

Committee(s): Community and Health	Date: 6 th December 2021
Subject: Fees and Charges	Wards Affected: All
Report of: Phoebe Barnes, Corporate Manager (Finance)	Public
Report Author/s: Name: Phoebe Barnes, Corporate Manager (Finance) Telephone: 01277 312500 E-mail: phoebe.barnes@brentwood.gov.uk	For Decision

Summary

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. Recommended amendments to the fees and charges are incorporated into the budget setting process to take effect from the following financial year.

Recommendation(s)

Members are asked to:

R1. Agree to the proposed charges for 2022/23 as attached in Appendix A-D subject to the annual budget setting process.

Main Report

Introduction and Background

1. The Council's has several 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.

2. The individual charges that are being proposed are set out in Appendix A-D of this report

Issue, Options and Analysis of Options

3. The proposed fees are based on a calculation of the costs involved in administering the various areas of work, apart from where there is statutory charge or where the fees are set by Government.
4. The Council where possible will adopt a full cost recovery of fees and charges.
5. It is proposed that all current non statutory fees and charges are increased by 1.9%. This is to reflect increase in costs to maintain the services. However, managers can increase fees and charges above this recommended percentage increase as long as the change can be justified within the supporting covering sheet to the appendix.
6. Within each appendix a covering sheet explains the following
 - Objectives and rationale behind the fees and charges
 - The proposed change in fee
 - Justification for this revision
 - Any benchmarking undertaken to aid in informing the level of charge
 - Whether any consultation needs to be considered
 - Expected income from the proposed fees and charges.
7. The fees and charges with proposed changes are:

Community Events

- Charges have been increased by 1.9% and rounded to the nearest whole number.

Open Spaces

- Charges have been increased by 1.9% and rounded to the nearest whole number.

Golf Course

- Charges have been increased by 1.9% and rounded to the nearest whole number.

Food & Health Safety

- Food Hygiene Rating has increased by 1.9%
- No changes proposed to the other charges.

8. Proposed changes identified are explained within each covering sheet appendix.
9. Charges for the new King Georges Pavilion will be set by the third-party operator who will operate and manage the facilities for the Council. This is also applicable to the Brentwood Centre; the Centre is now managed by a third party who set their own fees and charges and operate the Centre.

Reasons for Recommendation

10. Officers review fees and charges annually and this will be used to inform the 2022/23 budget setting process.

Consultation

None

References to Corporate Plan

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

Implications

Financial Implications

Name/Title: Jacqueline Van Mellaerts, Director of Corporate Resources
Tel/Email: 01277 312500/jacqueline.vanmellaerts@brentwood.gov.uk

12. Financial implications are set out within the report and appendices.

Legal Implications

Name & Title: Amanda Julian, Director of Law & Governance and Monitoring Officer
Tel & Email: 01277 312500/amanda.julian@brentwood.gov.uk

13. The Council is able under the relevant legislation to recover costs for services it provides. The Council can charge for discretionary services under the Local Government Act 2003 section 93 and the Localism Act 2011 general power of competence and is able to review the fees and charges in line with these provisions.

Economic Implications

Name/Title: Phil Drane, Director of Strategic Planning
Tel/Email: 01277 312500/philip.drane@brentwood.gov.uk

14. It is important that the Council review fees and charges as part of the budget setting process, which identifies how corporate priorities will be delivered, including growing our economy.

Background Papers

None

Appendices to this report

Appendix A: Proposed fees and charges – Community Events

Appendix B: Proposed fees and charges – Open Spaces

Appendix C: Proposed fees and charges – Golf Course

Appendix D: Proposed fees and charges – Food & Health Safety