

# CABINET

3 APRIL 2014

## REPORT OF THE PORTFOLIO HOLDER FOR OPERATIONS AND ASSETS

### FEES AND CHARGES POLICY

#### EXEMPT INFORMATION

None

#### PURPOSE

To seek approval from Cabinet to adopt the Fees and Charges Policy at **Appendix 1** as part of the Council's Financial Regulations.

#### RECOMMENDATIONS

That Cabinet:

1. approves the attached Fees and Charges Policy for adoption within the Council's Financial regulations
2. requests Heads of Service to review the basis of the Fees and Charges within their service area as part of the Sustainability Strategy Service Review process and identify whether service provision is subsidised, part subsidised or full cost recovery and consider opportunities to revise fees and charges as appropriate

#### EXECUTIVE SUMMARY

Financial regulations state that the setting and reviewing of fees, charges and other income sources must be authorised in accordance with the detail set out in the Constitution and the Scheme of Delegation, under the General Delegations of Powers and Duties to Authorised Officers, which states:

In consultation with the Executive Director Corporate Services and where necessary the Portfolio Holder, to set, unless the charge requires Cabinet approval, rent, fees, charges and other income levels unless any changes:-

- Exceed inflation by more than 3% and/or
- Involve a change in policy; or
- Potentially have significant political implications.

Financial regulations are due to be updated as part of the current Constitution and Scheme of Delegation review - in order to further embed the Council's commitment to be more commercial in its approach to business.

One of the agreed outcomes from the Income Generation project within the Corporate Change Programme workstream was the development of a Tamworth Fees and Charges Policy. The project team obtained a number of fees and charges policies from other local councils and these were used to inform the development of the policy for Tamworth.

The application of the policy will allow Cabinet to have a full understanding of all current fees and charges, the basis on which the fee and charge is set and therefore any potential for revision to support delivery of the Council's policy commitments.

This can then be used, as part of the annual Medium Term Financial Planning process, to

inform future budget setting strategies and development of additional income generating services. It should also assist in clearly identifying those services where a subsidy is provided and the cost to the taxpayer for such subsidies.

The attached policy includes a spreadsheet which sets out the current position on fees and charges across the Council as of 2013/14. It is proposed that this work is further developed by service areas using the Sustainability Strategy Service Review process to evaluate the status of each fee and charge to identify if it is set at full cost recovery, part subsidised or subsidised. This information will then be used to evaluate the options to adjust the fee and charge within the framework of the Policy and in consultation with Cabinet as appropriate and the spreadsheet will be updated to reflect the 2014/15 fees. This provides a baseline and the spreadsheet can be updated on an annual basis as part of the budget / service planning process to ensure that all fees and charges are reviewed and available for Cabinet consideration.

## **RESOURCE IMPLICATIONS**

As this process is part of normal service planning / budgeting requirements and also integrated into the Service Review process this should not result in any significant additional burden on officer time.

## **LEGAL/RISK IMPLICATIONS BACKGROUND**

The policy supports the requirement to set certain fees and charges in line with statutory regulations i.e. planning application fees.

## **SUSTAINABILITY IMPLICATIONS**

This policy should ensure that there is a robust and considered approach to setting of fees and charges to underpin the Council's policy requirements.

## **BACKGROUND INFORMATION**

None

## **REPORT AUTHOR**

Karen Adderley  
Head of Partnerships and Commissioning

[karen-adderley@tamworth.gov.uk](mailto:karen-adderley@tamworth.gov.uk)

Ext 569

## **LIST OF BACKGROUND PAPERS**

None

## **APPENDICES**

Appendix 1 – Fees and Charges Policy