

**4 December 2017**

## **Community, Health and Housing Committee**

### **Fees and Charges**

**Report of:** *Kim Anderson, Partnership, Leisure and Funding Manager*

**Wards Affected:** *All Brentwood Borough Wards*

**This report is:** *Public report*

#### **1. Executive Summary**

- 1.1. Fees and charges made by the Council for various services are reviewed on an annual basis by the relevant Committees relating to the services provided.
- 1.2. Recommended amendments to the fees and charges are incorporated into the budget setting process to take effect from the following financial year.

#### **2. Recommendation**

- 2.1 That Members agree to the proposed charges for 2018/19 as attached in Appendix A, B, and C subject to the budget setting process.**

#### **3. Introduction and Background**

- 3.1. The Council has a number of fees and charges relating to the services it provides. As part of the budget setting process, these charges are reviewed on an annual basis. Whilst some of the fees and charges are statutory, and therefore determined through legislation, the Council must also review its charges for discretionary services to ensure that they reflect the current costs of service provision.
- 3.2. The individual charges that are being proposed are set out in Appendix A, B and C of this report.

#### **4. Issues, Options and Analysis of Options**

- 4.1. The propose fees are based on a calculation of the costs involved in administering the various areas of work, apart from where there is a statutory charge or where the fees are set by Government.

4.2. The Council where possible will adopt a full cost recovery of fees and charges.

## **5. Reasons for Recommendation**

5.1 Officers review the fees and charges annually and this will be used to inform the 2018/19 budget setting process.

## **6. References to Council Priorities**

6.1 To ensure the provision of efficient and effective services to our residents and businesses.

## **7. Implications**

### **Financial Implications**

**Name & Title: Jacqueline Van Mellaerts, Finance Services Manager/ Deputy 151 Officer**

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7.1 The fees referred to in this report inform the 2018/19 budget setting process.

### **Legal Implications**

**Name & Title: Daniel Toohey, Head of Legal Services and Monitoring Officer**

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7.2 Publishing the Council's fees and charges as well as providing transparency satisfies the legal process.

## **8. Appendices**

Appendix A –Proposed fees and charges – Community Initiatives and Partnerships

Appendix B – Proposed fees and charges – Other Environmental Services

Appendix C - Proposed fees and charges – Housing

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