

Report for:	Shadow Leader and s151 Officer
Meeting Date:	26th March 2020

Title of Report:	Fees & Charges
Shadow Portfolio Holder	Martin Tett – Shadow Leader
Responsible Officer	Richard Ambrose
Report Author Officer Contact:	Elspeth O’Neill, 01296 382130, elloneill@buckscc.gov.uk
Recommendations:	<ul style="list-style-type: none"> • To approve the updated Schedule of Fees & Charges for Buckinghamshire Council from 1 April 2020 covering: • Correction of errors and omissions to the Approved Schedule as listed at Appendix A • School Admission Appeals New Charging Scheme at Appendix B • Registration Services Charges for 2021/22 to 2022/23 at Appendix C
Corporate Implications:	Final approval of any amendments to the Fees & Charges was delegated by Full Authority on 27 February 2020 to the s151 Officer in consultation with the Shadow Leader. Approval is required to ensure that charges can be legally made.
Options: (If any)	For each of the fees & charges the options around harmonise have been explored and set out in previous reports; or are included within the Appendices.
Reason:	The approach to harmonisation is based on legal requirements and advice and on Service or business justification and needs.

1. Purpose of Report

1.1 The purpose of the report is

- To approve the amendments for errors and omissions to schedule of Fees & Charges for Buckinghamshire Council from 1 April 2020.
- To approve the inclusion of the new Charging Scheme of Admission Appeals
- To approve the charges for Registration Services for 2021/22 to 2022/23



2. Errors and Omissions

2.1 A number of errors and omissions have been identified in the Approval Schedule of Fees & Charges subsequent to approval at Full Authority. Changes are due to:

- Indexation missed in error
- Incorrect fee shown
- Item missing
- VAT missing in error

Full details of the changes are listed at Appendix A.

3. Education Admission Appeals

3.1 Schools Forum at its meeting on 21st January 2020, considered the proposals for a new Admission Appeals charging scheme for all schools in order to comply with Department of Education (DfE) guidance. Schools Forum agreed that a consistent charging scheme needs to be implemented across all schools for the financial year 2020-21.

3.2 Final approval of the new Admission Appeals charging scheme was due at Schools Forum on 24th March 2020. This meeting has now been cancelled. It is proposed that the charges are now implemented by the Council based on the Council recommended option, Option 2. This is detailed at Appendix B

4. Registration Services Fees for 2021/22 and 2022/23

4.1 The main income for the Registration Service is from weddings and civil partnership ceremonies with around 1800 ceremonies undertaken each year. Bookings are made up to three years in advance, and couples pay the full amount for their ceremony at point of booking.

4.2 The Service introduced a new payment model around two years ago to provide a clear pricing structure. The fees for 2020/21 have been approved by Full Authority on 27 February 2020. However, fees also need to be agreed for 2021/22 and 2022/23 to provide for an ongoing 3-year fee plan.

Fees for Registration Services for 2021/22 and 2022/23 are included at Appendix C

5. Financial Implications

5.1 The Financial implications of the proposed fees are included within the approved Revenue Budget and MTFP.

6. Legal Implications

6.1 Legal advice has been sought in relation to each proposal.

7. Other Key Risks

7.1 Approval of the schedule is sought to mitigate the risk that Fees are charged without proper approval of the new Authority.



8. Dependencies

8.1 The review of fees & charges has been undertaken jointly by Programme Board workstreams, Finance, Legal and the PMO. The implementation of new charges is in progress including the update of websites and web-based application forms, IT system and updates to payment mechanisms.

9. Consultation

9.1 None of the proposed changes for vesting day have resulted in a requirement to undertake a formal consultation. Information on fee and charges increases will be published on sovereign authority websites during March 2020.

10. Communications Plan

10.1 A Communications plan is being prepared to inform customers of changes to fee proposals.

11. Equalities Implications

11.1 A screening Equalities Impact Assessment has been undertaken for all the proposed fee changes. Currently none of the screening questionnaires has identified the need for a full EQIA assessment.

12. Next Steps

12.1 The proposed charges are recommended for approval by Shadow Leader and s151 Officer under the approved delegation.

Background Papers	<i>None</i>
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Appendix A: Errors and Omissions to the Schedule of Fees & Charges

Planning Service

Fee changed

- S184 Licence fees (was £1,854.00 now £1,900.00) and Road Space Booking (was £155.00 now £160.00) – Indexation was omitted in error
- Pre-application Advice – Commercial Over 5000m²; Initial meeting with written response (was £2,472.00 now £4,944.00); error in schedule

Fee missing

- Retrospective s184 Licence Fee - £2,500
- Retrospective Road Space Booking £320
- Hourly rate for Highways DM officers £108
- S106 Agreements – 4 fees missing from original. These are existing charges.
- Missing planning copying charges. Existing charge.
- Missing Monitoring of Waste and Mineral Sites £397

Re-wording

- 'Initial Planning Advice' to 'Pre-Application Advice'
- 'Aylesbury Vale' to 'Aylesbury Area'
- 'WDC' to 'Wycombe Area'
- 'Post vesting day' to 'during 2020'

Formatting issues – missing wording

Re-ordering

- Minerals & Waste Advice moved from P11 to P2 c)

Deleted as duplicate

- P8 'c) Was s106 complied with?' Replaced by expanded s106 fees
- P12 Highways Development Management – these were the old County fees; duplicated as they have been replaced and updated fee was already included.

Waste Service

Fee changed

- Garden Waste – 2nd Subscription; used AVDC fee across all in error; C&SB and WDC changed from £45 to £70.

Housing & Regulation

Fee missing

- Dog Control and Pest control – fees where 'to be confirmed' awaiting outcome of tender process. This is now completed but the fee changes have been delayed and are now planned for July 2020.
- Caravan & Mobile Home sites – fees were missed in error
- HMO – copy of the full register – fee was missed in error

Cemeteries and Crematorium

- Additional wording to clarify surcharges for non-residents

Registration Services

Fee missing

- Ceremony cancellation admin charge £40

Fee changed

- VAT was missing from 3 fees – Ceremony Booking amendment fee; Notice booking amendment; Completion of form PD2

Parking Services

Fees missing or corrected

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- Wakeman Road - Sunday £1.00 all day not F.O.C.
- Desborough Square - missing 'Up to six hours' for £4.00
- Kingsmead - no up to 30 minute tariff (showing as £0.50); should be 'up to an hour' for £0.50
- Easton Street - Mon – Sat (inc B/hol) should be showing £9.00 for up to 13hrs not up to 12hrs
- Council Office front - Sat should be showing £10.00 for up to 13 hrs not up to 12hrs
- Wycombe Swan - Mon – Sat should be showing £10.00 for up to 13hrs not up to 12hrs

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- Liston Road - Up to 3hrs corrected to £2.50 not £3.00
- Station Approach – missing F.O.C. 'all time'

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- None of the permits should have Handy Cross P&R listed in them.
- Handy Cross P&R Permits are expected to be available from approx. May 2020

Highways (TfB)

- S171 Licence fee – missing £108.00

Education

Fee added: - Admission Appeals Charging Scheme

- A new charging scheme required to comply with DfE guidance. Separate report is attached. 6 new charges added to the schedule.

