

**Public  
Key Decision – Yes**

**HUNTINGDONSHIRE DISTRICT COUNCIL**

**Title:** Review of Fees and Charges  
**Meeting/Date:** Cabinet – 13 December 2017  
**Executive Portfolio:** Resources: Councillor J A Gray  
**Report by:** Head of Resources  
**Ward(s) affected:** All Wards

---

**Executive Summary:**

This report sets out the proposed increases on Fees and Charges for 2018/19, following a review by the Heads of Service and their managers. This review forms part of the Budget 2018/19 setting process where the Draft Budget 2018/19 will be reported to the O & S Panel and Cabinet in January 2018.

The review of the fees and charges with the proposed increases is estimated to generate an additional £170k per annum.

**Recommendation:**

It is recommended that Cabinet reviews and approves the proposed new Fees and Charges

## 1. WHAT IS THIS REPORT ABOUT

The fees and charges of the Council are reviewed each financial year as part of the Budget setting process. In previous years the Fees and Charges were included in the Draft Budget. However, Members expressed a wish to see a separate report on Fees and Charges implications. This report provides the proposed increases and also the full list of fees and charges.

## 2. BACKGROUND

2.1 The Council's fees and charges are reviewed regularly to ensure that they are fit for purpose, continue to contribute to the furtherance of its objectives and, where set to recover costs, continue to do so.

2.2 The Fees and Charges review considered the following factors, plus any others relevant to particular charges:

- the income which is being collected at current charging levels and whether this is in line with budget forecasts
- the cost of service provision compared to the charges being made
- whether a service being provided on the basis of charges being set to recover costs should continue to be provided in cases where costs appear likely to exceed the income which it can reasonably be expected to generate. This will especially apply where there is at least one alternative service provider, particularly from within the private sector.
- the use being made of the service, both in absolute terms and by reference to classes of customers and whether this shows all classes are using the service to the extent intended or if any are being deterred from using the service
- what is the impact, intended or unintended, of charges on local people
- whether any related benefits from the charging policy being deployed are being realised and the extent of realisation

## 3. ANALYSIS

3.1 The Heads of Service and their managers have reviewed their Fees and Charges and the proposed increases are set out in **Appendix 1A and 1B (Leisure and Health)**. It is estimated that these proposed increases will generate an additional £170k per annum, £140k for One Leisure (general swimming and swimming lessons) and £30k for other Fees and Charges (room hire, animal welfare and pest control). These charges will be reflected in the Draft Budget 2018/19 and MTFS.

3.3 In addition there will be other increases in fees and charges. However, these are not included in Draft Budget 2018/19 because:

- Planning application fees – these are set nationally and it is envisaged that these will increase by 20%, but is subject to legislation and these are expected to come in to force by 1 April 2018.
- Building Control fees – these are set by Cambridge City Council as part of Shared Services.
- Commercial Estates charges – this is new charge for an administration charge for enquiries in to possible sales of small land parcels is included in the Disposal of Small Land Parcels Policy that has been considered by

Corporate Governance Committee and will be heard at Council on 13 December 2017.

- 3.4 The list of the full Fees and Charges including the proposed increases is at **Appendix 2A** and **2B**.

#### **4. WHAT ACTIONS WILL BE TAKEN**

- 4.1 The proposed increases in the Fees and Charges will form part of the Draft Budget 2018/19 and MTFS that will be considered by O & S Panel (Performance and Customers) and Cabinet in January 2018.

#### **5. COMMENTS FROM OVERVIEW AND SCRUTINY PANEL (PERFORMANCE AND CUSTOMERS)**

- 5.1 O&S comments to follow.

#### **6. LINK TO THE CORPORATE PLAN**

- 6.1 The Fees and Charges review links into the Corporate Plan by “Ensuring we are a customer focused and service led Council delivering value for money services - Become more business-like and efficient in the way we deliver services”.

#### **7. LEGAL IMPLICATIONS**

- 7.1 None.

#### **8. RESOURCE IMPLICATIONS**

- 8.1 These are included in the report.

#### **9. REASONS FOR THE RECOMMENDED DECISIONS**

- 9.1 The Council’s charges will be reviewed regularly to ensure that they are fit for purpose, continue to contribute to the furtherance of its objectives and, where set to recover costs, continue to do so.

#### **10. LIST OF APPENDICES INCLUDED**


Appendix 1A - proposed increases on fees and charges  
Appendix 1B - proposed increases on fees and charges (Leisure and Health)  
Appendix 2A - current fees and charges  
Appendix 2B - current fees and charges (Leisure and Health)

#### **BACKGROUND PAPERS**


Working papers are held in Resources

#### **CONTACT OFFICER**

Clive Mason, Head of Resources

 01480 388157

Adrian Forth, Finance Manager

 01480 388605