



COMMITTEE TITLE: Housing, Health and Community

DATE: 18th December 2023

REPORT TITLE:	Fees and Charges
REPORT OF:	Lauren Stretch

REPORT 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

1. To approve the proposed fees and charges to be sent for approval at the FAIR committee

SUPPORT ING INFORMATION

1.0 REASON FOR RECOMMENDATION

2.0 BACKGROUND INFORMATION

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.

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

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.

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

All departments have set their own increase in line with the services they deliver as long as the change can be justified within the supporting covering sheet to the appendix.

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.

The fees and charges with proposed changes are:

Homelessness

- Charges are to remain the same as 2023/24 prices as these are legislative.

HRA Estates

- Fees based on services provided by contractors have been increased in accordance with contracted inflation rates.
- Some charges have been increased by 7.7% in line with inflation.

HRA Repairs

- Charges have been set based on contractor costs.
- Full Cost recovery 2024/2025 in line with charges through our partnering contractors for Repairs and Maintenance

HRA Special Services

- Charges have been increased by a nominal amount to be rounded to the nearest pound or fifty pence.

Community

- We are not proposing an increase to family fund day wrist bands taking into account the cost of living
- There is a proposed increase of 2% for stall holders

Proposed changes identified are explained within each covering sheet appendix

3.0 OTHER OPTIONS CONSIDERED

For Housing, consideration is always given to the increase to rents and other charges. Any increase is in line with government guidance.

4.0 RELEVANT RISKS

There is a risk to all services if increases are not applied in accordance with CPI. The loss to the General fund and the Housing Revenue account if we weren't to increase them could mean a diminished or cancelled services.

5.0 ENGAGEMENT/CONSULTATION

None required.

6.0 FINANCIAL IMPLICATIONS

Name & Title: Tim Willis, Director – Resources & Section 151 Officer
Tel & Email: 01277 312500 / tim.willis@brentwood.rochford.gov.uk

Financial implications are set out within the report and appendices

7.0 LEGAL/GOVERNANCE IMPLICATIONS

Name & Title: Claire Mayhew, Acting Joint Director – People & Governance & Monitoring Officer
Tel & Email 01277 312500 / Claire.mayhew@brentwood.rochford.gov.uk

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.

8.0 EQUALITY & HEALTH IMPLICATIONS

Name & Title: Kim Anderson, Corporate Manager - Communities, Leisure and Health
Tel & Email 01277 312500 kim.anderson@brentwood.gov.uk

9.0 ECONOMIC IMPLICATIONS

Name & Title: Phil Drane, Director - Place

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There are no direct economic implications as a result of setting these fees and charges. Certain services provided by the Council where fees and charges are applicable provide specific economic benefits to the borough.

10.0 ENVIRONMENTAL IMPACT

Name & Title: Henry Muss, Sustainability & Climate Officer

Tel & Email 01277 312500 henry.muss@brentwood.gov.uk

None

REPORT AUTHOR:

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APPENDICES

Appendix A – Proposed Fees & Charges – Homelessness

Appendix B – Proposed Fees & Charges – HRA Estates

Appendix C – Proposed Fees & Charges – Repairs

Appendix D – Proposed Fees & Charges – Special Services

Appendix E – Community Services

BACKGROUND PAPERS

SUBJECT HISTORY (last 3 years)

Council Meeting	Date

