



# Cabinet (Resources) Panel

## 4 October 2016

**Time** 5.00 pm **Public Meeting?** YES **Type of meeting** Executive

**Venue** Committee Room 4 - Civic Centre

### Membership

**Chair** Cllr Andrew Johnson (Lab)  
**Vice-chair** Cllr Roger Lawrence (Lab)

### Labour

Cllr Peter Bilson  
Cllr Claire Darke  
Cllr Steve Evans  
Cllr Val Gibson  
Cllr John Reynolds  
Cllr Milkinderpal Jaspal  
Cllr Sandra Samuels  
Cllr Paul Sweet

Quorum for this meeting is five Councillors.

### Information for the Public

If you have any queries about this meeting, please contact the democratic support team:

**Contact** Julia Cleary  
**Tel/Email** 01902 555046 or [julia.cleary@wolverhampton.gov.uk](mailto:julia.cleary@wolverhampton.gov.uk)  
**Address** Democratic Support, Civic Centre, 1<sup>st</sup> floor, St Peter's Square,  
Wolverhampton WV1 1RL

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Some items are discussed in private because of their confidential or commercial nature. These reports are not available to the public.

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# Agenda

## Part 1 – items open to the press and public

*Item No.*     *Title*

- 1            **Apologies for absence**
- 2            **Declarations of interest**

### MEETING BUSINESS ITEMS

- 3            **Minutes of the previous meeting** (Pages 5 - 10)  
[To approve the minutes of the previous meeting as a correct record.]
- 4            **Matters arising**  
[To consider any matters arising from the minutes.]

### DECISION ITEMS (AMBER - DELEGATED TO THE CABINET)

- 5            **Remodelling and Tender of Mental Health Preventative Contracts** (Pages 11 - 30)  
[To approve a new service delivery model in relation to low level mental health preventative services and a tendering exercise in relation to the proposed new service model.
- 6            **Fees and Charges Review 2017/18** (Pages 31 - 102)  
[To approve the fees and charges to take effect from 1 November 2016 (or as soon as possible thereafter).]
- 7            **Discretionary Council Tax Discount Scheme** (Pages 103 - 106)  
[To approve the creation of an additional class of local discretionary council tax discount of up to 100% for care leavers up to 25 years of age with effect from 01/04/2016.]
- 8            **Exclusion of press and public**  
[To pass the following resolution:

That in accordance with Section 100A(4) of the Local Government Act 1972 the press and public be excluded from the meeting for the following items of business as they involve the likely disclosure of exempt information on the grounds shown below.]

### PART 2 - EXEMPT ITEMS, CLOSED TO PRESS AND PUBLIC

- 9            **Heath Park Phase 3 Arts Block** (Pages 107 - 112)  
[To consider issues relating to commissioning advice in respect of the legal, financial, planning and technical aspects of the proposed scheme.]

- 10      **Procurement- award of contracts for works, goods and services** (Pages 113 - 148)  
[To consider various delegations of authority and awards of contracts.]
- 11      **Grant of a Lease at Old Tree Nursery Pendeford Farm Wolverhampton**  
(Pages 149 - 156)  
[To consider the grant of a leasehold interest at Old Tree Nursery, Pendeford Farm.]
- 12      **Disposal of Land at Well Lane Wolverhampton** (Pages 157 - 162)  
[To consider the freehold interest of the land be sold at Well Lane, Wednesfield, Wolverhampton.]

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## Attendance

### Members of the Cabinet (Resources) Panel

Cllr Andrew Johnson (Chair)  
Cllr Roger Lawrence (Vice-Chair)  
Cllr Peter Bilson  
Cllr Claire Darke  
Cllr Steve Evans  
Cllr Val Gibson  
Cllr John Reynolds  
Cllr Milkinderpal Jaspal  
Cllr Sandra Samuels  
Cllr Paul Sweet

### Employees

Tim Clark	Senior Communications Advisor
Dereck Francis	Democratic Support Officer
Keith Ireland	Managing Director
Tim Johnson	Strategic Director - Place
Kevin O'Keefe	Director of Governance
Mark Taylor	Director of Finance

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## Part 1 – items open to the press and public

*Item No. Title*

- 1 **Apologies for absence**  
No apologies for absence were received.
- 2 **Declarations of interests**  
Cllr Sandra Samuels declared a non-pecuniary interest in item 12 (Future use of the Ekta Day Centre) in so far as she is a member of the Centre.  
  
Cllr Roger Lawrence declared a non-pecuniary interest in item 6 (Improving security at vulnerable unauthorised encampments sites across Wolverhampton) in so far as the street in which he lives is referred to in the report.
- 3 **Minutes of the previous meeting**  
Resolved:  
That the minutes of the previous meeting held on 19 July 2016 be approved as a correct record and signed by the Chair.
- 4 **Matters arising**  
There were no matters arising from the minutes of the previous meeting.

5 **Schedule of Individual Executive Decision Notices**

Resolved:

That the summary of open and exempt individual executive decisions, approved by the appropriate Cabinet Members following consultation with the relevant employees be noted.

6 **Improving Security at Vulnerable 'Unauthorised Encampment' Sites Across Wolverhampton**

Cllr Steve Evans presented the report on proposals to make security improvements at a number of Council owned sites that are most vulnerable to unauthorised encampment by the Gypsy and Traveller community.

Resolved:

1. That the start of a process to determine detailed costs of works to prevent unauthorised encampments on Steelpark Way, Wednesfield and Murdoch Road, Bilston be approved.
2. That the Service Director, City Environment be authorised to approve the preferred contractor to carry out the works.
3. That a contribution not exceeding £5,000 from the Budget Contingency Reserve to fund the cost of security improvement works at Bentley Bridge Swimming and Fitness Centre, Ashmore Park and the Bilston Urban Village development site be approved.
4. That a total virement of £165,000, in accordance with the Council's financial procedure rules, from the Corporate Contingency provision, to fund the cost of security improvement works at the remaining sites as detailed in this report be approved.
5. That it be noted that approval was granted by the Strategic Executive Board on 23 August 2016 to begin the site security works at the following locations:
  - Swimming and Fitness Centre, Bentley Bridge
  - Ashmore Park
  - Fowlers Park
  - Bee Lane Playing Fields
  - Science Park (Park and Ride)
  - Bilston Urban Village development site

7 **Empty Property Strategy - Compulsory Purchase of 14 Lane Road, Lanesfield, WV4 6NG**

Cllr Peter Bilson presented the report seeking approval to the making of a Compulsory Purchase Order in respect of 14 Lane Road, Wolverhampton and for negotiations to continue with any established interested parties in advance of confirmation of the Order as appropriate. The proposal would support the Council's Empty Property Strategy 2010/15 which aims to bring empty properties back into use.

Resolved:

1. That the following Compulsory Purchase Order be made under Section 17 of Part II of the Housing Act 1985:

The City of Wolverhampton Council (14 Lane Road, Lanesfield, Wolverhampton, WV4 6NG) Compulsory Purchase Order 2016.

2. That the Strategic Director, City Housing be authorised on behalf of the Council to:
  - a. Take all reasonable steps as soon as it is reasonably practical to secure the making, confirmation and implementation of the Order including the publication and service of all Notices and the presentation of the council's case at any Public Inquiry.
  - b. Acquire interests in the land within the Order either compulsorily or by agreement before or after making the Order.
  - c. Approve agreements with land owners setting out the terms for the withdrawal of objections to the Order, and/or making arrangements for re-housing or relocation of any occupiers.
  - d. Approve to the making of a General Vesting Declaration.
  - e. Following any acquisition, authorise the Strategic Director, City Housing to declare the property surplus and dispose of the property on the open market on condition that the property is refurbished and re-occupied with in 6 or 12 months (as appropriate to the scale of the works).
  - f. Approve the disposal of the property by auction, tender or private treaty.
  - g. Declare the property surplus to council requirements and dispose of the property on the open market via auction on condition that the property is refurbished and re-occupied within 6 or 12 months dependent of the scope of works.

8      **Acquisition of Privately Owned Empty Properties by Agreement or Compulsory Purchase; 21 Crawford Avenue, Lanesfield, WV4 6PL**

Cllr Peter Bilson presented the report seeking authority to the acquisition of 21 Crawford Avenue, Lanesfield, by negotiation or by the making of a Compulsory Purchase Order under Section 17 of Part II of the Housing Act 1985. Should it be possible to reach agreement on a mutually acceptable undertaking, it was also proposed to withdraw the property from the Order. The proposal would support the Council's Empty Property Strategy 2010/15 which aims to bring long term empty properties back into use.

Resolved:

1. That the Service Director for City Assets be authorised to negotiate terms for the acquisition of the property 21 Crawford Avenue, Lanesfield, and, in default of that acquisition, to give authority for a Compulsory Purchase Order to be made under Part II Section 17 Housing Act 1985 in respect of the property.

2. That expenditure for the potential acquisition of the property, with subsequent capital receipts being recycled within this programme be approved.
3. That in the event that the property is improved and re-occupied to the satisfaction of the Service Director for City Assets, the property be withdrawn from the Order.
4. That following any acquisition, the Service Director for City Assets be authorised to dispose of the property on the open market on condition that the property is refurbished and re-occupied within six or 12 months (as appropriate to the scale of the works).
5. That the Director of Governance be authorised to:
  - a. Take all reasonable steps as soon as it is reasonably practical to secure the making, confirmation and implementation of the Order including the publication and service of all Notices and the presentation of the Council's case at any Public Inquiry.
  - b. Approve agreements with land owners setting out the terms for the withdrawal of objections to the Order, and/or making arrangements for re-housing or relocation of any occupiers.
  - c. Approve the making of a General Vesting Declaration (the property is brought into Council ownership via this process).
  - d. Approve the disposal of the whole and/ or parts of the property by auction, tender or private treaty.

9

### **Pathway to Support Programme**

Cllr Val Gibson presented a report on the commissioning intentions of the Department for Communities and Local Government (DCLG) funded, Pathway to Support Programme. The project aims to enable children and young people to receive support at the earliest possible time, preventing the need to escalate to specialist services including becoming looked after, by enabling families to work together to manage difficulty and crisis at the earliest point. Under the Children's Trust Board Partnership the Council had been successful in securing from the DCLG a one-off Transformation Challenge Award of £789,000 to discover new ways to work at an early intervention level with adult services.

Resolved:

1. That expenditure of £789,000 for the Pathways to Support Programme received from the Department for Communities and Local Government be approved.
2. That the following commissioning intentions of the programme be approved:
  - Tendering think family champions.
  - Providing match funding to voluntary and third sector organisations to work with families at the earliest opportunity.
  - Support adult focussed services to review their policies, procedures and processes to be 'think family' through a small grants scheme



3. That authority be delegated to the Cabinet Member for Children and Young People and Resources, in consultation with the Strategic Director for People and Director of Finance, to approve the award of a contract to provide Think Family Champions and the small grants for the Pathway to Support Programme when the evaluation process is complete.

10 **Exclusion of press and public**

Resolved:

That, in accordance with Section 100A (4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business as they involve the likely disclosure of exempt information falling within paragraph 3 of Schedule 12A to the Act relating to the financial or business affairs of any particular person (including the authority holding that information).

## **Part 2, exempt items, closed to press and public**

11 **Procurement - Award of Contracts for Works, Goods and Services**

The recommendations for the award of contracts for works, goods and services were introduced by the relevant Cabinet Member.

Resolved:

1. That the award of a new Service User Involvement (Drugs and Alcohol) contract from 1 December 2016 to Wolverhampton Voluntary Sector Council, 16 & 16a Temple Street, Wolverhampton WV2 4AN for a duration of 16 months for a total contract value of £170,198 be approved.
2. That authority be delegated to the Cabinet Member for City Housing and Assets, in consultation with the Strategic Director for Place, to approve the award of a contract for supply of Commercial Catering Equipment when the evaluation process is complete.
3. That authority be delegated to the Cabinet Member for City Housing and Assets, in consultation with the Strategic Director for City Housing, to approve the award of a contract for delivery of support for the Syrian Vulnerable Persons Relocation Scheme when the evaluation process is complete.
4. That authority be delegated to the Director of Governance to execute contracts in respect of the above as required.

12 **Future Use of the Ekta Day Centre**

Cllr Peter Bilson presented a report on a proposal to formally declare the Ekta Day Centre surplus to service requirements and to recommend that the building is leased to The SEWA Centre on a ten year full repairing lease at market rent of £18,250 per annum following an independent option appraisal.

Resolved:

That Ekta Day Centre be leased out on a full repairing lease to The SEWA Centre for a period of ten years on a full repairing lease with an annual market rent of £18,250.

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# Cabinet (Resources) Panel

## 4 October 2016

Report title	Remodelling and Tender of Mental Health Preventative Contracts		
Decision designation	AMBER		
Cabinet member with lead responsibility	Councillor Sandra Samuels Adults		
Key decision	Yes		
In forward plan	Yes		
Wards affected	All		
Accountable director	Viv Griffin, Service Director		
Originating service	Disabilities & Mental Health		
Accountable employee(s)	Paul Smith Tel Email	Interim Head of Commissioning 01902 555318 paul.smith@wolverhampton.gov.uk	
Report to be/has been considered by	List any meetings at which the report has been or will be considered, e.g. PLT Strategic Executive Board Cabinet Resources Panel		
			5 September 2016 13 September 2016 4 October 2016

### Recommendations for action or decision:

1. To approve a new service delivery model in relation to low level mental health preventative services
2. To approve a tendering exercise in relation to the proposed new service model with a view to implementation on 1 April 2017.

### Recommendations for noting:

1. Onward transmission of the Report to Cabinet Resources Panel on 4 October 2016.
2. The outcome of the consultation contained in the Executive Summary of The Consultation Report (Appendix A).

## 1.0 Purpose

- a. The purpose of this report is to note the outcome of the formal consultation, based upon the proposed new service delivery model for Mental Health Preventative Service Provision, contained in the Consultation Report (Appendix A).
- b. Approval is sought in relation to a new service model based upon feedback from the consultation.
- c. Permission is also sought to go through a tendering exercise in relation to the proposed service model with a view to implementation on 1 April 2017.

## 2.0 Background

- 2.1 City of Wolverhampton Council (CWC) and Wolverhampton Clinical Commissioning Group (CCG) commission four separate organisations to deliver community based, low level preventative services for adults with or at risk of mental ill health. The City Council currently funds Rethink (£67,000) and Positive Participation (£40,000) which totals £107,000 annually. The CCG also fund; Hear our Voice (£7,040) and Wolverhampton Voluntary Sector Council (£53,185) totalling £60,225 annually.
- 2.2 The four organisations, activities and recorded utilisation rates are detailed below:

Organisation and Activities	Recorded Utilisation 2015/16
<b>Hear Our Voice (CCG)</b> A safe space to empower service users to share and explore experiences and the production of a magazine (Viewpoint) by service users.	Supported 147 people to maintain their mental wellbeing. Quarterly magazine circulation of 1000 copies to keep readership up to date with mental health issues.
<b>Rethink (CWC)</b> Provision of a safe space offering community support and a range of opportunities for adults who have or are experiencing mental ill health and enabling them to sustain good mental health.	Supported 507 people to maintain their mental wellbeing.
<b>Positive Participation (CWC)</b> To improve and prevent mental ill health among south Asian adults (male and female) through a culturally sensitive community support service.	Supported 71 people to maintain their mental wellbeing.
<b>Wolverhampton Voluntary Sector Council (CCG)</b> Establishing and developing new and existing user led self-support groups with a view to empowering them to become independent.	Supported 15 different self-support groups (average weekly attendance of groups 212 people) to maintain their mental wellbeing and a total of 11,000+ contacts e.g. requests for

Positive Action Mental Health Supports the 'Experts by Experience' Group to be involved in and influence service developments.	information throughout the year.  Supported 134 people to maintain their mental wellbeing.
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- 2.3 With the exception of Positive Participation whose contract ends on 31 March 2017, all other organisational contracts ended on 31 March 2016. City Council and CCG funding has been secured to extend these contracts until 31 March 2017.
- 2.4 The CCG are yet to confirm whether or not they will allocate funding to preventative services in 2017/18.
- 2.5 The current model of service delivery involving four separate organisations is fragmented and does not lend itself to the delivery of a streamlined service provision. This has resulted in an overlap of activities and an imbalance of provision in respect of some groups, particularly South Asian women within self –help groups. There is also an under-representation in relation to LGBT and certain BME communities, particularly black African-Caribbean males and newly arrived communities in the City such as Eastern European.

### **3.0 The Engagement Exercise**

- 3.1 Between October and December 2015 an engagement exercise took place with organisations that provide preventative services in Wolverhampton and service users.
- 3.2 The purpose of the exercise was to determine people's experiences of services provided locally, what they felt were the important elements of a preventative service and the ways in which services could be improved in future.
- 3.3 130 people took part, with 22 people attending meetings and 108 people submitting completed questionnaires.
- 3.4 The most important elements of a preventative service were stated as being:
1. Location of service delivery
  2. Culturally sensitivity of services
  3. Age appropriateness of services
  4. Promoted widely – awareness and visibility of services
  5. Gender sensitivity of services
  6. Use of social media to communicate services and activities
- 3.5 This feedback was used to shape the principles of the proposed remodelling of preventative services which formed the basis of the formal consultation.

### **4.0 Formal Consultation**

- 4.1 A formal consultation was undertaken over a twelve week period - commencing on Thursday 5 May 2016 and ending on Thursday 28 July 2016. The consultation was carried out following good practice guidelines as set out in the City of Wolverhampton Council Engagement Guidance. The consultation also respects the principles outlined in the Wolverhampton Compact.
- 4.2 A variety of different methods, languages and media were utilised to collect people's views. Information regarding the consultation and ways to have a say was circulated to various stakeholders.
- 4.3 In total a minimum of 763 people were invited to participate, this included:
- 375 consultation packs to community based preventative mental health services.
  - 86 representatives from a variety of organisations were sent the information electronically.
  - 21 consultation packs were sent to mental health self-support groups electronically.
  - 10 self-help groups were consulted through meetings with a Community Development Worker.
  - A focus group was held with service users from the African Caribbean Community Initiative (ACCI).
  - 30 additional requests for the copies of paper questionnaire were made and supplied.
  - Positive Participation requested 240 translated questionnaires, 80 of each of the following languages; Punjabi, Gujarati and Urdu. Translated information was also circulated to all stakeholders electronically.
- 4.4 The Preventative Services Survey was available at: [www.surveymonkey.com/r/CommunityBasedPreventativeServices2016](http://www.surveymonkey.com/r/CommunityBasedPreventativeServices2016). 15 responses were received through this mechanism, 63 people returned paper versions of the questionnaire.
- 4.5 Three public consultation meetings were held during a morning, afternoon and evening to give as many people as possible an opportunity to attend. An independent Punjabi speaking interpreter was available at the public consultation meeting held on the 8th June 2016. A total of 53 people attended public consultation meetings.
- 4.6 In total 419 people engaged in the consultation process. This represents a total of 55% of all those invited to participate. 104 (25%) were service users, four (1%) were relatives of a service user, five (1%) were carers, 14 (3%) respondents identified themselves as service providers, 10 (2%) were members of staff, seven people (2%) skipped the question, 263 (63%) were self-help group members and 12 (3%) selected 'someone else' and of that number three stated they were; a Director of a community interest company (CIC) for mental wellbeing, a concerned citizen of Wolverhampton and a user of services for people with on-going mental health issues.
- 4.7 Two formal petitions were also submitted, neither contained any signatures.
- 4.8 Overall, feedback from the consultation was mixed.

- 4.9 Positive feedback was received in relation to the proposal to meet the needs of all groups and communities through a targeted approach, this was particularly the case in respect of the delivery of a holistic service.
- 4.10 Feedback also highlighted the need for a range of proactive and flexible support options and the protection of user led and peer support groups.
- 4.11 The proposal to use the existing Community and Wellbeing Hub as a core part of the preventative services received mainly negative feedback and has therefore not been included within the proposed new model. The main reasons for this were stated as being the central location and unsuitable layout of the building in addition to the level of service delivery, particularly in respect of meeting culturally sensitive needs
- 4.12 The delivery of services within key locations across the City to maximise usage was welcomed.
- 4.13 Concerns were raised in relation to a consortium/prime provider arrangement, individuals felt that a large provider would lose sight of service users' needs and would probably not be local, therefore not have knowledge of the city's diverse communities and their needs – local providers are preferred.
- 4.14 In relation to the proposed responsibilities of a lead provider for overseeing provision and collecting data, this was thought by some respondents to be too much, although other respondents felt that this would bring provision together, avoid duplication and make savings.
- 4.15 A number of concerns were also raised in relation to a lead provider and sharing client data across other provider organisations and potential breaches which may deter people from using the service.
- 4.16 Many respondents wished to retain the provider and service that they currently had.

## **5.0 Proposed New Service Model**

- 5.1 There is a need to remodel current provision given that it is fragmented across four separate organisations resulting in an overlap of activities and an imbalance of provision. It is proposed that all four contracts are consolidated under a prime provider and sub-contractor arrangement to ensure that cultural, gender, language and other specific requirements are met in addition to supporting the delivery of co-ordinated and more effective provision. This arrangement will also achieve economies of scale by reducing overhead costs and demand on the Council in terms of performance monitoring and contract management.
- 5.2 The proposed new service model will address the identified shortfalls in current provision whilst continuing to focus on prevention and promoting independence and resilience. This will be achieved through creating a safe environment for service users to take part in informal drop-ins, participate in self-help groups and/or more structured activities and

interventions as required. Signposting and providing timely and accurate information, advice and guidance will also be included within service delivery.

- 5.3 To increase capacity, the service will also be required to secure external funding from other independent sources, maximise the use of volunteers and utilise universal and other existing services such as housing, advice centres, employment, training and health related services.
- 5.4 The proposed service will also encompass a targeted approach to ensure that the service is fully inclusive and accessible to all groups and individuals in need of a preventative service.
- 5.5 In line with latest research, the proposed service will also deliver a holistic service which involves addressing the wider determinants of mental ill health such as housing and employment.
- 5.6 The proposed service will be delivered from a range of key locations across the City to optimise utilisation. Locations will be based upon evidence of need.
- 5.7 The proposed service will be required to work with relevant stakeholder organisations, agencies and groups, including GP's and other professionals to promote the new service and reduce the stigma associated with mental ill health.
- 5.8 The amount of funding that will be available for the service will be £107,000 annually.

## **6.0 Financial implications**

- 6.1 The proposed model will result in the consolidation of all contracts and will therefore offer increased value for money through reduced overhead costs. This consolidated model is funded from the £107,000 budget for City Council preventative services.  
[GS/01092016/N]

## **7.0 Legal implications**

- 7.1 Legal Services and Procurement will work with Council officers to ensure the conduct of a compliant procurement process and that contract documentation is entered into in relation to the contracts detailed in clause 5.1 above. RB/26082016/P

## **8.0 Equalities implications**

- 8.1 The services this report covers are directly related to equalities issues and as such the recommendations arising from them, when decided formally will require to be supported by relevant equalities information that details the expected impact of the decisions. The report makes it clear that the intended tendering process will take account of the diverse mental health needs of a diverse city like Wolverhampton. It will be critical that the process also takes account of the "equalities" results of the consultation exercises described. Bringing all of these issues together in the final report and supporting equality



analysis will enable members to make a decision that is informed by their duty as expressed in Section 149 of the Equality Act 2010.

## **9.0 Environmental implications**

9.1 There are no environmental implications associated with this report.

## **10.0 Human resources implications**

10.1 The proposals for service re-design do not have any implications for City Council employees.

## **11.0 Corporate landlord implications**

11.1 There are no corporate landlord implications associated with this report.

## **12.0 Schedule of background papers**

12.1 Appendix A – Executive Summary of Consultation Report.

If you wish you can view the full consultation report. Click [here](#) and you will be taken to the Council webpage where you can access it.

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# **Mental Health Provision**

**Consultation on the proposed new service model  
and options for**

## **Community Based Preventative Mental Health Services**

### **CONSULTATION REPORT**

**05 May 2016 – 28 July 2016**

## **Executive Summary**

**CITY OF  
WOLVERHAMPTON  
COUNCIL**

Shen Campbell – Participation Officer: All Age Disability and Mental Health

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## **1.0 Purpose of the report**

To provide feedback on views regarding the proposed new service model and options from those who took part in the consultation.

## **2.0 Background**

2.1 City of Wolverhampton Council and Wolverhampton Clinical Commissioning Group (CCG) commission four organisations to deliver community based, low level services in Wolverhampton that focus on prevention and promoting independence for adults with mental health needs. These services are: Rethink, Wolverhampton Voluntary Sector Council – Mental Health Empowerment Team, Positive Action for Mental Health and Hear Our Voice. Of these four organisations, three of them had contracts that expired on 31<sup>st</sup> March 2016.

2.2 The focus of the proposed new service model going forwards will continue to be prevention and promoting independence. The amount of funding that will be available for the service will be £107,000 annually. The service will be streamlined and inclusive, ensuring that all groups and individuals in need of a preventative service have the opportunity to access one.

## **2.3 Option 1 - Consortium bids/Prime provider**

2.3.1 City of Wolverhampton Council proposes to bring all elements of the four separate contracts into one. Amongst other means of delivery, a consortium bid for the service will be welcomed. A consortium is an association of two or more organisations who will come together to deliver the different elements the service required. It is proposed that the consortium will have a 'lead' organisation which will be accountable for service delivery and outcomes, and have responsibility for data collection.

## **2.4 Option 2 - Lead organisation and accountability**

2.4.1 It is proposed that having one organisation as the lead, that is responsible for co-ordinating the performance of all service elements will help to avoid duplication, enable any identified gaps in provision to be met and ensure that there is no over-provision to support equality. The service will facilitate and support self-help and peer support groups, in addition to engagement activities at locations across the city. The services will be performance managed to ensure they are having maximum impact and are value for money.

## **2.5 Option 3 - The Community and Wellbeing Hub**

2.5.1 It is proposed that the new preventative service will work in close collaboration with the Community and Wellbeing Hub to maximise the use of all available preventative services. The Hub is based in the city centre and is a single point of access for people with mental health needs to obtain information, advice, guidance and low level support. The Hub is an integral part of the mental

health prevention pathway and has already established good working relationships with many community based service providers. It is proposed that data collection such as the number of people accessing services will also be shared between the Hub and the new preventative service to improve the overall performance of preventative services across the City.

## **2.6 Option 4 - Meeting need and targeting resources**

- 2.6.1 Local research shows that the lesbian, gay, bi-sexual and transgender (LGBT) community, black afro-Caribbean men and new communities are under-represented in community based preventative services. It is proposed that targeted service delivery is essential to redress the balance by ensuring that these groups and individuals are accessing services.

## **2.7 Option 5 - A holistic approach**

- 2.7.1 It is proposed that the service works with users in a holistic way by considering the 'whole life' requirements of those with mental health needs. The new service will work closely with other support agencies to address wider determinants which may impact on an individual's mental health, such as: employment, health, housing options and tenancy sustainment.

## **3.0 Methodology**

- 3.1 A formal consultation exercise was undertaken over a twelve week period, commencing on Thursday 5<sup>th</sup> May 2016 and ending on Thursday 28<sup>th</sup> July 2016.
- 3.2 A variety of different methods for collecting people's views were utilised.
- 3.3 Consultation packs were available with a freepost envelope. Consultation packs also available in Punjabi, Gujarati and Urdu.
- 3.4 A survey was available online on Survey Monkey using the following web link: [www.surveymonkey.com/r/CommunityBasedPreventativeServices2016](http://www.surveymonkey.com/r/CommunityBasedPreventativeServices2016).
- 3.5 There was a dedicated phone line and email address. People could also submit comments by post.
- 3.6 Three public meetings were held over the consultation period. An independent Punjabi speaking interpreter was available at the public consultation meeting held on the 8<sup>th</sup> June 2016.
- 3.7 Information pertaining to the consultation and mechanisms for participation were also uploaded to <http://www.wolverhampton.gov.uk/article/4047/Current-consultations>
- 3.8 375 consultation packs were circulated to community based preventative mental health services. 86 representatives from a variety of organisations and 21 mental health self-support groups were sent information electronically. Community Development workers held consultation meetings with 10 self-help groups and a focus group was held at the African Caribbean Community Initiative (ACCI). 30 copies of the paper questionnaire were requested and

supplied. A further 240 translated questionnaires were requested by Positive Participation, 80 of each of the following languages. Translated information was also circulated to stakeholders electronically. In total a minimum of 763 people were invited to participate.

- 3.9 All comments, questions, responses and meetings were noted. A full transcript of all feedback is available by request.

#### 4.0 Total number consulted

Mechanism	Number that engaged	Date
Committee Room 3 (evening)	2	Thursday 26 <sup>th</sup> May 2016
Community & Wellbeing Hub (afternoon)	14	Thursday 2 <sup>nd</sup> June 2016
WVSC Meeting Room	37	Wednesday 8 <sup>th</sup> June 2016
Prem Vadhaou	37	Tuesday 14 <sup>th</sup> June 2016
Saath/Himmat	26	Tuesday 14 <sup>th</sup> June 2016
Humjoli	20	Wednesday 15 <sup>th</sup> June 2016
Women's Wellbeing Group	31	Friday 17 <sup>th</sup> June 2016
Bilal Mosque Women's Group	36	Saturday 18 <sup>th</sup> June 2016
UK Mission Women's Group	15	Wednesday 22 <sup>nd</sup> June 2016
Nissa 18 – 25 and 25 + Women's Group	22	Monday 27 <sup>th</sup> June 2016
Ekta	45	Monday 27 <sup>th</sup> June 2016
Asian Men's Service - Heantun	5	Friday 1 <sup>st</sup> July 2016
Aspiring Futures	26	Thursday 21 <sup>st</sup> July 2016
ACCI	21	Tuesday 19 <sup>th</sup> July 2016
Survey Monkey	15	Throughout consultation period
Paper Questionnaires	63	Throughout consultation period
Letters Received	4	Throughout consultation period
<b>Total Number Consulted</b>	<b>419</b>	

- 4.1 In total 419 people engaged in the consultation process. Of the people invited to participate the total number that participated represents 55% of those invited.

## 5.0 Stakeholders invited to participate

Abbey Healthcare	In Training
Access to Business	Kaleidoscope Plus
ACCI	Mental Health Empowerment Team
Acting Together	Midland Heart
Adult Education Service	Mind Out
Advance UK	Mountfield House
African Caribbean Community Initiative (ACCI)	Navjeevan
Ashram Housing Association	Nissa Women's Group
Ashton Care	One Voice
Aspiring Futures	Orchard House Nursing Home
Autism Spectrum Group	Positive Action for Mental Health
Barton & Needwood Care Home	Positive Participation
Belle Vue	Prem Vadhaou
Bethrey House	Princes Trust
Bilal Mosque	Rama
Black Country Foundation Partnership Trust (BCPFT)	Refugee & Migrant Centre (RMC)
BME Consortium	Rethink
Bromford Housing	Saath Women's Group
Carers Support	Shaan
City of Wolverhampton Council	Social Steam Engine
Wolverhampton Clinical Commissioning Group (CCG)	Social Work Team – Mental Health
Coach House	The Avion Tuesday Group
Creative Support	The Low Hill Group
Department for Work & Pensions (DWP)	The Mental Health Travel and Social Group
Ekta	The People's Group
Elected Members	The Phoenix Group
Fernwood Court	The Sycamores Nursing Home
Goldthorn Lodge	UK Mission Women's Group
Harper House	Victoria Court
Hand in Hand	Wellbeing Warriors
Healthwatch Wolverhampton	West Heath House
Heantun Housing Association	Wolverhampton City College
Hearing Voices Social Group	Wolverhampton Voluntary Sector Council (WVSC)
Hear Our Voice	Women's Wellbeing Group
Highbury House	Woodcross Care Home
Humjoli	

If you wish you can view the full consultation report. Click [here](#) and you will be taken to the Council webpage where you can access it.

## 6.0 Consultation feedback summary

### 6.1 Option 1 - Consortium bids/Prime provider



- 6.1.1 There was mixed feelings regarding this proposal. Respondents are keen that the needs of the client group continue to be met. Services should be accessible and focus on and meet users' needs.
- 6.1.2 In general respondents agreed with some of the options behind the proposed model. Such as: the focus should continue to prevent the escalation of mental ill-health, be inclusive, accessible and holistic. The service should consider cultural, gender and language needs and retain the service user and peer support elements. However, many service users would prefer the services to remain as they are and would like to continue to access the services they use currently. Particularly service users who feel that their support, cultural and language needs are being met. Some users feel that a change of service provider would impact negatively on their mental health.
- 6.1.3 It was questioned what research had been done to support this approach and what data has been used?
- 6.1.4 Some respondents felt that this approach could develop standards, improve links and avoid duplication, enabling the sharing of resources in a difficult financial climate.
- 6.1.5 It is felt that enough time should be given to allow providers to make bids and to encourage small and new providers.
- 6.1.6 Providers must have proven knowledge and experience of delivering mental health services. They should be culturally aware and have an understanding of equality and diversity. The service should include all communities.
- 6.1.7 An assessment of current services should take place to look at the delivery outcomes and what the impact might be if a service is lost. Clarification is required on the different organisations delivering preventative services, the funding available for the model, what the new model will consist of and timescales for implementation.
- 6.1.8 The proposed remit is too much for one organisation. Large organisations are more focussed on numbers and not the service users. They do not have an understanding of cultural and social issues and service users find it difficult to identify with them.
- 6.1.9 There is a preference for local providers/groups to deliver services as they have the knowledge and a better understanding of the people and the area.
- 6.1.10 Mainstream services do not suit everyone; service users should be given a choice. There is concern that there will be a reduction of services. This proposal is not about improving services, but about saving money.
- 6.1.11 Processes should be jointly undertaken with the CCG where appropriate. Particularly when services are receiving funding from both the Council and the CCG.

## **6.2 Option 2 - Lead organisation and accountability**

- 6.2.1 There was mixed feelings on this proposal.
- 6.2.2 There should be a fair and transparent selection process for the lead provider, and the role of the lead should be clear. The successful provider should have a history of delivering mental health services and be focussed on service delivery.
- 6.2.3 Small organisations are disadvantaged by this proposal. Large organisations have teams that write bids.
- 6.2.4 The management expectations of the lead organisation are unrealistic and may impact on provision. Accountability was questioned using a consortium approach and what would happen if targets and outcomes are not met.
- 6.2.5 Performance management is good; however, clarification is required on what and who this will include.
- 6.2.6 Quality assurance must be guaranteed across all services. There is a need for experienced professionals to deliver services.
- 6.2.7 Duplication of service delivery is unavoidable; it is the nature of the service area.

## **6.3 Option 3 - The Community and Wellbeing Hub**

- 6.3.1 This proposal received in the main negative feedback.
- 6.3.2 Many respondents feel that the location is inappropriate, particularly for people with mental ill health and/or anxiety.
- 6.3.3 It is felt that people struggle emotionally and financially to access the service. The venue is also unsuitable for people with a disability.
- 6.3.4 A Hub that is delivered from a variety of community locations across the city is a preferred option.
- 6.3.5 There is a lack of awareness of the Hub and it is not well publicised. Additionally, the building still has the Epic Café sign up which is associated with previous youth service provision; it is felt that this is confusing for potential users'.
- 6.3.6 Users are being asked to leave when not taking part in activities and users are not able to bring their own food and drinks, refreshments must be purchased on site. A provider reported that they were unable to deliver agreed and timetabled sessions. There is a lack of signposting to other support services.

- 6.3.7 The current provider does not assist people experiencing crisis and was accused of being negligent at times.
- 6.3.8 There is a reliance on the voluntary sector to enable the Hub to function, however funding for the voluntary sector is reducing, so the sustainability of this model was questioned.
- 6.3.9 It was asked how the Hub meets language and cultural sensitivity needs?
- 6.3.10 Centralised data could improve client experience but there is much concern about data sharing. A large number of participants are concerned about sharing client information and data protection breaches. They are concerned about what information will be shared, with whom and if this will be agreed. It is thought that this approach will put people off using a service. It was also questioned how this will be done correctly and consistently across provision without double counting.

#### **6.4 Option 4 - Meeting need and targeting resources**

- 6.4.1 Overall all respondents were in favour of this and feel that anyone in need should be able to access a service equally and fairly, without exclusion.
- 6.4.2 Targeting groups would have to be done sensitively and fairly or it could cause tension between groups. How will this be done and monitored?
- 6.4.3 People may not wish to access a new service; many are satisfied with existing services.
- 6.4.4 Some respondents wanted to know what the Council means by 'cultural sensitivity and how the proposed model will incorporate this? However, overall participants felt that cultural sensitivity and language needs should be addressed.
- 6.4.5 It was questioned what research has been done and what data has been used to identify the needs of BME/Asian communities?
- 6.4.6 There needs to be consideration for the need of Asian community, culture and language. It is felt that the Asian community have high suicide and detention rates and that this is not being picked up.
- 6.4.7 Gender should be a consideration. Asian men and women in particular do not want mixed gender services.
- 6.4.8 Age should be a consideration, particularly young people and post 65 years. It was asked how the proposals link with dementia services?
- 6.4.9 New communities are presenting with complex issues.
- 6.4.10 Work needs to be done to reduce the stigma around mental ill health.

6.4.11 What provision will there be for people who do not wish to use mainstream services?

6.4.12 It was asked why ACCI are not included and what is their remit?

## **6.5 Option 5 - A holistic approach**

6.5.1 Participants are overwhelmingly in favour of this proposal.

6.5.2 There is recognition that all people have individual and often multiple support needs that impact on their mental health.

6.5.3 It is felt that many services already work in this way.

6.5.4 It is felt that this is a big task to undertake and a scoping exercise should be carried out to identify needs and how the approach will be implemented.

6.5.5 It is felt the biggest barrier to success will be getting the necessary organisations on board and their capacity to deliver the required support.

6.5.6 Health providers/professionals should adopt this approach. Users report increasing difficulty in accessing GP's.

6.5.7 There is a particular need for support to access employment.

6.5.8 Mental ill health is often a barrier to accessing services.

6.5.9 It was queried if service users have an allocated case worker and support plans?

## **6.6 Consultation Feedback Summary - Self-help groups**

6.6.1 Self-help group members value being able to meet with people they can identify with as it gives them motivation and a sense of purpose. The peer support and self-help elements should continue and should remain independent to keep authenticity.

6.6.2 In the main self-help groups felt that the new service model would not affect them.

6.6.3 It was questioned what the skill set is of the people running self-help groups and how are they monitored?

6.6.4 Self-help groups feel they should not be subject to performance management unless they are Council funded. However, they want to have a good working relationship with the provider.

6.6.5 The grant funding scheme should be maintained and should be extended if possible. Groups should be able to access support from the provider and want to be treated equally.

6.6.6 Self-help groups would like to access holistic support in the community. It would be helpful if needs are assessed and then the required support delivered. In particular they feel they would benefit from mental health training, life-skills, training on health issues, support to access employment and training on making and writing funding bids.

## **6.7 Alternative suggestions**

6.7.1 The model should not be generic, there should be targeted commissioning.

6.7.2 There should be an open and transparent review of the Community and Wellbeing Hub. The Hub contract should be included in this one.

6.7.3 Services that are delivered across a variety of community locations in the city.

6.7.4 A service that is proactive and flexible with a range of support options.

6.7.5 Direct payments should be offered as an alternative.

6.7.6 Invest more funding in existing services.

6.7.7 Increase public awareness of existing services.

6.7.8 Regular meetings to share ideas.

## **7.0 The Consultation Process**

7.1 Concerns were raised about the consultation via letter by Healthwatch Wolverhampton

7.1.1 Two letters formally objecting to the consultation process were received from Positive Participation.

If you wish to see a full copy of the consultation report and/or a full transcript of all responses received throughout the consultation, please contact Shen Campbell on 01902 551040 or email [shen.campbell@wolverhampton.gov.uk](mailto:shen.campbell@wolverhampton.gov.uk).

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# Cabinet (Resources) Panel

## 4 October 2016

<b>Report title</b>	Fees and Charges Review 2017/18	
<b>Decision designation</b>	AMBER	
<b>Cabinet member with lead responsibility</b>	All	
<b>Key decision</b>	Yes	
<b>In forward plan</b>	Yes	
<b>Wards affected</b>	All	
<b>Accountable director</b>	Mark Taylor, Director of Finance	
<b>Originating service</b>	Strategic Finance	
<b>Accountable employee(s)</b>	Claire Nye Tel Email	Chief Accountant 01902 550478 claire.nye@wolverhampton.gov.uk
<b>Report to be/has been considered by</b>	Strategic Executive Board Confident, Capable Council Scrutiny Panel	22 September 2016 16 November 2016

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### Recommendation(s) for action or decision:

The Cabinet (Resources) Panel is recommended to:

1. Approve the fees and charges [as set out in Appendices A to D] to take effect from 1 November 2016 (or as soon as possible thereafter).
2. Approve that in the following instances, authority be delegated to the responsible Strategic Director in consultation with the Director of Finance, to vary fees and charges during the financial year:
  - a. Where the cost of food (including frozen food) and drink procured for resale or onward supply changes, fees and charges may be set taking the new costs into account.
  - b. Where short-term change in fees and charges to ensure that a business opportunity can be pursued or secured; if the change is for a period of more than

two months then the change should be referred to Cabinet (Resources) Panel for decision during the two month period.

- c. Where an opportunity arises to secure a sale by matching the price to that of an organisation the Council is in competition with, ensuring that satisfactory 'price match' documentation is maintained to evidence the one-off fee amendment.
  - d. Where market conditions dictate, leisure membership fees may be varied providing that satisfactory market information is maintained.
  - e. Leisure centre activity prices may be varied in line with market conditions providing that satisfactory market information is maintained.
  - f. Charges to partner organisations for support services may be varied.
  - g. Court summons costs charged to council tax and business rates payers may be varied following default on payments.
  - h. Where the cost of poison procured for the purpose of pest control changes, pest control fees and charges may be varied in proportion with the change in costs.
  - i. Where market conditions dictate, charges for commercial waste collection may be varied providing that satisfactory market information is maintained.
  - j. Library charges may be varied to fall in line with Black Country Libraries in Partnership (BCLiP) participating authorities (Dudley, Walsall, Wolverhampton and Sandwell).
  - k. Adult Education Service charges may be varied in response to Skills Funding Agency and Education Funding Agency funding allocations for the applicable academic year.
  - l. Charges to schools/academies for services delivered under Service Level Agreements (SLAs) may be varied.
  - m. Where bespoke professional services are provided to external organisations.
3. Approve that in the following instances, authority be delegated to the responsible Cabinet Member for the service and Cabinet Member for Resources, in consultation with the relevant Strategic Director or the Director of Finance as appropriate, to vary existing fees and charges during the financial year:
- a. Where the Council wishes to subsidise a charitable event that may not break even financially for the authority.
  - b. Where the Council wishes to generate income from advertising upon Council property.
  - c. Where the Council wishes to vary charges for bars and catering.



- d. Where it is beneficial to the Council to generate additional income that will reduce the net budget.
4. Approve that where there is an opportunity to secure an act or event or utilise available rooms or halls for hire within Visitor Economy services and the projected net cost of the act, event or room hire generates a commercial return (including taking account of secondary spend from catering and sales), authority shall be delegated to the Head of Service - Visitor Economy to vary the fees and charges. Any such variations will be recorded, along with the reason, as part of the normal evidencing process for audit purposes. Details of any variations should to be reported to Strategic Finance in a format agreed by the Director of Finance.
5. Approve that, should any amendment be made to the VAT treatment of specific fees and charges, authority to vary those fees and charges be delegated to the Cabinet Member for Resources, together with the responsible Cabinet Member, in consultation with the Director of Finance and the responsible Strategic Director.
6. Delegate approval to the Cabinet Member for Children and Young People in consultation with the Strategic Director of People to approve new fees and charges for venue hire across the Strengthening Families Hubs within Children and Young People Services.
7. Approve that any variations to fees and charges made under sections 2 to 6 above must be properly documented and appropriate records retained to ensure that there are robust records for the purpose of independent audit.

**Recommendations for noting:**

The Cabinet (Resources) Panel is asked to note:

1. That the fees and charges for the following items, which are discussed in more detail at section 4.1, are not reviewed as part of this report as they will be subject to separate arrangements for their approval.
  - a. Adult social care contributions to care packages.
  - b. Street trading, Hackney Carriage and private hire licensing and general licensing charges.
  - c. Food and drink (for onward supply or resale) prices (see recommendation 2.a.).
  - d. Fees for special waste collections.
2. That in accordance with delegated authority, as approved by Cabinet (Resources) Panel on 20 October 2015, a policy for charging parents for the placement costs of Looked After Children who are subject to a Full Care Order or a S20 Voluntary arrangement, was approved by the Cabinet Member for Children and Young People in consultation with the Strategic Director of People for implementation and application from 1 October 2016.

## **1.0 Purpose**

- 1.1 The purpose of this report is to present recommended tariffs for the majority of fees and charges receivable by the Council, to take effect from 1 November 2016 (or as soon as possible thereafter).

## **2.0 Background**

- 2.1 The Council makes a wide range of fees and charges for many of its services. Some are discretionary and others are either specified or restricted by legislation or Government policy.
- 2.2 The following outlines the requirements of the Financial Procedure Rules with regard to fees and charges:
1. All fees and charges within the Council's control, influenced by or associated with the Council, shall be approved by the Cabinet (Resources) Panel.
  2. The Section 151 Officer shall prepare, not less than once in any twelve month period, a comprehensive fees and charges report to the Cabinet (Resources) Panel, which shall include recommendations on revisions to all fees and charges within the Council's control, influenced by or associated with the Council (with the exception of fees and charges relating solely to the Housing Revenue Account). This shall include reference to all relevant fees and charges for which no change is proposed.
  3. All fees and charges shall take into account the full costs of the service in question, including recharges for support services and capital charges, subject to any approvals under paragraph 6.
  4. All fees and charges shall be fully reviewed at least once in any twelve month period.
  5. At the point of review, all fees and charges shall take into account the increase (expressed in percentage terms) in the estimated costs of the service in question (taken over the forthcoming twelve months), subject to any approvals under paragraph 6.
  6. Any deviation from paragraphs 3 or 5 shall in itself require the approval, on an individual fee or charge basis, of Cabinet (Resources) Panel.
  7. In considering whether to grant an approval, the Cabinet (Resources) Panel shall consider the following factors: underlying cost and the extent of cost recovery and or subsidy, comparison with other providers of similar or equivalent services, affordability and effect on demand, as well as any other relevant considerations.
  8. All fees and charges shall be approved on a VAT exclusive basis.

9. The Section 151 Officer (or his/her delegate) shall maintain a register of all fees and charges currently receivable by, influenced by or associated with the Council.

### **3.0 Recommended Fees and Charges**

- 3.1 Appendices A to C provide a detailed listing of all of the Council's fees and charges presented for approval by this meeting of the Cabinet (Resources) Panel.
- 3.2 Once again, the fees and charges presented in this report have been subject to on-going, detailed review in recent months as part of the annual assessment in accordance with the Council's Constitution. Focus has been paid to assessing the level of cost recovery of each fee or charge and relevant statute and regulation as applicable. Market conditions have been considered where relevant and as a result several fees and charges have been frozen or reduced to ensure that the City Council remains competitive.
- 3.3 Schedule One of the Building Act 1984 identifies the Regulations which Local Authorities have a duty to enforce in relation to the setting of Building Control Charges. Therefore, these charges have been set in accordance with the Building (Local Authority Charges) Regulation 2010, as required by the Building Act 1984. The Scheme for recovery of Building Regulation Charges and Associated Matters for the City of Wolverhampton Council is included at Appendix D.

### **4.0 Other Fees and Charges**

- 3.4 The Council also levies other fees and charges that are not included in Appendices A to C for which no recommendation is being made in this report. These are:
1. Charges relating to adult social care contributions to care packages which are set in line with the national benefits system and will be the subject of a separate report to Cabinet (Resources) Panel.
  2. Charges relating to street trading, Hackney Carriage and private hire licensing and general licensing which will be considered separately by the Licensing Committee on 8 February 2017.
  3. Fees and charges relating to food and drink; for the reasons outlined in 4.3 below, it is proposed that any changes to the current level of these charges will be dealt with through delegated authority for which approval is sought in this report (see recommendation 2.a. above).
  4. Fees for special waste collections (clinical waste, bulky items, white goods and asbestos) will be assessed in separate report as part of the wider review of waste services early in the new calendar year.
- 4.2 In addition, where applicable, the Council may charge for the provision of bespoke professional services to external organisations (for example, legal, accounting, architectural and engineering services). A quotation of proposed charges, based on full cost recovery, will be provided in advance to the external body for this purpose.

- 4.3 There are certain circumstances where for operational reasons and to afford the necessary commercial and legal flexibility, it is proposed that:
1. Authority be delegated to the responsible Strategic Director in consultation with the Director of Finance, to vary fees and charges during the financial year or,
  2. Authority be delegated to the responsible Cabinet Member for the service and Cabinet Member for Resources, in consultation with the relevant Strategic Director and the Director of Finance, to vary fees and charges during the financial year.
- 4.4 As in previous years, delegated authority is requested for the Cabinet Member for Resources together with the responsible Cabinet Member, in consultation with the Director of Finance and the responsible Strategic Director, to adjust any fees and charges as appropriate, where this is as a result of any changes to the VAT treatment.
- 4.5 It is proposed that Cabinet (Resources) Panel delegate authority to the Cabinet Member for Children and Young People in consultation with the Strategic Director of People, to approve new fees and charges for venue hire across the Strengthening Families Hubs within Children and Young People Services.
- 4.6 It is important to note that in accordance with delegated authority, as approved by Cabinet (Resources) Panel on 20 October 2015, a policy for charging parents for the placement costs of Looked After Children who are subject to a Full Care Order or a S20 Voluntary arrangement, was approved by the Cabinet Member for Children and Young People in consultation with the Strategic Director of People for implementation and application from 1 October 2016. Full details are available in the 'Policy for charging parents for Looked after Children (LAC) Services' Individual Executive Decision Notice.
- 4.7 Any variations to fees and charges within the scope of this report made under delegated authority must be properly documented and retained by the relevant officers to ensure that there is a robust audit trail.

## **5.0 Financial Implications**

- 5.1 Increases in fees and charges income will contribute to reducing the Council's medium term budget deficit, which is projected to be £54.6 million by 2019/20 as stated in the 2016/17 Budget and Medium Term Financial Strategy 2016/17 - 2019/20 report presented to Cabinet on 24 February 2016.
- 5.2 Any impact on budgets arising as a result of the proposed fees and charges will be incorporated into the 2017/18 budget setting process and will be reflected in future Budget and Medium Term Financial Strategy update reports to Cabinet.
- 5.3 It is important to be aware that additional income from increases in fees and charges is uncertain, as the resulting impact upon demand that will arise from changes in fees and charges cannot be predicted with certainty, although this is considered during the price setting process.

- 5.4 The impact of these changes to fees and charges will be examined closely throughout 2017/18 and the remainder of 2016/17 as part of the Council's revenue budget monitoring arrangements and where appropriate, further reports will be presented to Councillors.
- 5.5 Grant Thornton UK LLP is currently working on an 'Income Generation' project with the Council. This review involves a Council wide analysis of fees and charges income and broader income generating opportunities with a view to maximising that income. It will also identify new and creative opportunities for income generation and generate options for the Council to consider how it can optimise and implement potential opportunities for new income streams. Grant Thornton's work should be completed by the end of November. This will lead to the production of business cases in agreed areas to maximise income opportunities. The outcome of this work stream will be fed into the budget preparation work for 2017/18 and will be reported as part of the Budget report in February 2017.
- 5.6 Immediate Solutions are also carrying out a short term piece of work looking at making the most of advertising and sponsorship opportunities within the Council, as well as using assets to generate income. This work is due to be completed by mid-October and will similarly be incorporated into the future budget setting process.

[MH/26092015/G]

## **6.0 Legal Implications**

- 6.1 The Council is under a constitutional duty to review its fees and charges at least annually and to maintain a register of such charges. This report and the attached appendices meet this constitutional requirement.

[TS/26092016/D]

## **7.0 Equalities Implications**

- 7.1 The Council operates an open and consultative approach to the development of its budget and the general financial position of the Council has, once again, been the subject of detailed public consultation. The changes to fees and charges outlined in the report are primarily as a result of cost increases and inflationary pressures to ensure the Council recovers its costs where possible and provides best value to residents and customers.
- 7.2 Where possible, charges have been frozen in order to minimise the impact on those groups that fall under the protected characteristics (e.g. the costs for certain leisure activities and library charges). This has formed part of the Council's cumulative consideration, which sits alongside the review of individual fees and charges.

## **8.0 Environmental Implications**

- 8.1 There may be environmental implications arising from some of the proposed tariff changes but this will vary depending on the nature of the service. Individual

environmental implications will, therefore, be assessed as part of the fees and charges setting process.

## **9.0 Corporate Landlord Implications**

- 9.1 Several of the tariffs in the attached appendices fall within the responsibility of the Corporate Landlord function. The proposed fees and charges are consistent with current policies for this service.

## **10.0 Human Resources Implications**

- 10.1 This report has no direct human resources implications.

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## **11.0 Schedule of Background Papers**

Policy for charging parents for Looked after Children (LAC) Services Individual Executive Decision Notice, September 2016.

2016/17 Budget and Medium Term Financial Strategy 2016/17 - 2019/20, report to Cabinet, 24 February 2016.

Fees and Charges Review 2016/17, report to Cabinet (Resources) Panel, 20 October 2015.

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Description	Current Charge incl VAT £	Current charge excl VAT £	VAT Rate	Proposed Charge incl VAT £	Proposed Charge excl VAT £	Change excl VAT £
<b>CORPORATE SERVICES</b>						
<b>Revenues &amp; Benefits</b>						
Penalties for failure to supply information in relation to council tax and business rates recovery (statutory amounts):						
- Failure after first request	70.00	70.00	NB	70.00	70.00	0.00
- Failure after second request	280.00	280.00	NB	280.00	280.00	0.00
Fees charged to individuals when taken to court over outstanding council tax or business rate debts (Charge applicable from 1.4.2017, subject to approval by the Magistrates):						
- Council Tax:: Summons costs if balance is greater than £250	85.00	85.00	NB	70.00	70.00	-15.00
- Council Tax: Liability Order costs if balance is greater than £250	Previously included above		NB	7.00	7.00	n/a
- Council Tax: if balance is less than £250	15.00	15.00	NB	18.00	18.00	3.00
- Business Rates : Summons costs	115.00	115.00	NB	102.00	102.00	-13.00
- Business Rates: Liability Order costs	Previously included above		NB	11.00	11.00	n/a
- BID Levy: Summons costs	58.00	58.00	NB	60.00	60.00	2.00
- BID Levy: Liability Order costs	Previously included above		NB	7.00	7.00	n/a
Charges for late payment of invoices (statutory amounts):						
-Amount of debt up to £999.99	New Charge		NB	40.00	40.00	n/a
-Amount of debt £1,000 to £9,999.99	New Charge		NB	70.00	70.00	n/a
-Amount of debt £10,000 or more	New Charge		NB	100.00	100.00	n/a
<b>The Hub</b>						
Administration charge for processing DBS checks	24.00	20.00	SR	24.00	20.00	0.00
<b>GOVERNANCE</b>						
<b>Registrars</b>						
<b>Nationality Checking Service</b>						
Single person fee (Charge applicable to 31.12.16)	60.00	50.00	SR	60.00	50.00	0.00
Single person fee (Charge applicable from 1.1.17 to 31.3.18)	65.00	54.17	SR	65.00	54.17	0.00

VAT Codes: SR - Standard Rate at 20%; ZR - Zero Rate; NB - Non-Business/Outside Scope of VAT; LR - Lower Rate at 5%

\*\* Change in VAT treatment

Description	Current Charge incl VAT £	Current charge excl VAT £	VAT Rate	Proposed Charge incl VAT £	Proposed Charge excl VAT £	Change excl VAT £
Single person fee (Charge applicable from 1.4.18 to 31.3.19)	65.00	54.17	SR	70.00	58.33	4.16
Husband , wife & up to 2 children (Charge applicable to 31.12.16)	132.00	110.00	SR	132.00	110.00	0.00
Husband , wife & up to 2 children (Charge applicable from 1.1.17 to 31.3.18)	135.00	112.50	SR	135.00	112.50	0.00
Husband , wife & up to 2 children (Charge applicable from 1.4.18 to 31.3.19)	135.00	112.50	SR	150.00	125.00	12.50
Additional children on family application (Charge applicable to 31.12.16)	42.00	35.00	SR	42.00	35.00	0.00
Additional children on family application (Charge applicable from 1.1.17 to 31.3.18)	45.00	37.50	SR	45.00	37.50	0.00
Additional children on family application (Charge applicable from 1.4.18 to 31.3.19)	45.00	37.50	SR	45.00	37.50	0.00
Under 18 on own application (Charge applicable to 31.12.16)	42.00	35.00	SR	60.00	50.00	15.00
Under 18 on own application (Charge applicable from 1.1.17 to 31.3.18)	65.00	54.17	SR	65.00	54.17	0.00
Under 18 on own application (Charge applicable from 1.4.18 to 31.3.19)	65.00	54.17	SR	70.00	58.33	4.16
NCS application forms (Charge applicable to 31.12.16)	1.50	1.50	NB	1.50	1.50	0.00
NCS application forms (Charge applicable from 1.1.17 to 31.3.18)	1.50	1.50	NB	2.00	2.00	0.50
NCS application forms (Charge applicable from 1.4.18 to 31.3.19)	1.50	1.50	NB	3.00	3.00	1.50
JCAP [Joint Citizenship and Passport Checking] - Additional to Nationality Checking fee	New Charge		SR	11.00	9.17	n/a
<b>License Fee for Approved Premises</b>						
Charge applicable to 31.12.16	1,350.00	1,350.00	NB	1,350.00	1,350.00	0.00
Charge applicable from 1.1.17 to 31.3.18	1,355.00	1,355.00	NB	1,355.00	1,355.00	0.00
Charge applicable from 1.4.18 to 31.3.19	1,355.00	1,355.00	NB	1,370.00	1,370.00	15.00
Each additional room (Charge applicable from 1.4.18 to 31.3.19)	New Charge		NB	75.00	75.00	n/a
<b>Marriages &amp; Civil Partnerships:</b>						
<b>Wedding Packages (Civic Venues):</b>						

VAT Codes: SR - Standard Rate at 20%; ZR - Zero Rate; NB - Non-Business/Outside Scope of VAT; LR - Lower Rate at 5%

\*\* Change in VAT treatment

Description		Current Charge incl VAT £	Current charge excl VAT £	VAT Rate	Proposed Charge incl VAT £	Proposed Charge excl VAT £	Change excl VAT £
Fees in addition to bronze package prices for civic venues listed below.							
Silver (Charge applicable from 1.1.17 to 31.3.19)		New Charge		SR	80.00	66.67	n/a
Gold (Charge applicable from 1.1.17 to 31.3.19)		New Charge		SR	120.00	100.00	n/a
<b>Lady Wulfruna Suite &amp; Mayors Parlour [Marriages &amp; Civil Partnerships]</b>							
Monday-Thursday (Charges applicable to 31.12.16)		180.00	180.00	EX	180.00	180.00	0.00
Monday-Thursday (Charges applicable from 1.1.17 to 31.3.18)		185.00	185.00	EX	185.00	185.00	0.00
Monday-Thursday (Charges applicable from 1.4.18 to 31.3.19)		185.00	185.00	EX	195.00	195.00	10.00
Friday (Charges applicable to 31.12.16)		200.00	200.00	EX	200.00	200.00	0.00
Friday (Charges applicable from 1.1.17 to 31.3.18)		205.00	205.00	EX	205.00	205.00	0.00
Friday (Charges applicable from 1.4.18 to 31.3.19)		205.00	205.00	EX	295.00	295.00	90.00
Saturday am (Charges applicable to 31.12.16)		240.00	240.00	EX	240.00	240.00	0.00
Saturday am (Charges applicable from 1.1.17 to 31.3.18)		245.00	245.00	EX	245.00	245.00	0.00
Saturday am (Charges applicable from 1.4.18 to 31.3.19)		245.00	245.00	EX	295.00	295.00	50.00
Saturday pm (Charges applicable to 31.12.16)		395.00	395.00	EX	395.00	395.00	0.00
Saturday pm (Charges applicable from 1.1.17 to 31.3.18)		395.00	395.00	EX	395.00	395.00	0.00
Saturday pm (Charges applicable from 1.4.18 to 31.3.19)		395.00	395.00	EX	395.00	395.00	0.00
Sunday / Bank Holiday (Subject to accessibility. Charges to applicable to 31.12.16)		395.00	395.00	EX	395.00	395.00	0.00
Sunday / Bank Holiday (Subject to accessibility. Charges to applicable from 1.1.17 to 31.3.18)		395.00	395.00	EX	395.00	395.00	0.00
Sunday / Bank Holiday (Subject to accessibility. Charges to applicable from 1.4.18 to 31.3.19)		395.00	395.00	EX	395.00	395.00	0.00
<b>Bantock Suite [Marriages &amp; Civil Partnerships]</b>							
Monday-Thursday (Charge applicable from 22.4.16 to 31.12.16)		80.00	80.00	EX	80.00	80.00	0.00
Monday-Thursday (Charge applicable from 1.1.17 to 31.3.18)		85.00	85.00	EX	85.00	85.00	0.00
Monday-Thursday (Charge applicable from 1.4.18 to 31.3.19)		85.00	85.00	EX	85.00	85.00	0.00

VAT Codes: SR - Standard Rate at 20%; ZR - Zero Rate; NB - Non-Business/Outside Scope of VAT; LR - Lower Rate at 5%

\*\* Change in VAT treatment

Description		Current Charge incl VAT £	Current charge excl VAT £	VAT Rate	Proposed Charge incl VAT £	Proposed Charge excl VAT £	Change excl VAT £
	Friday (Charge applicable from 22.4.16 to 31.12.16)	100.00	100.00	EX	100.00	100.00	0.00
	Friday (Charge applicable from 1.1.17 to 31.3.18)	105.00	105.00	EX	105.00	105.00	0.00
	Friday (Charge applicable from 1.4.18 to 31.3.19)	105.00	105.00	EX	120.00	120.00	15.00
	Saturday am (Charge applicable from 22.4.16 to 31.12.16)	100.00	100.00	EX	100.00	100.00	0.00
	Saturday am (Charge applicable from 1.1.17 to 31.3.18)	105.00	105.00	EX	105.00	105.00	0.00
	Saturday am (Charge applicable from 1.4.18 to 31.3.19)	105.00	105.00	EX	120.00	120.00	15.00
	<b>Approved Premises (Hotels etc) (Marriages &amp; Civil Partnerships):</b>						
	Monday-Thursday (Charge applicable to 31.12.16)	330.00	330.00	EX	330.00	330.00	0.00
	Monday-Thursday (Charge applicable from 1.1.17 to 31.3.18)	330.00	330.00	EX	335.00	335.00	5.00
	Monday-Thursday (Charge applicable from 1.4.18 to 31.3.19)	330.00	330.00	EX	345.00	345.00	15.00
	Friday (Charge applicable to 31.12.16)	350.00	350.00	EX	350.00	350.00	0.00
	Friday (Charge applicable from 1.1.17 to 31.3.18)	350.00	350.00	EX	355.00	355.00	5.00
	Friday (Charge applicable from 1.4.18 to 31.3.19)	350.00	350.00	EX	365.00	365.00	15.00
	Saturday (Charge applicable to 31.12.16)	425.00	425.00	EX	425.00	425.00	0.00
	Saturday (Charge applicable from 1.1.17 to 31.3.18)	425.00	425.00	EX	430.00	430.00	5.00
	Saturday (Charge applicable from 1.4.18 to 31.3.19)	425.00	425.00	EX	440.00	440.00	15.00
	Sunday/Public Holiday (Charge applicable to 31.12.16)	480.00	480.00	EX	480.00	480.00	0.00
	Sunday/Public Holiday (Charge applicable from 1.1.17 to 31.3.18)	480.00	480.00	EX	485.00	485.00	5.00
	Sunday/Public Holiday (Charge applicable from 1.3.18 to 31.4.19)	480.00	480.00	EX	500.00	500.00	20.00
	<b>Lady Wulfruna Suite &amp; Mayors Parlour [Renewal of Vows, Baby Naming &amp; Conversion Ceremonies]</b>						
	Monday to Thursday (Charges applicable to 31.12.16)	180.00	150.00	SR	180.00	150.00	0.00
	Monday to Thursday (Charges applicable from 1.1.17 to 31.3.18)	185.00	154.17	SR	185.00	154.17	0.00

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\*\* Change in VAT treatment

Description	Current Charge incl VAT £	Current charge excl VAT £	VAT Rate	Proposed Charge incl VAT £	Proposed Charge excl VAT £	Change excl VAT £
Monday to Thursday (Charges applicable from 1.3.18 to 31.4.19)	185.00	154.17	SR	185.00	154.17	0.00
Friday (Charges applicable to 31.12.16)	200.00	166.67	SR	200.00	166.67	0.00
Friday (Charges applicable from 1.1.17 to 31.3.18)	204.00	170.00	SR	205.00	170.83	0.83
Friday (Charges applicable from 1.4.18 to 31.3.19)	204.00	170.00	SR	205.00	170.83	0.83
Saturday before 1.00 pm (Charges applicable to 31.12.16)	240.00	200.00	SR	240.00	200.00	0.00
Saturday before 1.00 pm (Charges applicable from 1.1.17 to 31.3.18)	245.00	204.17	SR	245.00	204.17	0.00
Saturday before 1.00 pm (Charges applicable from 1.4.18 to 31.3.19)	245.00	204.17	SR	245.00	204.17	0.00
Saturday after 1.00 pm (Charges applicable to 31.12.16)	360.00	300.00	SR	395.00	329.17	29.17
Saturday after 1.00 pm (Charges applicable from 1.1.17 to 31.3.18)	395.00	329.17	SR	395.00	329.17	0.00
Saturday after 1.00 pm (Charges applicable from 1.4.18 to 31.3.19)	395.00	329.17	SR	395.00	329.17	0.00
Sunday & Bank Holidays (Charges applicable to 31.12.16)	360.00	300.00	SR	395.00	329.17	29.17
Sunday & Bank Holidays (Charges applicable from 1.1.17 to 31.3.18)	395.00	329.17	SR	395.00	329.17	0.00
Sunday & Bank Holidays (Charges applicable from 1.4.18 to 31.3.19)	395.00	329.17	SR	395.00	329.17	0.00
<b>The Bantock Suite [Renewal of Vows, Baby Naming &amp; Conversion Ceremonies]</b>						
Monday to Thursday (Charge applicable from 22.4.16 to 31.12.16)	80.00	66.67	SR	80.00	66.67	0.00
Monday to Thursday (Charge applicable from 1.1.17 to 31.3.18)	85.00	70.83	SR	85.00	70.83	0.00
Monday to Thursday (Charge applicable from 1.4.18 to 31.3.19)	85.00	70.83	SR	85.00	70.83	0.00
Friday (Charge applicable from 22.4.16 to 31.12.16)	100.00	83.33	SR	100.00	83.33	0.00
Friday (Charge applicable from 1.1.17 to 31.3.18)	105.00	87.50	SR	105.00	87.50	0.00
Friday (Charge applicable from 1.4.18 to 31.3.19)	105.00	87.50	SR	105.00	87.50	0.00
Saturday before 1.00 pm (Charge applicable from 22.4.16 to 31.12.16)	100.00	83.33	SR	100.00	83.33	0.00
Saturday before 1.00 pm (Charge applicable from 1.1.17 to 31.3.18)	105.00	87.50	SR	105.00	87.50	0.00

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\*\* Change in VAT treatment

Description		Current Charge incl VAT £	Current charge excl VAT £	VAT Rate	Proposed Charge incl VAT £	Proposed Charge excl VAT £	Change excl VAT £
	Saturday before 1.00 pm (Charge applicable from 1.4.18 to 31.3.19)	105.00	87.50	SR	120.00	100.00	12.50
	<b>Approved Premise (Hotels etc) [Renewal of Vows, Baby Naming &amp; Conversion Ceremonies]</b>						
	Monday-Thursday (Charge applicable to 31.12.16)	330.00	275.00	SR	330.00	275.00	0.00
	Monday-Thursday (Charge applicable from 1.1.17 to 31.3.18)	335.00	279.17	SR	335.00	279.17	0.00
	Monday-Thursday (Charge applicable from 1.4.18 to 31.3.19)	335.00	279.17	SR	345.00	287.50	8.33
	Friday (Charge applicable to 31.12.16)	350.00	291.67	SR	350.00	291.67	0.00
	Friday (Charge applicable from 1.1.17 to 31.3.18)	355.00	295.83	SR	355.00	295.83	0.00
	Friday (Charge applicable from 1.4.18 to 31.3.19)	355.00	295.83	SR	365.00	304.17	8.34
	Saturday (Charge applicable to 31.12.16)	425.00	354.17	SR	425.00	354.17	0.00
	Saturday (Charge applicable from 1.1.17 to 31.3.18)	430.00	358.33	SR	430.00	358.33	0.00
	Saturday (Charge applicable from 1.4.18 to 31.3.19)	430.00	358.33	SR	430.00	358.33	0.00
	Sunday/Public Holiday (Charge applicable to 31.12.16)	480.00	400.00	SR	480.00	400.00	0.00
	Sunday/Public Holiday (Charge applicable from 1.1.17 to 31.3.18)	485.00	404.17	SR	485.00	404.17	0.00
	Sunday/Public Holiday (Charge applicable from 1.4.18 to 31.3.19)	485.00	404.17	SR	500.00	416.67	12.50
	<b>Private Citizenship Ceremonies</b>						
	Charge applicable to 31.12.16	175.00	175.00	NB	175.00	175.00	0.00
	Charge applicable from 1.1.17 to 31.3.18	180.00	180.00	NB	180.00	180.00	0.00
	Charge applicable from 1.4.18 to 31.3.19	180.00	180.00	NB	180.00	180.00	0.00
	Citizenship Ceremony - Saturday mornings fee	New Charge		NB	40.00	40.00	n/a
	<b>Commemorative Certificates/Booking Fees</b>						
	12 x 8 unmounted certificate	3.00	2.50	SR	3.00	2.50	0.00
	12 x 8 mounted certificate	5.00	4.17	SR	5.00	4.17	0.00
	Same day certificate issue	20.00	20.00	EX	21.00	21.00	1.00
	Amendment fee for bookings	20.00	20.00	NB	30.00	30.00	10.00
	Out of Hours Appointment Fee (Saturday mornings or late night appointments)	New Charge		SR	12.00	10.00	n/a
	<b>Information Governance</b>						

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\*\* Change in VAT treatment

Description		Current Charge incl VAT £	Current charge excl VAT £	VAT Rate	Proposed Charge incl VAT £	Proposed Charge excl VAT £	Change excl VAT £
	Subject Access Requests - Statutory Fee	10.00	10.00	NB	10.00	10.00	0.00
	Request for CCTV footage from insurance company or solicitor regarding accident involving client	New Charge		SR	84.00	70.00	n/a
	Request for CCTV footage from insurance company or solicitor regarding damage to client property	New Charge		SR	84.00	70.00	n/a
	Request for information from insurance company or solicitor regarding non-personal information	New Charge		SR	90.00	75.00	n/a
	Request for general CCTV footage	New Charge		SR	30.00	25.00	n/a
	<b>Markets -</b>						
	<b>Wolverhampton Market</b>						
	<b>Licensed Cabins (weekly licence fee)</b>						
	10 foot Cabin (including utilities and service charge)	New Charge		EX	136.00	136.00	n/a
	10 foot Cabin (excluding utilities including service charge)	New Charge		EX	131.00	131.00	n/a
	20 foot Cabin (including utilities and service charge)	New Charge		EX	172.00	172.00	n/a
	30 foot Cabin (excluding utilities including service charge)	New Charge		EX	203.00	203.00	n/a
	<b>Facility</b>						
	Cold Storage Unit	New Charge		SR	24.00	20.00	n/a
	Storerooms	New Charge		SR	18.00	15.00	n/a
	<b>Wolverhampton Market – Miscellaneous Fees and Charges (maximum)</b>						
	Open Market Spaces (Daily)	23.25	23.25	EX	24.00	24.00	0.75
	Children's Rides (weekly)	52.20	52.20	EX	20.00	20.00	-32.20
	<b>Wolverhampton Open Market</b>						
	Per Day (Licenced Trader)						
	Tuesday	31.55	31.55	EX	30.00	30.00	-1.55
	Wednesday	20.10	20.10	EX	12.00	12.00	-8.10
	Friday	31.55	31.55	EX	25.00	25.00	-6.55
	Saturday	31.55	31.55	EX	25.00	25.00	-6.55
	Per Day (Casual Trader)						
	Tuesday	35.20	35.20	EX	35.00	35.00	-0.20
	Wednesday	23.90	23.90	EX	15.00	15.00	-8.90
	Friday	35.20	35.20	EX	28.00	28.00	-7.20

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\*\* Change in VAT treatment

Description	Current Charge incl VAT £	Current charge excl VAT £	VAT Rate	Proposed Charge incl VAT £	Proposed Charge excl VAT £	Change excl VAT £
Saturday	35.20	35.20	EX	28.00	28.00	-7.20
<b>Bilston Market</b>						
<b>Indoor Market – (individual fees depend upon size, location and amenities of stall)</b>						
Zone 1	145.75	145.75	EX	145.75	145.75	0.00
Zone 3	135.25	135.25	EX	135.25	135.25	0.00
Zone 4	113.45	113.45	EX	113.45	113.45	0.00
Storerooms (maximum)	33.90	28.25	SR	33.90	28.25	0.00
Car Parking	5.20	4.33	SR	2.00	1.67	-2.67
<b>Bilston Market - Miscellaneous Fees and Charges</b>						
Indoor Spaces (per week)	67.10	67.10	EX	30.00	30.00	-37.10
Indoor Spaces (daily)	16.80	16.80	EX	10.00	10.00	-6.80
Children's Rides	67.10	67.10	EX	25.00	25.00	-42.10
<b>Bilston Open Market</b>						
<b>Stall Fee Middle - Licenced Trader</b>						
Monday	15.00	15.00	EX	14.00	14.00	-1.00
Thursday	29.65	29.65	EX	26.00	26.00	-3.65
Friday	15.00	15.00	EX	14.00	14.00	-1.00
Saturday	31.60	31.60	EX	25.00	25.00	-6.60
<b>Stall Fee Middle - Casual Trader</b>						
Monday	18.70	18.70	EX	19.00	19.00	0.30
Thursday	33.35	33.35	EX	30.00	30.00	-3.35
Friday	18.70	18.70	EX	17.00	17.00	-1.70
Saturday	35.25	35.25	EX	28.00	28.00	-7.25
<b>Stall Fee Corner - Licenced Trader</b>						
Monday	25.05	25.05	EX	23.00	23.00	-2.05
Thursday	33.95	33.95	EX	29.00	29.00	-4.95
Friday	25.05	25.05	EX	22.00	22.00	-3.05
Saturday	38.40	38.40	EX	35.00	35.00	-3.40
<b>Stall Fee Corner -Casual Trader</b>						
Monday	28.75	28.75	EX	26.00	26.00	-2.75
Thursday	37.75	37.75	EX	32.00	32.00	-5.75
Friday	28.75	28.75	EX	25.00	25.00	-3.75

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\*\* Change in VAT treatment



Description		Current Charge incl VAT £	Current charge excl VAT £	VAT Rate	Proposed Charge incl VAT £	Proposed Charge excl VAT £	Change excl VAT £
	Saturday	42.10	42.10	EX	38.00	38.00	-4.10
	<b>Loading Bay Fee (Per Day)</b>						
	Monday - Small Vehicle	22.35	22.35	EX	15.00	15.00	-7.35
	Monday - Large Vehicle	37.45	37.45	EX	25.00	25.00	-12.45
	Thursday - Small Vehicle	37.45	37.45	EX	25.00	25.00	-12.45
	Thursday - Large Vehicle	61.65	61.65	EX	35.00	35.00	-26.65
	Friday - Small Vehicle	22.35	22.35	EX	15.00	15.00	-7.35
	Friday - Large Vehicle	37.45	37.45	EX	25.00	25.00	-12.45
	Saturday - Small Vehicle	37.45	37.45	EX	25.00	25.00	-12.45
	Saturday - Large Vehicle	61.65	61.65	EX	35.00	35.00	-26.65
	<b>Patio Area (Licenced Trader)</b>						
	Monday	25.05	25.05	EX	23.00	23.00	-2.05
	Thursday	36.70	36.70	EX	29.00	29.00	-7.70
	Friday	25.05	25.05	EX	22.00	22.00	-3.05
	Saturday	36.70	36.70	EX	35.00	35.00	-1.70
	<b>Patio Area (Casual Trader)</b>						
	Monday	28.75	28.75	EX	26.00	26.00	-2.75
	Thursday	40.50	40.50	EX	32.00	32.00	-8.50
	Friday	28.75	28.75	EX	25.00	25.00	-3.75
	Saturday	40.50	40.50	EX	38.00	38.00	-2.50
	<b>Extension Space Fee</b>						
	Open Market (extension marked areas only)	New Charge			Free	Free	n/a
	<b>Demonstration Area / Space Fee</b>						
	Monday	20.00	20.00	EX	18.00	18.00	-2.00
	Thursday	34.00	34.00	EX	29.00	29.00	-5.00
	Friday	20.00	20.00	EX	18.00	18.00	-2.00
	Saturday	36.00	36.00	EX	20.00	20.00	-16.00
	<b>Wednesfield Market</b>						
	<b>Stall Fee (Licenced Trader)</b>						
	Tuesday	22.20	22.20	EX	15.00	15.00	-7.20
	Wednesday (Pre Owned Goods)	14.70	14.70	EX	12.00	12.00	-2.70
	Wednesday (New Goods)	19.85	19.85	EX	15.00	15.00	-4.85
	Friday	22.20	22.20	EX	15.00	15.00	-7.20

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\*\* Change in VAT treatment

Description	Current Charge incl VAT £	Current charge excl VAT £	VAT Rate	Proposed Charge incl VAT £	Proposed Charge excl VAT £	Change excl VAT £
Saturday	22.20	22.20	EX	15.00	15.00	-7.20
<b>Stall Fee (Casual Trader)</b>						
Tuesday	26.00	26.00	EX	18.00	18.00	-8.00
Wednesday (Pre Owned Goods)	14.70	14.70	EX	15.00	15.00	0.30
Wednesday (New Goods)	19.85	19.85	EX	18.00	18.00	-1.85
Friday	26.00	26.00	EX	18.00	18.00	-8.00
Saturday	26.00	26.00	EX	18.00	18.00	-8.00
<b>Wholesale Market</b>						
Weekly vehicle Parking Fee (applicable to non-tenants only)	34.75	28.96	SR	35.00	29.17	0.21
<b>Miscellaneous Fees and Charges</b>						
<b>Occasional Market/Craft Fair</b>						
6 - 12 traders	New Charge		EX	80.00	80.00	n/a
25 traders or less	180.00	180.00	EX	170.00	170.00	-10.00
26 – 74 traders	355.00	355.00	EX	340.00	340.00	-15.00
75 + traders	585.00	585.00	EX	570.00	570.00	-15.00
Charity /Fundraising Groups (Admin Fee Only)	21.00	21.00	EX	20.00	20.00	-1.00
Car Boot Sale (Charity/Fundraising Groups Only)	21.00	21.00	EX	20.00	20.00	-1.00
<b>Miscellaneous Fee</b>						
Amendment to Tradeline	175.00	175.00	EX	200.00	200.00	25.00
<b>Transfer of Goodwill</b>						
Transfer of goodwill to immediate family member. (Mother, father, son, daughter, brother and sister)	Free	Free		Free	Free	
Additional Market Days (Pre-Booked) all markets i.e. Christmas )per stall)	18.00	18.00	EX	10.00	10.00	-8.00
Additional Market Days (Not Pre-Booked) all markets i.e. Christmas )per stall)	24.00	24.00	EX	13.00	13.00	-11.00
One charity stall at each site once a week	New Charge		EX	Free	Free	n/a
Businesses not selling, giving out information only	New Charge		EX	Free	Free	n/a
Out of Core Hours (traders who have paid and traded all day) per stall	18.00	18.00	EX	0.00	0.00	-18.00
Out of Core Hours Trading (traders who have <b>NOT</b> paid or traded all day ) per stall	24.00	24.00	EX	0.00	0.00	-24.00
<b>Legal Services</b>						

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\*\* Change in VAT treatment

Description		Current Charge incl VAT £	Current charge excl VAT £	VAT Rate	Proposed Charge incl VAT £	Proposed Charge excl VAT £	Change excl VAT £
	Legal Services provide a range of services (academy conversions, deeds of variation, shop leases etc.). The fees for these services are variable, based on hourly rates and time committed.						
	<b>Property Search Fees</b>						
	I) Official Search Certificate Llc1	11.00	11.00	NB	11.00	11.00	0.00
	li) Official Search Certificate Llc1 Electronically	9.00	9.00	NB	9.00	9.00	0.00
	lii) Con29R Enquiries	50.00	50.00	NB	50.00	50.00	0.00
	lv) Con29R Enquiries Electronically	45.00	45.00	NB	45.00	45.00	0.00
	V) Complete Search	61.00	61.00	NB	61.00	61.00	0.00
	Vi) Complete Search Electronically	54.00	54.00	NB	54.00	54.00	0.00
	Vii) Adjoining Parcels On Llc1	1.00	1.00	NB	1.00	1.00	0.00
	Viii) Adjoining Parcels On Con29R	10.00	10.00	NB	10.00	10.00	0.00
	lx) Adjoining Parcels Complete Search	11.00	9.17**	NB	11.00	11.00	1.83
	X) Con29R Optoional Enquiries	10.00	10.00	NB	10.00	10.00	0.00
	Xi) Additional Written Enquiries	10.00	8.33**	NB	10.00	10.00	1.67
	Xii) Personal Search						
	Xiii) Copy Charge From Local Land Charges Register	6.50	6.50	NB	6.50	6.50	0.00
	Charge per hour for requests that fall outside the current CON29R & O searches and other land charges options.	25.00	25.00	NB	25.00	25.00	0.00
	<b>Human Resources</b>						
	Pre-employment Check - Standard	New Charge		SR	20.00	16.67	n/a
	Pre-employment Check - Telephone Assessment	New Charge		SR	35.00	29.17	n/a
	Nurse Led Medical Referral	New Charge		EX	100.00	100.00	n/a
	Nurse Led Review	New Charge		EX	75.00	75.00	n/a
	OHP Medical Referral (In House Admin Fee - Vatable Element)	New Charge		SR	95.00	79.17	n/a
	OHP Medical Referral (External Supplier - Non Vatable Element)	New Charge		NB	80.00	80.00	n/a
	OHP Review (In House Admin Fee - Vatable Element)	New Charge		SR	65.00	54.17	n/a
	OHP Review (External Supplier - Non Vatable Element)	New Charge		NB	80.00	80.00	n/a

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\*\* Change in VAT treatment

Description		Current Charge incl VAT £	Current charge excl VAT £	VAT Rate	Proposed Charge incl VAT £	Proposed Charge excl VAT £	Change excl VAT £
III Health Retirement Referral (In House Admin Fee - Vatable Element)		New Charge		SR	115.00	95.83	n/a
III Health Retirement Referral (External Supplier - Non Vatable Element)		New Charge		NB	90.00	90.00	n/a
III Health Retirement Review (In House Admin Fee - Vatable Element)		New Charge		SR	50.00	41.67	n/a
III Health Retirement Review (External Supplier - Non Vatable Element)		New Charge		NB	90.00	90.00	n/a
Counselling - Initial Session		New Charge		SR	75.00	62.50	n/a
Counselling - Subsequent Session		New Charge		SR	60.00	50.00	n/a
Physiotherapy - Initial Session (In House Admin Fee - Vatable Element)		New Charge		SR	25.00	20.83	n/a
Physiotherapy - Initial Session (External Supplier Fee - Non Vatable Element)		New Charge		NB	25.00	25.00	n/a
Physiotherapy - Subsequent Session (In House Admin Fee - Vatable Element)		New Charge		SR	10.00	8.33	n/a
Physiotherapy - Subsequent Session (External Supplier - Non Vatable Element)		New Charge		NB	25.00	25.00	n/a
Workplace Assessment		New Charge		SR	130.00	108.33	n/a
Innoculations - Flu		New Charge		EX	17.00	17.00	n/a
Innoculations - Hep B & Blood Test		New Charge		EX	130.00	130.00	n/a
Blood Test		New Charge		EX	35.00	35.00	n/a
Lung Function		New Charge		EX	35.00	35.00	n/a
Audiometry		New Charge		EX	35.00	35.00	n/a
Driver Assessment (In House Admin Fee - Vatable Element)		New Charge		SR	95.00	79.17	n/a
Driver Assessment (External Supplier - Non Vatable Element)		New Charge		NB	80.00	80.00	n/a
<b>LEISURE SERVICES</b>							
<b>CASUAL SWIMMING</b>							
i) Swim ( A )		4.00	3.33	SR	4.00	3.33	0.00
ii) Swim (J)		2.00	1.67	SR	2.00	1.67	0.00
iii) Hire Of Armbands/Ring/Float		1.00	0.83	SR	1.00	0.83	0.00
<b>SWIMMING INSTRUCTION</b>							
i) Junior Lesson (1/2 Hr)		4.00	4.00	EX	4.00	4.00	0.00

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\*\* Change in VAT treatment

Description	Current Charge incl VAT £	Current charge excl VAT £	VAT Rate	Proposed Charge incl VAT £	Proposed Charge excl VAT £	Change excl VAT £
ii) Adult Lesson (1 Hr)	5.50	5.50	EX	5.50	5.50	0.00
iii) Parent & Toddler Lesson	4.00	4.00	EX	4.00	4.00	0.00
iv) Aqua Classes	5.00	5.00	EX	5.00	5.00	0.00
v) One-To-One Instruction (1/2 Hr)	13.00	13.00	EX	13.00	13.00	0.00
<b>SPECTATORS</b>						
l) Single Spectator	1.00	0.83	SR	1.00	0.83	0.00
<b>SCHOOLS SWIMMING INSTRUCTION (per ½ hour)</b>						
l) Instructor	13.00	13.00	EX	13.00	13.00	0.00
<b>SWIM SHOPS</b>						
l) Daily Hire	110.00	91.67	SR	100.00	83.33	-8.34
<b>POOL HIRE ( PER HR )</b>						
l) Central Baths / Bert Williams L C (25M)	135.00	112.50	SR	100.00	83.33	-29.17
li) Bert Williams L C (Studio Pool)	52.00	43.33	SR	100.00	83.33	40.00
<b>GALAS</b>						
l) Set Up & Break Down ( 6Hrs )	280.00	233.33	SR	270.00	225.00	-8.33
li) Central Baths / Bert Williams L C	135.00	112.50	SR	130.00	108.33	-4.17
<b>ELECTRONIC TIMING ( PER HR )</b>						
Start system (per day)	New Charge		SR	20.00	16.67	n/a
l) Central Baths	45.00	37.50	SR	45.00	37.50	0.00
<b>EXERCISE CLASSES</b>						
l) Instructed Session	5.00	5.00	EX	5.00	5.00	0.00
<b>SQUASH ( 40 MINS )</b>						
l) Court Hire ( A )	7.00	5.83	SR	7.00	5.83	0.00
ii) Court Hire (J)	3.50	2.92	SR	3.50	2.92	0.00
lii) Racquet Hire	2.50	2.08	SR	2.50	2.08	0.00
<b>FITNESS SUITE</b>						
l) Induction (A)	6.00	6.00	EX	6.00	6.00	0.00
li) Induction (J)	6.00	6.00	EX	6.00	6.00	0.00
lii) Ifi Group Induction (A)	24.00	24.00	EX	24.00	24.00	0.00
lv) Ifi Group Induction (J)	12.00	12.00	EX	12.00	12.00	0.00
v) Training Session ( A )	6.00	5.00	SR	6.00	5.00	0.00
vi) Training Session ( J )	3.00	2.50	SR	3.00	2.50	0.00
vii) Schools Training	3.00	2.50	SR	3.00	2.50	0.00
viii) Wellness Key & Support	10.00	8.33	SR	10.00	8.33	0.00
<b>TABLE TENNIS (PER TABLE)</b>						
l) Table Hire ( A ) Per Hr	5.00	4.17	SR	6.00	5.00	0.83
li) Table Hire (J) Per Hr	2.50	2.08	SR	3.00	2.50	0.42

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\*\* Change in VAT treatment

Description	Current Charge incl VAT £	Current charge excl VAT £	VAT Rate	Proposed Charge incl VAT £	Proposed Charge excl VAT £	Change excl VAT £
lii) Hire Of Bat	1.00	0.83	SR	1.00	0.83	0.00
<b>SPORTS HALL ( PER HR )</b>						
I) Sports Activities & Events - After 5Pm	47.00	39.17	SR	47.00	39.17	0.00
li) Sports Activities & Events - Day Time Use Only Upto 5Pm	23.50	19.58	SR	23.50	19.58	0.00
III) Ball Hire	3.00	2.50	SR	3.00	2.50	0.00
V) Non Sports Activities & Events	87.50	87.50	ZR	90.00	90.00	2.50
<b>TENNIS (PER HR)</b>						
I) Court Fee ( A )	7.00	5.83	SR	7.00	5.83	0.00
li) Court Fee (J)	3.50	2.92	SR	3.50	2.92	0.00
lii) Floodlights	5.50	4.58	SR	5.50	4.58	0.00
Iv) Racquet Hire	2.50	2.08	SR	2.50	2.08	0.00
<b>BADMINTON/SHORT TENNIS (HR)</b>						
I) Court Hire ( A )	10.00	8.33	SR	10.00	8.33	0.00
ii) Court Hire ( J )	5.00	4.17	SR	5.00	4.17	0.00
iii) Racquet Hire	2.50	2.08	SR	2.50	2.08	0.00
<b>INDOOR BOWLS</b>						
I) Per Person ( A )	2.75	2.29	SR	3.00	2.50	0.21
li) Per Person (J)	1.25	1.04	SR	1.50	1.25	0.21
<b>FOOTBALL PITCH HIRE</b>						
I) Aldersley Centre Pitch	105.00	87.50	SR	105.00	87.50	0.00
li) Floodlights ( Centre Pitch )	27.50	22.92	SR	30.00	25.00	2.08
lii) Pitch ( A )	45.00	37.50	SR	45.00	37.50	0.00
Iv) Changing & Showers (A)	30.00	25.00	SR	30.00	25.00	0.00
V) Pitch Only ( J )	30.00	25.00	SR	30.00	25.00	0.00
Vi) Changing & Showers (J)	15.00	12.50	SR	15.00	12.50	0.00
Vii) Hire Of Football Nets	15.00	12.50	SR	15.00	12.50	0.00
Viii) Hire Of Outdoor Ball	5.00	4.17	SR	5.00	4.17	0.00
<b>SYNTHETIC PITCH HIRE ( PER HR )</b>						
I) Pitch Hire ( A ) *	62.00	51.67	SR	62.00	51.67	0.00
li) Floodlights ( Level 1 )	18.00	15.00	SR	20.00	16.67	1.67
lii) Floodlights ( Level 2 )	25.00	20.83	SR	25.00	20.83	0.00
Iv) Pitch Hire ( J ) * After 5.00Pm	31.00	25.83	SR	31.00	25.83	0.00
V) Pitch Hire ( J ) * Daytime Use Only Upto 5.00Pm	15.50	12.92	SR	15.50	12.92	0.00
Vi) Half Pitch (A)	31.00	25.83	SR	31.00	25.83	0.00
Vii) Half Pitch With Lights(A)	50.00	41.67	SR	50.00	41.67	0.00
Viii) Half Pitch (J) After 5.00Pm	15.00	12.50	SR	15.00	12.50	0.00

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\*\* Change in VAT treatment

Description	Current Charge incl VAT £	Current charge excl VAT £	VAT Rate	Proposed Charge incl VAT £	Proposed Charge excl VAT £	Change excl VAT £
Ix) Half Pitch (J) Daytime Use Only Upto 5.00Pm	7.50	6.25	SR	7.50	6.25	0.00
X) Half Pitch With Lights(J)	35.00	29.17	SR	35.00	29.17	0.00
<b>NETBALL (PER HR)</b>						
I) 3 Courts ( A )	85.00	70.83	SR	85.00	70.83	0.00
li) 1 Court ( A )	31.00	25.83	SR	31.00	25.83	0.00
lii) Floodlights	12.00	10.00	SR	12.00	10.00	0.00
Iv) 3 Courts ( J )	43.00	35.83	SR	43.00	35.83	0.00
V) 1 Court ( J )	17.00	14.17	SR	17.00	14.17	0.00
Vi) Ball Hire	3.00	2.50	SR	3.00	2.50	0.00
<b>HIRE OF ALDERSLEY LEISURE VILLAGE OUTDOOR ARENA ( PER HR )</b>						
I) Athletics / Cycling / Events	90.00	75.00	SR	90.00	75.00	0.00
li) Athletics / Cycling / Events (Schools only)	New Charge		SR	45.00	37.50	n/a
lii) Floodlights	27.50	22.92	SR	30.00	25.00	2.08
<b>ATHLETICS / CYCLING</b>						
I) Track ( A )	4.00	3.33	SR	4.00	3.33	0.00
li) Track (J)	2.00	1.67	SR	2.00	1.67	0.00
<b>SHOWER ONLY</b>						
I) Adult	3.00	2.50	SR	3.00	2.50	0.00
li) Junior	1.50	1.25	SR	1.50	1.25	0.00
<b>CAR PARKING AT CENTRAL BATHS</b>						
I) Match Day	5.50	4.58	SR	5.00	4.17	-0.41
<b>HIRE OF WOODLANDS SUITE</b>						
I) 3 Sections Per Day - Ext	320.00	320.00	EX	320.00	320.00	0.00
li) 3 Sections Per Hr - Ext	40.00	40.00	EX	40.00	40.00	0.00
lii) 1 Section Per Day - Ext	120.00	120.00	EX	120.00	120.00	0.00
Iv) 1 Section Per Hr - Ext	16.00	16.00	EX	16.00	16.00	0.00
<b>ROOM HIRE</b>						
I) Aerobics/Dance Studio (Per Day)	170.00	141.67	SR	170.00	141.67	0.00
li) Aerobics/Dance Studio (Per Day)	100.00	83.33	SR	100.00	83.33	0.00
lii) Aerobics/Dance Studio (Per Hr)	30.00	25.00	SR	30.00	25.00	0.00
Iv) Aerobics/Dance Studio (Per Hr)	15.00	12.50	SR	15.00	12.50	0.00
V) Aldersley Lv - Family Room (Per Hr)	16.00	16.00	EX	20.00	20.00	4.00
Vi) Bert Williams L C Meeting Room Per Day - Ext	125.00	125.00	EX	150.00	150.00	25.00
Vii) Bert Williams L C Meeting Room Per Hr - Ext	16.50	16.50	EX	20.00	20.00	3.50
<b>JUNIOR SPORTS COURSES (per hr)</b>						
I) Rookie Lifeguard	4.00	4.00	EX	5.00	5.00	1.00

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\*\* Change in VAT treatment

Description	Current Charge incl VAT £	Current charge excl VAT £	VAT Rate	Proposed Charge incl VAT £	Proposed Charge excl VAT £	Change excl VAT £
<b>WV ACTIVE</b>						
I) Platinum Active (Category 1 - Monthly)	30.00	25.00	SR	<b>30.00</b>	25.00	0.00
II) Platinum Active (Category 2 - Monthly)	22.50	18.75	SR	<b>22.50</b>	18.75	0.00
III) Platinum Active (Category 3 - Monthly)	15.00	12.50	SR	<b>15.00</b>	12.50	0.00
IV) Gold Active (Category 1 - Monthly)	20.00	16.67	SR	<b>20.00</b>	16.67	0.00
V) Gold Active (Category 2 - Monthly)	15.00	12.50	SR	<b>15.00</b>	12.50	0.00
VI) Gold Active (Category 3 - Monthly)	10.00	8.33	SR	<b>10.00</b>	8.33	0.00
VII) Replacement Card	5.00	4.17	SR	<b>2.50</b>	2.08	-2.09
VIII) WV Active wrist bands	New Charge		SR	<b>4.00</b>	3.33	n/a



Description	Current Charge incl VAT £	Current charge excl VAT £	VAT Rate	Proposed Charge incl VAT £	Proposed Charge excl VAT £	Change excl VAT £
<b>EARLY YEARS SERVICES</b>						
<b>Old Fallings Adventure Playground</b>						
Main Hall (New Building) Per Hour	11.40	11.40	EX	<b>13.50</b>	13.50	2.10
Projector Room (New Building) Per Hour	11.40	11.40	EX	<b>12.50</b>	12.50	1.10
Craft Room (Old Building) Per Hour	11.40	11.40	EX	<b>12.50</b>	12.50	1.10
Sensory Room (Old Building) Per Hour	11.40	11.40	EX	<b>13.00</b>	13.00	1.60
Outside Play Area Per Hour	11.40	11.40	EX	<b>14.00</b>	14.00	2.60
Forest Schools In Wolverhampton School Per Hour	135.00	135.00	EX	<b>148.50</b>	148.50	13.50
Forest Schools Outside City Per Hour	150.00	150.00	EX	<b>165.00</b>	165.00	15.00
Peach Tree Building Exclusive Use All Year Round	10,000.00	10,000.00	EX	<b>11,000.00</b>	11,000.00	1,000.00
<b>BETTER CARE TECHNOLOGY</b>						
Level 1 - Standard Service - Lifeline alarm unit, pendant and smoke detector (where applicable) linked to control centre (cost per week)	3.00	3.00	ZR	<b>3.00</b>	3.00	0.00
Level 2 - Standard Service (Level 1) and Mobile Responder Service (cost per week)	5.00	5.00	ZR	<b>5.00</b>	5.00	0.00
Level 3 - Standard Service (Level 1) and Range of Additional Telecare Detectors/Sensors (cost per week)	7.00	7.00	ZR	<b>7.00</b>	7.00	0.00
Level 4 - Telecare Detectors/Sensors and Responder Service (cost per week)	9.00	9.00	ZR	<b>9.00</b>	9.00	0.00
<b>EARLY INTERVENTION SERVICES</b>						
<b>Graiseley Strengthening Families Hub (Youth activity venue)</b>						
Room Hire Hourly Rate	26.50	26.50	EX	<b>26.50</b>	26.50	0.00

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Description	Current Charge incl VAT £	Current charge excl VAT £	VAT Rate	Proposed Charge incl VAT £	Proposed Charge excl VAT £	Change excl VAT £
<b>CITY ENVIRONMENT</b>						
<b>Commercial Services</b>						
<b>Bereavement</b>						
<b>Cremation Charges</b>						
A person 17 years and over	701.00	701.00	EX	715.00	715.00	14.00
Additional Service Time (half hour)	83.00	83.00	EX	85.00	85.00	2.00
NVF, organs and other body parts removed during post mortem	65.00	65.00	EX	65.00	65.00	0.00
Cremation Disposals Certificate	27.00	27.00	EX	27.00	27.00	0.00
<b>Burial Charges</b>						
Exclusive right of burial for 75 years (persons 17 yrs and over)	1,835.00	1,835.00	NB	1,872.00	1,872.00	37.00
Interment fee for 1st and subsequent burials	1,018.00	1,018.00	NB	1,040.00	1,040.00	22.00
Interment fee (persons 16 yrs and under)	180.00	180.00	NB	180.00	180.00	0.00
Interment fee (NVF)	83.00	83.00	NB	83.00	83.00	0.00
Renewal of exclusive right for burial for further 25 yrs if burial space remains	612.00	612.00	NB	625.00	625.00	13.00
Renewal of exclusive right for no burial for further 25 yrs if burial space remains	125.00	125.00	NB	125.00	125.00	0.00
Reservation fee	130.00	130.00	NB	130.00	130.00	0.00
Exclusive right for grave in natural area for 75 yrs (17 yrs and over)	954.00	954.00	NB	970.00	970.00	16.00
Interment fee for natural burial area	636.00	636.00	NB	650.00	650.00	14.00
<b>Public Graves</b>						
Burial of persons who have died after reaching 17 yrs	1,018.00	1,018.00	NB	1,040.00	1,040.00	22.00
<b>Burial of cremated remains</b>						
Exclusive right of burial for cremated remains for 75 yrs (persons 17 yrs and over)	1,044.00	1,044.00	EX	1,065.00	1,065.00	21.00
Interment fee for 1st and subsequent burials (not witnessed)	318.00	318.00	NB	325.00	325.00	7.00
Witness fee (cremated remains also woodland garden only)	35.00	35.00	NB	35.00	35.00	0.00
Interment fee for burial of 2 sets of cremated remains at the same time in one container	318.00	318.00	NB	325.00	325.00	7.00

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\* VAT Inc. charged for Sport Users, VAT Exc. charged for All Other Users; \*\* Change in VAT treatment

Description	Current Charge incl VAT £	Current charge excl VAT £	VAT Rate	Proposed Charge incl VAT £	Proposed Charge excl VAT £	Change excl VAT £
As above in two containers	380.00	380.00	NB	380.00	380.00	0.00
Interment fee for cremated remains when burial takes place at 5' depth	1,018.00	1,018.00	NB	1,040.00	1,040.00	22.00
Interment fee for cremated remains when burial takes place at 6.6' depth	1,018.00	1,018.00	NB	1,040.00	1,040.00	22.00
Strewing of cremated remains when cremation took place other than at Bushbury Crematorium (charge for GOR and WG only)	65.00	65.00	EX	70.00	70.00	5.00
Interment fee for burial of cremated remains of child 17 yrs and under.	180.00	180.00	NB	185.00	185.00	5.00
Renewal of exclusive right of burial for further 25 years If burial space remains	352.00	352.00	EX	355.00	355.00	3.00
Renewal of exclusive right of burial for further 25 years If no space remains	125.00	125.00	EX	130.00	130.00	5.00
Reservation fee	65.00	65.00	EX	70.00	70.00	5.00
<b>Vaults</b>						
Interment fee for any burial in vault	1,018.00	1,018.00	NB	1,040.00	1,040.00	22.00
Exclusive right of burial for beacon hill chambers	2,280.00	2,280.00	EX	2,300.00	2,300.00	20.00
Interment fee for beacon hill chambers	564.00	564.00	NB	580.00	580.00	16.00
<b>Brick Graves (single &amp; double walled chamber)</b>						
Exclusive right of burial	1,835.00	1,835.00	NB	1,870.00	1,870.00	35.00
Interment fees(brick graves):						
1 coffin depth 1 <sup>st</sup> interment fee	1,018.00	1,018.00	NB	1,040.00	1,040.00	22.00
2 coffin depth interment fee	1,018.00	1,018.00	NB	1,040.00	1,040.00	22.00
Subsequent interments	1,018.00	1,018.00	NB	1,040.00	1,040.00	22.00
<b>Memorial Charges</b>						
Permission to erect the following memorials:						
Replacement memorial	30.00	30.00	NB	30.00	30.00	0.00
Headstone kerbing or horizontal tablets	200.00	200.00	EX	200.00	200.00	0.00
Vase or scroll	30.00	30.00	EX	30.00	30.00	0.00
Additional inscriptions	96.00	80.00	SR	96.00	80.00	0.00
Ceramic photographs	30.00	25.00	SR	30.00	25.00	0.00
Protective frames	30.00	25.00	SR	30.00	25.00	0.00
Babies	100.00	100.00	EX	100.00	100.00	0.00

VAT Codes: SR - Standard Rate at 20%; ZR - Zero Rate; EX - Exempt; NB - Non-Business/Outside Scope of VAT; LR - Lower Rate at 5%

\* VAT Inc. charged for Sport Users, VAT Exc. charged for All Other Users; \*\* Change in VAT treatment

Description	Current Charge incl VAT £	Current charge excl VAT £	VAT Rate	Proposed Charge incl VAT £	Proposed Charge excl VAT £	Change excl VAT £
Refurbishment	30.00	25.00	SR	30.00	25.00	0.00
<b>Memorials</b>						
Memorial benches (including scroll)	830.00	830.00	NB	830.00	830.00	0.00
Additional scroll	185.00	185.00	NB	190.00	190.00	5.00
Granite cross – new (with choice of coloured lettering)	370.00	370.00	NB	380.00	380.00	10.00
Granite cross – replacement (with choice of coloured lettering)	310.00	258.33	SR	320.00	266.67	8.34
Granite cross – 2 lines additional inscription	150.00	125.00	SR	155.00	129.17	4.17
Granite cross – 3 lines additional inscription	162.00	135.00	SR	165.00	137.50	2.50
Bronze plaque - 9" x 12" (with one inscribed scroll)	552.00	460.00	SR	560.00	466.67	6.67
Bronze plaque – 9" x 12" (with two inscribed scrolls)	588.00	490.00	SR	590.00	491.67	1.67
Bronze plaque – 9" x 12" or 18" x 24" refurbishment	252.00	210.00	SR	255.00	212.50	2.50
Plastic posy vase	1.60	1.33	SR	1.60	1.33	0.00
Scrolls - inscribed.	190.00	158.33	SR	200.00	166.67	8.34
Scrolls – blank	115.00	95.83	SR	120.00	100.00	4.17
<b>Arboria indoor plaques Bushbury (10 year lease)</b>						
Text only	228.00	190.00	SR	235.00	195.83	5.83
Text with engraved motif	240.00	200.00	SR	250.00	208.33	8.33
Text with engraved /hand painted motif	264.00	220.00	SR	275.00	229.17	9.17
Text with ceramic portrait	288.00	240.00	SR	295.00	245.83	5.83
Replacement plaque with text	192.00	160.00	SR	200.00	166.67	6.67
Replacement plaque with text and photo	228.00	190.00	SR	235.00	195.83	5.83
Extended lease 5 years - new fee	120.00	100.00	SR	150.00	125.00	25.00
Extended lease 10 years	192.00	160.00	SR	225.00	187.50	27.50
Kerbstones - with 1 line of inscription.	215.00	215.00	EX	220.00	220.00	5.00
Kerbstones - with 2 lines of inscription.	275.00	275.00	EX	285.00	285.00	10.00
Kerbstones - additional 1 line of inscription.	105.00	105.00	EX	115.00	115.00	10.00
Kerbstones - additional 2 lines of inscription.	145.00	145.00	EX	150.00	150.00	5.00
<b>External Wall Plaques (200 x 80) small Bushbury &amp; Bilston</b>						
New Memorial (10 year lease)	228.00	190.00	SR	230.00	191.67	1.67

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Description	Current Charge incl VAT £	Current charge excl VAT £	VAT Rate	Proposed Charge incl VAT £	Proposed Charge excl VAT £	Change excl VAT £
Replacement	120.00	100.00	SR	125.00	104.17	4.17
Motif	60.00	50.00	SR	65.00	54.17	4.17
Photo	132.00	110.00	SR	140.00	116.67	6.67
<b>External Wall Plaques (200 x 160) large Bushbury &amp; Bilston</b>						
New Memorial (10 year lease)	336.00	280.00	SR	350.00	291.67	11.67
Replacement	174.00	145.00	SR	180.00	150.00	5.00
Motif	60.00	50.00	SR	65.00	54.17	4.17
Photo	132.00	110.00	SR	140.00	116.67	6.67
<b>Vaults (Bushbury &amp; Bilston)</b>						
New (20 year lease)	1,040.00	1,040.00	EX	1,050.00	1,050.00	10.00
Replacement Plaque	264.00	220.00	SR	270.00	225.00	5.00
Ceramic Photograph (Bushbury) (new charge)	132.00	110.00	SR	140.00	116.67	6.67
<b>Sanctum Vaults - Bushbury - 10 Year Lease</b>						
Vault with inscribed plaque	890.00	890.00	EX	900.00	900.00	10.00
Replacement Plaque	255.00	212.50	SR	260.00	216.67	4.17
2nd Inscription	255.00	212.50	SR	260.00	216.67	4.17
Note: Both costs include a Standard Oak Casket						
Motif	50.00	41.67	SR	60.00	50.00	8.33
<b>Memorial Vase Blocks (Sandstone) Bushbury</b>						
New (10 year lease)	290.00	290.00	EX	300.00	300.00	10.00
Replacement	144.00	120.00	SR	150.00	125.00	5.00
Motif	60.00	50.00	SR	65.00	54.17	4.17
Photo	132.00	110.00	SR	140.00	116.67	6.67
<b>Memorial Vase Blocks (Marble) &amp; (Granite) Bushbury</b>						
New (10 year lease)	340.00	340.00	EX	350.00	350.00	10.00
Replacement	180.00	150.00	SR	185.00	154.17	4.17
Ceramic Photograph (Bushbury) new fee	132.00	110.00	SR	140.00	116.67	6.67
<b>Memorial Planter (Bilston)</b>						

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Description	Current Charge incl VAT £	Current charge excl VAT £	VAT Rate	Proposed Charge incl VAT £	Proposed Charge excl VAT £	Change excl VAT £
New	150.00	150.00	EX	150.00	150.00	0.00
Replacement	132.00	110.00	SR	132.00	110.00	0.00
<b>Urns</b>						
Bronze	65.00	65.00	NB	67.00	67.00	2.00
Bronze double Urn	75.00	75.00	NB	77.00	77.00	2.00
Red Urn.	90.00	90.00	NB	92.00	92.00	2.00
White Marble Urn.	135.00	135.00	NB	138.00	138.00	3.00
Copper Urn.	98.00	98.00	NB	100.00	100.00	2.00
Blue Urn.	96.00	96.00	NB	98.00	98.00	2.00
Biodegradable Urn	52.00	52.00	NB	54.00	54.00	2.00
White Stars Urn	97.00	97.00	NB	100.00	100.00	3.00
Butterfly Motif Urn	86.00	86.00	NB	88.00	88.00	2.00
Rose Motif Urn	86.00	86.00	NB	88.00	88.00	2.00
Wicker Urn	52.00	52.00	NB	54.00	54.00	2.00
Keepsake Miniature Urn	10.00	10.00	NB	10.00	10.00	0.00
<b>Caskets</b>						
Wooden caskets – standard oak	75.00	75.00	NB	75.00	75.00	0.00
Wooden caskets – classic oak	100.00	100.00	NB	100.00	100.00	0.00
Green marble	188.00	188.00	NB	190.00	190.00	2.00
<b>Book of Remembrance</b>						
- 2 line entry.	110.00	91.67	SR	120.00	100.00	8.33
- 5 line entry.	160.00	133.33	SR	170.00	141.67	8.34
- 8 line entry.	195.00	162.50	SR	210.00	175.00	12.50
- Badge, Crest etc. - standard	96.00	80.00	SR	100.00	83.33	3.33
<b>Memorial Cards</b>						
- 2 line entry.	34.00	28.33	SR	35.00	29.17	0.84
- each additional line.	10.50	8.75	SR	11.00	9.17	0.42
- Badge, Crest etc. - standard	96.00	80.00	SR	100.00	83.33	3.33
<b>Miscellaneous Charges</b>						
Exhumations of coffin from grave - adult	1,500.00	1,500.00	EX	1,600.00	1,600.00	100.00

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Description	Current Charge incl VAT £	Current charge excl VAT £	VAT Rate	Proposed Charge incl VAT £	Proposed Charge excl VAT £	Change excl VAT £
Child 5 - 16 yrs	620.00	620.00	EX	650.00	650.00	30.00
Child under 5 yrs of age	190.00	190.00	EX	200.00	200.00	10.00
Exhumations of cremated remains.	320.00	320.00	EX	350.00	350.00	30.00
Exhumation of cremated remains from full grave	680.00	680.00	EX	700.00	700.00	20.00
Exhumation of NVF	85.00	85.00	EX	85.00	85.00	0.00
Use of Chapel for burial service.	130.00	130.00	EX	135.00	135.00	5.00
*Excess charge for late arrival at crematorium or cemetery	113.00	113.00	NB	115.00	115.00	2.00
Excess charge for late notice re coffin size (burial)	113.00	113.00	NB	115.00	115.00	2.00
Additional charge for incorrect information supplied by funeral directors eg, coffin sizes	113.00	113.00	NB	115.00	115.00	2.00
Additional charge for services over-running allotted time at crematorium	113.00	113.00	NB	115.00	115.00	2.00
Additional organist fee	21.00	17.50	SR	25.00	20.83	3.33
*(Waiving of any of above charges is at the discretion of the Bereavement Services Manager)						
Transfer grave ownership	30.00	25.00	SR	30.00	25.00	0.00
Transfer reserved grave to different site or location	60.00	50.00	SR	60.00	50.00	0.00
Fee for search of registers	30.00	25.00	SR	30.00	25.00	0.00
<b>Fleet Services</b>						
MOT Testing Fees	50.00	50.00	NB	50.00	50.00	0.00
<b>Special Waste</b>						
<b>Special collections</b>						
Clinical waste (per bag)	7.00	5.83	SR	7.00	5.83	0.00
Bulky items (up to 5 items)	25.00	25.00	NB	25.00	25.00	0.00
White goods (per item)	23.04	23.04	NB	23.04	23.04	0.00
Asbestos (per 10 bags)	77.00	64.17	SR	77.00	64.17	0.00
<b>Environmental Services</b>						
<b>Pest Control</b>						
Treatment of Rats & Mice (includes 1 revisits) (Domestic)	75.00	62.50	SR	75.00	62.50	0.00

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Description	Current Charge incl VAT £	Current charge excl VAT £	VAT Rate	Proposed Charge incl VAT £	Proposed Charge excl VAT £	Change excl VAT £
Treatment of Cockroaches (includes 1 revisits) (Domestic)	80.00	66.67	SR	80.00	66.67	0.00
Treatment of Bedbugs (includes 1 revisits) (Domestic)	130.00	108.33	SR	135.00	112.50	4.17
Treatment of Rats & Mice further revisits (Domestic)	40.00	33.33	SR	40.00	33.33	0.00
Treatment of Cockroaches further revisits (Domestic)	40.00	33.33	SR	40.00	33.33	0.00
Treatment of Bedbugs further revisits (Domestic)	60.00	50.00	SR	67.50	56.25	6.25
Treatment of Fleas (includes 1 revisit) (Domestic)	63.00	52.50	SR	63.00	52.50	0.00
Treatment of Fleas further revisits (Domestic)	40.00	33.33	SR	40.00	33.33	0.00
Treatment of Wasps with one revisit (Domestic)	63.00	52.50	SR	63.00	52.50	0.00
Treatment of Ants (includes 1 revisit) (Domestic)	63.00	52.50	SR	63.00	52.50	0.00
Treatment of Ants further visits (Domestic)	25.00	20.83	SR	25.00	20.83	0.00
Treatment of wasps/ants/fleas (Commercial)	80.00	66.67	SR	80.00	66.67	0.00
Treatment of Rodents and first revisit (Commercial)	80.00	66.67	SR	80.00	66.67	0.00
Treatment of Rodents further revisit (Commercial)	46.08	38.40	SR	47.00	39.17	0.77
Treatment of Insects per visit (Commercial)	80.00	66.67	SR	80.00	66.67	0.00
Treatment of Ants and first revisit (Commercial)	80.00	66.67	SR	80.00	66.67	0.00
Treatment of Ants further revisit (Commercial)	25.00	20.83	SR	40.00	33.33	12.50
Large scale work : cost recovery basis - charge per hour	80.00	66.67	SR	80.00	66.67	0.00
<b>Shopmobility</b>						
Friends Annual Membership Fee	16.00	13.33	SR	18.00	15.00	1.67
Friends Hire Fee - Powered - 2 hr	2.00	1.67	SR	2.20	1.83	0.16
Friends Hire Fee - Powered - 3 hr	2.50	2.08	SR	2.80	2.33	0.25
Friends Hire Fee - Powered - 4 hr	3.00	2.50	SR	3.20	2.67	0.17
Friends Hire Fee - Powered - 5 hr	3.60	3.00	SR	3.80	3.17	0.17
Friends Hire Fee - Powered - 6 hr	4.20	3.50	SR	4.50	3.75	0.25
Friends Hire Fee - Manual - per Loan	1.50	1.25	SR	1.70	1.42	0.17
Visitor Registration fee	3.50	2.92	SR	3.50	2.92	0.00
Visitors Rental Charges per hr-Powered	2.50	2.08	SR	2.60	2.17	0.09
Visitors Rental Charges per day-Manual	3.50	2.92	SR	3.70	3.08	0.16

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Description		Current Charge incl VAT £	Current charge excl VAT £	VAT Rate	Proposed Charge incl VAT £	Proposed Charge excl VAT £	Change excl VAT £
	Holiday Loan manual only - per day	4.50	3.75	SR	4.50	3.75	0.00
	- per week	16.50	13.75	SR	17.50	14.58	0.83
City Centre Car Parking							
Off Street - Short Stay (Sundays and Bank Holidays are now chargeable)							
	School St & Market - up to 1 hr	0.70	0.58	SR	0.70	0.58	0.00
	- up to 2 hr	1.20	1.00	SR	1.20	1.00	0.00
	- up to 3 hr	2.00	1.67	SR	2.00	1.67	0.00
	- up to 4 hr	4.00	3.33	SR	4.00	3.33	0.00
	- up to 5hrs	5.50	4.58	SR	5.50	4.58	0.00
	- over 5 hrs	8.00	6.67	SR	8.00	6.67	0.00
	- Evening	1.00	0.83	SR	1.00	0.83	0.00
	Fold St - up to 1 hr	0.70	0.58	SR	0.70	0.58	0.00
	- up to 2 hr	1.20	1.00	SR	1.20	1.00	0.00
	- up to 3 hr	2.00	1.67	SR	2.00	1.67	0.00
	- up to 4 hr	4.00	3.33	SR	4.00	3.33	0.00
	- up to 5hrs	5.50	4.58	SR	5.50	4.58	0.00
	- over 5 hrs	8.00	6.67	SR	8.00	6.67	0.00
	- Evening	1.00	0.83	SR	1.00	0.83	0.00
	Cleveland St - up to 1 hr	0.70	0.58	SR	0.70	0.58	0.00
	- up to 2 hr	1.20	1.00	SR	1.20	1.00	0.00
	- up to 3 hr	2.00	1.67	SR	2.00	1.67	0.00
	- up to 4 hr	4.00	3.33	SR	4.00	3.33	0.00
	- up to 5hrs	5.50	4.58	SR	5.50	4.58	0.00
	- over 5 hrs	8.00	6.67	SR	8.00	6.67	0.00
	- Evening	1.00	0.83	SR	1.00	0.83	0.00
	Temple St - up to 1 hr	0.70	0.58	SR	0.70	0.58	0.00
	- up to 2 hr	1.20	1.00	SR	1.20	1.00	0.00
	- up to 3 hr	2.00	1.67	SR	2.00	1.67	0.00
	- up to 4 hr	4.00	3.33	SR	4.00	3.33	0.00
	- up to 5hrs	5.50	4.58	SR	5.50	4.58	0.00
	- over 5 hrs	8.00	6.67	SR	8.00	6.67	0.00

VAT Codes: SR - Stabddard Rate at 20%; ZR - Zero Rate; EX - Exempt; NB - Non-Business/Outside Scope of VAT; LR - Lower Rate at 5%

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Description		Current Charge incl VAT £	Current charge excl VAT £	VAT Rate	Proposed Charge incl VAT £	Proposed Charge excl VAT £	Change excl VAT £
	- Evening	1.00	0.83	SR	1.00	0.83	0.00
Civic Centre	- up to 2 hrs	3.00	2.50	SR	3.00	2.50	0.00
	- up to 3 hrs	4.00	3.33	SR	4.00	3.33	0.00
	- up to 4 hrs	5.50	4.58	SR	5.50	4.58	0.00
	- up to 5 hrs	6.50	5.42	SR	6.50	5.42	0.00
	- up to 6 hrs	10.00	8.33	SR	10.00	8.33	0.00
	- over 6 hrs	12.50	10.42	SR	12.50	10.42	0.00
	- Evening (from 5pm) until midnight	4.00	3.33	SR	4.00	3.33	0.00
	- Evening 3 hours (until 8pm)	2.00	1.67	SR	2.00	1.67	0.00
	- Pre-booked premium evening	6.00	5.00	SR	6.00	5.00	0.00
	- Pre-booked premium 24 hours	15.00	12.50	SR	15.00	12.50	0.00
	- Seasonal permits (per quarter)	New Charge		SR	300.00	250.00	n/a
	- Seasonal permit (pre paid annual, 10 % discount applies)	New Charge		SR	1,080.00	900.00	n/a
St Peter's	- Weekdays after 5pm	2.00	1.67	SR	2.00	1.67	0.00
	- Saturdays - up to 2 hrs	2.00	1.67	SR	2.00	1.67	0.00
	- up to 3 hrs	3.00	2.50	SR	3.00	2.50	0.00
	- up to 4 hrs	4.50	3.75	SR	4.50	3.75	0.00
	- up to 5 hrs	5.50	4.58	SR	5.50	4.58	0.00
	- up to 6 hrs	8.50	7.08	SR	8.50	7.08	0.00
	- over 6 hrs	10.00	8.33	SR	10.00	8.33	0.00
	- Evenings	2.00	1.67	SR	2.00	1.67	0.00
	<b>Off Street - Long Stay (Sundays and Bank Holidays are now chargeable)</b>						
	<b>Outside Ring Road</b>						
	All day / per visit						
	Oxford St	1.50	1.25	SR	2.00	1.67	0.42
	Church Lane	1.50	1.25	SR	2.00	1.67	0.42
	Faulkland Street - to 4hrs	2.50	2.08	SR	3.00	2.50	0.42
	- over 4 hrs	4.50	3.75	SR	4.50	3.75	0.00
	Faulkland Street Coach Parking						

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Description		Current Charge incl VAT £	Current charge excl VAT £	VAT Rate	Proposed Charge incl VAT £	Proposed Charge excl VAT £	Change excl VAT £
	- up to 15 mins	Free	Free		Free	Free	
	- up to 4 hrs	5.00	4.17	SR	5.00	4.17	0.00
	- over 4 hrs	8.00	6.67	SR	8.00	6.67	0.00
<b>Inside Ring Road</b>							
Peel St	- Mon - Fri (up to 4hrs)	2.50	2.08	SR	3.00	2.50	0.42
	- Mon - Fri (over 4 hrs)	3.50	2.92	SR	4.50	3.75	0.83
	- Mon - Fri (after 5pm)	1.00	0.83	SR	1.00	0.83	0.00
	- Saturday	2.00	1.67	SR	2.50	2.08	0.41
Broad St	- to 4hrs	2.50	2.08	SR	3.00	2.50	0.42
	- over 4 hrs	4.50	3.75	SR	5.00	4.17	0.42
	- after 5pm	2.00	1.67	SR	2.00	1.67	0.00
<b>Contract / Seasonal Parking</b>							
per quarter - 10% additional discount for annual permit arrangements							
Oxford St		84.00	70.00	SR	90.00	75.00	5.00
Church Lane		84.00	70.00	SR	90.00	75.00	5.00
School Street		150.00	125.00	SR	160.00	133.33	8.33
Peel St		216.00	180.00	SR	220.00	183.33	3.33
Faulkland St		216.00	180.00	SR	220.00	183.33	3.33
Broad St		234.00	195.00	SR	240.00	200.00	5.00
Fold St		234.00	195.00	SR	240.00	200.00	5.00
Civic Centre		252.00	210.00	SR	300.00	250.00	40.00
St Peters		252.00	210.00	SR	260.00	216.67	6.67
<b>Other (applies to all car parks)</b>							
Motor Cycles		Free	Free		Free	Free	
Bicycles		Free	Free		Free	Free	
<b>On Street Parking</b>							
Pay & Display - Zone A - 20 mins		0.60	0.60	NB	0.60	0.60	0.00
Pay & Display - Zone B - 40 mins		0.60	0.60	NB	0.60	0.60	0.00
Disabled Parking Bay		149.00	124.17	SR	149.00	124.17	0.00

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Description	Current Charge incl VAT £	Current charge excl VAT £	VAT Rate	Proposed Charge incl VAT £	Proposed Charge excl VAT £	Change excl VAT £
'H' marking	109.00	90.83	SR	109.00	90.83	0.00
<b>Parks</b>						
<b>Football Pitch Hire</b>						
Pitch Only – Adult	41.20	34.33	SR	41.20	34.33	0.00
Changing And Showers – Adult	30.00	25.00	SR	30.00	25.00	0.00
Pitch Only – Under 16S	25.75	21.46	SR	25.75	21.46	0.00
Changing And Showers – Under 16S	30.00	25.00	SR	30.00	25.00	0.00
<b>Cricket</b>						
Evening Match – Adult	75.00	62.50	SR	75.00	62.50	0.00
Evening Match – Under 16S	40.00	33.33	SR	40.00	33.33	0.00
Day Match – Adult	75.00	62.50	SR	75.00	62.50	0.00
Day Match – Under 16S	40.00	33.33	SR	40.00	33.33	0.00
<b>Room Hire (per hour) - Claregate Park changing rooms</b>						
Weekend	18.15	18.15**	SR	18.15	15.13	-3.02
<b>Tennis (per hour)</b>						
Court Fee (Adults)	Free	Free		Free	Free	
Court Fee (Under 16S)	Free	Free		Free	Free	
<b>Boating (per hour)</b>						
Adults	4.80	4.00	SR	4.80	4.00	0.00
U16'S	3.00	2.50	SR	3.00	2.50	0.00
Family Ticket (2Xadults & 2Xu16'S)	10.00	8.33	SR	10.00	8.33	0.00
<b>Outdoor Bowls (per hour)</b>						
Per Person (Adults)	4.00	3.33	SR	4.00	3.33	0.00
Per Person (U16'S)	2.00	1.67	SR	2.00	1.67	0.00
Season Ticket (Adult)	40.00	33.33	SR	40.00	33.33	0.00
Season Ticket (U16'S)	20.00	16.67	SR	20.00	16.67	0.00
<b>Allotments</b>						
Wolverhampton residents						
Half plot	16.00	13.33	SR	24.00	20.00	6.67
Full plot	24.00	20.00	SR	38.00	31.67	11.67

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Description	Current Charge incl VAT £	Current charge excl VAT £	VAT Rate	Proposed Charge incl VAT £	Proposed Charge excl VAT £	Change excl VAT £
Non- Wolverhampton residents						
Half plot	38.00	31.67	SR	38.00	31.67	0.00
Full plot	59.00	49.17	SR	59.00	49.17	0.00
<b>Parks Strategy</b>						
<b>Groups using Parks and green spaces</b>						
Pendeford Mill - full day educational visit	New Charge		SR	120.00	100.00	n/a
Pendeford Mill - half day educational visit	New Charge		SR	70.00	58.33	n/a
<b>Public Protection</b>						
<b>Trading Standards Verification and Testing Fees</b>						
Special Weighing and Measuring Equipment	91.00	75.83	SR	96.00	80.00	4.17
Officer Time/On Site	91.00	75.83	SR	96.00	80.00	4.17
Barr and Grosvenor All Weights	3.00	2.50	SR	3.50	2.92	0.42
Weights submitted by Other sources All weights	8.85	7.38	SR	9.50	7.92	0.54
Measures - Linear not exceeding 3m per scale	11.50	9.58	SR	12.00	10.00	0.42
Measures - Linear other rate A(1)	91.00	75.83	SR	96.00	80.00	4.17
Capacity - unsubdivided not exceeding 1L	8.05	6.71	SR	8.50	7.08	0.37
Capacity - Other rate A(1)	91.00	75.83	SR	96.00	80.00	4.17
Ballast - Graduated	202.00	168.33	SR	212.00	176.67	8.34
Ballast - Brim Rate A(1)	92.00	76.67	SR	97.00	80.83	4.16
Liquid Capacity (AQ Use)	31.80	26.50	SR	33.50	27.92	1.42
Templets - Per scale - 1st item	56.00	46.67	SR	59.00	49.17	2.50
Templets - Per scale - subsequent items	22.15	18.46	SR	23.50	19.58	1.12
Weighing instruments Non EC not exceeding one tonne	72.50	60.42	SR	76.00	63.33	2.91
Weighing instruments Non EC 1 tonne to 10 tonnes	117.00	97.50	SR	123.00	102.50	5.00
Weighing instruments Non EC exceeding 10 tonnes	245.00	204.17	SR	257.00	214.17	10.00
Weighing Instruments EC (NAWI) not exceeding one tonne	120.00	100.00	SR	126.00	105.00	5.00
Weighing Instruments EC (NAWI) 1 tonne to 10 tonnes	195.00	162.50	SR	205.00	170.83	8.33
Weighing Instrument EC (NAWI) exceeding 10 tonnes	410.00	341.67	SR	430.00	358.33	16.66
Measuring Instruments for Intoxicating Liquor not exceeding 150ml	20.00	16.67	SR	21.00	17.50	0.83

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Measuring Instruments for Intoxicating Liquor other	22.90	19.08	SR	24.00	20.00	0.92
Measuring instruments for Liquid fuel and Lubricants - Unsubdivided container	82.00	68.33	SR	86.00	71.67	3.34
<b>Measuring Instruments for Liquid fuel and Lubricants - Single/Multi Outlets (Nozzles)</b>						
a) First Nozzle tested	136.00	113.33	SR	143.00	119.17	5.84
b) Additional Nozzles (each)	83.50	69.58	SR	88.00	73.33	3.75
<b>Bulk fuel systems (100L +):</b>						
Meter systems - Wet hose (2 fuels)	146.00	121.67	SR	154.00	128.33	6.66
Meter systems - Dry hose (2 fuels)	162.00	135.00	SR	170.00	141.67	6.67
Meter systems - provision of test meter and assistance (in addition to the relevant test fee)	162.00	135.00	SR	170.00	141.67	6.67
<b>Issue of Calibration Certificates:</b>						
Weights - any determination of absolute error	91.00	75.83	SR	96.00	80.00	4.17
Weights - Provision of Calibration Certificate	7.40	6.17	SR	8.00	6.67	0.50
Other equipment - Provision of Calibration Certificate	7.40	6.17	SR	8.00	6.67	0.50
Other equipment - retrieval of existing certificate	22.00	18.33	SR	23.00	19.17	0.84
Equipment Hire - Test weights	91.00	75.83	SR	96.00	80.00	4.17
<b>Miscellaneous</b>						
High Hedges investigation	315.00	262.50	SR	331.00	275.83	13.33
Environmental Information Report (std turn around)	65.52	54.60	SR	69.00	57.50	2.90
Environmental Information Report (expedited turn around)	75.60	63.00	SR	80.00	66.67	3.67
Environmental Information hourly rate (first hour)	65.52	54.60	SR	69.00	57.50	2.90
Environmental Information hourly rate (each additional 30 minutes after initial hour)	26.46	22.05	SR	28.00	23.33	1.28
<b>Transportation Operation and Maintenance of Existing Networks</b>						
Section 50 Licence	460.00	460.00	NB	480.00	480.00	20.00
Skip Licence	32.00	32.00	NB	34.00	34.00	2.00

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<b>Temporary Structure on the highway - mobile crane</b>						
charge for 1 day	120.00	120.00	NB	125.00	125.00	5.00
charge for 2 - 28 days	180.00	180.00	NB	190.00	190.00	10.00
<b>Permit to dig</b>						
assess initial request	105.00	105.00	NB	110.00	110.00	5.00
licence to excavate highway	320.00	320.00	NB	330.00	330.00	10.00
<b>Temporary Reg Order-road closure</b>						
road closure up to 5 days and Public Right of Way closures	710.70	710.70	NB	750.00	750.00	39.30
road closure from 5 days up to 18 months	1,045.45	1,045.45	NB	1,050.00	1,050.00	4.55
emergency road closure	515.00	515.00	NB	515.00	515.00	0.00
Road Closure Extension	293.55	293.55	NB	310.00	310.00	16.45
<b>Temporary Structure on the highway - tower, hording, fence, cabin, hydraulic platform, welfare cabin or other temporary structure</b>						
Initial licence valid for 1 month	120.00	120.00	NB	125.00	125.00	5.00
Renewal fee for each subsequent month	40.00	40.00	NB	45.00	45.00	5.00
<b>Rental of Promotional Space - Church St, Bilston</b>						
1 day	65.00	65.00	NB	70.00	70.00	5.00
per day for 2-3 days	60.00	60.00	NB	65.00	65.00	5.00
per day for 4-7 days	55.00	55.00	NB	60.00	60.00	5.00
<b>Traffic Signal/Pedestrian Crossing switch off/on</b>						
Signal/pedestrian crossing switched off/on on a weekday.	106.09	106.09	NB	110.00	110.00	3.91
Signal/pedestrian crossing switched off/on on a Saturday.	360.50	360.50	NB	360.50	360.50	0.00
Signal/pedestrian crossing switched off/on on a Sunday.	500.00	500.00	NB	500.00	500.00	0.00
Recovery of officer time for out of hours working	40.70	40.70	NB	40.70	40.70	0.00

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Recovery of officer time when out of hours working is required to supervise activities on the highway such as abnormal load movement, road closures associated with events, temporary structure site visits or to process/approve temporary road closure applications under the Police Town Clauses Act 1847 for events, parades, processions etc.	40.70	40.70	NB	45.00	45.00	4.30
<b>Transportation Strategy and Development</b>						
Tourist / Direction Signage	51.00	42.50**	NB	125.00	125.00	82.50
Highway Improvement Lines	48.00	48.00	NB	50.00	50.00	2.00
<b>S38-S278</b>						
Minimum Charge	3,500.00	3,500.00	NB	3,600.00	3,600.00	100.00
charge for works value up to £770k (8.25% per £1000)	82.50	82.50	NB	82.50	82.50	0.00
charge for works value over £770k (7.15% per £1000)	71.50	71.50	NB	71.50	71.50	0.00
<b>CORPORATE LANDLORD</b>						
<b>Facilities Management</b>						
<b>Delivered Meals Service</b>						
Price per Delivered Hot Meal (W-ton Residents)	4.45	4.45	NB	4.55	4.55	0.10
Price per Delivered Hot Meal (Non W-ton Residents)	4.80	4.00	SR	4.90	4.08	0.08
Price per Afternoon Tea (W-ton Residents)	2.30	2.30	NB	2.50	2.50	0.20
Price per Afternoon Tea (Non W-ton Residents)	2.55	2.13	SR	2.75	2.29	0.16
<b>Price per Delivered Frozen Meal</b>						
Price per Delivered Frozen Meal (Price Band A)	3.30	3.30	ZR	3.40	3.40	0.10
Price per Delivered Frozen Meal (Price Band B)	3.60	3.60	ZR	3.70	3.70	0.10
Price per Delivered Frozen Meal (Price Band C)	5.10	5.10	ZR	5.20	5.20	0.10
Price per Delivered Frozen Meal (Price Band D)	5.40	5.40	ZR	5.50	5.50	0.10

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Price per Delivered Frozen Meal (Price Band A-Discout)	3.05	3.05	ZR	3.15	3.15	0.10
Price per Delivered Frozen Meal (Price Band B-Discout)	3.40	3.40	ZR	3.50	3.50	0.10
Price per Delivered Frozen Meal (Price Band C-Discout)	4.95	4.95	ZR	5.05	5.05	0.10
Price per Delivered Frozen Meal (Price Band D-Discout)	5.25	5.25	ZR	5.35	5.35	0.10
<b>Claregate Park changing room hire</b>						
Weekday (per hour)	16.00	16.00**	SR	16.00	13.33	-2.67
<b>Weekend letting fees to all Community Centres (City wide)</b>						
Community Groups	8.10	8.10	EX	8.20	8.20	0.10
Children's Parties	17.90	17.90	EX	18.25	18.25	0.35
Private Parties	35.70	35.70	EX	36.00	36.00	0.30
Commercial	47.62	47.62	EX	48.50	48.50	0.88
<b>Blakenhall Community &amp; Healthy Living Centre</b>						
Disabilities, 50+, Ladies only	2.00	2.00	EX	2.00	2.00	0.00
<b>Fitness Suites / Training</b>						
Inductions	6.00	6.00	EX	6.00	6.00	0.00
Induction school group	11.00	11.00	NB	11.10	11.10	0.10
Induction group	19.50	19.50	EX	19.65	19.65	0.15
One to one induction	11.00	11.00	EX	11.10	11.10	0.10
Training session	2.60	2.17	SR	2.60	2.17	0.00
Training session schools	2.00	1.67	SR	2.05	1.71	0.04
<b>Activity Equipment Hire</b>						
All ages (per hour) Easyline equipment	18.00	15.00	SR	18.10	15.08	0.08
Main gym	55.00	45.83	SR	55.30	46.08	0.25
Dance mats	11.00	9.17	SR	11.05	9.21	0.04
Toning suite	22.00	18.33	SR	22.15	18.46	0.13
<b>SHOWER</b>						
Adult Concessionary Rate Only	1.45	1.21	SR	1.46	1.22	0.01

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<b>BADMINTON/SHORT TENNIS (PER HOUR)</b>						
Court Hire	5.00	4.17	SR	5.75	4.79	0.62
Racquet hire	1.40	1.17	SR	1.43	1.19	0.02
<b>TABLE TENNIS</b>						
Table tennis	3.00	2.50	SR	3.05	2.54	0.04
Table tennis bat hire	1.20	1.00	SR	1.23	1.03	0.03
Table tennis - ball purchase	1.20	1.00	SR	1.23	1.03	0.03
<b>INDOOR BOWLS (PER 2 HOUR SESSION)</b>						
Per person	2.60	2.17	SR	2.65	2.21	0.04
<b>TONING SUITE (PER 40 MINUTES SESSION)</b>						
Adult	2.55	2.13	SR	2.60	2.17	0.04
<b>MONTHLY PASSES (ADULT)</b>						
4 sessions	7.85	6.54	SR	7.85	6.54	0.00
7 sessions	12.60	10.50	SR	12.60	10.50	0.00
12 sessions	18.90	15.75	SR	18.90	15.75	0.00
20 sessions	24.50	20.42	SR	24.50	20.42	0.00
50 sessions	51.00	42.50	SR	51.00	42.50	0.00
100 sessions	86.00	71.67	SR	86.00	71.67	0.00
150 sessions	91.00	75.83	SR	91.00	75.83	0.00
<b>Wellness Sessions</b>						
Wellness key lost / stolen (bought individually)	11.00	9.17	SR	11.10	9.25	0.08
One to one session with key	23.20	19.33	SR	23.40	19.50	0.17
One to one session without key	13.60	11.33	SR	13.70	11.42	0.09
Reassessment	8.30	6.92	SR	8.35	6.96	0.04
Active8 15 week course	80.00	66.67	SR	80.50	67.08	0.41
<b>Young Peoples Sessions</b>						
Dance mats	2.00	2.00	EX	2.00	2.00	0.00
Active8 10 week course	22.50	22.50	EX	22.50	22.50	0.00
<b>General Use</b>						
<b>Main Hall</b>						
<b>Community</b>						
Half Hall - no set up (per hour)	12.40	12.40	EX	12.45	12.45	0.05
Half Hall - including set up (per hour)	14.50	14.50	EX	14.60	14.60	0.10
Whole hall no set up (per hour)	20.80	20.80	EX	20.90	20.90	0.10

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Whole hall inc set up (per hour)	26.00	26.00	EX	26.15	26.15	0.15
<b>Group Bookings (meetings / seminars)</b>						
Half Hall - no set up (per hour)	17.00	14.17	EX	17.10	17.10	2.93
Half Hall - including set up (per hour)	21.20	17.67	EX	21.30	21.30	3.63
Whole hall no set up (per hour)	29.75	24.79	EX	29.90	29.90	5.11
Whole hall inc set up (per hour)	33.90	28.25	EX	34.10	34.10	5.85
<b>COMMUNITY ROOM 1 &amp; 2, MEETING ROOM 1 &amp; 2, WORKSPACE 1 &amp; 2</b>						
Community	5.80	5.80	EX	5.85	5.85	0.05
Standard Layout (per hour)	11.60	11.60	EX	11.70	11.70	0.10
Alternative layout (per hour)	14.20	14.20	EX	14.30	14.30	0.10
Additional Set Up						
KITCHEN						
Community	5.80	5.80	EX	5.85	5.85	0.05
Group Bookings	11.60	11.60	EX	11.70	11.70	0.10
<b>Party Packages - Hall</b>						
Main hall per hour	99.00	82.50	SR	99.00	82.50	0.00
Main hall (bar provided) per hour	25.00	25.00	EX	25.00	25.00	0.00
Deposit	250.00	250.00	NB	250.00	250.00	0.00
Community / Meeting / Workspace 1 & 2 per hour (Adult)	54.00	45.00	EX	54.00	54.00	9.00
Deposit	250.00	250.00	NB	250.00	250.00	0.00
<b>Kitchen</b>	21.25	17.71	SR	21.25	17.71	0.00
Instructor Needed (Per Hour)	14.00	14.00	EX	14.10	14.10	0.10
Bank Holiday Parties Staffing (Per Hour)	28.00	23.33	SR	28.20	23.50	0.17
2017/18 price	100.00	83.33	SR	100.00	83.33	0.00
<b>Group Bookings (meetings/seminars)</b>						
half day	111.00	111.00	EX	111.00	111.00	0.00
Full day	196.00	196.00	EX	196.00	196.00	0.00
Purchase of flipchart paper (20 sheets)	7.60	6.33	SR	7.60	6.33	0.00
Hire of projector	4.30	3.58	SR	4.35	3.63	0.05
Hire of music system per session	4.30	3.58	SR	4.35	3.63	0.05
Photocopying service per sheet A4 (b&w)	0.20	0.17	SR	0.20	0.17	0.00
Photocopying service per sheet A4 (colour)	1.05	0.88	SR	1.05	0.88	0.00
Photocopying service per sheet A3 (b&w)	1.00	0.83	SR	1.00	0.83	0.00

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Photocopying service per sheet A3 (colour)	1.50	1.25	SR	1.50	1.25	0.00
Conference pack to include use of flip chart, flip chart paper (20 sheets), flip chart pens x 2, projector and or music system (subject to availability)	10.00	8.33	SR	10.00	8.33	0.00
Tablecloth Hire (per table)	3.50	2.92	SR	3.50	2.92	0.00
Chaircover Hire (per chair)	1.50	1.25	SR	1.50	1.25	0.00
<b>COMMUNITY RECREATION</b>						
<b>Pendeford Community Hub</b>						
Community Groups (per 3 hour session)	6.35	5.29	SR/EX*	6.40	5.33	0.04
tertess	6.35	5.29	SR/EX*	6.40	5.33	0.04
Private Parties Children	12.70	12.70	EX	12.80	12.80	0.10
Private Parties Adults	19.00	19.00	EX	19.15	19.15	0.15
Church Groups	18.60	15.50	SR/EX*	18.75	15.63	0.13
Commercial Groups	38.10	31.75	SR/EX*	38.40	32.00	0.25
Easyline Equipment Rental	2.00	1.67	SR	2.25	1.88	0.21
<i>Meeting Space</i>						
Community Groups (per session)	4.00	4.00	EX	4.05	4.05	0.05
Charitable Organisations	4.00	4.00	EX	4.05	4.05	0.05
Private Parties Children	8.00	8.00	EX	8.10	8.10	0.10
Private Parties Adults	12.00	12.00	EX	12.15	12.15	0.15
Church Groups	12.00	12.00	EX	12.15	12.15	0.15
Commercial Groups	24.00	24.00	EX	24.30	24.30	0.30
<b>St Chads Community Centre</b>						
<i>Sports Hall</i>						
Community Groups (per 3 hour session)	10.50	8.75	SR/EX*	10.60	8.83	0.08
Charitable Organisations	10.50	8.75	SR/EX*	10.60	8.83	0.08
<i>Community Room</i>						
Community Groups (per session)	4.10	3.42	SR/EX*	4.15	3.46	0.04
Charitable Organisations	4.10	3.42	SR/EX*	4.15	3.46	0.04
Private parties children	8.20	8.20	EX	8.30	8.30	0.10
Church groups	12.30	10.25	SR/EX*	12.45	10.38	0.13
Commerical Groups	24.60	20.50	SR/EX*	24.90	20.75	0.25

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Easyline Equipment Rental	2.00	1.67	SR	2.25	1.88	0.21
<b>All Saints Community Centre</b>						
<i>Main Hall</i>						
Community Groups (per 3 hour session)	4.30	3.58	SR/EX*	4.35	3.63	0.05
Charitable Organisations	4.30	3.58	SR/EX*	4.35	3.63	0.05
Private Parties Children	8.60	8.60	EX	8.70	8.70	0.10
Private Parties Adults	12.90	12.90	EX	13.05	13.05	0.15
Church Groups	12.90	10.75	SR/EX*	13.05	10.88	0.13
Commercial Groups	17.20	14.33	SR/EX*	17.40	14.50	0.17
<i>Kitchen</i>						
Community Groups (per 3 hour session)	4.30	4.30	EX	4.35	4.35	0.05
Charitable Organisations	4.30	4.30	EX	4.35	4.35	0.05
Commercial Groups	8.60	8.60	EX	8.70	8.70	0.10
<i>Activities Area</i>						
Community Groups (per 3 hour session)	4.30	4.30	SR/EX*	4.35	4.35	0.05
Charitable Organisations	4.30	3.58	SR/EX*	4.35	3.63	0.05
Private Parties Children	8.60	8.60	EX	8.70	8.70	0.10
Private Parties Adults	12.90	12.90	EX	13.05	13.05	0.15
Church Groups	12.90	12.90	SR/EX*	13.05	13.05	0.15
Commercial Groups	17.20	17.20	SR/EX*	17.40	17.40	0.20
<b>HOUSING</b>						
<b>Housing</b>						
House in Multiple Occupation Licensing Scheme Fees	650.00	650.00	NB	650.00	650.00	0.00
All Saints Licensing Scheme fees	525.00	525.00	NB	525.00	525.00	0.00
Fixed Penalty Notice for failure to have a valid Energy Performance Certificate	New Charge		NB	200.00	200.00	n/a
<b>CITY ECONOMY</b>						
<b>Planning</b>						
<b>Surveyors Fees</b>						
land and Property enquiries	147.60	123.00	SR	147.60	123.00	0.00

VAT Codes: SR - Standard Rate at 20%; ZR - Zero Rate; EX - Exempt; NB - Non-Business/Outside Scope of VAT; LR - Lower Rate at 5%

\* VAT Inc. charged for Sport Users, VAT Exc. charged for All Other Users; \*\* Change in VAT treatment

Description	Current Charge incl VAT £	Current charge excl VAT £	VAT Rate	Proposed Charge incl VAT £	Proposed Charge excl VAT £	Change excl VAT £
<b>Building Regulations</b> Schedule One of the Building Act 1984 identifies the Regulations which Local Authorities have a duty to enforce in relation to the setting of Building Control Charges. These charges have been set in accordance with the Building (Local Authority Charges) Regulations 2010 (as required by the Building Act 1984). The accounting objective of the regulations requires local authorities to ensure that 'taking one financial year with another' their charges income, as nearly as possible, equates to the costs incurred by the authority in carrying out certain 'chargeable' building control functions and providing chargeable advice. The intention is to breakeven and achieve full cost recovery in relation to the building control functions that the regulations authorise a charge to be made. The overriding principle of the regulations and the proposed charging scheme is that the customer should pay for the level of building control input appropriate to their application. The hourly recharge rates are shown below.						
New Dwellings (Table 1)	57.66	48.05	SR	60.35	50.29	2.24
Domestic Extensions (Table 2a)	57.66	48.05	SR	60.35	50.29	2.24
Domestic Alterations ( Table 2b)	57.66	48.05	SR	60.35	50.29	2.24
Non Domestic New Build and Ext (Table 3a)	57.66	48.05	SR	60.35	50.29	2.24
Non Domestic Alterations (Table 3b)	57.66	48.05	SR	60.35	50.29	2.24
Regularisation (Table 1)	48.05	48.05	NB	50.29	50.29	2.24
Regularisation (Table 2a)	48.05	48.05	NB	50.29	50.29	2.24
Regularisation ( Table 2b)	48.05	48.05	NB	50.29	50.29	2.24
Regularisation (Table 3a)	48.05	48.05	NB	50.29	50.29	2.24
Regularisation (Table 3b)	48.05	48.05	NB	50.29	50.29	2.24
<b>Archives</b>						
<b>Functions and room hire:</b>						
Rococo Room - normal opening hours (cost per event up to 2 hours)	65.00	65.00	EX	65.00	65.00	0.00

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Description	Current Charge incl VAT £	Current charge excl VAT £	VAT Rate	Proposed Charge incl VAT £	Proposed Charge excl VAT £	Change excl VAT £
Rococo Room - closed hours (cost per event up to 2 hours)	65.00	65.00	EX	85.00	85.00	20.00
Meeting Rooms 2 and 3 - per hour	20.00	20.00	EX	20.00	20.00	0.00
Tea/coffee provision for meetings per head.	2.00	1.67	SR	2.00	1.67	0.00
<b>Research and Printing:</b>						
Camera Licences monthly rate	16.50	16.50	NB	16.50	16.50	0.00
Camera Licenses day rate	New Charge		NB	5.00	5.00	n/a
Camera Licenses annual rate	New Charge		NB	50.00	50.00	n/a
Staff enquiry research service per half hour per request. Maximum 2 hour slots.	14.00	11.67	SR	14.50	12.08	0.41
Photocopies of current Magistrates' Court registers	10.00	8.33	SR	10.50	8.75	0.42
Supply of copies from video collection	15.00	12.50	SR	15.50	12.92	0.42
Digital Media Print Out:						
Black and white A4	0.30	0.25	SR	0.40	0.33	0.08
Black and white A3	0.60	0.50	SR	0.80	0.67	0.17
Colour A4	0.70	0.58	SR	0.90	0.75	0.17
Colour A3	1.20	1.00	SR	1.80	1.50	0.50
Microform Printout A3	1.20	1.00	SR	2.00	1.67	0.67
Microform Printout A4	1.00	0.83	SR	1.00	0.83	0.00
Scanning and supply pf image on CD minimum fee	10.00	8.33	SR	10.50	8.75	0.42
Supply of previously scanned image on CD	5.00	4.17	SR	5.50	4.58	0.41
<b>Records Management Service:</b>						
Start up per box	10.00	8.33	SR	10.50	8.75	0.42
Annual storage per box (small)	7.50	6.25	SR	8.00	6.67	0.42
Annual storage per box (large)	10.00	8.33	SR	10.50	8.75	0.42
Renting of 1 shelf of material for large items per shelf per annum	40.00	33.33	SR	40.00	33.33	0.00
Destruction of confidential material	10.00	8.33	SR	10.50	8.75	0.42
Retrieval charge	5.00	4.17	SR	5.50	4.58	0.41
<b>Image reproduction rights (per image)</b>						
Books - editorial, including postcards, magazines, newspaper editorial, journals and ebooks	New Charge		SR	30.00	25.00	n/a
Books jackets/magazine covers	New Charge		SR	45.00	37.50	n/a
Use in exhibition or display	New Charge		SR	15.00	12.50	n/a
Commercial, merchandising or advertising use	New Charge		SR	60.00	50.00	n/a
5 year regional TV licence	New Charge		SR	90.00	75.00	n/a

VAT Codes: SR - Stabdard Rate at 20%; ZR - Zero Rate; EX - Exempt; NB - Non-Business/Outside Scope of VAT; LR - Lower Rate at 5%

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Description	Current Charge incl VAT £	Current charge excl VAT £	VAT Rate	Proposed Charge incl VAT £	Proposed Charge excl VAT £	Change excl VAT £
5 Year Worldwide TV Licence	New Charge		SR	200.00	166.67	n/a
10 year regional TB licence	New Charge		SR	180.00	150.00	n/a
10 Year Worldwide TV Licence (Per image)	520.00	433.33	SR	530.00	441.67	8.34
Website (fullscreen)	New Charge		SR	50.00	41.67	n/a
<b>Wolverhampton Art Gallery Room Hire</b>						
Art Gallery function - normal opening hours (cost per event, event up to 2 hours).	315.50	315.50	EX	315.50	315.50	0.00
Art Gallery function - evening only (cost per hour payable from normal gallery closing time - minimum 2 hours hire). All bookings will be subject to an additional 30 minutes hire fee for security checks at the end of each event.	262.00	262.00	EX	262.00	262.00	0.00
Community Space (per four weeks)	270.00	270.00	EX	270.00	270.00	0.00
Gathering Space (per day)	121.00	121.00	EX	125.00	125.00	4.00
Gathering Space (per half day)	82.00	82.00	EX	85.00	85.00	3.00
Meeting Room (per day)	103.00	103.00	EX	105.00	105.00	2.00
Meeting Room (per half day)	69.00	69.00	EX	72.00	72.00	3.00
Art Gallery Tours per group by prior agreement. Gallery opening hours only (group maximum 20)	72.00	72.00	EX	72.00	72.00	0.00
<b>Bantock House and Museum Room Hire</b>						
Bantock House function - normal opening hours (cost per event, full day 9am to 5pm)	275.00	275.00	EX	Charge to be amended to an hourly rate - see below		-275.00
Bantock House function - normal opening hours (cost per event, half day either 9am to 12.30pm or 1pm to 4.30pm)	190.00	190.00	EX	Charge to be amended to an hourly rate - see below		-190.00
Bantock House function - evening only, cost per hour payable from normal museum closing time - minimum 2 hours hire). All bookings will be subject to an additional 30 minutes hire fee for security checks at the end of each event.	175.00	175.00	EX	Charge to be amended to an hourly rate - see below		-175.00
Bantock House function hourly rate	New Charge Structure		EX	50.00	50.00	n/a
<b>Room Hire (House open) per hour</b>						
Workshops (2)	22.50	22.50	EX	22.50	22.50	0.00
Performance space	25.00	25.00	EX	25.00	25.00	0.00
Tractor Shed	27.50	27.50	EX	27.50	27.50	0.00
<b>Room Hire (house closed) per hour</b>						

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Description	Current Charge incl VAT £	Current charge excl VAT £	VAT Rate	Proposed Charge incl VAT £	Proposed Charge excl VAT £	Change excl VAT £
Performance space and workshop	40.00	40.00	EX	40.00	40.00	0.00
Tractor Shed (30 minute check time to allow for locking of gates from car park and site security checks)	40.00	40.00	EX	40.00	40.00	0.00
<b>Guided Tour Bantock House</b>						
Bantock House - house opening hours only (group maximum 20)	40.00	40.00	EX	40.00	40.00	0.00
Bantock House - evenings Tuesday-Friday. Minimum group of 15 maximum group 20. By prior agreement (price per head).	8.25	8.25	EX	8.50	8.50	0.25
Bantock House - introductory tour - half hour introductory tour for large groups. (price per group)	25.00	25.00	EX	25.00	25.00	0.00
<b>Pitch &amp; Putt (Bantock Park)</b>						
Round Fee (Adults)	5.00	4.17	SR	5.00	4.17	0.00
Round Fee (U16'S)	3.00	2.50	SR	3.00	2.50	0.00
Family Ticket (2Xadults & 2Xu16'S)	10.00	8.33	SR	10.00	8.33	0.00
Club Deposit (Adults)	10.00	8.33	SR	10.00	8.33	0.00
Club Deposit (U16'S)	5.00	4.17	SR	5.00	4.17	0.00
Lost Ball	3.55	3.55	NB	4.00	4.00	0.45
<b>Bilston Craft Gallery</b>						
Craft Gallery function - normal opening hours Tuesday to Friday (cost per event per day 10am to 4pm)	236.50	236.50	EX	Charge to be replaced by an hourly daytime rate - see below		-236.50
Craft Gallery function - normal opening hours Tuesday to Friday (cost per event for a half day either 10am to 1pm or 1pm to 4pm)	126.50	126.50	EX	Charge to be replaced by an hourly evening rate - see below		-126.50
Craft gallery function hire hourly rate daytime	New Charge Structure		EX	25.00	25.00	n/a
Craft Gallery function - evening only, cost per hour payable from normal museum closing time. Minimum 2 hours hire. All bookings will be subject to an additional 30 minutes hire fee for security checks at the end of each event.	93.50	93.50	EX	Charge to be replaced by an hourly evening rate - see below		-93.50
Craft gallery function hire hourly rate evening	New Charge Structure		EX	35.00	35.00	n/a
Craft Workshop - hourly rate, when museum open	20.35	20.35	EX	21.00	21.00	0.65
Jewellery Workshop (per month)	39.00	39.00	EX	40.00	40.00	1.00

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Description	Current Charge incl VAT £	Current charge excl VAT £	VAT Rate	Proposed Charge incl VAT £	Proposed Charge excl VAT £	Change excl VAT £
First Floor - Community gallery (Gallery opening hours only) - per month	152.00	152.00	EX	155.00	155.00	3.00
First Floor - Community gallery (Gallery opening hours only) - per fortnight	88.00	88.00	EX	90.00	90.00	2.00
First Floor - Community gallery (Gallery opening hours only) - per week	52.00	52.00	EX	55.00	55.00	3.00
<b>Civic Hall - Hall Hire</b>						
Civic Hall - flat fee - up to 4 hours opening	1,850.00	1,850.00	EX	1,850.00	1,850.00	0.00
Civic Hall - further hour	330.00	330.00	EX	330.00	330.00	0.00
Civic Hall - further hour after 24.00 hrs	650.00	650.00	EX	650.00	650.00	0.00
Main Bar per hour	90.00	90.00	EX	90.00	90.00	0.00
Balcony Bar hour	55.00	55.00	EX	55.00	55.00	0.00
Production / Hospitality Area per hour	50.00	50.00	EX	50.00	50.00	0.00
<b>Wulfrun Hall</b>						
Wulfrun Hall - flat fee - up to 4 hours opening	750.00	750.00	EX	750.00	750.00	0.00
Wulfrun Hall - further hour	160.00	160.00	EX	160.00	160.00	0.00
Wulfrun Hall - further hour after 24.00 hrs	320.00	320.00	EX	320.00	320.00	0.00
<b>Slade Rooms</b>						
Room Hire	60.00	60.00	EX	60.00	60.00	0.00
<b>Outdoor Events - Trade Space</b>						
Diwali -per metre	20.00	20.00	EX	25.00	25.00	5.00
Tettenhall Christmas Lights - per metre	17.00	17.00	EX	20.00	20.00	3.00
<b>EVENTS</b>						
Booking Fee	60.00	60.00	EX	60.00	60.00	0.00
Groups Using Parks & Green Spaces - Half Day Session	65.00	65.00	EX	65.00	65.00	0.00
Groups Using Parks & Green Spaces - Full Day Session	130.00	130.00	EX	130.00	130.00	0.00
<b>GROUPS USING PARKS AND GREEN SPACES</b>						
Half Day Session	65.00	65.00	EX	65.00	65.00	0.00
Full Day Session	130.00	130.00	EX	130.00	130.00	0.00

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Description	Current Charge incl VAT £	Current charge excl VAT £	VAT Rate	Proposed Charge incl VAT £	Proposed Charge excl VAT £	Change excl VAT £
Large Scale Event (Weekday - Per Day)	215.00	215.00	EX	215.00	215.00	0.00
Large Scale Event (Weekend - Per Day)	430.00	430.00	EX	430.00	430.00	0.00
Commercial Events (Per day)	550.00	550.00	EX	550.00	550.00	0.00
Fun Fairs (Per Week Day)	155.00	155.00	EX	155.00	155.00	0.00
Fun Fairs (Per Weekend Day)	365.00	365.00	EX	365.00	365.00	0.00
Band Stand (per day)	120.00	120.00	EX	120.00	120.00	0.00
Hire of Classroom at Northcote Farm / Smestow Valley (per hour)	9.00	9.00	EX	13.00	13.00	4.00
Hire of Classroom at Northcote Farm for electoral/voting purposes	400.00	400.00	EX	540.00	540.00	140.00
Sale of materials - logs/wood chippings (per bag)	4.00	3.81	LR (5%)	5.00	4.76	0.95
Farming Day Experience	75.00	62.50	SR	75.00	62.50	0.00
Wildlife photography tuition (per person)	75.00	75.00	EX	75.00	75.00	0.00
<b>LIBRARIES^</b>						
^ Library charges will be varied to fall in line with Black Country Libraries in Partnership (BCLiP) in March 2016						
<b>FINES</b>						
Fines Adult (per item per day) ^	0.15	0.15	NB	0.16	0.16	0.01
Fines DVD (per item per day) ^	0.30	0.30	NB	0.35	0.35	0.05
<b>HIRE</b>						
CD's (Adult) 14 day loan ^	1.00	1.00	NB	1.00	1.00	0.00
CDs (Concessions) 14 day loan ^	0.50	0.50	NB	0.50	0.50	0.00
DVD (Adults) 7 day loan ^	1.50	1.50	NB	1.50	1.50	0.00
DVD (Concessions) 7 day loan ^	0.75	0.75	NB	0.75	0.75	0.00
Training Room Bilston Library 1/2 day	70.00	70.00	EX	70.00	70.00	0.00
Training Room Bilston Library full day	120.00	120.00	EX	120.00	120.00	0.00
Hire Charge - Training room Bilston Library per hour	30.00	30.00	EX	30.00	30.00	0.00
<b>RESERVATIONS</b>						
Items not in stock (Adults) ^	4.00	4.00	NB	4.00	4.00	0.00
Items not in stock (Concessions) ^	2.00	2.00	NB	2.00	2.00	0.00
Music scores & playsets ^	10.00	10.00	NB	12.00	12.00	2.00

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Description	Current Charge incl VAT £	Current charge excl VAT £	VAT Rate	Proposed Charge incl VAT £	Proposed Charge excl VAT £	Change excl VAT £
<b>PHOTOCOPIES</b>						
B&W A4 per copy	0.15	0.13	SR	<b>0.15</b>	0.13	0.00
B&W A3 per copy	0.30	0.25	SR	<b>0.30</b>	0.25	0.00
Colour A4 per copy	1.00	0.83	SR	<b>1.00</b>	0.83	0.00
Colour A3 per copy	1.50	1.25	SR	<b>1.50</b>	1.25	0.00
<b>FAX</b>						
UK	1.25	1.04	SR	<b>1.25</b>	1.04	0.00
Europe	2.50	2.08	SR	<b>2.50</b>	2.08	0.00
North America	3.50	2.92	SR	<b>3.50</b>	2.92	0.00
Other	4.50	3.75	SR	<b>4.50</b>	3.75	0.00
Incoming	1.50	1.25	SR	<b>1.50</b>	1.25	0.00
<b>OTHER</b>						
Replacement Ticket (Adults only) ^	1.50	1.50	NB	<b>1.50</b>	1.50	0.00
Loss of Items Borrowed from British Library per item	135.00	135.00	NB	<b>135.00</b>	135.00	0.00
Postal enquiries involving reference research	15.00	12.50	SR	<b>15.00</b>	12.50	0.00
Microfilm Reader/Printer copies per sheet	0.30	0.25	SR	<b>0.30</b>	0.25	0.00
<b>The Adult Education Service is funded by the Skills Funding Agency</b>						
<b>Adult Education Service</b>						
Adult Skills Courses (Average 60 hours) Course Fees	223.00	223.00	EX	<b>230.00</b>	230.00	7.00
Community ( Average 30 hours) Course Fees	111.50	111.50	EX	<b>115.00</b>	115.00	3.50
Full Cost Recovery (Average 5 hours ) Course Fees	112.50	112.50	EX	<b>117.50</b>	117.50	5.00
Club Classes	39.00	39.00	EX	<b>42.00</b>	42.00	3.00

VAT Codes: SR - Standard Rate at 20%; ZR - Zero Rate; EX - Exempt; NB - Non-Business/Outside Scope of VAT; LR - Lower Rate at 5%

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# **SCHEME FOR THE RECOVERY OF BUILDING REGULATION CHARGES AND ASSOCIATED MATTERS FOR CITY OF WOLVERHAMPTON COUNCIL**

To be read in conjunction with  
The Building [Local Authority Charges] Regulations 2010

Date this Scheme takes effect: 1<sup>st</sup> January 2017

## **SCHEME FOR THE RECOVERY OF BUILDING REGULATION CHARGES**

### **Definitions**

The following definitions apply to this Charging Scheme and should be read in conjunction with the other clauses and tables which constitute the Charging Scheme:

#### **‘building’**

means any permanent or temporary building but not any other kind of structure or erection, and a reference to a building includes a reference to part of a building.

#### **‘building notice’**

means a notice given in accordance with regulations 12(2)(A)(a) and 13 of the Building Regulations 2000 (as amended).

#### **‘building work’ means:**

- a. the erection or extension of a building;
- b. the provision or extension of a controlled service or fitting in or in connection with a building;
- c. the material alteration of a building, or a controlled service or fitting;
- d. work required by building regulation 6 (requirements relating to material change of use);
- e. the insertion of insulating material into the cavity wall of a building;

- f. work involving the underpinning of a building;
- g. work required by building regulation 4A (requirements relating to thermal elements);
- h. work required by building regulation 4B (requirements relating to a change of energy status);
- i. work required by building regulation 17D (consequential improvements to energy performance);

**‘chargeable function’** means a function relating to the following –

- a. the passing or rejection of plans of proposed building work which has been deposited with the council in accordance with section 16 of the Building Act 1984 (as amended).
- b. the inspection of building work for which plans have been deposited with the council in accordance with the Building Regulation 2000 (as amended) and with section 16 of the Building Act 1984 (as amended)
- c. the consideration of a building notice which has been given to the council in accordance with the Building Regulations 2000 (as amended)
- d. the consideration of building work reverting to the council under the Building (Approved Inspectors etc.) Regulations 2000 (as amended)
- e. the consideration of a regularisation application submitted to the council under regulation 21 of the Building Regulations 2000 (as amended).

**‘cost’** does not include any professional fees paid to an architect, quantity surveyor or any other person.

**‘dwelling’** includes a dwelling-house and a flat.

**‘dwelling-house’** does not include a flat or a building containing a flat.

**‘flat’** means a separate and self-contained premises constructed or adapted for use for residential purposes and forming part of a building from some other part of which it is divided horizontally.

**‘floor area of a building or extension’** is the total floor area of all the storeys which comprise that building. It is calculated by reference to the finished internal faces of the walls enclosing the area, or, if at any point there is no enclosing wall, by reference to the outermost edge of the floor.

**‘relevant person’** means:



- a. in relation to a plan charge, inspection charge, reversion charge or building notice charge, the person who carries out the building work or on whose behalf the building work is carried out;
- b. in relation to a regularisation charge, the owner of the building; and
- c. in relation to chargeable advice, any person requesting advice for which a charge may be made pursuant to the definition of 'chargeable advice'

**Principles of this Scheme**

The set charges or method of establishing the charge have been established in this scheme for the functions prescribed in the Building (Local Authority Charges) Regulations 2010 (referred to as the chargeable functions), namely:

**A plan charge**, payable when plans of the building work are deposited with the Local Authority.

**An inspection charge**, payable on demand after the authority carry out the first inspection in respect of which the charge is payable.

**A building notice charge**, payable when the building notice is given to the authority.

**A reversion charge**, payable for building work in relation to a building: -

- a. Which has been substantially completed before plans are first deposited with the Authority in accordance with Regulation 20(2)(a)(i) of the Approved Inspectors Regulations, or
- b. In respect of which plans for further building work have been deposited with the Authority in accordance with the Regulation 20(3) of the Approved Inspectors Regulations, on the first occasion on which those plans are or have been deposited.

**A regularisation charge**, payable at the time of the application to the authority in accordance with Regulation 21 of the Building Regulations.

**Chargeable advice**, Local Authorities can make a charge for giving advice in anticipation of the future exercise of their chargeable functions (ie before an application or notice is received for a particular case), which is payable after the first hour of advice, on demand after the authority has given notice required by Regulation 7(7) of the Building (Local Authority) Charges Regulations 2010 (ie the charge has been confirmed in writing following an individual determination). This charge can be discounted from a subsequent application or notice received for the work in question.

The above charges are payable by the relevant person (see page 11 for definition).

Any charge which is payable to the authority may, in a particular case, and with the agreement of the authority, be paid by instalments of such amounts payable on such dates as may be specified by the authority. If the applicant and an authority are agreeable, an inspection charge can be fully or partly paid up front with the plans charge.

The charge for providing a chargeable function or chargeable advice is based on the principle of achieving full cost recovery. The charges will be calculated by using the Council officers' average hourly rate stated in the charging scheme, multiplied by the time taken to carry out the functions/advice, taking the following factors into account, as applicable, in estimating the time required by officers to carry out the function/advice:

- a. The existing use of a building, or the proposed use of the building after completion of the building work;
- b. The different kinds of building work described in regulation 3(1)(a) to (i) of the Building Regulations;
- c. The floor area of the building or extension;
- d. The nature of the design of the building work and whether innovative or high risk construction techniques are to be used;
- e. The estimated duration of the building work and the anticipated number of inspections to be carried out;
- f. The estimated cost of the building work;
- g. Whether a person who intends to carry out part of the building work is a person mentioned in regulation 12(5) or 20B(4) of the Building Regulations (i.e. related to competent person/self certification schemes);

- h. Whether in respect of the building work a notification will be made in accordance with regulation 20A(4) of the Building Regulations (i.e. where design details approved by Robust Details Ltd have been used);
- i. Whether an application or building notice is in respect of two or more buildings or building works all of which are substantially the same as each other;
- j. Whether an application or building notice is in respect of building work, which is substantially the same as building work in respect of which plans have previously been deposited or building works inspected by the same local authority;
- k. Whether chargeable advice has been given which is likely to result in less time being taken by a local authority to perform that function;
- l. Whether it is necessary to engage and incur the costs of a consultant to provide specialist advice in relation to a particular aspect of the building work.

### **Principles of the scheme in respect of the erection of domestic buildings, garages, carports and extensions**

Where the charge relates to an erection of a dwelling the charge includes for the provision of a detached or attached domestic garage or carport providing it is constructed at the same time as the dwelling.

Where any building work comprises or includes the erection of more than one extension to a building, the total floor areas of all such extensions shall be aggregated to determine the relevant charge payable, providing that the building work for all aggregated extensions is carried out at the same time.

### **Exemption from charges**

The Authority has not fixed by means of its scheme, nor intends to recover a charge in relation to an existing dwelling that is, or is to be, occupied by a disabled person as a permanent residence; and where the whole of the building work in question is solely-

- a. for the purpose of providing means of access for the disabled person by way of entrance or exit to or from the dwelling or any part of it, or
- b. for the purpose of providing accommodation or facilities designed to secure the greater health, safety, welfare or convenience of the disabled person.

The council has not fixed by means of its scheme, nor intends to recover a charge for the purpose of providing accommodation or facilities designed to secure the greater health, safety, welfare or convenience of a disabled person

in relation to an existing dwelling, which is, or is to be, occupied by that disabled person as a permanent residence where such work consists of-

- a. the adaptation or extension of existing accommodation or an existing facility or the provision of alternative accommodation or an alternative facility where the existing accommodation or facility could not be used by the disabled person or could be used by the disabled person only with assistance; or
- b. the provision of extension of a room which is or will be used solely-
  - (i) for the carrying out for the benefit of the disabled person of medical treatment which cannot reasonably be carried out in any other room in the dwelling, or
  - (ii) for the storage of medical equipment for the use of the disabled person, or
  - (iii) to provide sleeping accommodation for a carer where the disabled person requires 24-hour care.

The council has not fixed by means of its scheme, nor intends to recover a charge in relation to an existing building to which members of the public are admitted (whether on payment or otherwise); and where the whole of the building work in question is solely-

- a. for the purpose of providing means of access for disabled persons by way of entrance
- b. or exit to or from the building or any part of it; or
- c. for the provision of facilities designed to secure the greater health, safety, welfare or disabled persons.

Note: 'disabled person' means a person who is within any of the descriptions of persons to whom Section 29(1) of the National Assistance Act 1948, as extended by virtue of Section 8(2) of the Mental Health Act 1959, applied but disregarding the amendments made by paragraph 11 of Schedule 13 to the Children Act 1989. The words in section 8(2) of the Mental Health Act 1959 which extend the meaning of disabled person in section 29(1) of the National Assistance Act 1948, are prospectively repealed by the National Health Service and Community Care Act 1990, section 66(2), Schedule 10, as from a day to be appointed

### **Information required to determine charges**

If the authority requires additional information to enable it to determine the correct charge the authority can request the information under the provisions of regulation 9 of The Building (Local Authority Charges) Regulation 2010.

The standard information required for all applications is detailed on the authority's Building Regulation application forms. This includes the existing and proposed use of the building and a description of the building work.

Additional information may be required in relation to –

- a. The floor area of the building or extension
- b. The estimated duration of the building work and the anticipated number of inspections to be carried out.
- c. The use of competent persons or Robust Details Ltd.
- d. Any accreditations held by the builder or other member of the design team.
- e. The nature of the design of the building work and whether innovative or high-risk construction is to be used.
- f. The estimated cost of the building work. If this is used as one of the factors in establishing a charge the 'estimate' is required to be such reasonable amount as would be charged by a person in business to carry out such building work (excluding the amount of any value added tax chargeable).

### **Establishing the Charge**

The authority has established standard charges using the principles contained within The Building (Local Authority Charges) Regulation 2010. Standard charges are detailed in the following tables. In the tables below any reference to number of storeys includes each basement level as one-storey and floor areas are cumulative.

If the building work that you are undertaking is not listed as a standard charge or the standard charge is not considered an accurate reflection of the building control costs the charge will be individually determined in accordance with the principles and relevant factors contained within The Building (Local Authority Charges) Regulation 2010. If the authority considers it necessary to engage and incur the costs of a consultant to provide specialist advice or services in relation to a particular aspect of building work, those costs shall also be included in setting the charge.

When the charge is individually determined the authority shall calculate the charge in the same way a standard charge was set by using the average hourly rate of officers' time, multiplied by the estimated time taken to carry out their building regulation functions in relation to that particular piece of building work and taking into account the applicable factors listed in regulation 7(5) of the charges regulations.

Individually determined charges will be confirmed in writing specifying the amount of the charge and the factors that have been taken into account in determining the charge.

The building regulation charges for the following types of building work may be individually determined and the authority will state which factors it has taken into account in establishing a standard or individually determined charge.

- A reversion charge
- The building work is in relation to more than one building
- Building work consisting of alterations to any use of building where the estimated cost exceeds £100,000
- The work consists of a non-domestic extension or new build and the floor area exceeds 200m<sup>2</sup>
- The work consists of a domestic extension and the floor area exceeds 100m<sup>2</sup>
- The work consists of a domestic garage or carport with a floor area over 100m<sup>2</sup>
- Building work consisting of the formation of rooms in an existing roof space with a floor area exceeding 50m<sup>2</sup>
- Building work consisting of the installation of over 20 windows in a property.
- The work consists of the erection or conversion of 6 or more dwellings
- The work consists of the erection or conversion of dwellings where the floor area of each dwelling exceeds 300m<sup>2</sup>
- Any other work when the estimated cost of work exceeds £100,000
- Where more than one standard charge applies to the building work or the standard charge does not reflect the cost of the building control function, with the agreement of the relevant person, the authority may establish the charge by individually determining the charge.

### **Other matters relating to calculation of charges**

In calculating these charges, refunds or supplementary charges, an officer hourly rate of £50.29 has been used.

Any charge payable to the authority shall be paid with an amount equal to any value added tax payable in respect of that charge.

Charges are not payable for the first hour when calculating an advice charge

The authority may accept payment by instalment. The authority on request will specify the amounts payable and dates on which instalments are to be paid

**Reductions**

Reduced charges are shown in the tables of standard charges and reduced charges may also be made in relation to individually assessed charges when work, or the relevant part of the work, has been, or intends to be carried out by a person mentioned in regulation 12(5) or 20B(4) of the Principal Regulations in respect of that part of the work, (*i.e. competent person/self-certification schemes or other defined non-notifiable work*).

Any reduced charges that will be made in relation to individually assessed charges when a notification is made in accordance with regulation 20A(4) of the Principal Regulations, (*ie where, for the purpose of achieving compliance with Requirement E1 of the Principal Regulations, design details approved by Robust Details Limited have been used*) are shown in the tables of standard charges and will also be considered in calculating individually determined charges.

The authority shall make a reduction in a standard or individually determined charge when chargeable advice has been given before receipt of an application or notice for proposed building work, which is likely to result in less time being taken by the local authority to perform the chargeable function for that work.

Where in accordance with Regulation 7(5)(i) of the charges regulations one application or building notice is in respect of two or more buildings or building works all of which are substantially the same as each other a reduction in the standard plan, building notice or inspection charge may be made where a reduction in resource input can be demonstrated.

Where in accordance with Regulation 7(5)(j) of the charges regulations an application or building notice is in respect of building work which is substantially the same as building work in respect of which plans have previously been deposited or building works inspected by the same local authority, a reduction in the standard plan, building notice or inspection charge may be made where a reduction in resource input can be demonstrated.

**Refunds and supplementary charges**

If the basis on which the charge has been set or determined changes, the LA will refund or request a supplementary charge and provide a written statement setting out the basis of the refund/supplementary charge and also state how this has been calculated. In the calculation of refunds/supplementary charges no account shall be taken of the first hour of an officer's time.

**Non-Payment of a Charge**

Your attention is drawn to Regulation 8(2) of the Building (Local Authority Charges) Regulations 2010, which explains that plans are not treated as being deposited for the purposes of Section 16 of the Building Act or building notices given unless the Council has received the correct charge. In other words, relevant timescales do not

start until the agreed payment has been made. The debt recovery team of the authority will also pursue any non-payment of a charge.

### **Complaints about Charges**

If you have a complaint about the level of charges you should initially raise your concern with the relevant officer. The council has a comprehensive complaint handling process. If your complaint is not satisfactorily responded to by the officer concerned, details of how to resolve your complaint is available on request and can be viewed on the council's web site:

[www.wolverhampton.gov.uk/council/contact/complaints/](http://www.wolverhampton.gov.uk/council/contact/complaints/)

## **STANDARD CHARGES**

**Standard charges includes works of drainage in connection with the erection or extension of a building or buildings, even where those works are commenced in advance of the plans for the building(s) being deposited.**

**These standard charges have been set by the authority on the basis that the building work does not consist of, or include, innovative or high risk construction techniques (details available from the authority) and/or the duration of the building work from commencement to completion does not exceed 12 months.**

**The charges have also been set on the basis that the design and building work is undertaken by a person or company that is competent to carry out the design and building work referred to in the standard charges tables, that they are undertaking. If not, the work may incur supplementary charges.**

**If chargeable advice has been given in respect of any of the work detailed in these tables and this is likely to result in less time being taken by the authority then a reduction to the standard charge will be made.**

### **Plan and Inspection Charges**

The plan charge and inspection charge are listed in the following tables.

### **Building Notice Charge**

Where building work is of a relatively minor nature the Building Notice charge is the same as the total plan and inspection charge. In relation to more complex work the time to carry out the building regulation function may be higher and the resultant additional costs of using the Building Notice procedure may result in a higher charge as detailed in the following tables.

### **Reversion Charge**

These charges will be individually determined.



**Regularisation Charge**

The charge is listed in the following tables.

**Table 1**  
**Erection of, or Conversion to, New Dwellings or 'Flats' - Floor Area up to 300m<sup>2</sup>**

See guidance note below relating to electrical work

Number of Dwellings	Full Plans				Building Notice		Regularisation Certificate
	Plan Charge		Inspection Charge				
	Exc VAT £	Inc VAT £	Exc VAT £	Inc VAT £	Exc VAT £	Inc VAT £	Exempt from VAT £
<b>1</b>	175.00	210.00	350.00	420.00	630.00	756.00	790.00
<b>2</b>	225.00	270.00	605.00	726.00	995.00	1194.00	1245.00
<b>3</b>	290.00	348.00	805.00	966.00	1315.00	1578.00	1645.00
<b>4</b>	340.00	408.00	905.00	1086.00	1495.00	1794.00	1870.00
<b>5</b>	400.00	480.00	1020.00	1224.00	1705.00	2046.00	2130.00

**Note:-**

An additional inspection charge of £275.00 + vat will be payable if the notifiable electrical work is not carried out by a Part P registered electrician or by a person who is qualified to complete BS 7671 installation certificates.

**Table 2A**  
**Domestic Extensions Up To 100m<sup>2</sup>**

See guidance note below relating to electrical work.

Category and Description		Full Plans				Building Notice		Regularisation Certificate
		Plan Charge		Inspection Charge				
		Exc VAT £	Inc VAT £	Exc VAT £	Inc VAT £	Exc VAT £	Inc VAT £	Exempt from VAT £
1.	Extension up to 10m2	100.00	120.00	225.00	270.00	390.00	468.00	490.00
2.	Extension 10 to 40m2	150.00	180.00	350.00	420.00	600.00	720.00	750.00
3.	Extension 40 to 100m2	200.00	240.00	455.00	546.00	785.00	942.00	980.00
4.	Loft Conversion up to 50m2	200.00	240.00	250.00	300.00	540.00	648.00	675.00
5	Erection or extension of a non-exempt single storey domestic garage or carport up to 100m²	125.00	150.00	165.00	198.00	350.00	420.00	440.00
Note: Category 6 below only applies if the additional work is included in an application for categories 1-5 otherwise see table 2B for the applicable charge. (Where category 6 is applicable this charge should be added to the relevant charge above).								
6	Additional work consisting of a garage conversion, alteration to create a WC, shower, bathroom or structural alterations with an estimated cost of work less than £5,000	50.00	60.00	75.00	90.00	150.00	180.00	190.00

Note:-

An additional inspection charge of £225.00 + vat will be payable if the notifiable electrical work is not carried out by a Part P registered electrician or by a person who is qualified to complete BS 7671 installation certificates.

**Table 2B**  
**Domestic Alterations to a Single Building**  
 See guidance note below relating to electrical work

Category and Description		Full Plans				Building Notice		Regularisation Certificate
		Plan Charge		Inspection Charge				
		Exc VAT £	Inc VAT £	Exc VAT £	Inc VAT £	Exc VAT £	Inc VAT £	Exempt from VAT £
1.	Conversion of a garage serving a dwelling into a habitable room	100.00	120.00	165.00	198.00	320.00	384.00	400.00
2.	Alterations to create a WC, bathroom or shower room	165.00	198.00	Included in plan charge		165.00	198.00	205.00
3.	Internal Alterations							
	Est cost less than £5,000	200.00	240.00	Included in plan charge		200.00	240.00	250.00
	Est cost between £5,000 and £25,000	175.00	210.00	225.00	270.00	400.00	480.00	500.00
	Est cost between £25,001 and £50,000	225.00	270.00	265.00	318.00	490.00	588.00	615.00
	Est cost between £50,001 and £75,000	275.00	330.00	375.00	450.00	650.00	780.00	815.00
	Est cost between £75,001 and £100,000	325.00	390.00	415.00	498.00	740.00	888.00	925.00

<b>4.</b>	<b>Renovation of a Thermal Element and Window Replacement (non competent persons scheme)</b>							
	<b>Up to 20 windows or a thermal renovation with an estimated cost less than £5,000</b>	100.00	120.00	Included in plan charge	100.00	120.00	125.00	
	<b>Over 20 windows or a thermal renovation with an estimated cost of between £5,000 and £20,000</b>	150.00	180.00	Included in plan charge	150.00	180.00	190.00	
<b>5</b>	<b>Electrical work (Non competent persons scheme)</b>							
	<b>Work other than the rewiring of a dwelling.</b>	225.00	270.00	Included in plan charge	225.00	270.00	280.00	
	<b>Rewiring or new installation in a dwelling.</b>	275.00	330.00	Included in plan charge	275.00	330.00	345.00	

Note:-

An additional inspection charge as identified in category 5 of Table 2b (above) will be payable if the notifiable electrical work is not carried out by a Part P registered electrician or by a person who is qualified to complete BS 7671 installation certificates.

**Table 3A**  
**Non-domestic Extensions and New Build**

Category and Description		Full Plans				Regularisation Certificate
		Plan Charge		Inspection Charge		Exempt from VAT £
		Exc VAT £	Inc VAT £	Exc VAT £	Inc VAT £	
1.	Floor area not exceeding 10m <sup>2</sup>	200.00	240.00	225.00	270.00	530.00
2.	Floor area exceeding 10m <sup>2</sup> but not exceeding 40m <sup>2</sup>	250.00	300.00	375.00	450.00	780.00
3.	Floor Area exceeding 40m <sup>2</sup> but not exceeding 100m <sup>2</sup>	400.00	480.00	455.00	546.00	1070.00
4.	Floor area exceeding 100m <sup>2</sup> but not exceeding 200m <sup>2</sup>	555.00	666.00	655.00	786.00	1515.00

**Table 3B**  
**Non-domestic Alterations**

Category and Description		Full Plans				Regularisation Certificate
		Plan Charge		Inspection Charge		Exempt from VAT £
		Exc VAT £	Inc VAT £	Exc VAT £	Inc VAT £	
1.	Window replacement (non competent persons scheme)					
	Up to 20 windows	125.00	150.00	Included in plan charge		155.00
	Over 20 windows	225.00	270.00	Included in plan charge		280.00
2.	Renovation of a thermal element where the cost of work does not exceed £50,000	100.00	120.00	150.00	180.00	315.00
3.	Alterations not described elsewhere					
	Estimated cost of work less than £5,000	150.00	180.00	150.00	180.00	375.00
	Estimated cost between £5,001 and £25,000	225.00	270.00	250.00	300.00	595.00
	Estimated cost between £25,001 and £50,000	300.00	360.00	400.00	480.00	875.00
	Estimated cost between £50,000 and 100,000	450.00	540.00	605.00	726.00	1320.00



# Cabinet (Resources) Panel

## 4 October 2016

Report title	Discretionary Council Tax Discount Scheme		
Decision designation	AMBER		
Cabinet member with lead responsibility	Councillor Andrew Johnson Resources	Councillor Val Gibson Children and Young People	
Key decision	Yes		
In forward plan	Yes		
Wards affected	All		
Accountable director	Mark Taylor, Director of Finance Linda Sanders, Strategic Director, People		
Originating service	Revenues and Benefits Looked After Children		
Accountable employee(s)	Sue Martin Tel Email	Head of Revenues and Benefits 01902 554772 <a href="mailto:sue.martin@wolverhampton.gov.uk">sue.martin@wolverhampton.gov.uk</a>	
	Alison Hinds Tel Email	Head of Looked After Children 01902 553035 <a href="mailto:alison.hinds@wolverhampton.gov.uk">alison.hinds@wolverhampton.gov.uk</a>	
Report to be/has been considered by	CDLT PLT Strategic Executive Board	22 August 2016 5 September 2016 13 September 2016	

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### Recommendation(s) for action or decision:

The Cabinet (Resources) Panel is recommended to:

1. Approve the creation of an additional class of local discretionary council tax discount of up to 100% for care leavers up to 25 years of age with effect from 01/04/2016.

## **1.0 Purpose**

- 1.1 To seek approval from Cabinet (Resources) Panel to create a new class of discretionary council tax discount for care leavers.

## **2.0 Background**

- 1.1. The councils Corporate Parenting Strategy articulates a commitment to improving outcomes for looked after children and to narrowing the gap between them and their peers.
- 1.2. A report published by the Children's Society in March 2015 suggests that care leavers are a particularly vulnerable group for council tax debt. The report made a number of recommendations, including making care leavers eligible for council tax exemption.
- 1.3. There are very few responsibilities and duties undertaken by the Council which are more important or pose a greater challenge than that of Corporate Parenting.
- 1.4. In December 2015 CWC Corporate Parenting Strategy was approved and endorsed by Cabinet and in April 2016 the Department for Education's Care Leavers Charter was endorsed by CWC, demonstrating a commitment to raising the expectations, aspirations and understanding of Care Leavers.
- 1.5. Both of these documents illustrate the high aspirations the Council holds for Care Leavers and recognises that a whole Council response is required to respond to their need with a coordinated and concerted approach towards developing policies, initiatives, services and budget priorities.

## **3.0 Options for consideration**

- 1.6. Section 13A of the Local Government Finance Act 1992 provides councils with discretion to grant a discount in individual cases or to a prescribed classification of cases. The discount can be anything up to 100% of the council tax bill and is met from Council resources.
- 1.7. The council's current Section 13A policy provides for reductions in council tax in cases of exceptional hardship. A new category of discount could be created to grant a discount of up to 100% for care leavers.
- 1.8. In developing a new category of discount, the following options would need to be considered –
  - the value of the discount (100% or a lower amount)
  - the age limit for awarding a discount
  - whether the discount should apply regardless of household or financial circumstances



- 1.9. All young people living independently who are under 18 years or who are in full time education and under 20 years already benefit from a statutory council tax exemption or discount.
- 1.10. Additionally, all young people under 25 on low incomes already receive protection in the council's local council tax reduction scheme as their entitlement is calculated on 88% of their council tax charge rather than the norm of 78%. The protection is in part to recognise the lower rates of benefit entitlement that apply to young people up until the age of 25.
- 1.11. This means that for care leavers under 25, already receiving maximum council tax reduction, the additional cost of creating a new 100% discount is estimated at £128 per person per year.
- 1.12. Exempting young care leavers from council tax would be another example of this Council's commitment to its corporate parenting responsibility.
- 1.13. It is therefore recommended that a new class of discretionary discount is created to reduce the amount of council tax payable to nil for any care leaver living in Wolverhampton up to the date they reach 25 years of age.
- 1.14. If agreed, it is hoped that this policy decision will help assist these young people who only have the support of the council, in reducing the barriers of living in the community, providing them with increased support and lifting them from poverty.

#### **4.0 Financial implications**

- 1.15. It is estimated that approximately 90 care leavers living within Wolverhampton would be eligible for the discount at a gross cost in the region of £70,000 - £80,000 per year.
- 1.16. In calculating the actual additional cost to the Council, the above amount would be offset by any council tax reduction in payment. It is estimated that after taking this into account the net additional cost would be in the region of £30,000 - £40,000 per year. This cost will be reflected in the Collection Fund outturn for 2016/17 and redistributed to the Council in future years. The Medium Term Financial Strategy will be updated accordingly to reflect this. It is also anticipated that the proposal if implemented could result in fewer emergency payments to care leavers and a reducing dependency on services.  
[MH/01092016/E]

#### **5.0 Legal implications**

- 1.17. The power to reduce council tax liability for a particular case or class(es) of cases is contained in Section 13A of the Local Government Finance Act 1992 where national discounts and exemptions cannot be applied
- 1.18. Section 13 A, (1) states

‘Where a person is liable to pay Council Tax in respect of any chargeable dwelling and any day, the billing authority for the area in which the dwelling is situated may reduce the amount which he is liable to pay as respects the dwelling and the day to such extent as it thinks fit’. [RB/31082016/B]

## **6.0 Equalities implications**

- 1.19. Granting a discount to care leavers would result in preferential treatment but would aim to counter some of the acknowledged disadvantage that this group experiences compared to their peers.
- 1.20. An equalities screening has been completed. No adverse impacts were identified and therefore a full equality analysis is not required.

## **7.0 Environmental implications**

- 1.21. None.

## **8.0 Human resources implications**

- 1.22. None.

## **9.0 Corporate landlord implications**

- 1.23. None.

## **10.0 Schedule of background papers**

- 1.1. None

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