in terms of climate change mitigation, through absorbing carbon dioxide and helping to lower extreme temperatures for adjacent residential areas during the summer. The continued presence of the Country Park has a key role in maintaining the long-term health of borough residents, and so maintaining reasonable fees and charges are vital in ensuring the sustainable future of Sandwell Valley.

Sports bookings across the borough provide an opportunity for residents to meet on a regular basis to undertake exercise. Health, community cohesion and improved well-being all contribute towards the important role of football, cricket and bowls have within the borough.

1.12 Contribution towards Vision 2030:

Ambition 1

- Sandwell Valley continues to offer attractive rates for visitors, with particular emphasis on attracting families. The local availability of visiting a working farm (at Sandwell Valley Park Farm and Forge Mill) provides opportunities for local families to see activities undertaken that are otherwise not readily available locally.
- Parks are open and accessible to all, conveniently located, and deliver free outdoor enjoyment and activities.

Ambition 2

- Parks provide opportunities for people to undertake a host of activities to help improve people's health and wellbeing, organised activities such as football, cricket, tennis, bowls and organised walks help keep people healthy. Facilities such as the outdoor gyms allow people to undertake informal exercise as and when they desire.
- Parks & Countryside work with partners to deliver social, recreational and community engagement activities to combat isolation, foster community relations and improve wellbeing, e.g. health zones, weight management initiatives, fitness sessions, volunteering opportunities and support a host of Friends and community groups.

Ambition 3

- Volunteering opportunities offered through Parks & Countryside allow young people to sample a host of activities. Sandwell Park Farm have an educational programme with local colleges with work placements offered.

Ambition 4

- Educationally opportunities that cover various topics for schools are offered at Sandwell Valley Park Farm and Forge Mill Farm. Regular visits which are supported by the Countryside Rangers will continue to support the learning of children.
- Informal activities are undertaken by visits from nurseries / schools to Parks and Greenspaces.

Ambition 5

- Parks and Greenspaces are neutral areas and are used by all sections of local communities. Parks provide activities and events that bring different communities together, improving social cohesion

Ambition 8

- Parks are the hub of local lives for many people. They bring together communities to undertake outdoor leisure pursuits. Each town is defined by their own town park and pride is taken in ensuring that local communities are proud and utilise their local parks.
- A vast and busy events programme throughout the borough offers a range of entertainment for the whole community including; from funfairs, circuses, to brassband concerts

Ambition 10

- Parks have a well-established approach to partnership working and project and programme delivery and provide an enabling platform for community groups, third sector organisations and commercial enterprises to utilise green spaces to provide their activities.

2.0 Fees and Charges table

Service Provided	Standard Charge 2017/18	Increase / (Decrease) in % 2018/19	Increase / (Decrease) in £ 2018/19	Proposed Charge 2018/19	Comment	VAT
Allotments						
Allotment Plot Sandwell Residents	£40.00	3.00	£1.20	£41.20		No
Allotment Plot non-Sandwell Residents	£80.00	3.00	£2.40	£82.40		No
Association sites (Charge and rebate per plot)	£30.00	3.00	£0.90	£30.90		No
Outdoor Pitches-Regular Users (Ex VAT) SANDWELL LEAGUES						
Class A - Pitches with changing facilities	£70.00	3.00	£2.10	£72.10		No
Class A - Junior - Concessionary Charge	£45.00	3.00	£1.35	£46.35		No
Class C - Pitch no changing facility	£45.00	3.00	£1.35	£46.35		No
Mini Soccer/7 a Side - Children's football no changing	£35.00	3.00	£1.05	£36.05		No
Sandwell Minor League (per season) - Use of pavilion year round	£2,750.00	3.00	£82.50	£2,832.50		No
Self Managed (per pitch per season)	£220.00	3.00	£6.60	£226.60		No
Outdoor Pitches-Regular Users (Ex VAT) NON SANDWELL LEAGUES						
Class A - Pitch with changing facilities	£70.00	3.00	£2.10	£72.10		No
Class A - Junior - Concessionary Charge	£50.00	3.00	£1.50	£51.50		No
Class C - Pitch no changing facility	£50.00	3.00	£1.50	£51.50		No
Mini Soccer/7 a Side - Children's football no changing	£40.00	3.00	£1.20	£41.20		No
Self-Managed (per pitch per season)	£230.00	3.00	£6.90	£236.90		No

Service Provided	Standard Charge 2017/18	Increase / (Decrease) in % 2018/19	Increase / (Decrease) in £ 2018/19	Proposed Charge 2018/19	Comment	VAT
Outdoor Pitches-Casual Users (Inc VAT) SANDWELL LEAGUES						
Class A - Pitch with changing facilities	£100.00	3.00	£3.00	£103.00		Yes
Class A - Junior - Concessionary Charge	£45.00	3.00	£1.35	£46.35		Yes
Class B	£70.00	3.00	£2.10	£72.10		Yes
Class C - Pitch no changing facility	£45.00	3.00	£1.35	£46.35		Yes
Closed season/Pre-Season Friendlies (All Users)	£45.00	3.00	£1.35	£46.35		Yes
Outdoor Pitches-Casual Users (Inc VAT) NON SANDWELL LEAGUES						
Class A - Pitch with changing facilities	£105.00	3.00	£3.15	£108.15		Yes
Class A - Junior - Concessionary Charge	£50.00	3.00	£1.50	£51.50		Yes
Class B	£75.00	3.00	£2.25	£77.25		Yes
Class C - Pitch no changing facility	£50.00	3.00	£1.50	£51.50		Yes
Football Training						
Playing Field only (2 hour session)	£20.00	3.00	£0.60	£20.60		Yes
Playing Field & Changing Rooms (2 hour session)	£85.00	3.00	£2.55	£87.55		Yes
Pitch overmarking (per pitch)	£20.00	3.00	£0.60	£20.60		Yes
Room Hire Changing Rooms and Pavilions						
Barnford/Red House/QE2 Churchfields/Victoria Smethwick (Minimum 2 hours)	£60.00	3.00	£1.80	£61.80		Yes
Barnford/Red House/QE2 Churchfields/Victoria Smethwick (per additional hour)	£30.00	3.00	£0.90	£30.90		Yes
Coaching/Training Sessions						
Less than 10 students/trainers			NEW	£20.00		Yes
Up to 20 students/trainers (Monday to Friday)	£35.00	3.00	£1.05	£36.05		Yes

Service Provided	Standard Charge 2017/18	Increase / (Decrease) in % 2018/19	Increase / (Decrease) in £ 2018/19	Proposed Charge 2018/19	Comment	VAT
21 to 50 students/trainers (Monday to Friday)	£50.00	3.00	£1.50	£51.50		Yes
51+ students/trainers (Monday to Friday)	£65.00	3.00	£1.95	£66.95		Yes
Up to 20 students/trainers (Saturday & Sunday)	£45.00	3.00	£1.35	£46.35		Yes
21 to 50 students/trainers (Saturday & Sunday)	£60.00	3.00	£1.80	£61.80		Yes
51+ students/trainers (Saturday & Sunday)	£75.00	3.00	£2.25	£77.25		Yes
Cricket - Regular Users (Ex VAT) SANDWELL LEAGUES						
Wicket and dressing rooms	£100.00	3.00	£3.00	£103.00		No
Wicket only - no changing	£75.00	3.00	£2.25	£77.25		No
Synthetic Wicket	£22.00	2.95	£0.65	£22.65		No
Cricket - Casual Users (Inc VAT) SANDWELL LEAGUES						
Wicket and dressing rooms	£110.00	3.00	£3.30	£113.30		Yes
Wicket only - no changing	£85.00	3.00	£2.55	£87.55		Yes
Synthetic Wicket	£27.00	2.96	£0.80	£27.80		Yes
Cricket - Regular Users (Ex VAT) NON SANDWELL LEAGUES						
Wicket and dressing rooms	£110.00	3.00	£3.30	£113.30		No
Wicket only - no changing	£85.00	3.00	£2.55	£87.55		No
Synthetic Wicket	£28.00	3.04	£0.85	£28.85		No
Cricket - Casual Users (Inc VAT) NON SANDWELL LEAGUES						
Wicket and dressing rooms	£140.00	3.00	£4.20	£144.20		Yes
Wicket only - no changing	£100.00	3.00	£3.00	£103.00		Yes
Synthetic Wicket	£35.00	3.00	£1.05	£36.05		Yes
Outdoor Activities - Minor Games						
Bowls (per person per hour)	£4.00	2.50	£0.10	£4.10		Yes
Bowls (per person per hour) - Concessionary Charge	£2.00	2.50	£0.05	£2.05		Yes
Bowls Season Ticket/Club use. Part/self-maintained green	£250.00	3.00	£7.50	£257.50		No
Bowls Season Ticket/Club use. Council maintained	£780.00	3.00	£23.40	£803.40		No
Fairs & Circuses (per day)						

Service Provided	Standard Charge 2017/18	Increase / (Decrease) in % 2018/19	Increase / (Decrease) in £ 2018/19	Proposed Charge 2018/19	Comment	VAT
Up to 8 Junior Rides - Monday to Thursday	£90.00	3.00	£2.70	£92.70	£1000 Bond*	No
Up to 8 Junior Rides - Friday to Sunday (Inc Bank Hols)	£175.00	3.00	£5.25	£180.25	£1000 Bond*	No
Up to 4 Adult Rides &/or up to 8 Junior Rides - Mon to Thur	£175.00	3.00	£5.25	£180.25	£1000 Bond*	No
Up to 4 Adult Rides &/or up to 8 Junior Rides - Fri to Sun (Inc Bank Hols)	£350.00	3.00	£10.50	£360.50	£1000 Bond*	No
Up to 7 Adult Rides &/or up to 12 Junior Rides - Mon to Thur	£250.00	3.00	£7.50	£257.50	£2000 Bond*	No
Up to 7 Adult Rides &/or up to 12 Junior Rides - Fri to Sun (Inc Bank Hols)	£500.00	3.00	£15.00	£515.00	£2000 Bond*	No
8+ Adult Rides and/or 13+ Junior Rides - Mon to Thur	£350.00	3.00	£10.50	£360.50	£2000 Bond*	No
8+ Adult Rides &/or 13+ Junior Rides - Fri to Sun (inc Bank Hols)	£700.00	3.00	£21.00	£721.00	£2000 Bond*	No
Circus (per day)	£350.00	3.00	£10.50	£360.50	£4000 Bond*	No
Water Supply (per day - circus and fair only)	£33.00	3.03	£1.00	£34.00		Incl. VAT
Electricity Supply (per day - circus and fair only)	£33.00	3.03	£1.00	£34.00		Incl. VAT
Council Event Charges						
Parking Fee - Special Events	£5.00	0.00	£0.00	£5.00		Incl. VAT
Parking Fee - Albion Football Charges	£4.00	0.00	£0.00	£4.00		Incl. VAT
Bonfire & Firework Charges						
Online Adult 18+			New	£5.00		Incl. VAT
Online Child 2-17			New	£3.00		Incl. VAT
Online Family Ticket (2 adults & 2 children)			New	£10.00		Incl. VAT
Online under 2			New	£0.00		Incl. VAT
On the gate Adult 18+			New	£6.00		Incl. VAT
On the gate Child 2-18			New	£4.00		Incl. VAT
On the gate family ticket (2 adults & 2 children)			New	£15.00		Incl. VAT
On the gate under 2			New	£0.00		Incl. VAT

Service Provided	Standard Charge 2017/18	Increase / (Decrease) in % 2018/19	Increase / (Decrease) in £ 2018/19	Proposed Charge 2018/19	Comment	VAT
Christmas at the Valley admission Adults tickets						
Children 2-11			New	£11.00		Incl. VAT
Adults			New	£7.00		Incl. VAT
Under 2			New	£5.00		Incl. VAT
Over 60			New	£4.00		Incl. VAT
Special Events in Parks (per day)						
Hire of bandstand for weddings (Brunswick)	£100.00	3.00	£3.00	£103.00		No
Wedding Photographs	£100.00	3.00	£3.00	£103.00		No
Filming - TV / Production companies per day	£200.00	3.00	£6.00	£206.00		Yes
Event application license fee (commercial event organisers to apply for own license)	£60.00	3.00	£1.80	£61.80		Yes
Event manager on the day support (per hour)	£50.00	3.00	£1.50	£51.50		Incl. VAT
Community use by friends groups is free of charge			New	£0.00		
Site fee per day - Community / Charity small (1 - 250 attendees)	£50.00	3.00	£1.50	£51.50	Bond* £100	No
Site fee per day - Community / Charity Med (1) (250 - 500 attendees)	£100.00	3.00	£3.00	£103.00	Bond* £300	No
Site fee per day - Community / Charity Med (2) (500 - 1000 attendees)	£200.00	3.00	£6.00	£206.00	Bond* £500	No
Site fee per day - Community / Charity large (1000 - 2000 attendees)	£400.00	3.00	£12.00	£412.00	Bond* £700	No
Site fee per day - Community / Charity Very large (2000 - 5000 attendees)	£600.00	3.00	£18.00	£618.00	Bond* £1500	No
Site fee per day - Community / Charity Major (5000 + attendees)	£1,000.00	3.00	£30.00	£1,030.00	Bond* £3000	No
Site fee per day - Commercial Event - Very Small (1 - 250 attendees)	£300.00	3.00	£9.00	£309.00	Bond* £500	No
Site fee per day - Commercial Event - Small (250 - 500 attendees)	£500.00	3.00	£15.00	£515.00	Bond* £500	No

Service Provided	Standard Charge 2017/18	Increase / (Decrease) in % 2018/19	Increase / (Decrease) in £ 2018/19	Proposed Charge 2018/19	Comment	VAT
Site fee per day - Commercial Event - Medium (1) (500 - 1000 attendees)	£1,000.00	3.00	£30.00	£1,030.00	Bond* £500	No
Site fee per day - Commercial Event - Large (1000 - 5000 attendees)	£5,000.00	3.00	£150.00	£5,150.00	Bond* £3000	No
Site fee per day - Commercial Event - V. Large (5000 - 10000 attendees)	Negotiable			Negotiable	Bond* £5000	No
Site fee per day - Commercial Event - Major (10000 - 20000 attendees)	Negotiable			Negotiable	Bond* £10000	No
* Event Bond is payable 7 days prior to event and applicable to all event application terms and conditions						
Event Infrastructure Hire						
Hire of trestle tables (per table)	£5.00	3.00	£0.15	£5.15		Yes
Hire metal / wooden stakes (per stake)	£1.50	0.00	£0.00	£1.50		Yes
Hire of 6x3m marquee	£60.00	3.00	£1.80	£61.80		Yes
Hire of 3x3m marquee	£30.00	3.00	£0.90	£30.90		Yes
Hire of chairs	£2.00	2.50	£0.05	£2.05		Yes
Hire of megaphone	£10.00	3.00	£0.30	£10.30		Yes
Hire of high vis vests	£2.00	2.50	£0.05	£2.05		Yes
Hire of hot water urn	£6.00	2.50	£0.15	£6.15		Yes
Hire of rope (per metre)	£1.00	0.00	£0.00	£1.00		Yes
Hire of crowd control barriers	£4.00	2.50	£0.10	£4.10		Yes
Hire of wheelie bins (without litter removal)	£10.00	3.00	£0.30	£10.30		Yes
Hire of PA System and microphone			New	£100.00		Yes
Hire of vehicle & 2 staff (4 hours)	£300.00	3.00	£9.00	£309.00		Incl. VAT
Hire of vehicle & 2 staff (8 hours)	£600.00	3.00	£18.00	£618.00		Incl. VAT
Craft Fairs / Stalls - Sandwell Valley						
Easter (Saturday & Sunday)	£50.00	3.00	£1.50	£51.50		Incl. VAT
Easter Week (Tuesday to Friday)	£60.00	3.00	£1.80	£61.80		Incl. VAT
Bank Holiday (per day)	£30.00	3.00	£0.90	£30.90		Incl. VAT

Service Provided	Standard Charge 2017/18	Increase / (Decrease) in % 2018/19	Increase / (Decrease) in £ 2018/19	Proposed Charge 2018/19	Comment	VAT
Christmas Event	£50.00	3.00	£1.50	£51.50		Incl. VAT
Weekend (non-event)	£40.00	3.00	£1.20	£41.20		Incl. VAT
Weekday (per day)	£18.00	3.06	£0.55	£18.55		Incl. VAT
Fishing						
Day/Part Day max 2 rods - all Sandwell waters	£6.00	2.50	£0.15	£6.15		Incl. VAT
Day/Part Day max 2 rods - all Sandwell waters - Concessionary Charge	£3.50	2.86	£0.10	£3.60		Incl. VAT
Season Ticket - All Sandwell waters	£50.00	3.00	£1.50	£51.50		Incl. VAT
Season Ticket - All Sandwell waters - Concessionary Charge	£25.00	3.00	£0.75	£25.75		Incl. VAT
Outdoor Activities - Water Based at Swan Pool						
Long Distance Swimming (per event)	£35.00	3.00	£1.05	£36.05		Yes
Sailing and Windsurfing (per boat per annum)						
Season ticket	£85.00	3.00	£2.55	£87.55		Incl. VAT
Season ticket - Concessionary Charge	£50.00	3.00	£1.50	£51.50		Incl. VAT
Club Use	£70.00	3.00	£2.10	£72.10		Incl. VAT
Club Use - Concessionary Charge	£40.00	3.00	£1.20	£41.20		Incl. VAT
Winter Season (1st October to 31st March)	£40.00	3.00	£1.20	£41.20		Incl. VAT
Winter Season (1st October to 31st March) - Concessionary Charge	£22.00	2.95	£0.65	£22.65		Incl. VAT
Lifeguard Clubs						
Per club per annum - Use of room in sailing centre and Swan Pool	£150.00	3.00	£4.50	£154.50		Incl. VAT
Sandwell Valley						
Parking Charges (Annual Pass)	£40.00	3.00	£1.20	£41.20		Incl. VAT
Caravan site (per night per van - minimum charge)	£7.00	2.86	£0.20	£7.20		Incl. VAT

Service Provided	Standard Charge 2017/18	Increase / (Decrease) in % 2018/19	Increase / (Decrease) in £ 2018/19	Proposed Charge 2018/19	Comment	VAT
Horse Grazing only - per horse per week	£18.00	11.10	£2.00	£20.00	agreed fee for 2018/19 as per 17/18 report	No
Horse Grazing & Tack Room (per horse per week)	£20.50	21.95	£4.50	£25.00	agreed fee for 2018/19 as per 17/18 report	No
Horse Stable (per horse per week)	£12.50	20.00	£2.50	£15.00	agreed fee for 2018/19 as per 17/18 report	Incl. VAT
Hay Bales - per bale including delivery	£30.00	3.00	£0.90	£30.90		No
Helicopter Landings (Minimum charge)	£50.00	3.00	£1.50	£51.50		No
Visitor Centres/Countryside Management Room Hire						
Sandwell Park Farm New Barn - Per full day – 20 max	£55.00	3.00	£1.65	£56.65		No
Sandwell Park Farm New Barn - per half day – 20 max	£40.00	-25.00	-£10.00	£30.00		No
Sandwell Park Farm Study Centre - Per full day – 50 max	£120.00	-25.00	-£30.00	£90.00		No
Sandwell Park Farm Study Centre - per half day – 50 max	£95.00	-47.37	-£45.00	£50.00		No
Sandwell Park Farm Small Meeting Room - Per full day – 15 max	£80.00	0.00	£0.00	£80.00		No
Sandwell Park Farm Small Meeting Room - per half day – 15 max	£50.00	-10.00	-£5.00	£45.00		No
Dartmouth Park Pavilion meeting room - Per full day – 30 max	£100.00	-20.00	-£20.00	£80.00		No
Dartmouth Park Pavilion meeting room - per half day – 30 max	£70.00	-35.00	-£24.50	£45.50		No
Forge Mill Farm Meeting Room - Per full day – 25 max	£85.00	-11.76	-£10.00	£75.00		No

Service Provided	Standard Charge 2017/18	Increase / (Decrease) in % 2018/19	Increase / (Decrease) in £ 2018/19	Proposed Charge 2018/19	Comment	VAT
Forge Mill Farm Meeting Room - per half day – 25 max	£60.00	-33.33	-£20.00	£40.00		No
Cancelled Room Bookings	£35.00	3.00	£1.05	£36.05		No
A4 B&W	£0.30	-33.33	-£0.10	£0.20		Incl. VAT
A3 B&W	£0.40	0.00	£0.00	£0.40		Incl. VAT
A4 Colour	£1.25	0.00	£0.00	£1.25		Incl. VAT
A3 Colour	£1.75	0.00	£0.00	£1.75		Incl. VAT
Sandwell Park Farm Admission Charges						
Per Adult per Day	£2.60	1.92	£0.05	£2.65		Incl. VAT
Per Day - Concessionary Charge (junior / OAP)	£2.10	2.38	£0.05	£2.15		Incl. VAT
Family ticket (2 adults & up to 3 children)	£10.00	3.00	£0.30	£10.30		Incl. VAT
Family ticket (1 adult & up to 3 children)	£8.00	2.50	£0.20	£8.20		Incl. VAT
6 month pass (individual)	£35.00	3.00	£1.05	£36.05		Incl. VAT
6 month pass (individual) - Concessionary Charge	£25.00	3.00	£0.75	£25.75		Incl. VAT
12 month pass (individual)	£50.00	3.00	£1.50	£51.50		Incl. VAT
12 month pass (individual) - Concessionary Charge	£35.00	3.00	£1.05	£36.05		Incl. VAT
6 month pass (joint - 2 adults)	£50.00	3.00	£1.50	£51.50		Incl. VAT
6 month pass (joint - 2 adults) - Concessionary Charge	£40.00	3.00	£1.20	£41.20		Incl. VAT
12 month pass (joint - 2 adults)	80.00	3.00	£2.40	£82.40		Incl. VAT
12 month pass (joint - 2 adults) - Concessionary Charge	60.00	3.00	£1.80	£61.80		Incl. VAT
6 month pass (family 2 adults & up to 3 children)	65.00	3.00	£1.95	£66.95		Incl. VAT
12 month pass (family 2 adults & up to 3 children)	95.00	3.00	£2.85	£97.85		Incl. VAT
Visitor Centres/Countryside Management Activities						
Trailer Ride (minimum 10 minutes)	2.00	2.50	£0.05	£2.05		Incl. VAT

Service Provided	Standard Charge 2017/18	Increase / (Decrease) in % 2018/19	Increase / (Decrease) in £ 2018/19	Proposed Charge 2018/19	Comment	VAT
Trailer Ride (minimum 10 minutes) - Concessionary Charge	1.50	0.00	£0.00	£1.50		Incl. VAT
Schools & Groups Guided Visit (Day)	5.50	2.73	£0.15	£5.65		No

17.3.2 Commercial Services – Environment and Fleet

1.1 Summary Statement

This report sets out the proposed fees and charges for the year 2018/19 for waste services provided by the Housing and Communities 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 (Customer and other stakeholders)

No consultation has been undertaken.

1.5 Rationale for proposed 2018-19 charges,

See 1.6 below

1.6 Finance and Resource implications

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. In addition, there is a newly revised administration and duty of care annual charge in line with Serco's nationally set rate. 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 2018 and to correctly align landfill tax charges and disposal gate fee charges, in relation to individual container volumes. Domestic charge increases, where applied, are based on inflationary increases.

Landfill tax is payable on those tonnes disposed of to landfill and is subject to the tax increase from 1 April 2018 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 1 April 2018 are unknown.

The increases to domestic related charges are based on inflationary increases only.

1.7 Specific new charges proposed (if required)

See 1.6 for new or revised charges.

1.8 Specific charges ceased (if required)

Charges for 330 litre residual and recycling trade waste collections 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.

1.10 Impact on any council managed property or land

There is no impact on any council managed property or land.

1.11 Health and Wellbeing implications (INCLUDING SOCIAL VALUE)

The provision of these services provides an environmental protection and public health service to the community in the provision of waste collection and waste containment.

1.12 Contribution towards Vision 2030:

These services relate to Vision 5.

2.0 Fees and Charges table

Service Provided	Proposed Charge 2017	Increase / (Decrease) in % 2018/19	Increase / (Decrease) in £ 2018/19	Proposed Charge 2018/19	Comment	VAT
Trade Waste Charges						
30 Blue Trade Sacks (including disposal and Waste Transfer Note)			New	£138.30		Yes
1280 Litre Euro Container (including L/Tax and disposal)			New	£18.35		Yes
1100 Litre Euro Container (including L/Tax and disposal)			New	£15.92		Yes
900 Litre Paladin Container (including L/Tax and disposal)			New	£14.31		Yes
660 Litre Mini Euro Container (including rental, L/Tax and disposal)			New	£10.85		Yes
240 Litre Wheeled bin (including L/Tax and disposal)			New	£7.62		Yes
30 Sacks - Co-mingled mixed dry recycling (Including disposal and Waste Transfer Note)			New	£138.30		Yes
240 Litre Co-mingled mixed dry recycling			New	£6.28		Yes
660 Litre Co-mingled mixed dry recycling			New	£8.38		Yes
1100 Litre Co-mingled mixed dry recycling			New	£11.78		Yes
Admin Charge/Annual DoC - National Charge			New	£78.00		Yes
Commercial Clearance per hour	On application			Minimum £125	Disposal (min 3 tonnes)	
Landfill tax per tonne	£86.10	3.31	£2.85	£88.95	Nationally set charge	No
Domestic Charges Bulky Collections:						
Fridge/Freezer	£12.32	2.00	£0.25	£12.57		No
Bulky - 1 item	£12.32	2.00	£0.25	£12.57		No

Service Provided	Proposed Charge 2017	Increase / (Decrease) in % 2018/19	Increase / (Decrease) in £ 2018/19	Proposed Charge 2018/19	Comment	VAT
Bulky - 2 to 4 items	£18.50	2.00	£0.37	£18.87		No
Bulky - 5 to 8 items	£36.99	2.00	£0.74	£37.73		No
Garden Waste						
Additional Garden Waste Container - Delivered	£42.34	-3.16	-£1.34	£41.00		Yes
Replacement containers - Lost and stolen:						
180 litre wheeled bin (any type)	£12.50	2.00	£0.25	£12.75		Yes
240 litre wheeled bin (any type)	£12.50	2.00	£0.25	£12.75		Yes
360 litre wheeled bin (any type)	£12.50	2.00	£0.25	£12.75		Yes
Concessionary rate	£5.00	2.00	£0.10	£5.10		Yes

17.3.3 Community & Partnerships – 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 2018/19. During the financial year 2017/18 the Communities Team collected local benchmarking 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 year's fees and charges decisions. The summary of this benchmarking information is presented below.

As in previous years, prices have been reviewed by Service Managers with a recommendation that they be increased by 3.0%. The anticipated income for the Local Communities Team would be £12,017.00, enhancing the Communities Team value for money and supporting required efficiency savings. However, this is a reducing figure as community centres are being transferred to local community management. Currently there are only two 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.

The income projected for Lightwoods House has been stated separately, since this is a new venture. The overall running costs of the building are not yet established for this building, and the income stream is being developed to off-set the running costs of the house. It is anticipated that in the financial year 2017/18 the income will be in the region of £21,700.00. It should be noted that because of the late completion of the works this in reality will be from a 6-month period, not a full 12 months.

The projected income for Lightwoods House for 2018/19 is £28,600.00 dependent on the actual running costs of the house.

However, following a tribunal in July 2017, HMRC have taken the view that V.A.T should be charged for room hire related to weddings. As a result of this decision our fees & Charges for Lightwoods will increase by 25% which includes the originally planned increase of 5% and now accommodates the 20% V.A.T.

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.
3. Lightwoods House.

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 3%, for Mobility Services would increase the membership fee from £16.80 to 17.30, and the half day visitors charge would increase from £4.10 to £4.20 (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.

Lightwoods House only started to operate at the end of August 2017. Therefore, an interim Fees & Charges document has been presented to Cabinet for the financial year 2017/18. A full financial year charges have now been included in the Fees & Charges report for the financial year 2018/19.

It is anticipated that the income for Lightwoods House in the financial year 2017/18 will be in the region of £21,700.00, due to late completion of the building works. In the financial year 2018/19, it is anticipated that the income will be £28,600.00 dependent on the house running costs.

1.2 Policies and legislation applicable to the charge

Financial Regulation 5.30 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

The result of the exercise shows 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. Benchmarking information is available.

Benchmarking was undertaken for the Shopmobility Service and is shown in the table below

SHOPMOBILITY UNITS	ANNUAL CHARGE	DAILY CHARGE	CHARGE PER HOUR	VISITOR CHARGE DAILY CHARGE PER VISIT	CHARGE PER HOUR
Evesham	25.00	0.00		6.00	
Petersfield	5.00	4.00		4.00	
Shrewsbury	0.00	3.50		3.50	
Stafford	10.00	1.50		4.50	1.50
Swindon	15.00	1.00		6.00	
Arndale Centre	15.00	0.00		12.00	
Tunbridge Wells	8.00	0.00	2.00	5.00	2.00
Birkenhead	25.00	3.00		7.00	
Birmingham	15.00	2.00		6.00	
Merry Hill	12.00	6.00		10.00	
Tamworth	0.00	5.00		5.00	
Walsall Closed)	0.00	0.00		0.00	
Wolverhampton	18.00	1.10	1.10	2.60	3.50
Worcester	10.00	3.00		7.00	
Totals	156	36.9		65.25	7.00
AVERAGE	11.14	2.64		4.66	2.33
SANDWELL	17.30	0.00		4.20	1.40

Finally, Benchmarking was undertaken regarding Lightwoods House and the services it now provides. Since this is a premium site care was taken to pitch the prices at an appropriate level, especially with the close proximity to the hotels on the Hagley Road.

Benchmarking
Wedding Venue

Below are venue fees for comparable near to Lightwoods House.

Venue	Time Allocated	Function	Day/Date	Venue Fee	Extras
Sandwell Register Office		Ceremony indoors		£275 Mon/Thur £383 Fri/Sat £446 Sun/B.H.	
Haden Hill House	2hrs	Ceremony indoors		£450	
Lightwoods House	<i>n/a</i>	Ceremony / Reception	Peak price	£1,800	
Ingestre Hall	13.5hrs	Ceremony / Reception	Peak/Off-Peak venue fees	£3,700- £3,950	Saturdays and summer holidays only
	12hrs	Reception	As above	£3,450- £3,700	Exclusive use, fee excludes all aspects except furniture
Aston Hall	3 hrs	Ceremony indoors	Between 9.30am-4.30pm	£1,800	Exc staffing/set-up, extra time available.
		Reception	All day 9.30am-4.30pm	£1,500	As above
		Ceremony / Reception	All day 9.30am-4.30pm	£2,900	As above
Botanical Gardens	2hrs	Ceremony indoors		£930	
		Ceremony / Reception		£400	
Blakesley Hall	3hrs	Ceremony indoors		£1,000	Specifically states

Benchmarking
Wedding Venue

Below are venue fees for comparable near to Lightwoods House.

Venue	Time Allocated	Function	Day/Date	Venue Fee	Extras
					exclusive use
		Ceremony and drink		£1,500	As above
Venue	Time Allocated	Function	Day/Date	Venue Fee	Extras
Soho House	3hrs	Ceremony indoors		£1,000	Photos in House
	3hrs	Ceremony and drink		£1,500	Guest access to rest of House
	All Day	Ceremony/Reception		£1,550	Min £36ph food
Himley Hall	2hrs	Ceremony indoors		£576-£642 Mon-Sat £576-£1032 Sun	
	3hrs	Reception only		£55ph inc venue hire and meal	
	5hrs	Evening party		£516	Compulsory DJ £258 and doormen £100
Plough and Harrow		Ceremony		£700-£1100 Sun-Fri £750 Sat, smaller room	
		Ceremony / reception		£300-£350 Sun-Fri £400-£500 Sat	Price dependent on room used
Berrow Court		Ceremony indoors		£550	
		Ceremony / Reception	Peak prices May-Sep	£1,500 midweek £2,000-£2,500 weekend	Up to 70 day guests, 150 night
Fazeley Studios	10hrs	Ceremony / Reception		£3325-£4500	£120 per extra hour
The Bond, Digbeth	10hrs	Ceremony / Reception		£3,000	Café open for 1hr

Benchmarking
Wedding Venue

Below are venue fees for comparable near to Lightwoods House.

Venue	Time Allocated	Function	Day/Date	Venue Fee	Extras
					before, tablecloths / chaircovers inc
Banqueting Suite, Birmingham Council House	2hrs	Ceremony indoors		£375 Fri/Sat/B.H	
	8hrs	Reception indoors		£995 July/Aug £795 rest of year	Includes cutlery, table linen/PA etc. £150 per extra hour. Preparation room £55ph
Venue	Time Allocated	Function	Day/Date	Venue Fee	Extras
Highbury Hall	2hrs	Ceremony indoors		£375 Fri/Sat/B.H. £295 Sun-Thurs	
	8hrs	Reception indoors		£995 July/Aug £795 rest of year	Includes cutlery, table linen/PA etc. £150 per extra hour. Preparation room £55ph. Min £35ph food.

1.4 Consultation undertaken (Customer and other stakeholders)

At this point in time no formal consultation has taken place. However, the locally managed community centres chose whether to adopt the increases or set their own fees & charges.

1.5 Rationale for proposed 2018-19 charges,

In setting the Communities Team budget proposals for 2018/19, the attached fees and charges have been taken into account in the proposed 2% increase recommended for Neighbourhoods.

Lightwoods House is a prestige venue and our benchmarking has shown that a 5% increase to off-set the running costs are viable, following a benchmarking exercise. However, following a tribunal in July 2017, HMRC have taken the view that V.A.T should be charged for room hire related to weddings. As a result of this decision our fees & Charges for Lightwoods will increase by 25% which includes the originally planned increase of 5% and now accommodates the 20% V.A.T.

In all cases there has to be some management discretion in applying the Fees & Charges, especially where helping new and embryonic group to take their first steps. Any assistance given should give a specific time period after which any assistance will be reviewed.

The Fees & Charges for Community Centres and Shop mobility take into account the current V.A.T legislation, this requires that the Fees & Charges identified for the room hire charges for wedding services and receptions at Lightwoods House are also inclusive of V.A.T, whereas other room hires are VAT exempt

1.6 Finance and Resource implications

(include sustainability implication of rechargeable offer)

Financial Regulations 5.30 requires that Fees & Charges be reviewed on an annual basis. The proposed fees referred to in this report are expected to generate £12,017.00.

As in previous years prices have been reviewed by Service Managers with a recommendation that they be increased by 5%.

The anticipated income for the Local Communities Team would be £12,017.00, 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 two community centres that the council directly manages, 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 facility 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.

Managers as part of the fees & charges have the right to charge a returnable bond up to the value of £150.00. When all the booking conditions have been met following a booking then the bond will be returned. This applies to the community centres and Lightwoods House.

Shopmobility charge a £30.00 bond for the long and short-term wheelchair loan service. This again is returnable once all booking conditions have been met.

1.7 Specific new charges proposed (if required)

Introduction of charges for room hire, office rental and wedding reception Lightwoods House that came on line at the end of August 2018, have been presented to Cabinet recently to cover the remainder of the 2017/18 financial year. This action enables Lightwoods House to comply with the council's financial standing orders. A proposed increase of 5% to the Lightwoods House fees & charges have been included in this report for the financial year 2018/19.

1.8 Specific charges ceased (if required)

N/A

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.

1.10 Impact on any council managed property or land

The proposed fees & charges do not have an impact on council managed properties or land. Where properties are managed by voluntary sector organisations they comply have to guidelines set out in either service level agreements or leases to protect council's interests.

1.11 Health and Wellbeing implications (INCLUDING SOCIAL VALUE)

The activity programmes provided at the community centres, whether they are managed by the local authority or voluntary sector organisations provide a wide range of health-related activities. These range from sport

activities to specific fitness activities to health education programmes. The programmes have been developed with the local community to respond to their needs and considering health and wellbeing implications.

The Shopmobility service specifically provides individuals with mobility issues, the opportunity to get out and meet friends, as well as access facilities in central West Bromwich, thus maintaining a level of independence.

The Shopmobility Service also provides both long and short-term wheelchair loan services commissioned by the Health Authority.

1.12 Contribution towards Vision 2030:

Ambition 1

Explore opportunities to get families more involved in leisure & recreational activities with the possibility of affordable family incentives.

The family ethos provided by our community centres encourages parents and their children to see the centres as safe accessible places. The programmes provide activities and support from mums and tots, nurseries, youth activities, health fitness and sport activity to adult learning and specific activities for older people.

Ambition 2

Supporting healthy life expectancy through the provision of top class leisure facilities & the increase in participation in sport. The community centres play an important part in supporting local clubs to engage with their users, by providing appropriate facilities.

Ambition 10

Building resilience within the voluntary and community sector to do more for themselves. The progression to local management of community centres very clearly supports ambition 10. Only 2 of the community centres remain directly managed by Sandwell Council. Work is on-going to source alternative management solutions for these 2 facilities.

2.0 Fees and Charges table

Service Provided	Charge 2017	Increase / (Decrease) in % 2018/19	Increase / (Decrease) in £ 2018/19	Proposed Charge 2018/19	Comment	VAT
Large Hall						

Service Provided	Charge 2017	Increase / (Decrease) in % 2018/19	Increase / (Decrease) in £ 2018/19	Proposed Charge 2018/19	Comment	VAT
Monday to Friday 09.00 – 17.00	£11.60	2.59	£0.30	£11.90		No
Monday to Friday 17.00 – 23.00	£19.90	3.02	£0.60	£20.50		No
Weekend and Bank Holiday	£35.40	3.11	£1.10	£36.50		No
Marked Sports Hall						
Monday to Friday 09.00 – 17.00	£11.60	2.59	£0.30	£11.90		No
Monday to Friday 09.00 – 17.00 Casual Bookings	£13.90	2.88	£0.40	£14.30		No
Monday to Friday 17.00 – 23.00	£19.90	3.02	£0.60	£20.50		No
Monday to Friday 17.00 – 23.00 Casual Bookings	£23.50	2.98	£0.70	£24.20		No
Weekend and Bank Holiday	£35.40	3.11	£1.10	£36.50		No
Weekend and Bank Holiday Casual Bookings	£41.80	3.11	£1.30	£43.10		No
Medium Hall						
Monday to Friday 09.00 – 17.00	£10.00	3.00	£0.30	£10.30		No
Monday to Friday 17.00 – 23.00	£17.20	2.91	£0.50	£17.70		No
Weekend and Bank Holiday	£25.10	3.19	£0.80	£25.90		No
Large Room						
Monday to Friday 09.00 – 17.00	£6.50	3.08	£0.20	£6.70		No
Monday to Friday 17.00 – 23.00	£8.60	3.49	£0.30	£8.90		No
Weekend and Bank Holiday	£11.40	2.63	£0.30	£11.70		No
Small Room						
Monday to Friday 09.00 – 17.00	£5.00	4.00	£0.20	£5.20		No
Monday to Friday 17.00 – 23.00	£6.80	2.94	£0.20	£7.00		No
Weekend and Bank Holiday	£9.60	2.60	£0.25	£9.90		No
Showers / Changing Rooms						
Monday to Friday 09.00 – 17.00	£5.00	4.00	£0.20	£5.20		No

Service Provided	Charge 2017	Increase / (Decrease) in % 2018/19	Increase / (Decrease) in £ 2018/19	Proposed Charge 2018/19	Comment	VAT
Monday to Friday 09.00 – 17.00 Casual Bookings	£6.20	2.42	£0.15	£6.40		No
Monday to Friday 17.00 – 23.00	£5.10	3.92	£0.20	£5.30		No
Monday to Friday 17.00 – 23.00 Casual Bookings	£6.20	2.42	£0.15	£6.40		No
Weekend and Bank Holiday	£5.10	3.92	£0.20	£5.30		No
Weekend and Bank Holiday Casual Bookings	£6.20	2.42	£0.15	£6.40		No
Sports Barn						
Monday to Friday 09.00 – 17.00	£25.10	3.19	£0.80	£25.90		No
Monday to Friday 09.00 – 17.00 Casual Bookings	£25.10	2.99	£0.75	£25.85		No
Monday to Friday 17.00 – 23.00	£26.00	3.08	£0.80	£26.80		No
Monday to Friday 17.00 – 23.00 Casual Bookings	£26.00	3.08	£0.80	£26.80		No
Weekend and Bank Holiday	£33.80	2.96	£1.00	£34.80		No
Weekend and Bank Holiday Casual Bookings	£33.80	2.96	£1.00	£34.80		No
Mobility Service						
Membership fee	£16.80	2.98	£0.50	£17.30		
Half day visitor charge (3 hour session)	£4.10	2.44	£0.10	£4.20		
Lightwoods House						
PEAK TIME MAY, JUNE, JULY AUGUST, SEPT, DEC						
Ceremony Bandstand Inc.: up to 90 chairs, mini P.A, registrars table with cloth, 2 hours hire to include ceremony, photos in Park/Garden/House						
Ceremony-Bandstand Monday -Thursday	£280.00	5.00	£14.00	£294.00		Yes
Ceremony-Bandstand Friday & Sunday	£297.00	5.00	£14.85	£311.85		Yes
Ceremony-Bandstand Saturdays & Bank Holidays	£350.00	5.00	£17.50	£367.50		Yes

Service Provided	Charge 2017	Increase / (Decrease) in % 2018/19	Increase / (Decrease) in £ 2018/19	Proposed Charge 2018/19	Comment	VAT
Ceremony Indoors Inc.: up to 90 chairs, mini P.A, registrars table with cloth, 2 hours hire to include ceremony, photos in Park/Garden/House						
Ceremony Indoors Monday -Thursday	£400.00	5.00	£20.00	£420.00		Yes
Ceremony Indoors Friday & Sunday	£425.00	5.00	£21.25	£446.25		Yes
Ceremony Indoors Saturdays & Bank Holidays	£500.00	5.00	£25.00	£525.00		Yes
Ceremony, Reception and evening indoors as above plus use of marquee for outdoor drinks/wet weather alternative; up to 10 dining tables plus buffet tables in long room, dance floor, access to garden up to 31:30 and access to the house up to 23:45. Setting up time available day before the wedding.						
Ceremony, reception and evening indoors Monday -Thursday	£1,440.00	5.00	£72.00	£1,512.00		Yes
Ceremony, reception and evening indoors Friday & Sunday	£1,530.00	5.00	£76.50	£1,606.50		Yes
Ceremony, reception and evening indoors Saturdays & Bank Holidays	£1,800.00	5.00	£90.00	£1,890.00		Yes
Ceremony, Reception and evening indoors as above plus use of marquee for outdoor drinks/wet weather alternative; up to 10 dining tables plus buffet tables in long room, dance floor, access to garden up to 31:30 and access to the house up to 23:45. Setting up time available day before the wedding.						

Service Provided	Charge 2017	Increase / (Decrease) in % 2018/19	Increase / (Decrease) in £ 2018/19	Proposed Charge 2018/19	Comment	VAT
Reception and evening indoors Monday - Thursday	£1,120.00	5.00	£56.00	£1,176.00		Yes
Reception and evening indoors Friday & Sunday	£1,180.00	5.00	£59.00	£1,239.00		Yes
Reception and evening indoors Saturdays & Bank Holidays	£1,400.00	5.00	£70.00	£1,470.00		Yes
Ceremony, reception no evening Inc. up to 90 chairs, mini P.A, registrars table and cloth, up to 10 dining tables in the long room, photos in Park/Garden/house. Use of marquee for drinks/wet weather alternative. 5 hour booking						
Ceremony reception no evening Monday - Thursday	£1,000.00	5.00	£50.00	£1,050.00		Yes
Ceremony reception no evening Friday & Sunday	£1,062.50	5.00	£53.15	£1,115.65		Yes
Ceremony reception no evening Saturdays & Bank Holidays	£1,250.00	5.00	£62.50	£1,312.50		Yes
OFF PEAK TIMES OCT, NOV, JAN, FEB, MAR, APR						
Ceremony-Bandstand Monday -Thursday	£212.50	5.01	£10.65	£223.15		Yes
Ceremony-Bandstand Friday & Sunday	£225.00	5.00	£11.25	£236.25		Yes
Ceremony-Bandstand Saturdays & Bank Holidays	£250.00	5.00	£12.50	£262.50		Yes
Ceremony Indoors						
Ceremony-Indoors Monday -Thursday	£425.00	5.00	£21.25	£446.25		Yes
Ceremony-Indoors Friday & Sunday	£450.00	5.00	£22.50	£472.50		Yes
Ceremony-Indoors Saturdays & Bank Holidays	£500.00	5.00	£25.00	£525.00		Yes
Ceremony, Reception and evening indoors						
Ceremony, Reception and evening indoors Monday -Thursday	£1,180.00	5.00	£59.00	£1,239.00		Yes

Service Provided	Charge 2017	Increase / (Decrease) in % 2018/19	Increase / (Decrease) in £ 2018/19	Proposed Charge 2018/19	Comment	VAT
Ceremony, Reception and evening indoors Friday & Sunday	£1,260.00	5.00	£63.00	£1,323.00		Yes
Ceremony, Reception and evening indoors Saturdays & Bank Holidays	£1,400.00	5.00	£70.00	£1,470.00		Yes
Reception and evening indoors						
Reception and evening indoors Monday - Thursday	£1,020.00	5.00	£51.00	£1,071.00		Yes
Reception and evening indoors Friday-Sunday	£1,080.00	5.00	£54.00	£1,134.00		Yes
Reception and evening indoors Saturdays & Bank Holidays	£1,200.00	5.00	£60.00	£1,260.00		Yes
Ceremony and reception-no evening						
Ceremony and reception-no evening Monday-Thursday	£765.00	5.00	£38.25	£803.25		Yes
Ceremony and reception-no evening Friday & Sunday	£810.00	5.00	£40.50	£850.50		Yes
Ceremony and reception-no evening Saturday & Bank Holidays	£900.00	5.00	£45.00	£945.00		Yes
As above with marquee, up to 10 tables in the long room, dance floor with access to the garden until 21:30 and access to the house until 23:45. Setting up time is available the day before the wedding.						
As above Monday - Thursday	£1,440.00	5.00	£72.00	£1,512.00		Yes
As Above Saturday & Bank Holidays	£1,530.00	5.00	£76.50	£1,606.50		Yes
As Above Friday & Sunday	£1,800.00	5.00	£90.00	£1,890.00		
As above reception and evening indoors Monday - Thursday						
As above reception and evening indoors	£1,120.00	5.00	£56.00	£1,176.00		Yes

Service Provided	Charge 2017	Increase / (Decrease) in % 2018/19	Increase / (Decrease) in £ 2018/19	Proposed Charge 2018/19	Comment	VAT
As above reception and evening indoors Monday - Thursday	£1,180.00	5.00	£59.00	£1,239.00		Yes
As above reception and evening indoors Saturday & Bank Holidays	£1,400.00	5.00	£70.00	£1,470.00		Yes
As above ceremony, reception but no evening.						
As above ceremony, reception but no evening. Monday - Thursday	£1,000.00	5.00	£50.00	£1,050.00		Yes
As above ceremony, reception but no evening. Friday & Sunday	£1,062.50	5.00	£53.15	£1,115.65		Yes
As above ceremony, reception but no evening. Saturdays & Bank Holidays	£1,250.00	5.00	£62.50	£1,312.50		Yes
Chance Room	£20.00	5.00	£1.00	£21.00		NO
Weatherhead Room	£15.00	5.00	£0.75	£15.75		NO
Long Room (L)	£30.00	5.00	£1.50	£31.50		NO
Long Room (S)	£25.00	5.00	£1.25	£26.25		NO
Long Room combined	£55.00	5.00	£2.75	£57.75		NO
Community Lounge	£20.00	5.00	£1.00	£21.00		NO

17.3.4 Community & Partnerships – Library and Information

1.1 Summary Statement

Although the majority of library services are provided free at the point of delivery, libraries have been very successful in increasing income levels well above the rate of inflation, in order to meet budget reduction targets. The income target has been increased by 116% from £102,600 in 2010-11 to £221,200 in 2017-18. This has largely been achieved through new income streams, such as the library “sharing spaces” agenda and new charged-for services, such as the Storyplayers (the library children’s team).

This annual review of fees and charges forms part of a wider strategy for generating income for the library service, and the intention is to increase income by 12% (£30,000) over the next two years rather than the 2% target. Libraries plan to increase activity 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 this year libraries commenced charging for these and now plan to develop library tuck shops (recognising that healthy options are required). In addition, we will be encouraging customers to make donations, particularly at events and activities.

Photocopying charges in libraries (which are self-service) are based on harmonisation with other Black Country library authorities, and are higher in Community History and Archives Service (CHAS) as there is generally staff intervention when copying archives.

1.2 Policies and legislation applicable to the charge

The legislation covering the delivery of library services is the 1964 Public Libraries and Museums Act. Libraries are restricted from charging for most core services, e.g. loan of books and the provision of information. The Act allows for charging for lending non-book materials, e.g. recorded music.

1.3 Benchmarking information

Sandwell Library and Information Service (including CHAS) 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 sharing of a Library Management System (to

be implemented in late-2017 to mid-2018). Black Country libraries have benchmarked their charges with other authorities across the region, to ensure they are within an acceptable range of the norm, although generally at the lower end, recognising lower average income levels. A benchmarking exercise was undertaken around charges for room hire with community centres, as a starting point for rationalising charges for renting council spaces.

1.4 Consultation undertaken (Customer and other stakeholders)

Consultation has been with:

- Other Black Country authorities to continue the policy of harmonising charges across the Black Country.
- Colleagues from Community Partnerships to begin to rationalise room hire charges
- There has been no consultation with customers this year, as there are no plans for significant increase in charging levels

1.5 Rationale for proposed 2018-19 charges

The proposed charges are largely the same as the previous financial year, e.g. last year all Black Country authorities raised fines for late return of books to 16p a day, well above the rate of inflation, so this year it is intended to maintain them at the current level.

Library staff are working with colleagues to harmonise charges between room hire in community centres and libraries. The first step is to adopt the same terminology – community centres define small rooms, large rooms, small halls and large halls, whereas libraries have small, medium and large rooms. The proposal is to re-designate the library offer as small rooms, large rooms and main library (= community centres small halls). The hire charges for library spaces is higher (e.g. currently community centre small room £5, library small room £8), and so intend to hold library charges until community centres can catch up.

In terms of increases, the only change proposed is an increase in postage and packaging for mailing items from CHAS (to ensure we recoup our costs).

1.6 Finance and Resource implications

Libraries plan to raise their income target by a further £30,000 over the next two years, an increase of 12%. This will cover the 2% target increase, plus a further £25,000 to off-set budget reductions.

The intention is to do this by focussing efforts on increasing activity, rather than increasing charges, e.g.

- more hire of rooms in libraries;
- more permanent lets of library spaces;
- increasing level of donations (involving a culture change for library staff).

This follows the Cabinet decision “to deliver library services which are professionally managed, supported by partners, friends and volunteers, out of spaces that are shared with other organisations... This approach will be used as a means of avoiding library closures, if possible” (Delivering Innovative and Sustainable Library Services, Key Decision Ref. No. TNS016).

1.7 Specific new charges proposed (if required)

New charges are proposed around tuck shop sales in libraries, using a standard mark-up, an approach that has worked well for sales of alcohol, introduced in the current year (which made £1,000 clear profit during the week of the Birmingham, Solihull and Sandwell Jazz and Blues Festival in July).

1.8 Specific charges ceased (if required)

N/A

1.9 Equality Impact Assessment

N/A – as no significant increases proposed.

1.10 Impact on any council managed property or land

N/A

1.11 Health and Wellbeing implications (INCLUDING SOCIAL VALUE)

Libraries have a well-developed Health and Wellbeing offer, built around:

- “Reading Well” and “Shelf Help” (for young people) schemes, providing books focused on mild to moderate mental health issues like anxiety and depression; and self-help library resources and help for people who want to understand more about specific conditions or issues, e.g. coping with dementia resources, smoking cessation sessions;
- Reading fiction and “mood boosting books” to increase empathy and levels of happiness, through staff expertise and working with partners, e.g. dealing with anxiety sessions; relaxation workshops
- Social, recreational and community engagement activities to combat isolation, foster community relations and improve wellbeing, e.g. health

zones, weight management initiatives, fitness sessions, coffee mornings, “Knit and Natter”, arts groups and entertainment evenings.

Libraries provide social value by delivering services that engage and involve people:

- Libraries as lively community hubs and cultural hubs, with free spaces for groups to use, at the heart of the communities they serve;
- Friends group in every library, helping by raising funds (including accessing community funding not directly available to the library service) and involvement in planning improvements and consultation with communities about how, when and where library services are delivered;
- Activities and events, both inside library buildings and elsewhere, delivered by and for local people, providing opportunities for volunteers and work experience, e.g. children’s activities and events, community fun days.

1.12 Contribution towards Vision 2030:

Ambition 1

- Libraries promote reading for pleasure, and there is a wealth of evidence to show that children who develop the reading habit and a love of books have higher reading levels, do better in education, have improved life chances, and continue reading through the rest of their lives;
- The promotion and enjoyment of reading is an essential life skill in an area of low literacy levels; libraries deliver Summer Reading Challenge, reading groups for all ages and interests, and support for early years development;
- Libraries are open and accessible to all, conveniently located, to deliver free or low cost services such as access to books, information, computers, activities for children, and learning, providing opportunities for everyone.

Ambition 2

- Libraries provide services that improve people’s health and wellbeing, such as “Reading Well” and “Shelf Help” (for young people) schemes, providing books focused on mild to moderate mental health issues like anxiety and depression; and self-help library resources and help for people who want to understand more about specific conditions or issues, e.g. coping with dementia resources, smoking cessation sessions;.
- Libraries work with partners to deliver social, recreational and community engagement activities to combat isolation, foster community relations and improve wellbeing, e.g. health zones, weight management initiatives, fitness

sessions, coffee mornings, “Knit and Natter”, arts groups and entertainment evenings.

Ambition 3

- Libraries provide free use of computers and Wi-Fi for Internet, e-mail and office software, with staff to help, in an area of low computer ownership;
- Libraries are learning spaces, with staff and partners delivering and supporting learners, and individuals accessing learning resources to meet their own requirements and levels.

Ambition 4

- Libraries offer support through early years, such as Bookstart (getting books into family homes from age six months), stories and rhyme times for very young children (developing language and social skills and supporting school readiness);
- Libraries deliver Booktastic! (universal membership scheme for reception age children), work closely with schools to offer class visits and extended classroom sessions (to support the curriculum), Summer Reading Challenge (to maintain literacy levels through the long holiday) and homework clubs;
- Libraries provide code clubs and Tech Play (to develop interest and skills in science and technology), resources supporting learning (text books and on-line tools), study spaces, work experience and apprenticeships, and opportunities for young people to volunteer.

Ambition 5

- Libraries provide safe, neutral spaces and are used by all sections of local communities. Libraries provide activities that bring different communities together, improving social cohesion, and staff are trained to “see something, do something” and refer to appropriate agencies.
- All libraries are third party reporting centres for hate crime, work with a range of partners to provide spaces to deliver their crime reduction agendas (e.g. PCSOs, Hope for Justice – combatting modern slavery, support the council’s Safer Six initiative, focusing on Internet safety), and Thimblemill is the country’s first Library of Sanctuary.

Ambition 8

- Sandwell libraries are located in the heart of their towns and neighbourhoods, and enrich the lives of people living there because of what they deliver as community hubs: New mums connect at baby rhyme times; elderly people, often facing difficult life transitions, attend events and find that they make new friends; young people get into gaming sessions after

school. In libraries, community-building connections are happening all the time;

- Libraries are fun places for all the family to visit: Libraries deliver family activities during school holidays and at weekends; they are developing as street corner arts centres, providing music, theatre, displays and dance; they provide spaces for community groups come together;
- Libraries and the Archives Service help record, preserve, promote and celebrate the diverse heritage and distinctiveness of Sandwell's six towns and their communities. They act as custodians of local history within Sandwell: Community History and Archives Service (CHAS), based in Smethwick library, has original archives, photographs, the largest local history library, and trained and knowledgeable staff to help; there are books and resources in all libraries, plus online family and local history resources and information.

Ambition 9

- Libraries offer access to reliable information resources, and work with partners to support job-seekers and business start-ups.

Ambition 10

- Sandwell libraries have a well-established approach to partnership working, and many third sector organisations rely on library spaces to deliver their services. The library service has demonstrated that it is able to deliver a programme of transformation and innovation, e.g. in the use of volunteers, partners and friends groups in shaping and delivering frontline services, and making spaces in libraries available for community and commercial use.
- Libraries are able to support other council and central government services: supporting “channel shift” or the “digital first” approach to service delivery (by providing access to the portal for people who don't own a computer or are not confident users); providing “Council Access Points” for all council services ; delivering neighbourhood services and locality working into the heart of communities.

2.0 Fees and Charges table

Service Provided	Proposed Charge 2017/18	Increase / (Decrease) in % 2018/19	Increase / (Decrease) in £ 2018/19	Proposed Charge 2018/19	Comment	VAT
Reservation fee – in stock and purchased for stock						
Standard charge	£0.00	0.00	£0.00	£0.00		No
Concessionary charge	£0.00	0.00	£0.00	£0.00		No
Reservation fee – not in stock (ie. Inter library loan and includes journal articles)						
Standard charge	£4.00	0.00	£0.00	£4.00		No
Concessionary charge	£2.00	0.00	£0.00	£2.00		No
Compact discs						
Standard charge	£1.00	0.00	£0.00	£1.00		No
Concessionary charge	£0.50	0.00	£0.00	£0.50		No
DVDs loan charge – new feature films (loan period reduced to 3 nights)						
Standard charge	£2.00	0.00	£0.00	£2.00		No
Concessionary charge	£1.00	0.00	£0.00	£1.00		No
DVDs loan charge – all other (loan period 1 week)						No
Standard charge	£2.00	0.00	£0.00	£2.00		No
Concessionary charge	£1.00	0.00	£0.00	£1.00		No
Computer game hire (Central/Blackheath Library)						
Standard charge	£3.00	0.00	£0.00	£3.00		No
Concessionary charge	£2.00	0.00	£0.00	£2.00		No
Photocopying						
B&W per A4 sheet	£0.15	0.00	£0.00	£0.15		Inc VAT
B&W per A3 sheet	£0.30	0.00	£0.00	£0.30		Inc VAT
Colour per A4 sheet	£1.00	0.00	£0.00	£1.00		Inc VAT
Colour per A3 sheet	£1.50	0.00	£0.00	£1.50		Inc VAT

Service Provided	Proposed Charge 2017/18	Increase / (Decrease) in % 2018/19	Increase / (Decrease) in £ 2018/19	Proposed Charge 2018/19	Comment	VAT
Computer printouts						
B&W per A4 sheet	£0.15	0.00	£0.00	£0.15		Inc VAT
B&W per A3 sheet	£0.30	0.00	£0.00	£0.30		Inc VAT
Colour per A4 sheet	£1.00	0.00	£0.00	£1.00		Inc VAT
Colour per A3 sheet	£1.50	0.00	£0.00	£1.50		Inc VAT
Fax						
UK Only	£1.00	0.00	£0.00	£1.00		Inc VAT
Continuation sheets	£0.50	0.00	£0.00	£0.50		Inc VAT
To receive per sheet	£0.50	0.00	£0.00	£0.50		Inc VAT
Overdue, lost and damaged items						
Fines per item, per day (all items except CDs and DVDs)						
Standard charge	£0.15	0.00	£0.00	£0.15		No
Concessionary charge	£0.00	0.00	£0.00	£0.00		No
Fines for Premium DVDs per item per day						
Standard charge	£0.65	0.00	£0.00	£0.65		No
Concessionary charge	£0.30	0.00	£0.00	£0.30		No
Overdue reminders letter						
Email / Text message	£0.00	0.00	£0.00	£0.00		No
Postal	£0.00	0.00	£0.00	£0.00		No
Replacement Library card – (children no charge)						
Standard charge	£1.00	0.00	£0.00	£1.00		Inc VAT
Concessionary charge	£1.00	0.00	£0.00	£1.00		Inc VAT
Lost items – (under 5's no charge)						

Service Provided	Proposed Charge 2017/18	Increase / (Decrease) in % 2018/19	Increase / (Decrease) in £ 2018/19	Proposed Charge 2018/19	Comment	VAT
Standard charge	Full replacement charge or average replacement cost			Full replacement charge or average replacement cost		No
Concessionary charge	50% replacement charge			50% replacement charge		No
Damaged items – (under 16's no charge)						
Standard charge	Full replacement charge or average replacement cost			Full replacement charge or average replacement cost		No
Concessionary charge	50% replacement charge			50% replacement charge		No
Author Events (outside opening hours)						
Standard charge	£3.00	0.00	£0.00	£3.00		Inc VAT
Concessionary charge	£1.50	0.00	£0.00	£1.50		Inc VAT
Commercial Room hire (during opening hours)						
Small room	£8.00	0.00	£0.00	£8.00		No
Large room	£13.50	0.00	£0.00	£13.50		No
Main library	£20.00	0.00	£0.00	£20.00		No
outside opening hours	by negotiation	0.00				No
Interactive storytelling sessions eg. 'Storytime Lab'	£60.00	0.00	£0.00	£60.00	Minimum charge - negotiable dependent on number of sessions booked	No
Interactive storytelling sessions eg. 'Storytime Lab'	£80.00	0.00	£0.00	£80.00	Maximum charge - negotiable dependent on number of sessions booked	No
Interactive Storytelling training packages for practitioners, Minimum charge per session	£300.00	0.00	£0.00	£300.00		No
Refreshment sales						

Service Provided	Proposed Charge 2017/18	Increase / (Decrease) in % 2018/19	Increase / (Decrease) in £ 2018/19	Proposed Charge 2018/19	Comment	VAT
Hot drinks from machines	£1.00	0.00	£0.00	£1.00		Yes
Alcohol at evening events	cost price + vat + 100%	0.00		cost price + vat + 100%		Inc VAT
Tuck shop items	New charge			cost price + vat + 80%		Inc VAT
Community History and Archives Service						
Photocopying						
A4 B&W	£0.20	0.00	£0.00	£0.20		Inc VAT
A3 B&W	£0.40	0.00	£0.00	£0.40		Inc VAT
A4 Colour	£1.25	0.00	£0.00	£1.25		Inc VAT
A3 Colour	£1.75	0.00	£0.00	£1.75		Inc VAT
Microprint – self service						
A4	£0.60	0.00	£0.00	£0.60		Inc VAT
A3	£1.00	0.00	£0.00	£1.00		Inc VAT
Microprint – orders						
A4	£3.00	0.00	£0.00	£3.00		Inc VAT
A3	£3.50	0.00	£0.00	£3.50		Inc VAT
Photographs	£5.50	0.00	£0.00	£5.50		Inc VAT
A4 print or digital image	£0.00	0.00	£0.00	£0.00		Inc VAT
Camera Licence						
One day	£3.00	0.00	£0.00	£3.00		Inc VAT
One week	£7.00	0.00	£0.00	£7.00		Inc VAT
Post & packing						
UK	£2.00	2.5	£0.05	£2.05		Inc VAT
Overseas	£4.00	2.5	£0.10	£4.10		Inc VAT
Research service per 30 minutes	£10.00	0.00	£0.00	£10.00	Up to max. of 2 hours	No
Freedom of Information searches in closed records	£10.00	0.00	£0.00	£10.00		No

Service Provided	Proposed Charge 2017/18	Increase / (Decrease) in % 2018/19	Increase / (Decrease) in £ 2018/19	Proposed Charge 2018/19	Comment	VAT
Certified / authenticated copies of records	£10.00	0.00	£0.00	£10.00		Inc VAT
Talks to external groups minimum charge	£30.00	0.00	£0.00	£30.00		Inc VAT
Image display in commercial premises	£15.00	0.00	£0.00	£15.00		Inc VAT
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	Inc VAT
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	Inc VAT
TV/Radio broadcast	£25.00	0.00	£0.00	£25.00	Minimum charge	Inc VAT
TV/Radio broadcast	£300.00	0.00	£0.00	£300.00	Maximum charge	Inc VAT

17.3.5 Community & Partnerships – Museum & Art

1.1 Summary Statement

We have experienced income growth in line with visitor numbers increase - ie income per capita though retailing has remained consistent with the last couple of years once inflation is taken into account. Schools' income is still lower than our historic peaks but shows some sign of recovery – we are changing the entire structure of school charges as schools are now increasingly demanding a bespoke session rather than one of our 'off the shelf' sessions. Wedding bookings are recovering but there is increasing competition from local hotels with discount 'complete' packages (ceremony breakfast and in some cases accommodation) and we are struggling to compete with no opportunity at Haden Hill House to deliver a full catering service. Private hires for 'ghost hunts' remain consistent but again regional competition is strong and there is little market opportunity for extending the number of hires. A number of companies previously buying this service have ceased trading due we suspect to market saturation.

1.2 Policies and legislation applicable to the charge

none

1.3 Benchmarking information

Income per head for retailing and catering has been benchmarked with comparable East Midlands Museums with regard to performance (collective data is not available for West Midlands Services). Our proposed school charges encompass the range of charges seen in West Midlands Museums – however our top and bottom end charges actually represent what schools are prepared to pay. Rather than benchmark these services, we have, in the context of our unique buildings, market tested them. We have looked at event and catering costs at a variety of independent and National trust properties and our prices reflect our local audience's ability to pay. We are seeing increasing numbers of schools opting for cheaper activity (literacy, self-guided tours) rather than the more expensive living history programmes.

1.4 Consultation undertaken (Customer and other stakeholders)

Schools are aware of the increasing cost of providing services as a consequence of salary costs and materials costs. Our 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.

Painting groups have requested a 0% increase in the context of last year's increases. As this service is full cost recovered and we did lose a number of long term participants as a consequence of last year's increases this request has been agreed.

Market testing of admissions for re-enactment events has been trialled at the Manor House. Performance was not noticeably impacted (charges were kept low) but as weather conditions were 'spectacular' some caution as to customer response is required and further testing will be carried out in 18-19.

1.5 Rationale for proposed 2018-19 charges.

Overall we intend to maintain generally free admission to non-ticketed events and activities during advertised opening hours in line with our access policy, as economic exclusion far outweighs exclusion as a consequence of other equality issues. Our visitor journey mapping has identified that most local visitors to our sites are local visitors looking for a cheap family day/ half day out and it is clear that the introduction of admission charges would impact significantly on this market.

Until we have access to cashless payment facilities we will continue to struggle to make increased income from retailing: the significant age group attending family events etc over school holiday periods increasingly decline to use cash.

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

One exception is with regards to school sessions. Following National Curriculum changes many schools are now looking at bespoke services based around their budget. We are therefore proposing a range of charges depending on resources required (staff numbers, time, access to equipment etc.) with the existing living history and spooks programmes

falling within this range. This programme is offered to schools on a full cost recovery basis.

Also we have reassessed the hourly charge for the Oak House barns classroom as the charge was previously that levied for the temporary buildings on site. External training organisations etc. have declared a willingness to pay a significantly enhanced fee increase of nearly 400%. The commercial users who want to use this facility are very content with this cost. Wednesbury Art gallery is little used so we have proposed retaining the standard charges and not increasing them in the hope of this supporting some customer increases.

We have introduced a flat rate 'trusted user' out of hours fee. Certain groups are increasingly unable to afford the cost of a staffed building – additionally reductions in staff numbers have made it increasingly difficult to roster permanent staff for out of hours hires.

Given the market conditions, Wedding prices and private hires for 'ghost hunts' have this year been increased in line with the medium term financial strategy (3%). It must be born in mind that most wedding charges levied this year will not be fully paid until 2019-20, and that most income received this year will be at 2016/17 levels.

We have deleted the Galton Valley Canal Walks charges as the member of staff who carried this out has now left and this service has been picked up by the Friends of the Black Country Navigation.

We have changed the *Carols and concerts* category to '*concerts and theatre*' which better reflects the developing cultural programme at Museum managed sites. We have widened the range considerably as the cost is dependent on the company/ organisation providing the service, and we do on occasion include some refreshment element within the ticket price.

The Fees & Charges for Museum Services take into account the current V.A.T legislation, this requires that the Fees & Charges identified for the room hire charges for wedding services and receptions at Haden Hill House are inclusive of V.A.T, whereas other room hires are VAT exempt.

1.6 Finance and Resource implications

We do not anticipate significantly increased income streams. However, retailing and catering income is expected to continue to increase in line with increases in visitor numbers. Note 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 currently partially delivered by Friends who hope to extend their operations in 2018/19.

1.7 Specific new charges proposed (if required)

We have introduced a flat rate 'trusted user' out of hours fee. Certain groups are increasingly unable to afford the cost of a staffed building – additionally reductions in staff numbers have made it increasingly difficult to roster permanent staff for out of hours hires. This is set at £40.00 per session.

1.8 Specific charges ceased (if required)

Galton Valley Guided Tours

1.9 Equality Impact Assessment

Not done this year

1.10 Impact on any council managed property or land

None

1.11 Health and Wellbeing implications (INCLUDING SOCIAL VALUE)

Specific museum programmes target social isolation, mental health and community cohesion. These services are designed to be cost neutral. General access provides social cohesion via community use of shared spaces, and contributes to a developing sense of pride within local communities.

1.12 Contribution towards Vision 2030:

Ambition 1

Sandwell's Museums and Arts service celebrates the impact of the past and the successes of the future: a sense of pride in what has been made in the Borough and has come out of the borough, a can do attitude and a centre of excellence, innovation and creativity. Sandwell has, does and will continue to be so and this is the message we communicate to all.

Ambition 2

Sandwell's Museums continue to 'nudge' via its exhibitions displays and events, healthy sugar reduced diets, active lifestyles and active engagement in the community.

Ambition 3

Sandwell's Museums continue to engage fully with the council's apprenticeship, graduate, work experience and internship programmes. We also provide graduate and post graduate work placement opportunities outwith the council school based scheme. Our own approach to recruitment allows applications to junior management positions to be open to a widest possible community, with a focus on training rather than a requirement for expensive post graduate qualification.

Ambition 4

Extensive and innovative partnerships with schools and colleges provide a wide variety of curriculum based opportunities for learning in a non-classroom environment,

Ambition 8

Sandwell's Museums celebrate and promote our industrial and community heritage. We continue to invest in our heritage sites to make them, and the stories we tell, more accessible to the widest local and regional community.

Ambition 10

Sandwell's Museums are at the forefront of the national debate on the purpose of museums. We will continue to press for a significant reshaping of the sector to put people, and their stories, not objects, at the centre of everything we do.

2.0 Fees and Charges table

Service Provided	Standard Charge 2017	Increase (Decrease) in % 2018/19	Increase / (Decrease) in £ 2018/19	Proposed Charge 2018	Comment	VAT
Haden Hill House						
Large room (up to 40 people)						
9am - 4.30pm	£140.00	3.00	£4.20	£144.20		No
half day am or pm	£80.00	3.00	£2.40	£82.40		No
evenings per hour 6pm - 9pm (min 3 hours)	£43.00	3.02	£1.30	£44.30		No
Small Room (up to 15 people)						
9am - 4.30pm	£87.00	2.99	£2.60	£89.60		No
half day am or pm	£56.00	3.04	£1.70	£57.70		No
evenings per hour 6pm - 9pm (min 3 hours)	£41.00	3.05	£1.25	£42.25		No
Craft Room (up to 15 people)						
minimum booking 3 hrs 10% discount for block bookings per 10 payable in advance	£8.50	2.94	£0.25	£8.75		No
room hire for wedding/commitment ceremonies						
Fee including photographs -	£460.00	3.00	£13.80	£473.80	fri-sun	Yes
per hour/part hour additional to standard wedding hire fee	£46.00	3.04	£1.40	£47.40	fri-sun	Yes
per hour/part hour additional mon-thur	£350.00	3.00	£10.50	£360.50		Yes
fee including photographs mon-thur	£35.00	3.00	£1.05	£36.05		No
Manor House						
Great Hall per hour						
10am - 12pm weekdays (per hour) minimum charge	£36.00	3.06	£1.10	£37.10		No
10am - 12pm weekdays (per hour) maximum charge	£72.00	2.99	£2.15	£74.15		
Weekends & Bank Holidays 10am - 12pm (per hour)	£51.00	3.04	£1.55	£52.55		No
Wedding/commitment ceremonies						
Fee including photographs -	£665.00	3.00	£19.95	£684.95		No
Additional hour/part hour outside opening hours	£46.00	3.04	£1.40	£47.40		No

Service Provided	Standard Charge 2017	Increase (Decrease) in % 2018/19	Increase / (Decrease) in £ 2018/19	Proposed Charge 2018	Comment	VAT
Wednesbury Museum & Art Gallery						
Private Bookings clubs & societies						
9am - 10pm weekdays (per hour)	£24.00	0.00	£0.00	£24.00		No
Evening (after 5 pm) and Weekends - additional hour rate	£29.00	0.00	£0.00	£29.00		
Small Room (up to 15 people)	£87.00	0.00	£0.00	£87.00	full day rate for 7 hours	No
Small Room (up to 15 people)	£130.00	0.00	£0.00	£130.00	Weekends / evenings (3 hours)	
family room	£87.00	0.00	£0.00	£87.00	full day rate for 7 hours	No
family room	£130.00	0.00	£0.00	£130.00	Weekends / evenings (3 hours)	No
painting room	£102.25	0.00	£0.00	£102.25	full day rate for 7 hours	No
painting room	£153.30	0.00	£0.00	£153.30	Weekends / evenings (3 hours)	No
Richards gallery	£153.30	0.00	£0.00	£153.30	full day rate for 7 hours	No
Richards gallery	£230.00	0.00	£0.00	£230.00	Weekends / evenings (3 hours)	No
Museum Art Groups						
Per person, per session , Price includes materials and refreshments	£5.35	0.00	£0.00	£5.35		No
Oak House Museum - Classroom Hire						
Monday to Friday 9am-4.30pm (per hour)	£8.70	2.87	£0.25	£8.95	for each half of the classroom	No
Bishop Asbury Cottage - Pre booked tours						
Price per person, min. 10 people (Price includes information material)	£5.10	2.94	£0.15	£5.25		No
Adult Tours						

Service Provided	Standard Charge 2017	Increase (Decrease) in % 2018/19	Increase / (Decrease) in £ 2018/19	Proposed Charge 2018	Comment	VAT
Within Opening Hours Minimum Fee per Group (minimum of 10 people)	£61.35	3.02	£1.85	£63.20		
a) Within Opening Hours Minimum Fee per person in the Group	£3.10	3.23	£0.10	£3.20		No
b) Within Opening Hours Maximum Fee per person in the Group	£7.15	2.80	£0.20	£7.35		
Outside Opening Hours Minimum Fee per Group (minimum of 10 people)	£61.35	3.02	£1.85	£63.20		No
a) Outside Opening Hours Minimum Fee per person in the Group	£4.10	2.44	£0.10	£4.20		
b) Outside Opening Hours Maximum Fee per person in the Group	£10.25	2.93	£0.30	£10.55		
Handling Collections						
Per day	£2.05	2.44	£0.05	£2.10		No
Craft Fairs						
Per table/stall	£10.25	2.93	£0.30	£10.55	Minimum Charge	
Per table/stall	£20.50	2.93	£0.60	£21.10	Maximum Charge	
Halloween Living History bookable events and open days						
per person	£4.00	2.50	£0.10	£4.10	Minimum Charge	
per person	£25.00	3.00	£0.75	£25.75	Maximum Charge	
concerts and theatre						
Carols / Concerts including open mic night	£3.50	2.86	£0.10	£3.60	Minimum Charge	
Carols / Concerts including open mic night	£8.25	3.03	£0.25	£8.50	Maximum Charge	
Wedding Photographs						
At Oak House and the Manor House Per hour (Access to grounds outside normal opening hours e.g. Saturday afternoons)	£71.50	3.01	£2.15	£73.65		No
At Haden Hill House (Access to house per hour or part hour)	£82.00	2.99	£2.45	£84.45		No
Commercial Photography / Filming / building hire						

Service Provided	Standard Charge 2017	Increase (Decrease) in % 2018/19	Increase / (Decrease) in £ 2018/19	Proposed Charge 2018	Comment	VAT
min. price per day or part day plus reimbursement of lost income	£306.75	3.00	£9.20	£315.95		No
Talks Given Off Site						
During Opening Hours	£20.00	3.00	£0.60	£20.60		No
Out of Opening Hours	£30.00	3.00	£0.90	£30.90		No
Refreshments						
Coffee, per jug (10 cups)	£9.71	2.99	£0.29	£10.00		
Coffee, per cup	£0.60	0.00	£0.00	£0.60	Minimum Charge	
Coffee, per cup	£1.70	2.94	£0.05	£1.75	Maximum Charge	
Coffee, per mug and hot chocolate	£0.90	0.00	£0.00	£0.90	Minimum Charge	
Coffee, per mug and hot chocolate	£2.05	2.44	£0.05	£2.10	Maximum Charge	
Tea, per cup or mug	£0.50	0.00	£0.00	£0.50	Minimum Charge	
Tea, per cup or mug	£1.55	0.00	£0.00	£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	£1.25	0.00	£0.00	£1.25		
Orange Juice, per litre	£2.55	1.96	£0.05	£2.60		
Orange Juice, per wine glass	£1.00	0.00	£0.00	£1.00		
Retail Mark-up						
all goods	33-60%			33-60%		Yes/No
"Ghost Hunt"						
9pm to 2am (outside normal opening hours)	£558.55	2.01	£11.20	£569.75	Minimum Charge	No
9pm to 2am (outside normal opening hours)	£646.75	2.00	£12.95	£659.70	Maximum Charge	No
School sessions all Key stages			New	£30.00	minimum charge	
School sessions all Key stages			New	£360.00	maximum charge	
Trusted group out of hours hire			New	£40.00	flat rate all sites	

17.4 Appendix – Neighbourhoods – Regeneration and Growth

17.4.1 Corporate Landlord – Facilities Management

1.1 Summary Statement

This report seeks approval for the proposed 2018/19 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 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 and venues who offer facilities for hire; once again it has revealed that Sandwell are competitively priced for the type of rooms available. Benchmarking has identified the opportunity for the council to adjust its rate card for rooms per size and capacity.

1.4 Consultation undertaken (Customer and other stakeholders)

Informal consultation with both existing and potential users through the Sandwell Networkers group has confirmed the community rates for Monday to Friday are well appreciated and several new groups have used the venues.

1.5 Rationale for proposed 2018-19 charges.

Since the last fees and charges report additional space in the form of Room D at West Bromwich Town Hall has been added to the offer available, and is the catalyst to propose a revised rate card splitting rooms into two categories, those accommodating 30 persons and below and those with a capacity above 30 persons. Proposed rates for the larger rooms at West Bromwich Town Hall (Council Chamber – 60 persons & Room D – 100 persons) are set out in the appendix 17.4.1

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 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. 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

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 £35 is payable at the end of the financial year. It is proposed to increase this from April 2018 to £36.00
- 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 £35 is payable at the end of the year. It is proposed to increase this to £37.50.
- In line with other areas of the Neighbourhoods Directorate, PRS in regard to office accommodation will no longer be charged as a separate one-off rate to users. The cost will be absorbed as part of the fee of the room/event hire charge, offset by the on-going annual increase to the overall hire rate.
- It is proposed to continue the fortnightly tea dance at West Bromwich Town Hall, but increase the entrance fee from £1.00 per person to £1.50 per person to cover increased procurement costs. The provider and attendees have been consulted on this proposed increase.
- The Mayors Charity Appeal will continue to be allowed two free of charge uses per annum.
- The above recommendations and approvals will also be considered as part of a Town Hall strategy which will be presented to Cabinet.

1.6 Finance and Resource implications

The Facilities Management 2017/18 budget had an income target of £20,600 this is on target to be achieved at the end of the financial year. Applying a 3% inflation will give an income target of £21,000 for 2018/19

to be achieved from room lettings, covered by the proposed fees and charges;

1.7 Specific new charges proposed (if required)

An additional room (D) at West Bromwich Town Hall is included, and available for hire. A new rate card splitting larger rooms capacity above 30 people is proposed, as set out in appendix 17.4.1

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

1.10 Impact on any council managed property or land

The proposed fees and charges assist with the efficient management of the buildings included.

1.11 Health and Wellbeing implications (INCLUDING SOCIAL VALUE)

A significant number of the organisations hiring rooms at the locations included in this report are offering services which contribute to the overall health and wellbeing of the community.

1.12 Contribution towards Vision 2030:

The availability of the rooms for hire contribute to the Sandwell Vision Ambition Number 8: Our distinctive towns and neighbourhoods are successful centres of community life, leisure and entertainment where people increasingly choose to bring up their families.

2.0 Fees and Charges table

Service Provided	Standard Charge 2017	Increase / (Decrease) in % 2018/19	Increase / (Decrease) in £ 2018/19	Proposed Charge 2018	Comment	VAT
Sandwell Council House						
Council Chamber per hour or part thereof, Minimum 2 hours booking	£28.00	3.04	£0.85	£28.85	Mon – Fri before 5.30pm	No
Council Chamber per hour or part thereof,	£51.50	3.01	£1.55	£53.05	Mon – Fri after 5.30pm & weekends	No
Annexes, Committee Rooms & Dining Room per hour or part thereof,	£19.00	2.89	£0.55	£19.55	Mon – Fri before 5.30pm	No
Annexes, Committee Rooms & Dining Room per hour or part thereof,	£28.00	3.04	£0.85	£28.85	Mon – Fri after 5.30pm & weekends	No
Hire of West Bromwich Town Hall, Wednesbury Town Hall and Smethwick Council House						
Main Hall						
Internal Users & Community Groups 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	£8.25	3.03	£0.25	£8.50	Mon – Fri 9.00am – 9.00pm	No
Internal Users and Community Groups if entrance fee being charged per hour or part thereof	£52.50	3.05	£1.60	£54.10	After 9.00 pm and weekends	No
External Users per hour or part thereof	£27.00	2.96	£0.80	£27.80	Mon – Fri before 5.30pm	No
External Users per hour or part thereof	£52.50	3.05	£1.60	£54.10	After 5.30 pm and weekends	No
Hire of Room accommodating up to 30 persons (WTH Council chamber / WBTH Rooms A,B,C, & Members / Smethwick CH Freemans room)						
Internal Users and Community Groups if no entrance fee being	No Charge		No Charge	No Charge	Mon – Fri 9.00am – 9.00pm	No

Service Provided	Standard Charge 2017	Increase / (Decrease) in % 2018/19	Increase / (Decrease) in £ 2018/19	Proposed Charge 2018	Comment	VAT
charged per hour or part thereof						
Internal Users and Community Groups if entrance fee being charged per hour or part thereof	£5.35	2.80	£0.15	£5.50	Mon – Fri 9.00am – 9.00pm	No
Internal Users and Community Groups if entrance fee being charged per hour or part thereof	£24.00	2.92	£0.70	£24.70	After 5.30 pm and weekends	No
External Users per hour or part thereof	£19.00	2.89	£0.55	£19.55	Mon – Fri before 5.30pm	No
External Users per hour or part thereof	£30.00	3.00	£0.90	£30.90	After 5.30 pm and weekends	No
Hire of Room accommodating above 30 people (WBTH room D & Council Chamber)						
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	
Internal Users and Community Groups if entrance fee being charged per hour or part thereof	£5.35	2.80	£0.15	£5.50	Mon – Fri 9.00am – 9.00pm	
Internal Users and Community Groups if entrance fee being charged per hour or part thereof	£24.00	2.92	£0.70	£24.70	After 5.30 pm and weekends	
External Users per hour or part thereof	£19.00	2.89	£0.55	£19.55	Mon – Fri before 5.30pm	
External Users per hour or part thereof	£30.00	3.00	£0.90	£30.90	After 5.30 pm and weekends	
Weekend Full Site Booking Rate West Bromwich Town Hall						
All Users - All Rooms at Site Option A	£1,110.00	3.00	£33.30	£1,143.30	Saturday only 8.00am - 11.00pm	
All Users - All rooms except Council Chamber Option B	£940.00	3.00	£28.20	£968.20	Saturday only 8.00am - 11.00pm	

Service Provided	Standard Charge 2017	Increase / (Decrease) in % 2018/19	Increase / (Decrease) in £ 2018/19	Proposed Charge 2018	Comment	VAT
All Users - All Rooms at Site Option A	£1,110.00	3.00	£33.30	£1,143.30	Sunday only 8.00am - 6.00pm	
All Users - All rooms except Council Chamber Option B	£940.00	3.00	£28.20	£968.20	Sunday only 8.00am - 6.00pm	
Other Hire Charges						
Hire of Kitchen (per function)	£51.00	3.04	£1.55	£52.55		No
Hire of Kitchen (per function) - Concession for community	£25.50	2.94	£0.75	£26.25		No
Hire of Organ (per function)	£67.00	2.99	£2.00	£69.00		No
Hire of Concert Piano (per function)	£52.00	2.98	£1.55	£53.55		No
Hire of Upright Piano (per function)	£31.00	3.06	£0.95	£31.95		No
Performing Rights Fee	nil		nil	nil		
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	£35.00	2.86	£1.00	£36.00		No
Pensioners Tea Dance @ Wednesbury per annum	£35.00	2.86	£1.00	£36.00		No
Mayors Charity Events	2 events Free of Charge		2 events Free of Charge	2 events Free of Charge		

17.4.2 Development Management (Building Control, Planning & Property Searches)

1.1 Summary Statement

The proposed fees and charges relate to those for Planning Applications, Building Regulations Applications & Land Charges. In addition, there are a few other sundry fees and 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 (as amended)
- The Building Act 1984 S.80
- Local Land Charges Act 1975 (as Amended)

1.3 Benchmarking information

Planning – N/A

Building Regulations fees 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 in their area. Searches charges 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, Land Charges 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.

1.4 Consultation undertaken (Customer and other stakeholders)

Planning – N/A.

No formal consultations have been undertaken in respect of Building Regulations fees or Land Charges but feedback is received from clients on fees on an ongoing basis.

1.5 Rationale for proposed 2018-19 charges,

Building Control remains in competition with private “Approved Inspectors” and therefore a conservative increase of approximately 3% across the board is proposed. Fees for larger projects are provided on an ‘individual assessment’ basis.

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, however, draft regulations were set before parliament on 20th October but at present it is not known when any increase approved will come into effect and it should be noted that this has already been delayed on a number of occasions so there is no guarantee of increased income in 2018/19 at present.

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 Finance and Resource implications

The proposed increase in charges would theoretically lead to an increase in income of approximately 3%, however, 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 is a requirement to provide responses to Limestone and Landfill Enquiries. These are provided as part of the Local Authority Land Charges Search Service to assist with the home buying process.

1.8 Specific charges ceased (if required)

None

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.

1.10 Impact on any council managed property or land

None identified.

1.11 Health and Wellbeing implications (INCLUDING SOCIAL VALUE)

No specific implications identified.

1.12 Contribution towards Vision 2030:

Receiving and processing planning & Building Control applications support the building of good quality housing that meets current standards keeping people in good health (Ambition 2);

2.0 20.12 - Fees and Charges table

Service Provided	Standard Charge 2017/18	Increase / (Decrease) in % 2018/19	Increase / (Decrease) in £ 2018/19	Proposed Charge 2018/19	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	3.00	£6.00	£206.00		Yes
Inspection Charge	£300.00	3.00	£9.00	£309.00		Yes
Building Notice Charge +20%	£6,000.00	3.00	£180.00	£6,180.00		Yes
Regularisation Charge (does not include electrical inspection & test)	£810.00	3.00	£24.30	£834.30		No
Table A Category 2 - Number of dwellings: 2						
Plan Charge	£225.00	3.00	£6.75	£231.75		Yes
Inspection Charge	£450.00	3.00	£13.50	£463.50		Yes
Building Notice Charge +20%	£810.00	3.00	£24.30	£834.30		Yes

Service Provided	Standard Charge 2017/18	Increase / (Decrease) in % 2018/19	Increase / (Decrease) in £ 2018/19	Proposed Charge 2018/19	Comment	VAT
Regularisation Charge (does not include electrical inspection & test)	£1,093.50	3.00	£32.80	£1,126.30		No
Table A Category 3 - Number of dwellings: 3						
Plan Charge	£300.00	3.00	£9.00	£309.00		Yes
Inspection Charge	£600.00	3.00	£18.00	£618.00		Yes
Building Notice Charge +20%	£1,080.00	3.00	£32.40	£1,112.40		Yes
Regularisation Charge (does not include electrical inspection & test)	£1,458.00	3.00	£43.75	£1,501.75		No
Table A Category 4 - Number of dwellings: 4						
Plan Charge	£375.00	3.00	£11.25	£386.25		Yes
Inspection Charge	£650.00	3.00	£19.50	£669.50		Yes
Building Notice Charge +20%	£1,230.00	3.00	£36.90	£1,266.90		Yes
Regularisation Charge (does not include electrical inspection & test)	£1,660.50	3.00	£49.80	£1,710.30		No
Table A Category 5 - Number of dwellings: 5						
Plan Charge	£450.00	3.00	£13.50	£463.50		Yes
Inspection Charge	£700.00	3.00	£21.00	£721.00		Yes
Building Notice Charge +20%	£1,380.00	3.00	£41.40	£1,421.40		Yes
Regularisation Charge (does not include electrical inspection & test)	£1,863.00	3.00	£55.90	£1,918.90		No
Table A Category 6 - Number of dwellings: 6						
Plan Charge	£500.00	3.00	£15.00	£515.00		Yes
Inspection Charge	£775.00	3.00	£23.25	£798.25		Yes
Building Notice Charge +20%	£1,530.00	3.00	£45.90	£1,575.90		Yes
Regularisation Charge (does not include electrical inspection & test)	£2,065.50	3.00	£61.95	£2,127.45		No
Table A Category 7 - Number of dwellings: 7						
Plan Charge	£525.00	3.00	£15.75	£540.75		Yes
Inspection Charge	£900.00	3.00	£27.00	£927.00		Yes
Building Notice Charge +20%	£1,770.00	3.00	£53.10	£1,823.10		Yes

Service Provided	Standard Charge 2017/18	Increase / (Decrease) in % 2018/19	Increase / (Decrease) in £ 2018/19	Proposed Charge 2018/19	Comment	VAT
Regularisation Charge (does not include electrical inspection & test)	£2,389.50	3.00	£71.70	£2,461.20		No
Table A Category 8 - Number of dwellings: 8						
Plan Charge	£550.00	3.00	£16.50	£566.50		Yes
Inspection Charge	£1,025.00	3.00	£30.75	£1,055.75		Yes
Building Notice Charge +20%	£1,890.00	3.00	£56.70	£1,946.70		Yes
Regularisation Charge (does not include electrical inspection & test)	£2,551.50	3.00	£76.55	£2,628.05		No
Table A Category 9 - Number of dwellings: 9						
Plan Charge	£575.00	3.00	£17.25	£592.25		Yes
Inspection Charge	£1,150.00	3.00	£34.50	£1,184.50		Yes
Building Notice Charge +20%	£2,070.00	3.00	£62.10	£2,132.10		Yes
Regularisation Charge (does not include electrical inspection & test)	£2,794.50	3.00	£83.85	£2,878.35		No
Table A Category 4 - Over 10 dwellings						
Plan Charge, Inspection Charge, Building Notice Charge, Regularisation Charge				Fees are individually assessed		Yes
TABLE B - Domestic Extensions to a Single Building						
Table B Category 1 - Single storey Extensions, less than 10m2						
Plan charge	£137.50	3.02	£4.15	£141.65		Yes
Inspection charge	£165.00	3.00	£4.95	£169.95		Yes
Building Notice	£363.00	3.00	£10.90	£373.90		Yes
Regularisation	£490.05	3.00	£14.70	£504.75		No
Table B Category 2 - Single storey extension greater than 10m2but less than 40m2						
Plan charge	£192.50	3.01	£5.80	£198.30		Yes
Inspection charge	£220.00	3.00	£6.60	£226.60		Yes
Building Notice	£495.00	3.00	£14.85	£509.85		Yes

Service Provided	Standard Charge 2017/18	Increase / (Decrease) in % 2018/19	Increase / (Decrease) in £ 2018/19	Proposed Charge 2018/19	Comment	VAT
Regularisation	£668.25	3.00	£20.05	£688.30		No
Table B Category 3 - Single storey extension greater than 40m2 but less than 100m2						
Plan charge	£247.50	3.01	£7.45	£254.95		Yes
Inspection charge	£302.50	2.99	£9.05	£311.55		Yes
Building Notice	£660.00	3.00	£19.80	£679.80		Yes
Regularisation	£891.00	3.00	£26.75	£917.75		No
Table B Category 4 - Two storey extension not exceeding 40m2						
Plan charge	£220.00	3.00	£6.60	£226.60		Yes
Inspection charge	£247.50	3.01	£7.45	£254.95		Yes
Building Notice	£561.00	3.00	£16.85	£577.85		Yes
Regularisation	£757.35	3.00	£22.70	£780.05		No
Table B Category 5 - Two storey extension greater than 40m2 but less than 200m2						
Plan charge	£275.00	3.00	£8.25	£283.25		Yes
Inspection charge	£330.00	3.00	£9.90	£339.90		Yes
Building Notice	£726.00	3.00	£21.80	£747.80		Yes
Regularisation	£980.10	3.00	£29.40	£1,009.50		No
Table B Category 6 - Loft conversion floor area not exceeding 50m2						
Plan charge	£220.00	3.00	£6.60	£226.60		Yes
Inspection charge	£165.00	3.00	£4.95	£169.95		Yes
Building Notice	£462.00	3.00	£13.85	£475.85		Yes
Regularisation	£623.70	3.00	£18.70	£642.40		No
Table Garage - Domestic Garages and Carports						
Table Garage Category 7 - Non-exempt detached garage or carport up to 100m2						
Plan charge	£165.00	3.00	£4.95	£169.95		Yes
Inspection charge						Yes
Building Notice	£198.00	3.01	£5.95	£203.95		Yes
Regularisation	£267.30	2.99	£8.00	£275.30		No

Service Provided	Standard Charge 2017/18	Increase / (Decrease) in % 2018/19	Increase / (Decrease) in £ 2018/19	Proposed Charge 2018/19	Comment	VAT
Table Garage Category 8 - Non-exempt attached single storey garage or carport up to 100m2						
Plan charge	£137.50	3.02	£4.15	£141.65		Yes
Inspection charge	£137.50	3.02	£4.15	£141.65		Yes
Building Notice	£330.00	3.00	£9.90	£339.90		Yes
Regularisation	£445.50	3.00	£13.35	£458.85		No
Table Garage Category 9 - Conversion of a garage to habitable use						
Plan charge	£110.00	3.00	£3.30	£113.30		Yes
Inspection charge	£137.50	3.02	£4.15	£141.65		Yes
Building Notice	£297.00	3.00	£8.90	£305.90		Yes
Regularisation	£400.95	3.01	£12.05	£413.00		No
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	3.00	£4.95	£169.95		Yes
Inspection charge	covered in plan charge	0.00		covered in plan charge		Yes
Building notice charge (N)	£198.00	3.01	£5.95	£203.95		Yes
50% reduction if carried out at same time as an extension (FP)	£82.50	3.03	£2.50	£85.00		Yes
50% reduction if carried out at same time as an extension (N)	£99.00	2.98	£2.95	£101.95		Yes
Regularisation charge	£267.30	2.99	£8.00	£275.30		No
Table C Category 2. a - Foundation underpinning of main house						
Plan charge (FP)	£165.00	3.00	£4.95	£169.95		Yes
Inspection charge	£220.00	3.00	£6.60	£226.60		Yes
Building notice charge (N)	£462.00	3.00	£13.85	£475.85		Yes

Service Provided	Standard Charge 2017/18	Increase / (Decrease) in % 2018/19	Increase / (Decrease) in £ 2018/19	Proposed Charge 2018/19	Comment	VAT
50% reduction if carried out at same time as an extension (FP)	£192.50	3.01	£5.80	£198.30		Yes
50% reduction if carried out at same time as an extension (N)	£231.00	3.01	£6.95	£237.95		Yes
Regularisation charge	£623.70	3.00	£18.70	£642.40		No
Table C Category 2.b - Foundation underpinning of wing building						
Plan charge (FP)	£110.00	3.00	£3.30	£113.30		Yes
Inspection charge	£110.00	3.00	£3.30	£113.30		Yes
Building notice charge (N)	£242.00	3.00	£7.25	£249.25		Yes
50% reduction if carried out at same time as an extension (FP)	£110.00	3.00	£3.30	£113.30		Yes
50% reduction if carried out at same time as an extension (N)	£121.00	3.02	£3.65	£124.65		Yes
Regularisation charge	£326.70	3.00	£9.80	£336.50		No
Table C Category 3 - Internal alterations to layout or structural alterations , that are not ancillary to an extension						
Plan charge (FP)	£110.00	3.00	£3.30	£113.30		Yes
Inspection charge	£110.00	3.00	£3.30	£113.30		Yes
Building notice charge (N)	£242.00	3.00	£7.25	£249.25		Yes
50% reduction if carried out at same time as an extension (FP)	£110.00	3.00	£3.30	£113.30		Yes
50% reduction if carried out at same time as an extension (N)	£121.00	3.02	£3.65	£124.65		Yes
Regularisation charge	£326.70	3.00	£9.80	£336.50		No
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						

Service Provided	Standard Charge 2017/18	Increase / (Decrease) in % 2018/19	Increase / (Decrease) in £ 2018/19	Proposed Charge 2018/19	Comment	VAT
Plan charge (FP)	£165.00	3.00	£4.95	£169.95		Yes
Inspection charge	covered in plan charge			covered in plan charge		Yes
Building notice charge (N)	£198.00	3.01	£5.95	£203.95		Yes
50% reduction if carried out at same time as an extension (FP)	£82.50	3.03	£2.50	£85.00		Yes
50% reduction if carried out at same time as an extension (N)	£99.00	2.98	£2.95	£101.95		Yes
Regularisation charge	£267.30	2.99	£8.00	£275.30		No
Table C Category 4. b - Reroofing of main house						
Plan charge (FP)	£71.50	3.01	£2.15	£73.65		Yes
Inspection charge	£71.50	3.01	£2.15	£73.65		Yes
Building notice charge (N)	£165.00	3.00	£4.95	£169.95		Yes
50% reduction if carried out at same time as an extension (FP)	£71.50	3.01	£2.15	£73.65		Yes
50% reduction if carried out at same time as an extension (N)	£82.50	3.03	£2.50	£85.00		Yes
Regularisation charge	£222.75	3.01	£6.70	£229.45		No
Table C Category 4. c - Reroofing of wing building/extension						
Plan charge (FP)	£104.50	3.01	£3.15	£107.65		Yes
Inspection charge	covered in plan charge			covered in plan charge		Yes
Building notice charge (N)	£125.40	2.99	£3.75	£129.15		Yes
50% reduction if carried out at same time as an extension (FP)	£52.25	2.97	£1.55	£53.80		Yes
50% reduction if carried out at same time as an extension (N)	£62.70	3.03	£1.90	£64.60		Yes
Regularisation charge	£169.29	2.99	£5.06	£174.35		No
Table Electric - Electrical Installations, inspection and test						

Service Provided	Standard Charge 2017/18	Increase / (Decrease) in % 2018/19	Increase / (Decrease) in £ 2018/19	Proposed Charge 2018/19	Comment	VAT
Table Electric Category 1 - Certification of electrical works by non-registered but suitably qualified competent persons						
Building Notice	£71.50	3.01	£2.15	£73.65		Yes
Regularisation charge	£96.53	3.02	£2.92	£99.45		No
Table Electric Category 2 - New house or rewire of existing, Extension, new consumer unit or other notifiable work						
Building Notice	£220.00	100.00	£220.00	£440.00		Yes
Regularisation charge	£297.00	100.00	£297.00	£594.00		No
Table Window - Window and Door Replacement						
Table Window Category 1 - Up to 10 frames						
Plan charge (FP)	£82.50	3.03	£2.50	£85.00		Yes
Inspection charge	Covered in plan charge			covered in plan charge		Yes
Building notice charge (N)	£82.50	3.03	£2.50	£85.00		Yes
50% reduction if carried out at same time as an extension	£41.25	3.03	£1.25	£42.50		Yes
Regularisation charge	£111.38	2.98	£3.32	£114.70		No
Table Window Category 2 - Over 10 frames						
Plan charge (FP)	£110.00	3.00	£3.30	£113.30		Yes
Inspection charge	Covered in plan charge			covered in plan charge		Yes
Building notice charge (N)	£110.00	3.00	£3.30	£113.30		Yes
50% reduction if carried out at same time as an extension	£55.00	3.00	£1.65	£56.65		Yes
Regularisation charge	£148.50	3.00	£4.45	£152.95		No

Service Provided	Standard Charge 2017/18	Increase / (Decrease) in % 2018/19	Increase / (Decrease) in £ 2018/19	Proposed Charge 2018/19	Comment	VAT
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)	£180.25	3.00	£5.40	£185.65		Yes
Inspection charge	£257.50	3.01	£7.75	£265.25		Yes
Regularisation charge	£590.96	3.00	£17.74	£608.70		No
Table D Category 2 - Floor area greater than 10m2 but less than 40m2						
Plan charge (FP)	£257.50	3.01	£7.75	£265.25		Yes
Inspection charge	£360.50	3.00	£10.80	£371.30		Yes
Regularisation charge	£834.30	3.00	£25.05	£859.35		No
Table D Category 3 - Floor area greater than 40m2 but less than 100m2						
Plan charge (FP)	£360.50	3.00	£10.80	£371.30		Yes
Inspection charge	£463.50	3.00	£13.90	£477.40		Yes
Regularisation charge	£1,112.40	3.00	£33.35	£1,145.75		Yes
Table D Category 4 - Floor area greater than 100m2 but less than 200m2						
Plan charge (FP)	£515.00	3.00	£15.45	£530.45		Yes
Inspection charge	£618.00	3.00	£18.55	£636.55		Yes
Regularisation charge	£1,529.55	3.00	£45.90	£1,575.45		No
Table Industrial - Use for Industrial and storage Purposes						
Table Industrial Category 1 - Floor area not exceeding 10m2						
Plan charge (FP)	£154.50	3.01	£4.65	£159.15		Yes
Inspection charge	£154.50	3.01	£4.65	£159.15		Yes
Regularisation charge	£417.15	3.00	£12.50	£429.65		No

Service Provided	Standard Charge 2017/18	Increase / (Decrease) in % 2018/19	Increase / (Decrease) in £ 2018/19	Proposed Charge 2018/19	Comment	VAT
Table Industrial Category 2 - Floor area greater than 10m2 but less than 40m2						
Plan charge (FP)	£257.50	3.01	£7.75	£265.25		Yes
Inspection charge	£257.50	3.01	£7.75	£265.25		Yes
Regularisation charge	£695.25	3.00	£20.85	£716.10		No
Table Industrial Category 3 - Floor area greater than 40m2 but less than 100m2						
Plan charge (FP)	£309.00	2.99	£9.25	£318.25		Yes
Inspection charge	£309.00	2.99	£9.25	£318.25		Yes
Regularisation charge	£834.30	3.00	£25.05	£859.35		No
Table Industrial Category 4 - Floor area greater than 100m2 but less than 200m2						
Plan charge (FP)	£412.00	3.00	£12.35	£424.35		Yes
Inspection charge	£412.00	3.00	£12.35	£424.35		Yes
Regularisation charge	£1,112.40	3.00	£33.35	£1,145.75		No
TABLE E - ALL OTHER NON-DOMESTIC WORK						
Category 1a - Window replacements , Fixed price - Installation of up to 10 frames						
Plan charge	£103.00	3.01	£3.10	£106.10		Yes
Inspection charge	Covered in plan charge			Covered in plan charge		Yes
Regularisation charge	£139.05	2.98	£4.15	£143.20		No
Category 1b - Window replacements , Fixed price - Installation of up to 20 frames						
Plan charge	£154.50	3.01	£4.65	£159.15		Yes
Inspection charge	Covered in plan charge			Covered in plan charge		Yes
Regularisation charge	£208.58	3.01	£6.27	£214.85		No
Category 2a - Renovation of thermal element - Estimated cost less than £50,000						
Plan charge	£154.50	3.01	£4.65	£159.15		Yes

Service Provided	Standard Charge 2017/18	Increase / (Decrease) in % 2018/19	Increase / (Decrease) in £ 2018/19	Proposed Charge 2018/19	Comment	VAT
Inspection charge	Covered in plan charge			Covered in plan charge		Yes
Regularisation charge	£208.58	3.01	£6.27	£214.85		No
Category 2b - Renovation of thermal element - Estimated cost between £50,001-£100,000						
Plan charge	£154.50	3.01	£4.65	£159.15		Yes
Inspection charge	£128.75	2.99	£3.85	£132.60		Yes
Regularisation charge	£382.39	3.00	£11.46	£393.85		No
Category 3 - Installation of mezzanine storage platform up to 500m2, Fixed price						
Plan charge	£360.50	3.00	£10.80	£371.30		Yes
Inspection charge	£206.00	3.01	£6.20	£212.20		Yes
Regularisation charge	£764.78	3.00	£22.92	£787.70		No
Category 4a - Office or shop fit out, Fixed price- Floor area up to 200m2						
Plan charge	£154.50	3.01	£4.65	£159.15		Yes
Inspection charge	£154.50	3.01	£4.65	£159.15		Yes
Regularisation charge	£417.15	3.00	£12.50	£429.65		No
Category 4b - Office or shop fit out, Floor area between 200-1000m2						
Plan charge	£257.50	3.01	£7.75	£265.25		Yes
Inspection charge	£257.50	3.01	£7.75	£265.25		Yes
Regularisation charge	£695.25	3.00	£20.85	£716.10		No
Category 5a - Alterations not described elsewhere, Fixed price Estimated cost less than £5,000						
Plan charge	£103.00	3.01	£3.10	£106.10		Yes
Inspection charge	£103.00	3.01	£3.10	£106.10		Yes
Regularisation charge	£278.10	3.00	£8.35	£286.45		No
Category 5b - Alterations not described elsewhere, Fixed price Estimated cost £5001-£25,000						

Service Provided	Standard Charge 2017/18	Increase / (Decrease) in % 2018/19	Increase / (Decrease) in £ 2018/19	Proposed Charge 2018/19	Comment	VAT
Plan charge	£154.50	3.01	£4.65	£159.15		Yes
Inspection charge	£206.00	3.01	£6.20	£212.20		Yes
Regularisation charge	£486.68	3.00	£14.62	£501.30		No
Category 5c - Alterations not described elsewhere, Fixed price Estimated cost £25,001-£50,000						
Plan charge	£257.50	3.01	£7.75	£265.25		Yes
Inspection charge	£309.00	2.99	£9.25	£318.25		Yes
Regularisation charge	£764.78	3.00	£22.92	£787.70		No
Category 5d - Alterations not described elsewhere, Fixed price Estimated cost £50,001-£75,000						
Plan charge	£360.50	3.00	£10.80	£371.30		Yes
Inspection charge	£360.50	3.00	£10.80	£371.30		Yes
Regularisation charge	£973.35	3.00	£29.20	£1,002.55		No
Category 5e - Alterations not described elsewhere, Fixed price Estimated cost £75,001-£100,000						
Plan charge	£412.00	3.00	£12.35	£424.35		Yes
Inspection charge	£463.50	3.00	£13.90	£477.40		Yes
Regularisation charge	£1,181.93	3.00	£35.47	£1,217.40		No
Building Regulations Compliance Letter	£100.00	50.00	£50.00	£150.00		No
Planning	PLANNING FEES SET NATIONALLY and subject to legislation changes					
Category I - Development Type : Operation						No
Category 1a - The erection of dwellinghouses (other than development within category 6 below). Where the application is for outline planning permission						No

Service Provided	Standard Charge 2017/18	Increase / (Decrease) in % 2018/19	Increase / (Decrease) in £ 2018/19	Proposed Charge 2018/19	Comment	VAT
fees per 0.1 hectare and the site area does not exceed 2.5 hectares,	£385.00	0.00	£0.00	£385.00		No
standard fees for site area exceeds 2.5 hectares,	£9,527.00	0.00	£0.00	£9,527.00		No
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		No
Category 1b - The erection of dwellinghouses (other than development within category 6 below). Where the application is not for outline planning permission						No
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		No
standard fee for the development exceeding 50 dwellings, £19,049, .	£19,049.00	0.00	£0.00	£19,049.00		No
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		No
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						No
fees per 0.1 hectare and the site area does not exceed 2.5 hectares,	£385.00	0.00	£0.00	£385.00		No
standard fees for site area exceeds 2.5 hectares,	£9,527.00	0.00	£0.00	£9,527.00		No

Service Provided	Standard Charge 2017/18	Increase / (Decrease) in % 2018/19	Increase / (Decrease) in £ 2018/19	Proposed Charge 2018/19	Comment	VAT
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		No
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						No
where no floor space is to be created by the development,	£195.00	0.00	£0.00	£195.00		No
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		No
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		No
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		No
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		No
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		No

Service Provided	Standard Charge 2017/18	Increase / (Decrease) in % 2018/19	Increase / (Decrease) in £ 2018/19	Proposed Charge 2018/19	Comment	VAT
Category 3a - 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 for outline planning permission						No
fees per 0.1 hectare and the site area does not exceed 2.5 hectares,	£385.00	0.00	£0.00	£385.00		No
standard fees for site area exceeds 2.5 hectares,	£9,527.00	0.00	£0.00	£9,527.00		No
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		No
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						No
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		No
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		No
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		No

Service Provided	Standard Charge 2017/18	Increase / (Decrease) in % 2018/19	Increase / (Decrease) in £ 2018/19	Proposed Charge 2018/19	Comment	VAT
additional fees for each 75 square metres in excess of 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		No
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		No
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		No
Category 4 - Application for approval of reserved matters following outline approval.						No
Full fee due or if full fee already paid then £385.00 due.	£385.00	0.00	£0.00	£385.00		No
Category 5 - The erection of glasshouses on land used for the purposes of agriculture.						No
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		No
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		No
Category 6 - The erection, alteration or replacement of plant or machinery.						No

Service Provided	Standard Charge 2017/18	Increase / (Decrease) in % 2018/19	Increase / (Decrease) in £ 2018/19	Proposed Charge 2018/19	Comment	VAT
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		No
Standard fees , where the site area exceeds 5 hectares, ,	£19,049.00	0.00	£0.00	£19,049.00		No
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		No
Category 7 - The enlargement, improvement or other alteration of existing dwellinghouses.						No
Where the application relates to one dwelling house,	£172.00	0.00	£0.00	£172.00		No
Where the application relates to 2 or more dwellinghouses,	£339.00	0.00	£0.00	£339.00		No
Category 8 - Miscellaneous						No
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		No
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		No

Service Provided	Standard Charge 2017/18	Increase / (Decrease) in % 2018/19	Increase / (Decrease) in £ 2018/19	Proposed Charge 2018/19	Comment	VAT
Category 9 - The carrying out of any operations connected with exploratory drilling for oil or natural gas.						No
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		No
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		No
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		No
Category 10 - The carrying out of any operations not coming within any of the above categories.						No
Category 10a - In the case of operations for the winning and working of minerals –						No
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		No
Standard fees where the site area exceeds 15 hectares,	£29,112.00	0.00	£0.00	£29,112.00		No
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		No
Category 10b - In any other case						No
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		No
Category II - Development Type : Uses of Land						No

Service Provided	Standard Charge 2017/18	Increase / (Decrease) in % 2018/19	Increase / (Decrease) in £ 2018/19	Proposed Charge 2018/19	Comment	VAT
The change of use of a building to use as one or more separate dwellinghouses.						No
Where the change of use is from a previous use as a single dwelling house to use as two or more single dwellinghouses –						No
fees for each additional dwelling house; where the change of use is to use as 50 or fewer dwellinghouses,	£385.00	0.00	£0.00	£385.00		No
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		No
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		No
Category 11b - In all other cases						No
Fees	£385.00	0.00	£0.00	£385.00		No
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.						No
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		No
Standard fee where the site area exceeds 15 hectares	£29,112.00	0.00	£0.00	£29,112.00		No
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		No

Service Provided	Standard Charge 2017/18	Increase / (Decrease) in % 2018/19	Increase / (Decrease) in £ 2018/19	Proposed Charge 2018/19	Comment	VAT
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).						No
Fees	£385.00	0.00	£0.00	£385.00		No
Category II - Development Type : Advertisements						No
Category 14 - Advertisements displayed externally on 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 –						No
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		No
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		No
All other advertisements.	385	0.00	£0.00	£385.00		No
Category 17 - Determinations, Whether the prior						No

Service Provided	Standard Charge 2017/18	Increase / (Decrease) in % 2018/19	Increase / (Decrease) in £ 2018/19	Proposed Charge 2018/19	Comment	VAT
approval of the Council is required for –						
Agriculture/forestry buildings or private ways;	£80.00	0.00	£0.00	£80.00		No
Demolition of building only (where no other development is taking place);	£80.00	0.00	£0.00	£80.00		No
Part 24 (development by telecommunications code system operators);	£385.00	0.00	£0.00	£385.00		No
Part 3 (Classes J, K & M);	£80.00	0.00	£0.00	£80.00		No
Other Permission						No
Category 18a - Variation of condition(s).						No
Removal or variation of condition(s) on a planning permission	£195.00	0.00	£0.00	£195.00		No
Category 18b - Request for confirmation that one or more planning conditions have been complied with.						No
Fees per request for Householder	£28.00	0.00	£0.00	£28.00		No
Fees per request otherwise .	£97.00	0.00	£0.00	£97.00		No
Category 18c - Renewal of an expired (or about to expire without a start having been made) planning permission; New application and appropriate fee.						No
Applications in respect of : major developments	£575.00	0.00	£0.00	£575.00		No
Applications in respect of : householder developments	£57.00	0.00	£0.00	£57.00		No
Applications in respect of : other developments	£195.00	0.00	£0.00	£195.00		No

Service Provided	Standard Charge 2017/18	Increase / (Decrease) in % 2018/19	Increase / (Decrease) in £ 2018/19	Proposed Charge 2018/19	Comment	VAT
Category 18d - A Non-material Amendment following a Grant of Planning Permission						No
Applications in respect of householder developments	£28.00	0.00	£0.00	£28.00		No
Applications in respect of other developments	£195.00	0.00	£0.00	£195.00		No
Lawful Development Certificate						No
Application for an existing use of land or operational development; The same fee as for an equivalent planning application.	as specified			as specified		No
Failure to comply with conditions; £195.	£195.00	0.00	£0.00	£195.00		No
Application for proposed use of building(s) or operations over or under land; Half fee of equivalent application.	as specified			as specified		No
Category Concession - EXEMPTIONS FROM PAYMENT						No
PROPERTY SEARCHES & ASSOCIATED LAND CHARGES SERVICES						
Standard Charges						
LLC1 - Residential	£15.00	3.00	£0.45	£15.45		No
Additional parcels	£2.00	2.50	£0.05	£2.05		No
LLC1 - Commercial	£15.00	3.00	£0.45	£15.45		No
Additional parcels	£2.00	2.50	£0.05	£2.05		No
Con29(R) - Residential	£75.00	3.00	£2.25	£77.25		Yes
Additional parcels	£18.00	3.06	£0.55	£18.55		Yes
Con29(R) - Commercial	£155.00	3.00	£4.65	£159.65		Yes
Additional parcels (to an additional maximum of £300)	£18.00	3.06	£0.55	£18.55		Yes

Service Provided	Standard Charge 2017/18	Increase / (Decrease) in % 2018/19	Increase / (Decrease) in £ 2018/19	Proposed Charge 2018/19	Comment	VAT
TOTAL - Residential (i.e. for a 'Full' Local Authority Search)	£90.00	3.00	£2.70	£92.70		Yes
TOTAL - Commercial (i.e. for a 'Full' Local Authority Search)	£170.00	3.00	£5.10	£175.10		Yes
Set of Compiled data to complete a Con29(R)	£70.00	3.00	£2.10	£72.10		Yes
Set of Compiled data to complete a Con29(R) except that Publicly available	£57.00	2.98	£1.70	£58.70		Yes
Con29(O) Enquiries 5-22	£10.00	3.00	£0.30	£10.30		Yes
Limestone Enquires	£20.00	3.00	£0.60	£20.60		Yes
Landfill Enquiries	£10.00	3.00	£0.30	£10.30		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	3.00	£0.90	£30.90		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	3.00	£0.45	£15.45		Yes
Planning Decision Notices - Fee per Decision Notice	£2.00	2.50	£0.05	£2.05		Yes
Building Regulations – Supply of Approvals/Completion Certificates - Fee per Approval/Certificate	£10.00	3.00	£0.30	£10.30		Yes
Supply copy of Section 38 & 104 Agreements	£50.00	3.00	£1.50	£51.50		Yes
Supply copy of Section 106 Agreements	£50.00	3.00	£1.50	£51.50		Yes
Supply copy of Tree Preservation Order	£15.00	3.00	£0.45	£15.45		Yes
Supply copy of Combined Drainage Agreement	£15.00	3.00	£0.45	£15.45		Yes
MISCELLANEOUS SERVICES & DOCUMENTS NOT CONTAINED IN THE						

Service Provided	Standard Charge 2017/18	Increase / (Decrease) in % 2018/19	Increase / (Decrease) in £ 2018/19	Proposed Charge 2018/19	Comment	VAT
CURRENT PUBLICATION SCHEME						
A4 B&W Plain paper copying	£0.10	100.00	£0.10	£0.20		incl. VAT
A3 B&W Plain paper copying	£0.47	-14.00	-£0.07	£0.40		incl. VAT
A4 Colour Plain paper copying	£1.25	0.00	£0.00	£1.25		incl. VAT
A3 Colour Plain paper copying	£1.75	0.00	£0.00	£1.75		incl. VAT
A2 Plain paper copying	£1.43	1.40	£0.02	£1.45		incl. VAT
A1 Plain paper copying to Paper	£1.81	2.21	£0.04	£1.85		incl. VAT
A0 Plain paper copying to Paper	£2.87	2.79	£0.08	£2.95		incl. VAT
Lamination - A4	£2.73	2.56	£0.07	£2.80		incl. VAT
Lamination - A3	£4.41	3.17	£0.14	£4.55		incl. VAT
Lamination - A2	£5.08	3.35	£0.17	£5.25		incl. VAT
Lamination - A1	£8.06	2.98	£0.24	£8.30		incl. VAT
Binding - 8mm-12mm	£0.72	-2.78	-£0.02	£0.70		incl. VAT
Binding - 14mm-19mm	£1.42	2.11	£0.03	£1.45		incl. VAT
Binding - 22mm-28mm	£2.07	1.45	£0.03	£2.10		incl. VAT
Binding - A4 Acetate Sheets	£0.33	-9.09	-£0.03	£0.30		incl. VAT
Binding - A4 Clear Pockets	£0.58	-5.17	-£0.03	£0.55		incl. VAT
Microfilm Enlargements - A4	£2.72	2.94	£0.08	£2.80		incl. VAT
Microfilm Enlargements - A3	£4.03	2.98	£0.12	£4.15		incl. VAT
Microfilm Enlargements - A2	£5.32	2.44	£0.13	£5.45		incl. VAT
Microfilm Enlargements - A1	£7.93	2.77	£0.22	£8.15		incl. VAT
Microfilm Enlargements - A0	£10.52	2.85	£0.30	£10.82		incl. VAT
Plotter Prints - A4	£1.03	1.94	£0.02	£1.05		incl. VAT
Plotter Prints - A3	£2.06	1.94	£0.04	£2.10		incl. VAT
Plotter Prints - A2	£4.12	1.94	£0.08	£4.20		incl. VAT
Plotter Prints - A1	£6.18	2.75	£0.17	£6.35		incl. VAT
Plotter Prints - A0	£10.30	2.91	£0.30	£10.60		incl. VAT

Service Provided	Standard Charge 2017/18	Increase / (Decrease) in % 2018/19	Increase / (Decrease) in £ 2018/19	Proposed Charge 2018/19	Comment	VAT
Reduction to A4 from A2	£0.72	-2.78	-£0.02	£0.70		incl. VAT
Reduction to A4 from A1	£1.42	2.11	£0.03	£1.45		incl. VAT
Reduction to A4 from A0	£2.72	2.94	£0.08	£2.80		incl. VAT
Ordnance Survey Block Plans (Location Plan) - fee per sheet of 10 copies	£22.00	2.95	£0.65	£22.65		incl. VAT
Ordnance Survey Block Plans (Location Plan) - fee per set of 3 copies (only for solicitors undertaking search enquiries)	£15.00	3.00	£0.45	£15.45		incl. VAT
Sandwell Street Map	£6.50	3.08	£0.20	£6.70		incl. VAT
A-Z Index for Street Map	£5.50	2.73	£0.15	£5.65		incl. VAT
Written responses to Planning Permitted Development Enquiries or Requests for information from householders	£28.75	2.96	£0.85	£29.60		Yes
Written responses to Planning Permitted Development Enquiries or Requests for information from Solicitors, Developers or Professional Agents	£57.50	3.04	£1.75	£59.25		Yes
Written responses to Building Control Enquiries or Requests for information from householders	£28.75	2.96	£0.85	£29.60		No
Written responses to Building Control Enquiries or Requests for information from Solicitors, Developers or Professional Agents	£57.50	3.04	£1.75	£59.25		No
Written responses to Planning & Building Control 'Permitted Development' Enquiries or Requests for information from householders	£40.25	2.98	£1.20	£41.45		No

Service Provided	Standard Charge 2017/18	Increase / (Decrease) in % 2018/19	Increase / (Decrease) in £ 2018/19	Proposed Charge 2018/19	Comment	VAT
Written responses to Planning & Building Control 'Permitted Development 'Permitted Development Enquiries or Requests for information from Solicitors, Developers or Professional Agents	£80.50	2.98	£2.40	£82.90		No
Charge rate for work in relation to EIR Requests (per hour)			NEW	45.68		No

17.4.3 Highways

1.1 Summary Statement

The proposed fees and charges for the year 2018/19 for services provided by Highway Services relate to those for

- Licences and fees associated with developers and utility companies operating on the public highway,
- Parking charges for car parks, season tickets and permits.
- Recovering the cost of implementing and supervising highway measures on behalf of organisations or individuals
- Recovering the cost of temporary works and temporary traffic management on the road network
- Sustaining safety initiatives such as bikeability training and providing traffic regulation orders
- Miscellaneous services such as street naming, numbering and road markings

1.2 Policies and legislation applicable to the charge

- 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.
- Parking and Enforcement Policy 2017
- Local Government (Miscellaneous Provisions) Act 1982
- Food Act 1984 Part III

1.3 Benchmarking information

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

1.4 Consultation undertaken (Customer and other stakeholders)

Statutory public consultation is undertaken for Parking Policy, the Asset Management Plan, the implementation Traffic Regulation Orders and

associated charges, Off street parking places orders and various Cabinet Reports introducing new or altered charging regimes.

1.5 Rationale for proposed 2018-19 charges.

Twenty 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. Some charges do not fully recover the cost of providing the service. Parking permits, season tickets and residential parking scheme charges are provided substantial discounts of up to 60% compared to daily rates.

1.6 Finance and Resource implications

Most Highway charges recover the cost to the council of operating each service or providing services to the fee payer.

1.7 Specific new charges proposed (if required)

None this year

1.8 Specific charges ceased (if required)

None this year

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.

1.10 Impact on any council managed property or land

None

1.11 Health and Wellbeing implications (INCLUDING SOCIAL VALUE)

See 1.12

1.12 Contribution towards Vision 2030:

Most highway fees and charges are associated with management of the expeditious movement of traffic and a sustainable and safe highway network. This includes management of road works, good access between

the key route network and destinations, parking provision for town centres, highway safety initiatives and managing inconsiderate parking. Consequently, the fees and charges support most of the 2030 ambitions.

2.0 Fees and Charges table

Highways

Service Provided	Standard Charge 2017/18	Increase / (Decrease) in % 2018/19	Increase / (Decrease) in £ 2018/19	Proposed Charge 2018/19	Comment	VAT
Highways Act 1980						
Section 171 Consent for making of excavations in the Street Administration & Inspection Fee (excluding footway crossings)	£690.00	3.04	£21.00	£711.00		
Section 139 Control of builders skips. Consideration of an application to deposit a builders skip on the public highway for up to 10 days.	£33.00	3.03	£1.00	£34.00		
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.	£22.00	2.95	£0.65	£22.65		
Retrospective Skip Permit Fee	£150.00	3.00	£4.50	£154.50		
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	3.00	£6.60	£226.60		
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)	£270.00	3.00	£8.10	£278.10		
Section 177 Consideration of a temporary application to deposit a crane on the public highway (charge for each licence issued)	£110.00	3.00	£3.30	£113.30		

Service Provided	Standard Charge 2017/18	Increase / (Decrease) in % 2018/19	Increase / (Decrease) in £ 2018/19	Proposed Charge 2018/19	Comment	VAT
Section 177 Consideration of a permanent application for highway projections (charge for each licence issued)	£270.00	3.00	£8.10	£278.10		
Footway Crossing						
Footway Crossing inspection and Supervisory Fee. *Fee approved by Cabinet Member at his meeting on 17th October 2008.	£190.00	3.00	£5.70	£195.70		
Street Naming and Numbering						
Street Naming - Section 17 of the Public Health Act 1925	£210.00	3.00	£6.30	£216.30		
Property Numbering - Section 64 of the Town Improvement Clauses Act 1847	£22.00	2.95	£0.65	£22.65		
Highway Plans (showing the extent of the public highway)	£55.00	3.00	£1.65	£56.65		
General Highway Enquiry	£55.00	3.00	£1.65	£56.65		
Traffic Signals						
Consideration of application for switch on/off of traffic signals on Week days	£160.00	3.00	£4.80	£164.80		
Consideration of application for switch on/off of traffic signals at Weekends	£240.00	3.00	£7.20	£247.20		
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.	£1,890.00	3.07	£58.00	£1,948.00		
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	3.03	£28.00	£953.00		
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%		

Service Provided	Standard Charge 2017/18	Increase / (Decrease) in % 2018/19	Increase / (Decrease) in £ 2018/19	Proposed Charge 2018/19	Comment	VAT
Section 278 Agreement						
% of estimated construction costs of highways and sewers in conjunction with road adoptions , Minimum charge of £2000	10%	0.00	£0.00	10%		
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	0.00	£0.00	£50.00		
Highways						
Section 50 Street Works Licence (Standard), (Licence to person without a statutory right to place, retain and remove apparatus in the street)						
S50 Administration & Inspection Fee (of which £150 is nationally agreed inspection fee)	£690.00	3.04	£21.00	£711.00		
S72 Defective Reinstatement Inspection charges (nationally agreed 3 x £47.50)	£142.50	0.00	£0.00	£142.50		
S72 Third Party Inspection Fee (nationally agreed)	£204.00	0.00	£0.00	£204.00		

Car Parking

Service Provided	Standard Charge 2017/18	Increase / (Decrease) in % 2018/19	Increase / (Decrease) in £ 2018/19	Proposed Charge 2018/19	Comment	VAT
Off Street Car Parking Charges - Long Stay Season Tickets						
Annual All Areas All days	£240.00	0.00	£0.00	£240.00		incl. VAT
Annual All areas for 3 specified days of the week	£144.00	0.00	£0.00	£144.00		incl. VAT
Monthly all areas All Days	£24.00	0.00	£0.00	£24.00		incl. VAT
Monthly All Area 3 specified days of the week	£14.40	0.00	£0.00	£14.40		incl. VAT
Car Parking General						
Waivers up to 7 days	£12.50	2.80	£0.35	£12.85	Waivers day 1 - 7	No
Waivers after/longer than 7 days	£6.00	2.50	£0.15	£6.15	Consecutive subsequent days	No
Suspensions	£57.00	2.98	£1.70	£58.70	1-7 days, and subsequent 7 day charges + loss of income where the suspension is of pay and display bays	No
Off Street Pay & Display plus on street Long Stay at Albert St, Stafford Street, and Victoria St., Wednesbury and Shaftsbury St West Brom						
Up to 1 hour	£0.40	0.00	£0.00	£0.40		incl. VAT
1 – 2 hours	£0.80	0.00	£0.00	£0.80		incl. VAT
2 – 3 hours	£1.20	0.00	£0.00	£1.20		incl. VAT
3 – 4 hours	£1.60	0.00	£0.00	£1.60		incl. VAT
Long Stay Only over 4 hours	£4.00	0.00	£0.00	£4.00		incl. VAT
All Areas - Short stay On Street Pay & Display						

Service Provided	Standard Charge 2017/18	Increase / (Decrease) in % 2018/19	Increase / (Decrease) in £ 2018/19	Proposed Charge 2018/19	Comment	VAT
Up to 15 minutes	£0.30	0.00	£0.00	£0.30		No
Up to 30 minutes	£0.60	0.00	£0.00	£0.60		No
Up to 1 hour	£1.20	0.00	£0.00	£1.20		No
1 – 2 hours	£2.40	0.00	£0.00	£2.40		No
Parking Permit, Voucher and regulation charges						
1 st Residents Permit	£30.00	3.00	£0.90	£30.90		No
2 nd Residents Permit	£35.00	3.00	£1.05	£36.05		No
Authorised replacement of all Permits	£12.00	2.92	£0.35	£12.35	change of vehicle or damaged permits only	incl. VAT
20 – 2 Hour Visitors Vouchers	£6.00	2.50	£0.15	£6.15		No
10 – 6 Hour Visitors Vouchers	£7.00	2.86	£0.20	£7.20		No
Weekly Visitor Voucher	£7.00	2.86	£0.20	£7.20		No
Business Permit (Annual)(In resident Scheme areas)	£110.00	3.00	£3.30	£113.30		No
3 rd Residents Permit	£48.00	3.02	£1.45	£49.45		No
advisory disabled markings	£75.00	3.00	£2.25	£77.25		No
"H" BAR MARKINGS	£55.00	3.00	£1.65	£56.65		No
Bikeability session cancellation charges to schools per session	£216.00	3.01	£6.50	£222.50		No
parents annual parking permit charges for P& D car parks for limited period AM and PM	£21.00	3.10	£0.65	£21.65	permit valid for financial period	No
TRO MAKING - Statutory process, adverts, public consultation, procure & install road signs, road lines etc.	£4,000.00	3.00	£120.00	£4,120.00		No
resident permit for commercial vehicles	£100.00	3.00	£3.00	£103.00	company or goods vehicles	No
Bikeability session per child	£10.00	3.00	£0.30	£10.30		No

17.4.4 Markets and Street Trading Fees

1.1 Summary Statement

This report seeks approval for the proposed 2018/19 fees and charges for markets and street trading fees across the borough. These charges are all discretionary and are proposed to enable the service to meet its target budget and to generate a trading surplus for the Council.

1.2 Policies and legislation applicable to the charge

The Food Act 1984 enables a local authority to fix its own charges for markets and these can be determined depending on a range of different circumstances. The local authority is entitled to charge a commercial rate if appropriate. The Council reviews its fees and charges on an annual basis and usually makes any amendments to be effective from 1st April in each year. However, where circumstances change between annual review dates then mid-term amendments are made with Cabinet approval.

1.3 Benchmarking information

The Service benchmarks market stall fees against other adjacent local authority Market services including Wolverhampton and Walsall to ensure that fees in Sandwell are comparable.

1.4 Consultation undertaken (Customer and other stakeholders)

The Service consults with customers on an on-going basis throughout the year to ensure that the fees are fair and reasonable. In addition, the use of market stalls is discretionary by service users who would reduce their usage patterns if the fees became unreasonable.

1.5 Rationale for proposed 2018-19 charges.

The fee proposals are set with reference to benchmarking data and customer consultation to ensure that they are fair, reasonable and competitive. Also, the costs of the service are monitored to ensure that the fees generate sufficient income to produce a balanced budget.

1.6 Finance and Resource implications

The proposals will enable the service to meet its budget targets.

1.7 Specific new charges proposed (if required)

There is a new charge introduced for use of public toilets. This has been introduced to provide revenue to maintain the public toilets at a higher level of cleanliness which was an area of public concern.

1.8 Specific charges ceased (if required)

None.

1.9 Equality Impact Assessment

The proposals have been assessed by the Markets Manager for any equality impact and have been found not to have any.

1.10 Impact on any council managed property or land

The Council's markets are an asset that returns income by way of commercial trading activity. Consequently, supporting the continuance of this asset in its current form will maintain the asset value.

1.11 Health and Wellbeing implications (INCLUDING SOCIAL VALUE)

The proposals would contribute to the continuance of markets throughout the borough, which would support local employment and help maintain a source of affordable goods, services and fresh food supply for the community.

1.12 Contribution towards Vision 2030:

The Council ambition to create successful town centres will be directly supported by the preservation and development of thriving markets.

2.0 Fees and Charges table

Service Provided	Standard Charge 2017	Increase / (Decrease) in % 2018/19	Increase / (Decrease) in £ 2018/19	Proposed Charge 2018/19	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		No
Fee if settled by 15 th of following month (1 month in arrears)	74.85	0.00	£0.00	£74.85		No

Service Provided	Standard Charge 2017	Increase / (Decrease) in % 2018/19	Increase / (Decrease) in £ 2018/19	Proposed Charge 2018/19	Comment	VAT
Fee if not settled by 15 th of following month (2+ months in arrears)	76.35	0.00	£0.00	£76.35		No
New Market Standard Fees - Standard Large Stall						
Fee if settled by 15 th day of month	146.40	0.00	£0.00	£146.40		No
Fee if settled by 15 th of following month (1 month in arrears)	152.30	0.00	£0.00	£152.30		No
Fee if not settled by 15 th of following month (2+ months in arrears)	155.30	0.00	£0.00	£155.30		No
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		No
Concessionary discount off standard fee - Fee for occupancy of new market hall stall on a temporary weekly basis by registered charity	discount 50%	-60.00		Discount 80 %		No
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	Free of Charge		No
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	Free of Charge		No
New Market - Standard Pitch						
Yearly (payable quarterly in 4 instalments)	78.80	2.98	£2.35	£81.15		No
WEST BROMWICH OPEN MARKET - Casual Traders (daily charge including parking fee of £1.60)						
Monday	16.00	2.81	£0.45	£16.45		No

Service Provided	Standard Charge 2017	Increase / (Decrease) in % 2018/19	Increase / (Decrease) in £ 2018/19	Proposed Charge 2018/19	Comment	VAT
Tuesday / Thursday	20.00	3.00	£0.60	£20.60		No
Wednesday / Friday	21.00	3.10	£0.65	£21.65		No
Saturday	29.00	2.93	£0.85	£29.85		No
WEST BROMWICH OPEN MARKET - Regular Traders (daily charge including parking fee of £1.60)						
Monday	15.50	2.90	£0.45	£15.95		No
Tuesday / Thursday	19.50	3.08	£0.60	£20.10		No
Wednesday / Friday	20.50	2.93	£0.60	£21.10		No
Saturday	28.50	2.98	£0.85	£29.35		No
SPECIALIST FLOWER TRAILER, WEST BROMWICH HIGH STREET MARKET						
Specialist flower trailer - Cost per annum	8,000.00	3.00	£240.00	£8,240.00		No
WEDNESBURY MARKET STANDARD FEES						
Tuesday - Standard 8ft pitch	12.00	2.92	£0.35	£12.35		No
Friday / Saturday - Standard 8ft pitch	6.00	2.50	£0.15	£6.15		No
OLDBURY MARKET						
Standard pitch on Monday, Tuesday, Thursday, Friday, Saturday	6.00	2.50	£0.15	£6.15		No
GREAT BRIDGE MARKET						
Standard pitch on Wednesday, Saturday	6.00	2.50	£0.15	£6.15		No
ENTERTAINMENTS AREA - WEST BROMWICH TOWN CENTRE						
Type ENT 3/NS3 - Monday, Tuesday	71.00	3.03	£2.15	£73.15		No
Type ENT 3/NS3 - Saturday	100.00	3.00	£3.00	£103.00		No

Service Provided	Standard Charge 2017	Increase / (Decrease) in % 2018/19	Increase / (Decrease) in £ 2018/19	Proposed Charge 2018/19	Comment	VAT
Type ENT 3/NS 3 - Wednesday, Thursday, Friday	76.00	3.03	£2.30	£78.30		No
Type ENT 1,2,4,5,6 (Sides) - Monday, Tuesday	66.00	3.03	£2.00	£68.00		No
Type ENT 1,2,4,5,6 (Sides) - Saturday	91.00	3.02	£2.75	£93.75		No
Type ENT 1,2,4,5,6 (Sides) - Wednesday, Thursday, Friday	75.00	3.00	£2.25	£77.25		No
CHARITABLE CAR BOOT SALE LICENCE FEE						
Standard pitch	20.00	0.00	£0.00	£20.00		No
SPECIAL EVENTS						
Car Boot Sale pitch	5.00	3.00	£0.15	£5.15		No
Car Boot Sale pitch	6.00	2.50	£0.15	£6.15		No
Car Boot Sale pitch	8.00	2.50	£0.20	£8.20		No
Speciality market up to 1 week	500.00	3.00	£15.00	£515.00		No
Speciality festive market each side of Entertainment Area West Brom High Street	1,500.00	3.00	£45.00	£1,545.00		No
Public Toilets	0.20	0.00	£0.00	£0.20		No
WEST BROMWICH TOWN CENTRE						
Type PITCH 3 (eg In front Spencers, adj stalls) - Alternative to annual cost - Fees per day	16.00	2.81	£0.45	£16.45		No
Type PITCH 4 (eg adj. Cash Generator) Alternative to annual cost - Fees per day	16.00	2.81	£0.45	£16.45		No
Type Pitch 5 (eg adj Star and Garter)	16.00	2.81	£0.45	£16.45		No
REST OF BOROUGH						
Type B1 (Eg Bearwood)	3,500.00	3.00	£105.00	£3,605.00		No
Type W1 (Eg adj.Clocktower, Union Street Wednesbury)	3,500.00	3.00	£105.00	£3,605.00		No

Service Provided	Standard Charge 2017	Increase / (Decrease) in % 2018/19	Increase / (Decrease) in £ 2018/19	Proposed Charge 2018/19	Comment	VAT
Type O1 (Eg Mkt Place 1990, Oldbury)	2,333.70	3.00	£70.00	£2,403.70		No
Type C1 (Eg Cemeteries)	1,166.95	3.00	£35.00	£1,201.95		No
Type S1 (Eg Stone Cross)	1,166.95	3.00	£35.00	£1,201.95		No
Type N1 (Eg Newton Road)	4,996.56	3.00	£149.89	£5,146.45		No
Type O2 (Eg Town Square, Oldbury)	1,955.50	3.00	£58.65	£2,014.15		No
Type W4 (Eg Union Street, West Bromwich)	2,333.70	3.00	£70.00	£2,403.70		No

17.5 Appendix – Resources

17.5.1 Registration & Bereavement

1.1 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 fee increase from 1 March 2018 should be on average 3% to meet inflationary pressures placed on its services primarily by its suppliers and to continue with 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 2016, the Local Authorities Cemeteries Order 1977 and the Local Government Act 2003. 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

Authority	Sandwell Current 2017	Sandwell Proposed 2018	Dudley Current 2017	Dudley Proposed 2018	Wolv' Current 2017	Wolv' Proposed 2018	Walsall Current 2017	Walsall Proposed 2018
Adult Cremation Fee	£682	£703	£812	Unknown	£715	£725	£781	£828
1 month – 16 years	£373	£384	£97	Unknown	£67	£67	£274	£290
NVF, Stillborn – 1 month	£101	£104	n/a	Unknown	n/a	n/a	£75	£80
Excl Rights of Burial Fee	£1818	£1873	£2009	Unknown	£1872	£1872	£2020	£2141
Interment Fee	£938	£966	£1097	Unknown	£1014	£1014	£1136	£1204
Increase	3%		Fees in Dudley have increased by 8% for each of the last two years.		£10 increase on cremation fee only.		6%	

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

1.4 Consultation undertaken (Customer and other stakeholders)

The level of fees is the subject of regular discussion at the West Midlands Regional Registration Group, Funeral Directors Liaison meetings and is benchmarked locally with other authorities; see 1.3 above for key bereavement related fees.

1.5 Rationale for proposed 2018-19 charges,

It is proposed to increase the majority of Registration related 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.

There are however a number of fees which will remain unchanged. Those that are set nationally by the Registrar General.

In addition and 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 Finance and Resource implications

The proposed on average 3% increase will generate an additional £126,000 income during 2018/19.

It is proposed to allocate all of this income to offset increasing operational costs.

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

1.7 Specific new charges proposed (if required)

Registration Services continues to expand on existing service provision to develop new income streams. New services at the Register Office are being introduced.

European Passport Return Service (EPRS)

In October 2016 the Home Office enabled participating Local Authorities to provide a European Passport Return Service (EPRS) to allow EEA and Swiss nationals to take their passports to a participating local authority for

verification and copying, and for the local authority to then send the copy and any relevant documents to the Home Office.

The aim of the scheme is to enable applicants to keep their original passport whilst their application to live and work in the UK is being processed.

A fee of **£20** including postage and packing per application for the EPRS is to be introduced.

There are a range of civil registration processes, delivered by the General Register Office (GRO) for England and Wales or registration officers employed by local authorities that are currently not charged for.

Regulation 89 and Schedule 15 to the Immigration Act 2016 now provides the Registrar General with regulation making powers for the introduction of new fees for civil registration services.

Until now there have been no regulatory or legislative powers in place to enable a fee to be charged for these services.

Fees will be introduced through a phased approach.

The fees for all processes will be taken by the Local Authority in the first instance. For those processes provided solely by the Local Authority they will retain the whole fee. For those services provided jointly with the General Register Office the Local Authority will keep a proportion of the fee. The General Register Office element of the payment will be reclaimed through the existing reconciliation agreement with the Local Authorities.

The following nationally set fees are to be introduced;

Service provided by Local Authority only

- Consideration of customer at fault corrections of a register entry by the Superintendent Registrar - **£75.00**
- Consideration of divorce / civil partnership dissolution documentation outside the British Isles by the Superintendent Registrar - **£50.00**
- Space 17 register entry amendment - **£40.00**
- First short birth certificate - **£4.00**

Service provided jointly with the General Register Office

- Consideration of a reduction in the 28 day notice to marry or form a civil partnership - **£60.00** (£20.00 is retained by LA)

- Corrections of register entry - **£90.00** (£32.00 is retained by LA)
- Consideration of divorce / civil partnership dissolution documentation from outside of the British Isles - **£75.00** (£28.00 is retained by LA)

1.8 Specific charges ceased (if required)

None

1.9 Equality Impact Assessment

EIA not undertaken as fees apply to all communities.

1.10 Impact on any council managed property or land

None

1.11 Health and Wellbeing implications (INCLUDING SOCIAL VALUE)

Through its Registration Services the council provides a suite of services for the inhabitants of the borough and those organisations and families who choose to use its excellent facilities.

The fees resulting from this increase will continue to reflect the cost of providing these services to all communities and will continue to be amongst the lowest locally.

In addition, the council through its Bereavement service has launched a number of initiatives recently such as Sandwell's "low cost" funeral services as its response to funeral poverty.

1.12 Contribution towards Vision 2030:

Ambition 8

The great work already achieved in green spaces to include cemeteries and crematoria will be kept up.

Green Flag status, a national benchmark standard for publicly accessible parks and green spaces will continue to be delivered for both Tipton Cemetery and Sandwell Valley Crematorium.

2.0 Fees and Charges table

Service Provided	Standard Charge 2017/18	Increase / (Decrease) in % 2018/19	Increase / (Decrease) in £ 2018/19	Proposed Charge 2018/19	Comment	VAT
Standard Table						
Register Office Ceremony Room	£46.00	0.00	£0.00	£46.00		No
S Suite Marriage or CP Ceremony Mon to Thurs	£285.54	2.96	£8.46	£294.00		No
S Suite Marriage or CP Ceremony Fri/Sat	£398.03	3.01	£11.97	£410.00		No
S Suite Marriage or CP Ceremony Sun/BH	£463.84	3.05	£14.16	£478.00		No
Highfields Room Marriage or CP Ceremony Mon to Thurs	£99.84	3.17	£3.16	£103.00		No
Highfields Room Marriage or CP Ceremony Fri	£139.36	3.33	£4.64	£144.00		No
Approved Premise Mon to Thurs	£285.54	2.96	£8.46	£294.00		No
Approved Premise Fri/Sat	£398.03	0.75	£2.97	£401.00		No
Approved Premise Sun/BH	£463.84	3.05	£14.16	£478.00		No
Registrar at Religious Building	£90.00	0.00	£0.00	£90.00		No
Registration of Building for Religious Worship	£29.00	0.00	£0.00	£29.00		No
Registration of Building for Marriage	£123.00	0.00	£0.00	£123.00		No
Notice of Marriage Individual Fee	£35.00	0.00	£0.00	£35.00		No
Civil partnership conversion(from 10 Dec 2015) Provide information only	£27.00	0.00	£0.00	£27.00		No
Civil partnership conversion(from 10 Dec 2015)	£45.00	0.00	£0.00	£45.00		No
Licence or Renewal for Approved Premise	£224.97	3.12	£7.03	£232.00		No
Renewal/Naming Ceremony Highfields Mon to Thurs	£224.97	3.12	£7.03	£232.00		Incl. VAT
Renewal/Naming Ceremony Highfields Fri/Sat	£281.49	3.02	£8.51	£290.00		Incl. VAT
Renewal/Naming Ceremony Highfields Sun/BH	£306.41	3.13	£9.59	£316.00		Incl. VAT
Individual Citizenship Ceremony Mon to Thurs	£112.49	3.12	£3.51	£116.00		Incl. VAT
Individual Citizenship Ceremony Fri/Sat	£140.74	3.03	£4.26	£145.00		Incl. VAT
Individual Citizenship Ceremony Sun/BH	£153.20	3.13	£4.80	£158.00		Incl. VAT
Group Citizenship Ceremony Sat	£84.36	3.13	£2.64	£87.00		Incl. VAT
Certificate Service	£10.00	0.00	£0.00	£10.00		No
Archive Priority Certificate Service (Same Day)	£21.63	1.71	£0.37	£22.00		No
Archive Priority Certificate Service (Same Day)	£41.60	3.37	£1.40	£43.00		No

Service Provided	Standard Charge 2017/18	Increase / (Decrease) in % 2018/19	Increase / (Decrease) in £ 2018/19	Proposed Charge 2018/19	Comment	VAT
Certificates of Birth Death and Marriage at time of Registration	£4.00	0.00	£0.00	£4.00		No
Certificates of Birth Death and Marriage issues after Registration	£7.00	0.00	£0.00	£7.00		No
Provisional Booking (holding fee)	£54.08	3.55	£1.92	£56.00		No
Renewal/Naming Ceremony approved venues Mon to Thurs	£224.97	3.12	£7.03	£232.00		incl. VAT
Renewal/Naming Ceremony approved venue Fri/Sat	£281.49	3.02	£8.51	£290.00		incl. VAT
Renewal/Naming Ceremony approved venue Sun/BH	£306.41	3.13	£9.59	£316.00		incl. VAT
Nationality Checking Single Applicant or Minor	£112.49	3.12	£3.51	£116.00		incl. VAT
European Passport Return Service	N/A	N/A	N/A	£20.00		incl. VAT
Space 17 Amendment	N/A	N/A	N/A	£40.00		No
Divorce or Dissolution from outside the British Isles. (LA only)	N/A	N/A	N/A	£50.00		No
Customer at fault corrections(LA only)	N/A	N/A	N/A	£75.00		No
Consideration of reduction in Notice period (LA and GRO)	N/A	N/A	N/A	£60.00		No
Corrections(LA and GRO)	N/A	N/A	N/A	£90.00		No
Divorce or Dissolution from outside the British Isles. (LA and GRO)	N/A	N/A	N/A	£75.00		No
Photography						
SD card (min 30 photos)	£130.00	3.08	£4.00	£134.00		Incl. VAT
Package SD card (min 30 photos)+ up to 30 prints + Album	£292.50	2.91	£8.50	£301.00		Incl. VAT
Single print 12" x8"	£13.00	0.00	£0.00	£13.00		Incl. VAT
Interment Fee						
NVF, Stillborn – 1 Month*	£100.59	3.39	£3.41	£104.00		No
1 Month – 16 Years*	£373.15	2.91	£10.85	£384.00		No
Over 16 Years*	£937.75	3.01	£28.25	£966.00		No
Late arrival fee additional charge *	£279.05	2.85	£7.95	£287.00		No
Interment of Cremated Remains*	£289.87	3.15	£9.13	£299.00		No
Scattering of Cremated Remains on a Full Grave*	£38.94	2.72	£1.06	£40.00	(If not cremated at Sandwell)	No
Exclusive Right of Burial						

Service Provided	Standard Charge 2017/18	Increase / (Decrease) in % 2018/19	Increase / (Decrease) in £ 2018/19	Proposed Charge 2018/19	Comment	VAT
Purchase of Baby Section Grave *	£203.34	2.78	£5.66	£209.00		No
Purchase Grave for 1 Burial*	£1,751.11	3.02	£52.89	£1,804.00		No
Purchase Grave for 2 Burials*	£1,818.17	3.02	£54.83	£1,873.00		No
Purchase Grave for 3 Burials*	£1,884.15	3.02	£56.85	£1,941.00		No
Plot for cremated remains – for a 99 year period*	£1,175.70	2.92	£34.30	£1,210.00		No
Children's Graves on Lawn Section (Single Internment only)						
NVF, Stillborn – 1 Month*	£475.90	2.96	£14.10	£490.00		No
1 Month – 16 Years*	£869.61	3.03	£26.39	£896.00		No
Traditional Section 5' centre						
Traditional Grave 5' Centre for 1 Burial*	£2,115.61	3.00	£63.39	£2,179.00		No
Traditional Grave 5' Centre for 2 Burials*	£2,196.73	3.02	£66.27	£2,263.00		No
Traditional Grave 5' Centre for 3 Burials*	£2,278.93	2.99	£68.07	£2,347.00		No
Vault Grave additional charge*	£637.06	2.97	£18.94	£656.00		No
Memorials, vases & additional inscriptions						
Additional Inscription Permit fee	£76.79	2.88	£2.21	£79.00		No
Purchase of a Temporary Grave Marker	£23.80	5.04	£1.20	£25.00		Incl. VAT
Memorial Vase Infant's Section	£216.32	3.09	£6.68	£223.00		Incl. VAT
Motif	£23.80	5.04	£1.20	£25.00		Incl. VAT
Miscellaneous charges						
Transfer of Grant	£45.43	3.46	£1.57	£47.00		Incl. VAT
Searching of Burial Register (per hour)	£38.94	2.72	£1.06	£40.00		No
Biodegradable Urn	£78.96	2.58	£2.04	£81.00		No
Section 46 – Administration Fee	£432.64	3.09	£13.36	£446.00		incl. VAT
Registration Fee Hourly Rate	£37.86	3.01	£1.14	£39.00		No
Additional charge to be applied to where services are subject to out of borough supplement.	15%	N/A	N/A	N/A		N/A
Cremation						

Service Provided	Standard Charge 2017/18	Increase / (Decrease) in % 2018/19	Increase / (Decrease) in £ 2018/19	Proposed Charge 2018/19	Comment	VAT
NVF, Stillborn – 1 Month	£60.57	2.36	£1.43	£62.00		No
1 Month – 16 Years	£122.22	3.09	£3.78	£126.00		No
Over 16 Years	£682.49	3.01	£20.51	£703.00		No
Service exceeds allotted time an additional charge of:	£298.52	3.18	£9.48	£308.00		No
For an extended service – additional charge	£127.63	3.42	£4.37	£132.00		No
Use of Chapel (including organ & organist)*	£133.04	2.98	£3.96	£137.00		No
Urns and containers						
Purchase of a wooden casket	£67.06	2.89	£1.94	£69.00		Incl. VAT
Disposal of Cremated Remains of person cremated elsewhere	£38.94	2.72	£1.06	£40.00		No
The services of a council employee acting as a coffin bearer	£40.02	2.45	£0.98	£41.00		Incl. VAT
Audio recording of service	£33.53	1.40	£0.47	£34.00		Incl. VAT
Audio & Visual recording of service	£38.94	2.72	£1.06	£40.00		Incl. VAT
Live Webcast	£38.94	2.72	£1.06	£40.00		Incl. VAT
Live webcast plus visual recording of service	£73.55	3.33	£2.45	£76.00		Incl. VAT
Visual Tribute (up to 50 photographs)	£56.24	3.13	£1.76	£58.00		Incl. VAT
Visual Tribute (over 50 photographs)	£109.24	3.44	£3.76	£113.00		Incl. VAT
Memorials and inscriptions (including VAT)						
Minimum entry 2 lines	£85.45	2.98	£2.55	£88.00		Incl. VAT
5 lines	£108.16	2.63	£2.84	£111.00		Incl. VAT
8 lines	£127.63	2.64	£3.37	£131.00		Incl. VAT
Each additional line	£30.28	2.38	£0.72	£31.00		Incl. VAT
Badges, Crests, Floral Tributes	£62.73	3.62	£2.27	£65.00		Incl. VAT
Coat of Arms	£72.47	3.49	£2.53	£75.00		Incl. VAT
Memorial Cards including 2 line inscription	£32.45	1.69	£0.55	£33.00		Incl. VAT
Memorial book including 2 line inscription	£64.90	3.24	£2.10	£67.00		Incl. VAT
Additional Lines in cards & books	£20.55	2.19	£0.45	£21.00		Incl. VAT

Service Provided	Standard Charge 2017/18	Increase / (Decrease) in % 2018/19	Increase / (Decrease) in £ 2018/19	Proposed Charge 2018/19	Comment	VAT
Badges, Crests & Floral Tributes in cards & books	£62.73	3.62	£2.27	£65.00		Incl. VAT
Plaques						
Plaque purchase including first inscription	£1,000.48	2.95	£29.52	£1,030.00		No
Burial of Cremated Remains including casket	£87.61	2.73	£2.39	£90.00		No
Engraving – per line	£41.10	2.19	£0.90	£42.00		Incl. VAT
Cover Slab	£56.24	3.13	£1.76	£58.00		No
Photo Plaque	£112.49	3.12	£3.51	£116.00		Incl. VAT
Replacement Plaque (residue of lease)	£215.24	3.14	£6.76	£222.00		Incl. VAT
Plaque Renewal (10 Years)	£195.77	3.18	£6.23	£202.00		No
Plaque Renewal (20 Years)	£292.03	3.07	£8.97	£301.00		No
Plaque Renewal (40 Years)	£536.47	3.08	£16.53	£553.00		No
Plaque Renewal forever	£1,364.98	3.01	£41.02	£1,406.00		No
Renovation Fee	£64.90	3.24	£2.10	£67.00		Incl. VAT
Asbury Garden Memorial (10 years)						
Asbury garden memorial (10 years) replacement	£160.08	3.07	£4.92	£165.00		No
Renewal (10 years)	£95.18	2.96	£2.82	£98.00		No
Renewal (20 years)	£138.65	3.14	£4.35	£143.00		No
Renewal (40 years)	£249.60	2.96	£7.40	£257.00		No
Renewal (forever)	£637.85	3.00	£19.15	£657.00		No
Wall mounted plaques						
Plaque purchase including first inscription	£422.91	3.10	£13.09	£436.00		incl. VAT
Additional lines of inscription (residue of lease) – per line	£41.10	2.19	£0.90	£42.00		incl. VAT
Wall Plaque Renewal Fee (10 Years)	£95.18	2.96	£2.82	£98.00		incl. VAT
Renewal (20 years)	£138.65	3.14	£4.35	£143.00		No
Renewal (40 years)	£249.60	2.96	£7.40	£257.00		No
Renewal (forever)	£637.85	3.00	£19.15	£657.00		No
Replacement (residue of lease)	£215.24	3.14	£6.76	£222.00		Incl. VAT

Service Provided	Standard Charge 2017/18	Increase / (Decrease) in % 2018/19	Increase / (Decrease) in £ 2018/19	Proposed Charge 2018/19	Comment	VAT
Memorial vases						
Memorial Vase Purchase including first inscription	£534.31	2.94	£15.69	£550.00		No
Replacement Vase (residue of lease)	£215.24	3.14	£6.76	£222.00		Incl. VAT
Vase Renewal Fee (10 Years)	£195.77	3.18	£6.23	£202.00		No
Vase Renewal Fee (20 Years)	£292.03	3.07	£8.97	£301.00		No
Vase Renewal Fee (40 Years)	£536.47	3.08	£16.53	£553.00		No
Vase Renewal Fee (forever)	£1,325.60	2.97	£39.40	£1,365.00		No
Vase Renovation Fee	£64.90	3.24	£2.10	£67.00		Incl. VAT
Memorial Vault Purchase including first inscription	£1,000.48	3.05	£30.52	£1,031.00		No
Replacement Vault (residue of lease)	£215.24	3.14	£6.76	£222.00		Incl. VAT
Burial of cremated remains including casket	£87.61	2.73	£2.39	£90.00		No
Motif/Photo	£112.49	3.12	£3.51	£116.00		Incl. VAT
Vault Renewal Fee (10 Years)	£195.77	3.18	£6.23	£202.00		No
Vault Renewal Fee (20 Years)	£292.03	3.07	£8.97	£301.00		No
Vault Renewal Fee (40 Years)	£536.47	3.08	£16.53	£553.00		No
Vault Renewal Fee (forever)	£1,325.60	2.97	£39.40	£1,365.00		No
Vault Renovation Fee	£64.90	3.24	£2.10	£67.00		Incl. VAT
Sanctum Memorial						
Sanctum Memorial purchase including first inscription	£1,123.78	3.05	£34.22	£1,158.00		No
Sanctum Memorial with garden purchase including first inscription	£1,253.57	2.99	£37.43	£1,291.00		No
Replacement Fascia (residue of lease)	£373.15	2.91	£10.85	£384.00		Incl. VAT
Second Inscription (residue of lease)	£237.95	2.96	£7.05	£245.00		Incl. VAT
Motif/Photo	£112.49	3.12	£3.51	£116.00		Incl. VAT
Casket for interment of Cremated Remains	£67.06	2.89	£1.94	£69.00		No
Family Sanctum Memorial including first inscription	£1,629.97	3.01	£49.03	£1,679.00		No
Family Sanctum Memorial with Garden including first inscription	£1,814.92	2.98	£54.08	£1,869.00		No

Service Provided	Standard Charge 2017/18	Increase / (Decrease) in % 2018/19	Increase / (Decrease) in £ 2018/19	Proposed Charge 2018/19	Comment	VAT
Family Sanctum Replacement Fascia (residue of lease)	£496.45	2.93	£14.55	£511.00		Incl. VAT
10 year renewal	£218.48	2.98	£6.52	£225.00		No
20 year renewal	£327.72	3.14	£10.28	£338.00		No
40 year renewal	£602.45	3.08	£18.55	£621.00		No
Renewal (forever)	£1,488.70	2.98	£44.30	£1,533.00		No
Squirrel Walk Memorial						
Additional engraving (including motif – residue of lease)	£280.13	3.17	£8.87	£289.00		Incl. VAT
Replacement Memorial (residue of lease)	£419.66	2.94	£12.34	£432.00		Incl. VAT
Motif/Photo	£112.49	3.12	£3.51	£116.00		Incl. VAT
Casket for interment of Cremated Remains	£67.06	2.89	£1.94	£69.00		No
10 year renewal	£218.48	2.98	£6.52	£225.00		No
20 year renewal	£327.72	3.14	£10.28	£338.00		No
40 year renewal	£602.45	3.08	£18.55	£621.00		No
Renewal (forever)	£1,488.70	2.98	£44.30	£1,533.00		No
Memorial Benches						
Additional Plaque Granite Bench for residue of period	£233.63	3.15	£7.37	£241.00		incl. VAT
Additional Plaque Wooden Bench for residue of period	£233.63	3.15	£7.37	£241.00		incl. VAT
Prairie Unit (continue only)*						
Replacement Fascia (residue of lease)	£77.88	2.72	£2.12	£80.00		incl. VAT
Second Inscription (residue of lease)	£48.67	2.73	£1.33	£50.00		incl. VAT
10 year renewal	£218.48	2.98	£6.52	£225.00		No
20 year renewal	£327.72	3.14	£10.28	£338.00		No
40 year renewal	£602.45	3.08	£18.55	£621.00		No
Renewal (forever)	£1,488.70	2.98	£44.30	£1,533.00		No
Cloister memorial						
Cloister Memorial Purchase including inscription	£898.81	3.03	£27.19	£926.00		No
Replacement Fascia (residue of lease)	£372.07	2.94	£10.93	£383.00		Incl. VAT

Service Provided	Standard Charge 2017/18	Increase / (Decrease) in % 2018/19	Increase / (Decrease) in £ 2018/19	Proposed Charge 2018/19	Comment	VAT
Second Inscription (residue of lease)	£244.44	3.09	£7.56	£252.00		Incl. VAT
Motif/Photo	£112.49	3.12	£3.51	£116.00		Incl. VAT
Casket for interment of Cremated Remains	£67.06	2.89	£1.94	£69.00		No
10 year renewal	£218.48	2.98	£6.52	£225.00		No
20 year renewal	£327.72	3.14	£10.28	£338.00		No
40 year renewal	£602.45	3.08	£18.55	£621.00		No
Renewal (forever)	£1,488.70	2.98	£44.30	£1,533.00		No
Children's Section Memorial						
Mushroom Memorial Plaque for a 5 year period inc inscription	£303.93	2.98	£9.07	£313.00		No
10 year renewal	£110.24	3.41	£3.76	£114.00		No
20 year renewal	£198.64	3.20	£6.36	£205.00		No
40 year renewal	£357.76	3.14	£11.24	£369.00		No
Renewal forever	£914.16	3.05	£27.84	£942.00		No
Monolith Memorial						
Monolith Memorial for a 10 year period	£842.57	3.02	£25.43	£868.00		No
Monolith Memorial with garden for a 10 year period	£964.79	3.03	£29.21	£994.00		No
Second Inscription (residue of lease)	£233.63	3.15	£7.37	£241.00		Incl. VAT
Motif/Photo	£112.49	3.12	£3.51	£116.00		Incl. VAT
Urn for interment of cremated remains	£67.06	2.89	£1.94	£69.00		No
Replacement Plaque (residue of lease)	£203.34	2.78	£5.66	£209.00		Incl. VAT
10 year renewal	£218.48	2.98	£6.52	£225.00		No
20 year renewal	£327.72	3.14	£10.28	£338.00		No
40 year renewal	£602.45	3.08	£18.55	£621.00		No
Renewal (forever)	£1,488.70	2.98	£44.30	£1,533.00		No
Rose bush memorials for a 5 year period						
Name Plate Renewal (5 years)	£110.32	3.34	£3.68	£114.00		Incl. VAT
Memory Garden Memorials						

Service Provided	Standard Charge 2017/18	Increase / (Decrease) in % 2018/19	Increase / (Decrease) in £ 2018/19	Proposed Charge 2018/19	Comment	VAT
Memory Garden Memorial Purchase including first inscription	£326.64	2.87	£9.36	£336.00		No
Motif/Photo	£64.90	3.24	£2.10	£67.00		Incl. VAT
MGM Renewal Fee (10 Years)	£95.18	2.96	£2.82	£98.00		No
MGM Renewal (20 years)	£138.65	3.14	£4.35	£143.00		No
MGM Renewal (40 years)	£249.60	2.96	£7.40	£257.00		No
MGM Renewal (forever)	£637.85	3.00	£19.15	£657.00		No
Pet Funeral Services						
Burial in an individual plot Small	£133	3.01	£4.00	£137.00		No
Burial in an individual plot Medium	£184	3.26	£6.00	£190.00		No
Burial in an individual plot Large	£276	2.90	£8.00	£284.00		No
Coffin (24" x 14" x 8") Small	£100	3.00	£3.00	£103.00		Incl. VAT
Coffin (30" x 20" x 10") Medium	£120	3.33	£4.00	£124.00		Incl. VAT
Coffin (40" x 20" x 12") Large	£140	2.86	£4.00	£144.00		Incl. VAT
Casket for ashes	£64	3.13	£2.00	£66.00		Incl. VAT
Burial Memorial headstone	£399	3.01	£12.00	£411.00		Incl. VAT
Plot Marker	£22	4.55	£1.00	£23.00		Incl. VAT
Pet ashes scattering with small inscribed plaque	£89	3.37	£3.00	£92.00		Incl. VAT
Pet ashes scattering with large inscribed plaque	£99	3.03	£3.00	£102.00		Incl. VAT
Pet ashes in Leaf memorial Medium inc. urn	£399	3.01	£12.00	£411.00		Incl. VAT
Pet ashes in Leaf Memorial Large inc. urn	£499	3.01	£15.00	£514.00		Incl. VAT
Sandwell Funeral Service (Cremation)						
NVF, Stillborn – 1 Month	£973	2.98	£29.00	£1,002.00		No
1 Month – 16 Years	£1,034	3.00	£31.00	£1,065.00		No
Over 16 Years	£1,595	3.01	£48.00	£1,643.00		No
Catering - Wake at Reception Suite inclusive of room hire at Sandwell Valley Crematorium						
Morning Menu 30 guests	£250.00	3.20	£8.00	£258.00		Incl. VAT
Morning Menu 50 guests	£390.00	3.08	£12.00	£402.00		Incl. VAT
Morning Menu 80 guests	£540.00	2.96	£16.00	£556.00		Incl. VAT

Service Provided	Standard Charge 2017/18	Increase / (Decrease) in % 2018/19	Increase / (Decrease) in £ 2018/19	Proposed Charge 2018/19	Comment	VAT
Silver Menu 30 guests	£345.00	2.90	£10.00	£355.00		Incl. VAT
Silver Menu 50 guests	£525.00	3.05	£16.00	£541.00		Incl. VAT
Silver Menu 80 guests	£790.00	3.04	£24.00	£814.00		Incl. VAT
Gold Menu 30 guests	£475.00	2.95	£14.00	£489.00		Incl. VAT
Gold Menu 50 guests	£650.00	3.08	£20.00	£670.00		Incl. VAT
Gold Menu 80 guests	£995.00	3.02	£30.00	£1,025.00		Incl. VAT

17.5.2 Legal Services

1.1 Summary Statement

Legal services have an income from a number of external clients which include West Midlands Fire Service, Riverside Housing, other Local Authorities, Schools, Academies, Universities and anyone attending one of legal services traded training courses.

1.2 Policies and legislation applicable to the charge

Legal services are currently restricted to providing traded services in line with the SRA guidelines, the Localism Act 2011, The Localism Act 2011, Local Government Act 2003, section 93 and section 95 and the Local Authority (Goods and Service) Act 1970 (trading with other authorities). Legal Services are currently exploring a waiver application to the Law Society in relation to trading with additional schools and charities.

1.3 Benchmarking information

The current and proposed charges have been benchmarked against surrounding local authorities, Solicitors firms and EM Law Share who offer similar services to Sandwell Legal Services; once again it has revealed that Sandwell Legal Services are competitively priced for the services that they provide.

1.4 Consultation undertaken (Customer and other stakeholders)

Informal consultation with external clients have shown that the prices are currently well received.

1.5 Rationale for proposed 2018-19 charges,

It is proposed to increase fees in order to offset the increasing cost of delivering the service. These increases arise primarily from in-house services and charges which contribute to the final offer to clients. The increases are also required in order to contribute to the Facing the Future program and delivering the council's vision 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 Legal Service Manager, in applying fees, will also need to take into account future tendering opportunities and clients individual

needs and the importance of such needs to contribute to the council's vision to ensure the charges are appropriate whilst also seeking opportunities to maximise income.

1.6 Finance and Resource implications

The proposed 3% increase will generate an additional £6,000 income during 2018/19.

It is proposed to allocate this to offset increasing operational costs, and improve the service that is offered to clients by developing the team.

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

1.7 Specific new charges proposed (if required)

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

The services have trailed retainer packages for schools and will be developing this further with education providers and other Public bodies.

Legal services are also developing a mediation programme with the view to offering a mediation service to clients.

1.8 Specific charges ceased (if required)

None

1.9 Equality Impact Assessment

An EIA has not been undertaken for this service. The services are not directly provided to the public and are open to all public bodies who we are entitled to work for.

1.10 Impact on any council managed property or land

There is no impact on council property or land.

1.12 Contribution towards Vision 2030:

2.0 Fees and Charges table

Service Provided	Proposed Charge 2017	Increase / (Decrease) in % 2018/19	Increase / (Decrease) in £ 2018/19	Proposed Charge 2018	Comment	VAT
Legal and Governance- Legal						
External schools trading ended rate (per Hour)	£80.00	3.00	£2.40	£82.40		Yes
External charges for administrative work (per Hour)	£51.00	3.04	£1.55	£52.55		Yes
External legal charges for legal assistance (per Hour)	£71.00	3.03	£2.15	£73.15		Yes
External legal charges for solicitor (per Hour)	£86.00	3.02	£2.60	£88.60		Yes
External legal charge for principal solicitor (per Hour)	£92.00	2.99	£2.75	£94.75		Yes
External legal charges for manager (per Hour)	£101.00	3.02	£3.05	£104.05		Yes
Legal charges for service manager (per Hour)	£116.00	3.02	£3.50	£119.50		Yes
Transcribing services (per 1000 words)	£55.00	3.00	£1.65	£56.65		Yes
S106 agreements	£130.00	3.00	£3.90	£133.90		Yes
Highway act agreements s38, 278 116	£130.00	3.00	£3.90	£133.90		Yes