

14 December 2015

Community Committee

Fees and Charges – Environment, Localism, Parks and Open Spaces

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

Wards Affected: *All wards*

This report is: *Public*

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 **Members agree to the proposed charges for 2016/17 as attached in Appendix A & B.**

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 of this report.

4. Issue, Options and Analysis of Options

- 4.1 Following consideration of the methods of calculating fees and charges it was decided at Community and Health Committee on 17 December 2014

that a more detailed review of the current charging policies would be carried out to inform the 2016/17 charging levels.

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

5. Reasons for Recommendation

- 5.1 Recommendation is to revise the charges for 2016/17 following the review of all discretionary fees and charges to inform the 2016/17 budget setting process.

6. Consultation

- 6.1 Not applicable

7. References to Council Priorities

- 7.1 A Modern Council providing increased customer satisfaction in the quality of Council services.
- 7.2 The costs of services provided is based on efficient systems providing value for money to the customer

8. Implications

Financial Implications

Name & Title: Christopher Leslie, Finance Director

Tel & Email: 01277 312542 / christopher.leslie@brentwood.gov.uk

- 8.1 The fees referred to within this report inform the 2016/17 budget setting process.

Legal Implications

Name & Title: Christopher Potter, Monitoring Officer and Head of Support Services

Tel & Email: 01277 312860/ christopher.potter@brentwood.gov.uk

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

9. Background documents

9.1 Calculations to fees and charges

10. Appendices

Appendix A – Proposed fees and charges - Community

Appendix B – Proposed fees and charges – Parks and Open Spaces

Report Author Contact Details:

Name: Kim Anderson - Partnership, Leisure and Funding Manager

Telephone: 01277 312634

E-mail: kim.anderson@brentwood.gov.uk