



Meeting of the

CABINET

Wednesday, 8 January 2014 at 5.30 p.m.

AGENDA – FEES AND CHARGES SUPPLEMENTARY

VENUE

Committee Room, 1st Floor, Town Hall, Mulberry Place, 5 Clove Crescent, London, E14 2BG

Members:

Mayor Lutfur Rahman	– (Mayor)
Councillor Ohid Ahmed	– (Deputy Mayor)
Councillor Rofique U Ahmed	– (Cabinet Member for Regeneration)
Councillor Shahed Ali	– (Cabinet Member for Environment)
Councillor Abdul Asad	– (Cabinet Member for Health and Wellbeing)
Councillor Alibor Choudhury	– (Cabinet Member for Resources)
Councillor Shafiqul Haque	– (Cabinet Member for Jobs and Skills)
Councillor Rabina Khan	– (Cabinet Member for Housing)
Councillor Rania Khan	– (Cabinet Member for Culture)
Councillor Oliur Rahman	– (Cabinet Member for Children's Services)

[Note: The quorum for this body is 3 Members].

Committee Services Contact:

Matthew Mannion, Democratic Services,
Town Hall, Mulberry Place, 5 Clove Crescent, London E14 2BG
Tel: 020 7364 4651, E-mail: matthew.mannion@towerhamlets.gov.uk
www.towerhamlets.gov.uk/committee


LONDON BOROUGH OF TOWER HAMLETS

CABINET

WEDNESDAY, 8 JANUARY 2014

5.30 p.m.

10 .4 Fees and Charges 2014/15 (Pages 1 - 10)

Cabinet 8 January 2014	 TOWER HAMLETS
Report of: Chris Holme, Interim Corporate Director of Resources	Classification: Unrestricted
Fees and Charges 2014-15 – Supplementary Papers	

Lead Member	Cllr Alibor Choudhury - Cabinet Member for Resources
Originating Officer(s)	Chris Holme – Interim Corporate Director of Resources
Wards affected	All
Community Plan Theme	One Tower Hamlets
Key Decision?	Yes

REASONS FOR URGENCY

The report was not published with the main agenda and arguably there were not five clear days between publication and the meeting. The item was, however, properly forward-planned for this meeting and the report was available for public inspection from the day it was added to the agenda and made available to members. The report was not published earlier due to the large and complicated nature of the report and the need to analyse the fees and charges against the developing budget and medium term financial plan. It is considered necessary for Cabinet to consider this report alongside the medium term financial plan, to ensure that Cabinet is properly informed and that the budget process goes ahead as planned. The supplementary information provided here corrects an error in the main report and provides equality screening documents which do not disclose the need for further equality analysis.

1. Executive Summary

This report includes amendments to the initial proposed changes to fees and charges for the Registrars Service and Equality Analysis (Appendix 7) in main Fees and charges report.

2. Recommendations:

The Mayor in Cabinet is recommended to:

Approve the revised fees and charges as set out in **Appendix 1** with effect from 1st April 2014 or at the earliest opportunity.

Note: The Equalities Assessments in **Appendix 2**

3. BACKGROUND

Registrars Services (Appendix 1, section 1.2)

- 3.1 Registrar's Services currently generates £600k per annum approximately from a combination of fees from statutory services such as the registration of births, deaths, marriages and civil partnerships but also other services such as citizenship ceremonies, approved premises' licenses etc.
- 3.2 There are no proposals to increase prices during 2014/15. However, the service will continue to review the prices to ensure they remain competitive.

4. COMMENTS OF THE CHIEF FINANCE OFFICER

- 4.1 The comments of the chief financial officer has been incorporated into this report of which he is the author.

5. LEGAL COMMENTS

- 5.1 The legal comments are set out in the principal report.

6. ONE TOWER HAMLETS CONSIDERATIONS

- 6.1 The one Tower Hamlets considerations are as set out in the main report

7. SUSTAINABLE ACTION FOR A GREENER ENVIRONMENT

- 7.1 The SAGE implications are as set out in the main report

8. RISK MANAGEMENT IMPLICATIONS

- 8.1 The risk management implications are set out in the main report

9. CRIME AND DISORDER REDUCTION IMPLICATIONS

- 9.1 The crime and disorder reduction considerations are as set out in the main report.

10. EFFICIENCY STATEMENT

- 10.1 Fees and charges are reviewed annually as part of the financial and business planning process. This ensures that they are set at the appropriate level for the prevailing economic circumstances and represents good practice in terms of the Council's aim to provide value for money.
-

Linked Reports, Appendices and Background Documents

Linked Report

- Fees and Charges 2014-15

Appendices

- Appendix 1- Fees and Charges – Chief Executives
- Appendix 2 – Equality Analysis

Background Documents – Local Authorities (Executive Arrangements)(Access to Information)(England) Regulations 2012

- None.

This page is intentionally left blank

Appendix 1

Discretionary Fees and Charges within Chief Executive's

Nature and policy of charging								
Dir	Service	Description of fee and charge	Breakdown Fees/Charges	Charges set nationally / by statute (Y/N)	Current charge 13/14 (£)	Proposed charge 14/15 (£)	% Change	Unit of charge
1.1 Electoral Services								
CE	Electoral Registration	Register of Electors confirmation letter	for a person	N	10.00	10.00	0.0%	Per Letter
CE	Electoral Registration	Register of Electors confirmation letter	for a company	N	20.00	20.00	0.0%	Per Letter
CE	Electoral Registration	Register of Electors confirmation letter	for a person - going back 5 yrs	N	30.00	30.00	0.0%	Per Letter
CE	Electoral Registration	Register of Electors confirmation letter	for a company - going back 5 yrs	N	75.00	75.00	0.0%	Per Letter
CE	Electoral Registration		for a person - 6-10 yrs	N	50.00	50.00	0.0%	Per Letter
CE	Electoral Registration	Register of Electors confirmation letter	for a person - 10-25 yrs	N	75.00	75.00	0.0%	Per Letter
CE	Electoral Registration	Register of Electors street index	All	N	25.00	25.00	0.0%	per Index
CE	Electoral Registration	Street Index	paper copy	N	25.00	25.00	0.0%	Per Copy
CE	Freedom of Information	None	None	None	None	None	None	None
1.2 Registrar's Services								
CE	Registrars	Marriage & CP Ceremony - Vestry	Monday-Thurs	N	129.00	129.00	0.0%	1 hr
CE	Registrars	Marriage & CP Ceremony - Vestry	Friday	N	149.00	149.00	0.0%	1 hr
CE	Registrars	Marriage & CP Ceremony - Vestry	Saturday AM	N	199.00	199.00	0.0%	1 hr
CE	Registrars	Marriage & CP Ceremony - Vestry	Saturday PM	N	292.00	292.00	0.0%	1 hr
CE	Registrars	Marriage & CP Ceremony - Vestry	Sunday & Bank Holiday	N	470.00	470.00	0.0%	1 hr
CE	Registrars	Marriage & CP Ceremony - Licenced Venue	Monday-Friday	N	404.00	404.00	0.0%	2 hrs
CE	Registrars	Marriage & CP Ceremony - Licenced Venue	Saturday	N	476.00	476.00	0.0%	2 hrs
CE	Registrars	Marriage & CP Ceremony - Licenced Venue	Sunday	N	507.00	507.00	0.0%	2 hrs
CE	Registrars	Marriage & CP Ceremony - Licenced Venue	Bank Holidays	N	507.00	507.00	0.0%	2 hrs
CE	Registrars	Nationality Checking Service	Adult	N	55.00	55.00	0.0%	45 mins
CE	Registrars	Nationality Checking Service	Child	N	25.00	25.00	0.0%	45 mins
CE	Registrars	Nationality Checking Service	Married couple	N	92.25	92.25	0.0%	45 mins
CE	Registrars	Individual Citizenship Ceremony - Vestry Room	Monday-Thurs	N	123.00	123.00	0.0%	1 hr
CE	Registrars	Individual Citizenship Ceremony - Vestry Room	Friday	N	143.50	143.50	0.0%	1 hr
CE	Registrars	Individual Citizenship Ceremony - Vestry Room	Saturday AM	N	194.75	194.75	0.0%	1 hr
CE	Registrars	Individual Citizenship Ceremony - Vestry Room	Saturday PM	N	292.13	292.13	0.0%	1 hr
CE	Registrars	Individual Citizenship Ceremony - Vestry Room	Sunday AM	N	476.63	476.63	0.0%	1 hr
CE	Registrars	Individual Citizenship Ceremony - other licenced venue	Monday-Friday	N	404.88	404.88	0.0%	2hrs
CE	Registrars	Individual Citizenship Ceremony - other licenced venue	Saturday	N	471.50	471.50	0.0%	2hrs
CE	Registrars	Individual Citizenship Ceremony - other licenced venue	Sunday	N	507.38	507.38	0.0%	2hrs
CE	Registrars	Individual Citizenship Ceremony - other licenced venue	Bank Holidays	N	507.38	507.38	0.0%	2hrs
CE	Registrars	Naming - Space 17	Pre-application meeting	N	10.00	10.00	0.0%	30 mins
	Registrars	Provisional Booking Fee	Non refundable booking fee	N	50.00	50.00		30 mins
CE	Registrars	Approved Premises Licenses	Venue with 1 Room	N	1,230.00	1,230.00	0.0%	3 years license
CE	Registrars	Approved Premises Licenses	Venue with 2-4 Rooms	N	1,845.00	1,845.00	0.0%	3 years license
CE	Registrars	Approved Premises Licenses	Venue with 5+ Rooms	N	2,767.50	2,767.50	0.0%	3 years license
CE	Registrars	Certificate of birth, death or marriage	(c) Superintendent Registrar's custody (deposited) collection next working day	N	10.00	10.00	0.0%	30 mins
CE	Registrars	Certificate of birth, death or marriage	Priority service Issue while you wait	N	15.00	15.00	0.0%	30 mins
CE	Registrars	Certificate of birth, death or marriage	Post to customer next working day	N	11.00	11.00	0.0%	30 mins

Name - Discretionary Fees & Charges - CLC Item Ref – Commercial Waste Services

TRIGGER QUESTIONS	YES / NO	IF YES...
Does the change reduce resources available to address inequality?	No	
CHANGES TO A SERVICE		
Does the change alter access to the service?	No	
Does the change involve revenue raising?	No	(The proposed increase is in line with inflation and is essential to maintain the service offer. There is no requirement for businesses to use the services provided by the Council and other providers are available.)
Does the change alter who is eligible for the service?	No	.
Does the change involve a reduction or removal of income transfers to service users?	No	
Does the change involve a contracting out of a service currently provided in house?	No	
CHANGES TO STAFFING		
Does the change involve a reduction in staff?	No	
Does the change involve a redesign of the roles of staff?	No	

Name - Discretionary Fees & Charges - CLC Item Ref – Environmental Health Protection Services <ul style="list-style-type: none"> • Animal Warden service - Retrieve dog from pound
--

TRIGGER QUESTIONS	YES / NO	IF YES...
Does the change reduce resources available to address inequality?	No	
CHANGES TO A SERVICE		
Does the change alter access to the service?	No	
Does the change involve revenue raising?	No	(The proposed increase is above inflation but reflects the additional costs to the service arising from feed and vets fees. The increase is essential to maintain the service offer. Residents have a responsibility to look after their dogs and there is no specific impact on any particular group)
Does the change alter who is eligible for the service?	No	
Does the change involve a reduction or removal of income transfers to service users?	No	
Does the change involve a contracting out of a service currently provided in house?	No	
CHANGES TO STAFFING		
Does the change involve a reduction in staff?	No	
Does the change involve a redesign of the roles of staff?	No	

Name - Discretionary Fees & Charges - CLC**Item Ref – Environmental Health Protection Services**

- Contaminated land searches
- Section 61
- HMO Licensing
- Travellers site weekly rent (pitch)
- Parish funeral charge
- Post Mortem (2nd)
- Housing act notice served fee
- Pest Control

TRIGGER QUESTIONS	YES / NO	IF YES...
Does the change reduce resources available to address inequality?	No	
CHANGES TO A SERVICE		
Does the change alter access to the service?	No	
Does the change involve revenue raising?	No	(The proposed increase is in line with inflation and is essential to maintain the service offer)
Does the change alter who is eligible for the service?	No	
Does the change involve a reduction or removal of income transfers to service users?	No	
Does the change involve a contracting out of a service currently provided in house?	No	
CHANGES TO STAFFING		
Does the change involve a reduction in staff?	No	
Does the change involve a redesign of the roles of staff?	No	

Name - Discretionary Fees & Charges - CLC Item Ref – Sports Pitches <ul style="list-style-type: none"> • Non-borough sports pitch hiring charges
--

TRIGGER QUESTIONS	YES / NO	IF YES...
Does the change reduce resources available to address inequality?	No	
CHANGES TO A SERVICE		
Does the change alter access to the service?	Yes	The proposed change reflects the limited availability of pitches in the borough and is aimed at ensuring that local 'in-borough' teams have better access to the available resources, thereby benefiting local people.
Does the change involve revenue raising?	No	
Does the change alter who is eligible for the service?	No	
Does the change involve a reduction or removal of income transfers to service users?	No	
Does the change involve a contracting out of a service currently provided in house?	No	
CHANGES TO STAFFING		
Does the change involve a reduction in staff?	No	
Does the change involve a redesign of the roles of staff?	No	

This page is intentionally left blank