

Introduction, Review and Amendment of a Fee or Charge

This form should be completed in conjunction with the requirements and approvals set out in the Corporate Fees and Charges Policy.

Function	Integrated Passenger Transport	Service Area	Place & Public Health	
Head of Service	Helen Morris			
Description of Chargeable Service	Handling of bus timetable and route data for upload to DfT's Bus Open Data System (BODS)			
Date of Agreement	01 April 2022	Date of Review	April 2023	
Approved by	Cllr Lee Scott		<i>Insert link to approval¹</i>	
Charges to be applied (please state £0 if decision is not to charge)				
Charge	Current year charge £	Current year +1 £	Current year +2 £	Current year +3 £
<i>New registration – containing map and timetables, requires admin and processing</i>	90	TBA – To include inflationary uplift	TBA – To include inflationary uplift	TBA – To include inflationary uplift
Variation timetable & route change – containing map and timetable	45	TBA – To include inflationary uplift	TBA – To include inflationary uplift	TBA – To include inflationary uplift
Variation timetable only – timetable adjustment	27	TBA – To include inflationary uplift	TBA – To include inflationary uplift	TBA – To include inflationary uplift
Cancellation of route	9	TBA – To include inflationary uplift	TBA – To include inflationary uplift	TBA – To include inflationary uplift
State any discounts or concessions to be applied				
Discount / Concession	Current year charge £	Current year +1 £	Current year +2 £	Current year +3 £
<i>(Insert additional lines as required)</i>				
State the rationale for charging, including where the decision is not to charge				

¹ See current Fees and Charges Policy for required approvals for introducing or amending fees and charges.

To cover the staff time spent being the custodian of Operator Bus Data, and because a national operator could question why an LA offers it for free in one admin area, for some operators but not all. Operators are responsible for the submission of this data, but are encouraged to nominate an agent if that is more attractive to them.

This includes an allowance for admin and self-serving invoicing.

State the service delivery objectives to be achieved by charging (including the objectives of concessions and discounts)

Ensures no gaps in data, because a holistic dataset for Essex is needed to, but not limited to, (1) assist with effective pro-bus measures, (2) monitor network performance, (3) public consumption (as TTs, Real Time and journey planning).

Do the charges aim to achieve full cost recovery?

Yes

Insert link to calculation

If “No”, please indicate the reason(s) for not achieving full cost recovery: (please tick)

a) It is not legal to do so

b) It does not support Corporate Objectives / Outcomes

c) Market conditions will not sustain charges at that level

Where full cost recovery is not intended to be met, please state how the unrecovered costs are to be funded and the value of the unrecovered amount

Funding Source	Current year cost £	Current year +1 £	Current year +2 £	Current year +3 £
Council tax				
Ring-fenced grant				
Un-ring-fenced grant				
Third party funding				
Other (please state below)				

(Details of other funding sources)

Which stakeholders have been engaged with regard to the changes?

(Please identify details of all Stakeholders that have been consulted including how and when they have been consulted)

1. Bus Operators – via Data Workshops
2. DfT – over face-to face meetings and virtual webinars
3. Senior Leadership Team IPTU
4. Cllr Gooding IPTU meetings
5. Finance

Once approved, a copy of the completed form should be submitted to Finance & Procurement.

Roles and responsibilities for introducing, reviewing, amending and managing fees and charges

Action	Decision Required	Actioned by	Supported by	Reviewed by	In consultation with	Approved by	Ref. to Policy
The Governance for Introducing / Amending fees and charges							
Propose introduction / amendment of fees and charges and completion of the standard template		Head of Service / Operational Budget Holder	Head of Finance / Finance Business Partner	Service Director	Service Users and other key stakeholders		3.3
Propose introduction / amendment of fees and charges on a commercial basis and completion of the standard template		Head of Service / Operational Budget Holder	Head of Finance / Finance Business Partner	Service Director	Service Users and other key stakeholders including Director for Traded Development		3.3
Determine fees taking into account the full cost recovery requirements and the impact, if any, on other funding sources		Head of Service / Operational Budget Holder	Head of Finance / Finance Business Partner	Service Director	Service Users and other key stakeholders		4.7
Approvals required for the following changes to fees or charges:							
Apply inflationary increases to fees, charges and concession policies	Chief Officer Action	Head of Finance / Finance Business Partner	Head of Service / Operational Budget Holder	Service Director	Executive Director for Corporate and Customer Services; Cabinet Member	Executive Director for Service	4.11
Determine fees for one off events or activities	Chief Officer Action	Head of Service / Operational Budget Holder	Head of Finance / Finance Business Partner	Service Director	Executive Director for Corporate and Customer Services	Executive Director for Service	4.11
Determine the fees to be charged to other public bodies for services which the Council provides on a commercial or full-cost recovery basis	Chief Officer Action	Head of Service / Operational Budget Holder	Head of Finance / Finance Business Partner	Service Director	Executive Director for Corporate and Customer Services	Executive Director for Service	4.11

Roles and responsibilities for introducing, reviewing, amending and managing fees and charges cont.

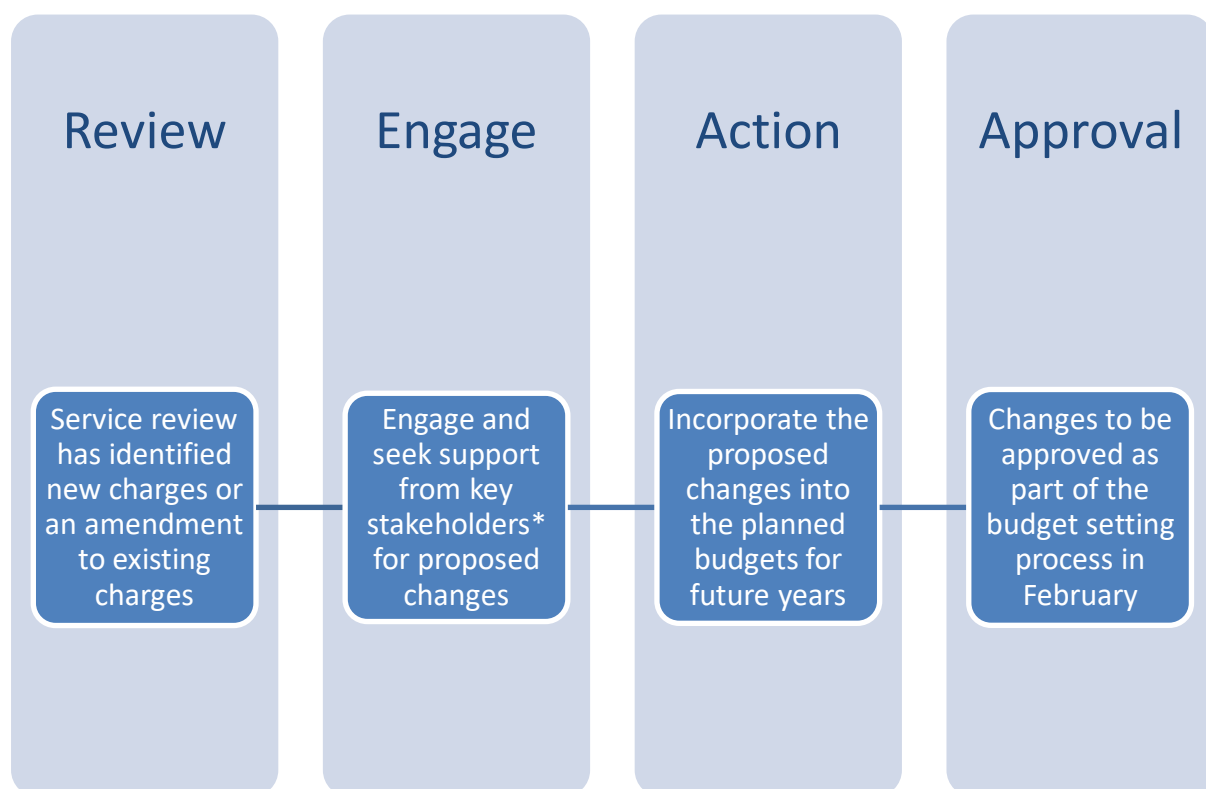
Action	Decision Required	Actioned by	Supported by	Reviewed by	In consultation with	Approved by	Ref. to Policy
Apply fees and charges on a commercial basis through the establishment of an alternative delivery vehicle	Key Decision / Cabinet Member Action	Head of Service / Operational Budget Holder	Head of Finance / Finance Business Partner	Executive Director and Director for Traded Development	Executive Director for Corporate and Customer Services, Executive Director for Strategy, Transformation and Commissioning Support and Monitoring Officer	Approvals as defined in the Council's Constitution	4.11
All other changes relating to the introduction or amendment of fees and charges	Key Decision / Cabinet Member Action	Head of Service / Operational Budget Holder	Head of Finance / Finance Business Partner	Service Director	S151 and Monitoring Officer	Approvals as defined in the Council's Constitution	4.11
Decision not to charge for services against which a charge could be applied		Head of Finance / Finance Business Partner	Head of Service / Operational Budget Holder	Service Director	Executive Director for Corporate and Customer Services	Executive Director for Service	4.11
Ensure appropriate amendments to current and future years budgets are in place following approval of changes		Head of Finance / Finance Business Partner	Head of Service / Operational Budget Holder				4.11
Update the fees and charges log		Funding and Investment Team	Head of Service / Operational Budget Holder				4.16
Document retention		Head of Service / Operational Budget Holder					4.17

Roles and responsibilities for introducing, reviewing, amending and managing fees and charges cont.

Action	Decision Required	Actioned by	Supported by	Reviewed by	In consultation with	Approved by	Ref. to Policy
Management and Monitoring of Fees and Charges							
Review and update the service take-up and income forecast on a monthly basis		Head of Service / Operational Budget Holder	Head of Finance / Finance Business Partner				4.14
Report material variances in expected take-up of service or income. If required, action amendments to the fees and charges.		Head of Service / Operational Budget Holder	Head of Finance / Finance Business Partner	Service Director	Executive Director for Corporate and	Approvals in line with the required decision as set out	4.14
Monitor outcomes and impact on Corporate priorities and report any material unexpected consequences of the implementation or amendments to fees and charges. If required, action amendments to the fees and charges.		Head of Service / Operational Budget Holder	Head of Finance / Finance Business Partner	Service Director	Service Users and other key stakeholders including the Executive Director for Corporate and Customer Services	Approvals in line with the required decision as set out above.	4.14
Annual Review of Fees and Charges							
Review Corporate Policy for Fees and Charges	Key Decision	Funding and Investment Team	Head of Finance / Finance Business Partner	Operations Board	S151 Officer, Monitoring Officer and Cabinet	Council	2.1
Review individual fees and charges policies, ensuring they are aligned to the Corporate Policy and are meeting the intended outcomes		Head of Service / Operational Budget Holder	Head of Finance / Finance Business Partner	Service Director	Service Users and other key stakeholders		4.15
Review the fee level for the next three years and assess the impact on other funding sources where the full cost recovery requirement is not met		Head of Service / Operational Budget Holder	Head of Finance / Finance Business Partner	Service Director	Service Users and other key stakeholders	Executive Director for the Service and Cabinet Member for the Service	4.9
Update the fees and charges database for proposed changes to fees and charges arising from the annual review		Funding and Investment Team	Head of Service / Operational Budget Holder	Head of Finance / Finance Business Partner			4.16
Apply the proposed changes to future years budget plans for approval as part of the budget process.		Head of Finance / Finance Business Partner	Head of Service / Operational Budget Holder				2.3
Prepare the annual statement on fees and charges to be taken to Cabinet and then Council in alignment with the budget setting timetable	Key Decision	Funding and Investment Team	Head of Service / Operational Budget Holder	Head of Finance / Finance Business Partner	S151 Officer, Monitoring Officer and Cabinet	Council	2.1
Update the fees and charges database to reflect any amendments approved by Council to the proposed fees and charges.		Funding and Investment Team					4.16

Governance for Introducing or Amending a Fee or Charge through the budget setting process

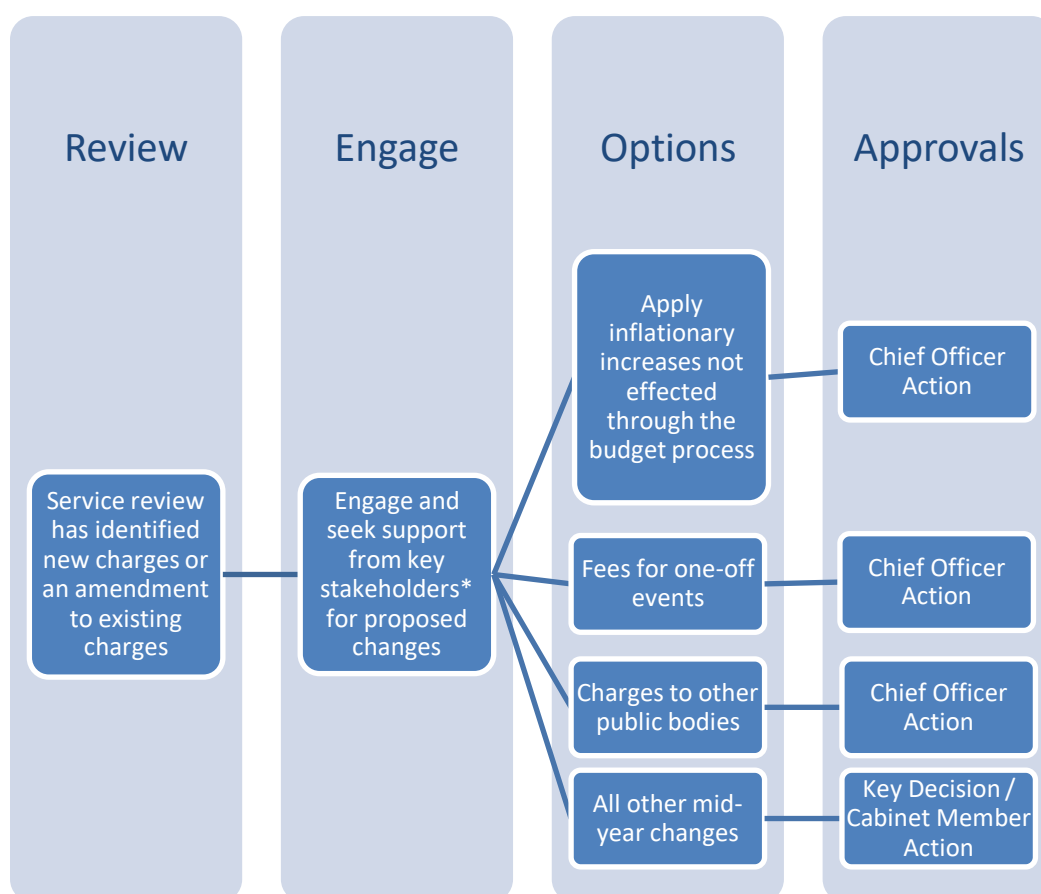
Set out below is the high-level process for actioning new, or amendments to, fees or charges through the annual budget setting process; for amendments that need to be made outside of this process, please refer to the separate guidance on mid-year amendments. This process should be considered in conjunction with the Fees and Charges policy framework and the defined roles and responsibilities included within it.



* Stakeholders to include as a minimum: Customers / Service users, Head of Service, Head of Finance, Executive Director for Corporate and Customer Services, Cabinet Member, Equality and Diversity team

Exceptional Approval Process for Introducing or Amending a Fee or Charge Mid-year

Set out below is the process for implementing new, or amendments to, fees or charges mid-year, outside of the annual budget setting process; for amendments that can be made as part of the budget setting process, please refer to the separate guidance on this process. This process should be considered in conjunction with the Fees and Charges policy framework and the defined roles and responsibilities included within it.



* Stakeholders to include as a minimum: Customers / Service users, Head of Service, Head of Finance, Executive Director for Corporate and Customer Services, Cabinet Member, Equality and Diversity team.