



Corporate Policy and Scrutiny Committee

10:30	Tuesday, 31 July 2018	Committee Room 1 County Hall, Chelmsford, CM1 1QH
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For information about the meeting please ask for:

Richard Buttress, Member Enquiries Manager

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Pages

Private Pre-Meeting: Corporate Policy and Scrutiny Committee Members Only

To be held at 9:30am in Committee Room 1, County Hall.

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|----------|---|----------------|
| 1 | Membership, Apologies and Declarations
To be reported by the Member Enquiries Manager. | 4 - 4 |
| 2 | Minutes of previous meeting
To consider and approve the minutes of the meeting held on Tuesday 26 June 2018. | 5 - 7 |
| 3 | Minutes of the call-in meeting held on 10.07.2018
To note the minutes of the call-in meeting held on Tuesday 10 July 2018. | 8 - 9 |
| 4 | Questions from the Public

A period of up to 15 minutes will be allowed for members of the public to ask questions or make representations on any item on the agenda for this meeting.

On arrival, and before the start of the meeting, please register with the Committee Officer. | |
| 5 | Borrowing
To receive report CSC/31/18. | 10 - 16 |

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|-----------|---|----------------|
| 6 | Fees and Charges
To receive report CSC/32/18. | 17 - 55 |
| 7 | Statutory Consultations
To receive a presentation on Essex County Council's approach to consultations. | 56 - 62 |
| 8 | Work Programme - July 2018
To note the current position as regards work planning and programming. | 63 - 65 |
| 9 | Date of Next Meeting
To note that the next meeting of the Corporate Policy and Scrutiny Committee will be held on Tuesday 25 September 2018, commencing at 10:30am. | |
| 10 | Urgent Business
To consider any matter which in the opinion of the Chairman should be considered in public by reason of special circumstances (to be specified) as a matter of urgency. | |
| 11 | Urgent Exempt Business
To consider in private any other matter which in the opinion of the Chairman should be considered by reason of special circumstances (to be specified) as a matter of urgency. | |

Exempt Items

(During consideration of these items the meeting is not likely to be open to the press and public)

To consider whether the press and public should be excluded from the meeting during consideration of an agenda item on the grounds that it involves the likely disclosure of exempt information as specified in Part I of Schedule 12A of the Local Government Act 1972 or it being confidential for the purposes of Section 100A(2) of that Act.

In each case, Members are asked to decide whether, in all the circumstances, the public interest in maintaining the exemption (and discussing the matter in private) outweighs the public interest in disclosing the information.

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Should you wish to record the meeting, please contact the officer shown on the agenda front page

Committee: Corporate Policy and Scrutiny Committee

Enquiries to: Richard Buttress, Member Enquiries Manager

Membership, Apologies, Substitutions and Declarations of Interest

Recommendations:

To note

1. Membership as shown below
2. Apologies and substitutions
3. Declarations of interest to be made by Members in accordance with the Members' Code of Conduct

Membership

(Quorum 4)

Councillor M Mackrory (Chairman)
Councillor I Henderson (Vice-Chairman)
Councillor V Metcalfe (Vice-Chair)
Councillor J Abbott
Councillor J Beavis
Councillor M Buckley
Councillor M Garnett
Councillor M Hardware
Councillor J Moran
Councillor R Pratt
Councillor W Schmitt
Councillor A Sheldon
Councillor M Steptoe
Councillor A Turrell

Apologies

Councillor J Beavis (Councillor Ian Grundy substituting)

Minutes of the meeting of the Corporate Policy and Scrutiny Committee, held in Committee Room 1 County Hall, Chelmsford, CM1 1QH on Tuesday 26 June 2018

Present

Cllr M Mackrory (Chairman)
Cllr J Beavis
Cllr M Garnett
Cllr J Moran
Cllr J Aldridge (substitute for Cllr V Metcalfe)
Cllr A Turrell
Cllr I Henderson (Vice Chairman)
Cllr S Hillier (substitute for Cllr A Sheldon)
Cllr R Pratt
Cllr M Buckley
Cllr W Schmitt
Cllr J Abbott

Apologies

Cllr V Metcalfe
Cllr A Sheldon
Cllr M Steptoe
Cllr M Hardware

Richard Buttress, Member Enquiries Manager was in support of the meeting.

1. Membership, Apologies and Declarations

Apologies were received from Cllr V Metcalfe, Cllr A Sheldon, Cllr M Steptoe and Cllr M Hardware.

No declarations of interests were received.

2. Minutes of previous meeting

The minutes of the meeting held on Tuesday 29 May 2018 were approved and signed by the Chairman, pending two alterations which have now been made.

3. Questions from the public

None received.

4. Grants update and criteria

Members received report CSC/30/18, which provided information on the grants Essex County Council (ECC) distributes to organisations.

Cllr Mackrory welcomed Kirsty O'Callaghan, Head of Strengthening Communities to the meeting.

Kirsty O'Callaghan introduced the item and made the following comments:

- Relatively new to the organisation – was appointed on a permanent basis towards the end of 2017
- Starting to look at the grants programme to assess whether it is impactful, efficient and funding the right organisations
- ECC spends over £10.5m a year on grants and funds 262 organisations
- Is having conversations with Adults and Children's social care teams in order to get the most out of the money available
- Recently signed the Faith Covenant which has opened the Community Initiatives Fund (CIF) to faith groups
- Is looking to involve citizens in the decision making around grants and is working with Cllr Lissimore to amalgamate the grants programme.

Upon conclusion of the presentation, Members made various contributions and received responses:

- ECC is looking to invest differently in the Essex Lottery – investment is needed in the programme and organisation that run alongside it
- Spacehive now have a clear trajectory of what is expected of them in the future and needs a checking process to eliminate the risk of duplication
- The criteria for the funding of programmes that are more generic needs tightening up
- Public Service Reform Unit (PSRU) still exists but has been renamed in the organisation redesign
- The term 'wicked' issues was not the appropriate word for a report of this nature – recommendation made to change this to 'challenging'
- The aim is to align the grants to make sure they are investing in the right areas
- Would like to see Parish Councils with a high amount of reserves work with ECC to make best use of the funds
- Parish Councils reserves are audited and ECC will make sure only the relevant questions are asked in terms of what is happening with that money
- The Communities and Culture Board is chaired by Cllr Lissimore, with the following officers also attending:
 - Dominic Collins, Director for Economic Growth and Localities
 - Mike Gogarty, Director for Wellbeing, Public Health and Communities
 - Tourism representatives
 - Comms representatives
 - Finance representatives
- Agreed with the suggestion of having one online tool where people can find out which grant is relevant for them and what is needed to be able to apply for it
- The quadrant based working groups (South, North, Mid, West) now have a communities plan so they can articulate their needs accordingly.

- Is aware that Community Speedwatch is funded by Essex Police and that 'Area Forums' no longer exist. The paper will be updated to reflect this.

5. Task and Finish Group – ECC's Resourcing Contract

Cllr Buckley spoke briefly around the recommendations made by the group. The report will be circulated to all members of the committee, with comments to be made to Richard Buttress and Cllr M Buckley by close of business Monday 2 July 2018. Once agreed, the report will be published and sent to the relevant Cabinet Member for a response.

Cllr Mackrory thanked the group for the effort they have put into this report.

6. Work Programme

An update on the committee's work programme was provided. Cllr Mackrory asked committee members to think about future agenda items and to make Richard Buttress aware.

7. Date of next meeting

To note that the next meeting of the Corporate Policy and Scrutiny Committee will be held on Tuesday 31 July 2018 at 10:30am.

8. Urgent business

None received.

9. Urgent exempt business

None received.

The meeting concluded at 11:41am.

Chairman

Informal meeting to discuss the call-in of decision - Basildon Town Centre Improvement Scheme – Appointment of a Principal Construction Contractor and commence construction works (FP/137/06/18), held at 3:00pm on Tuesday 10 July 2018 Committee Room 4, County Hall, Chelmsford

In attendance:

Members

Councillor Kevin Bentley	Deputy Leader and Cabinet Member for Infrastructure
Councillor Robert Mitchell	Deputy to the Deputy Leader and Cabinet Member for Infrastructure
Councillor Lesley Wagland	Deputy to the Deputy Leader and Cabinet Member for Infrastructure
Councillor Mike Mackrory	Chairman, Corporate Policy and Scrutiny Committee
Councillor Anthony Hedley	
Councillor Kerry Smith	

Officers

Daniel Baker	Senior Strategy Advisor
Beverly Gould	Principal Transportation and Infrastructure Planner
Richard Buttress	Member Enquiries Manager

Reasons stated for making the call-in (Councillor Smith)

- Does not want the tender for a contractor to take place until the consultation has concluded
- Does not agree with the plan to make Cherrydown East two-way traffic
- Additional traffic and noise pollution will negatively impact the residents living in the area
- Lack of enforcement in the evenings means cars parking in a way that make it difficult for both vehicles and pedestrians

Background and rationale for the proposed decision

- This scheme was planned before Councillor Bentley took over responsibility for the relevant portfolio and was born from the masterplan of 2012
- There is a need to change town centres across the County rapidly and the right infrastructure needs to be in place
- Encouraging people to cycle/walk more and the infrastructure needs to be that it will be faster to walk and cycle instead of using a vehicle
- It will take capacity away from the roads and will ensure the free flow of traffic

- It is normal to start the consultation process early to have a contractor in place as it can often take some time to complete
- There has been a call from local employers in the area to improve connectivity between the station and town centre
- This scheme will improve the east to west movements in the town centre
- The town centre modelling has been updated to build in capacity for the future local plan
- If no changes are made then vehicles will be queuing outside of the town trying to get in
- The current parking situation is making it difficult for the First Bus depot as vehicles are parking very near to their entrance
- The consultation will be online plus an event will take place at the bus station for those who cannot access the online version
- Officers are currently liaising with the taxi and bus forum to obtain their views
- The current Traffic Regulation Orders (TRO's) are valid until 6:00pm – they can be extended but there is cost involved. Emergency or temporary amendments do not require a consultation period and can be implemented immediately if necessary; however they only last for a maximum period of 18 months.

Conclusion and agreed actions:

- That the possible extension of Sunday parking restrictions are included in the consultation
- The public consultation includes a location that is easily accessible for the residents of Nethermayne to attend
- The amending of the TRO's are mentioned in the consultation to pre-empt possible questions from residents
- Councillor Smith will receive a detailed briefing from Officers on this scheme to improve understanding of what is entailed
- Councillor Smith to email Councillor Lesley Wagland detailing the current parking issues which will then be taken up with the South Essex Parking Partnership

Upon conclusion of this meeting, Councillor Smith informed he was withdrawing the call-in.

	AGENDA ITEM 5
	CSC / 31 / 18
Report title: Borrowing	
Report to Corporate Policy and Scrutiny Committee	
Report author: Nicole Wood, Director, Finance and Procurement	
Date of meeting: 31 July 2018	For: Information
Enquiries to Nicole Wood – Director, Finance and Procurement e-mail: Nicole.wood@essex.gov.uk tel. no. 03330 130575 Christine Golding – Chief Accountant e-mail: Christine.golding@essex.gov.uk tel. no. 03330 138401	
Divisions affected: All Essex	

1. Purpose of report

- 1.1 The Committee has requested information on why the Council has to borrow and its strategy for doing so, and on the costs of borrowing. This report is provided in response to this request.

2. Recommendations

- 2.1 None – the report is for information only.

3. Powers to borrow

- 3.1 Local authorities are given their general powers to borrow by Section 1 of the **Local Government Act 2003**. The 2003 Act specifies that local authorities may borrow money:
- For any purpose relevant to their functions under any enactment; or
 - For the purpose of the prudent management of their financial affairs.
- 3.2 Whilst these provisions appear to give authorities wide scope to borrow (i.e. provided the borrowing will reasonably assist with the prudent management of the authority's financial affairs), in practice they mean that an authority can only borrow:
- in the short term for **cash flow management purposes**; and
 - in the medium term for **capital investment purposes**.
- 3.3 The statutory provisions for borrowing are supported by additional specific requirements in the **CIPFA Prudential Code for Capital Finance in Local Authorities** (the Prudential Code). The Prudential Code provides the framework that enables councils to determine the level of their capital investment – and how much they borrow to finance that investment – based on their own assessment of what they can afford, not just for the current year but also for future years.
- 3.4 To demonstrate compliance with the regulatory requirements established by the 2003 Act, and with those of the Prudential Code, the Council is required to produce an annual **Capital Strategy**. The Capital Strategy comprises a number of inter-related elements:
- Capital expenditure (capitalisation policies, governance and capital expenditure plans);
 - Capital financing requirement and borrowing limits;
 - Investment strategy;
 - Commercial investments;
 - Treasury management policies and practices
- 3.5 The overriding purpose of the Capital Strategy is to demonstrate that the Council properly takes account of stewardship, value for money, prudence, sustainability and affordability when determining the level of its capital investment and the extent to which that investment is funded from borrowing.
- 3.6 The annual Capital Strategy is subject to approval by full Council (as part of the Council's budget setting); the 2018/19 Capital Strategy is published in the Essex County Council Organisation Plan – 2018/19.
- 3.7 Whilst the framework outlined in the previous paragraphs is predicated on self-regulation, the 2003 Act gives the Secretary of State reserve powers to impose borrowing restrictions on local authorities. So far, the Secretary of State has not used this power but could do so in the future if it considers that any local authority is borrowing imprudently.

4. Capital Financing Requirement and External Borrowing

4.1 When the Council decides to incur capital expenditure that it will finance from 'borrowing', this means that it is incurring expenditure now that it will charge to the revenue budget incrementally over a number of years into the future. It needs to secure external loans to manage the cash flow implications of these decisions.

4.2 The **Capital Financing Requirement** (CFR) provides a measure of the amount of capital expenditure that the Council has already incurred that has yet to be charged to the revenue budget. The CFR amounted to **£992.4m** as at **31st March 2018 (£845.2m when credit arrangements, such as Private Finance Initiative and finance lease liabilities, are excluded)**.

4.3 Looking ahead, the Council's capital programme for 2018/19 originally amounted to **£299m**, and the indicative programme for the subsequent two years totals **£562m**, split as follows:

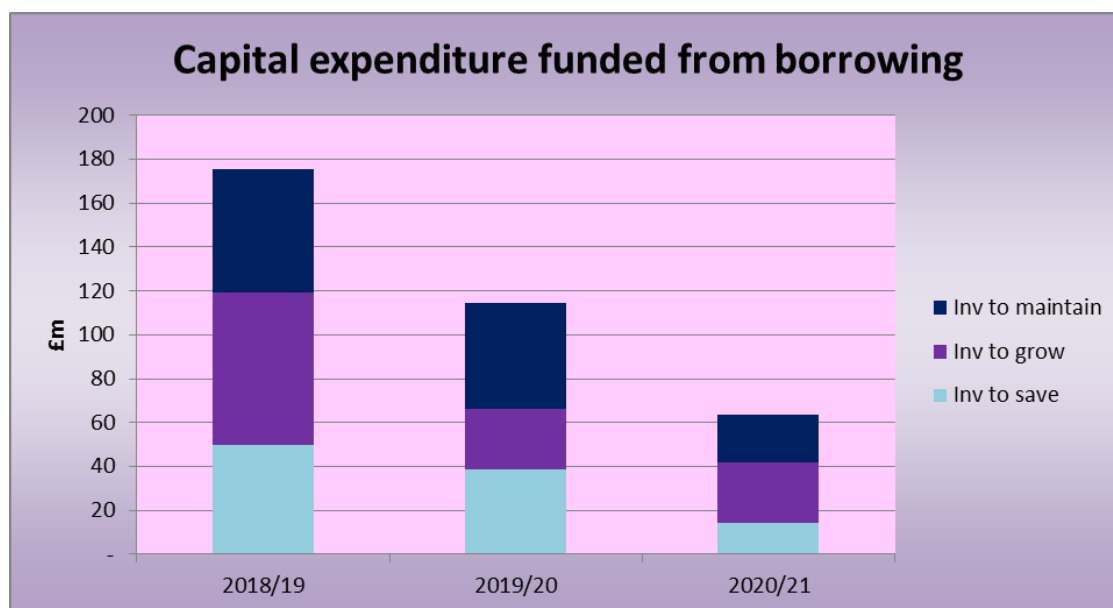
Category of spend	2018/19 £m	2019/20 £m	2020/21 £m	Total £m
Invest to maintain	97	87	82	266
Invest to grow	148	171	134	453
Invest to save	54	67	21	142
Total Capital Expenditure	299	325	237	861

4.4 **Invest to maintain** schemes are those where we are maintaining (but extending the life of) our existing assets (e.g. highways and the flood programme).

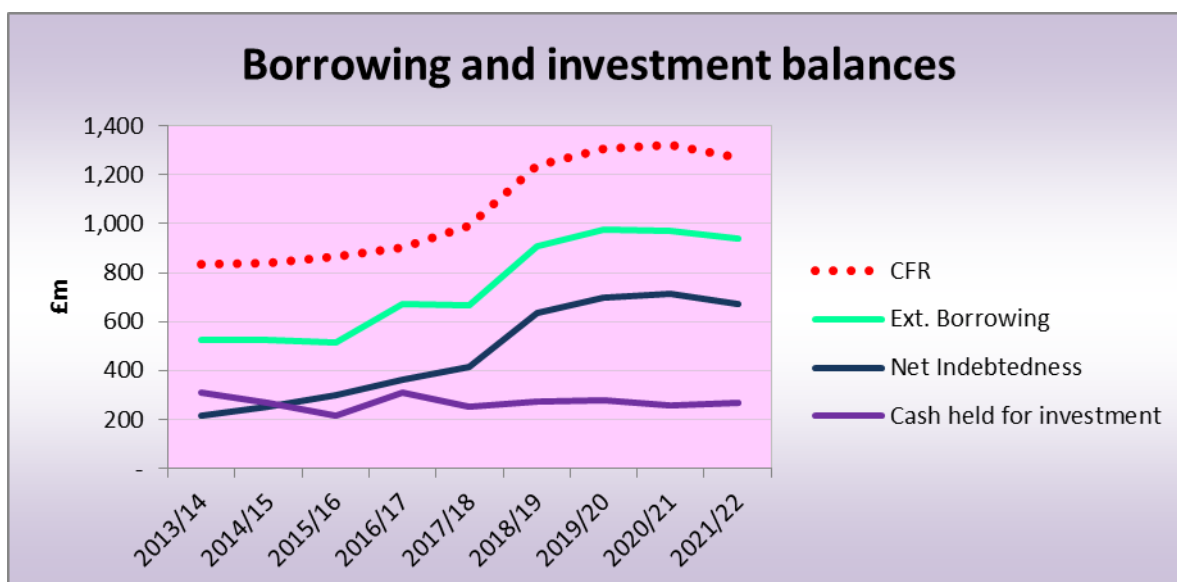
4.5 **Invest to grow** schemes include those where we are expanding our capacity (e.g. economic growth schemes in infrastructure and highways, creating new school places, new housing developments and enhancing skills in key growth areas).

4.6 **Invest to save / generate return** projects include areas where we are investing to generate a return or saving (e.g. accommodation for older people and people with disabilities, LED lighting and the Essex Housing Programme).

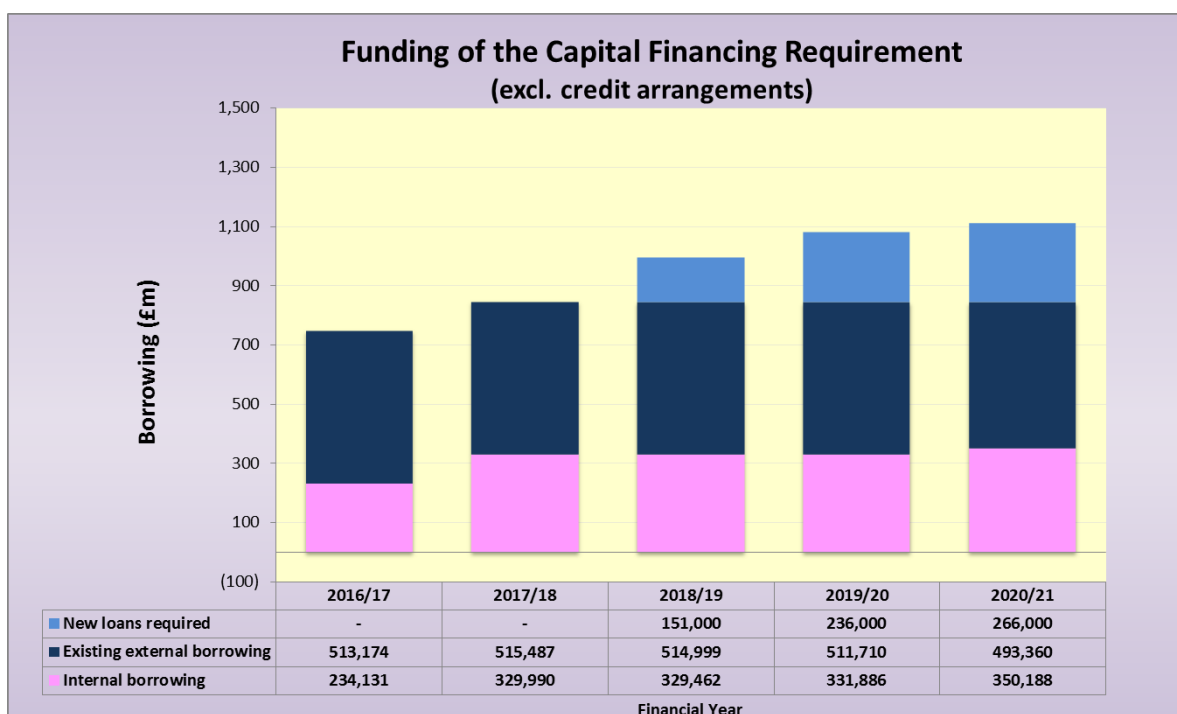
- 4.7 The Council has already determined that **£176m** of the 2018/19 original programme will be financed from borrowing, rising to **£353m** when the indicative programmes for the subsequent two years are taken into account:



- 4.8 As a consequence of these projections, it is anticipated that the CFR will amount to **£1.321bn** by 31st March 2021 (**£1.109bn** excluding credit arrangements).
- 4.9 The Council is only permitted to borrow externally up to the level implied by its CFR. To ensure that external borrowing does not exceed the CFR, other than in the short term, limits are established for external debt, as follows:
- **Authorised limit** – this defines the maximum amount of external debt permitted by the Council;
 - **Operational boundary** – this is an estimate of the probable level of the Council's external debt, and provides the means by which external debt is managed to ensure that the authorised limit is not breached.
- 4.10 At 31st March 2018, external borrowing totalled **£515m** (equating to around **60%** of the actual CFR for external borrowing at the same date). This position was sustainable because the Council was able to temporarily utilise some of the cash balances that it has set aside for other purposes (such as in earmarked reserves and balances) as an alternative to external borrowing (a practice referred to as 'internal borrowing').
- 4.11 The following graph compares the forecast of the CFR over the medium term, with the forecast of external borrowing and net indebtedness.



- 4.12 Whilst this graph shows that the Council has some scope to reduce the cash held for investment to partly mitigate the need for further external borrowing over the next few years, it is currently assumed that some cash will be held for investment, partly to maintain a degree of liquidity, but also to provide flexibility to secure the new loans when it is most advantageous to do so.
- 4.13 On the assumption that cash balances held for investment are maintained at their current level over the next few years, additional external borrowing will be required annually, at a level equivalent to the annual increases in the CFR:



- 4.14 External borrowing is therefore anticipated to increase from **£515m** currently, to **£760m** by the end of 2020/21 (based on the current capital expenditure forecast).

- 4.15 As noted above, **£142m** of the additional borrowing is for 'invest to save' projects that will generate a return on the capital sum invested.

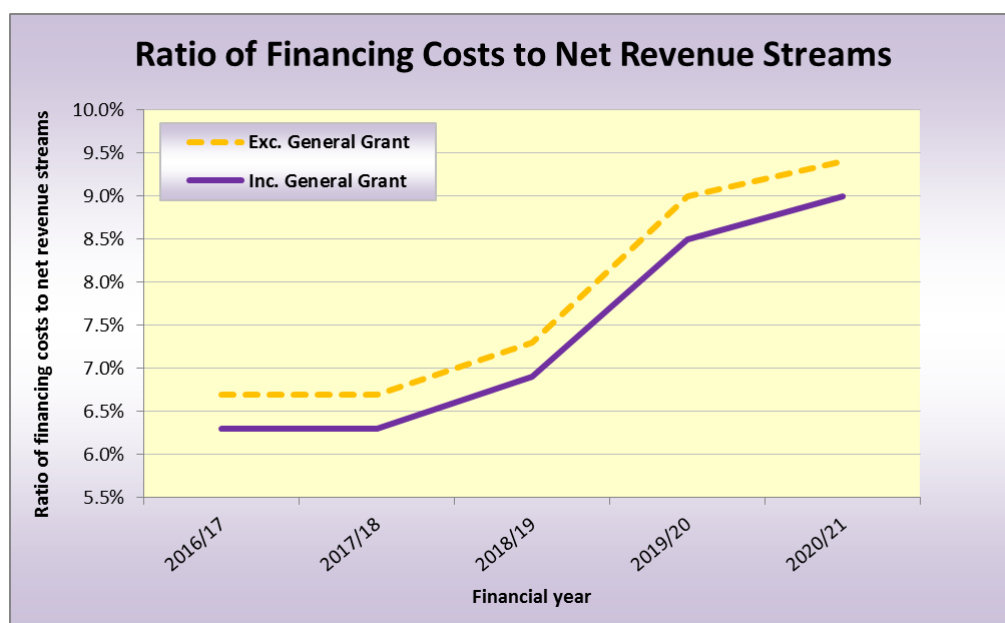
5. Costs of borrowing

5.1 The revenue costs of financing capital expenditure from borrowing are twofold:

- **Principal repayments** (referred to as 'revenue provision for the repayment of debt' or 'minimum revenue provision' (MRP)); and
- **Interest** payable on external loans (*or interest foregone as a consequence of using cash balances to defer external borrowing rather than hold those balances for investment*).

5.2 Statutory guidance requires the principal repayments (MRP) to be provided annually on a 'prudent' basis – this usually means over a period commensurate with the period the capital expenditure provides benefit.

5.3 The proportion of the revenue budget required to fund borrowing costs will increase from **6.3%** in 2017/18 to an estimated **9.0%** by 2020/21:



5.4 However, around **30%** of our planned capital investment is focussed on schemes that will generate savings or achieve economic growth. The additional income and/or savings from these schemes is estimated at **£2.7m** in 2018/19.

6. List of Background Papers

- 6.1 **Essex County Council Organisation Plan – 2018/19** (note that the 2018/19 Capital Strategy is included within this document).

<http://www.essex.gov.uk/Your-Council/Strategies-Policies/Documents/ORGANISATION%20PLAN.pdf>

	AGENDA ITEM 6
	CSC / 32 / 18
Report title: Fees and Charges	
Report to Corporate Policy and Scrutiny Committee	
Report author: Nicole Wood, Director, Finance and Procurement	
Date of meeting: 31 July 2018	For: Discussion
Enquiries to Rob Manning – Head of Finance – Commercial e-mail: robert.manning@essex.gov.uk	
Divisions affected: All Essex	

1. Purpose of Report

1.1. This report has been produced to answer the committee's queries on Fees & charges of Essex County Council.

1.2. The queries that this report addresses are shown below and much of the detail has been lifted from the Fees & charges Policy (which is Appendix A of this report):

- Is the policy to cover costs, make profit or break even?
- Do individual service areas determine the charges and what determines an increase/decrease?
- Are voluntary groups either exempt/charged less for say buildings they may lease from ECC?
- A breakdown of the fees and charges charged by service areas

2. Recommendations

Note the answers to the queries raised

3. Basis of Fees & Charge level

- 3.1. All service lines are required to assess the appropriateness of levying fees and charges on the services that they provide (with the exception of services provided internally to customers within Essex County Council). This decision, once made, needs to be reviewed and re-assessed, on an annual basis, in line with the policy statements set out in the Fees & Charges Policy (approved at Cabinet on 24th January 2017) and in consultation with the appropriate cabinet member(s).
- 3.2. Charging levels should ensure full cost recovery unless a decision has been made to trade commercially with another public body or operate commercially through a company or cooperative, or unless one, or more, of the following criteria are met:
- a. it is not legal to do so
 - b. it does not support Corporate Objectives / Outcomes to charge
 - c. market conditions will not sustain charges at that level; in this case, however, there must be clear justification for supporting the service, in part, through council tax.
 - d. a public body is being charged, which means that full cost recovery can be exceeded where this is provided through an agreement or contract.
- 3.3. The legislative framework for charging is complex and services must ensure that any charges that are applied meet the current legal requirements.

4. Approval and subsequent changes

- 4.1. Each charging policy must have clear service delivery objectives linked to supporting the achievement of corporate priorities and outcomes, and the decision whether the charge or not is determined by the service with which it relates.
- 4.2. Appendices B,C & D of the Fee and Charges policy (Appendix A of this report) sets out the roles and responsibilities for the respective approvals required for decisions.
- 4.3. In line with the expectations of the Authority's medium term resourcing strategy, all charges should normally be subject to annual inflation uplift plus reflect any changes in the full cost of providing that service, to maintain full cost recovery, subject to the points raised in 2.2.
- 4.4. Unless an alternative measure is identified as being more appropriate by the budget holder, inflation should normally be applied using the RPI forecast, published by HM Treasury, for the relevant year as is applied through the

budget setting process. This is normally based on the RPI forecast published in the November prior to the budget being set.

4.5. In some instances the budget holder may identify that an inflationary uplift may not be permissible or appropriate, as set out below:

- It would mean that the service does not comply with the cost recovery policy statement
- Market prices would suggest that this is not sustainable
- The increase would not meet Corporate Objectives

4.6. Where inflation is not applied, the reasons for this should be identified in the annual review and recorded.

5. Voluntary Groups and the 3rd Sector

5.1. In setting discretionary charges, the Council may charge only some service users and may make different charges to different groups of service users, provided that the cost recovery limitation is observed, as per point 2.2.

5.2. Only the Library charging policy specifically states that voluntary groups and the 3rd sector should pay different charges than any other user of that chargeable service, however each individual area may choose to charge lower amounts as per point 4.1.

5.3. The library service have the following charging policy applicable:

Type of occupier	Type of lease / licence	Charging policy
Charity, VSO, Non-profit making Organisation	Internal repairing	Rent abated by 50% to 100% of market rent based on public benefit business case, plus (full) service charge proportional to building running costs
Charity, VSO, Non-profit making Organisation commissioned by ECC	Internal Repairing	£1 per annum; service charge proportional to building running costs or unit cost (desk)

5.4. With regard to leases on others buildings, the Council does provide an opportunity for “peppercorn” rents to be charged for these types of organisations, as although there is no specific policy. The power to make this decision is delegated to the Executive Director, Corporate and Customer Services under paragraph 15.3.2 of the Scheme of Delegation as approved by full Council on 10th December 2013

5.5. Powers delegated to the Director with responsibility for Property Management and the Head of Property Management, Property and Facilities Management Team under the Property and Facilities, Scheme of Delegation dated 11th July 2017

- 5.6. In making this decision ECC must have regard to the public sector equality duty (PSED) under s.149 of the Equalities Act 2010.
- 5.7. The PSED is a relevant factor in making this decision but does not impose a duty to achieve the outcomes in s.149, is only one factor that needs to be considered, and may be balanced against other relevant factors.

6. Fees & Charges Income breakdown

- 6.1. A full breakdown of the total income received from Fees & Charges in 2017/18 (£133,996,325) is shown in the table below.
- 6.2. Appendix B contains the full Fees & Charges schedule from the 2018/19 Budget report that was approved at Council in February 2018.
- 6.3. In practice, the functions propose their budget for Fees & Charges, which is independently reviewed by the Commercial team. These proposals form the basis of the overall Council budget that is discussed at the Executive and at the Political Leadership team. At least one of these sessions focus' entirely on Fees & Charges to ensure compliance to policy.

Portfolio	Spend category	2017/18 Actuals
ADULTS & HEALTH	RESIDENT CHARGES PRIVATE	(64,584,778)
	NON RESIDENTIAL CHARGING	(25,254,302)
	OTHER FEES & CHARGES	(160,500)
ADULTS & HEALTH Total		(89,999,580)
CHILDREN & FAMILIES	OTHER FEES & CHARGES	(44,887)
	NON RESIDENTIAL CHARGING	(20,160)
	PARENTAL CONTRIBUTION	(8,874)
	RESIDENT CHARGES PRIVATE	(6,174)
CHILDREN & FAMILIES Total		(80,095)
CULTURE & COMMUNITIES	OTHER FEES & CHARGES	(504,973)
	LEGAL CHARGES	(16,207)
	REGN-BIRTHS/MARRIAGES & DEATH	(6,546)
CULTURE & COMMUNITIES Total		(527,725)
CUSTOMER & CORPORATE	REGN-BIRTHS/MARRIAGES & DEATH	(2,867,389)
	OTHER FEES & CHARGES	(2,590,249)
	LEGAL CHARGES	(52,545)
	CONTRACT INCOME	(232)
CUSTOMER & CORPORATE Total		(5,510,414)
CUSTOMER & CORPORATE RSSS	RECH WORKS	(3,473,109)
	OTHER FEES & CHARGES	(890,475)
	CONTRACT INCOME	(733,886)
	S106 TOWN & CTY PLAN ACT FEES	(307,518)
	LEGAL CHARGES	(105,978)
	TUITION FEES	(5,481)
	ACCOMMODATION & BOOKINGS	(187)
CUSTOMER & CORPORATE RSSS Total		(5,516,634)
ECONOMIC GROWTH	OTHER FEES & CHARGES	(391,238)
	S106 TOWN & CTY PLAN ACT FEES	(6,604)
ECONOMIC GROWTH Total		(397,842)
EDUCATION & SKILLS	CONCESSIONARY FARES	(5,116,847)
	TUITION FEES	(1,415,579)
	OTHER FEES & CHARGES	(1,250,875)
	FARES INCOME	(1,210,459)
	REIMB FROM INT INS-SUPPLY	(688,396)
	SPECIAL EVENTS & VISITS	(312,112)
	CONCESSIONARY FARES FOR PUPILS	(274,823)
	REIMB FROM INT INS-ANCILLARY	(272,128)
	EXTENDED SCHLS FUNDING & GRTS	(185,761)
	MUSIC/ART & DRAMA TUITION	(83,548)
	PARENTAL CONTRIBUTION	(81,992)
	LEGAL CHARGES	(63,960)
	ACCOMMODATION & BOOKINGS	(40,020)
	EXAMINATION FEES	(11,017)
	REIMB FROM INT INS-MANUAL	(7,049)
	DAMAGE TO PREMISES	(6,802)
	LEA CONTS TO STAFF ABSENCES	(3,848)
	CAR PARKING	(3,614)
	LANDSCAPING/GROUNDS	(3,227)
	CONTRACT INCOME	917,215
EDUCATION & SKILLS Total		(10,114,842)
ENVIRONMENT & WASTE	TRADE WASTE INCOME	(2,140,542)
	CAR PARKING	(769,282)
	OTHER FEES & CHARGES	(565,374)
	TUITION FEES	(97,849)
	LEGAL CHARGES	(82,204)
	SPECIAL EVENTS & VISITS	(43,042)
	FINES	(2,867)
ENVIRONMENT & WASTE Total		(3,701,159)
FINANCE, COMMERCIAL & TRADED RSSS	OTHER FEES & CHARGES	(1,203,164)
	CONTRACT INCOME	(353,302)
FINANCE, COMMERCIAL & TRADED RSSS Total		(1,555,833)
FINANCE, COMMERCIAL & TRADED SERV	TUITION FEES	(1,054,548)
	OTHER FEES & CHARGES	(757,498)
	SPECIAL EVENTS & VISITS	(193,872)
FINANCE, COMMERCIAL & TRADED SERV Total		(2,005,918)
INFRASTRUCTURE	CAR PARKING	(4,019,412)
	OTHER FEES & CHARGES	(3,675,740)
	FINES	(2,188,521)
	FARES INCOME	(1,171,273)
	S106 TOWN & CTY PLAN ACT FEES	(1,137,808)
	RECH WORKS	(1,133,554)
	S74 INCOME	(448,668)
	CONCESSIONARY FARES	(413,981)
INFRASTRUCTURE Total		(14,188,958)
LEADER	SPECIAL EVENTS & VISITS	(82,315)
	CAR PARKING	(79,288)
	TUITION FEES	(24,196)
	OTHER FEES & CHARGES	(22,033)
	MUSIC/ART & DRAMA TUITION	(192)
LEADER Total		(208,023)
LEADER RSSS	CONTRACT INCOME	(189,687)
LEADER RSSS Total		(189,301)
Grand Total		(133,996,325)

7. List of Background papers

8. List of Appendices

Appendix A: Fees & Charges Policy



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arges.docx

Appendix B: Fees & Charges approved as part of the 2018/19 budget



Fees_and_charges.pdf

I approve the above recommendations set out above for the reasons set out in the report.	Date
Councillor Louise McKinlay, Cabinet Member for Resources	

In consultation with:

Role	Date
Executive Director for Corporate and Customer Services (S151 Officer)	
Margaret Lee	
Monitoring Officer	
Paul Turner	

Fee/Charge		Type (Discretionary / Statutory)	2017/18	2018/19	Change
Registrars					
Nationality Checking Service	Single Adult application	Discretionary	£85.00	SERVICE WITHDRAWN	N/A
	Husband and wife application	Discretionary	£120.00		N/A
	Husband and wife (and up to 2 children) application	Discretionary	£140.00		N/A
	Single parent (and up to 2 children) application	Discretionary	£115.00		N/A
	Additional children on parents application	Discretionary	£35.00		N/A
	One or more children under the age of 18 who apply separately from their parents	Discretionary	£35.00		N/A
Birth/ Death/ Marriage/ Civil Partnership Certificate	At Registration	Statutory	£4.00	£4.00	0.0%
	From a current register	Statutory	£7.00	£7.00	0.0%
Notice of Marriage	Statutory fee for giving notice	Statutory	£35.00	£35.00	0.0%
Notice of Civil Partnership	Statutory fee for giving notice	Statutory	£35.00	£35.00	0.0%
Attendance Fees - Statutory Wedding Room	Fixed fee regardless of day	Statutory	£46.00	£46.00	0.0%
Community Wedding*	Monday - Thursday	Discretionary	£156.00	£183.00	17.3%
	Friday	Discretionary	£221.00	£256.00	15.8%
	Saturday am	Discretionary	£280.00	£322.90	15.3%
Attendance Fees - Approved Premises	Monday - Thursday	Discretionary	£525.00	£545.00	3.8%
	Friday	Discretionary	£535.00	£555.00	3.7%
	Saturday	Discretionary	£555.00	£575.00	3.6%
	Sunday and Bank Holidays	Discretionary	£575.00	£595.00	3.5%
	Approved Premises - weekday	Discretionary	£240.00	£250.00	4.2%
Naming / Renewal of Vows / Commitment Ceremonies	Approved Premises - Saturday	Discretionary	£275.00	£285.00	3.6%
	Registration Office and Approved Premises - Sunday/Bank Holiday	Discretionary	£300.00	£310.00	3.3%
	Non licenced premises – weekday	Discretionary	£270.00	£280.00	3.7%
	Non licenced premises – Saturday	Discretionary	£305.00	£315.00	3.3%
	Non licenced premises – Sunday/Bank Holiday	Discretionary	£330.00	£345.00	4.5%
	Licencing of Approved Premises - renewals	Discretionary	£1,750.00	£1,815.00	3.7%
Licencing of Approved Premises - new applications	Licence fee (lasts 3 years)	Discretionary	£1,850.00	£1,915.00	3.5%
Citizenship Ceremonies	Individual Ceremony	Discretionary	£135.00	£140.00	3.7%
* The venue hire element of Community Wedding fees are now subject to VAT					
Libraries					
Fines - overdue charges	Per day (in first week that the issuing library is open - except mobile libraries)	Discretionary	£0.20	£0.21	5.0%
Request charges	Interlending	Discretionary	£7.00	£7.25	3.6%
	British Library	Discretionary	£22.00	£22.80	3.6%
Renewal Request	British Library	Discretionary	£4.75	£4.95	4.2%
Replacement card	per card	Discretionary	£1.00	£1.05	5.0%
Language courses	Single item for 3 weeks	Discretionary	£1.00	£1.05	5.0%
	Multiple item sets for 6 weeks (reduced from 12 weeks)	Discretionary	£3.50	£3.65	4.3%
Audio books	1-3 CDs - Per 3 week loan	Discretionary	£1.00	£1.05	5.0%
	4+ CDs - Per 3 week loan	Discretionary	£2.00	£2.05	2.5%
	Childrens - Per week loan	Discretionary	£1.00	£1.05	5.0%
Music CDs	Per week loan	Discretionary	£1.00	£1.05	5.0%
CD-ROMs	Perweek loan	Discretionary	£2.70	£2.80	3.7%
DVD	Monthly subscription (up to 14 DVDs at any time)	Discretionary	£15.00	£15.55	3.7%
	Single Item hire - All DVD and Video loans are charged per week or part thereof up to a maximum of £6.00	Discretionary	£2.00	£2.05	2.5%
Photocopying	Black and White - Single copy A4 (per copy up to 49 copies)	Discretionary	£0.15	£0.16	6.7%
	Black and White - Single copy A3 (per copy up to 49 copies)	Discretionary	£0.40	£0.42	5.0%
	Black and white Single copy A4 (per copy for copies 50+)	Discretionary	£0.05	£0.06	20.0%
	Black and white Single copy A3 (per copy for copies 50+)	Discretionary	£0.05	£0.06	20.0%
	Colour - Single copy A4 size. No discount for multiple copies.	Discretionary	£1.20	£1.25	4.2%
	Colour - Single copy A3 size. No discount for multiple copies.	Discretionary	£2.00	£2.05	2.5%
Prints	Black and white - per A4 sheet	Discretionary	£0.20	£0.21	5.0%
	Colour per A4 sheet	Discretionary	£1.20	£1.25	4.2%
	Microfilm - per sheet - sheets vary in size from A4 to A3	Discretionary	£0.30	£0.32	6.7%
Faxes	UK first page	Discretionary	£1.25	£1.30	4.0%
	UK Subsequent pages	Discretionary	£0.60	£0.65	8.3%
	Europe first page	Discretionary	£3.05	£3.15	3.3%
	Europe subsequent pages	Discretionary	£1.30	£1.35	3.8%
	Rest of world first page	Discretionary	£3.75	£3.90	4.0%
	Rest of world subsequent pages	Discretionary	£2.05	£2.15	4.9%
	To ships	Discretionary	£7.50	£7.80	4.0%
	Incoming faxes, including the cost of telephone calls to notify arrival, per transaction.	Discretionary	£1.05	£1.10	4.8%

Fee/Charge		Type (Discretionary / Statutory)	2017/18	2018/19	Change
Performing Arts Service	Annual Subscription - Essex groups / individuals	Discretionary	£15.00	£15.50	3.3%
	Annual Subscription - Groups / individuals outside of Essex	Discretionary	£40.00	£41.40	3.5%
	Vocal scores - per set per 12 weeks (or part of 12 weeks)	Discretionary	£1.50	£1.55	3.3%
	Music Sheets - per set per 12 weeks (or part of 12 weeks)	Discretionary	£10.00	£10.35	3.5%
	Chamber music - per set per 12 weeks (or part of 12 weeks)	Discretionary	£5.00	£5.20	4.0%
	Orchestral sets - per set per 12 weeks (or part of 12 weeks)	Discretionary	£20.00	£20.70	3.5%
	Plays - Per set per 12 weeks (or part of 12 weeks)	Discretionary	£10.00	£10.35	3.5%
Hire of meeting rooms and floor space - per hour	Up to 100m ² - basic rate - part use	Discretionary	£10.00	£10.35	3.5%
	100-200m ² - basic rate - part use	Discretionary	£14.00	£14.50	3.6%
	Over 200m ² - basic rate - part use	Discretionary	£25.00	£25.90	3.6%
	Up to 100m ² - basic rate - sole use	Discretionary	£13.00	£13.45	3.5%
	100-200m ² - basic rate - sole use	Discretionary	£19.00	£19.65	3.4%
	Over 200m ² - basic rate - sole use	Discretionary	£33.00	£34.15	3.5%
	Up to 100m ² - commercial rate - part use	Discretionary	£15.00	£15.55	3.7%
	100-200m ² - commercial rate - part use	Discretionary	£22.00	£22.75	3.4%
	Over 200m ² - commercial rate - part use	Discretionary	£38.00	£39.35	3.6%
	Up to 100m ² - commercial rate - sole use	Discretionary	£20.00	£20.70	3.5%
	100-200m ² - commercial rate - sole use	Discretionary	£29.00	£30.00	3.4%
	Over 200m ² - commercial rate - sole use	Discretionary	£50.00	£51.75	3.5%
	Up to 100m ² - concessionary rate - part use	Discretionary	£5.00	£5.20	4.0%
	100-200m ² - concessionary rate - part use	Discretionary	£7.00	£7.25	3.6%
	Over 200m ² - concessionary rate - part use	Discretionary	£12.00	£12.40	3.3%
	Up to 100m ² - concessionary rate - sole use	Discretionary	£6.50	£6.75	3.8%
	100-200m ² - concessionary rate - sole use	Discretionary	£9.00	£9.30	3.3%
	Over 200m ² - concessionary rate - sole use	Discretionary	£16.00	£16.55	3.4%
Country Parks					
All Parks - Car Parking - Season Tickets	Standard Season Ticket - 12 months	Discretionary	£65.00	£65.00	0.0%
	Standard Season Ticket - 6 months	Discretionary	£40.00	£40.00	0.0%
	Over 60's and Blue Badge Holders - 12 months	Discretionary	£45.00	£45.00	0.0%
	Over 60's and Blue Badge Holders - 6 months	Discretionary	£30.00	£30.00	0.0%
	Second Season Ticket for same address	Discretionary	£10.00	£10.00	0.0%
	Change of registration or replacement of a lost season ticket	Discretionary	£5.00	£5.00	0.0%
Car Parking - Hadleigh Country Park	Up to 1 hour	Discretionary	£1.50	£1.50	0.0%
	Up to 2 hours	Discretionary	£3.00	£3.00	0.0%
	Up to 3 hours	Discretionary	£4.50	£4.50	0.0%
	Over 3 hours	Discretionary	£6.00	£6.00	0.0%
Car parking at: Thorndon Weald	Up to 1 hour	Discretionary	£2.00	Under consultation	TBC
	Up to 3 hours	Discretionary	£4.00		TBC
	Over 3 hours	Discretionary	£5.00		TBC
Car parking at: Great Notley	Up to 30 mins	Discretionary	£1.00		TBC
	Up to 1 hour	Discretionary	£2.00		TBC
	Up to 2 hours	Discretionary	£3.00		TBC
	Up to 3 hours	Discretionary	£4.00		TBC
	Over 3 hours	Discretionary	£5.00		TBC
Car parking at: Belhus Cudmore	Up to 1 hour	Discretionary	£1.50		TBC
	Up to 3 hours	Discretionary	£3.50		TBC
	Over 3 hours	Discretionary	£4.00		TBC
Car parking at: Danbury	Up to 1 hour	Discretionary	£1.50		TBC
	Up to 2 hours	Discretionary	£2.50		TBC
	Up to 3 hours	Discretionary	£3.50		TBC
	Over 3 hours	Discretionary	£4.00		TBC
Fishing permits (Belhus, Danbury, Weald)	Day permit - adult	Discretionary	£6.00	£6.00	0.0%
	Day permit - concessions	Discretionary	£3.00	£3.00	0.0%
	Annual permit - adult	Discretionary	£100.00	£100.00	0.0%
	Annual permit - concessions	Discretionary	£55.00	£55.00	0.0%
Great Notley Ropes	Per Adult	Discretionary	£10.00	£10.00	0.0%
	Mini Ropes	Discretionary	£4.00	£4.00	0.0%
A range of charges for events, room hire and catering apply, please visit see www.visitparks.co.uk or www.hadleigh-park.co.uk for further information.					
Adult Community Learning					
Tuition Fees	Premium CL Courses - per hour	Discretionary	£8.50	£8.50 - £10.00	0% -17.6%
	Circle/Exclusive CL Courses - per hour	Discretionary	£6.50	£6.50	0.0%
	Standard CL Courses - per hour	Discretionary	£5.50 from 1st January 2017 £5.75 from September 2017	£5.90	2.6%
	LD courses - per hour	Discretionary	£3.00	£3.10	3.3%

Fee/Charge		Type (Discretionary / Statutory)	2017/18	2018/19	Change
Adult Social Care					
Charges payable are dependant on the financial assessment of Service Users.					
Non Residential Charges (maximum payable)	Home Support Services (normal hours) one to one, per hour	Discretionary	£16.32	£17.04	4.4%
	Day Care - per attendance	Discretionary	£10.32	£10.73	4.0%
	Day Care - per attendance - with transport	Discretionary	£11.73	£12.20	4.0%
	Night waking	Discretionary	£15.76	£16.28	3.3%
	Night sleeping	Discretionary	£12.32	£12.84	4.2%
	24-hour care	Discretionary	£12.32	£12.32	0.0%
	Maximum weekly charge	Discretionary	£1,085.00	£1,386.00	27.7%
Residential Care services are governed by the Care and Support Statutory Guidance issued under the Care Act 2014. Each residential placement will be priced on an individual basis. Please visit www.essex.gov.uk/Health-Social-Care for further information.					
Essex Record Office					
Copy Certificate	Standard Charge	Statutory	£10.00	£10.00	0.0%
	"28 day certificate"	Statutory	£7.00	£7.00	0.0%
Certificate provision service	Produced within 24 hours of receipt of request	Discretionary	£32.00	£33.00	3.1%
	Produced within 48 hours of receipt of request	Discretionary	£25.00	£26.00	4.0%
	2 hour in-person/ 'While You Wait' service Available subject to staffing, Mon-Fri 9am-2pm (exc. Bank Holidays)	Discretionary	£65.00	£67.50	3.8%
Photoshop	Image manipulation	Discretionary	Priced per job	Priced per job	0.0%
Self-service photography	Daily camera licence for camera use in the search room	Discretionary	£12.34	£12.75	3.4%
	Camera licence after 5pm on Tues	Discretionary	£6.20	£6.40	3.2%
Conservation services	Paper and parchment conservation	Discretionary	£45.00	£46.50	3.3%
	Book repair and conservation	Discretionary	£45.00	£46.50	3.3%
	Preparing documents for display or storage	Discretionary	£45.00	£46.50	3.3%
	Packaging with conservation grade materials	Discretionary	£45.00	£46.50	3.3%
	Advice on storage	Discretionary	£45.00	£46.50	3.3%
	Commercial client	Discretionary	£45.00	£46.50	3.3%
Self-service copies of archive documents	A4 tracing paper	Discretionary	£0.15	£0.15	0.0%
	A3 tracing paper	Discretionary	£0.30	£0.30	0.0%
Copies from microfiche and microfilm	5 Copy card to use at the self-service reader printer	Discretionary	£1.85	£1.90	2.7%
	10 Copy card to use at the self-service reader printer	Discretionary	£3.50	£3.60	2.9%
	25 Copy card to use at the self-service reader printer	Discretionary	£6.90	£7.15	3.6%
Copies made by Archives staff when ordered in the search room	Copied documents black and white, A4	Discretionary	£0.55	£0.60	9.1%
	Copied documents black and white, A3	Discretionary	£0.80	£0.85	6.3%
	Copied documents, colour, A4	Discretionary	£1.10	£1.15	4.5%
	Copied documents, colour, A3	Discretionary	£1.60	£1.70	6.3%
Digital copy made by Archives staff	A4 image	Discretionary	£5.00	£5.20	4.0%
	A3 image	Discretionary	£5.50	£5.70	3.6%
	Any digital copy of any document - first exposure	Discretionary	£2.50	£2.60	4.0%
	Any digital copy of any document - exposures thereafter	Discretionary	£1.50	£1.55	3.3%
Digital copy of own image made by Archives staff (New pricing structure implemented - add charge A to charge B for total cost)	A - Existing master image	Discretionary	£4.00	£4.15	3.8%
	A - New image up to A2	Discretionary	£12.50	£12.90	3.2%
	A - Successive image up to A2	Discretionary	£2.10	£2.20	4.8%
	A - New image over A2	Discretionary	£20.50	£21.20	3.4%
	A - Successive image over A2	Discretionary	£4.20	£4.30	2.4%
	B - A4 image	Discretionary	£4.20	£4.30	2.4%
	B - A3 image	Discretionary	£5.20	£5.40	3.8%
	B - Scanned copy on CD	Discretionary	£3.60	£3.70	2.8%
Certified copies and tailored quotations/ copying services	Per item certified	Discretionary	Priced per job	Priced per job	0.0%
Expedited search and copy fees	Additional fee for urgent requests which we endeavour to complete within 24 hrs	Discretionary	Priced per job	Priced per job	0.0%
Permission to publish in print	Local commercial publication	Discretionary	Priced per job	Priced per job	0.0%
	National/ international commercial publication	Discretionary	Priced per job	Priced per job	0.0%
Permission to broadcast on TV	World buyout, all media, unlimited broadcasts (inc. release on DVD/Blu-ray)	Discretionary	Priced per job	Priced per job	0.0%
Research by Archives staff	Per hour	Discretionary	£30.00	£31.00	3.3%
Specific records check by Archive staff	Including a copy of the entry or page if found, if not, fee still applies for the search	Discretionary	£20.00	£20.70	3.5%
Archive site tours	Search room tour	Discretionary	£50.00	£51.65	3.3%
	Full tour Search Room and repositories	Discretionary	£75.00	£77.50	3.3%
Educational services	Sessions for classes/ groups - half day at ERO	Discretionary	£75.00	£77.50	3.3%
	Sessions for classes/ groups - full day at ERO	Discretionary	£145.00	£149.80	3.3%
	Sessions for classes/ groups - at school (first session)	Discretionary	£125.00	£129.10	3.3%
	Sessions for classes/ groups - at school (additional session)	Discretionary	£90.00	£93.00	3.3%
Room Hire	A range applies dependant on the time/ room	Discretionary	From £48.00	From £49.50	0.0%
	Community Wedding	Discretionary	£80 - £154	£82 - £158	2.5%
	Standard Wedding	Discretionary	£200 - £400	£205 - £410	2.5%
Cancellation fee	Cancellation of booking at the conference centre	Discretionary	25% to 100% of original charge	25% to 100% of original charge	0.0%
SEAX Subscription	1 Day (24 hours)	Discretionary	£10.00	£10.30	3.0%
	1 Week (7 days)	Discretionary	£20.00	£20.70	3.5%
	1 month (30 days)	Discretionary	£30.00	£31.00	3.3%
	6 months (182 days)	Discretionary	£60.00	£62.00	3.3%
	1 Year (365 days)	Discretionary	£85.00	£88.00	3.5%

Fee/Charge		Type (Discretionary / Statutory)	2017/18	2018/19	Change
Digitalisation - Grooved discs	78rpm - Per side	Discretionary	£10.30	£10.70	3.9%
	33rpm - Per side	Discretionary	£10.30	£10.70	3.9%
	45rpm - Per side	Discretionary	£6.20	£6.40	3.2%
	45rpm (12 inch) - Per side	Discretionary	£8.25	£8.50	3.0%
	Lacquered discs - Per side	Discretionary	£10.30	£10.70	3.9%
	Aluminium discs - Per side	Discretionary	£25.70	£26.55	3.3%
	Re-mastering - Per side	Discretionary	£30.85	£31.90	3.4%
Digitalisation - Cassette	C30, C60 - Per Side	Discretionary	£10.30	£10.70	3.9%
	C90 - Per Side	Discretionary	£12.85	£13.30	3.5%
	C120 - Per Side	Discretionary	£15.40	£15.90	3.2%
	Mini-cassette - Per side	Discretionary	£15.40	£15.90	3.2%
	Micro-cassette - Per side	Discretionary	£15.40	£15.90	3.2%
Digitalisation - Reel to Reel	Per hour recorded - 1/4" tapes	Discretionary	£25.70	£26.55	3.3%
	Per hour recorded - 1/4" 8-track tapes	Discretionary	£30.85	£31.90	3.4%
	Per hour recorded - balking	Discretionary	£5.15	£5.30	2.9%
Digitalisation - duplicate CD's	Per CD	Discretionary	£7.20	£7.50	4.2%
Highways					
Licence fees	Skip licence 1 weeks	Discretionary	£15.00	£15.50	3.3%
	Scaffold/ horading - 1 month	Discretionary	£67.00	Minimum inflationary uplift will bring this charge to £69.35 - subject to further amendment in early 2018	3.5%
	S50 licence	Discretionary	£900.00	Minimum inflationary uplift will bring this charge to £931.50 - subject to further amendment in early 2018	3.5%
Vehicle Crossings	Standard processing fee	Discretionary	£275.00	£284.63	3.5%
	HPN 0005 - Installation of a dropped kerb	Discretionary	£1,800.00	£1,863.00	3.5%
Land searches	Highway Authority response to LA enquiries	Statutory	£13.00	Minimum inflationary uplift will bring this charge to £13.76 - subject to further amendment in early 2018	3.5%
Collision Data	Charges for provision of collision data to 3rd parties - map and data	Discretionary	£150.00	£155.25	3.5%
Traffic Regulation Order (TRO)	20 mph Zone	Discretionary	£1,550.00	£1,604.25	3.5%
	Standard e.g. speed limit, weight limit, waiting restriction, including school keep clear markings	Discretionary	£2,060.00	£2,132.10	3.5%
Traffic notices	Temporary Road Closure Order	Discretionary	£1,030.00	£1,066.05	3.5%
S228 Notice	Provides for the authority to adopt a highway	Discretionary	£220.00	£227.70	3.5%
S72 Agreement	A highway authority may widen any highway for which they are the highway authority and may for that purpose agree with a person having power in that behalf for the dedication of adjoining land as part of a highway	Discretionary	£520.00	£538.20	3.5%
S177 Licence	Licence allowing the construction of part of a building over a highway maintainable at public expense	Discretionary	£520.00	£538.20	3.5%
Temporary closures PROW	Temporary closures PROW	Discretionary	£1,023.00	£1,058.60	3.5%
Boundary enquiries	0- 200m	Discretionary	£38.00	£39.33	3.5%
	201m to 500m	Discretionary	£67.00	£69.35	3.5%
	501m to 1000m	Discretionary	£124.00	£128.34	3.5%
Fares Income - Local Bus	Charging for use of bus service	Discretionary	£1.05 to £8.40	£1.05 to £9.00	3.5% to 5%
Park and Ride (Sandon and Chelmer Valley services)	Adult daily (Mon - Fri)	Discretionary	£3.50	£3.50	0.0%
	Adult (Saturday)	Discretionary	£1.50	£1.50	0.0%
	Adult weekly	Discretionary	£17.50	£17.50	0.0%
	Adult monthly	Discretionary	£64.50	£64.50	0.0%
	Children daily (Mon - Fri)	Discretionary	£1.00	£1.00	0.0%
	Children weekly	Discretionary	£5.00	£5.00	0.0%
	Children monthly	Discretionary	£20.00	£20.00	0.0%
Park and Ride (Colchester)	Adult daily (Mon - Sat)	Discretionary	£3.00	£3.00	0.0%
	Adult weekly season ticket	Discretionary	£12.00	£12.00	0.0%
	Adult monthly season ticket	Discretionary	£48.00	£48.00	0.0%
	Children daily (Mon - Sat)	Discretionary	£1.00	£1.00	0.0%
Bus lane enforcement	Penalty charge notice for contravention of a bus lane in Essex.	Statutory	£30.00, £60.00, £90.00	£30.00, £60.00, £90.00	0.0%
Trading Standards					
Buy With Confidence approved trader scheme membership	Application fee - 1-5 employees	Statutory	£150.00	£150.00	0.0%
	Application fee - 6-20 employees	Statutory	£200.00	£200.00	0.0%
	Application fee - 21-49 employees	Statutory	£250.00	£250.00	0.0%
	Application fee - 50+ employees	Statutory	POA	POA	0.0%
	Annual fee - 1-5 employees	Statutory	£300.00	£300.00	0.0%
	Annual fee - 6-20 employees	Statutory	£450.00	£450.00	0.0%
	Annual fee - 21-49 employees	Statutory	£600.00	£600.00	0.0%
	Annual fee - 50+ employees	Statutory	POA	POA	0.0%

Fee/Charge		Type (Discretionary / Statutory)	2017/18	2018/19	Change
Special Weighing and Measuring Equipment	Per hour	Discretionary	£76.00	£78.50	3.3%
	Cubic Ballast Measures	Discretionary	£166.00	£171.50	3.3%
	Measuring Instruments for Liquid fuel or lubricants - Container Types (without subdivisions) - per	Discretionary	£76.00	£78.50	3.3%
	Measuring Instruments for Liquid fuel or lubricants - Other Types - First Nozzle - per usage	Discretionary	£144.00	£148.75	3.3%
	Measuring Instruments for Liquid fuel or lubricants - Subsequent Nozzles - per usage	Discretionary	£77.00	£79.50	3.2%
	Road Tankers - per hour	Discretionary	£76.00	£78.50	3.3%
Non Automatic Weighing Instruments (tested on site)	Road Tankers - two test liquids - per hour	Discretionary	£289.00	£298.50	3.3%
	Per usage not exceeding 75kg	Discretionary	£93.00	£96.00	3.2%
	Per usage between 75kg and 1500kg	Discretionary	£256.00	£264.50	3.3%
	Per usage exceeding 1500kg	Discretionary	£667.00	£689.00	3.3%
	Per usage when certified test weights are provided by the submitter to 1500kg	Discretionary	£120.00	£124.00	3.3%
	Per usage when certified test weights are provided by the submitter exceeding 1500kg	Discretionary	£292.00	£302.00	3.4%
Laminated calibration certificate	Per certificate	Discretionary	£38.00	£39.50	3.9%
Length Measures per usage	up to 3 metres - calibration	Discretionary	£48.00	£49.50	3.1%
	up to 3 metres - verification	Discretionary	£10.00	£10.50	5.0%
	3 to 10 metres - calibration	Discretionary	£58.00	£60.00	3.4%
	3 to 10 metres - verification	Discretionary	£20.00	£21.00	5.0%
	10 to 50 metres - calibration	Discretionary	£66.00	£68.50	3.8%
	10 to 50 metres - verification	Discretionary	£29.00	£30.00	3.4%
	50 to 100 metres - calibration	Discretionary	£75.00	£77.50	3.3%
	50 to 100 metres - verification	Discretionary	£37.00	£38.50	4.1%
	100 to 200 metres - calibration	Discretionary	£83.00	£86.00	3.6%
	100 to 200 metres - verification	Discretionary	£45.00	£46.50	3.3%
	200 to 500 metres - calibration	Discretionary	£91.00	£94.00	3.3%
	200 to 500 metres - verification	Discretionary	£54.00	£56.00	3.7%
Business Advice	Per hour	Discretionary	£76.00	£78.50	3.3%
Petroleum Licencing - up to 10 years	Up to 2500 litres	Statutory	£360.00	£360.00	0.0%
	2501 to 50,000 litres	Statutory	£360.00	£360.00	0.0%
	Over 50,000 litres	Statutory	£360.00	£360.00	0.0%
Petroleum search enquiries	Per hour	Discretionary	£76.00	£78.50	3.3%
Explosives licenses	All year sales licence	Statutory	£500.00	£500.00	0.0%
	Storage licence up to 250kg - new application	Statutory	£109.00	£109.00	0.0%
	Storage licence 250kg to 200kg - new application	Statutory	£185.00	£185.00	0.0%
	Storage licence up to 250kg - renewal	Statutory	£54.00	£54.00	0.0%
	Storage licence 250kg to 200kg - renewal	Statutory	£86.00	£86.00	0.0%
Performing Animals registration	Per registration	Discretionary	£76.00	£78.50	3.3%
Massage Licence	New licence	Discretionary	£185.00	£207.00	11.9%
	Renewal of licence	Discretionary	£68.00	£70.50	3.7%
	Additional therapist	Discretionary	£19.00	£20.00	5.3%
Trade weight	Crown stamping - per weight - 1mg to 25kg	Discretionary	£10.00	£10.30	3.0%
	Calibration certificate - per weight 1mg to 25kg	Discretionary	£10.00	£10.30	3.0%
	Standard Weights (1 mg to 25 kg) Calibration certificate, plus calibration as 'working standard'	Discretionary	£13.00	£13.50	3.8%
Non-Automatic Weighing Instruments (NAWIs)	Tested in lab -Up to 75kg capacity	Discretionary	£114.00	£117.75	3.3%
	Tested in lab - Up to 75kg capacity	Discretionary	£76.00	£78.50	3.3%
	Tested in lab - 75kg to 1500kg	Discretionary	£152.00	£157.00	3.3%
	Tested in lab - 75kg to 1500kg	Discretionary	£114.00	£117.80	3.3%
	Tested in lab over 1500kg	Discretionary	£189.00	£195.25	3.3%
	Tested in lab over 1500kg	Discretionary	£152.00	£157.00	3.3%
Tyre depth guages	Tyre depth guages	Discretionary	£10.00	£10.30	3.0%
	per certificate	Discretionary	£38.00	£39.25	3.3%
Domestic water metre	Domestic water metre	Discretionary	£76.00	£78.50	3.3%
Measuring container bottles template	Measuring container bottles template	Discretionary	£48.00	£49.60	3.3%
Cleaning and adjustment of weights	Per hour	Discretionary	£76.00	£78.50	3.3%
Hire of 'hand' test weights	per tonne per day	Discretionary	£74.00	£76.50	3.4%
Collection and delivery of weights	per journey per 1,00 kg	Discretionary	£74.00	£76.50	3.4%
Laminated calibration certificate	Per certificate	Discretionary	£37.00	£38.25	3.4%
Capacity measures	Calibration - up to 1 litre	Discretionary	£46.00	£47.50	3.3%
	Calibration - 1 to 10 litres	Discretionary	£58.00	£59.90	3.3%
	Calibration - 10 to 25 litres	Discretionary	£69.00	£71.30	3.3%
	Verification - up to 1 litre	Discretionary	£8.00	£8.25	3.1%
	Verification - 1 to 10 litres	Discretionary	£20.00	£20.70	3.5%
	Verification - 10 to 25 litres	Discretionary	£31.00	£32.00	3.2%
Flood & Surface Water Service					
Watercourse Regulation	Ordinary watercourse pre-application written advice	Discretionary	£160.00	£165.00	3.1%
	Consent	Statutory	£50.00	£50.00	0.0%
	Regulation site visit with pre-application advice	Discretionary	£315.00	£325.00	3.2%
Reports - Information request for data held by Lead Local Flood Authority (LLFA)	Basic Report	Discretionary	£105.00	£110.00	4.8%
	Detailed Report - minor	Discretionary	£160.00	£165.00	3.1%
	Detailed Report - major	Discretionary	£210.00	£215.00	2.4%
	Detailed Report - large-major	Discretionary	£265.00	£275.00	3.8%
Supply of surface water management plan modelling data	Up to minor	Discretionary	£265.00	£275.00	3.8%
	Major	Discretionary	£525.00	£545.00	3.8%
	Large-major	Discretionary	£950.00	£980.00	3.2%

Fee/Charge		Type (Discretionary / Statutory)	2017/18	2018/19	Change
Written advice	Up to minor	Discretionary	£105.00	£110.00	4.8%
	Major	Discretionary	£210.00	£215.00	2.4%
	Large-major	Discretionary	£315.00	£325.00	3.2%
Meeting at County Hall, with written advice	Up to minor	Discretionary	£210.00	£215.00	2.4%
	Major	Discretionary	£315.00	£325.00	3.2%
	Large-major	Discretionary	£420.00	£435.00	3.6%
Written advice and site visit	Up to minor	Discretionary	£315.00	£325.00	3.2%
	Major	Discretionary	£370.00	£380.00	2.7%
	Large-major	Discretionary	£475.00	£490.00	3.2%
Follow up written advice	Up to minor	Discretionary	£105.00	£110.00	4.8%
	Major	Discretionary	£210.00	£215.00	2.4%
	Large-major	Discretionary	£315.00	£325.00	3.2%
Minerals and Waste Planning team					
Pre-application written advice	Minor	Discretionary	£165.00	£165.00	0.0%
	Major	Discretionary	£330.00	£330.00	0.0%
	Large-scale	Discretionary	£550.00	£550.00	0.0%
Pre-application written advice and a meeting with planning officer at County Hall	Minor	Discretionary	£220.00	£220.00	0.0%
	Major	Discretionary	£440.00	£440.00	0.0%
	Large-scale	Discretionary	£715.00	£715.00	0.0%
Pre-application written advice and a meeting with planning officer on site	Minor	Discretionary	£330.00	£330.00	0.0%
	Major	Discretionary	£550.00	£550.00	0.0%
	Large-scale	Discretionary	£825.00	£825.00	0.0%
Essex Dance Theatre					
A range of charges for classes, exams and studio hire apply - please visit www.essexdancetheatre.co.uk for further information.					
Essex Outdoors					
A variety of different charges apply and an average uplift of 5% has been approved, see www.essexoutdoors.com for further details.					
Miscellaneous					
Home to School Transport	Charging for Post-16 Transport (including special needs) - (income dependent) annual per child	Discretionary	£911.52	CEASED	0.0%
External Foster Carer Checks	External Foster Carer Checks	Discretionary	£41.12	£42.19	2.6%
Safeguarding	Safeguarding checks	Discretionary	£25.70	£26.37	2.6%
Family Centres	Room Hire	Discretionary	£32.50	£33.34	2.6%
Blue Badge	Maximum fee for Blue Badge processing.	Statutory	£10.00	£10.00	0.0%
TRADED SERVICES					
Music Services					
A range of charges apply for instrument hire, workshops and concerts. The charges are re-evaluated bi-annually and will be revisited for 2018/19. Further information can be found at www.essexmusicclub.org.uk					
Essex Education Services					
Details of charges are available on request, please visit www.eescpdportal.org for further information.					
Place Historic and Built Environment					
Place Services run a Traditional Building Skills and Conservation Courses and Lectures programme. There are a number of free places fully funded by the City and Country Group Bursary Scheme.					
Further detail can be found by visiting www.placeservices.co.uk/courses/					
Courses	Lime plaster for Plasterers	Discretionary	£219.30	£224.78	2.5%
	Rustic Fencing	Discretionary	£219.30	DISCONTINUED	0.0%
	Timber Frame Repairs	Discretionary	£275.40	£281.73	2.3%
	Flint Walling	Discretionary	£275.40	£281.73	2.3%
	Conservation Brickwork	Discretionary	£219.30	£224.78	2.5%
	Owners Lime Plaster	Discretionary	£275.40	DISCONTINUED	0.0%
	Run Mouldings	Discretionary	£219.30	£224.78	2.5%
	Brick Bread Oven	Discretionary	£219.30	DISCONTINUED	0.0%
	Repairs to Timber Frame blds - 1	Discretionary	£275.40	DISCONTINUED	0.0%
	Traditional Building repairs - 1	Discretionary	£219.30	DISCONTINUED	0.0%
	Lime Plaster for Beginners	Discretionary	£100.98	£103.91	2.9%
	Livestock and Conservation Grazing	Discretionary	£96.90	£98.93	2.1%
	Conservation Brickwork (Hatfield House)	Discretionary	£275.40	£281.73	2.3%
	Intro to Traditional Brickwork	Discretionary	£219.30	£224.78	2.5%
	Lime mortar and conservation brickwork (Easton Lodge)	Discretionary	£275.40	£281.73	2.3%
Lectures	Understanding Traditional Brickwork	Discretionary	£66.30	£67.96	2.5%
	Working with Traditional Brickwork	Discretionary	£66.30	£67.96	2.5%
	Structural Repairs	Discretionary	£66.30	DISCONTINUED	0.0%
	Heritage Statements	Discretionary	£66.30	DISCONTINUED	0.0%
	Building Pathology	Discretionary	£66.30	DISCONTINUED	0.0%
	Bats, Ecology and Listed Buildings	Discretionary	£66.30	DISCONTINUED	0.0%
	Carpentry and Joinery	Discretionary	£66.30	£67.96	2.5%
	Good Design	Discretionary	£66.30	DISCONTINUED	0.0%
	Trees and Historic Buildings	Discretionary	£66.30	£67.96	2.5%
	Retrofitting	Discretionary	£66.30	£67.96	2.5%
	Conserving Ruins	Discretionary	£66.30	£67.96	2.5%
	Tour of Traditional Brickworks	Discretionary	£66.30	£67.96	2.5%
	Extensions to listed buildings	Discretionary	£66.30	£67.96	2.5%
		Discretionary	£66.30	£67.96	2.5%

FEES AND CHARGES

POLICY AND FRAMEWORK FOR THE SETTING OF FEES AND CHARGES ACROSS ESSEX COUNTY COUNCIL

Policy name
Author:

Fees and Charges 2014/2015
Financial Services

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1. Corporate fees and charges policy

- 1.1. **All service lines are required to assess the appropriateness of levying fees and charges on the services that they provide (with the exception of services provided internally to customers within Essex County Council). This decision, once made, needs to be reviewed and re-assessed, on an annual basis, in line with the policy statements set out in this framework and in consultation with the appropriate cabinet member(s). A record of the decision should be made using the template attached in Appendix A of this policy.**
- 1.2. The following policy statements set out the framework within which all services within the scope of this policy must comply with regard to setting fees and charges. Further supporting information for each policy is included within the main policy document and referenced, as appropriate, in the table below.

Policy Statement	Reference to Framework
1. <i>Effective date of policy</i> This policy is effective from 20 th November 2014, following approval from Cabinet.	4.1
2. <i>Scope of policy</i> This policy applies to all services provided by the Council where charges may lawfully be applied and the annual forecast recoverable expenditure of a service meets or exceeds £250,000, although the principles of the policy can be applied to those areas of expenditure under this amount.	4.2
3. <i>The roles and responsibilities set out in Appendix B must be adhered to with regard to fees and charges:</i> Appendix B sets out the required roles and responsibilities associated with: <ul style="list-style-type: none">• The governance for introducing or amending charges• Management and monitoring of fees and charges• Annual review of fees and charges	4.3
4. <i>All services should be charged for, in line with the requirements of this policy , where permissible, appropriate and practicable</i> All services should be charged for unless they meet one or more of the following: <ul style="list-style-type: none">• It is not lawful to apply a charge or there are other limitations on charging (section 4.4.2 summarises the legal framework for charging)• It does not support Corporate Objectives / Outcomes	4.4

	<p>to charge</p> <ul style="list-style-type: none"> It is impractical or inappropriate to apply them, for example, in cases of genuine hardship or need for information 	
5.	<i>The rationale for charging, or not to charge, must be set out in a clear statement of intent</i>	4.5
	The statement included in Appendix A to this document must be completed for all services explaining the rationale, and the implications, of the decision to charge or not to charge.	
6.	<i>Where charging is to be introduced, there must be a clear statement of the service delivery objectives to be achieved from that charging policy</i>	4.6
	The statement included in Appendix A to this document must be completed explaining the service delivery objectives to be achieved from the charging policy.	
7.	<i>Charging levels should ensure full cost recovery unless a decision has been made to trade commercially with another public body or operate commercially through a company or cooperative, or unless one, or more, of the following criteria are met:</i>	4.7
	<ul style="list-style-type: none"> a. it is not legal to do so b. it does not support Corporate Objectives / Outcomes to charge c. market conditions will not sustain charges at that level; in this case, however, there must be clear justification for supporting the service, in part, through council tax. d. a public body is being charged, which means that full cost recovery can be exceeded where this is provided through an agreement or contract. 	
8.	<i>Charges will be subject to annual inflation where permissible</i>	4.8
	<p>Charges should normally be increased by the forecast rate of increase in the Consumer Price Index (CPI) annually, based on the HM Treasury forecast CPI applied for the budget setting process (usually published in November), for the relevant year unless:</p> <ul style="list-style-type: none"> a. This would mean that the service does not comply with the cost recovery policy statement above b. Market prices would suggest that this is not sustainable or an alternative inflation measure can be demonstrated to be more appropriate c. This increase would not meet Corporate Objectives 	

9. <i>Charges should normally be set annually with indicative charges being set a second and third year</i>	4.9
Unless there is a justifiable reason for not doing so, charges should be set for a minimum three year period, to provide transparency to service users and to support service and financial planning.	
10. <i>The appropriate level of VAT must be applied to all charges</i>	4.10
Ensure that the VAT guidance issued by the Executive Director for Corporate and Customer Services is complied with (i.e. to ensure that the correct liability is attached to all income due and that all amounts recoverable on purchases can be claimed).	
11. <i>Fees and charges decisions must be underpinned by the appropriate approvals</i>	4.11
<p>All new or amendments to fees and charges should be considered as part of the annual budget process and subject to the approvals as defined by the Council's constitution. Policy statement 3 sets out the roles and responsibilities for the respective approvals required for decisions made with regard to introducing or amending fees and charges.</p> <p>In exceptional circumstances it may be necessary for fees or charges to be amended mid-year. In such cases, the exceptional approval process must be adhered to, as set out in Appendix D.</p>	
12. <i>Charges should be transparent to customers and other stakeholders</i>	4.12
<p>Any proposed fees and charges must be communicated through appropriate channels to service users within a reasonable notice period together with details of how to access any concessions or discounts that may apply. Reasonable notice is deemed to be not less than 1 month for discretionary services; statutory services should apply the consultation requirements, as appropriate, as set out in the statutory guidance</p> <p>Prior to implementation, or amendment of fees and charges, consultation should also be undertaken, where appropriate, with community planning partners, residents and other stakeholders over proposed charges. In addition, the proposed charges will be subject to a local equalities impact assessment. This does not normally apply to an annual price increase which is broadly in line with the consumer prices index.</p>	

13. <i>Income from fees and charges should be administered to ensure ease of collection and comply with the debt recovery policy</i>	4.13
Charges should be administered to maximise ease of collection of charges and minimise the costs of collection, considering both the Council and the service user perspective, in order to optimise the likelihood of collection.	
14. <i>Income from fees and charges must be monitored regularly</i>	4.14
Regular monitoring of the effects of any new charges or change in charging approach must take place, as a minimum, over the 12 month period following their implementation. The impact of the charges should be reported, by exception, to the Head of Service, where monitoring indicates any adverse impacts, including, but not limited to, impact on policy and the reputation of the Council.	
Performance monitoring should also be undertaken regularly to ensure service take-up and income reflect budgeted levels. Any significant variance should be reported through the budget monitoring and forecasting process.	
15. <i>All charges should be reviewed annually to consider the appropriateness of the services being charged for and price that is being levied</i>	4.15
All fees and charges should be reviewed annually by the Head of Service, in alignment with the annual budget setting timetable and at the latest by the 31 st October for the forthcoming financial year.	
The template in Appendix A should be completed or updated as part of this review.	
16. <i>A database consolidating the detail for fees and charges applied by the Authority is required to be maintained by the Funding and Investment Team in Financial Services</i>	4.16
A comprehensive database of fees and charges levied across the Council will be maintained by the Funding & Investment Team within Financial Services. This database will provide a single reference point for queries on the fees and charges levied.	
17. <i>All documentation associated with the setting and levying of fees and charges should be retained as a minimum for the period over which the charges are levied plus three years.</i>	4.17
Documents should be retained in a format that can be made accessible to all stakeholders, including customers or	

service users, on request.

Local service retention policies may require documents to be retained over a longer time period than this.

2. Introduction

- 2.1. The purpose of this document is to establish the corporate charging policy for setting and refreshing all fees and charges applied by Essex County Council (ECC) for the supply of goods and services. This is a requirement of the Authority's [Financial Regulations](#) which state the following:

Charging policies

Executive Directors will establish a charging policy for the supply of goods or services and, in consultation with the Executive Director for Corporate and Customer Services, review it annually as part of the corporate planning process. An annual statement on fees and charges will be taken to Cabinet, and then to Council, in alignment with the budget setting timetable.

On an exceptional basis, alternative timeframes will be considered in agreement with the Executive Director for Corporate Services.

- 2.2. The Council seeks to optimise the funding it secures to deliver its services using different sources of funding and seeks to ensure the ongoing financial sustainability of service provision. Fees and charges are a key element of the funding strategy for the provision of services. The Council will assess the levying of fees and charges on its services as part of the annual budget setting process. This will be coordinated in a consistent manner across all service lines.
- 2.3. This document sets out the framework within which fees and charges levied by the Council are agreed and regularly reviewed within the annual budget process and with regard to the overarching objectives of the Council. It embeds an expectation of fairness and transparency in charging and level of charges; plus, ensuring that where chargeable services are being subsidised through other means that this is a result of a clear decision.
- 2.4. The Operations Board will have responsibility for monitoring the on-going impact following the implementation of this policy; initially six monthly for the first year and annually in subsequent years. The review will be aligned to the annual review of fees and charges required within this policy.

3. Summary of considerations to be made prior to introducing or amending a fee or charge

- 3.1. When planning to introduce or amend a charge, the charging principles set out in this corporate policy must be taken into account. Any new or amended charges should have clear charging aims, and should identify whether:
- 3.1.1. they are intended to recover the full cost of discretionary services (i.e. where legislation and guidance allow), including a contribution to the costs of the Council's Corporate and Democratic Core activities and its

Non-Distributed Costs. Any charges varying from this policy must be justified in a transparent manner and aligned to corporate priorities and outcomes.

- 3.1.2. any charging concessions will be offered and, if so, what these are and who will be eligible for these concessions.
- 3.1.3. charges are set to generate or contribute to the resources for service improvement.
- 3.1.4. charges are being set to encourage take-up of the service (e.g. introductory offers).
- 3.1.5. any differential pricing structures will apply (e.g. lower rates for local residents, different age groups, students or for charitable organisations etc.).
- 3.1.6. discounts will be offered for prompt payment, or for payments made in advance of service provision.
- 3.1.7. any unrecovered costs are to be met through Council Tax or by another means. The financial consequences of any subsidy must be clearly set out.
- 3.2. The charging policy should also detail the price setting methodology, the scale of charges that will apply for the forthcoming financial year and the basis upon which price increases will be determined and when.
- 3.3. The template included in Appendix A should be completed when seeking to introduce or amend charges. In completing the template, the policy statements set out below must be adhered to.

4. The Policy Framework

4.1. Policy Statement 1: Effective date of the policy

- 4.1.1. The policy is effective from 20 November 2014 following approval from Cabinet.

4.2. Policy Statement 2: Scope of policy

- 4.2.1. The purpose of this statement is to set out the scope within which this policy should be applied across all service areas.

This policy:

- 4.2.1.1. applies to all services where the potential annual forecast recoverable expenditure exceeds the de minimis of £250,000 annually, although the principles of the policy can be applied to

those areas of expenditure under this amount; the de minimis is reached in the following circumstance:

- where the current year expenditure budget allocated to a cost centre, or the associated prior year actual expenditure, against which income can be legally recovered, meets or exceeds £250,000 annually.

and,

4.2.1.2. applies to all services provided by the County Council, or parties acting on its behalf, where charges may lawfully be applied and the de minimis identified in 4.2.1.1 is exceeded.

4.2.1.3. applies to all services where the de minimis identified in 4.2.1.1 is exceeded, which apply fees and charges, irrespective of the means used for charging, for example:

- Charges at the point of sale or admission
- Fees paid in advance for receiving services, e.g. meals on wheels
- Services billed for, in arrears, after they have been provided

4.2.1.4. for the avoidance of doubt, also applies to the County Council's traded services, for example, those traded services provided to schools and other public sector bodies. Traded Services must also take into account any additional guidance regarding the financial treatment of Trading Activities that may be published by Financial Services.

4.2.1.5. does not apply to services provided to internal Essex County Council customers where costs are recharged.

4.2.2. It should be noted that, whilst this policy incorporates an annual de minimis of £250,000 as set out in 4.2.1.1 above, all service areas must still comply with the approvals framework for Fees and Charges as set out in the Council's Constitution.

4.2.3. With regard to statutory services where service levels are provided above the minimum defined statutory requirement, the additional service should be treated as discretionary for the purposes of this policy. In these circumstances, the discretionary element would be subject to the de minimis set out above.

4.3. Policy Statement 3: The roles and responsibilities that must be adhered to with regard to fees and charges

4.3.1. The table in Appendix B summarises the roles and responsibilities that are involved in the introduction or amendment of fees and charges, plus the management and governance of the associated policies to ensure the decision making is appropriate and transparent.

4.4. Policy Statement 4: All services should be charged for, in line with the requirements of this policy, where permissible, appropriate and practicable

4.4.1. The purpose of this policy statement is to ensure that all charging complies with the legal framework for charging but also take into account other limitations to charging; both of these issues are explored further below.

4.4.2. Legal Framework for Charging

4.4.2.1. The legislative framework for charging is complex and services must ensure that any charges that are applied meet the current legal requirements.

4.4.2.2. Charges for statutory services are only permissible where this is supported by legislation. In these circumstances, the charges applied must adhere to the limitations set out in the legislation or associated guidance.

4.4.2.3. The Local Authorities (Goods and Services) Act 1970 gives local authorities the power to enter into agreements with other local authorities and certain public bodies for the provision of goods and administrative, professional or technical services.

4.4.2.4. There law allows us to charge for discretionary services. Some services (e.g. country parks) has its own legislation which allows charging. Where service specific legislation does not empower charging then the Council can rely on the following legislation to charge for discretionary services:

- *Localism Act 2011: General Power of Competence*
- *Local Government Act 2003: The Power to Trade and the and Discretionary Charging Powers*

4.4.2.5. The Acts stated above introduced powers to charge for discretionary services that can be applied by the Council; additional guidance should be sought with regard to the specific requirements of the Acts, but the following summarises the main

limitations which must be taken into consideration before introducing or amending a charge:

- There must not be a legal restriction on charging.
- The charging powers only apply to discretionary services against which there is no pre-existing power to charge.
- If the power is to be used to operate a service commercially on a traded basis then it must be provided through a UK registered company or cooperative. The guidance that accompanies this policy incorporates the trading framework that supports the development of the commercial offer; these should be borne in mind when considering this option.
- Charges for discretionary services not operated commercially must be set so that income does not exceed the cost of provision. This must be calculated, in taking one financial year with the next, the income from discretionary charges must not exceed the cost of provision. The intention of the power is not that local authorities make a profit, rather that they are able to recover their costs.
- In setting discretionary charges, the function may charge only some service users and may make different charges to different groups of service users, provided that the cost recovery limitation is observed.
- The service user must have agreed to the charge before it can be applied. Where charges are to be collected after services have been provided it is important that evidence of customer consent is obtained, otherwise any outstanding debt may be unenforceable. This can be done by the clear display of signs or the use of written agreements.

4.4.2.6. An important point to note with regard to the powers to charge and trade is that whilst these are limited to discretionary services, where a service is being provided under statutorily defined limits, any enhanced provision beyond statutory requirements could be considered to be discretionary and can therefore be charged for in line with the requirements of this policy.

4.4.3. Additional Limitations on Charging

4.4.3.1. In addition to the statutory restrictions on charging, there will also be economic limitations on how much new income may be generated from charges:

- The level and structure of charges already being made by the Council may limit the potential to generate additional income.
- Where there are alternative providers of the service, excessive charges by the activity could be counterproductive, as customers will use the cheaper alternative providers.
- Some categories of income will be influenced by the general level of economic activity (e.g. such as the housing market and the rate of new housing development) and others will be affected by clients' personal circumstances.

4.4.4. There are risks, too, in applying a proactive approach to charging:

4.4.4.1. Public or commercial competitor resentment if the Council has a monopoly on providing the service.

4.4.4.2. Because Council Tax is a highly visible tax, residents may already feel they have been charged through their council tax and that high additional charges are a form of double taxation.

4.4.4.3. Fees and charges income is not a stable funding source.

4.4.4.4. Increased charges may be regressive (more of a burden on those with low incomes).

4.4.5. All of these factors must be considered when setting fees and charges.

4.5. **Policy Statement 5: The rationale for charging, or not to charge, must be set out in a clear statement of intent**

4.5.1. The corporate charging policy is intended to create a consistent and transparent approach to charging across council services. The intention of this statement is to ensure that the reasons for implementing fees and charges (and equally amending charges or decisions not to charge) are clear and are aligned with corporate priorities and outcomes.

4.5.2. The statement included in Appendix A to this document must be completed for all services explaining the rationale, and the implications, of the decision to charge or not to charge.

4.6. Policy Statement 6: Where charging is to be introduced, there must be a clear statement of the service delivery objectives to be achieved from that charging policy

4.6.1. Each charging policy must have clear service delivery objectives linked to supporting the achievement of corporate priorities and outcomes.

4.6.2. The following sets out the potential outcomes from Charging that must be considered in establishing the rational and objectives of charging:

4.6.2.1. supporting the achievement of corporate priorities and outcomes

4.6.2.2. meeting statutory obligations where the use of charging is permissible and appropriate

4.6.2.3. providing and sustaining services that otherwise may be subject to reductions or non-provision

4.6.2.4. assisting in alleviating budget pressures and to ensure that the council is not subsidising services where there is not a clear policy decision to do so

4.6.2.5. supporting services which provide direct benefits to identifiable groups. In general, services which benefit the entire Essex community should be funded through general taxation rather than charging, as this may be more efficient.

4.7. Policy Statement 7: Charging levels should ensure full cost recovery unless a decision has been made to trade commercially with another public body or through a company, or unless one, or more, of the following criteria are met:

- it is not lawful to do so (see section 4.4.2 above)
- it does not support Corporate Objectives / Outcomes to charge; or
- market conditions will not sustain charges at that level; in this case, however, there must be clear justification for supporting the service, in part, through council tax
- bodies covered by the Local Authorities (Goods and Services) Act 1970 are being charged, which means that full cost recovery can be exceeded where this is provided through an agreement or contract.

4.7.1. Ensuring full cost recovery means that the delivery of the service does not place an additional burden on the authority's funding envelope, particularly with regard to Council tax.

- 4.7.2. Where charges must be set not to exceed full cost recovery, future year charges should be set as indicative to enable them to be amended to take into account over or under-recovery of income from the previous year.
- 4.7.3. For a service to operate commercially, either under the general powers of competence or the power to trade (see section 4.2.2), and aim to recover a profit, it must operate through a UK registered company or cooperative. The Director for Traded Development must be consulted prior to the production of a business case for the implementation of any new commercial activities.
- 4.7.4. Where goods or services are provided to other public bodies under the Local Authorities (Goods and Services) Act 1970, the Council is permitted to enter into agreements which are not limited by a maximum income threshold of full cost recovery. The Act enables the authority to use an agreement to set out payment terms that all parties consider to be appropriate. Under these circumstances, the service may recover a profit, if appropriate, without the need to operate through a commercial trading company.
- 4.7.5. Charges should be determined in such a way as to promote the achievement of the Vision for Essex, as set out by the County Council in 2013 and, just as importantly, so as not to frustrate their achievement. The key ambitions within the vision are as follows:
- *increase educational achievement and enhance skills*
 - *develop and maintain the infrastructure that enables our residents to travel and our businesses to grow*
 - *support employment and entrepreneurship across our economy*
 - *improve public health and wellbeing across Essex*
 - *safeguard vulnerable people of all ages*
 - *keep our communities safe and build community resilience*
 - *respect Essex's environment*
- 4.7.6. Charges should also be set with consideration of supporting the 7 outcomes that have been identified as key measures for achieving the Vision for Essex, as follows:
- *Children in Essex get the best start in life*
 - *People in Essex enjoy good health and wellbeing*
 - *People have aspirations and achieve their ambitions through education, training and lifelong-learning*
 - *People in Essex live in safe communities and are protected from harm*
 - *Sustainable economic growth for Essex communities and businesses*
 - *People in Essex experience a high quality and sustainable environment*

- *People in Essex can live independently and exercise control over their lives*

4.8. Policy Statement 8: Charges will be subject to annual inflation where permissible

- 4.8.1. In line with the expectations of the Authority's medium term resourcing strategy, all charges should normally be subject to an annual inflation uplift.
- 4.8.2. Unless an alternative measure is identified as being more appropriate by the budget holder, inflation should normally be applied using the CPI forecast, published by HM Treasury, for the relevant year as is applied through the budget setting process. This is normally based on the CPI forecast published in the November prior to the budget being set.
- 4.8.3. In some instances the budget holder may identify that an inflationary uplift may not be permissible or appropriate, as set out below:
 - 4.8.3.1. It would mean that the service does not comply with the cost recovery policy statement
 - 4.8.3.2. Market prices would suggest that this is not sustainable
 - 4.8.3.3. The increase would not meet Corporate Objectives
- 4.8.4. Where inflation is not applied, the reasons for this should be identified in the annual review and recorded on the template included in Appendix A.

4.9. Policy Statement 9: Charges should normally be set annually with indicative charges being set for a second and third year

- 4.9.1. Unless there is a justifiable reason for not doing so, charges should be set for a minimum rolling three year period, to provide transparency to service users and to support service and financial planning.
- 4.9.2. In setting the charges for future years, the policy statements regarding cost recovery (7) and inflation (8) must be adhered to.
- 4.9.3. All future year's charges should be re-assessed annually, as part of the annual review, and amended as required through the annual budget process.

4.10. Policy Statement 10: The appropriate level of VAT must be applied to all charges

- 4.10.1. Ensure that the VAT guidance issued by the Executive Director for Corporate and Customer Services is complied with (i.e. to ensure that the correct liability is attached to all income due and that all amounts

recoverable on purchases can be claimed).

4.11. Policy Statement 11: Fees and charges decisions must be underpinned by the appropriate approvals

- 4.11.1. All new or amendments to fees and charges should be considered as part of the annual budget process and subject to the approvals set out in the Council's constitution.

Other than as set out below, officers are not authorised to change fees, charges or concession policies:

- i. Officers may apply inflationary increases to fees, charges and concession policies;
 - ii. Officers may determine fees for one off events or activities;
 - iii. Officers may determine the fees to be charged to other public bodies for services which the Council provides on a commercial or full-cost recovery basis. Where services are to be considered for delivery on a commercial basis, the Director for Traded Development must be consulted.
- 4.11.2. Appendix B sets out the roles and responsibilities for the respective approvals required for decisions made with regard to introducing or amending fees and charges. It also clarifies the approvals required where a decision is made not to charge.
- 4.11.3. In exceptional circumstances it may be necessary for fees or charges to be amended mid-year. In such cases, the exceptional approval process must be adhered to.
- 4.11.4. Appendices C and D set out the high level governance and approvals processes for all amendments to fees and charges policies.

4.12. Policy Statement 12: Charges should be transparent customers and other stakeholders

- 4.12.1. Any proposed fees and charges must be communicated through appropriate channels (for example, through the internet or the media or local advertising) to service users within a reasonable notice period together with details of how to access any concessions or discounts that may apply. Reasonable notice is deemed to be not less than 1 month for discretionary services; statutory services should apply the consultation requirements, as appropriate, as set out in the statutory guidance. Charges that are imposed 'on the day' (e.g. parking charges or bus fares) should be communicated by notice being displayed on site for at least 2 weeks before the change.

- 4.12.2. Prior to implementation, or amendment of fees and charges, consultation should also be undertaken, where appropriate, with community planning partners, residents and other stakeholders over proposed charges. In addition, the proposed charges will be subject to a local equalities impact assessment. This does not apply to an annual price increase which is broadly in line with the consumer prices index.
- 4.12.3. It is important to be able to demonstrate customer consent to charges, as required under statute. Customer consent can be demonstrated through customer take-up of the service on the terms offered. Where a customer receives a continuing service for which they pay in arrears it may be advisable to use a signed agreement, although this may not always be necessary or possible. It is important that initial customer consent is defined as closely as possible and that it is not too vague, otherwise the debt may prove unenforceable.

4.13. Policy Statement 13: Income from fees and charges should be administered to ensure ease of collection and comply with the debt recovery policy

- 4.13.1. Charges should be administered to maximise ease of collection of charges and minimise the costs of collection, considering both the Council and the service user perspective, in order to optimise the likelihood of collection.
- 4.13.2. Where appropriate, charges should be paid in advance or at the point of service delivery. In all instances, the Council's [Income Collection Policy](#) should be followed.

4.14. Policy Statement 14: Income from fees and charges must be monitored regularly

- 4.14.1. Regular monitoring of the effects of any new charges or change in charging approach must take place, as a minimum, over the 12 month period following their implementation. The impact of the charges should be reported, by exception, to the Head of Service in the first instance, where monitoring indicates **any** adverse impacts of the charges, including, but not limited to, impact on policy and the reputation of the Council.
- 4.14.2. Performance monitoring should also be undertaken regularly to ensure that service take-up and income reflects budgeted levels. Any significant variance should be reported through the budget monitoring and forecasting process.
- 4.14.3. Chargeable services and trading activities are dependent upon their income from charging to achieve their financial targets. To improve income performance, and avoid the risk of bad debts or debt write offs,

services and trading activities should:

- Collect charges in advance of service provision wherever possible;
- Ensure all customers are promptly assessed and billed;
- Ensure service users pay charges promptly and that an effective recovery approach is in place; and
- Have high quality and transparent accounting and administration to ensure all charges provide clear proof of debt.

4.14.4. Customers / clients should be billed via the Council's Debtors' Ledger, and in compliance with the Council's [Income Collection Policy](#) and the Financial Regulations.

4.15. Policy Statement 15: All charges should be reviewed annually to consider the appropriateness of the services being charged for and the price that is being levied

4.15.1. All fees and charges should be reviewed annually by the Head of Service, in alignment with the annual budget setting timetable and at the latest by the 31st October for the forthcoming financial year.

4.15.2. In reviewing the charges, the points of consideration set out in section 3 of this policy should be taken into account.

4.15.3. The template in Appendix A should be completed or updated as part of any review.

4.16. Policy Statement 16: A database consolidating the detail for fees and charges applied by the Authority is required to be maintained by the Funding and Investment team in Financial Services

4.16.1. A comprehensive database of fees and charges levied across the Council will be maintained by the Funding & Investments Team within Financial Services. This database will provide a single reference point for queries on the fees and charges levied.

4.16.2. On introducing or amending fees and charges, the log should be updated within a month of the approved change.

4.16.3. It is the responsibility of the Head of Service to ensure that the Funding & Investment Team is made aware of changes on a timely basis.

4.17. Policy Statement 17: All documentation associated with the setting and levying of fees and charges should be retained as a minimum for the period over which the charges are levied plus three years

4.17.1. Documents should be retained in a format that can be made accessible to all stakeholders, including customers or service users, on request. This will ensure that there is transparency and the opportunity for challenge with regard to all decisions regarding implementing or amending fees and charges.

4.17.2. Local service retention policies may require documents to be retained over a longer time period than this.

5. Additional Guidance

5.1. This policy and framework is supported with a guidance note which provides greater detail with regard to the practical application of this policy framework. The guidance note should be taken into account when planning to introduce or amend any fees and charges for any services provided by, or on behalf of, Essex County Council.

5.2. For commercial activities, reference should also be made to the following additional guidance which will also be made available alongside this policy:

5.2.1. A trading framework that underpins the development of a commercial offer

5.2.2. Incorporating commercial awareness into business cases

6. Other Key Policies and Documents

6.1. The Fees and Charges Policy should be read and used in conjunction with the Council's other policy documents and guidance. For ease of reference, links to the key documents and guidance are listed below:

- [Financial Regulations](#)
- [Essex County Council Constitution](#)
- [VAT Manual](#)
- [Income Collection Policy](#)

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		Service Area			
Head of Service					
Description of Chargeable Service					
Date of Agreement		Date of Review			
Approved by				<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>(Insert additional lines as required)</i>					
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					
State the service delivery objectives to be achieved by charging (including the objectives of concessions and discounts)					

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

Do the charges aim to achieve full cost recovery?		Yes / No		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)				
<i>(Details of other funding sources)</i>				
Which stakeholders have been engaged with regard to the changes?				
<i>(Please identify details of all Stakeholders that have been consulted including how and when they have been consulted)</i>				

Once approved, a copy of the completed form should be submitted to the Funding and Investment Team.

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.

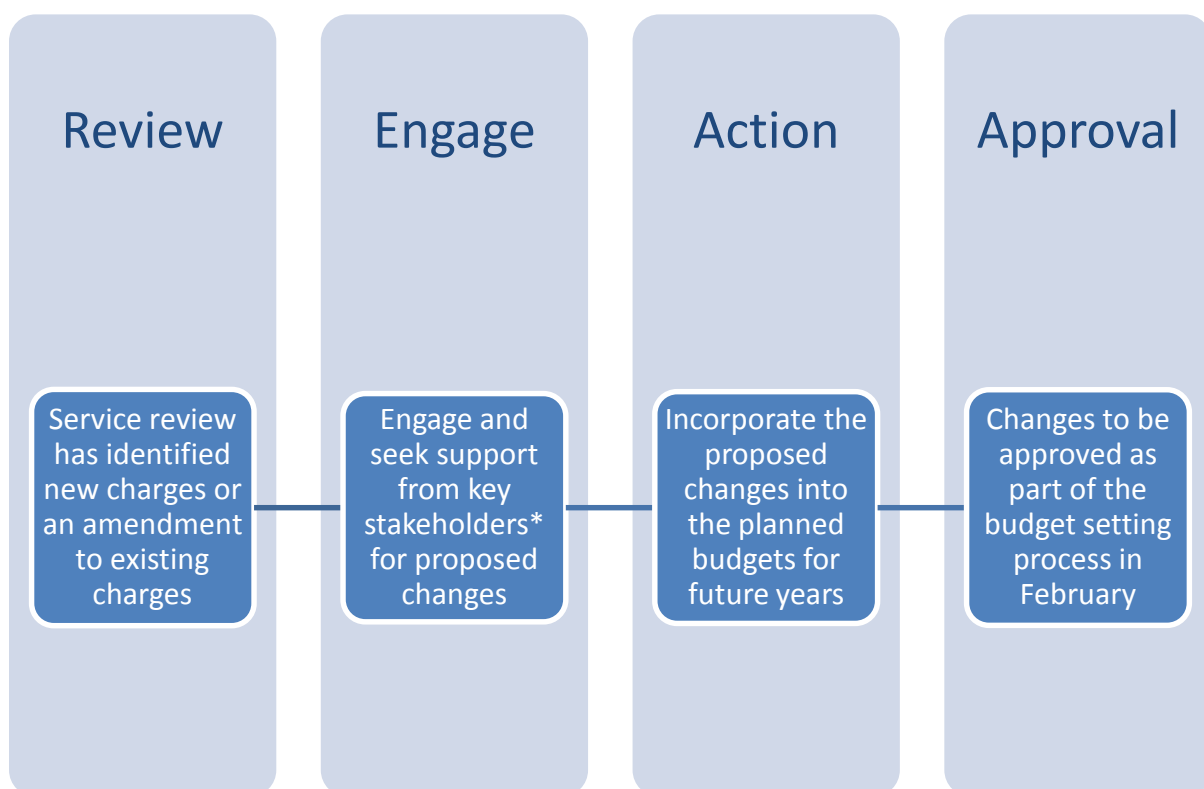
Action	Decision Required	Actioned by	Supported by	Reviewed by	In consultation with	Approved by	Ref. to Policy
Apply fees and charges on a commercial basis through the establishment of an alternative delivery vehicle	Key Decision / Cabinet Member Action	Head of Service / Operational Budget Holder	Head 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

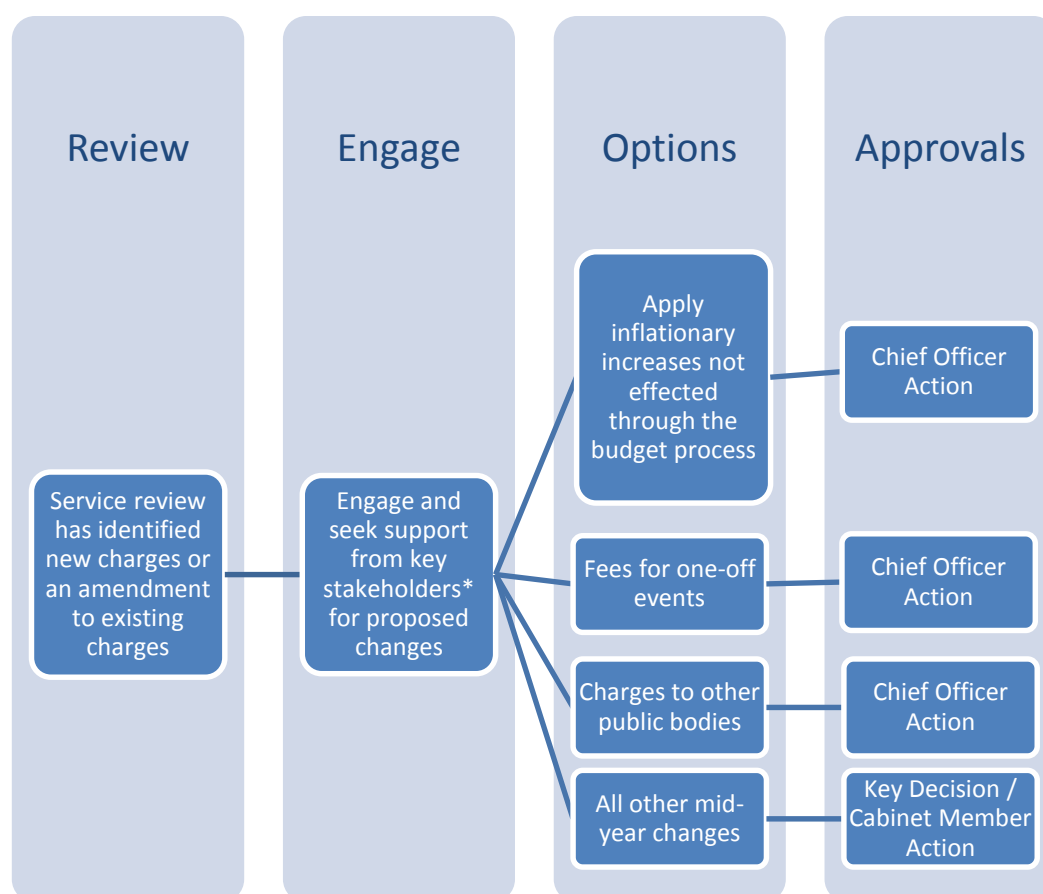
Set out below is the high-level process for actioning new, or amendments to, fees or charges through the annual budget setting process; for amendments that need to be made outside of this process, please refer to the separate guidance on mid-year amendments. This process should be considered in conjunction 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.

Strategy, Insight and Engagement

ECC's Approach to Consultations

Research and Citizen Insight

ECCs approach to consultation

“We will put residents at the heart of the decisions we make: it is our responsibility as elected representatives to take decisions on behalf of our communities. To ensure we make the best decisions we can, we will engage with our residents and communities, gathering their views on the issues that matter most to them.”

When do we need to consult?

In general we need to consult if:

- there is a major decision on reorganising services. Even if the decision isn't intended to have a direct and immediate effect on services we do need to consult;
- the decision will significantly affect end users of a service;
- there is a statutory requirement to consult; or
- we have said we will consult.

Suggests need to consult	Suggests no need to consult
<ul style="list-style-type: none">- Policy may have a significant negative effect on people.- Decision likely to be contentious with service users or the public- We don't know what the impact is likely to be.- Statutory requirement to consult- We have previously told people we will consult- We have a long history of consultation on similar decisions.	<ul style="list-style-type: none">- Policy will have a neutral or positive impact on users of the service- The negative impact is likely to be minimal - such as a small increase in cost or a small change to service frequency.- Impact of change is clear and minimal- Urgent need for change which has arisen unexpectedly.- We have no practical alternative to the change (eg new law)- Decision to implement a previously agreed strategy which was adopted following consultation- The aim is to provide a new service or additional choices for people.- Decision is only 'in principle' and there will be further consultation later.- Decision has internal impact only (although staff consultation may be needed)

Is it really consultation?

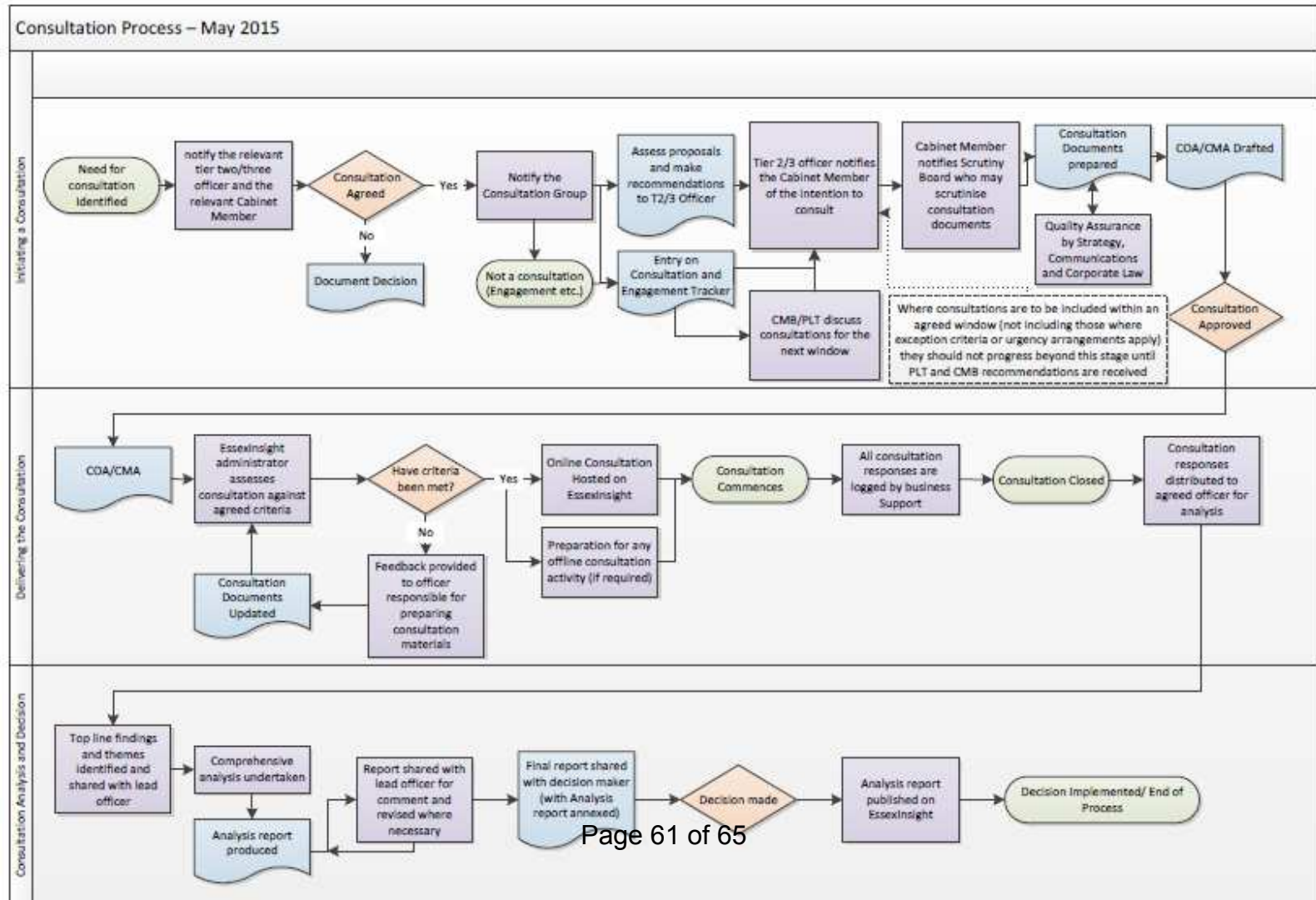
Today we are talking specifically about consultations rather than involvement, participation or engagement. The definitions below are given to services to clarify:-

Activity	Description
Involvement	Interactions between decision-makers and stakeholders to exchange views. Involvement should continue throughout the process to ensure that concerns and aspirations are consistently understood and considered.
Participation	The act of taking part or sharing in something. Different types of participation are valid for different people at different times according to their own wishes as well as what is possible for an organisation.
Co-production	Co-production is working in partnership between a service provider and people who use services. It draws on the knowledge, ability and resources of both to develop solutions to issues. It is an equal and reciprocal relationship between professionals and the people using services, their families and communities
Engagement	Relationship-building activities with stakeholders that enable more specific activities to then take place for mutual benefit.
Research	Using evidence and understanding of lived experience to shape strategy and services using Primary or secondary research methods with citizens voice influencing the development of services
Consultation	The dynamic process of dialogue between individuals or groups, based upon a genuine exchange of views, and normally with the objective of influencing decisions, policies or programmes of action

Process

- Notify relevant Officers and Cabinet Member and agree need for the consultation
- Notify ECC consultation group via consultations@essex.gov.uk outlining key details of proposal.
- Group would then decide whether the activity is an engagement/research piece or a Consultation.
- If consultation, then the group will prepare papers for PLT and CMB to agree the consultations for given time frame.
- Cabinet Member to then notify Scrutiny Board of the intention to consult. The Scrutiny Board can then decide whether to scrutinise the consultation plans before a (Chief Officer Action (COA)/Cabinet member Action (CMA) is taken
- Design the consultation exercise and prepare the necessary documentation to support the consultation
- Ensure this design and documentation is quality assured by members of the Consultation Group with named representatives identified for ongoing queries
- Obtain formal authorisation to undertake the consultation from the relevant chief officer or Cabinet Member.
- Ensure that other affected Members, Stakeholders and partners are informed of the decision to consult before the exercise is formally launched.

Process



Consultation Tracker

P1																
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
	Title	Description	Audience	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	
1																
2	Children and Young People's Plan	Consultation on the newly developed Children's and Young Peoples Plan priorities for	Public	01-Apr Ended												
3	Proposed changes to Sure Start Children's Centres in Essex	Consultation on proposals to include Sure Start Children's Centres as part of the Integrated Pre-Birth - 19 Health, Wellbeing and Family Support Offer from	Public	10-Apr Ended												
4	Direct Payments	Consultation on the impact of changes to the Direct Payments Support Services	Public	End												
5	Bus Services Consultation	Consultation on the impact of the withdrawal of services in Braintree, Brentwood and Chelmsford	Public	20-Apr Ended												
6	Bus Services Consultation	Consultation on the proposed changes in route and timetables on the Dengie peninsula	Public													
7	Bus Services Consultation	Retendering of 29 bus services contracts mainly in the Epping, Harlow and Brentwood area	Public		TBC	TBC										
8	Bus Fare Increase Consultation	Consultation to better understand the impact that planned increases in local bus fares may have on fare-paying bus users.	Public		09-May	17-Jun Ended										
9	Extra Care Schemes	Introduction of new piece of mind charges in existing schemes	Public							End						
10	Review of Development Management Policies 2016	Consultation on Development Management Policies 2016	Public				End Open	14-Aug End								

CORPORATE POLICY AND SCRUTINY COMMITTEE

WORK PROGRAMME 2018/19 (ADOPTED OCTOBER 2017 MEETING)

Approach to topic selection – where can the committee conduct reviews quickly, influence change and a difference to the residents of Essex.

Confirmed	Being investigated further	Not currently being investigated	DATE	ISSUE/TOPIC	FOCUS	APPROACH	RAG
			July 2018	Borrowing	Why we have to borrow? Long-term costs? Borrowing strategy	To be presented to the Committee at the July meeting	
			July 2018	Public Consultations	Scoping work with costs associated with public consultations	To be presented to the Committee at the July meeting	
			July 2018	Fees and Charges	Is the policy to cover costs, make profit or break even? Do individual service areas determine the charges and what determines an increase/decrease? Are voluntary groups either exempt/charged less for say buildings they may lease from	To be presented to the Committee at the July meeting	

		ECC? A breakdown of the fees and charges charged by service areas		
September 2018	Staff survey results	An update on the Your Voice Survey Groups will be provided	To be presented to the Committee at the September meeting	
September 2018	Pre-scrutiny – Budget 2019/2020	Focus to be determined	Timing to be determined after further discussions with key officers	
TBC	Property investment to shape communities	Focus to be determined		
TBC	Registration services	Rationalisation of buildings/co-location. Can scrutiny influence the shaping of something new or will it be a review of the implementation of a strategy?	Could seek an update on where ECC are with rationalisation programme	
Issues previously suggested and to be ‘parked’ pending further information and/or discussions and further evaluation				
	Review process for developing policy	Focus to be determined	To be determined	
	Emerging organisation strategies	May fall under the remit of other committees	To be determined	
Issues previously suggested and not to be pursued				
	Review of Essex Design Guide	Place and Economic Growth Policy and Scrutiny Committee has remit over planning	It is not currently an issue being pursued by the Place and Economic Growth Policy and	

			Scrutiny Committee	
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