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| Report to: | Cabinet |
| Date: | 3 February 2022 |
| Title: | Annual Review of Fees and Charges |
| Report of: | Homira Javadi, Chief Finance Officer |
| Cabinet member: | Councillor Zoe Nicholson, Leader of the Council, Chair of Cabinet and Cabinet Member for Finance and Assets |
| Ward(s): | All |
| Purpose of report: | To propose the schedule of Fees and Charges to apply from 1 April 2022. |
| Decision type: | Key Decision |
| Officer recommendation(s): | <p>(1) To approve the scale of Fees and Charges proposed within Appendix 1 to apply from 1 April 2022.</p> <p>(2) To implement changes to statutory fees and charges for services shown within Appendix 1 as and when notified by Government.</p> |
| Reasons for recommendations: | The Council's Constitution requires that all fees and charges, including nil charges, be reviewed at least annually and agreed by Cabinet. |
| Contact Officer(s): | <p>Name: Isabel Brittain Post title: Deputy Chief Finance Officer E-mail: Isabel.Brittain@lewes-eastbourne.gov.uk</p> |

1 Introduction

- 1.1 Following a systematic review in light of an Audit Commission report entitled 'Positively Charged' Cabinet approved guiding principles for setting fees and charges. A copy is included in Background Papers.
- 1.2 The guiding principle and the recommended actions arising from the systematic review of services have been applied in reviewing and proposing a scale of fees and charges to apply from 1 April 2022.

2 Fees and Charges Proposals to apply from 1 April 2022

- 2.1 Fees and Charges are reviewed by Cabinet at least once each year, principally during the winter prior to the next financial year. This enables Cabinet's decision to be incorporated in the coming budget cycle. Cabinet is not restricted to an annual

review; it can conduct further reviews at any time in the year with implementation of decisions from any point in the year

- 2.2 As in previous years all the fees and charges are covered, so far as is practicable, within a single report. In this way Cabinet is able to consider all the fees and charges which apply to the Council's services as an overall package. There is only one exception to this and that is licensing fees which are excluded from this report because they are set by the Licensing Committee.
- 2.3 Cabinet will be aware that fees and charges applicable at the Council-owned indoor leisure facilities and at Newhaven Fort are set by Wave Leisure under the terms of the management agreements it has with the Council.
- 2.4 Within Appendix 1 to this report there are some significant services, with significant income estimates, where the Council has discretion to set the level of fees and charges. There are currently no changes proposed to fees and charges and budgets have been amended, where necessary, to reflect any increases or decreases in volume. These are summarised below.
- 2.5 In addition, Appendix 1 includes those services where fees are statutory and where any changes can only be made by Government.

3 Services where budgets have changed but no changes to fee and charges are proposed

3.1

| Service | Car Parks |
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| Appendix ref | lines 1 to 33 |
| Reason for no fee change | Cabinet agreed the current pricing tariff in January 2018 to apply from 1 April 2018. This was consistent with the principle established by Cabinet that future increases would be based on inflation and implemented only when accumulated inflation increased fees to easily collectable amounts. There has been a significant reduction in income this year due to a reduction in usage and this is expected to continue into 2022-23. |
| Financial impact | The 2022-23 income budget has been reduced to £672,000 |

3.2

| Service | Arts Development |
|--------------------------|--|
| Appendix ref | lines 59 to 69 |
| Reason for no fee change | There has been a reduction in usage of this service and it is proposed for the current pricing structure to remain in place for another year to try to encourage growth. |
| Financial impact | The 2022-23 income budget has been reduced to £22,500. |

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| 3.3 | Service | Tourism |
| | Appendix ref | lines 71 to 79 |
| | Reason for no fee change | Fees and Charges have increased in line with increased costs but these will have limited impact upon the amount of fee income collected |
| | Financial impact | The 2022-23 income budget has been reduced to £13,000 |

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| 3.4 | Service | Waste Collection (excluding Commercial Trade Waste) |
| | Appendix ref | lines 381 to 432 |
| | Reason for no fee change | Delegated authority was previously given to the Director of Service Delivery, in consultation with the Portfolio holder for Waste and Recycling, to vary commercial trade waste charges upwards or downwards by up to 10% to respond to developing market conditions. |
| | Financial impact | The 2022-23 income budget will become £623,100, an increase of £24,800. |

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| 3.5 | Service | Land Charges |
| | Appendix ref | Lines 456 to 462 |
| | Reason for no fee change | A review of the current levels of fees and the current volume of activity suggests that charges remain appropriate to recover costs as permitted by Government regulation. |
| | Financial impact | The 2022-23 income budget will become £125,000. |

4 Services where statutory fees and charges apply

4.1 The current level of fees and charges will continue to apply until such time as the Council is notified by Government of changes. Such changes will be implemented in accordance with the relevant statutory notices.

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| 4.2 | Service | Animal Wardens |
| | Appendix ref | lines 81 to 86 |
| | Financial impact | No budget for 2022-23 is proposed because of the very low levels of income generated from this service |

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| 4.3 | Service | Port Health |
| | Appendix ref | lines 88 to 99 |
| | Financial impact | Income budget for 2022-23 will remain at £2,000. |

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| 4.4 | Service | Development Control |
| | Appendix ref | lines 212 to 229 |
| | Financial impact | Income budget for 2022-23 will remain at £429,000 |

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| 4.5 | Service | Community Infrastructure Levy (CIL) |
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| Appendix ref | lines 231 to 239 |
| Financial impact | The Charging Schedule implemented on 1 December 2015 under The Community Infrastructure Levy Regulations 2010 remains appropriate and provides the baseline for the levy. CIL regulations require that fees are uplifted annually in line with the change in a national price index. This change is applied each year once the index data becomes available. |

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| Service | Register of Electors |
| Appendix ref | lines 464 to 479 |
| Financial impact | The income budget for 2022-23 will remain at £1,500 |

5 Financial appraisal

5.1 The effect of the proposed changes in budgets due to variations in demand, is set out at service level below:

5.2

| | 2021/22 income estimate £ | Financial impact of: change in usage £ | change in fees £ | 2022/23 income forecast £ |
|---|------------------------------------|---|------------------------|------------------------------------|
| Car Parking | 1,002,000 | -330,000 | 0 | 672,000 |
| Electric Vehicle Charges | 4,000 | 0 | 0 | 4,000 |
| Lewes House | 10,000 | 0 | 0 | 10,000 |
| Arts Development | 28,000 | -5,500 | 0 | 22,500 |
| Tourism | 18,000 | -5,000 | 0 | 13,000 |
| Private Sector Housing | 2,000 | 0 | 0 | 2,000 |
| Building Control | 281,500 | 0 | 0 | 281,500 |
| Planning Services | 30,000 | 0 | 0 | 30,000 |
| Allotments | 1,000 | 0 | 0 | 1,000 |
| Cemeteries | 141,000 | 0 | 0 | 141,000 |
| Parks and Open Spaces | 57,150 | 0 | 0 | 57,150 |
| Waste Collection | 598,300 | 24,800 | 0 | 623,100 |
| Council Tax and Business Rates | 170,850 | 0 | 0 | 170,850 |
| Legal Services | 24,100 | 0 | 0 | 24,100 |
| Estate Surveyor Services | 15,000 | 0 | 0 | 15,000 |
| Land Charges | 105,000 | 20,000 | 0 | 125,000 |
| Register of Electors | 1,500 | 0 | 0 | 1,500 |
| Discretionary fees – set by LDC | 2,489,400 | -295,700 | 0 | 2,193,700 |
| Port Health | 2,000 | 0 | 0 | 2,000 |
| Development Control | 429,000 | 0 | 0 | 429,000 |
| Statutory fees – set by Government | 431,000 | 0 | 0 | 431,000 |
| Total income estimates | 2,920,400 | -295,700 | 0 | 2,624,700 |

5.3 If Cabinet chooses to amend the proposed charges the impact will be reflected in the final budget report to be presented to Cabinet on 3 February 2022.

6 Legal implications

6.1 There are no legal implications arising directly from this report.

7 Risk management implications

7.1 The recommendations of this report are not significant in terms of risk. However, there is a possibility that forecast income for demand led services may be adversely affected by economic factors outside of the council's control.

8 Equality analysis

8.1 An Equalities and Fairness Impact Assessment has not been undertaken as it is recommended not to increase any fees and charges for 2022/23.

9 Appendices

Appendix 1 – Fees and Charges proposals 2022/23

10 Background papers

The background papers used in compiling this report were as follows:

[Guiding principles for setting fees and charges](#)

Equalities and Fairness Impact Assessment