

Individual Executive Decision Notice

Report title	Fees & Charges 2019-2020	
Decision designation	GREEN	
Cabinet member with lead responsibility	Councillor John Reynolds City Economy	
Wards affected	All	
Accountable director	Richard Lawrence, Director of Regeneration	
Originating service	Strategic Finance	
Accountable employee(s)	Alison Shannon	Chief Accountant
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Summary

At the Cabinet (Resources) Panel meeting on 6 November 2018, Cabinet (Resources) Panel approved that authority be jointly delegated to the responsible Cabinet Member in consultation with the relevant Director as appropriate to approve any other fees and charges not detailed in the report to Cabinet (Resources) Panel.

Recommendations for decision:

That the Cabinet Member for City Economy, in consultation with the Director of Regeneration, approve the fees and charges as detailed in Appendix 1.

1.0 Purpose

- 1.1 The purpose of this report is to present recommended fees and charges levied by the Council, that were not included in the report to Cabinet (Resources) Panel on 6 November 2018, to the Cabinet Member for City Economy and the Director of Regeneration for approval.
- 1.2 It is recommended that the fees and charges take effect as soon as possible.

2.0 Background and Recommended Fees and Charges

- 2.1 The Council levies 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 In accordance with the Constitution, all fees and charges will be reviewed at least every 12 months, having regard to costs of service delivery including recharges for support services and capital charges.
- 2.3 At the Cabinet (Resources) Panel meeting on 6 November 2018, Cabinet (Resources) Panel approved the fees and charges as detailed in the appendices to the report to take effect from 1 December 2018 (or as soon as possible thereafter).
- 2.4 Furthermore, Cabinet (Resources) Panel approved that authority be jointly delegated to the responsible Cabinet Member in consultation with the relevant Director as appropriate to approve any other fees and charges not detailed in the report to Cabinet (Resources) Panel.
- 2.5 Approval is therefore sought to implement fees and charges, not presented to Cabinet (Resources) Panel on 6 November 2018, for Regeneration, as detailed in Appendix 1.

3.0 Evaluation of alternative options

- 3.1 In determining the proposed fees and charges for approval, consideration has been made to the impact on demand as a result of price fluctuations and commercialisation. Some prices have been frozen or reduced, whilst others have been uplifted. If we were to freeze all prices at the current levels, any potential additional income that could be generated to support the Council over the medium term would be lost. This would therefore impact on the resources available to the Council and potentially service delivery.

4.0 Reasons for decision

- 4.1 It is recommended that the fees and charges as set out in Appendix 1 are approved for implementation as soon as possible. It is anticipated that the implementation of the revised fees and charges will generate additional income which will contribute towards

reducing the Council's projected medium term budget deficit, which stands at £6.0 million to be identified by 2019-2020, as reported to Cabinet on 17 October 2018.

5.0 Financial implications

- 5.1 Increase in fees and charges income will contribute to reducing the Council's medium term budget deficit, which is projected to be £6.0 million by 2019-2020 as stated in the Draft Budget and Medium Term Financial Strategy 2019-2020 report presented to Cabinet on 17 October 2018.
- 5.2 Any impact on budgets arising as a result of the proposed fees and charges will be incorporated into the 2019-2020 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 2019-2020 and the remainder of 2018-2019 as part of the Council's revenue budget monitoring arrangements and where appropriate, further reports will be presented to Councillors.
[MH/17122018/R]

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.
[TS/17122018/S]

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.

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

9.0 Human resources implications

9.1 This report has no direct human resources implications.

10.0 Corporate landlord implications

10.1 This report has no direct corporate landlord implications.

11.0 Schedule of background papers

Fees and Charges Review, report to Cabinet (Resources) Panel, 6 November 2018.

Draft Budget and Medium Term Financial Strategy 2019-2020, report to Cabinet, 17 October 2018

Fees and Charges

Description	Current charge incl VAT £	Current charge excl VAT £	VAT Rate	Proposed Charge incl VAT £	Proposed Charge excl VAT £	Change excl VAT £
Regeneration						
Visitor Economy						
Archives						
Functions and room hire:						
Rococo Room - normal opening hours (cost per event up to 2 hours)***	68.00	68.00	EX	N/A	N/A	
Rococo Room - closed hours (cost per event up to 2 hours)***	88.00	88.00	EX	N/A	N/A	
Tea/coffee provision for meetings per head.	2.10	1.75	SR	1.20	1.00	-(0.75)
Research and Printing:						
Camera Licences monthly rate**	19.80	16.50	SR	22.00	18.33	1.83
Camera Licenses day rate**	6.00	5.00	SR	8.00	6.67	1.67
Camera Licenses annual rate**	60.00	50.00	SR	70.00	58.33	8.33
Staff enquiry research service per half hour per request. Maximum 2 hour slots.	15.50	12.92	SR	17.00	14.17	1.25
Handling fee for copies etc sent by post to UK	3.00	2.50	SR	5.00	4.17	1.67
Handling fee for copies etc sent by post to Europe	5.00	4.17	SR	6.00	5.00	0.83
Handling fee for copies etc sent by post worldwide	10.00	8.33	SR	12.00	10.00	1.67
Photocopies of current Magistrates' Court registers***	11.00	9.17	SR	0.00	0.00	
Supply of copies from video collection***	16.00	13.33	SR	0.00	0.00	
Digital Media Print Out:						
Black and white A4	0.45	0.38	SR	0.50	0.42	0.04
Black and white A3	0.85	0.71	SR	0.90	0.75	0.04
Colour A4	0.95	0.79	SR	1.00	0.83	0.04
Colour A3	1.85	1.54	SR	2.00	1.67	0.13
Microform Printout A3	2.05	1.71	SR	2.10	1.75	0.04
Microform Printout A4	1.05	0.88	SR	1.10	0.92	0.04
Scanning and supply of image on CD minimum fee	11.00	9.17	SR	12.00	10.00	0.83
Supply of previously scanned image on CD	6.00	5.00	SR	7.00	5.83	0.83
Records Management Service:						
Start-up per box	11.00	9.17	SR	11.50	9.58	0.42
Annual storage per box (small)	8.50	7.08	SR	9.00	7.50	0.42
Annual storage per box (large)	11.00	9.17	SR	11.50	9.58	0.42
Renting of 1 shelf of material for large items per shelf per annum	43.00	35.83	SR	43.00	35.83	-
Destruction of confidential material	11.00	9.17	SR	12.00	10.00	0.83
Retrieval charge	6.00	5.00	SR	7.00	5.83	0.83
Image reproduction rights (per image)						
Books - editorial, including postcards, magazines, newspaper editorial, journals and Ebooks	31.50	26.25	SR	31.50	26.25	-
Books jackets/magazine covers	47.00	39.17	SR	47.00	39.17	-
Use in exhibition or display	16.00	13.33	SR	16.00	13.33	-
Commercial, merchandising or advertising use	65.00	54.17	SR	65.00	54.17	-
5 year regional TV licence	95.00	79.17	SR	95.00	79.17	-
5 year worldwide TV licence	210.00	175.00	SR	210.00	175.00	-
10 year regional TV licence	190.00	158.33	SR	190.00	158.33	-
10 Year worldwide TV licence (per image)	550.00	458.33	SR	550.00	458.33	-
Website (full screen)	55.00	45.83	SR	55.00	45.83	-
Bantock House and Museum Room Hire						
Pitch & Putt (Bantock Park)						
Round Fee (Adults)***	5.00	5.00	EX	0.00	0.00	
Round Fee (under 16's)***	3.00	3.00	EX	0.00	0.00	
Family Ticket (2 x Adults & 2 x under16's)***	10.00	10.00	EX	0.00	0.00	
Club Deposit (Adults)***	10.00	10.00	EX	0.00	0.00	
Club Deposit (under 16's)***	5.00	5.00	EX	0.00	0.00	
Lost Ball***	4.00	4.00	NB	0.00	0.00	
The Bob Jones Community Hub						
Badminton/Short Tennis (per hour)						

Fees and Charges

Description	Current Charge incl VAT £	Current charge excl VAT £	VAT Rate	Proposed Charge incl VAT £	Proposed Charge excl VAT £	Change excl VAT £
Racquet hire	1.45	1.21	SR	1.50	1.25	0.04
Table Tennis						
Table tennis bat hire	1.25	1.04	SR	1.30	1.08	0.04
Table tennis - ball purchase	1.25	1.04	SR	1.30	1.08	0.04
Group Bookings (meetings/seminars)						
Purchase of flipchart paper (20 sheets)	7.60	6.33	SR	7.60	6.33	-
Hire of projector	4.40	3.67	SR	5.00	4.17	0.50
Hire of music system per session	4.40	3.67	SR	5.00	4.17	0.50
Photocopying service per sheet A4 (b&w)	0.20	0.17	SR	0.20	0.17	-
Photocopying service per sheet A4 (colour)	1.05	0.88	SR	1.00	0.83	-(0.05)
Photocopying service per sheet A3 (b&w)	1.00	0.83	SR	0.30	0.25	-(0.58)
Photocopying service per sheet A3 (colour)	1.50	1.25	SR	1.50	1.25	-
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)	3.55	2.96	SR	4.00	3.33	0.38
Chair cover Hire (per chair)	1.50	1.25	SR	1.00	0.83	-(0.42)
Libraries						
Hire						
CD's (Adult) 14 day loan	1.00	1.00	NB	1.00	1.00	-
CDs (Concessions) 14 day loan	0.50	0.50	NB	0.50	0.50	-
DVD (Adults) 7 day loan	1.50	1.50	NB	1.50	1.50	-
DVD (Concessions) 7 day loan	0.75	0.75	NB	0.75	0.75	-
Reservations						
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	12.00	12.00	NB	12.00	12.00	0.00
FAX						
UK	1.25	1.04	SR	1.25	1.04	0.00
Europe	2.50	2.08	SR	2.50	2.08	0.00
North America	3.50	2.92	SR	3.50	2.92	-
Other	4.50	3.75	SR	4.50	3.75	-
Incoming	1.50	1.25	SR	1.50	1.25	-
Other						
Replacement Ticket (Adults only)	1.50	1.50	NB	1.50	1.50	-
Loss of Items Borrowed from British Library per item	135.00	135.00	NB	135.00	135.00	-
Postal enquiries involving reference research	15.00	12.50	SR	15.00	12.50	-
Microfilm Reader/Printer copies per sheet	0.30	0.25	SR	0.30	0.25	-