

CABINET

Wednesday, 7 January 2015 at 5.30 p.m.

C1, 1st Floor, Town Hall, Mulberry Place, 5 Clove Crescent, London,
E14 2BG

SUPPLEMENTAL AGENDA

The meeting is open to the public to attend.

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Agenda Item 6.1

Cabinet Decision 7 th January 2015	 TOWER HAMLETS
Report of: Stephen Halsey, Head of Paid Service and Corporate Director CLC	Classification: Unrestricted
Re-procurement of Waste Management Services Contracts	

Lead Members	Cllr Shahed Ali & Cllr Alibor Choudhury
Originating Officer(s)	Jamie Blake, Service Head Public Realm
Wards affected	All wards
Community Plan Theme	A Great Place to Live
Key Decision?	Yes

Executive Summary

This report reflects the Council's aspirations to deliver high quality environmental services that meet the needs of our community today and exceeds our expectations in the future. Tower Hamlets is one of the most exciting and rapidly developing borough's in the country.

Tower Hamlets has a thriving and growing population and is one of the most ethnically diverse areas in the country. The borough is also ranked as the third most deprived local authority in the country and has one of the highest population densities in inner London. By 2025 it's projected that there will be a further 43,000 new homes in the borough.

Despite these challenges the Council expects nothing short of exceptionally high quality environmental services. This is reflected in the Mayor's priorities to continue to have a borough which has clean and award winning streets, parks and open spaces and to increase our recycling rates. These are the most significant drivers that have influenced the proposed contracting approach for the re-procurement of the waste management services contracts.

Recommendations:

The Mayor in Cabinet is recommended to:

1. Approve procurement of external provision of waste management services through the following contracting approach:
 - 1.1 The services are procured through one procurement process offering the services packaged as 4 Lots:
 - Lot 1 – Integrated waste and recycling collection services and integrated street, market, parks and environmental cleansing services.
 - Lot 2 – Waste Treatment and Disposal services (including the management of the Re-use and Recycling Centre)
 - Lot 3 – Dry Recyclable Materials Sorting (MRF) services
 - Lot 4 – Provision of all services by one provider
 - 1.2 The contract term is 16 years.
 - 1.3 The contract incorporates a self-monitoring approach by the contractor through the use of cutting edge technology solutions that result in improving customer satisfaction levels and reduces costs.
 - 1.4 The contract allows the annual prices to be uplifted by indexation and includes a mechanism to incorporate growth as a result of population increases.
 - 1.5 The waste treatment and disposal services are excluded from the requirement to deliver economic benefits. For the collection and cleansing services the level of benefits expected would reflect the benefit types and quantities that can be accommodated within the scope of the services and ensure the delivery of economic benefits does not increase the overall cost of the services. The quantity of each benefit to be negotiated through the Competitive Dialogue process.
 - 1.6 Street Cleansing service targets will be set at 14/15 outturn levels, as set out in paragraph 3.12 of the report.
 - 1.7 The Contractor will be required to provide depot facilities.
 - 1.8 Northumberland Wharf Waste Transfer Station is offered to the contractor to support the delivery of waste treatment and disposal services.
2. Approve the adoption of the following policy changes for waste management services that will be reflected in the new waste services contract:
 - 2.1 Compulsory recycling of dry materials and food waste is implemented for houses.

2.2 Specific limits to be set on the quantity/volumes of waste that will be collected from houses and multi-occupancy properties.

2.3 Set specific requirements for internal and external waste storage facilities at new developments.

3. Agree the use of the Competitive Dialogue process for the re-procurement of the waste services contract or such other procurement route as may be appropriate following the implementation of the new Procurement Regulations.
4. Approve the commencement of the procurement of these services in line with the recommendations included in this report.
5. Agree the conduct of consultation regarding delivery of environmental services.
6. Note that there will be a further report to Cabinet for approval to award the contract(s).

1. REASONS FOR THE DECISIONS

- 1.1 As a Unitary Authority, Tower Hamlets is both a Waste Collection Authority and a Waste Disposal Authority. As such the Council has a statutory duty to collect and dispose of Municipal Waste within its area.
- 1.2 The Council has historically chosen to discharge these statutory duties through a number of externalised service contracts.
- 1.3 There are currently 4 waste management contracts in place that will be expiring in April and May 2017. Therefore the Council must now commence the process of finalising new contract specifications and re-procure new service contracts for commencement when the current contracts expire.

2. ALTERNATIVE OPTIONS

- 2.1 The alternative options for the contracting approach are as follows:

2.1.1 The option for a shorter contract term is not recommended for these services as the costs associated with procuring the contracts are high and the annual cost of the services could be negatively impacted by a shorter write down period for the capital investment necessary for the depot, vehicles, plant and equipment. A longer contract term may expose the Council to potential inefficiencies through legislative changes that may occur over a longer timeframe.

- 2.1.2 The alternative option to focus contract monitoring through the client function only increases the overall cost of service provision to the Council. Client focused monitoring regimes are resource intensive and do not drive the contractor to achieve continuous improvement and deliver innovation in service delivery and take responsibility for their performance.
- 2.1.3 The alternative option to require fixed prices for the full term of the contract and have no mechanism to allow for growth as a result of additional housing stock and population would place a significant cost risk on the contractor. Transferring this risk would result in the additional cost to the Council as early years of the contract would have inflated costs to take account of the anticipated capacity necessary for the latter years of the contract.
- 2.1.4 The alternative option of requiring economic benefits to be delivered for the waste treatment and disposal services would immediately add additional cost to the services as there is a minimum labour element to the service, unsuitable environments for young people, have little or no supply chain opportunities and the facilities are often in remote locations. For the other services, requiring a level of economic benefits that are directly proportional to the value of the contract would add additional cost to the service as suppliers would be driven to build in the additional cost of delivery of those benefits mitigate the risk of failure to deliver. This would result in high service costs.
- 2.1.5 The standards of performance required for the Street Cleansing services will have a significant influence on the prices that suppliers will tender for the service as high performance targets increase the contract risk. However, the alternative option of setting lower performance targets to reduce the risk and cost of achievement would impact on the cleanliness of the borough and would lead to reduced levels of resident satisfaction and an increase in the number of customer complaints. As such this option is not recommended.
- 2.1.7 The alternative option for the provision of depot facilities is for the Council to provide a depot facility. One option is to secure a new site and develop a new waste services depot. This option would require a significant level of capital investment before the start of the new contract rather than paying the Contractor's cost of capital charge on their capital investment across the term of the new contract. Alternatively the Council could offer a site however there are no optimal council owned sites. Blackwall Depot site is currently used to house the Council's passenger Transport fleet and workshop services and is in the process of being allocated for the provision of housing. The Oval site on its own is too small but may be a suitable local base to be used in conjunction with a provider's site."

2.1.8 The alternative option of not offering Northumberland Wharf Waste Transfer Station to support the delivery of waste treatment and disposal services would be likely to result in reduced competition and limited solutions for these services and therefore may increase service costs and reduce value for money.

2.1.9 The Council could decide not to adopt the policy changes relating to waste management services that are set out in the report however, these changes are reflect the Council's expectations for continuous improvement and are necessary to drive the level of behaviour change amongst residents, landlords and developers to increase recycling performance in line with the proposed EU recycling targets. They also reflect the Council's aspirations to deliver more sustainable waste management services and demonstrate that all reasonable measures are being taken to apply the waste hierarchy to the waste that it collects.

2.1.10 The alternative option to undertaking the procurement using the Competitive Dialogue process would be to undertake the procurement through the use of the Restricted Procedure. The Restricted Procedure would however prevent the Council from exploring potential service solutions and negotiating the shape, scope and delivery methodologies for the services. Using the Restricted procedure would require the Council to be prescriptive in the tender documentation and this may prevent innovative and better value for money solutions coming forward.

3 DETAILS OF REPORT

Part 1 - Background to the Proposed Contracting Approach

3.1 As a Unitary Authority, Tower Hamlets is both a Waste Collection Authority and a Waste Disposal Authority. As such the Council has a statutory duty to collect and dispose of Municipal Waste within its area. The Council has historically chosen to discharge these duties through a number of externalised service contracts

3.2 The Council currently has 4 waste management contracts in place that will expire in 2017. Given the scope and value of these contracts the Council needs to be in a position to commence the re-procurement process in January 2015 in order to safeguard a suitable mobilisation period for the new services.

3.3 The 4 contracts requiring re-procurement are listed below:

- **The Waste Disposal Contract**—approx. annual value £9.5m. This contract includes the treatment and disposal of the Council's

Municipal Waste and the management of the Household Waste and Recycling Centre.

- **The Municipal Waste Management (Cleansing) Contract** – approx. annual value £12.6m. This contract includes the refuse collection and commercial waste services, the collection of bulky waste, the collection of clinical waste, the street and parks cleansing service, market cleansing and the removal of graffiti and flyposting.
- **The Integrated Recycling Contract** – approx. annual value £3.57m. This contract includes the collection of co-mingled dry recycling, the collection of food and garden waste and the processing of food and garden waste for compost.
- **The Materials Sorting (MRF) Services Contract** – approx. annual value £250,000 (new interim contract for 26 months due to commence on 1st February 2015). This contract includes the sorting of co-mingled recyclable materials and subsequent onward delivery for reprocessing.

- 3.4 In setting the scope of the services to be included in the new contract(s) the Council must take account of the legislative framework surrounding waste management services. European waste legislation has been subject to recent changes which have specific implications for waste services and recycling targets in the UK whilst being cognisant of a need to drive efficiency.
- 3.5 The waste hierarchy has been enshrined in UK law as a “priority order” for waste management activities and so the Council is now under an obligation to take all reasonable measures available to apply the waste hierarchy to the waste that it collects. As such the Council should place a greater emphasis on ensuring more of the Municipal Waste is diverted for re-use and recycling. The European Commission is also seeking to impose higher recycling targets, 70% of all Municipal Waste (as opposed to Household waste which is a subset of Municipal Waste) to be recycled by 2030 is the anticipated new target. The impact of a 70% recycling target, in terms of participation, put out rates and capture rates for recyclable materials would mean that just under 90% of people would need to recycle 90% of the available material 90% of the time. Historically, the emphasis of waste containment provision has been focused on dealing with the residual waste stream. This continues at present with a greater volume of bin space for rubbish rather than recyclable material. This ease of access to residual waste bins in all types of housing stock is one of the barriers to speedy and effective behaviour change. Policy changes are therefore required in order to drive behaviour change in the community so that a greater quantity of waste is captured for recycling and composting rather than being disposed of as residual waste.
- 3.7 The efficiency and effectiveness of the new contract(s) will also be determined by a number of key structural aspects of the contract(s) themselves such as whether all services are to be let within one contract, the length of the contract term, whether depot and waste transfer station facilities are to be made available to the contractor. Such aspects have direct implications on the level of risk that is transferred to the contractor through the contract and therefore

will subsequently impact on the cost of the new services. To aid the Council's understanding of the risk implications of these contract structure options, officers have undertaken a Soft Market Testing exercise with twelve key suppliers within the waste management service market sector. The responses from the market testing have helped to inform the development of the contracting options being proposed, which are set out in Part 2 below.

Part 2 – Proposed Options for the Contracting Approach

3.8 The contracting options have been grouped under a number of key strategic and operational outcome objectives. The proposed options are set out below:

3.9 Outcome Objective No. 1 – Delivering Cost Efficiency

The potential to deliver efficiencies or savings from the re-procurement of the waste services contracts will depend on the nature of the contract package that is offered to the market. Decisions that are made regarding how long the contract will be, how many of the services will be procured externally and how they will be packaged together will have an impact on the underlying costs of the services. In addition, the ability of contract prices to be uplifted by inflation will also have cost implications. As a result of the Soft Market Testing exercise the following proposals are recommended as the optimal proposals in relation to contract term, contract package and contract pricing:

- Whilst the Council can offer all the waste management services packed together in one fully integrated contract it has been recognised through the soft market testing that there is segmentation within the waste management market with some suppliers only undertaking waste treatment and disposal and materials sorting services. By also breaking the services down into Lots, that separates waste treatment and disposal, and materials sorting from the other operational services, it will allow the Council the opportunity to determine whether having separate contracts for some services provides better value for money than having all services delivered by one provider.
- The contract term needs to be aligned to the level of capital investment the Contractor will be required to input at the start of the contract to provide the depot facility and reflect the life expectancy of the refuse and recycling collection vehicles (known to be 8 years). As such a contract term of 16 years is recommended to facilitate an affordable level of depreciation on the depot investment and align with the provision of two cycles of vehicle fleet.
- The underlying costs of these services, such as staffing, vehicle operation and maintenance, fuel and other overheads are all affected by inflation. As such there will be an expectation that the contract will include a mechanism that will allow the annual prices to be increased by indexation to cover the effect of inflationary factors. The borough is anticipating significant levels of population growth in the period up to and beyond 2021 that will impact on the level of resources the contract will require through the contract term. To ensure that the tendered prices are not over inflated for early years of the contract it will be necessary to include price change mechanisms within the contract

terms. The Council's preferred indices to be applied as the price change mechanism is the Consumer Price Index (CPI). This will be used as the starting point for the Competitive Dialogue negotiations.

3.10 Outcome Objective No. 2 – The Service Delivery Model

At the time of preparation for the re-procurement of a contract there is an opportunity to reflect on the current service delivery model and review alternative options. Historically, the Council's waste services have been delivered externally. The Council would have no ability to internalise the waste treatment and disposal services or the service for sorting dry recyclable materials as the Council has no ownership or control of such facilities and so continued external provision of these services is recommended. In relation to waste and recycling collection and cleansing services there is a significant level of capital investment required in relation to the provision of vehicles, plant and equipment for these services and as such continued external provision of these services is also recommended.

3.11 Outcome Objective No. 3 – Contract Monitoring and Contractor Performance

Requiring the Contractor to take responsibility for performance outcomes and monitoring service delivery through the use of enhanced contract management systems, robust and transparent information sharing protocols and joint decision making continuous improvement and provide more customer focused services. The Council will also be able to derive greater efficiency from the client team resources

3.12 Outcome Objective No. 4 – Delivery of Economic Benefits

Whilst it is accepted that there will be opportunities to secure economic benefits from the re-procurement of the waste services, the extent and scope of the potential varies across the different waste management services. As there is a minimum labour element within the provision of waste treatment and disposal services and the working environment is not suitable for young people due to health and safety issues and the fact that the facilities are located in remote locations, a requirement to deliver economic benefits from the waste treatment and disposal services will add additional cost. For the collection and cleansing services the level of benefits expected would reflect the benefit types and quantities that can be accommodated within the scope of the services and ensure the delivery of economic benefits does not increase the overall cost of the services. Appendix 1 sets out the type of economic and community benefits that could be delivered through this contract. The quantity of each type of benefit to be delivered through the contract will be negotiated through the Competitive Dialogue process.

3.13 Outcome Objective No. 5 – Setting Street Cleansing Performance Standards

The level at which the performance standards are set for the Street Cleansing service will have a direct influence over the amount of resources that are

required to achieve the standards and will therefore have a direct impact on the cost of the service. The current budget provision for street cleansing services would require performance targets to be set in line with at levels set out in Table 1 below. These performance targets would be managed through excellent governance and strong contract monitoring procedures that ensures contract compliance to the highest standards.

Table 1 2014/15 Street Cleansing Targets

	Litter	Detritus	Graffiti	Flyposting
Minimum Standard Target	1.9%	2.4%	6.2%	2.0%
Stretched Target	1.0%	2.0%	4.0%	1.0%

3.14 Outcome Objective No. 6 – Policy Commitments and Service Standards to Increase Recycling

The level to which the Council can encourage the borough’s residents and businesses to become committed to recycling as much of their waste as possible can be influenced by a number of service delivery factors. The volume or quantity that householders are allowed to place out for each collection and whether recycling is mandatory can have a significant influence over residents’ behaviour to recycle. For multi-occupancy properties, reducing the number of bins available for residual waste and increasing the number of bins for recycling can help to influence residents’ behaviour. Also, by driving behaviour change in favour of increased recycling performance the Council can influence the overall cost of waste treatment and disposal services by moving a greater amount of residual waste into the dry or food recycling streams.

3.15 Outcome Objective No.7–Provision of Depot and Waste Facilities to Support Service Delivery

Effective and efficient provision of the future waste management services will require the provision of depot facilities as part of the contractual obligation for the incoming Contractor as the depot facilities used by the current contractor are only available for a temporary period. The length of term of the contract is recommended to be a period of 16 years in order that the capital investment that the Contractor would be required to input at the start of the contract can be depreciated at an affordable level. The location of the depot facilities that are proposed by suppliers, should they be outside of the borough, could have an impact on the productivity levels that can be achieved from the staff and vehicular resources that are deployed by the contractor as travel time to and from the depot location would be non-productive time. Productivity levels are one of the key determinants of service cost. The location of the depot facility

will also influence the extent to which the services can offer local employment opportunities. In relation to the provision of waste treatment and disposal services, offering the opportunity to utilise the Council's Waste Transfer Station at Northumberland Wharf could influence the options available for the Councils waste treatment and disposal services and again will allow the Council to determine the most economically advantageous solutions. The management of the Re-use and Recycling Centre will be incorporated as part of the waste treatment and disposal services.

- 3.16 The decisions taken in respect of the proposed options for the contracting approach will determine the nature and scope of the contract(s) offered to the market at the commencement of the procurement process. Officers propose that the Competitive Dialogue process is used to undertake the procurement process in order that the Council can explore a range of possible service delivery solutions and ultimately ensure that the preferred supplier will provide the Council with the most economically advantageous solution(s).

4. COMMENTS OF THE CHIEF FINANCE OFFICER

- 4.1. The report sets out for Cabinet approval the contracting approach to be undertaken for the new waste management services contract. The current 4 waste management contracts will end in April and May 2017. The total annual value of the contracts set out in Para 3.3 is approx. £25.92m. The total available to support the contract will need to reflect Medium Term Financial Plan savings targets and growth requirements for future years.
- 4.2 The report further sets out for consideration the proposed contracting options including associated risks which will determine the nature and scope of the contracts offered to the market under a Competitive Dialogue procurement process. The scale of the procurement is significant, and ongoing monitoring of the likely contract costs will be assessed against current provision in the MTFP. Any required changes to the resource base will be fed into the MTFP and 2017/18 budget process as they emerge to ensure that the services are fully funded.

5. LEGAL COMMENTS

- 5A The Council is a waste disposal authority and a waste collection authority for Tower Hamlets within the meaning of Part 2 of the Environmental Protection Act 1990. The Council's functions as a waste collection authority include an obligation to arrange for the collection of household waste in Tower Hamlets and to collect commercial waste, dry recyclable waste or food waste from premises if requested to do so. The Council's functions as a waste disposal authority include an obligation to arrange for the disposal of controlled waste collected in Tower Hamlets and to arrange for places to be provided at which persons resident in Tower Hamlets may deposit their household waste.

- 5.1. It is proposed that the Council procure waste management services as outlined in the report to support delivery of the statutory functions outlined in paragraph 5.1. The services included in this report are Part A services for the purposes of the Public Contracts Regulations 2006. The estimated value of this contract is in excess of the relevant threshold for services set down by these regulations. This means that the procurement of these services must comply fully with the requirements of the Public Contracts Regulations 2006 and any tender must be advertised in the Official Journal of the European Union (OJEU).
- 5.2. It is the intention for the Council to use the competitive dialogue procedure (as described under the Public Contracts Regulations 2006) for procurement of the services. This would involve the Council initially receiving outline bids from a number of potential contractors. The Council would then enter into dialogue around various key areas and over a number of phases in order to scope out a final contract specification. This is then placed before the final bidders who would present to the Council their final bid which the Council can choose to accept. Throughout the various phases of the dialogue the number of potential bidders is reduced by application of the evaluation criteria at the end of each phase, provided that the evaluation criteria is that which was proposed at the commencement of the tender process. The final full bids are then also measured against the same evaluation criteria with the winning bid being the one that represents Best Value when judged against these criteria.
- 5.3. In order to use this process the Council must show that the tender is “particularly complex”. This means that the Council must be satisfied that it cannot either:
- a) define the technical means (in accordance with regulation 9(7), (8) and (9)) capable of satisfying its needs or objectives; or
 - b) specify either the legal or financial make-up of a project or both.
- 5.4. The proposed procurement would seem to meet these requirements by reason of at least the following –
- The duration of the contract and the need to accommodate expected demographic changes.
 - The level and nature of resourcing for the contract which may depend on the nature of the final agreement and the desires of the winning bidder, e.g. the winning contractor will have to find its own way of financing vehicles and machinery and also provide a depot.
 - The volatility of the waste market and uncertainty about how far the Council will be able to influence the overall cost based upon the receipt of monies for the disposal of recyclates. Also, the disposal market is undergoing a period of significant transition with fewer sites being approved as incineration facilities within the UK and the emphasis being on the transfer of waste into Europe for disposal which again can materially impact price and the final legal structure dependent upon the Contractors final proposal.

- 5.5. Changes are proposed to the Public Contracts Regulations which are expected to take effect in March 2015 at the earliest. It is expected that the amount of further negotiation allowed by the Council with the winning bidder will be restricted in respect of the competitive dialogue procedure, which may necessitate use of an alternative procedure.
- 5.6. The Council is a best value authority under section 3 of the Local Government Act 1999 and required to “make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness”. Consistent with this obligation the Council needs to tender the services referred to in the report and also to obtain a solution with regard to the restructuring of the existing contracts which leaves the Council in the most economically advantageous position.
- 5.7. The Council is required to consult for the purposes of deciding how to fulfil its best value duty. Any consultation carried out for the purposes of assessing how to deliver best value should comply with the following criteria: (1) it should be at a time when proposals are still at a formative stage; (2) the Council must give sufficient reasons for any proposal to permit intelligent consideration and response; (3) adequate time must be given for consideration and response; and (4) the product of consultation must be conscientiously taken into account. The duty to act fairly applies and this may require a greater deal of specificity when consulting people who are economically disadvantaged. It may require inviting and considering views about possible alternatives.
- 5.8. Regulation 13 of the Waste (England and Wales) Regulations 2011 requires that every waste collection authority must, when making arrangements for the collection of waste paper, metal, plastic or glass, ensure that those arrangements are by way of separate collection, and an establishment or undertaking which collects waste paper, metal, plastic or glass must do so by way of separate collection. This requirement will apply from January 2015 when the following two criteria are satisfied:
- (a) Separate collection is necessary to ensure that waste undergoes recovery operations in accordance with Articles 4 and 13 of the Waste Framework Directive and to facilitate or improve recovery; and
 - (b) Separate collection is technically, environmentally and economically practicable.
- 5.9. The four contracts requiring re-procurement will need to be designed to meet this statutory duty.
- 5.10. Before deciding to proceed with the project, the Council must have due regard to the need to eliminate unlawful conduct under the Equality Act 2010 (e.g. discrimination), the need to advance equality of opportunity and the need to foster good relations between persons who share a protected characteristic

and those who don't (the public sector equality duty). Information is provided in the report relevant to these considerations.

6. ONE TOWER HAMLETS CONSIDERATIONS

- 6.1. The services included within the scope of the contracts are universally provided across all wards. Within the current contracts for the provision of waste and recycling collection services it is recognised that some residents with disabilities need to be provided with an enhanced service level in the form of "assisted collections". The service specifications for the new contracts will continue to include the requirement for such assisted collections to be provided to residents on a needs basis.

7. SUSTAINABLE ACTION FOR A GREENER ENVIRONMENT

- 7.1 The Council's waste management services contribute to the protection of the environment and protecting human health through the effective management of waste arising in the borough.
- 7.2 By moving waste up the waste hierarchy i.e. by ensuring a greater quantity of waste is re-used or recycled as opposed to being disposed of as residual waste contributes to the Council's efforts to mitigate the impacts of climate change by reducing the carbon footprint of the Council's waste management services.
- 7.3 Through the re-procurement of the waste management contracts the Council will ensure the appointed contractor contributes to the Council's sustainability agenda by ensuring the contractor's vehicle fleet meets the latest emissions limits specifications and their own environmental policies mirror those of the Council.

8. RISK MANAGEMENT IMPLICATIONS

- 8.1. It has been identified in section 3 of the report that individual aspects of the scope and nature of the new contract(s) carry varying degrees of risk for the new contractor. Ensuring that the level of risk being transferred to the contractor is balanced and proportional to the Council's overall objectives for the procurement process will help to mitigate the risk of the new contracts becoming unaffordable.
- 8.2. In addition to the individual risks associated with the structural aspects of the contracts, there are a number of more general risks associated with the delivery of a procurement project, such as timetable slippage, a lack of competition through the procurement process and then during the transition period between the mobilisation of the incoming contractor and expiry of the current contracts. These risks will be recorded and managed through the Council's Risk Management procedures.

9. CRIME AND DISORDER REDUCTION IMPLICATIONS

- 9.1 The Council's activities for the removal of graffiti and flyposting that are incorporated into the Street Cleansing service contribute to the Council's efforts in managing anti-social behaviour within the borough. The new waste management contract will continue to incorporate the current policy requirement for the immediate removal of racist or offensive graffiti from Council owned property.

10. EFFICIENCY STATEMENT

- 10.1 The current contracts for waste and recycling services have a combined annual value of approx. £26m. The ability to deliver efficiency savings through the re-procurement process will be determined by the decisions made regarding the scope and volume of the services to be provided and the specific performance targets that are set for the contractor to achieve.
- 10.2 It has been identified in section 3 of the report that certain contract structure aspects such as the length of contract term, whether contract prices will be uplifted by indexation, whether depot and other waste facilities will be offered to the contractor and the location of the depot facilities can also have an impact on the underlying cost of the services and will therefore affect the contract price.

Linked Reports, Appendices and Background Documents

Linked Report

- None

Appendices

- Appendix 1- Economic and Community Benefits for Waste Collection and Cleansing Services (**To Follow**)

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

- None

Officer contact details for documents:

- N/A

EQUALITY ANALYSIS QUALITY ASSURANCE CHECKLIST

Name of 'proposal' and how has it been implemented (proposal can be a policy, service, function, strategy, project, procedure, restructure/savings proposal)	Re-procurement of Waste Management Services Contracts
Directorate / Service	CLC
Lead Officer	Jamie Blake, Service Head, Public Realm
Signed Off By (inc date)	Stephen Halsey, Head of Paid Service and Corporate Director CLC
Summary – to be completed at the end of completing the QA (using Appendix A) (Please provide a summary of the findings of the Quality Assurance checklist. What has happened as a result of the QA? For example, based on the QA a Full EA will be undertaken or, based on the QA a Full EA will not be undertaken as due regard to the nine protected groups is embedded in the proposal and the proposal has low relevance to equalities)	<div style="display: flex; align-items: center;"> <div style="width: 20px; height: 20px; background-color: green; margin-right: 10px;"></div> <div> <p>Proceed with implementation</p> <p>As a result of performing the QA checklist, the policy, project or function does not appear to have any adverse effects on people who share <i>Protected Characteristics</i> and no further actions are recommended at this stage.</p> <p>Further equalities consideration will be given when a further report for approval to award the contract is submitted to the decision-making body.</p> </div> </div>


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Stage	Checklist Area / Question	Yes / No / Unsure	Comment (If the answer is no/unsure, please ask the question to the SPP Service Manager or nominated equality lead to clarify)
1	Overview of Proposal		
a	Are the outcomes of the proposals clear?	Yes	This report sets out the contracting approach to be undertaken for the new waste management services contract

			<p>and makes a number of recommendations. If the approach set out in the report is approved, the service will commence the re-procurement process so that relevant waste management contracts will be in place in time for the expiry of the existing four waste management contracts in 2017.</p> <p>The recommended approach includes the adoption of the following policy changes:</p> <ul style="list-style-type: none"> - Compulsory recycling of dry materials and food waste for houses - Set limits on the waste quantity/volumes collected from houses and multi-occupancy properties - Set specific requirements for internal and external waste storage facilities at new developments.
b	Is it clear who will be or is likely to be affected by what is being proposed (inc service users and staff)? Is there information about the equality profile of those affected?	Yes	<p>Once this report is approved, the service will commence the re-procurement process of the waste management contracts. This will not adversely affect service users and the Council staff.</p> <p>Under the new contracts, the statutory duties of the waste collection and disposal will continue to be provided for the service users universally. The assisted collections will also continue being offered to residents, including disabled residents.</p> <p>If the report is approved, the equalities implications of any policy changes will be examined in a further report for approval to award the contract.</p>
2	Monitoring / Collecting Evidence / Data and Consultation		
a	Is there reliable qualitative and quantitative data to support claims made about impacts?	Yes	<p>See above.</p> <p>To further understand the risk implications of the contract structure options, the service undertook a Soft Market Testing exercise with twelve key suppliers within the waste management service market sector.</p>

			Once details of the policy change options are finalised, the service will undertake equalities consideration of the changes.
	Is there sufficient evidence of local/regional/national research that can inform the analysis?	Yes	<p>The service conducted a Soft Market Testing exercise with twelve key suppliers within the waste management service market sector. The responses from the market testing have informed the development of the contracting options.</p> <p>The study undertaken by LWaRB (an efficiency review) demonstrates that the Council is over-providing residual waste capacity, which supports the proposed policy change to set limits on waste volumes collected from houses and multi-occupancy properties.</p>
b	Has a reasonable attempt been made to ensure relevant knowledge and expertise (people, teams and partners) have been involved in the analysis?	Yes	See above.
c	Is there clear evidence of consultation with stakeholders and users from groups affected by the proposal?	Yes	<p>A Soft Market Testing exercise was undertaken.</p> <p>The stakeholders have been involved in the re-procurement project. Landlords are represented on the Waste Management Contracts Re-procurement Project Steering Group through the Chair of the Tower Hamlets Housing Forum.</p>
3	Assessing Impact and Analysis		
a	Are there clear links between the sources of evidence (information, data etc) and the interpretation of impact amongst the nine protected characteristics?	Yes	The need of assisted collections has been identified and offered to residents. The service specifications for the new contracts will continue including the requirement for such assisted collections to be provided to residents on a needs basis.
b	Is there a clear understanding of the way in which proposals applied in the same way can have unequal impact on different groups?	Yes	See above.
4	Mitigation and Improvement Action Plan		
a	Is there an agreed action plan?	Yes	Once the contracting approach is agreed, the service will

			commence the re-procurement process so that relevant waste management contracts will be in place in time for the expiry of the existing four waste management contracts in 2017.
b	Have alternative options been explored	Yes	The report includes detailed alternative options for the contracting approach.
5	Quality Assurance and Monitoring		
a	Are there arrangements in place to review or audit the implementation of the proposal?	Yes	The contracting process will be conducted according to the Council's procurement procedure. A report for approval to award the contracts will be submitted to the decision-making body.
b	Is it clear how the progress will be monitored to track impact across the protected characteristics??	n/a	Once details of the policy change options are finalised, the service will undertake equalities consideration of the changes.
6	Reporting Outcomes and Action Plan		
a	Does the executive summary contain sufficient information on the key findings arising from the assessment?	Yes	

Cabinet Decision 7 th January 2015	 TOWER HAMLETS
Report of: Aman Dalvi – Corporate Director Development & Renewal	Classification:
Housing Revenue Account Rent Setting report 2015/16	

Lead Member	Councillor Rabina Khan
Wards affected	All
Community Plan Theme	One Tower Hamlets
Key Decision?	Yes

Executive Summary

This report sets out the options with regards to 2015/16 rent levels and seeks Cabinet approval of the level of the 2015/16 rent increase for the year ahead in order for the Council to comply with its statutory requirement to notify tenants.

The Council must prepare proposals in January and February each year relating to income from rents and other charges, and expenditure in relation to management and maintenance of its housing stock. A decision is required with regard to rents and service charges in January in order that statutory notice can be given to tenants prior to 1st April implementation.

Recommendations

The Mayor in Cabinet is recommended to:-

1. Agree an average 2015/16 weekly rent increase for tenanted Council dwellings of 2.5%, which equates to an average weekly increase of £2.75 (paras 4.8.7 & 4.8.8) from the first rent week in April 2015.
2. Agree that the average weekly tenanted service charge increase will be £0.20 from the first rent week in April 2015.
3. Agree that, with effect from April 2015, vacated Council properties will be re-let at formula rent.
4. Note that the Housing Revenue Account (HRA) budget will be presented to Cabinet for approval in February 2015.

1. REASONS FOR THE DECISIONS

- 1.1 The Council must prepare proposals in January and February each year relating to income from rents and other charges, and expenditure in relation to management and maintenance of its housing stock. A decision is required with regard to rents and service charges in January in order that statutory notice can be given to tenants prior to implementation from the first rent week of 2015/16.

2. ALTERNATIVE OPTIONS

- 2.1 The government's rent policy was published in May 2014 (see para 4.1 below). The rent policy is guidance only and the Mayor in Cabinet can determine the level of 2015/16 rent increase; the financial consequences of a variety of options are set out in section 4.8.

3 BACKGROUND

- 3.1 The Housing Revenue Account (HRA) relates to the activities of the Council as landlord of its dwelling stock. Since 1st April 1990 the Housing Revenue Account has been "ring-fenced"; this means that deficits on the Housing Revenue Account cannot be met from the General Fund. The HRA must remain in balance.
- 3.2 From April 2012, HRA Subsidy was abolished and replaced by self-financing, under which local authorities now retain all rental income, but are responsible for meeting all costs relating to council housing.
- 3.4 Cabinet on July 7th 2010 agreed the following financial principles to facilitate viability under self-financing, and these have been factored in as appropriate into the assumptions incorporated into the Council's 30 year HRA model:
 - Income from the management of non-dwelling related HRA activities should aim to cover the total cost of providing these services to avoid being subsidised from tenants' rents;
 - Rents should not subsidise service charges, nor vice versa;
 - The Council aims to achieve rent convergence in line with Government guidelines (previously 2015/16);
 - High emphasis on debt collection is maintained to minimise provision for bad debts;
 - Treasury management strategy for the HRA focuses on longer-term stability at a rate below the CLG discounted net present value.

4. UPDATED SOCIAL RENT POLICY

4.1 In May 2014 the government published its '*Guidance on Rents for Social Housing*' for April 2015 onwards – the updated rent policy is intended to apply for 10 years, and is summarised below:

- rent restructuring has ended in 2014/15 rather than in 2015/16
- there is an expectation that new tenancies will be let at formula rent
- future rent rises will be linked to CPI (Consumer Price Index) rather than RPI (Retail Price Index)
- the current rent caps remain, and will increase annually by CPI +1.5%
- social tenant households with incomes over £60,000 can be charged market rent levels
- rent rebate subsidy limitation will remain in place (until any replacement following the introduction of Universal Credit)

The effect on Tower Hamlets of these changes is outlined in paragraphs 4.2 to 4.7.

4.2 Rent Restructuring – policy to 2014/15

- 4.2.1 Rent restructuring was introduced in 2002 in order to align council rents and housing association rents, so that similar social properties in the same location, although owned by different landlords, would charge comparable rents.
- 4.2.2 Local authorities increased rents annually by a maximum of RPI + 0.5% + £2 per week, and the target date for achieving rent convergence was 2015/16.

4.3 Rent Restructuring – policy from 2015/16

- 4.3.1 The government's revised rent policy is that, from 2015/16, rents in the social sector should increase by CPI + 1%. This means that rent convergence has ended a year early, in 2014/15.

4.4 Impact on the HRA of ending rent convergence in 2014/15

- 4.4.1 The Council's HRA modelling to date has assumed that it would aim to achieve rent convergence by 2015/16. The estimated impact of ending rent convergence a year early is a loss of over £1 million of rental income, and an anticipated cumulative loss of £18m (including inflation) over the 10 year period of the policy.

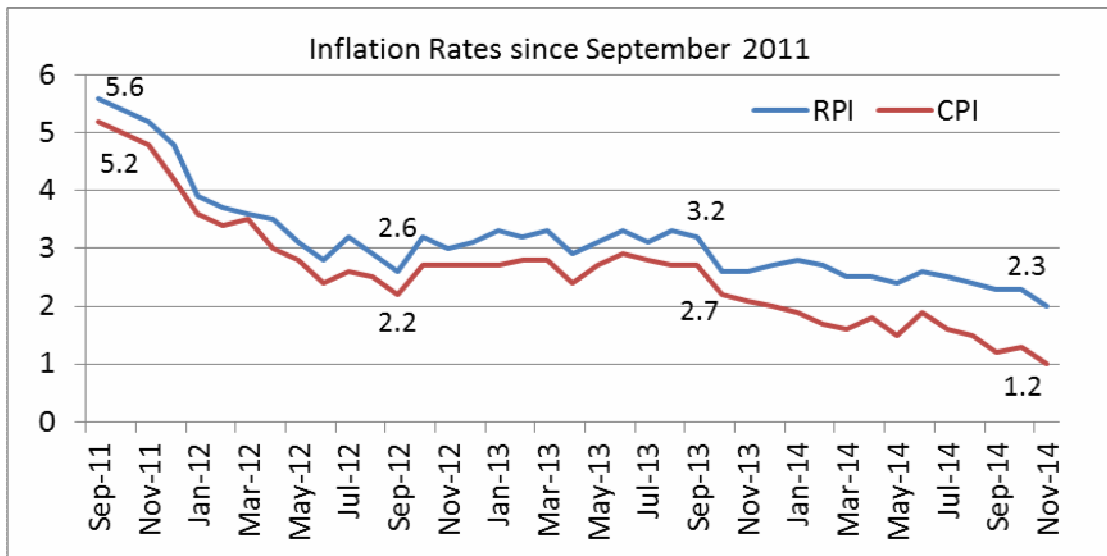
4.5 Re-Letting at Formula Rent

- 4.5.1 The rent restructuring system worked by setting a formula rent for each property and then moving the actual rent to the formula rent over time.

- 4.5.2 The formula rent was calculated with reference to a number of factors relating to the property and the local economy, and represents the target rent to be charged for social housing within the area.
- 4.5.3 As an Authority, Tower Hamlets has followed rent restructuring guidelines; however, as at April 2014, only 2% of our properties have reached formula rent. The government has recognised that not all local authority properties will reach formula rent by April 2015, however they *'expect authorities to adhere to the limit on rent changes, but to move the rent up to formula rent where the property is re-let...'*
- 4.5.4 Tower Hamlets does not currently have a policy of re-letting properties at formula rent and it is recommended that this policy be implemented from April 2015. However, as only roughly 5% of the Council's stock is re-let each year, it would take a number of years for formula rent to be achieved by this method alone.
- 4.5.5 As rent convergence has ended a year early in 2014/15, the 98% of stock that has not reached formula rent will not converge over the 10 years of the government's updated rent policy unless action is taken to move them closer to formula rent.

4.6 Rents linked to CPI rather than RPI

- 4.6.1 The government's 10 year rent policy is that from 2015/16 social rents should increase annually by CPI + 1%.
- 4.6.2 CPI is being used as a replacement for RPI in the majority of inflationary increases used by the government. If future CPI is within 0.5% or less of future RPI then it would not matter that future rent increases are linked to CPI. However, if, as predicted in a paper published by the OBR (Office for Budget Responsibility) in 2011 entitled "*The long-run difference between RPI and CPI inflation*", the future gap is likely to widen to 1.4% then the effect would be a cumulative reduction in rent income, with a significant impact on the HRA and the scope for new building.
- 4.6.3 September 2014 inflation rates are as follows:
- CPI – 1.2%
 - RPI – 2.3%
- 4.6.4 Graph 1 shows the gap between CPI & RPI has been 0.5% or less for the past three years, but has now widened, and at September 2014 was 1.1%.



Graph 1 – CPI & RPI rates since April 2011 – September inflation rates are shown

4.7 Rents for Social Tenants with High Incomes

4.7.1 The 'Guidance on Rents for Social Housing' states that:

'.... local authorities should be able to charge those in social housing with high incomes a fairer level of rent to stay in their homes. This would help them to make best use of social housing and would help ensure sub-market rents are being provided only to those tenants who clearly need them.'

4.7.2 The government has exempted properties let to households with an income of £60,000 per year from its social rent guidance, and local authorities can now charge these households up to market rent.

4.7.3 As 80% of the borough's residents earn below £60,000 per annum, it is probable that the income criteria would affect only a small number of THH tenants, although there is no data available to confirm this as there is no legal duty for tenants to declare their income.

4.7.4 If this policy were implemented the scheme would rely on tenant self-declaration, and it could also be expensive to administer as the Council would have to set up a system to identify, assess and monitor a secondary rent regime.

4.8 Rent Increase Options – 2015/16

4.8.1 The 2014/15 rent increase was 4.9%, which was slightly lower than rent policy. The current Tower Hamlets stock average weekly rents are set out in Table 1 below.

Bedroom Size	Average 2014/15 LBTH weekly Rent £	Average 2014/15 LBTH weekly Formula Rent £	Gap between average LBTH rent & Formula Rent £
0	83.41	85.92	2.51
1	96.79	99.18	2.39
2	109.42	112.01	2.59
3	122.86	126.39	3.53
4	137.75	143.78	6.03
5	153.03	168.29	15.26

Table 1 – Comparison of LB Tower Hamlets rents and Formula Rents

4.8.2 Although the Government has issued an updated rent policy, this is not binding on authorities and therefore the Council is able to determine its own level of increase. This is particularly important in the context of being able to generate resources to support the revenue costs associated with providing new build properties. Some possible rent increase scenarios are outlined in the following paragraphs.

4.8.3 (1) Follow new government rent policy

The government's 'Guidance on Rents for Social Housing' states that "From April 2015, we expect local authorities to increase rents by no more than CPI (at September of the previous year) + 1 percentage point in any year." As September 2014 CPI was 1.2% this would mean an average 2015/16 rent increase of 2.2% and an anticipated 2015/16 rental income budget of £70.6m.

A move to the new social rent policy, i.e. no rental convergence and using CPI plus 1% instead of RPI plus 0.5%, would represent a real loss of potential income to the Council.

4.8.4 (2) Continue with the previous rent policy (rent restructuring)

If the Authority decided to continue with the previous rent policy of rent convergence then the 2015/16 rent increase would be a maximum of September RPI + 0.5% + £2 a week. Assuming that both formula rents and the rent caps are increased by RPI + 1%, then as September 2014 RPI was 2.3% this would mean a rent increase of 4.3% and an anticipated 2015/16 rental income budget of £72.1m. If, as stated in the updated rent guidance, formula rent and the rent caps are instead linked to CPI then the average rent increase would be 3.09%.

4.8.5 Table 3 below shows the anticipated impact of the two options. Continuing with rent convergence in 2015/16 would lead to additional rental income of approximately £1.5m in 2015/16 compared to the government's rent policy, and - due to the higher rental base – an additional £15m of rental income over 10 years.

Rent Increase	2015/16 Rent Measure	Average 2015/16 rent increase	Average 2015/16 rent	Estimated rental income 2015/16	Estimated cumulative rental income over 10 years
(1) New Social Rent policy	CPI + 1%	2.1%	£110.98	£70.6m	£721m
(2) Continue with Rent Convergence (rent caps/ formula rent linked to RPI)	RPI + 0.5% + £2 a week (max)	4.3%	£113.35	£72.1m	£736m

Table 3 – Comparison of the impact of 2015/16 rent increases – Government policies

4.8.6 Modelling indicates that every 0.1% increase in rent generates approximately £60,000 of additional rental income, and £660,000 of additional cumulative income over 10 years. However, the amount of additional income generated for each 0.1% increase reduces as the rent increase gets higher, due to the dampening effect of the rent caps.

Based on the Council's average rent, each 0.1% increase equates to approximately £0.11 per week per property. Table 4 below shows the effect of a range of options between the old and new Government policies.

Average 2015/16 rent increase %	Average 2015/16 weekly rent increase (£)	Average 2015/16 weekly rent	Estimated rental income 2015/16	Estimated cumulative rental income over 10 years
2.5%	£2.75	£111.40	£70.9m	£724.0m
2.8%	£3.04	£111.69	£71.1m	£725.9m
3.0%	£3.28	£111.93	£71.2m	£727.5m
3.2%	£3.48	£112.13	£71.3m	£728.8m
3.5%	£3.82	£112.47	£71.6m	£730.9m
3.8%	£4.11	£112.76	£71.7m	£732.6m
4.0%	£4.33	£112.98	£71.9m	£734.3m

Table 4 – Comparison of the impact of 2015/16 rent increases

4.8.7 Following consideration by the Executive, it is proposed that an average rental increase of 2.5% is applied for the 2015/16 financial year. This will increase the total annual rental income to the Housing Revenue Account by approximately £1.7 million.

4.8.8 Although the Council could approve a higher rental increase as outlined in this report, given the levels of deprivation in the borough, Members are minded to adopt an increase of 2.5%. The recommendation that all new lettings are at formula rent will however mean that over a period of time the Council's rental base will increase.

4.8.9 Even after an increase, the 2015/16 rents charged by the Council will continue to be the lowest in the borough. Table 5 below shows a comparison of average 2014/15 weekly rents in Tower Hamlets.

	1 Bed	2 Bed	3 Bed	4 Bed	5 bed
2015/16 LBTH Social Rents (assuming a 2.5% increase)	£99	£112	£126	£141	£157
2014/15 Social Rent Cap Levels (RPs)	£138	£146	£154	£162	£170
2014/15 POD Affordable rent levels	£206	£244	£266	£284	£312
2014/15 Local Housing Allowance	£255	£299	£351	£413	£413
2014/15 80% Market rents	£254	£354	£425	£484	£555
2014/15 Market rents	£317	£442	£531	£604	£694

Table 5 – Comparison of weekly rents in Tower Hamlets

4.9 Rent Rebate Subsidy Limitation

4.9.1 As Rent Rebate Subsidy Limitation will continue under the new rent policy, the Authority must have regard to the Limit Rent mechanism, under which the HRA is financially penalised if its average rent is higher than the annual Limit Rent.

4.9.2 The 2014/15 Limit Rent for Tower Hamlets is £111.57. As Limit Rents will now increase by CPI + 1% each year, the 2015/16 Limit Rent for Tower Hamlets will be £114.02. Tables 3 & 4 above show that the average weekly rent would be less than £114.02 in all of the rent increase options modelled, and so the Limit Rent control mechanism would not apply.

4.9.3 It is unclear what will happen to Limit Rent when Universal Credit is introduced. From what is currently known about the Housing Element of Universal Credit, rents will have to be deemed 'reasonable'; however, current guidance states that affordable rent levels will be considered 'reasonable'.

4.9.4 It is not known what future measures may be put in place in order to control the overall benefit bill by controlling annual increases. Any future decisions in terms of alternate rent policy could breach future Government imposed controls, and could possibly result in the tenant having to make up any shortfall in the housing element of Universal Credit if rent increases are above set limits.

5. HRA BUDGET 2014/15 & PROJECTED OUTTURN

- 5.1 The latest HRA budget monitoring for 2014/15 is elsewhere on this agenda; current projections are for a forecast year-end underspend of £0.852m.

6. HRA BUDGET 2015/16

- 6.1 The 2015/16 HRA estimates will be considered by Cabinet in February.
- 6.2 To ensure that a rent increase is operative from the first rent week in April 2014, a Cabinet decision on the rent increase must be made in January to enable all scrutiny requirements to be met, and rent notices to be issued.

7. RISKS

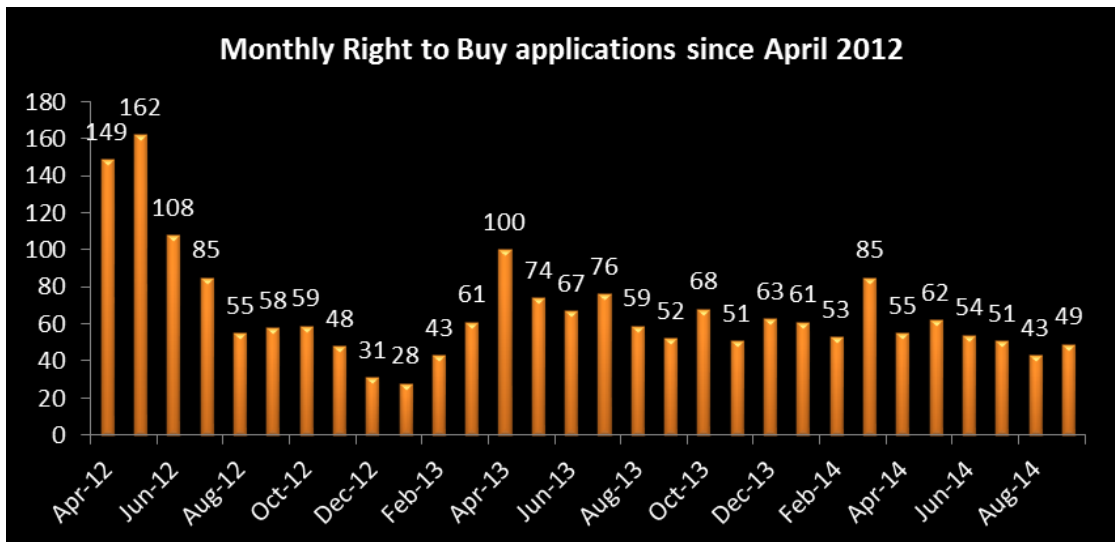
- 7.1 Notwithstanding the current modelling of the HRA financial position which indicates that the Council can fund the capital works currently anticipated to be needed over the 30 year period, as well as the current agreed programme of new builds, there are a number of risks to the HRA in the short to medium term; the principal ones are highlighted below.

7.2 Right to Buy

- 7.2.1 Recent changes to Right to Buy legislation led to a maximum discount of £102,700, and this will increase annually in line with CPI.
- 7.2.2 The reinvigorated Right to Buy regime is a three year policy, although the government is currently consulting on plans to amend the capital regulations to enable the current system of pooling to continue after 31st March 2015.

7.3 Right to Buy Applications

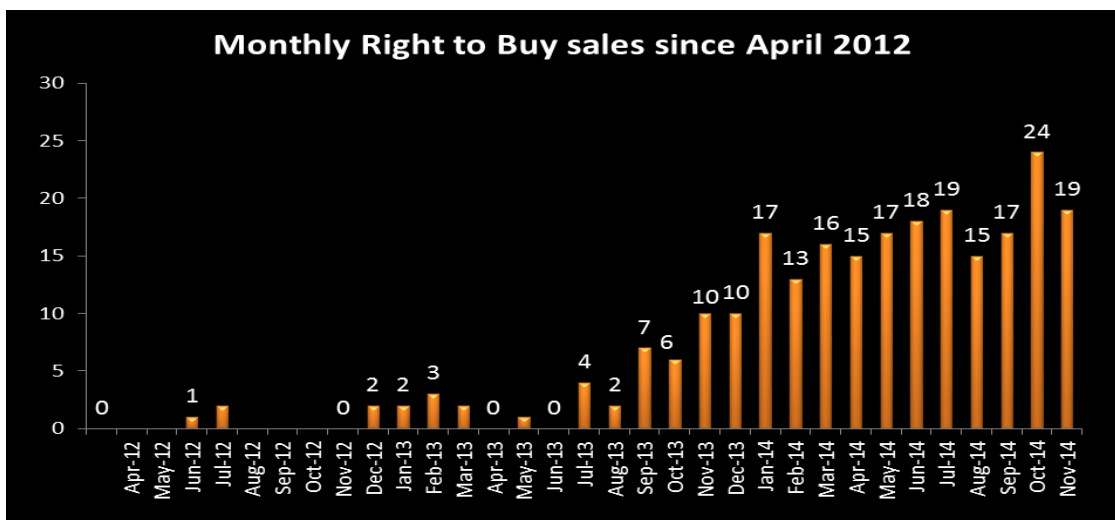
- 7.3.1 Graph 3 below shows that, as at the end of September 2014 there had been over Right to Buy applications received since April 2012.



Graph 3 – 2,010 Right to Buy applications have been received since April 2012

7.4 Right to Buy Sales to Date

7.4.1 Between April 2012 and the end of November 2014 there were 242 RTB sales; Graph 4 shows the number of sales each month since April 2012.



Graph 4 – 223 Right to Buy sales have taken place since April 2012

7.5 Future Right to Buy Sales

7.5.1 Although the HRA financial model assumes a certain level of stock reduction, the disposal of significant additional numbers of properties will cause major financial pressures, as the reduction in rental income will outweigh the marginal savings that will be made in management and maintenance costs.

7.5.2 The 2014/15 budget assumes that there will be 100 sales in 2014/15, however it is currently anticipated that 200 sales will take place this year resulting in lower than budgeted rental income. Current modelling assumes that there will

be 20 RTB sales in future years, however this assumption will be increased in the light of the current number of live RTB applications.

7.6 Right to Buy Receipts

7.6.1 The Authority has signed an agreement with the Secretary of State to allow us to retain a proportion of our Right to Buy receipts to be spent on replacement social housing, with the following conditions:

- i. Retained 1-4-1 receipts can fund no more than 30% of the total spend
- ii. The receipts cannot be used in conjunction with funding from the GLA/HCA
- iii. The receipts must be spent within three years or be returned with interest
- iv. The receipts cannot be given to a body in which the local authority has a controlling interest

7.6.2 Alternatively, the authority may use these receipts to grant fund another body, such as a Registered Provider.

7.6.3 As at the end of Q2 of 2014/15, the Authority has £12.7m of 1-4-1 retained receipts, the breakdown of which is show in Table 5 below:

RTB Sales	Quarter Received	Retained Receipts (30%) £'000	Deadline for use	Total spend on social housing needed £'000	Council resources needed (70%) £'000
26	Q3 - 2013/14	1,503	31/12/16	5,010	3,507
46	Q4 - 2013/14	3,508	31/03/17	11,693	8,185
50	Q1 - 2014/15	3,480	30/06/17	11,600	8,120
51	Q2 - 2014/15	4,246	30/09/17	14,153	9,907
	TOTAL	12,737		42,456	29,719

Table 5 – Summary of current retained 1-4-1 RTB Receipts

7.6.4 Any receipts unspent within 3 years must be returned to the government with compound interest; the interest rate chargeable is 4% above the base rate, and is charged on a daily basis, for example if we did not spend any 1-4-1 receipts within 3 years we would be liable for total interest charges of £1.8m.

7.6.5 We already have schemes in place to spend £5.202 million of the 1-4-1 receipts. In order to allocate the remaining £7.535 million we will need to spend a total of £25.116 million on replacement social housing, and so will need to fund the balance of £17.581 million (70%) from other resources. The new-build properties already approved will be let at 'POD' affordable rents rather than at social rents.

- 7.6.6 Assuming that the current pace of RTB sales continues we may have £16 million of unallocated 1-4-1 receipts by the end of 2014/15. This would mean we would need to plan total further spend of £53 million on replacement social housing by the end of 2017/18, with the Authority having to find £37 million in order to fund resources to fund 70% of the cost.
- 7.6.7 In terms of resources, as part of the ongoing update of the HRA Financial model an assessment is being made of the capacity within the HRA to fund the 70% contribution necessary to spend 1-4-1 receipts. There are already a number of commitments against the HRA debt cap, such as our current new build schemes, and borrowing for the Decent Homes Backlog Programme.
- 7.6.8 Therefore it is possible that we may be close to the point of not having sufficient HRA resources to contribute towards an ever-increasing amount of 1-4-1 receipts. In this case, the Authority would need to agree to either:
- a) return newly arising 1-4-1 receipts immediately (to avoid any interest charges);
 - b) pass newly arising 1-4-1 receipts to a third party (i.e. an RP)
- 7.6.9 In addition we need to be able to fund the revenue costs of borrowing and limiting the 2015/16 rent increase to the new social rent policy will impact on our ability to fund the required borrowing, even if we have sufficient borrowing headroom within the debt cap. Savings will be necessary within the Housing Revenue Account in future years in order to provide additional resources to support the delivery of new housing provision.

7.7 Welfare Reform

- 7.7.1 Welfare reform consists of a number of major changes to the benefits system, the main changes that will affect THH tenants are:
- (1) Benefit Cap
 - (2) Under-occupancy charge
 - (3) Universal Credit and Direct Payments
- 7.7.2 Universal Credit (UC) is a welfare benefit launched in 2013, which replaces six means-tested benefits and tax credits: Jobseeker's Allowance, Housing Benefit, Working Tax Credit, Child Tax Credit, Employment and Support Allowance and Income Support. Universal credit will be applied for online only and will be paid monthly directly to only one member of the household, except in exceptional circumstances.
- 7.7.3 As part of Tranche 1 of the implementation, from March 2015 Universal Credit will be rolled out to new, single applicants in Tower Hamlets. It is anticipated that this may affect approximately 300 claimants in the borough in 2015/16, of which a proportion may be Council tenants, although it is not possible to determine the number affected in advance of the implementation.

- 7.7.4 It is not yet known when Universal Credit will be rolled out more widely within the borough, and so the cumulative impact on the HRA will not be clear until the various reforms all take effect. Provision was made in the 2014/15 budget for an anticipated increase in the amount of bad debt, but it is now expected that this level of provision will not be fully required in 2014/15 as the implementation dates for Universal Credit and Direct Payments have slipped. However, it is recommended to maintain an increased level of provision for bad debts over the next few years as the reforms take effect.
- 7.7.5 Further details will be presented to Cabinet in the HRA 2015/16 Budget report in February 2015.

7.8 Interest Rates & Debt

- 7.8.1 Over the next few years, the Authority will need to borrow within the HRA in order to finance the capital programme, including new-build schemes. Although interest rates currently remain at 0.5%, when they rise the HRA will be exposed to interest rate risks as its current loan portfolio mainly consists of market loans at variable rates.
- 7.8.2 The Governor of the Bank of England delivered the Inflation Report on November 17th; although he did not detail when interest rates would rise he stated that when rates do start rising it will be slowly and gradually. Market expectations highlighted in the Bank's report are that rates will start to rise in late 2015, moving gradually up to 1.7 per cent in three years' time.

7.9 Leaseholder Recovery

- 7.9.1 Leaseholders represent 40% of the total HRA stock, with leaseholder numbers increasing each time a Right to Buy sale takes place. Where capital works carried out on stock are of an external or communal nature, leaseholders are required to contribute to their share of the costs.

7.10 Leasehold Major Works

- 7.11 The Tower Hamlets HRA 30 Year Financial Model assumes full recovery of leaseholder major works over a period of seven years. However, this assumed profiling means that a high level of leaseholder major works "forward funding" is required, and it is therefore crucial that leasehold major works debt is pursued in a robust manner, as failure to do so will result in an HRA budget pressure.
- 7.12 In August 2014 the government issued the '*Social landlords reduction of service charges: mandatory and discretionary directions 2014*' which introduces a mandatory cap of £15,000 in London on leaseholder major works bills where the local authority has received assistance for works of repair, maintenance or improvement provided by the Secretary of State or the Homes and Community Agency.

- 7.13 Whilst the cap does not affect funding already confirmed, it will apply to allocations made from the 2013 Spending Round Decent Homes funding. The Authority has submitted a bid for 2015/16 Decent Homes funding and is waiting to hear the outcome, however initial modelling carried out at the time of the bid submission indicated that the effect of the cap would be minimal.

8. COMMENTS OF THE CHIEF FINANCE OFFICER

- 8.1 The report asks the Mayor in Cabinet to agree an average weekly rent increase of £2.75 for 2015/16, an average weekly increase in tenanted service charges of £0.20, and to agree that from April 2015, vacated Council properties will be re-let at formula rent.
- 8.2 Under HRA Self-Financing the Authority is responsible for the financing of all expenditure necessary to maintain and improve the housing stock, including completion of the Decent Homes programme. As referred to in paragraph 4.8.6, each 1% increase in rent equates to additional ongoing income of approximately £600,000 per annum and increases the HRA's base budget for future years.
- 8.3 Previously, the Council followed the government's rent policy of rent convergence, which would have resulted in the majority of the Council's properties reaching their formula rent in 2015/16; this assumption was built into both the government's and the Council's modelling of the HRA. The new government rent policy brings rent convergence to an end in 2014/15 and proposes rent increases of CPI + 1% from 2015/16 for a period of 10 years. Under this policy, the Council would implement a rent increase of 2.1% rather than the 4.3% that would have resulted from following rent convergence for a final year.
- 8.4 As outlined in this report however, although the government expect local authorities to *'have regard to this guidance when setting rents for their housing stock'*, it is not mandatory. As a result, this report has considered the impact of a range of rent increase options as shown in Tables 3 & 4, and recommends an increase of 2.5%.
- 8.5 The decision to implement a 2015/16 rent increase of 2.5% means that approximately £1.2m less rental income will be generated in 2015/16 than if a rent increase of 4.3% based on the previous rent policy (rent convergence) had been implemented, but will generate approximately £300,000 more than a rent increase based on the new rent guidance (2.1%).
- 8.6 The fact that the 2015/16 rent increase is lower than 4.3% means that there will be a reduction of £1.2 million to the HRA rental base for future years and this reduced income means that there will be a lower level of HRA resources; therefore there may be a reduced scope to generate financing for new-build projects unless savings are made to the HRA's base budget.

- 8.7 The decision to re-let vacated Council properties at formula rent will help to move more properties to their formula rent. As approximately 5% of the Council's stock is re-let each year, over time this will lead to a higher level of rental income in the HRA compared to these properties being re-let at their previous rent level.

9. LEGAL COMMENTS

- 9.1 The report seeks agreement to rent increases in amounts specified in Recommendation 1. The Council has power under section 24 of the Housing Act 1985 to make reasonable charges for the tenancy or occupation of its houses. The Council is required to review from time to time the rents that it charges for the tenancy or occupation of its dwellings.
- 9.2 The Council may increase the rent for its tenants by giving four weeks' notice. The notice period appears from section 103(4) of the Housing Act 1985, but also from the terms of the Council's standard tenancy agreement.
- 9.3 The Council is subject to an obligation under Part VI of the Local Government and Housing Act 1989 to maintain a housing revenue account (HRA). The Council is required to prepare proposals in January and February each year relating to the income of the authority from rents and other charges, expenditure in respect of repair, maintenance, supervision and management of HRA property and other prescribed matters. The proposals should be based on the best assumptions and estimates available and should be designed to secure that the housing revenue account for the coming year does not show a debit balance. In this regard, the report correctly identifies the effect of Chapter 3 of Part 7 of the Localism Act 2011 regarding self-financing. When determining the rent it will charge, it is reasonable for the Council to have regard to the matters set out in the report, relevant to self-financing and other matters relevant to the likely income to the HRA. The report refers to the new Government rent policy set out in the 'Guidance on Rents for Social Housing'. Whilst the guidance does not have statutory force, the government has stated that it expects local authorities to have regard to it when setting their rent levels for 2015 onwards. The report contains a detailed comparison of the benefits to the Council of setting rents for 2015-2016 using the previous rent policy. This can be seen as a proper exercise of the Council's power under section 24 of the Housing Act 1985 and justification for a departure from the new government rent policy. However the Council should be mindful of the possibility of a legal challenge by way of judicial review in respect of any decision to set rent levels that do not comply with government policy.
- 9.4 Before setting rents as proposed in the report, the Council must have due regard to the need to eliminate unlawful conduct under the Equality Act 2010, the need to advance equality of opportunity and the need to foster good relations between persons who share a protected characteristic and those who don't. Information relevant to these considerations is contained in the One Tower Hamlets section of the report and in Appendix 1.

10. ONE TOWER HAMLETS CONSIDERATIONS

- 10.1 A detailed equality impact assessment is attached at Appendix 1. This identifies that the rent increase, which will apply equally to all tenants, will in practice have some differential impacts by reference to the protected characteristics under the Equality Act 2010. For example, a greater proportion of men occupy bedsits than women, when compared to the general population. Any such differential impact is considered to be a proportionate means of maintaining the Housing Revenue Account and continuing to provide housing services in a fair way, for reasons given in paragraphs 10.2 and 10.3 below and in the equality analysis in Appendix 1.
- 10.2 As set out in the report, the Council is subject to an obligation to determine proposals targeted at maintaining a positive balance in the Housing Revenue Account. The aim of this report is to agree a level of rents that strikes the balance between maximising resources available to the Council for social housing purposes, and avoiding undue additional hardship to vulnerable tenants. If rents are not increased then additional savings will have to be identified to ensure that Tower Hamlets has a sustainable, balanced HRA business. Those savings will impact upon services relating to both the management and maintenance of the housing stock, and are likely to impact upon specific services supporting vulnerable residents. It is considered that a rent increase of the size proposed in the report strikes the right balance and provides the best overall outcome for residents, allowing services to be maintained. For the same reason, the rent increase is considered preferable from an equalities perspective.
- 10.3 The Housing Benefits system is designed to ensure a proportionate level of protection for low-income residents. This is reimbursed by Central Government, but only up to "Limit Rent" levels, as outlined in paragraph 4.9.2.

11. SUSTAINABLE ACTION FOR A GREENER ENVIRONMENT

- 11.1 There are no specific implications arising directly from this report, however the Housing Revenue Account does finance initiatives to promote and maintain a greener environment. These are managed by Tower Hamlets Homes.

12. RISK MANAGEMENT IMPLICATIONS

- 12.1 With the introduction of Self-Financing, Tower Hamlets is responsible for running its HRA as a viable business, using HRA income in order to fund all HRA expenditure, including the capital works necessary to maintain and improve the housing stock, and the Decent Homes programme.
- 12.2 Various areas of risk and uncertainty are highlighted in section 7, in particular the reinvigorated Right to Buy regime and the various Welfare Reform changes. Over the next few months, it will be essential that the HRA medium-

term financial strategy be kept under review, and updated to reflect changes in economic conditions and policy changes.

13. CRIME AND DISORDER REDUCTION IMPLICATIONS

13.1 There are no specific crime and disorder reduction implications arising directly from this report, however the Housing Revenue Account does finance various crime prevention and safety initiatives which are managed by Tower Hamlets Homes.

14. EFFICIENCY STATEMENT

14.1 Draft estimates for the 2015/16 HRA budget will incorporate any savings agreed by Cabinet, and those necessary to ensure that the HRA remains in balance in 2015/16. The draft estimates will be presented to Cabinet in February.

Linked Reports, Appendices and Background Documents

Linked Report

- None

Appendices

- Equalities Impact Assessment

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

- None

Officer contact details for documents:

- n/a

Originating Officers and Contact Details

Name	Title	Contact for information
Katherine Ball	Senior Accountant (HRA)	020 7364 0997

Equality Analysis (EA)

Section 1 – General Information

Name of the proposal including aims, objectives and purpose:

2015/16 Rent Review

An average weekly increase of £2.75 in Council rents is being proposed from 1st April 2015.

Under HRA Self-Financing, the Council is responsible for financing all council housing expenditure from its HRA income streams. In the current economic environment any rent increase can be considered to have an adverse effect on social tenants, however under HRA Self-Financing, rental income is the main source of income to the HRA, and the proposed rent increase is needed to fund the expenditure necessary to manage, maintain and improve the Council's housing stock, including the capital investment programme that will bring the Council's stock up to the Decent Homes standard and maintain that standard over a 30-year period. In addition, the rent increase will generate resources to support the revenue costs associated with providing new build properties

Even with the proposed increase, the social rents charged by the Council for its housing stock will remain the lowest in Tower Hamlets by a large margin.

The government has issued an updated social rent policy in August 2014, entitled '*Guidance on Rents for Social Housing*'. According to this guidance, rent increases should be limited to CPI+1% for the 10 years that the policy relates to, starting in 2015/16. The effect of the government's revised guidance is that the previous rent policy of rent convergence has ended a year early in 2014/15 rather than 2015/16. The continuance of rent convergence until 2015/16 was assumed in the government's HRA Self-Financing calculations, and underpinned the rental income assumptions made by the government when it calculated the value of our HRA 'business' over 30 years.

We estimate that the proposal to end rent convergence a year early in 2014/15 will cause a loss of rental income in 2015/16 of over £1m, and approximately £18m (including inflation) over the 10 years of the policy compared to continuing with rent convergence in 2015/16. The proposed 2.5% rent increase in 2015/16 will help to compensate for this reduction.

Notes:

Under **HRA Self Financing**, there has been a substantial change in the way in which Tower Hamlets' HRA is financed. The annual HRA subsidy system has been abolished, and the Council now retains all HRA income but is responsible for financing all HRA expenditure.

Rent Convergence Under the original proposals announced in 2000, similar properties would be charged similar rents by 2012 (the date was subsequently moved to 2015), regardless of whether the property was owned by the local authority or a social housing provider; this is known as rent convergence. Under the HRA Subsidy system each year, the Department of Communities and Local Government issued a "guideline" rent level to which councils should move their present rents in order to help them reach rent convergence in 2015/16. The HRA Self-Financing Final Settlement assumed that Authorities would continue with rent restructuring, and then implement rent increases of RPI (retail price index) + 0.5% each year after that.

The formula for calculating rent increases in order to follow rent restructuring for local authorities was a

maximum of RPI + 0.5% plus £2 per week. The reference point for RPI is the September in the year preceding the start of the financial year to 31 March.

Who is expected to benefit from the proposal?

The rent increase will directly benefit all tenants in properties to which the rent increase is applied. (i.e. council tenants), as all rental income is used to fund housing management services and the Housing Capital Programme. The Housing Capital Programme is the means by which the housing stock is bought up to, and maintained at a Decent Homes standard.

The rental income is “ring-fenced” to the Housing Revenue Account, ensuring that it is used for no other purpose.

Is this a policy or function? Policy Function

Is this a new or existing policy or function? New Existing

Is the policy or function strategic, developmental or operational/functional?

Strategic Developmental Operational/Functional

Date when the original policy/function was initiated: Council housing, for which tenants paid a lower market rent, was developed as early as 1919 when council homes were built to meet general needs.

Date on which the policy/function is to be reviewed: Rent levels are reviewed on an annual basis. The last rent review was approved by Cabinet in February 2014.

Names and roles of the people carrying out the Equality Analysis:

Dyana Browne – Directorate Equalities Lead
 Katherine Ball – Senior Accountant
 Aman Berhanu – Resources and Business Support Analyst, Tower Hamlets Homes
 Beverley Greenidge – Head of Rents, Tower Hamlets Homes

Section 2 – Evidence

Key Findings

From the perspective of the tenant, the rent increase will be viewed as having an adverse impact. The Equalities Assessment is undertaken from this perspective and has been assessed as not having a disproportion adverse effect on any specific group.

An average weekly rent increase of £2.75 in Council rents is being proposed from 1st April 2015. This will make the average weekly rent in the borough £111.40.

The actual amount of increase as a proportion on current rent will vary across property sizes. Smaller properties tend to have a greater rent increase than larger units e.g. (studio and one bed units). (See Annex A: Table 10 – Average Increase per dwelling - by bedsize). There will be a reduction in rent for 8 bed properties.

The rent increase is applied to all Council dwellings. The increase is applied to the property in that it has no bearing on the profile of the tenants, age, race gender etc. The rent increase does not target or disproportionately affect any group of people based on any of the protected characteristics

Whilst the rent increase does not target any specific group, the increase will have more of an impact on households on lower incomes.

There are 12,233 LBTH dwellings, managed by Tower Hamlets Homes (ALMO). The profile of Council tenants is set out in Annex A to this document.

In 2013 the median gross income of Tower Hamlets residents was £30,850. (Source: Median household income CACI Paycheck data).

Tenants on low incomes are able to obtain Housing Benefit (HB) to assist with rent payments. Just under 70% of tenants are on Housing Benefit: of the tenants who are on HB, 61% are on Full HB and 39% are on partial HB.

Recent welfare reforms mean that benefits will be capped. The benefit cap was implemented from April 2013 in four local authorities in London, with the remaining local authorities implementing the cap from 15th July 2013.

Prior to its implementation, it was estimated that this would affect 106 (approximately 1%) of tenants. LBTH Housing Benefit records indicate that over 700 households across Tower Hamlets are affected, and approximately 52 LBTH tenant households (0.4%) are currently affected by the benefits cap.

From March 2015, Universal Credit & Direct payments will be implemented for single, new applicants. It is projected that this may affect approx. 300 people in Tower Hamlets in 2015/16, some of which may be Council tenants, although this is likely to be a very small percentage.

Tenants aged over 65 who are reliant on state benefit can expect a pension increase in April 2015 of approx. 2.5%.

Evidence Base

The following evidence was considered to help us to think about the impacts or likely impacts on service users.

Tenant Profiles

Tenant profile by Ethnicity
 Tenant profile by Gender
 Tenant profile by Age
 Tenant profile by Disability
 Tenant profile by Religion & Belief
 Tenant profile by Sexual Orientation
 Tenant profile by Gender Re-assignment
 Tenant profile by Marriage/Civil Partnership
 Pregnancy & Maternity

Rent Analysis

Average Increase per dwelling - by bedsize (2015/16)
 Social Rent Cap Levels (Registered Social Landlords)
 Comparison of Average Rent & Social Rent Cap Levels 2015/16
 HB/ Welfare Reform figures as of 2014
 Rent Charge Comparison (2015/16)
 Average actual rent /average rent charge (2015/16)

Housing Benefit Analysis

Nos. & % Tenants claiming Housing Benefit
 Tenants on Full Housing Benefit
 Partial Housing Benefit.
 Tenant on HB aged 65+
 Tenant on HB by Age
 Tenant on HB Gender
 Tenant on HB by Ethnicity

Property & Tenant Profile Analysis

Stock Profile by bedsize
 Gender & Property Bed Size
 Age & Property Bed Size

Community and Population Data (Tower Hamlets, 2011 Census)

Population by ethnic group
 Population by Religion
 Gender Proportions

**Section 3 – Consideration of data and research
Identifying Differential / Adverse Impacts**

Target Groups What impact will the 'new' or 'significantly' amended policy or function have on specific groups of service users?	Impact – Positive or Adverse	Reason(s) <ul style="list-style-type: none"> • Please add a narrative to justify your claims around impacts and, • Please describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making • Can the negative impact be justified on the grounds of promoting equality?
Race	A	The rent increase does not have a disproportionately adverse effect on tenants on the grounds of race. People of Asian Origin make up the largest percentage of tenants at 49.6%, people of white ethnicity making up the second largest group at 29.1% and White British & Irish people make up 21.6% of tenants. This is reflective of the general make-up of the wider Tower Hamlets population, which comprises Bangladeshi as the largest group at 32% and White British as the second largest ethnic group at 31%. Whilst all households are affected, those in smaller properties 0-1 bed sized properties are likely to face a slightly larger increase. Families of Bangladeshi descent tend to occupy larger family sized accommodation where the percentage increase in likely to be lower than for studios & one bedroom properties.
Disability	A	The rent increase does not have a disproportionately adverse effect tenants on the ground of disability. Records indicate that approximately 18.2% of residents have a disability. Whilst the rent is

Target Groups What impact will the 'new' or 'significantly' amended policy or function have on specific groups of service users?	Impact – Positive or Adverse	Reason(s) <ul style="list-style-type: none"> • Please add a narrative to justify your claims around impacts and, • Please describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making • Can the negative impact be justified on the grounds of promoting equality?
		calculated on the property properties, no additional charges are levied to take account of and disabled adaptations. This is indicated by the fact that if an abled bodied person was to occupy the flat, the rent charge would be the same.
Gender	A	<p>The rent increase does not have a disproportionately adverse effect on tenants on the ground of gender.</p> <p>Females make up 55% of tenancy holders. Gender is not a consideration in the way the rent increase is applied. Whilst women comprise the greater proportion of those impacted by the rent increase this is because women make up more than half of the tenancy holders,</p> <p>It is noted that the rent increase is proportionately larger for occupants of bedsit and one bedroom properties. These tend to be occupied by young males. The proportion of male:females occupying bedsits is 69.4% male: 30.5% female.</p> <p>It is noted that the male:female ratio of tenancy holders is the reverse of the wider population, in that the population of Tower Hamlets is 51.5 % men and 48.5 % women - a gender ratio of 106 male residents per 100 female residents. (Census 2011).</p>

Target Groups What impact will the 'new' or 'significantly' amended policy or function have on specific groups of service users?	Impact – Positive or Adverse	Reason(s) <ul style="list-style-type: none"> • Please add a narrative to justify your claims around impacts and, • Please describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making • Can the negative impact be justified on the grounds of promoting equality?
Gender Reassignment	A	The rent increase does not have a disproportionately adverse effect on tenants based on gender re-assignment. The collection of data is continually improving in this area, however a large percentage of tenants still prefer not to provide this information. Of the data collected 0.1% have declared a re-assignment of gender. On the basis that the increased rent charge applied to the property, not the occupant, i.e. it applies to the tenant regardless of gender; the increase is not considered to have a disproportionately disadvantage effect on the grounds of gender re-assignment.
Sexual Orientation	A	The rent increase does not have a disproportionately adverse effect on tenants of a specific sexual orientation. 54.4% of tenants indicate a sexual orientation of heterosexual; with a large percentage (27.5%) preferring not to say, however, sexual orientation has no bearing on the application of the rent increase.
Religion or Belief	A	The rent increase does not have a disproportionately adverse effect on tenants based on their Religion or Belief. The 2011 Census revealed that 35% of LBTH citizens are of the Muslim faith, with the second largest faith in LBTH as Christian (27%). The tenant profile information confirms this trend is similar

Target Groups What impact will the 'new' or 'significantly' amended policy or function have on specific groups of service users?	Impact – Positive or Adverse	Reason(s) <ul style="list-style-type: none"> • Please add a narrative to justify your claims around impacts and, • Please describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making • Can the negative impact be justified on the grounds of promoting equality?
		although the percentages differ, with 46.9% of tenants of a Muslim faith and 15.2% of Christian faith. The faith of approx. 30% of tenants is unknown as a number chose not to disclose this information.
Age	A	<p>The rent increase does not disproportionately disadvantage tenants based on their age.</p> <p>The profile of our tenants shows that the largest proportions of tenants are in the following age bands: over 60 = 29.6%, between 30-39 = 21.7% , between 40-49 = 22%.</p> <p>Older people who rely on state pensions are not expected to be more disadvantaged than those in work or on other benefits as it is estimated that (under the terms of the Triple Guarantee) the basic state pension is likely to increase by 2.5%. This is favourable when compared to the ONS Data (<i>Annual Survey of Hours and Earnings, 2014 Provisional Results</i>) that “in April 2014 median gross weekly earnings for full-time employees were..... up 0.1% from....2013.”</p> <p>For the year ending 5 April 2014 median gross annual earnings for full-time employees (who had been in the same job for at least 12 months) were £27,200, an increase of 0.7% from the previous year.</p> <p>The number of tenants over the age of 65 who are in receipt of Housing Benefit is 80%.</p>
Socio-economic	A	Social Housing is generally the preferred option for people on lower incomes. This is reflected in the fact that just under 70% of tenants are in receipt of some Housing Benefit.

Target Groups What impact will the 'new' or 'significantly' amended policy or function have on specific groups of service users?	Impact – Positive or Adverse	Reason(s) <ul style="list-style-type: none"> • Please add a narrative to justify your claims around impacts and, • Please describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making • Can the negative impact be justified on the grounds of promoting equality?
		<p>The Benefits Cap is now being applied and those tenants who will be affected have already been identified and are being supported to explore suitable options.</p> <p>Research shows that Somali tenants in receipt of housing benefit are 10 times more likely to be impacted by the Housing Benefit cap than other groups. Work to support this group is already underway.</p> <p>Between 2010 and 2013 rent arrears by this group fell by 6% demonstrating that the support to assist this group in meeting their rent payments is effective. This work will continue alongside other mainstream support.</p>
Marriage and Civil Partnerships.	A	The rent increase does not have a disproportionately adverse effect on those tenants in a marriage or civil partnership.
Pregnancy and Maternity	A	<p>The rent increase does not have a disproportionately adverse effect on tenants with regards to pregnancy or maternity status.</p> <p>The application of the rent increase cannot be affected by the tenant's situation regarding pregnancy or maternity responsibilities.</p>

Section 4 – Conclusions and Recommendations

From the analysis and interpretation of evidence in Section 2 and 3 – Is there any evidence of or view that suggests that different equality or other target groups have a disproportionately high/low take up of the service/function?

Yes? No?

Section 5 – Action Plan and Monitoring Systems

Recommendation	Key activity	Progress milestones including target dates for either completion or progress	Officer responsible	Progress
Inform all tenants of Rent increase in February.	Mandatory notice February		THH Rent Teams	
Inform tenants in March what they need to pay taking into account their new housing benefit entitlement from April	Work with Housing Benefit to identify new awards. Have all letters checked and ready to be posted prior to the increase to ensure tenants know what to pay from April.		THH Rent Teams	
Provide tenants with explanation of the rent increase with the offer of support.	Design and prepare insert to be sent out with the mandatory notice in February and with the notice in March. Leaflet to offer support where tenants feel they will struggle with the increase.		THH Rent Teams	
Provide adequate staffing levels when notices are sent out in order to deal increased contact generated.	Create customized rota and reduce annual leave for the selected period to ensure adequate staffing levels.		THH Rent Teams	
Inform front line staff from other departments of the increases in order to manage enquiries.	Provide front line Staff with FAQ's in order to respond to queries and sign post tenants to the relevant department.		THH Rent Teams	

Recommendation	Key activity	Progress milestones including target dates for either completion or progress	Officer responsible	Progress
Identify new impacted cases early as possible to provide advice to tenants on benefits on potential on entitlements	Work with Housing Benefit to identify cases as and when they are impacted and not when they fall into arrears. Hold 'Welfare Reform surgeries' 3 times a week. Book appointments with tenants		THH Rent Teams	
Revisit and monitor all cases affected by the Benefit Cap and the Bedroom Tax, provide help, support and advice	<ul style="list-style-type: none"> - Assess if any exemption apply. - Help tenants register to downsize. - Help tenants to apply for DHP where applicable. - Make referrals to partner advice agencies for budgeting, income maximisation and debt advice. 		THH Rent Teams	

Have monitoring systems been put in place to check the implementation of the policy/function and recommendations?

Yes? No?

How will the monitoring systems further assess the impact on the equality target groups?

The above activities will be reviewed alongside measures that are in place to monitor the effectiveness of the rents pilot and impact on target groups.

Name: (signed off by)	
Position:	
Date signed off: (approved)	

Section 7 Appendix – FOR OFFICE USE ONLY

Policy Hyperlink :

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Equality Strand	Evidence
Race	
Disability	
Gender	
Sexual Orientation	
Religion and Belief	
Age	
Socio-Economic	
Other	

Link to original EQIA	Link to original EQIA
EQIAID (Team/Service/Year)	

Annex A - Tenant Profile by Protected Characteristics

Table 1 - Tenant profile by Ethnicity

Ethnicity	% of Residents*	% of Tenants
Any Other Ethnic Group	2.3%	0.6%
Asian Or Asian British:Bangladeshi	32.0%	43.4%
Asian Or Asian British:Chinese	3.2%	0.6%
Asian Or Asian British:Indian	2.7%	0.6%
Asian Or Asian British:Other Asian	2.3%	1.3%
Asian Or Asian British:Pakistani	1.0%	0.4%
Asian Or Asian British:Unknown		2.6%
Asian Or Asian British:Vietnamese		0.7%
Black Or Black British:African	3.7%	2.2%
Black Or Black British:Caribbean	2.1%	2.7%
Black Or Black British:Other African		0.4%
Black Or Black British:Other Black	1.5%	1.3%
Black Or Black British:Somali		3.0%
Black Or Black British:Unknown		0.2%
Dual:Asian& White	1.2%	0.1%
Dual:Black African & White	0.6%	0.5%
Dual:Black Caribbean & White	1.1%	0.3%
Dual:Other	1.2%	0.3%
Prefer Not to Say		8.1%
Unknown		1.6%
White: Any Other White Background		4.2%
White:British	31.2%	20.2%
White:Irish	1.5%	1.4%
White:Other White	12.4%	0.3%
White:Unknown		3.0%
Total	100.0%	100.0%

*Source: 2011 Census (Table KS201); 2001 Census (Table KS06)

Table 2 - Tenant profile by Gender

Gender	% of Residents*	% of Tenants
Female	48.5%	55.0%
Male	51.5%	44.9%
Unknown		0.1%
Total	100.0%	100.0%

Table 3 - Tenant profile by Age

Age Group	% of Tenants
Under 16	0.70%
16-19	0.1%
20 -29	7.8%
30-39	21.7%
40-49	22.0%
50-59	17.4%
60-69	12.3%
70+	17.3%
Prefer Not to Say	0.6%
Unknown	0.1%
Total	100.0%

Table 4 - Tenant profile by Disability

Disability	% of Tenants
No Disability	76.3%
Unknown	5.5%
Disabled	18.2%
Total	100.0%

Table 5 - Tenant profile by Religion & Belief

Religion & Belief	% of Residents*	% of Tenants
Buddhist	1.1%	0.4%
Christian	27.1%	15.2%
Hindu	1.7%	0.2%
Jewish	0.5%	0.5%
Muslim	34.5%	46.9%
No Religion	19.1%	5.8%
Other	0.3%	0.4%
Prefer Not to Say	15.4%	18.0%
Sikh	0.3%	0.1%
Unknown	-	12.6%
Total	100.0%	100.0%

*Source: ONS, 2011 Census (Table KS201)

Table 6 - Tenant profile by Sexual Orientation

Sexual Orientation	% of Tenants
Bisexual	0.3%
Gay	0.3%
Heterosexual	54.4%
Lesbian	0.1%
Other	0.0%
Prefer Not to Say	27.5%
Unknown	17.4%
Total	100.0%

Table 7 - Tenant profile by Gender Re-assignment

Gender Reassignment	% of Tenants
Gender Reassigned	0.1%
Prefer Not to Say	11.9%
Unknown	66.2%
Gender Identity Same as that at Birth	21.8%
Total	100.0%

Table 8 - Tenant profile by Marriage /Civil Partnership

Marriage & Civil Partnership	% of Tenants
Co-Habiting	0.1%
Divorced	0.1%
Married	20.9%
Prefer Not to Say	0.1%
Same-Sex Registered Civil Partnership	0.0%
Separated Marriage/Civil Partnership	0.3%
Single	1.5%
Unknown	76.8%
Widowed	0.2%
Total	100.0%

Table 9 – Maternity & Pregnancy

Pregnancy & Maternity	% of Tenants
Baby Expected	0.2%
Unknown	99.8%
Total	100.0%

Annex B – Rent Analysis

Table 10 - Average Increase per dwelling - by bedroom size 2015/16

Bedsize	Average of Actual Rent 2014/15	Average of RENT CHARGE 2015/16	Average of % Increase 2015/16	Average of £ Increase 2015/16
0	£83.41	£85.52	2.5%	£2.11
1	£96.79	£99.28	2.6%	£2.49
2	£109.42	£112.16	2.5%	£2.74
3	£122.86	£126.01	2.6%	£3.15
4	£137.75	£114.14	2.5%	£3.40
5	£153.03	£156.99	2.6%	£3.96
6	£156.44	£160.34	2.5%	£3.90
7	£162.87	£166.82	2.4%	£3.95
8	£189.56	£179.33	-5.4%	-£10.23

Table 11 - Social Rent Cap Levels (Registered Social Landlords)

Bedsize	Rent Cap in 2015-16	Rent Cap in 2014-15	Rent Cap in 2013-14	Rent Cap in 2012-13	Rent Cap in 2011-12	Rent Cap in 2009-10
	£	£	£	£	£	£
Bedsit & One Bed	141.43	137.71	132.16	127.57	119.67	113.32
2 Bed	149.74	145.80	139.92	135.06	126.70	119.98
3 Bed	158.06	153.90	147.70	142.57	133.74	126.65
4 Bed	166.37	162.00	155.47	150.07	140.78	133.31
5 Bed	174.69	170.10	163.24	157.57	147.81	139.97
6 Bed and above	183.00	178.19	171.01	165.07	154.85	146.64

Source: HCA Guideline rent limit for private registered providers 2015/16 (Dec 14)

Table 12 - Comparison of Average Rent & Social Rent Cap Levels 2015/16

Bedsize	LBTH Average of Actual Rent 2015/16	Rent Cap in Levels 2015/16
	£	£
0	85.52	141.43
1	99.28	
2	112.16	149.74
3	126.01	158.06
4	141.14	166.37
5	156.99	174.69
6	160.34	183.00
7	166.82	
8	179.33	

Table 13 - HB/ Welfare Reform figures as at 2014

HB/ Welfare Reform figures as of 2013		
Total Number of Tenants	11,783	
	No.	%
Tenants on HB	8,130	69%
Tenants on Full HB	4,926	42% (61% of those on HB)
Partial HB	3,204	27% (39% of those on HB)
Tenant on HB aged 65+	2,281	19%
Benefit Cap (as of December 2014)	52	0.44%

Table 14 –Tenants on HB – breakdown by age

Age Group	% of Tenants on HB
16-19	0.1%
20 -29	7%
30-39	19%
40-49	21.2%
50-59	17%
60-69	14%
70+	21.6%
Unknown	0.1%
Total	100.0%

Table 15 –Tenants on HB – breakdown by gender

Age Group	% of Tenants on HB
Female	57%
Male	43%
Total	100.0%

Table 16 – Tenants on HB – breakdown by ethnicity

Ethnicity	% of Tenants on HB
ASIAN or Asian British:Bangladeshi	43%
WHITE:British	22%
Refused to state	6%
White: Any other White background	5%
BLACK or Black British:Somali	4%
WHITE:UNKNOWN	3%
BLACK or Black British:Caribbean	3%
BLACK or Black British:African	2%
ASIAN or Asian British:UNKNOWN	2%
WHITE:Irish	2%
ASIAN or Asian British:Other Asian	1%
BLACK or Black British:Other Black	1%
ASIAN or Asian British:Vietnamese	1%
UNKNOWN:Unknown	1%

Ethnicity	% of Tenants on HB
ANY Other Ethnic Group	1%
ASIAN or Asian British:Indian	1%
ASIAN or Asian British:Chinese	1%
ASIAN or Asian British:Pakistani	1%
Total	100%

1

Table 17 - Rent Charge Comparison (2015/16)

	Bedsit	1 Bed	2 Bed	3 Bed	4 Bed	5 Bed	6 Bed	7 Bed	8 Bed
	£	£	£	£	£	£	£	£	£
Average rent Charge 14/15	83.41	96.79	109.42	122.86	137.75	153.03	156.44	162.87	189.56
Average rent Charge 15/16	85.92	99.28	112.16	126.01	141.14	156.99	160.34	166.82	179.33
Average of Formula Rent	87.80	101.34	114.48	129.19	146.88	171.89	181.17	180.72	179.33
Average of Capped Formula Rent	87.80	101.34	114.36	128.51	144.43	162.14	166.74	171.57	179.33

Annex C – Analysis of Tenant Profile & Property Bedsize

Table 18 - GENDER & PROPERTY BED SIZE

Gender	PROP BEDSIZE									
	0	1	2	3	4	5	6	7	8	Total
Female	30.04%	43.22%	62.77%	61.37%	57.46%	56.36%	53.85%	50.00%	50.00%	55.70%
Male	69.96%	56.69%	37.21%	38.57%	42.54%	43.64%	46.15%	50.00%	50.00%	44.26%
Unknown	0.00%	0.09%	0.02%	0.06%	0.00%	0.00%	0.00%	0.00%	0.00%	0.04%
Total	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%

Table 19 - AGE & PROPERTY BED SIZE

AGE GROUP	PROP BEDSIZE									
	0	1	2	3	4	5	6	7	8	Total
1. 16-24	7.79%	4.08%	1.49%	0.28%	0.58%	0.00%	0.00%	0.00%	0.00%	2.11%
2. 25-34	36.34%	17.86%	23.14%	6.37%	2.19%	2.73%	0.00%	0.00%	0.00%	17.45%
3. 35-45	17.43%	16.05%	29.48%	26.95%	14.91%	9.09%	0.00%	0.00%	0.00%	24.16%
4. 45-55	13.97%	16.80%	17.57%	23.02%	25.58%	19.09%	23.08%	16.67%	0.00%	18.88%
5. 55-64	10.51%	15.80%	10.23%	18.53%	27.05%	35.45%	61.54%	50.00%	50.00%	14.59%
6. 65 & OVER	13.72%	28.69%	17.10%	23.96%	28.80%	32.73%	15.38%	33.33%	50.00%	21.97%
REFUSED / UNKNOWN	0.25%	0.72%	0.99%	0.88%	0.88%	0.91%	0.00%	0.00%	0.00%	0.85%
Total	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%

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Table 20 - Stock Profile by Bedsize

Bed Size	Social Housing	Council
Beds 0	801	6.55%
Beds 1	3,320	27.14%
Beds 2	4,885	39.93%
Beds 3	2,630	21.50%
Beds 4	503	4.11%
Beds 5	80	0.65%
Beds 6	8	0.07%
Beds 7	5	0.04%
Beds 8	1	0.01%
TOTAL	12,233	100%

Annex D - Community & Population Data

Figure 2 Population by ethnic group, Tower Hamlets, 2011 Census

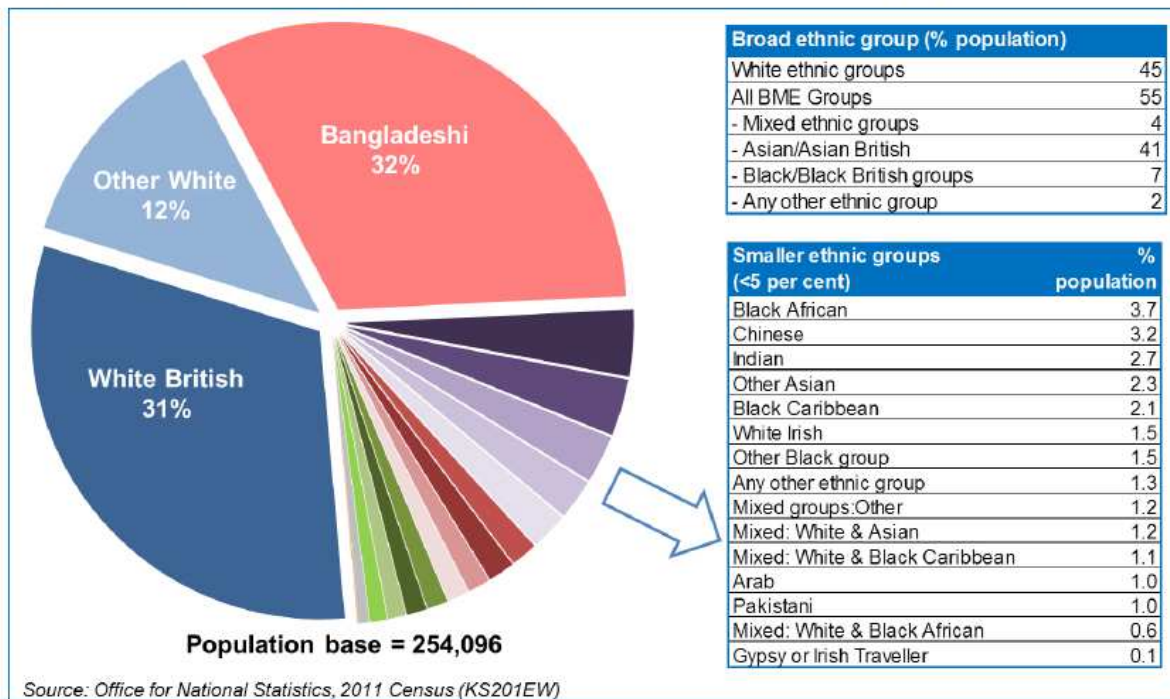


Figure 1 Population by religion, Tower Hamlets, 2011

What is your religion?

This question is voluntary

No religion

Christian (including Church of England, Catholic, Protestant and all other Christian denominations)

Buddhist

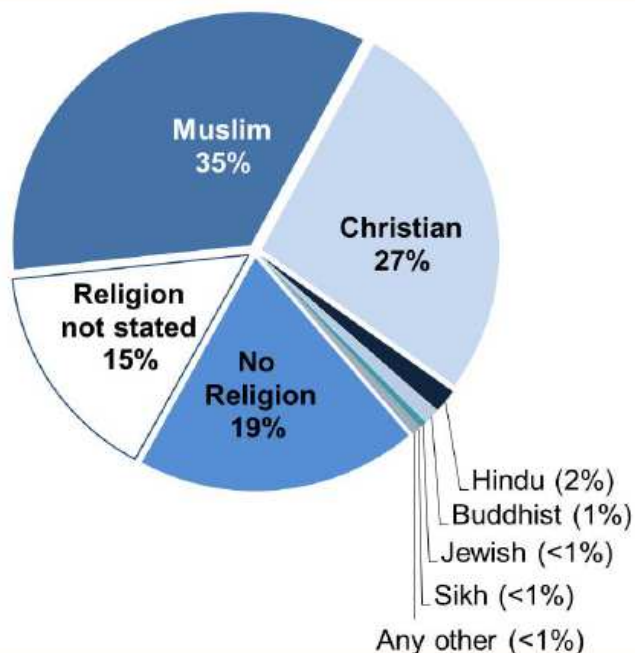
Hindu

Jewish


Muslim

Sikh

Any other religion, write in



Source: Office for National Statistics, Census 2011 (KS209).

<p>Cabinet</p> <p>07 January 2015</p>	 <p>TOWER HAMLETS</p>
<p>Report of: Chris Holme, Interim Corporate Director of Resources</p>	<p>Classification: Unrestricted</p>
<p>Fees and Charges 2015-16</p>	

Lead Member	Cllr Alibor Choudhury - Cabinet Member for Resources
Originating Officer(s)	Barry Scarr - Interim Service Head, Finance and Procurement
Wards affected	All
Community Plan Theme	One Tower Hamlets
Key Decision?	Yes

1. SUMMARY

1.1 This report details the proposed changes to fees and charges across all directorates, to take effect from 1st April 2015 or at the earliest opportunity.

1.2 Fees and charges fall into two broad categories:

Statutory – those set by the government

Discretionary – those set at the discretion of local authorities.

Whilst the recommendations in this report relate to discretionary charges the statutory charges have been included in the appendices (see Appendix 5) to provide the overall picture for the Council.

1.3 The level of inflation (CPI = 1.5%, RPI = 2.4% as at August 2014) is a key factor in determining any recommended changes. However, as the report points out there are several other factors that directorates have considered including service demand, the projected cost of providing the different services and the impact of the general economic situation on the Council's residents.

2. RECOMMENDATIONS

The Mayor in Cabinet is recommended to:

Communities, Localities and Culture

Approve the revised fees and charges as set out in **Appendix 1** with effect from 1st April 2015.

Development and Renewal

Approve the revised fees and charges as set out in **Appendix 2** with effect from 1st April 2015.

Education, Social Care and Wellbeing

Approve the revised fees and charges as set out in **Appendix 3** with effect from 1st April 2015.

Law, Probity & Governance

Approve the revised fees and charges as set out in **Appendix 4** with effect from 1st April 2015.

Licensing Charges

Agree in principle the Licensing charges in **Appendix 6** and refer to the Licensing Committee for final approval.

3. REASONS FOR THE DECISIONS

- 3.1. 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.

4. ALTERNATIVE OPTIONS

- 4.1. Whilst the changes to fees and charges recommended in the report follow a review of existing charges by each directorate, other alternatives can be adopted by Members. The financial impact of any alternatives will need to be reflected in the Council's Medium Term Financial Plan (MTFP).

5. BACKGROUND

- 5.1. The application of fees and charges has an important role to play in helping the Council to achieve its strategic objectives, for example, by:
- Providing a source of funding for re-investment in services;
 - Influencing resident behaviour i.e. controlling service demand whilst, through appropriate discounts/concessions, ensuring that only those who can afford to pay are required to pay;
 - Working as a driver to reduce unit costs.
- 5.2. The Council is committed to optimising its income in a fair and proportionate way.
- 5.3. The authority currently generates in the region of £30m through fees and charges, in the main through parking £15.4m, school meals £3.2m, street trading £2.3m, commercial waste £2.9m and planning and building control fees £3.8m. The income generated through fees and charges is reinvested in the associated services. No service seeks to make a surplus from fees and charges income.
- 5.4. The fees and charges fall into two broad categories: (1) statutory charges which are set by statute (this includes most planning fees) and (2) discretionary charges which can be determined by the Council (this includes commercial waste and leisure services). A few charges do not fall clearly into either of these two

categories in that they are not under the direct control of the Council: this includes Penalty Charge Notices which are set by local authorities through London Councils, with the approval of the Mayor of London and Secretary of State for Communities and Local Government.

- 5.5. Whilst the on-street parking charges are driven by traffic management considerations, a key factor in determining the level of charge for the other main sources of income is the cost of service provision. However, Council policy has largely dictated that the ability of people to pay is a prime consideration.
- 5.6. The table below sets out the key principles guiding the Council's approach to charging for services.

Fairness	Rationale & Prioritisation	Stability & Predictability
Subsidy should be a conscious choice i.e. a presumption to full cost recovery	Fees and charges should reflect key priorities	The impact of pricing changes should be managed over time where the impact is high
Concessions for services should be logical	There should be a logic for charges for different levels of the same service	Charges should be affordable to both users and the taxpayer
Charges should not provide subsidy to businesses from the taxpayer	Charges should be transparent, clear and simple	Charges should generate income to help delivery capacity, efficiency, and support continuous improvement
A tough stance to be taken on payment avoidance	Charges should take account of the wider market for similar or alternative services	Charges should be communicated to users as soon as practical

- 5.7. All directorates have undertaken a review of their fees and charges as part of the financial and business planning process having regard to these principles. Any additional income generated from increases will be used to offset the savings requirement in the MTFP.
- 5.8. The general rule is that except in very particular circumstances fees and charges may not be set at such a level as to generate a surplus. Again there are exceptions to this.
- 5.9. Set out below is a more detailed narrative on the outcome of the review process within each directorate. The report sets out where special circumstances apply.

6. COMMUNITIES, LOCALITIES AND CULTURE

Parking (Appendix 1, section 1.1) [Ring fenced Account]

- 6.1. In setting Parking fees and charges, consideration has been taken of the need to ensure that:
- Value for money is provided
 - Demand can be controlled and managed effectively
 - Where appropriate, the cost of providing the services are recovered
 - The Council's transport and environment strategies are supported
- 6.2. It is unlawful to set parking charges for the purpose of raising revenue, as has been reinforced by two judicial reviews (Cran v Camden 1998 and Attfield v Barnet 2013).
- 6.3. The purposes behind setting parking charges are:
- a) To control and manage parking demand.
 - b) To ensure road safety in the borough.
 - c) To regulate traffic flow and reduce congestion.
 - d) To cover the cost of providing the service, as the Government strongly recommends that any shortfall in operations should not be funded through the General Fund.
- 6.4. Income from fees and charges generate a total of £8.3m excluding Parking Control Notices (PCN). The income is credited to the Parking Control Account and any surplus which accrues within the account at year end is used to fund environmental, transport and highways expenditure within the Council.
- 6.5. In order to comply with best practice as suggested by London Councils, the Parking & Mobility Service has identified a requirement to reduce parking demand. It is assumed that increasing charges in line with RPI will keep parking demand at its current level (or continue to cover the cost of providing a service). It is assumed that increasing charges above RPI will reduce parking demand. Therefore, where it is appropriate, some charges have been increased in line with RPI, and others have been increased above RPI. Where charges have been increased above RPI, consideration has been given to limit the impact of these increases in light of the continuing economic difficulties faced by businesses and residents.

6.6. Increases include the following:

Fee/charge	Change	Rationale
Resident Permits (Bands A-G relating to engine size)	Between £1 and £2 increase for 6 months and between £1 and £4 increase for 12 months	To ensure the continued delivery of a)-c), an increase in line with RPI is required
Business/ Public Service/ Contractor/ Doctor Permits	Between £17 and £25 increase for 3 months; between £25 and £37 increase for 6 months and between £41 and £60 increase for 12 months. (All subject to documentation supplied)	To ensure the continued delivery of a)-c), an increase of RPI plus 5% is required
Pay and Display	Between 30p and 40p increase per hour. Zonal differential	To ensure the continued delivery of a)-c), an increase of RPI plus 5% is required
Market Trader Permit	£13 increase for 3 months; £22 increase for 6 months and £35 increase for 12 months	To ensure the continued delivery of a)-c), an increase of 5% (and in line with RPI) is required
Bay Suspension Charges (day rate)	Between £10 and £17 increase per day, for businesses and companies. Zonal differential	To ensure the continued delivery of a)-c), an increase of 5% (and in line with RPI) is required
Dispensation Charges (day rate)	Between £10 and £17 increase per day, for businesses and companies. Zonal differential	To ensure the continued delivery of a)-c), an increase in line with RPI is required, together with the introduction of a single flat rate across the borough
Bay Suspension (admin charge)	Increase from £55 to £82, for businesses and companies	To ensure the continued delivery of a)-d), an increase in line with RPI is required that also reflects the current cost to the service
Dispensation (admin charge)	Increase from £55 to £57, for business and companies	To ensure the continued delivery of a)-d), an increase in line with RPI is required that also reflects the current cost to the service
Visitor Scratch Card Permits	£5 increase per book (with each Scratch Card lasting 6 hours rather than 5)	To ensure the continued delivery of a)-c), an increase to bring charges in line with other authorities' charges is required
Skip Licenses	Between £10 and £17 increase per license, for all zones. Zonal differential	To ensure the continued delivery of a)-c), an increase in line with RPI is required, together with the introduction of a single flat rate across the borough

6.7. New charges include the following:

Fee/charge	Description	Rationale
Resident Permits	£6 per electric vehicle £6 per Band A vehicle	To ensure the continued delivery of d), the introduction of a single flat rate across the borough is required
Business/ Public Service/ Contractor/ Doctor Permit	£6 per electric vehicle	To ensure the continued delivery of d), the introduction of a single flat rate across the borough is required
Bay suspension (admin charge)	For residents, the NHS, police the fire brigade and registered charities: £82, one off fee	To ensure the continued delivery of d), the introduction of a single flat rate across the borough is required
Dispensation (admin charge)	For residents, the NHS, police the fire brigade and registered charities £18, one off fee.	To ensure the continued delivery of d), the introduction of a single flat rate across the borough is required
Skip licence Administration Charge	For residents and contractors. All areas of the borough at £18 per licence	To ensure the continued delivery of d), the introduction of a single flat rate across the borough is required

Clean and Green (Appendix 1, section 1.2)

- 6.8. The council has a duty to collect commercial waste when requested to do so and must make a charge for that collection; this includes an annual review of charges in line with the authority's fees and charges policies.
- 6.9. The Commercial Waste service provides income to the Council to ensure that the collection and disposal of commercial waste is not levied in any way on the residents of Tower Hamlets, therefore the pricing structure for the service must take account of increases in all cost elements of the service provision, for example the cost of waste disposal and collection.
- 6.10. With this in mind, uplifts need to be applied to the fees and charges for commercial waste in 2015/16. These cost elements are covered under the two main contracts for collection and disposal. The annual uplift for the collection of waste for the year 2015/16 is anticipated to be 2.4%, which will generate £35k per annum, needs to be applied to ensure the recovery of costs.
- 6.11. Alongside this charge the disposal costs of commercial waste are due to increase from £94.75 per tonne to £99.69 per tonne in 2015/16 for the gate fee. This equates to a further increase of 5.21%, which also needs to be applied to the uplift, generating £112k per annum for the service, to ensure all costs related to the collection and disposal of commercial waste is recouped.

Transport and Highways (Appendix 1, section 1.3)

- 6.12. There is no proposed increase in fees and charges relating to street works, Traffic Management Orders and services which manage highway inquiries including the Expedited Highways Enquires Service.

Street Trading (Appendix 1, section 1.4) [Markets Trading Account]

- 6.13. The Street Trading Account operates in accordance with the London Local Authorities Act 1990 (as amended), which stipulates what charges can be made to the account. These charges are kept under regular review to ensure that all relevant expenditure is recovered via fees and charges. If income exceeds expenditure, the surplus accruing should be reinvested in the operation of the Street Markets, any deficit on the account should be recovered as soon as practicable.
- 6.14. The Street Trading Account generates £2.3m through fees and charges, within markets. However, there has not been any change to fees and charges since 2009 whilst the costs to markets have increased year-on-year. An increase is needed to fees and charges to help fund mayoral manifesto commitments around markets and to deliver the Council's market strategy. If fees and charges are not increased for the financial year 2015/16 the trading account runs the risk of going into deficit.
- 6.15. Service data indicates strong evidence that the historical demarcation lines of each market no longer represent the true cost of managing the impact of the market and therefore need revision. This is highlighted within the findings from the consultation undertaken on the Whitechapel Master plan, which identified high levels of dissatisfaction with perceived levels of environmental stress resulting from the presence of the market.
- 6.16. Recent analysis has identified that the area of impact surrounding each market should be expanded to take account of the areas of the public realm that have been adversely impacted by market operations. This opportunity would shift the burden of service provision from the general fund to the Street Trading Account. This can only be achieved if additional income can be generated through fees and charges for the Trading Account to maintain its self-financing position.
- 6.17. To this end an increase of £2 per trader is proposed and that until the completion of work in the Whitechapel Market the increase will be phased.

Environmental Protection (Appendix 1, section 1.5)

- 6.18. HMO Licenses - The charge to administer the service has only increased by inflation since 2006. The cost for the provision of the service has not been valued since that time. It is proposed that fees for the provision of the service in 2015/16 are increased e.g. from £422 to £520 for the main licence, generating £55,600 per annum, reflecting the true cost of the service to ensure cost recovery.
- 6.19. Animal Warden Services – The service is proposing to maintain a £50 charge to retrieve a dog from the pound. However, an additional daily fee of £12 is being proposed as well as charge for ancillary vet costs. The charge is being

introduced to address the real cost of keeping dogs and the associated ancillary vet costs. This will ensure costs are properly recovered.

- 6.20. All other increases in environmental protection are in line with inflation only, to ensure cost recovery.

Pest Control (Appendix 1, section 1.6)

- 6.21. The charge for bedbugs does not reflect the true cost of the service provided. The charge was set on the basis of a single visit, however practise has shown that often more than one visit is required especially if there is heavy infestation and insecticide resistance. Benchmarking has shown that the current charge of £94 per visit is well below the London Average. Therefore to reflect the additional visit a charge of £141 is being proposed to ensure cost recovery.
- 6.22. All other Pest Control fees and charges are proposed to be increased by the rate of Inflation, to maintain cost recovery performance.

Environmental Commercial (Appendix 1, section 1.7)

- 6.23. Inflationary increases are proposed to all Environmental Commercial fees and charges that are not set statutorily, in order to maintain cost recovery performance.

Idea Store and Idea Store Learning (Appendix 1, section 1.9)

- 6.24. It is proposed that library charges remain unchanged in 2015/16, with the exception of an introduction of charges for notifications by post for overdue items and a new charge for A4 colour printouts.
- 6.25. Idea Store Learning is funded through a £2.5million contract with the Skills Funding Agency (SFA) to deliver both accredited and non-accredited adult and community learning. The Skills Funding Agency contract requires the Local Authority to introduce charges for English for Speakers of Other Languages (ESOL) courses, in line with charges for other types of courses.
- 6.26. The SFA funding principle is that a financial contribution to provision of community learning is made by the provider, and that the provider must:
- Maximise access to community learning for adults, bringing new opportunities and improving their lives, whatever people's circumstances, and,
 - Collect fee and income from people who can afford to pay and use where possible to extend provision to those who cannot.
- 6.27. A new fees and charges model is proposed in order to maximise the fee income from those learners who can afford to pay a realistic fee level whilst adhering to SFA funding requirements. This will have no impact on learners who cannot afford to pay and who meet the SFA's definition of being eligible for fee waivers. All courses will be free or subsidised for those in receipt of universal credit or on income less than £21,000. The council will be asking to see proof of 3 months bank statements or benefit documentation to ascertain level of individual income.

6.28. The new fees are:

- £1.00 per hour for non-accredited ESOL courses for those in receipt of Universal Credit
- £2.00 per hour for non-accredited ESOL courses for full fee payers
- £3.50 per hour for accredited ESOL courses for full fee payers. These accredited ESOL courses are free for those in receipt of specified benefits
- £0.00 - £2.00 per hour for non-accredited courses (except ESOL courses) for those in receipt of specified benefits
- £2.50 - £4.00 per hour for non-accredited courses (except ESOL courses) for full fee payers

6.29. The fees and charges increases will generate approximately £200,000 which will increase in the following years and offset the SFA grant reduction. The new fees structure will create sustainability for the provision of adult learning and training in future years. The additional benefit will be used for the purposes of economic regeneration, through the provision of courses that enable activities to be tailored to training and getting people into work. The provision will also enable members to target resources to where the need is greater. Furthermore, it will act as a buffer that enables the re-investment of resources into the areas where the SFA grant funding reduces in future years.

6.30. A significant number of programmes that are provided for those seeking work or need to develop English and Maths skills will remain free to the learner. Examples of these are:

- All Family Literacy and Numeracy Programmes.
- Accredited English Maths and IT programmes for those who have not achieved a full level two qualification previously.
- Accredited ESOL programmes for those who are benefits linked to employment or are on other benefits but actively seeking work.
- Speaking English with Confidence Clubs for ESOL learners, which are new initiatives being delivered within Tower Hamlets.
- Volunteers are offered free programmes to support their confidence.
- Partnerships with Skills Match will also provide free employability training for residents ready to move into employment.

6.31. The revised fee structure will allow Idea Store Learning to expand the range of free to Learner provision where appropriate. Idea Store Learning will be working in partnerships with third sector organisations. The utilisation of shared contributions will ensure sustainable free programmes are maintained for the widest range of need and maximise the impact of the Skills Funding Agency Funding. Idea Store Learning is looking at linking fee waivers to other council provided benefits.

Sports Pitches (Appendix 1, section 1.10)

6.32. Pitch fees for borough teams have not been increased in the last ten years, whilst facilities and the quality of pitches have consistently improved during this time and charges are now in some instances out of step with neighbouring boroughs. A 10% increase was applied to the fees charged to out of borough teams in

2014/15, whilst in borough team charges remained static. It is recommended that fees charged to out of borough teams increase by 2.4% in line with inflation, whilst fees charged to in borough teams remain unchanged.

7. DEVELOPMENT & RENEWAL

Appendix 2

- 7.1. The Council generates £3.8m a year through charges for various planning and building control services. This includes a range of statutory and discretionary charges introduced in July 2012 for discretionary work associated with Street Naming and Numbering (SN&N) applications. Last year Planning Statutory fees were increased by 15% (under the Town and Country Planning Regulation 2012) following a government announcement.
- 7.2. For 2015/16 the fees and charges will largely be increased by inflation.
- 7.3. Building Control trading activity must break even year on year, hence, fees and charges relating to the Building Control Trading Account must reflect the cost of the service. A structural review is underway and where appropriate any increases will be delivered in the new financial calendar year.
- 7.4. Street Naming and Numbering fees and charges were introduced during the 2012/13 financial year. The charges were set to test the impact on service demand. These charges have been reviewed and increased.

8. EDUCATION, SOCIAL CARE AND WELFARE

Meals Service for Social Service Clients (Appendix 3, section 3.1)

- 8.1. The meals service provides the meals on wheels service, meals to lunch clubs and day services. The service provides meals to elderly and vulnerable adults and currently charges £2.40 per meal for both hot and frozen meals which generates in the region of £300k-320k per annum, depending on fluctuating levels of uptake.
- 8.2. The Meals Service for Social Service Clients remains a heavily subsidised service with the actual cost of meals being on average approximately £7. The majority of other London Boroughs charge in excess of £3 per meal for the service with some being as high as £6; there is therefore the potential to increase the charge further and thus reduce the level of subsidy in the future.
- 8.3. There are no proposals to increase prices during 2015/16.

Day care Services (Appendix 3, section 3.2)

- 8.4. Day services are currently not charged for when clients meet the Council's eligibility criteria of substantial and critical need and the client lives in the Borough.
- 8.5. Charges are however levied on clients attending LBTH day care centres where the placement is made by another local authority.

- 8.6. Current charges range from £44.20 to £64.29 per day, depending on which centre clients attend, and this generates approximately £10k per annum.
- 8.7. The current charges are already believed to be competitive and thus no further increases are proposed for 2015/16.

Extra Care for Sheltered Housing and Supported Living Clients (Appendix 3, section 3.3)

- 8.8. Client contributions towards extra care at sheltered housing is means tested and currently capped at £173.83 per week at Coopers Court, Duncan Court, Donnybrook Court and Sonali Gardens and at £188.16 per week at Sue Starkey and Shipton House.
- 8.9. The cost of extra care for supported living clients, although uncapped, is also means tested using our fairer charging policy.
- 8.10. There are no proposals to change these arrangements as they are in line with the commissioned contracts in place and thus fees and charges will be frozen during 2015/16. Thus current income levels of £400k per annum are not expected to change during 2015/16.

School Meals (Appendix 3, section 3.4) [Trading Account]

- 8.11. The School Meals Service operated by Contract Services continues to provide healthy and nutritious meals to pupils on a daily basis. The menus change each April and November and are designed to meet or exceed the Government's tough nutritional and food based guidelines. For instance, primary menus served in schools have recently been awarded the Food For Life Silver Catering Mark. Contract Services continued to carry out a number of efficiency projects in order to generate savings for the Council and secure a viable future for the service. These efficiencies have been realised to date with the service currently projecting a surplus at year end. A request will be made to reinvest any surplus into the service.
- 8.12. Budgetary research and planning has indicated that the global cost prices of food are likely to remain on par during the course of 2015/16. There will also be additional pressures on the salary budget reflecting the increase to the London Living Wage. Despite these pressures, through the careful and effective re-letting of procurement contracts, utilising the London Supplies Group Contracts (a groups of neighbouring authorities pooling their needs to obtain improved pricing) continued efficiencies on food costs are anticipated. The Mayor's Free School Meals for Primary School Students Project has also increased meal uptake and in turn reduced unit costs.
- 8.13. The contract price charged to schools is not the price charged to pupils which has been recommended to remain the same at £1.90 and £2.00 per meal (primary and secondary respectively) for 2015/16.

- 8.14. The price charged to schools, which will be considered by Schools Forum, is proposed to also remain the same for 2015/16 with a further review in twelve months' time.

Arts and Music (Appendix 3, section 3.5)

- 8.15. There are no proposals to increase fees and charges for activities provided by The Tower Hamlets Arts and Music Education Service (THAMES). However, it may be necessary to review these charges in the next financial year, should the Government reduce the grant that supports the service.

Holiday Childcare schemes (Appendix 3, section 3.6)

- 8.16. The Council runs childcare schemes during school holidays for both working and non-working parents.
- 8.17. The current charges are £4 per day for non-working parents, £10 per day for working parents between 9am and 5pm, or £14 for an extended 8am-6pm day. These charges generate approximately £50,000 per annum.
- 8.18. Affordable childcare plays an important role in helping parents to work, or engage in education or training that can lead to work, and therefore contributes significantly to Community Plan priorities in relation to child and adult poverty and employment. This is particularly important in school holidays.
- 8.19. It is therefore proposed not to increase the fees for 2015/16. The service would continue to be subsidised by the council to cover the additional running costs which are in the region of £120,000.

Day Nurseries (Appendix 3, section 3.7)

- 8.20. The Day Nurseries provide a front-line service offering high quality childcare. The majority of children accessing this service are vulnerable and have been referred by Social Care or other professionals.
- 8.21. Members have previously set the maximum charge for nursery provision at £180 per week, in practice, for the few cases for which a fee is applicable the prevailing charge has been £148 per week.
- 8.22. There are no proposals to increase prices during 2015/16.

Support Services to Academies and Free Schools (Appendix 3, section 3.8)

- 8.23. The Council provides a range of support services for its schools on a traded basis, which are set out in detail in our online catalogue at www.lbthservicesforschools.co.uk. These services are charged on a full cost recovery basis.
- 8.24. Where appropriate, these services are offered to academies and free schools. In order to cover the additional administrative costs of providing these services to organisations outside local authority control, a pricing policy that adds a 10% administrative charge to the full cost recovery rate was adopted last year. It is

proposed to continue with this policy. Academies and Free Schools will also be charged VAT.

9. LAW, PROBITY AND GOVERNANCE

Electoral Services (Appendix 4, section 4.1)

- 9.1. The Electoral Services generates approximately £4,000 per annum through fees and charges. Prices were last increased in 2013/14 and no further increases are proposed in 2015/16.

Registrars Services (Appendix 4, section 4.2)

- 9.2. Registrar's Services currently generates approximately £700,000 per annum from a combination of fees from statutory services such as the registration of births, deaths, marriages and civil partnerships and other services such as citizenship ceremonies, approved premises' licences etc.
- 9.3. Prices were last increased in 2012/13 and following this year's review it is proposed to increase all fees and charges to bring them in line with other London councils. This will help the service work towards achieving a cost neutral position over the long term and assist with inflationary pressures. Currently the general fund provides around £543,000 of funding towards the total cost of running the service.
- 9.4. A number of new services are also being introduced to provide Marriage and Civil Partnership Ceremonies at licenced venues. Charges for these are based on market testing and in line with charges levied by neighbouring boroughs.

10. RESOURCES

- 10.1. There are no fees and charges for consideration.

11. COMMENTS OF THE CHIEF FINANCIAL OFFICER

- 11.1. All directorates have undertaken a review of their fees and charges as part of the financial and business planning process, having regard to the guiding principles detailed in section 5.6.
- 11.2. In general fees and charges recover some or all of the costs of services from users. This generates income which reduces the costs of services to Council tax payers and can also be used to achieve other strategic objectives, such as encouraging the use of services. A decision to charge for or to subsidise services needs to be based on rational considerations.
- 11.3. The Medium Term Financial Plan assumes that any additional general fund income generated through increases proposed within this report will meet additional cost pressures within the service. Additional income that may be generated through areas such as street trading and parking charges will need to be earmarked for those specific purposes and do not represent additional income to the general fund.

11.4. If it is decided not to increase charges in line with inflation, this will generally have the impact of increasing the level of subsidy provided by the Council to service users. Once a decision is made to freeze charges, it is difficult to recover the lost income without increasing costs by more than inflation in a future period. The financial implications of freezing charges can therefore be regarded as permanent.

12. LEGAL COMMENTS

12.1. The report proposes increases to existing discretionary fees and charges imposed by the Council or the introduction of new charges. As a general approach –

- To the extent that the report proposes leaving existing charges unchanged, the Council’s relevant powers are not made the subject of detailed legal comments.
- To the extent that an inflationary increase is proposed to an existing charge, it will be for officers to ensure that such an increase is justifiable by reference to the constraints of the charging power relied upon.

12.2. The Council has general power under section 93 of the Local Government Act 2003 (“LGA 2003”) to charge a person for discretionary services, that is, the provision of a service where the Council is authorised, but not required, to provide the service and the person has agreed to its provision. The power applies where there is no other specific statutory power that covers the proposed charge. The income from charges for a service should not exceed the cost of providing the service. Charges may be set differentially, so that users are charged different amounts, for example for parking at different times of the day or for different levels of service.

12.3. The Council has power under section 1 of the Localism Act 2011 to do anything that individuals generally may do, subject to specified restrictions and limitations imposed by other statutes. The general power of competence extends to charging for services, but limits on charging are imposed by section 3 of the Localism Act. The Council may only charge for a service under the general power of competence if: (a) it is a discretionary service; (b) the person agrees to the service being provided; and (c) there is no other power to charge for the service, including in section 93 of the LGA 2003. Taking one financial year with another, the income from charges must not exceed the costs of providing the service.

12.4. The Environmental Information Regulations 2004 (EIR) place obligations on the Council to make environmental information available to the public. This includes the following information –

- The state of the elements of the environment, such as air and atmosphere, water, soil, land, landscape and natural sites including wetlands, coastal and marine areas, biological diversity and its components, including genetically modified organisms, and the interaction among these elements;

- Factors affecting or likely to affect the elements of the environment, such as noise or waste.
 - Measures (including administrative measures), such as policies, legislation, plans, programmes, environmental agreements, and activities affecting or likely to affect the elements of the environment and factors affecting them.
 - Cost-benefit and other economic analyses and assumptions used within the framework of these measures and activities.
 - Reports on the implementation of environmental legislation.
 - The state of human health and safety, including the contamination of the food chain, where relevant, conditions of human life, cultural sites and built structures inasmuch as they are or may be affected by the state of the elements of the environment or, through those elements, by any of the factors, measures or activities referred to above.
- 12.5. The Council is permitted to charge a reasonable amount to applicants who request environmental information, but may not charge for allowing an applicant: (1) to access any public registers or lists of environmental information held by the Council; or (2) to examine the information at a place made available by the Council for that purpose. In the imposition of any of the discretionary charges proposed in the report for the provision of information, officers must take care that charges are only imposed in the circumstances permitted by the EIR.
- 12.6. In some instances, the report proposes new charges for discretionary services or for something that an individual would be able to charge for. These charges include –
- Charges for Idea Store Learning.
 - Hiring of sports pitches.
 - Support services to academies and free schools.
 - Street naming and numbering charges.
 - Pest control charges in respect of bedbugs.
 - Registrar services relating to marriage, civil partnerships and citizenships ceremonies venues, nationality checking, approved premises licences and naming pre application meetings.
- 12.7. Such charges would be covered by either section 93 of the LGA 2003 or section 1 of the Localism Act 2011. Officers must take care that the conditions set out in paragraphs 12.2 and 12.3 are complied with in respect of such charges and that it does not charge for access to information required to be free of charge under the EIR as outlined in paragraph 12.4.
- 12.8. In respect of some of the proposed charges and payments in the report, the Council's power to impose them arises from specific statutory powers (other than the general powers in section 93 of the LGA 2003 or section 1 of the Localism Act 2011). These are addressed in detail below, subject to the general approach set out in paragraph 12.1.

12.9. A number of increases are proposed to parking charges. It is also proposed to treat doctors' permits the same as business permits. Under sections 45 and 46 of the Road Traffic Regulation Act 1984, the Council may by order: (1) designate parking places on highways in Tower Hamlets for vehicles or vehicles of any class specified in the order; (2) make charges for vehicles left in a parking place so designated; (3) limit the use of designated parking places for specified persons or vehicles or classes of persons or vehicles authorised by permit; and (4) make charges in connection with the issue of such permits. The changes proposed fall within these powers.

12.10. The Council is a traffic authority for the purpose of the Road Traffic Regulation Act 1984 and has a duty to exercise its functions under that Act to secure expeditious, convenient and safe movement of vehicular and other traffic (including pedestrians). So far as practicable, the Council must have regard to the following matters when carrying out its functions under the Act (including the setting of charges) –

- the desirability of securing and maintaining reasonable access to premises;
- the effect on the amenities of any locality affected and the importance of regulating and restricting the use of roads by heavy commercial vehicles, so as to preserve or improve the amenities of the areas through which the roads run;
- the strategy prepared under section 80 of the Environment Act 1995 (national air quality strategy);
- the importance of facilitating the passage of public service vehicles and of securing the safety and convenience of persons using or desiring to use such vehicles; and
- any other matters appearing to the Council to be relevant.

12.11. It is proposed to increase the charges for commercial waste collection. Pursuant to section 45 of the Environmental Protection Act 1990, the Council is required to collect a reasonable charge for such collections. The Council has discretion to determine what constitutes a reasonable charge, although it should seek to avoid the imposition of unnecessary burdens on Council taxpayers. The increase in charges is intended to recoup all costs associated with the collection and disposal of commercial waste and, on that basis, may be considered consistent with the requirements of the legislation.

12.12. A number of increases are proposed to charges by the Council's street trading service. The Council is empowered by section 32 of the London Local Authorities Act 1990 to charge an amount to cover its reasonable administrative or other costs in connection with its street trading functions under Part 3 of the Act. This includes the grant or renewal of a licence or temporary licence or a variation to a licence. The Council may also charge for –

- Collection, removal and disposal of refuse or other services rendered to licence holders.
- Street cleansing attributable to street trading.
- Reasonable administrative or other costs incurred in connection with administration of Part 3 of the Act.
- The cost of enforcing Part 3 of the Act.

- 12.13. Before determining such charges, the Council is required to give notice to licence holders or to a body representative of them and to publish notice of the proposed charges circulating in the relevant areas in which the charges will apply. The notice must be accompanied by a statement showing how the charges have been calculated and the Council is required to provide further information or explanation if requested to do so. The Council must allow at least 28 days from the date of publication of the notice for people to make representations and must consider any representations made. Should the Council determine to impose the proposed street trading charges, then it is required to give notice of them and the date on which they are to be brought into effect.
- 12.14. The fee for licensing a house in multiple occupation (HMO) is to be increased to recover the true costs of the service. The Council may impose a fee pursuant to section 63 of the Housing Act 2004. When fixing fees, the Council may take into account all the costs it incurs in carrying out its licensing functions under Part 2 of the Housing Act. It may also take into account the costs of dealing with management orders in respect of HMOs under Chapter 1 of Part 4 of the Housing Act. Other costs should not be taken into account.
- 12.15. A fee is proposed for veterinary costs associated with keeping dogs at the pound. Pursuant to section 149(5) of the Environmental Protection Act 1990, the Council may charge the person claiming to be the owner all the expenses incurred by reason of a dog's detention plus a further prescribed amount (which has been set at £25 by the Environmental Protection (Stray Dogs) Regulations 1992). So long as the Council's fees do not exceed those two amounts for the dog in question, then the Council may charge the fee.
- 12.16. As the library authority for Tower Hamlets, the Council has a duty under the Public Libraries and Museum Act 1964 to provide a comprehensive and efficient library service. The Council is empowered under the Library Charges (England and Wales) Regulations 1991 ("the Library Charges Regulations") to charge for specified library facilities made available by it. The amount and incidence of any charge is at the Council's discretion. The proposed charges for notifications for overdue items and for A4 colour printouts fall within the categories of charges permitted under the Library Charges Regulations.
- 12.17. Before imposing any new or revised fees and charges, the Council should first have due regard to the need to eliminate unlawful conduct under the Equality Act 2010, the need to advance equality of opportunity and the need to foster good relations between persons who share a protected characteristic and those who don't (the public sector equality duty). Information is contained in the report relevant to these considerations.

13. ONE TOWER HAMLETS CONSIDERATIONS

- 13.1. The Council has a statutory duty under the Equality Act 2010, the effect of which is summarised in paragraph 12.17 of the report.
- 13.2. Equality analyses have been undertaken for all services where fees and charge increases are proposed and linked to the delivery of savings (Appendix 7).

13.3. Where appropriate, concessions will be available to groups or individuals in the community where the increase may result in them being excluded from particular activities or subject to any other particular hardship.

14. SUSTAINABLE ACTION FOR A GREENER ENVIRONMENT

14.1. There are no SAGE implications arising from the recommendations of this report.

15. RISK MANAGEMENT IMPLICATIONS

15.1. The proposals for increases to fees and charges detailed in this report support the Councils Medium Term Financial Strategy and are necessary to deliver approved savings and achieve a balanced budget.

16. CRIME AND DISORDER REDUCTION IMPLICATIONS

16.1. There are no implications arising from the recommendations of this report.

17. EFFICIENCY STATEMENT

17.1. 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.

18. APPENDICES

Appendix 1 Discretionary Fees and Charges within Communities, Localities and Culture
Appendix 2 Discretionary Fees and Charges within Development & Renewal
Appendix 3 Discretionary Fees and Charges within Education, Social Care and Wellbeing
Appendix 4 Discretionary Fees and Charges within Law, Probity & Governance
Appendix 5 Statutory Fees and Charges (All Directorates)
Appendix 6 Discretionary Fees and Charges to be approved by Licensing Committee
Appendix 7 Equality analyses

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

LIST OF "BACKGROUND PAPERS" USED IN THE PREPARATION OF THIS REPORT

Brief description of "Background Paper"

None

Appendix 1

Discretionary Fees and Charges within Communities, Localities and Culture

Nature and policy of charging					Charge			
Dir	Service	Description of fee and charge	Breakdown Fees/Charges	Charges set nationally / by statute (Y/N)	Current charge 14/15 (£)	Proposed charge 15/16 (£)	% Change	Unit of charge
1.1 Parking								
CLC	Parking	Residents permits	Band A - 6 months, subject to documentation	N	N/A	6	New	6 Months
CLC	Parking	Residents permits	Band A - 12 months, subject to documentation	N	N/A	6	New	12 Months
CLC	Parking	Residents permits	Band B - 6 months	N	28	29	2.4%	6 Months
CLC	Parking	Residents permits	Band B - 12 months	N	45	46	2.4%	12 Months
CLC	Parking	Residents permits	Band C - 6 months	N	34	35	2.4%	6 Months
CLC	Parking	Residents permits	Band C - 12 months	N	56	57	2.4%	12 Months
CLC	Parking	Residents permits	Band D - 6 months	N	45	46	2.4%	6 Months
CLC	Parking	Residents permits	Band D - 12 months	N	78	80	2.4%	12 Months
CLC	Parking	Residents permits	Band E - 6 months	N	56	57	2.4%	6 Months
CLC	Parking	Residents permits		N	100	102	2.4%	12 Months
CLC	Parking	Residents permits	Band F - 6 months	N	67	69	2.4%	6 Months
CLC	Parking	Residents permits	Band F - 12 months	N	122	125	2.4%	12 Months
CLC	Parking	Residents permits	Band G1 - 6 months	N	78	80	2.4%	6 Months
CLC	Parking	Residents permits	Band G1 - 12 months	N	138	141	2.4%	12 Months
CLC	Parking	Residents permits	Band G2 and multi-vehicle - 6 months	N	89	91	2.4%	6 Months
CLC	Parking	Residents permits	Band G2 and multi-vehicle - 12 months	N	166	170	2.4%	12 Months
CLC	Parking	Residents permits	Electric - 6 Months, subject to documentation	N	N/A	6.00	New	6 Months
CLC	Parking	Residents permits	Electric - 12 Months, subject to documentation	N	N/A	6.00	New	12 Months
CLC	Parking	Residents permits	Foreign vehicle band G2	N	89.00	92.00	3.4%	6 Months
CLC	Parking	Residents permits	Motorcycle - 12 months	N	15.00	16.00	6.7%	12 Months
CLC	Parking	Residents permits	Temporary permit	N	5.00	6.00	20.0%	per day
CLC	Parking	Business / Public Service / Contractor / Doctor's permits	Band A - 3 Months	N	212.00	229.00	8.0%	3 Months
CLC	Parking	Business / Public Service / Contractor / Doctor's permits	Band A - 6 Months	N	315.00	340.00	7.9%	6 Months
CLC	Parking	Business / Public Service / Contractor / Doctor's permits	Band A - 12 Months	N	508.00	549.00	8.1%	12 Months
CLC	Parking	Business / Public Service / Contractor / Doctor's permits	Band B - 3 Months	N	224.00	242.00	8.0%	3 Months
CLC	Parking	Business / Public Service / Contractor / Doctor's permits	Band B - 6 Months	N	333.00	360.00	8.1%	6 Months
CLC	Parking	Business / Public Service / Contractor / Doctor's permits	Band B - 12 Months	N	539.00	582.00	8.0%	12 Months
CLC	Parking	Business / Public Service / Contractor / Doctor's permits	Band C - 3 Months	N	242.00	262.00	8.3%	3 Months
CLC	Parking	Business / Public Service / Contractor / Doctor's permits	Band C - 6 Months	N	358.00	387.00	8.1%	6 Months
CLC	Parking	Business / Public Service / Contractor / Doctor's permits	Band C - 12 Months	N	575.00	621.00	8.0%	12 Months
CLC	Parking	Business / Public Service / Contractor / Doctor's permits	Band D - 3 Months	N	266.00	288.00	8.3%	3 Months
CLC	Parking	Business / Public Service / Contractor / Doctor's permits	Band D - 6 Months	N	394.00	426.00	8.1%	6 Months
CLC	Parking	Business / Public Service / Contractor / Doctor's permits	Band D - 12 Months	N	636.00	687.00	8.0%	12 Months
CLC	Parking	Business / Public Service / Contractor / Doctor's permits	Band E - 3 Months	N	278.00	300.00	7.9%	3 Months
CLC	Parking	Business / Public Service / Contractor / Doctor's permits	Band E - 6 Months	N	411.00	444.00	8.0%	6 Months
CLC	Parking	Business / Public Service / Contractor / Doctor's permits	Band E - 12 Months	N	666.00	719.00	8.0%	12 Months
CLC	Parking	Business / Public Service / Contractor / Doctor's permits	Band F - 3 Months	N	290.00	313.00	7.9%	3 Months
CLC	Parking	Business / Public Service / Contractor / Doctor's permits	Band F - 6 Months	N	430.00	464.00	7.9%	6 Months
CLC	Parking	Business / Public Service / Contractor / Doctor's permits	Band F - 12 Months	N	696.00	751.00	7.9%	12 Months
CLC	Parking	Business / Public Service / Contractor / Doctor's permits	Band G1 - 3 Months	N	303.00	327.00	7.9%	3 Months
CLC	Parking	Business / Public Service / Contractor / Doctor's permits	Band G1 - 6 Months	N	448.00	484.00	8.0%	6 Months

Appendix 1

Discretionary Fees and Charges within Communities, Localities and Culture

Nature and policy of charging					Charge			
Dir	Service	Description of fee and charge	Breakdown Fees/Charges	Charges set nationally / by statute (Y/N)	Current charge 14/15 (£)	Proposed charge 15/16 (£)	% Change	Unit of charge
CLC	Parking	Business / Public Service / Contractor / Doctor's permits	Band G1 - 12 Months	N	726.00	784.00	8.0%	12 Months
CLC	Parking	Business / Public Service / Contractor / Doctor's permits	Band G2 and multi-vehicle - 3 Months	N	315.00	340.00	7.9%	3 Months
CLC	Parking	Business / Public Service / Contractor / Doctor's permits	Band G2 and multi-vehicle - 6 Months	N	462.00	499.00	8.0%	6 Months
CLC	Parking	Business / Public Service / Contractor / Doctor's permits	Band G2 and multi-vehicle - 12 Months	N	757.00	817.00	7.9%	12 Months
CLC	Parking	Business / Public Service / Contractor / Doctor's permits	Electric - 3 Months, subject to documentation	N	N/A	7.00	New	3 Months
CLC	Parking	Business / Public Service / Contractor / Doctor's permits	Electric - 6 Months, subject to documentation	N	N/A	7.00	New	6 Months
CLC	Parking	Business / Public Service / Contractor / Doctor's permits	Electric - 12 Months, subject to documentation	N	N/A	7.00	New	12 Months
CLC	Parking	Pay & Display Short stay parking	A1, A2, A5, A6, C1 and C2	N	4.00	4.40	10.0%	Per Hour
CLC	Parking	Pay & Display Short stay parking	A3, A4, C3 and C4	N	3.50	3.80	8.6%	Per Hour
CLC	Parking	Pay & Display Short stay parking	Zones B1, B2, B3, D1 and D2 (Mon-Fri 08:30-17:30)	N	3.00	3.40	13.3%	Per Hour
CLC	Parking	Pay & Display Short stay parking	Roman Road Car Park	N	3.00	3.40	13.3%	Per Hour
CLC	Parking	Contractor Permit	Contractor Permits	N	5.00	25.00	400.0%	Per Day
CLC	Parking	Market trader permit	3 Months	N	160.00	173.00	8.1%	3 Months
CLC	Parking	Market trader permit	6 Months	N	270.00	292.00	8.1%	6 Months
CLC	Parking	Market trader permit	12 Months	N	440.00	475.00	8.0%	12 Months
CLC	Parking	Market trader scratch card	Daily permit / scratch card (per book of 5)	N	25.00	26.00	4.0%	Book of 5
CLC	Parking	Car Club Permit	Car Club Permit	N	200.00	206.00	3.0%	12 Months
CLC	Parking	Traffic Management Order	cost of making / amending orders inc preparation, advertising & implementation	N	3000.00	3400.00	13.3%	Per Item
CLC	Parking	Traffic Management Order	permanent for car free developments	N	106.00	106.00	0.0%	Per Item
CLC	Parking	Blue Badge Administration	Administration charge for processing Blue Badge applications	N	0.00	0.00	0.0%	One-off
CLC	Parking	Disability Assessments	Assessments for Blue Badges, Freedom Passes and Taxicards	N	0.00	0.00	0.0%	One-off
CLC	Parking	Bay suspension administration charge	Administration charge for businesses and companies	N	55.00	82.00	49.1%	One-off
CLC	Parking	Bay suspensions administration charge	Administration charge for residents, the NHS, police the fire brigade and registered charities	N	N/A	82.00	New	One-off
CLC	Parking	Bay suspension charges for businesses and companies	Zones A1, A2, A5, A6, C1 and C2 (paid)	N	30.00	40.00	33.3%	Bay / Day
CLC	Parking	Bay suspension charges for businesses and companies	Zones A3, A4, C3 and C4 (paid)	N	25.00	40.00	60.0%	Bay / Day
CLC	Parking	Bay suspension charges for businesses and companies	Zones B1, B2, B3, D1 and D2 (paid)	N	22.50	40.00	77.8%	Bay / Day
CLC	Parking	Dispensation administration charge for residents, the NHS, police the fire brigade and registered charities	Administration charge for residents, the NHS, police the fire brigade and registered charities	N	N/A	18.00	New	One-off
CLC	Parking	Dispensation administration charges for businesses and companies	Administration for businesses and companies	N	55.00	57.00	3.6%	One-off
CLC	Parking	Dispensation charges for businesses and companies	Zones A1, A2, A5, A6, C1 and C2 (paid)	N	30.00	40.00	33.3%	Bay / Day
CLC	Parking	Dispensation charges for businesses and companies	Zones A3, A4, C3 and C4 (paid)	N	25.00	40.00	60.0%	Bay / Day
CLC	Parking	Dispensation charges for businesses and companies	Zones B1, B2, B3, D1 and D2 (paid)	N	23.00	40.00	73.9%	Bay / Day
CLC	Parking	Permit Administration	Amendments or replacements	N	5.00	5.00	0.0%	Per Item

Appendix 1

Discretionary Fees and Charges within Communities, Localities and Culture

Nature and policy of charging					Charge			
Dir	Service	Description of fee and charge	Breakdown Fees/Charges	Charges set nationally / by statute (Y/N)	Current charge 14/15 (£)	Proposed charge 15/16 (£)	% Change	Unit of charge
CLC	Parking	Visitors scratch card permit	Residents (6 hours - book of 10)	N	10.00	15.00	50.0%	Book of 10
CLC	Parking	Visitors scratch card permit	Public Service (3 hours per card - book of 10)	N	35.00	37.00	5.7%	Book of 10
CLC	Parking	Visitors scratch card permit	Business (20 mins per card - book of 15)	N	20.00	22.00	10.0%	Book of 15
CLC	Parking	Skip Licence	Administration Charge for residents and contractors. All areas of the borough	N	N/A	18.00	New	Per Licence
CLC	Parking	Skip Licence	Zones A1, A2, A5, A6, C1 and C2	N	30.00	40.00	33.3%	Per Licence
CLC	Parking	Skip Licence	Zones A3, A4, C3 and C4	N	25.00	40.00	60.0%	Per Licence
CLC	Parking	Skip Licence	Zones B1, B2, B3, D1 and D2	N	23.00	40.00	73.9%	Per Licence
CLC	Parking	Car Pound Management	Fee for finding and restoring stolen vehicles	N	200.00	200.00	0.0%	Per Item
1.2 Clean and Green								
CLC	Clean & Green	Temporary Structures Occupancy fee	Pre-application inspection fee	N	30.00	30.00	0.0%	Per Notice
CLC	Clean & Green	Temporary Structures Occupancy fee (less than 50m2)	Road occupancy charge (less than 1 month)	N	225.00	225.00	0.0%	Per Square Metre Per Week
CLC	Clean & Green	Temporary Structures Occupancy fee (50m2 - 200m2)	Road occupancy charge (less than 1 month)	N	350.00	350.00	0.0%	Per Square Metre Per Week
CLC	Clean & Green	Temporary Structures Occupancy fee (more than 200m2)	Road occupancy charge (less than 1 month)	N	350.00 + 50.00 per extra 50m2	350.00 + 50.00 per extra 50m2	0.0%	Per Square Metre Per Week
CLC	Clean & Green	Temporary Structures Occupancy fee (less than 50m2)	Road occupancy charge (1-3 months)	N	400.00	400.00	0.0%	Per Square Metre Per Week
CLC	Clean & Green	Temporary Structures Occupancy fee (50m2 - 200m2)	Road occupancy charge (1-3 months)	N	525.00	525.00	0.0%	Per Square Metre Per Week
CLC	Clean & Green	Temporary Structures Occupancy fee (more than 200m2)	Road occupancy charge (1-3 months)	N	525.00 + 50.00 per extra 50m2	525.00 + 50.00 per extra 50m2	0.0%	Per Square Metre Per Week
CLC	Clean & Green	Temporary Structures Occupancy fee (less than 50m2)	Road occupancy charge (more than 3 months)	N	800.00	800.00	0.0%	Per Square Metre Per Week
CLC	Clean & Green	Temporary Structures Occupancy fee (50m2 - 200m2)	Road occupancy charge (more than 3 months)	N	1,050.00	1,050.00	0.0%	Per Square Metre Per Week
CLC	Clean & Green	Temporary Structures Occupancy fee (more than 200m2)	Road occupancy charge (more than 3 months)	N	1,050.00 + 50.00 per extra 50m2	1,050.00 + 50.00 per extra 50m2	0.0%	Per Square Metre Per Week
CLC	Clean & Green	Temporary Structures Occupancy fee	Post-inspection and deposit handling fee	N	40.00	40.00	0.0%	Per Notice
CLC	Clean & Green	Temporary Structures Occupancy fee	Complaint investigation and compliance fee for upheld complaint	N	45.00	45.00	0.0%	Per Notice
CLC	Clean & Green	Temporary Structures Occupancy fee	Licence renewal fee	N	100.00	100.00	0.0%	One Off
CLC	Clean & Green	Temporary Structures Occupancy fee	Overstay charge	N	150.00 + occupancy fee backdated to licence expiry date	150.00 + occupancy fee backdated to licence expiry date	0.0%	Per Overstay
CLC	Clean & Green	Containers/Site Huts/Portaloos	On carriageways	N	275.00	275.00	0.0%	Per Item/Per Month
CLC	Clean & Green	Containers/Site Huts/Portaloos	On carriageways (renewal fee)	N	150.00	150.00	0.0%	Per Item/Per Month
CLC	Clean & Green	Containers/Site Huts/Portaloos	On footways	N	200.00	200.00	0.0%	Per Item/Per Month
CLC	Clean & Green	Containers/Site Huts/Portaloos	On footways (renewal fee)	N	125.00	125.00	0.0%	Per Item/Per Month
CLC	Clean & Green	Deposit	York Stone or stone setts paving	N	208.08	208.08	0.0%	Per Square Metre
CLC	Clean & Green	Deposit	Other paving materials	N	73.80	73.80	0.0%	Per Square Metre
CLC	Commercial Waste	Residual	Sacks	N	1.13	1.22	7.6%	Per Item
CLC	Commercial Waste	Residual	240 litre wheeled bin	N	9.72	10.46	7.6%	Per Item
CLC	Commercial Waste	Residual	360 litre wheeled bin	N	11.10	11.94	7.6%	Per Item
CLC	Commercial Waste	Residual	Eurobin 1100 liber	N	15.35	16.52	7.6%	Per Item
CLC	Commercial Waste	Residual	Eurobin 660 liber	N	11.82	12.72	7.6%	Per Item
CLC	Commercial Waste	Residual	Rental only 240 litre wheeled bin	N	0.51	0.52	2.4%	Per Item
CLC	Commercial Waste	Residual	Rental only 360 litre wheeled bin	N	0.51	0.52	2.4%	Per Item

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Discretionary Fees and Charges within Communities, Localities and Culture

Nature and policy of charging					Charge			
Dir	Service	Description of fee and charge	Breakdown Fees/Charges	Charges set nationally / by statute (Y/N)	Current charge 14/15 (£)	Proposed charge 15/16 (£)	% Change	Unit of charge
CLC	Commercial Waste	Residual	Rental only bulk bin	N	1.62	1.66	2.4%	Per Item
CLC	Commercial Waste	Residual	Collection only 360 litre wheeled bin	N	6.35	6.84	7.6%	Per Item
CLC	Commercial Waste	Residual	Collection only Eurobin	N	10.23	11.01	7.6%	Per Item
CLC	Commercial Waste	Residual	Rolonoff	N	140.05	150.71	7.6%	Per Item
CLC	Commercial Waste	Residual	Rolonoff hire	N	9.19	9.89	7.6%	Per Item
CLC	Commercial Waste	Recycling	Sacks or bundle of cardboard	N	1.03	1.11	7.6%	Per Item
CLC	Commercial Waste	Recycling	240 litre wheeled bin	N	3.19	3.43	7.6%	Per Item
CLC	Commercial Waste	Recycling	360 litre wheeled bin	N	4.45	4.79	7.6%	Per Item
CLC	Commercial Waste	Recycling	Eurobin 600 litre	N	6.76	7.28	7.6%	Per Item
CLC	Commercial Waste	Recycling	Eurobin 1280 litre	N	9.66	10.39	7.6%	Per Item
CLC	Commercial Waste	Schedule 2	Sacks	N	0.71	0.76	7.6%	Per Item
CLC	Commercial Waste	Schedule 2	240 litre wheeled bin	N	1.53	1.64	7.6%	Per Item
CLC	Commercial Waste	Schedule 2	360 litre wheeled bin	N	1.61	1.73	7.6%	Per Item
CLC	Commercial Waste	Schedule 2	Eurobin 1100 litre	N	5.20	5.60	7.6%	Per Item
CLC	Commercial Waste	Schedule 2	Eurobin 660 litre	N	4.92	5.30	7.6%	Per Item
CLC	Commercial Waste	Schedule 2	Rental only 240 litre wheeled bin	N	0.48	0.49	2.4%	Per Item
CLC	Commercial Waste	Schedule 2	Rental only 360 litre wheeled bin	N	1.46	1.50	2.4%	Per Item
CLC	Commercial Waste	Bulk Waste	Collection of Bulk Waste	N	15.00	15.36	2.4%	Per Visit
1.3 Transport and Highways								
CLC	Transport & Highways	Development	Highways enquiries	N	74.83	74.83	0.0%	Per Enquiry
CLC	Transport & Highways	Development	Highways enquiries - (resident groups)	N	32.00	32.00	0.0%	Per Enquiry
CLC	Transport & Highways	Development	Expedited Highways Enqs Service	N	120.00	120.00	0.0%	Per Enquiry for up to 3 days
CLC	Transport & Highways	Street works	Crane Licence - not closing a road	N	360.00	360.00	0.0%	Per Licence
CLC	Transport & Highways	Street works	Weekend Day rate for supervising for crane works etc.	N	246.00	246.00	0.0%	Per Day
CLC	Transport & Highways	Street works	Section 50 licences	N	812.83	812.83	0.0%	Per Licence
CLC	Transport & Highways	Street works	list of statutory undertakers	N	41.00	41.00	0.0%	Per List
CLC	Transport & Highways	Street works	Defective statutory undertakers equipment - recharge cost plus fees	N	27% fees	27% fees	0.0%	Per Incident
CLC	Transport & Highways	Traffic Management Order	Section 14.2 - Notice to close roads or restrict traffic movement 1 to 5 days	N	960.00 - 2,240.00	960.00 - 2,240.00	0.0%	Per Notice
CLC	Transport & Highways	Traffic Management Order	Section 14.1 - Order to close roads or restrict traffic movement - 1 to 14 days	N	1,789.00 - 3,289.00	1,789.00 - 3,289.00	0.0%	Per Notice
CLC	Transport & Highways	Traffic Management Order	Section 14.1 - Order to close roads or restrict traffic movement 15 to 28 days	N	1,921.00 - 3,521.00	1,921.00 - 3,521.00	0.0%	Per Notice
CLC	Transport & Highways	Traffic Management Order	Section 14.1 - Order to close roads or restrict traffic movement - 1 Month	N	2,240.00 - 3,840.00	2,240.00 - 3,840.00	0.0%	Per Notice
CLC	Transport & Highways	Traffic Management Order	Section 14.1 - Order to close roads or restrict traffic movement - 2 Months	N	2,560.00 - 4,160.00	2,560.00 - 4,160.00	0.0%	Per Notice

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Discretionary Fees and Charges within Communities, Localities and Culture

Nature and policy of charging					Charge			
Dir	Service	Description of fee and charge	Breakdown Fees/Charges	Charges set nationally / by statute (Y/N)	Current charge 14/15 (£)	Proposed charge 15/16 (£)	% Change	Unit of charge
CLC	Transport & Highways	Traffic Management Order	Section 14.1 - Order to close roads or restrict traffic movement - 3 Months	N	2,880.00 - 4,480.00	2,880.00 - 4,480.00	0.0%	Per Notice
CLC	Transport & Highways	Traffic Management Order	Section 14.1 - Order to close roads or restrict traffic movement - 6 Months	N	7,680.00 - 12,482.00	7,680.00 - 12,482.00	0.0%	Per Notice
1.4 Street Trading								
CLC	Street Trading and Footways - charge for use of	Permanent Trader - General	Mon-Fri	N	5.00	7.00	40.0%	Per Day
CLC	Street Trading and Footways - charge for use of	Permanent Trader - General	Sat	N	25.00	27.00	8.0%	Per Day
CLC	Street Trading and Footways - charge for use of	Permanent Trader - General	Sun	N	36.00	38.00	5.6%	Per Day
CLC	Street Trading and Footways - charge for use of	Permanent Trader - Market Specific (Chrip Street - Large Pitch)	Mon-Fri	N	6.00	8.00	33.3%	Per Day
CLC	Street Trading and Footways - charge for use of	Permanent Trader - Market Specific (Chrip Street - Large Pitch)	Sat	N	45.00	47.00	4.4%	Per Day
CLC	Street Trading and Footways - charge for use of	Permanent Trader - Market Specific (Columbia Road)	Sun	N	45.00	47.00	4.4%	Per Day
CLC	Street Trading and Footways - charge for use of	Permanent Trader - Market Specific (Petticoat Lane)	Sun	N	32.00	34.00	6.3%	Per Day
CLC	Street Trading and Footways - charge for use of	Permanent Trader - Market Specific (Whitechapel)	Mon-Fri	N	7.00	7.00	0.0%	Per Day
CLC	Street Trading and Footways - charge for use of	Permanent Trader - Market Specific (Whitechapel)	Sat	N	30.00	30.00	0.0%	Per Day
CLC	Street Trading and Footways - charge for use of	Temporary Trader - General (Daily Issue)	Mon-Fri	N	20.60	22.60	9.7%	Per Day
CLC	Street Trading and Footways - charge for use of	Temporary Trader - General (Daily Issue)	Sat	N	31.00	33.00	6.5%	Per Day
CLC	Street Trading and Footways - charge for use of	Temporary Trader - General (Daily Issue)	Sun	N	36.00	38.00	5.6%	Per Day
CLC	Street Trading and Footways - charge for use of	Temporary Trader - Market Specific (Columbia Road)	Sun	N	36.00	38.00	5.6%	Per Day
CLC	Street Trading and Footways - charge for use of	Temporary Trader - Regeneration (Daily Issue)	Mon-Fri	N	10.00	12.00	20.0%	Per Day
CLC	Street Trading and Footways - charge for use of	Temporary Trader - Regeneration (Daily Issue)	Sat	N	15.00	17.00	13.3%	Per Day
CLC	Street Trading and Footways - charge for use of	Temporary Trader - Regeneration (Daily Issue)	Sun	N	20.00	22.00	10.0%	Per Day

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Nature and policy of charging					Charge			
Dir	Service	Description of fee and charge	Breakdown Fees/Charges	Charges set nationally / by statute (Y/N)	Current charge 14/15 (£)	Proposed charge 15/16 (£)	% Change	Unit of charge
CLC	Street Trading and Footways - charge for use of	Extra Pitch - General (Daily Issue)	Mon-Fri	N	5.00	7.00	40.0%	Per Day
CLC	Street Trading and Footways - charge for use of	Extra Pitch - General (Daily Issue)	Sat	N	10.00	12.00	20.0%	Per Day
CLC	Street Trading and Footways - charge for use of	Extra Pitch - General (Daily Issue)	Sun	N	15.00	17.00	13.3%	Per Day
CLC	Street Trading and Footways - charge for use of	Isolated Pitch - General	Mon-Fri	N	20.00	22.00	10.0%	Per Day
CLC	Street Trading and Footways - charge for use of	Isolated Pitch - General	Sat	N	40.00	42.00	5.0%	Per Day
CLC	Street Trading and Footways - charge for use of	Isolated Pitch - General	Sun	N	50.00	52.00	4.0%	Per Day
CLC	Street Trading and Footways - charge for use of	Display of goods and other use of public footway space (per square metre)	Mon-Sun	N	1.00	3.00	200.0%	Per Day
CLC	Street Trading and Footways - charge for use of	Additional Cleansing Charge (Fresh Produce/ Flower Refuse)	Mon-Sun (above expected level already included within street trading charge)	N	By market sharing costs equally	By market sharing costs equally	0.0%	Per Day
CLC	Street Trading and Footways - charge for use of	Additional Cleansing Charge (Food Courts)	Mon-Sun (above expected level already included within street trading charge)	N	By market sharing costs equally	By market sharing costs equally	0.0%	Per Day
CLC	Street Trading and Footways - charge for use of	Forecourt Trading	Mon-Sun	N	25.00	27.00	8.0%	Per Week
CLC	Street Trading and Footways - charge for use of	Fees for a Licence - Display of Goods	Mon-Sun	N	75.00	77.00	2.7%	Up To 3 Years
CLC	Street Trading and Footways - charge for use of	Fees for a Licence - Tables & Chairs	Mon-Sun	N	120.00	122.00	1.7%	6 Months
CLC	Street Trading and Footways - charge for use of	Fees for a Licence - Registered Assistant	Mon-Sun	N	10.00	12.00	20.0%	Up To 3 Years
CLC	Street Trading and Footways - charge for use of	Fees for a Licence - General Administration (e.g. refunds, etc.)	Mon-Sun	N	25.00	27.00	8.0%	Per Item
CLC	Street Trading and Footways - charge for use of	Fees for a Licence - Arrears Letter	Mon-Sun	N	20.00	22.00	10.0%	Per Item
CLC	Street Trading and Footways - charge for use of	Fees for a Licence - Final Reminder	Mon-Sun	N	20.00	22.00	10.0%	Per Item
CLC	Street Trading and Footways - charge for use of	Fees for a Licence - Licence Variation	Mon-Sun	N	50.00	52.00	4.0%	Per Item
CLC	Street Trading and Footways - charge for use of	Fees for a Licence - Replacement Pitch Card	Mon-Sun	N	15.00	17.00	13.3%	Per Item

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CLC	Street Trading and Footways - charge for use of	Fees for a Licence - New Pitch Designation	Mon-Sun (per pitch)	N	1,000.00	1,002.00	0.2%	Per Item
CLC	Street Trading and Footways - charge for use of	Fees for a Licence - Electricity	Mon-Sun (fee for electricity token)	N	1.00	3.00	200.0%	Per Item
1.5 Environmental Protection								
CLC	Environment Health Protection	Contaminated land searches	Standard search	N	169.00	173.00	2.4%	Per Item
CLC	Environment Health Protection	Contaminated land searches	Non standard search	N	451.00	462.00	2.4%	Per Item
CLC	Environment Health Protection	Section 61 CPA Prior Consents	Prior consents and dispensations	N	82.00	84.00	2.4%	Per Hour
CLC	Environment Health Protection	HMO Licensing	Basic fee per property	N	422.00	520.00	23.2%	Per Item
CLC	Environment Health Protection	HMO Licensing	Additional fee per habitable room	N	29.00	35.00	20.7%	Per Item
CLC	Environment Health Protection	HMO Licensing	Amend details on an existing Licence	N	100.00	150.00	50.0%	Per Item
CLC	Environment Health Protection	HMO Licensing	Re-Licence fee / habitable room	N	45.00	55.00	22.2%	Per Item
CLC	Environment Health Protection	Travellers site weekly rent (pitch)		N	76.00	77.82	2.4%	Weekly
CLC	Environment Health Protection	Animal warden service fees	Retrieve dog from pound	N	50.00	50.00	0.0%	Per Dog
CLC	Environment Health Protection	Animal warden service fees	Daily charge and additional for ancillary vet costs	N	N/A	12.00	New	Daily/Per Dog
CLC	Environment Health Protection	Animal warden service fees	Micro chipping a dog	N	13.00	13.31	2.4%	Per Item
CLC	Environment Health Protection	Parish funeral admin charge		N	167.00	171.00	2.4%	Per Item
CLC	Environment Health Protection	Post Mortem (2nd)		N	452.00	463.00	2.4%	Per Item
CLC	Environment Health Protection	Housing act notice served fee		N	458.00	469.00	2.4%	Per Item
CLC	Environment Health Protection	Photocopy fees	1st 10 pages A4	N	9.00	9.22	2.4%	10 Pages
CLC	Environment Health Protection	Photocopy fees	each further sheet A4	N	1.00	1.02	2.4%	Per Page
CLC	Environment Health Protection	Photocopy fees	1st 10 pages A3	N	17.00	17.41	2.4%	10 Pages
CLC	Environment Health Protection	Photocopy fees	each further sheet A3	N	1.00	1.02	2.4%	Per Page
1.6 Pest Control								
CLC	Pest Control	Mice		N	94.00	96.26	2.4%	Per 3 visits
CLC	Pest Control	Cockroaches		N	94.00	96.26	2.4%	Per 3 visits
CLC	Pest Control	Fleas		N	52.00	53.25	2.4%	Per visit
CLC	Pest Control	Bedbugs		N	94.00	141.00	50.0%	Per treatment
CLC	Pest Control	Wasps		N	52.00	53.25	2.4%	Per visit
CLC	Pest Control	Pharaohs Ants		N	94.00	96.25	2.4%	Per 3 visits
CLC	Pest Control	Garden Ants		N	52.00	53.25	2.4%	Per visit

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Nature and policy of charging					Charge			
Dir	Service	Description of fee and charge	Breakdown Fees/Charges	Charges set nationally / by statute (Y/N)	Current charge 14/15 (£)	Proposed charge 15/16 (£)	% Change	Unit of charge
1.7 Environmental Commercial								
CLC	Food Health	Health Certificates		N	62.30	63.80	2.4%	Per Item
CLC	Food Health	Additional Copies		N	14.50	14.85	2.4%	Per Item
CLC	Food Health	Collection of product cost		N	108.00	110.59	2.4%	Per Collection
CLC	Food Health	Disposal of product cost		N	0.60	0.61	2.4%	Per Disposal
CLC	Food Health	Certificate of destruction cost		N	28.60	29.29	2.4%	Per Item
CLC	Food Health	Basic food hygiene & health and safety course		N	61.20	62.67	2.4%	Per Item
CLC	Food Health	Food premises- full register		N	873.00	893.95	2.4%	Per Item
CLC	Food Health	Food premises- per category		N	349.80	358.20	2.4%	Per Category
CLC	Food Health	Food premises - Per Entry		N	7.30	7.48	2.4%	Per Entry
CLC	Animal Welfare and safety	Dangerous wild animal licence		N	456.70	467.66	2.4%	Per Licence
CLC	Health and safety reports	Production of factual reports		N	111.00	113.66	2.4%	Per Report
CLC	Health and safety reports	Photocopy of report		N	0.33	0.34	2.4%	Per Photocopy
CLC	Health and safety reports	Change per photograph		N	24.40	24.99	2.4%	Per Change
CLC	Verification Fees	If required in the presence of another staff		N	83.45	85.45	2.4%	Per Staff
CLC	Mail forwarding registration	Mail forwarding registration		N	100.70	103.12	2.4%	Per Registration
CLC	Licensing	Scrap Metal: Site Licence	new application	N	600.00	614.40	2.4%	Per Application
CLC	Licensing	Scrap Metal: Site Licence	Renewal	N	450.00	460.80	2.4%	Per Renewal
CLC	Licensing	Scrap Metal: Site Licence	Variation	N	200.00	204.80	2.4%	Per Variation
CLC	Licensing	Scrap Metal: Site Licence	Duplicate	N	20.00	20.48	2.4%	Per Duplicate
CLC	Licensing	Scrap Metal: Mobile Collector	new application	N	350.00	358.40	2.4%	Per Application
CLC	Licensing	Scrap Metal: Mobile Collector	Renewal	N	200.00	204.80	2.4%	Per Renewal
CLC	Licensing	Scrap Metal: Mobile Collector	Variation	N	125.00	128.00	2.4%	Per Variation
CLC	Licensing	Scrap Metal: Mobile Collector	Duplicate	N	20.00	20.48	2.4%	Per Duplicate
CLC	Licensing	Poisons Act	New Application	N	27.56	28.22	2.4%	Per Application
CLC	Licensing	Poisons Act	Renewal	N	14.53	14.88	2.4%	Per Renewal
CLC	Licensing	Poisons Act	Variation Detail	N	7.39	7.57	2.4%	Per Variation
1.8 Arts and Events								
CLC	Arts & Events	Kobi Nazrul Centre rental charges	Space occupied by 11 organisations	N	9.00 - 12.00	9.00 - 12.00	0.0%	Per Square Foot
CLC	Arts & Events	Brady Arts & Community Centre weekday hire charges (private hire)	Main Hall (13m x 8.5m) Mon-Thurs 9am-9pm and Fri 9am-5pm	N	50.00	50.00	0.0%	Per Hour
CLC	Arts & Events	Brady Arts & Community Centre weekday hire charges (private hire)	Side Hall (13m x 7.5m) Mon-Thurs 9am-9pm and Fri 9am-5pm	N	32.00	32.00	0.0%	Per Hour
CLC	Arts & Events	Brady Arts & Community Centre weekday hire charges (private hire)	Main & Side Hall (13m x 16m) Mon-Thurs 9am-9pm and Fri 9am-5pm	N	64.00	64.00	0.0%	Per Hour
CLC	Arts & Events	Brady Arts & Community Centre weekday hire charges (private hire)	Studio (18m x 10.5m) Mon-Thurs 9am-9pm and Fri 9am-5pm	N	42.00	42.00	0.0%	Per Hour
CLC	Arts & Events	Brady Arts & Community Centre weekday hire charges (private hire)	Meeting Room (4.5m x 2.5m) Mon-Thurs 9am-9pm and Fri 9am-5pm	N	15.00	15.00	0.0%	Per Hour
CLC	Arts & Events	Brady Arts & Community Centre weekday hire charges (community group hire)	Main Hall (13m x 8.5m) Mon-Thurs 9am-9pm and Fri 9am-5pm	N	39.00	39.00	0.0%	Per Hour
CLC	Arts & Events	Brady Arts & Community Centre weekday hire charges (community group hire)	Side Hall (13m x 7.5m) Mon-Thurs 9am-9pm and Fri 9am-5pm	N	20.00	20.00	0.0%	Per Hour
CLC	Arts & Events	Brady Arts & Community Centre weekday hire charges (community group hire)	Main & Side Hall (13m x 16m) Mon-Thurs 9am-9pm and Fri 9am-5pm	N	45.00	45.00	0.0%	Per Hour
CLC	Arts & Events	Brady Arts & Community Centre weekday hire charges (community group hire)	Studio (18m x 10.5m) Mon-Thurs 9am-9pm and Fri 9am-5pm	N	30.00	30.00	0.0%	Per Hour
CLC	Arts & Events	Brady Arts & Community Centre weekday hire charges (community group hire)	Meeting Room (4.5m x 2.5m) Mon-Thurs 9am-9pm and Fri 9am-5pm	N	10.00	10.00	0.0%	Per Hour
CLC	Arts & Events	Brady Arts & Community Centre weekend hire charges (private hire)	Main Hall (13m x 8.5m) From 5pm	N	90.00	90.00	0.0%	Per Hour

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Nature and policy of charging					Charge			
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CLC	Arts & Events	Brady Arts & Community Centre weekend hire charges (private hire)	Side Hall (13m x 7.5m) from 5pm	N	65.00	65.00	0.0%	Per Hour
CLC	Arts & Events	Brady Arts & Community Centre weekend hire charges (private hire)	Main & Side Hall (13m x 16m) from 5pm	N	110.00	110.00	0.0%	Per Hour
CLC	Arts & Events	Brady Arts & Community Centre weekend hire charges (private hire)	Studio (18m x 10.5m) from 5pm	N	88.00	88.00	0.0%	Per Hour
CLC	Arts & Events	Brady Arts & Community Centre weekend hire charges (private hire)	Meeting Room (4.5m x 2.5m) from 5pm	N	21.00	21.00	0.0%	Per Hour
CLC	Arts & Events	Brady Arts & Community Centre weekend hire charges (community group hire)	Main Hall (13m x 8.5m) From 5pm	N	68.00	68.00	0.0%	Per Hour
CLC	Arts & Events	Brady Arts & Community Centre weekend hire charges (community group hire)	Side Hall (13m x 7.5m) from 5pm	N	52.00	52.00	0.0%	Per Hour
CLC	Arts & Events	Brady Arts & Community Centre weekend hire charges (community group hire)	Main & Side Hall (13m x 16m) from 5pm	N	82.00	82.00	0.0%	Per Hour
CLC	Arts & Events	Brady Arts & Community Centre weekend hire charges (community group hire)	Studio (18m x 10.5m) from 5pm	N	66.00	66.00	0.0%	Per Hour
CLC	Arts & Events	Brady Arts & Community Centre weekend hire charges (community group hire)	Meeting Room (4.5m x 2.5m) from 5pm	N	15.00	15.00	0.0%	Per Hour
CLC	Arts & Events	Kobi Nazrul Centre weekday hire charges (private hire)	Main Hall Theatre (12 x 6m)	N	30.00	30.00	0.0%	Per Hour
CLC	Arts & Events	Kobi Nazrul Centre weekday hire charges (private hire)	Meeting Room (7.8 x 5m)	N	22.00	22.00	0.0%	Per Hour
CLC	Arts & Events	Kobi Nazrul Centre weekday hire charges (private hire)	Committee Room (7 x 6.3 m)	N	15.00	15.00	0.0%	Per Hour
CLC	Arts & Events	Kobi Nazrul Centre weekday hire charges (community group hire)	Main Hall Theatre (12 x 6m)	N	25.00	25.00	0.0%	Per Hour
CLC	Arts & Events	Kobi Nazrul Centre weekday hire charges (community group hire)	Meeting Room (7.8 x 5m)	N	18.00	18.00	0.0%	Per Hour
CLC	Arts & Events	Kobi Nazrul Centre weekday hire charges (community group hire)	Committee Room (7 x 6.3 m)	N	12.00	12.00	0.0%	Per Hour
CLC	Arts & Events	Kobi Nazrul Centre weekday hire charges (all groups) per day	Main Hall Theatre (12 x 6m)	N	100.00	100.00	0.0%	Per Day
CLC	Arts & Events	Kobi Nazrul Centre weekday hire charges (all groups) per day	Meeting Room (7.8 x 5m)	N	60.00	60.00	0.0%	Per Day
CLC	Arts & Events	Kobi Nazrul Centre weekday hire charges (all groups) per day	Committee Room (7 x 6.3 m)	N	50.00	50.00	0.0%	Per Day
CLC	Arts & Events	Kobi Nazrul Centre weekend hire charges (private hire)	Main Hall Theatre (12 x 6m) from 5pm	N	47.00	47.00	0.0%	Per Hour
CLC	Arts & Events	Kobi Nazrul Centre weekend hire charges (private hire)	Meeting Room (7.8 x 5m) from 5pm	N	32.00	32.00	0.0%	Per Hour
CLC	Arts & Events	Kobi Nazrul Centre weekend hire charges (private hire)	Committee Room (7 x 6.3 m) from 5pm	N	25.00	25.00	0.0%	Per Hour
CLC	Arts & Events	Kobi Nazrul Centre weekend hire charges (community group hire)	Main Hall Theatre (12 x 6m) from 5pm	N	35.00	35.00	0.0%	Per Hour
CLC	Arts & Events	Kobi Nazrul Centre weekend hire charges (community group hire)	Meeting Room (7.8 x 5m) from 5pm	N	28.00	28.00	0.0%	Per Hour
CLC	Arts & Events	Kobi Nazrul Centre weekend hire charges (community group hire)	Committee Room (7 x 6.3 m) from 5pm	N	18.00	18.00	0.0%	Per Hour
CLC	Arts & Events	Kobi Nazrul Centre weekend hire charges (all groups) per day	Main Hall Theatre (12 x 6m) from 5pm	N	170.00	170.00	0.0%	Per Day
CLC	Arts & Events	Kobi Nazrul Centre weekend hire charges (all groups) per day	Meeting Room (7.8 x 5m) from 5pm	N	135.00	135.00	0.0%	Per Day
CLC	Arts & Events	Kobi Nazrul Centre weekend hire charges (all groups) per day	Committee Room (7 x 6.3 m) from 5pm	N	90.00	90.00	0.0%	Per Day
1.9 Idea Stores and Idea Store Learning								
CLC	Idea Store	Membership Cards	Lost - children	N	0.50	0.50	0.0%	Per Card
CLC	Idea Store	Membership Cards	Lost - adult	N	1.00	1.00	0.0%	Per Card
CLC	Idea Store	NEW: Overdue items notification by post	Notification by post to all adults (16 and over)	N	N/A	1.00	New	Per Notification
CLC	Idea Store	Library reservations - all adults	Books - Premium services for books held outside the LLC	N	5.00	5.00	0.0%	Per Item
CLC	Idea Store	Library reservations - all adults	AV - Premium services for AV held outside LBTH	N	5.00	5.00	0.0%	Per Item
CLC	Idea Store	Room hire: standard	Average Learning Lab	N	27.50	27.50	0.0%	Per Hour
CLC	Idea Store	Room hire: specialist	IS Canary Wharf, Dance Studio, Seminar Room, Conference Room, Local History Library and other specialist rooms	N	15.00 - 100.00	15.00 - 100.00	0.0%	Per Hour

Appendix 1

Discretionary Fees and Charges within Communities, Localities and Culture

Nature and policy of charging					Charge			
Dir	Service	Description of fee and charge	Breakdown Fees/Charges	Charges set nationally / by statute (Y/N)	Current charge 14/15 (£)	Proposed charge 15/16 (£)	% Change	Unit of charge
CLC	Idea Store	Photocopying	Card	N	1.00	1.00	0.0%	Per Card
CLC	Idea Store	Photocopying	A4 B&W	N	0.10	0.10	0.0%	Per Sheet
CLC	Idea Store	Photocopying	A3 B&W	N	0.20	0.20	0.0%	Per Sheet
CLC	Idea Store	Photocopying	A4 Colour	N	0.50	1.00	100.0%	Per Sheet
CLC	Idea Store	Photocopying	A3 Colour	N	2.00	2.00	0.0%	Per Sheet
CLC	Idea Store	Fax	to UK	N	0.60	0.60	0.0%	Per Page
CLC	Idea Store	Fax	receiving faxes	N	0.12	0.12	0.0%	Per Page
CLC	Idea Store	Printouts	A4 B&W printouts from internet	N	0.10	0.10	0.0%	Per Sheet
CLC	Idea Store	Printouts	A4 Colour printouts from internet	N	0.26	0.26	0.0%	Per Sheet
CLC	Idea Store	Printouts	A3 Colour printouts from internet	N	0.52	0.52	0.0%	Per Sheet
CLC	Idea Store	Printouts	A3 microfilm printouts	N	0.35	0.35	0.0%	Per Sheet
CLC	Idea Store	Printouts	A4 microfilm printouts	N	0.45	0.45	0.0%	Per Sheet
CLC	Idea Store (Local History Library & Archives)	Digitisation	Images less than 300dpi (whether previously scanned or not)	N	5.00	5.00	0.0%	Per Image
CLC	Idea Store (Local History Library & Archives)	Digitisation	Images more than 300dpi (whether previously scanned or not)	N	10.00	10.00	0.0%	Per Image
CLC	Idea Store (Local History Library & Archives)	Digitisation	Burning to CD	N	2.00	2.00	0.0%	Per Image
CLC	Idea Store (Local History Library & Archives)	Digitisation	Use of personal digital camera	N	5.00	5.00	0.0%	Per Day
CLC	Idea Store (Local History Library & Archives)	Image reproduction	Film/TV (UK)	N	100.00	100.00	0.0%	Per Image
CLC	Idea Store (Local History Library & Archives)	Image reproduction	Film/TV (World)	N	200.00	200.00	0.0%	Per Image
CLC	Idea Store (Local History Library & Archives)	Image reproduction	Websites (including free-to-view web-only films, and free-to-download smartphone apps)	N	25.00	25.00	0.0%	Per Image
CLC	Idea Store (Local History Library & Archives)	Image reproduction	Commercial smartphone apps	N	300.00	300.00	0.0%	Per Image
CLC	Idea Store (Local History Library & Archives)	Image reproduction	Exhibition / non-commercial public display	N	50.00	50.00	0.0%	Per Image
CLC	Idea Store (Local History Library & Archives)	Image reproduction	Merchandise, advertising, art/design products, other commercial use	N	100.00	100.00	0.0%	Per Image
CLC	Idea Store (Local History Library & Archives)	Image reproduction	Print media and e-books (UK)	N	50.00	50.00	0.0%	Per Image
CLC	Idea Store (Local History Library & Archives)	Image reproduction - LBTH residents and voluntary/community groups	Print media and e-books (UK)	N	15.00	15.00	0.0%	Per Image
CLC	Idea Store (Local History Library & Archives)	Image reproduction	Print media and e-books (World)	N	100.00	100.00	0.0%	Per Image
CLC	Idea Store (Local History Library & Archives)	Image reproduction - LBTH residents and voluntary/community groups	Print media and e-books (World)	N	30.00	30.00	0.0%	Per Image

Appendix 1

Discretionary Fees and Charges within Communities, Localities and Culture

Nature and policy of charging					Charge			
Dir	Service	Description of fee and charge	Breakdown Fees/Charges	Charges set nationally / by statute (Y/N)	Current charge 14/15 (£)	Proposed charge 15/16 (£)	% Change	Unit of charge
CLC	Idea Store (including Local History Library & Archives)	Image reproduction concession - not-for-profit organisations based outside of the borough including small presses and for academic purposes	50% of digitisation charges (except burning to CD); 50% of image reproduction charges (except Film/TV (Word))	N	Various	Various	0.0%	Per Image
CLC	Idea Store Learning	Skills Funding Agency contract: non-accredited ESOL courses funded through Adult Community Learning grant (full fee payers)	Typical course fee on a 10 hour programme	N	N/A	2.00	New	Per Hour
CLC	Idea Store Learning	Skills Funding Agency contract: non-accredited ESOL courses funded through Adult Community Learning grant (fees remitted for those in receipt of benefits)	Typical course fee on a 10 hour programme	N	N/A	1.00	New	Per Hour
CLC	Idea Store Learning	Skills Funding Agency contract: accredited ESOL courses funded through Adult Skills grant (full fee payers)	Typical course fee on a 14 hour programme	N	N/A	3.50	New	Per Hour
CLC	Idea Store Learning	Skills Funding Agency contract: Courses funded through Adult Community Learning grant (full fee payers)	Typical course fee on a 20 hour programme	N	2.00 - 2.95	2.50 - 4.00	Variable	Per Hour
CLC	Idea Store Learning	Skills Funding Agency contract: Courses funded through Adult Community Learning grant (fees remitted for those in receipt of benefits)	Typical course fee per hour on a 20 hour programme	N	0.00 - 1.95	0.00 - 2.00	Variable	Per Hour
1.10 Sports Pitches								
CLC	Sports Pitches	Astroturf hire - full pitch	Borough adults hiring in peak hours	N	43.80	43.80	0.0%	Per Hour
CLC	Sports Pitches	Astroturf hire - half pitch	Borough adults hiring in peak hours	N	25.44	25.44	0.0%	Per Hour
CLC	Sports Pitches	Astroturf hire - full pitch	Borough adults hiring in non-peak hours	N	30.84	30.84	0.0%	Per Hour
CLC	Sports Pitches	Astroturf hire - half pitch	Borough adults hiring in non-peak hours	N	18.78	18.78	0.0%	Per Hour
CLC	Sports Pitches	Astroturf hire - full pitch	Non-borough adults hiring in peak hours	N	71.95	73.67	2.4%	Per Hour
CLC	Sports Pitches	Astroturf hire - half pitch	Non-borough adults hiring in peak hours	N	37.24	38.14	2.4%	Per Hour
CLC	Sports Pitches	Astroturf hire - full pitch	Non-borough adults hiring in non-peak hours	N	60.91	62.37	2.4%	Per Hour
CLC	Sports Pitches	Astroturf hire - half pitch	Non-borough adults hiring in non-peak hours	N	32.52	33.31	2.4%	Per Hour
CLC	Sports Pitches	Astroturf hire - full pitch	Borough primary schools	N	15.10	15.10	0.0%	Per Hour
CLC	Sports Pitches	Astroturf hire - half pitch	Borough primary schools	N	7.56	7.56	0.0%	Per Hour
CLC	Sports Pitches	Astroturf hire - full pitch	Borough secondary schools	N	7.50	7.50	0.0%	Per Hour
CLC	Sports Pitches	Astroturf hire - half pitch	Borough secondary schools	N	3.75	3.75	0.0%	Per Hour
CLC	Sports Pitches	Astroturf hire - full pitch	Non-borough schools	N	35.27	36.12	2.4%	Per Hour
CLC	Sports Pitches	Astroturf hire - half pitch	Non-borough schools	N	17.67	18.09	2.4%	Per Hour
CLC	Sports Pitches	Astroturf hire - full pitch	Borough under-16s hiring in peak hours	N	24.24	24.24	0.0%	Per Hour
CLC	Sports Pitches	Astroturf hire - half pitch	Borough under-16s hiring in peak hours	N	12.12	12.12	0.0%	Per Hour
CLC	Sports Pitches	Astroturf hire - full pitch	Borough under-16s hiring in non-peak hours	N	20.64	20.64	0.0%	Per Hour
CLC	Sports Pitches	Astroturf hire - half pitch	Borough under-16s hiring in non-peak hours	N	10.32	10.32	0.0%	Per Hour
CLC	Sports Pitches	Astroturf hire - full pitch	Non-borough under-16s hiring in peak hours	N	50.46	51.67	2.4%	Per Hour
CLC	Sports Pitches	Astroturf hire - half pitch	Non-borough under-16s hiring in peak hours	N	25.20	25.81	2.4%	Per Hour
CLC	Sports Pitches	Astroturf hire - full pitch	Non-borough under-16s hiring in non-peak hours	N	44.36	45.42	2.4%	Per Hour
CLC	Sports Pitches	Astroturf hire - half pitch	Non-borough under-16s hiring in non-peak hours	N	22.14	22.67	2.4%	Per Hour
CLC	Sports Pitches	Grass pitch hire	Borough adult team (weekday/weekend)	N	44.16	44.16	0.0%	Per Hour
CLC	Sports Pitches	Grass pitch hire	Non-borough adult team (weekday)	N	82.55	84.53	2.4%	Per Hour
CLC	Sports Pitches	Grass pitch hire	Non-borough adult team (weekend)	N	79.13	81.03	2.4%	Per Hour

Appendix 1

Discretionary Fees and Charges within Communities, Localities and Culture

Nature and policy of charging					Charge			
Dir	Service	Description of fee and charge	Breakdown Fees/Charges	Charges set nationally / by statute (Y/N)	Current charge 14/15 (£)	Proposed charge 15/16 (£)	% Change	Unit of charge
CLC	Sports Pitches	Grass pitch hire	Borough under-16s team (weekday/weekend)	N	24.06	24.06	0.0%	Per Hour
CLC	Sports Pitches	Grass pitch hire	Non-borough under-16s team (weekday)	N	43.12	44.16	2.4%	Per Hour
CLC	Sports Pitches	Grass pitch hire	Non-borough under-16s team (weekend)	N	41.31	42.30	2.4%	Per Hour
CLC	Sports Pitches	Cricket match	Borough adult team	N	41.58	41.58	0.0%	Per Match
CLC	Sports Pitches	Cricket match	Non-borough adult team	N	94.23	96.50	2.4%	Per Match
CLC	Sports Pitches	Cricket match	Borough under-16s team	N	24.06	24.06	0.0%	Per Match
CLC	Sports Pitches	Cricket match	Non-borough under-16s team	N	52.27	53.53	2.4%	Per Match
CLC	Sports Pitches	Tennis court hire	Adults	N	4.70	4.81	2.4%	Per Hour
CLC	Sports Pitches	Tennis court hire	Under-16s	N	2.88	2.95	2.4%	Per Hour
CLC	Sports Pitches	Softball/rounders match	Adults	N	39.84	40.80	2.4%	Per Hour
CLC	Sports Pitches	Softball/rounders match	Under-16s	N	23.40	23.96	2.4%	Per Hour
CLC	Sports Pitches	Softball/rounders match	School curriculum	N	11.70	11.98	2.4%	Per Hour
CLC	Sports Pitches	Bowls	Adult season ticket	N	34.45	35.28	2.4%	Per Season
CLC	Sports Pitches	Bowls	Under-16s season ticket	N	19.30	19.76	2.4%	Per Season
CLC	Sports Pitches	Bowls	Senior citizens season ticket	N	14.45	14.80	2.4%	Per Season
CLC	Sports Pitches	Bowls	Adults	N	2.35	2.41	2.4%	Per Hour
CLC	Sports Pitches	Bowls	Under-16s	N	1.10	1.13	2.4%	Per Hour
CLC	Sports Pitches	Bowls	Adult leisure pass holders	N	1.20	1.23	2.4%	Per Hour
CLC	Sports Pitches	Athletics track - Victoria Park	Primary schools	N	11.60	11.88	2.4%	Per Hour
CLC	Sports Pitches	Athletics track - Victoria Park	Secondary schools	N	15.35	15.72	2.4%	Per Hour
CLC	Sports Pitches	Athletics track - Victoria Park	Adults	N	1.95	2.00	2.4%	Per Hour
CLC	Sports Pitches	Athletics track - Victoria Park	Under-16s	N	0.90	0.92	2.4%	Per Hour
CLC	Sports Pitches	Athletics track - Victoria Park	Season ticket (adults/under-16s)	N	59.70	61.13	2.4%	Per Hour
CLC	Sports Pitches	Athletics track	Track marking	N	43.00	44.03	2.4%	Per Hour
CLC	Sports Pitches	Athletics track	Events - Sports Day etc.	N	53.40	54.68	2.4%	Per Hour

Appendix 2

Discretionary Fees and Charges within Development & Renewal

Nature and policy of charging					Charge			
Dir	Service	Description of fee and charge	Breakdown Fees/Charges	Charges set nationally / by statute (Y/N)	Current charge 14/15 (£)	Proposed charge 15/16 (£)	% Change	Unit of charge
2.1 Planning								
D&R	Strategic Planning	Documents & Information	Local Plan Documents Core Strategy 2010 Business Collection	N	80.00	82.00	2.5%	Per Document
D&R	Strategic Planning	Documents & Information	Local Plan Documents Core Strategy 2010 Business Postage	N	84.80	87.00	2.6%	Per Document
D&R	Strategic Planning	Documents & Information	Local Plan Documents Core Strategy 2010 Resident Collection	N	50.00	52.00	4.0%	Per Document
D&R	Strategic Planning	Documents & Information	Local Plan Documents Core Strategy 2010 Resident Postage	N	54.80	56.00	2.2%	Per Document
D&R	Strategic Planning	Documents & Information	Local Plan Documents Managing Development Document 2013 Business Collection	N	106.00	110.00	3.8%	Per Document
D&R	Strategic Planning	Documents & Information	Local Plan Documents Managing Development Document 2013 Business Postage	N	113.50	117.00	3.1%	Per Document
D&R	Strategic Planning	Documents & Information	Local Plan Documents Managing Development Document 2013 Resident Collection	N	50.00	52.00	4.0%	Per Document
D&R	Strategic Planning	Documents & Information	Local Plan Documents Managing Development Document 2013 Resident Postage	N	57.50	60.00	4.3%	Per Document
D&R	Strategic Planning	Documents & Information	Local Plan Documents Core Strategy & Managing Development Document 2013 Business Collection	N	186.00	191.00	2.7%	Per Document
D&R	Strategic Planning	Documents & Information	Local Plan Documents Core Strategy & Managing Development Document 2013 Business Postage	N	193.51	200.00	3.4%	Per Document
D&R	Strategic Planning	Documents & Information	Local Plan Documents Core Strategy & Managing Development Document 2013 Resident Collection	N	100.00	103.00	3.0%	Per Document
D&R	Strategic Planning	Documents & Information	Local Plan Documents Core Strategy & Managing Development Document 2013 Resident Postage	N	107.50	111.00	3.3%	Per Document
D&R	Master Planning	Planning Briefs/ Masterplans Copy	Planning Brief/ Master Plan	N	30.75	32.00	4.1%	Per Document
D&R	Planning	Planning Site History Package	Summary of Planning applications, appeals, Conservation area and listed building status.	N	54.50	56.00	2.8%	Per Site (One Address)
D&R	Planning	Pre-application	Scale B Minor Scale Development Meeting	N	630.00	646.00	2.5%	First Meeting
D&R	Planning	Pre-application	Scale B Minor Scale Development Meeting	N	315.00	331.00	5.1%	Follow-Up/ Subsequent Meetings
D&R	Planning	Pre-application	Scale C Medium Scale Development Meeting	N	525.00	552.00	5.1%	Follow-Up/ Subsequent Meetings
D&R	Planning	Pre-application	Scale C Medium Scale Development Meeting	N	1,050.00	1,155.00	10.0%	First Meeting
D&R	Planning	Pre-application	Scale D Major Scale Development Meeting	N	2,100.00	2,310.00	10.0%	First Meeting
D&R	Planning	Pre-application	Scale D Major Scale Development Meeting	N	1,050.00	1,155.00	10.0%	Follow-Up/ Subsequent Meetings
D&R	Planning	Pre-application	Scale D Major Scale Development Meeting	N	790.00	870.00	10.1%	Community Forum Attendance
D&R	Planning	Pre-application	Scale E Large Scale Development Meeting	N	3,150.00	3,465.00	10.0%	First Meeting

Appendix 2

Discretionary Fees and Charges within Development & Renewal

Nature and policy of charging					Charge			
Dir	Service	Description of fee and charge	Breakdown Fees/Charges	Charges set nationally / by statute (Y/N)	Current charge 14/15 (£)	Proposed charge 15/16 (£)	% Change	Unit of charge
D&R	Planning	Pre-application	Scale E Large Scale Development Meeting	N	1,840.00	2,025.00	10.1%	Follow-Up/ Subsequent Meetings.
D&R	Planning	Pre-application	Scale E Large Scale Development Meeting	N	790.00	870.00	10.1%	Community Forum Attendance All Scales
D&R	Planning	Pre-application	Scale F Advice on Conditions and material / non material amendments	N	630.00	662.00	5.1%	
D&R	Planning	Documents & Information	Section 106 and other legal documents	N	27.00	28.00	3.7%	Per Agreement
2.2 Building Control								
D&R	Building Control	Demolition ~ Survey and issue of [section 81] Demolition Notice	The standard flat rate charge covers officer time and administrative costs associated with survey, consultation and issue of the notice	N	225.00	275.00	22.2%	Per Application
D&R	Building Control	Out of Hours Test Witnessing at developer or owner's request	For test witnessing fire and life safety systems out of working hrs 06:00-09:00 & 17:00-21:00	N	60.00	60.00	0.0%	£60/Hr Covers Officer 2x Pay
D&R	Building Control	Out of Hours Test Witnessing at developer or owner's request	For test witnessing fire and life safety systems out of working hrs 21:00-06:00hrs and weekends	N	120.00	120.00	0.0%	£120/Hr Covers Officer 2x Pay And Cover For Toil
D&R	Building Control	Street Naming and Numbering	House or premises addition of a name or name change	N	225.00	400.00	77.8%	
D&R	Building Control	Street Naming and Numbering	Naming of Street	N	225.00	400.00	77.8%	
D&R	Building Control	Street Naming and Numbering	Renaming a pre-existing street (including realignment and extensions of/to an existing street name area)	N	225.00	400.00	77.8%	
D&R	Building Control	Street Naming and Numbering	New Developments Address creation or Regularisation of Addresses for pre-existing but unaddressed development	N	£150 - £800	£165 - £880	10.0%	Number of plots + 5 per plot over 100
D&R	Building Control	Street Naming and Numbering	3 rd party obtaining of copy of a single street naming and numbering order and/or definitive street naming and addressing plan	N	18.00	20.00	11.1%	
D&R	BC/LC/DC	Ordnance Survey Map Extracts	A4 Scale 1:1250	N	32.00	33.00	3.1%	
D&R	BC/LC/DC	Ordnance Survey Map Extracts	A4 Scale 1:2500	N	64.00	65.00	1.6%	
D&R	BC/LC/DC	Documents & Information	List of Current Applications	N	268.00	275.00	2.6%	Per Annum
D&R	BC/LC/DC	Drawings	A0 Sized	N	9.75	10.00	2.6%	Per Sheet
D&R	BC/LC/DC	Drawings	A1 - A3 Sized	N	7.50	8.00	6.7%	Per Sheet
D&R	BC/LC/DC	File Retrieval	Research for file retrieval	N	41.50	36.00	-13.3%	
D&R	BC/LC/DC	File Retrieval	Retrieval of 1 archive box from Storage.	N	25.00	20.00	-20.0%	
D&R	BC/LC/DC	File Retrieval	Express Retrieval of 1-6 archive boxes from Storage.	N	48.00	38.00	-20.8%	
D&R	BC/LC/DC	File Retrieval	Additional File Boxes £1 per box up to 20 boxes	N	0.00	1.00	N/A	
D&R	BC/LC/DC	Copies	A4 first page	N	1.90	1.95	2.6%	
D&R	BC/LC/DC	Copies	A4 each page thereafter	N	0.25	0.25	0.0%	
D&R	BC/LC/DC	Copies	A3 first page	N	5.25	5.40	2.9%	
D&R	BC/LC/DC	Copies	A3 each page thereafter	N	0.50	0.50	0.0%	
D&R	BC/LC/DC	Professional Advice and Services	Post Search/ Conveyance Related Enquiries	N	145.00	153.00	5.5%	Per Letter
D&R	BC/LC/DC	Professional Advice and Services	Follow-up Duty Service Correspondence	N	60.00	63.00	5.0%	Per Letter

Appendix 2

Discretionary Fees and Charges within Development & Renewal

Nature and policy of charging					Charge			
Dir	Service	Description of fee and charge	Breakdown Fees/Charges	Charges set nationally / by statute (Y/N)	Current charge 14/15 (£)	Proposed charge 15/16 (£)	% Change	Unit of charge
D&R	BC/LC/DC	Professional Advice and Services	Enquires requiring response by letter, non-binding.	N	42.00	45.00	7.1%	Per Letter
D&R	BC/LC/DC	Professional Advice and Services	Confirmation of Tree Preservation Order / Listed Building Status / Conservation Area	N	21.00	22.00	4.8%	Up to 5 sites/addresses
D&R	BC/LC/DC	Professional Advice and Services	Other charges for administrative work	N	43.00	45.00	4.7%	Per Hour
D&R	BC/LC/DC	Documents & Information	Copy Decision Notice/ Completion Certificate/ Building Regulation Approval Decision/ Rights of Light Notice	N	19.00	20.00	5.3%	Per Document
2.3 Land Charges								
D&R	Local Land Charges	Documents & Information	Copy Of Local Land Charges Search	N	22.50	25.00	11.1%	
D&R	Local Land Charges	Documents & Information	Copy of LLC 1	N	5.50	10.00	81.8%	
D&R	Local Land Charges	Official Search	Register only (Regular search or NLIS)	N	27.00	40.00	48.1%	
D&R	Local Land Charges	Official Search	CON29 (Regular search or NLIS)	N	140.00	160.00	14.3%	
D&R	Local Land Charges	Official Search	Total Full Search Fee (Regular search or NLIS)	N	167.00	200.00	19.8%	
D&R	Local Land Charges	Enhanced Search Fee	Each additional parcel of land on LLC1	N	5.50	6.00	9.1%	
D&R	Local Land Charges	Enhanced Search Fee	Each additional parcel of land on CON29	N	36.00	40.00	11.1%	
D&R	Local Land Charges	Enhanced Search Fee	Each additional parcel of land on LLC1 + CON29	N	41.50	46.00	10.8%	
D&R	Local Land Charges	Enhanced Search Fee	Part 2 enquiries	N	32.00	35.00	9.4%	
D&R	Local Land Charges	Enhanced Search Fee	Cancellation Fee	N	55.00	55.00	0.0%	
D&R	Local Land Charges	Private Registration Fee	Rights of Light Notice (Full or Temporary)	N	100.00	150.00	50.0%	
D&R	Local Land Charges	Private Registration Fee	Rights of Light Notice (Definitive Certificate following registration of temporary certificate)	N	6.00	10.00	66.7%	

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Appendix 3

Discretionary Fees and Charges within Education, Social Care & Wellbeing

Nature and policy of charging					Charge			
Dir	Service	Description of fee and charge	Breakdown Fees/Charges	Charges set nationally / by statute (Y/N)	Current charge 14/15 (£)	Proposed charge 15/16 (£)	% Change	Unit of charge
3.1 Meals Service for Social Service Clients								
ESW	Meals on Wheels	Contribution towards the cost of meal	Meal Contribution	N	2.40	2.40	0.0%	Per Meal
ESW	Day Care	Contribution towards the cost of meal	Meal Contribution	N	2.40	2.40	0.0%	Per Meal
3.2 Day Care Services								
ESW	Day Care	Contribution towards the cost of refreshments	Refreshments	N	0.50	0.50	0.0%	Per Unit (Half Day)
ESW	Day Care	Attendance for other local authority placement for the day, excluding transport	Pritchards Road - Mental Health	N	47.68	47.68	0.0%	Per Day
ESW	Day Care	Attendance for other local authority placement for the day, excluding transport	Coburn Centre - Learning Disabilities	N	47.11	47.11	0.0%	Per Day
ESW	Day Care	Attendance for other local authority placement for the day, excluding transport	Mayfield House - Elders	N	44.20	44.20	0.0%	Per Day
ESW	Day Care	Attendance for other local authority placement for the day, excluding transport	Riverside Day Centre - Elders	N	46.80	46.80	0.0%	Per Day
ESW	Day Care	Attendance for other local authority placement for the day, excluding transport	Russia Lane - Elders	N	58.24	58.24	0.0%	Per Day
ESW	Day Care	Attendance for other local authority placement for the day, excluding transport	Physical Disability Day Opportunities	N	64.29	64.29	0.0%	Per Day
3.3 Extra Care for Sheltered Housing and Supported Living Clients								
ESW	Extra Care Sheltered Housing	Contribution towards extra care sheltered housing	Coopers Court	N	Means Tested	Means Tested	N/A	Per Week
ESW	Extra Care Sheltered Housing	Contribution towards extra care sheltered housing	Duncan Court	N	Means Tested	Means Tested	N/A	Per Week
ESW	Extra Care Sheltered Housing	Contribution towards extra care sheltered housing	Donnybrook Court	N	Means Tested	Means Tested	N/A	Per Week
ESW	Extra Care Sheltered Housing	Contribution towards extra care sheltered housing	Sonali Gardens	N	Means Tested	Means Tested	N/A	Per Week
ESW	Extra Care Sheltered Housing	Contribution towards extra care sheltered housing	Sue Starkey	N	Means Tested	Means Tested	N/A	Per Week
ESW	Extra Care Sheltered Housing	Contribution towards extra care sheltered housing	Shipton House	N	Means Tested	Means Tested	N/A	Per Week
ESW	Supported Living	Housing Support	Receiving Extra Care	N	Means Tested	Means Tested	N/A	Per Week
ESW	Supported Living	Housing Support	Non-Extra Care	N	Means Tested	Means Tested	N/A	Per Week
3.4 Schools Meals								
ESW	School Meals	School Lunch	Primary	N	1.90	1.90	0.0%	Per Meal
ESW	School Meals	School Lunch	Secondary	N	2.00	2.00	0.0%	Per Meal
3.5 Arts and Music								
3.6 Holiday Childcare Schemes								
ESW	Childcare	Holiday child care	Non working parents	N	4.00	4.00	0.0%	Per Child, Per Day
ESW	Childcare	Holiday child care	Working parents- 9am to 5pm	N	10.00	10.00	0.0%	Per Child, Per Day
ESW	Childcare	Holiday child care	Working parents- 8am to 6pm	N	14.00	14.00	0.0%	Per Child, Per Day
3.7 Day Nurseries								
ESW	Nursery Fees	Day Nursery	NA	N	148.00 - 180.00	148.00-180.00	0.0%	Per Week
3.8 Support Services to Academies and Free Schools								
ESW	School support services	Services to Academies	NA	N	Cost of service plus 10% administration charge plus VAT. Services outlined in brochure at www.lbthservicesforschools.co.uk	Cost of service plus 10% administration charge plus VAT. Services outlined in brochure at www.lbthservicesforschools.co.uk	N/A	Varies

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Appendix 4

Discretionary Fees and Charges within Law, Probity & Governance

Nature and policy of charging					Charge			
Dir	Service	Description of fee and charge	Breakdown Fees/Charges	Charges set nationally / by statute (Y/N)	Current charge 14/15 (£)	Proposed charge 15/16 (£)	% Change	Unit of charge
4.1 Electoral Services								
LPG	Electoral Registration	Register of Electors confirmation letter	For a person	N	15.00	15.00	0.0%	Per Letter
LPG	Electoral Registration	Register of Electors confirmation letter	For a company	N	25.00	25.00	0.0%	Per Letter
LPG	Electoral Registration	Register of Electors confirmation letter	For a person - going back 5 years	N	35.00	35.00	0.0%	Per Letter
LPG	Electoral Registration	Register of Electors confirmation letter	For a company - going back 5 years	N	80.00	80.00	0.0%	Per Letter
LPG	Electoral Registration	Register of Electors confirmation letter	For a person - 6-10 years	N	55.00	55.00	0.0%	Per Letter
LPG	Electoral Registration	Register of Electors confirmation letter	For a person - 10-25 years	N	80.00	80.00	0.0%	Per Letter
LPG	Electoral Registration	Register of Electors street index	All	N	30.00	30.00	0.0%	Per Index
LPG	Electoral Registration	Street Index	Paper copy	N	30.00	30.00	0.0%	Per Copy
LPG	Freedom of Information	None	None	None	None	None	None	None
4.2 Registrar's Services								
LPG	Registrars	Marriage & CP Ceremony - Vestry	Monday - Tuesday	N	129.00	136.00	5.4%	1 hr
LPG	Registrars	Marriage & CP Ceremony - Vestry	Thursday - Friday	N	149.00	156.00	4.7%	1 hr
LPG	Registrars	Marriage & CP Ceremony - Vestry	Saturday AM	N	199.00	206.00	3.5%	1 hr
LPG	Registrars	Marriage & CP Ceremony - Vestry	Saturday PM	N	292.00	306.00	4.8%	1 hr
LPG	Registrars	Marriage & CP Ceremony - Vestry	Sunday	N	476.00	496.00	4.2%	1 hr
LPG	Registrars	Marriage & CP Ceremony - Vestry	Bank Holidays	N	476.00	546.00	14.7%	1 hr
LPG	Registrars	Marriage & CP Ceremony - Bow Room	Monday - Tuesday	N	95.00	95.00	0.0%	1 hr
LPG	Registrars	Marriage & CP Ceremony - Licenced Venue	Monday - Saturday 10am - 4.30pm	N	404.00	496.00	22.8%	2 hrs
LPG	Registrars	Marriage & CP Ceremony - Licenced Venue	Monday - Saturday 5pm - 7.30pm	N	N/A	546.00	New Service	2 hrs
LPG	Registrars	Marriage & CP Ceremony - Licenced Venue	Monday - Saturday 8pm - 10pm	N	N/A	796.00	New Service	2 hrs
LPG	Registrars	Marriage & CP Ceremony - Licenced Venue	Sunday 10am - 4.30pm	N	511.00	596.00	16.6%	2 hrs
LPG	Registrars	Marriage & CP Ceremony - Licenced Venue	Sunday 5pm - 7.30pm	N	N/A	846.00	New Service	2 hrs
LPG	Registrars	Marriage & CP Ceremony - Licenced Venue	Sunday 8pm - 10pm	N	N/A	946.00	New Service	2 hrs
LPG	Registrars	Marriage & CP Ceremony - Licenced Venue	Bank Holidays 10am - 10pm	N	N/A	996.00	New Service	2 hrs
LPG	Registrars	Marriage & CP Ceremony - Licenced Venue	Christmas/New Year's Eve 5pm -10pm	N	N/A	1,996.00	New Service	2 hrs
LPG	Registrars	Nationality Checking Service	Adult	N	55.00	60.00	9.1%	45 mins
LPG	Registrars	Nationality Checking Service	Child	N	25.00	30.00	20.0%	45 mins
LPG	Registrars	Individual Citizenship Ceremony - Vestry Room	Monday - Friday	N	90.00	100.00	11.1%	1 hr
LPG	Registrars	Individual Citizenship Ceremony - Vestry Room	Saturday AM	N	194.00	206.00	6.2%	1 hr
LPG	Registrars	Individual Citizenship Ceremony - Vestry Room	Saturday PM	N	292.00	306.00	4.8%	1 hr
LPG	Registrars	Individual Citizenship Ceremony - Vestry Room	Sunday	N	476.00	496.00	4.2%	1 hr
LPG	Registrars	Individual Citizenship Ceremony - other licenced venue	Monday - Friday	N	404.00	496.00	22.8%	2 hrs
LPG	Registrars	Individual Citizenship Ceremony - other licenced venue	Saturday	N	470.00	546.00	16.2%	2 hrs
LPG	Registrars	Individual Citizenship Ceremony - other licenced venue	Sunday	N	507.00	546.00	7.7%	2 hrs
LPG	Registrars	Individual Citizenship Ceremony - other licenced venue	Bank Holidays	N	507.00	546.00	7.7%	2 hrs
LPG	Registrars	Naming - Space 17	Pre-application meeting	N	10.00	15.00	50.0%	1 hr
LPG	Registrars	Ceremony Booking Fee	Provisional Bookings	N	50.00	50.00	0.0%	30 min
LPG	Registrars	Approved Premises Licenses	Venue with 1 Room	N	410.00	425.00	3.7%	Per Annum
LPG	Registrars	Approved Premises Licenses	Venue with 2 - 4 Rooms	N	615.00	625.00	1.6%	Per Annum
LPG	Registrars	Approved Premises Licenses	Venue with 5+ Rooms	N	922.50	945.00	2.4%	Per Annum

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Appendix 5

Statutory Fees and Charges (All Directorates)

Nature and policy of charging					Charge		
Dir	Service	Description of fee and charge	Breakdown Fees/Charges	Charges set nationally / by statute (Y/N)	Current charge 14/15 (£)	Proposed charge 15/16 (£)	Unit of charge
ESW	Residential Respite	Weekly contribution to residential respite	Under 60s	Y	TBC Pending DWP Advice	79.85	Per Week
ESW	Residential Respite	Weekly contribution to residential respite	Over 60s	Y	TBC Pending DWP Advice	123.95	Per Week
ESW	Residential/ Nursing Care	Contribution towards residential/nursing care (means tested)	Dementia	Y	Means tested under Charging for Residential and Accommodation Charges (CRAG)	Means tested under Charging for Residential and Accommodation Charges (CRAG)	Per Week
ESW	Residential/ Nursing Care	Contribution towards residential/nursing care (means tested)	Residential	Y	Means tested under Charging for Residential and Accommodation Charges (CRAG)	Means tested under Charging for Residential and Accommodation Charges (CRAG)	Per Week
ESW	Residential/ Nursing Care	Contribution towards residential/nursing care (means tested)	Nursing Care	Y	Means tested under Charging for Residential and Accommodation Charges (CRAG)	Means tested under Charging for Residential and Accommodation Charges (CRAG)	Per Week
ESW	Financial Deputyship	Management of clients financial affairs as directed by the Court	Set up of a new client	Y	£100.00	£100 TBC by OPG	
ESW	Financial Deputyship	Management of clients financial affairs as directed by the Court	Use of Court of Protection with over £16,000	Y	£585.00	£585 TBC by Court of Protection (COP)	
ESW	Financial Deputyship	Management of clients financial affairs as directed by the Court	Use of Court of Protection with under £16,000	Y	3% of Savings	3% of Savings TBC by COP	
ESW	Financial Deputyship	Management of clients financial affairs as directed by the Court	Use of Court of Protection with property	Y	£270.00 per Property	£270 per Property, TBC by COP	
ESW	Financial Deputyship	Management of clients financial affairs as directed by the Court	Court of Protection producing annual Reports	Y	£195.00	£195 TBC by COP	
LPG	Electoral Registration	Electoral Register	Full - data format	Y	£20 fee plus £1.50 per 1,000 electors	£20 fee plus £1.50 per 1,000 electors	Per 1,000 Electors
LPG	Electoral Registration	Electoral Register	Full - paper format	Y	£10 fee plus £5.00 per 1,000 electors	£10 fee plus £5.00 per 1,000 electors	Per 1,000 Electors
LPG	Electoral Registration	Electoral Register	Edited - data format (now called Open Register)	Y	£20 fee plus £1.50 per 1,000 electors	£20 fee plus £1.50 per 1,000 electors	Per 1,000 Electors
LPG	Electoral Registration	Electoral Register	Edited - paper format (now known as Open Register)	Y	£10 fee plus £5.00 per 1,000 electors	£10 fee plus £5.00 per 1,000 electors	Per 1,000 Electors
LPG	Electoral Registration	Electoral Register	Overseas electors register - data format	Y	£20 fee plus £1.50 per 100 electors	£20 fee plus £1.50 per 100 electors	Per 1,000 Electors
LPG	Electoral Registration	Electoral Register	Overseas electors register - paper copy	Y	£10 fee plus £5.00 per 100 electors	£10 fee plus £5.00 per 100 electors	Per 1,000 Electors
LPG	Registrars	Searches	Family History	Y	18.00	18.00	Per 6 Verifications
LPG	Registrars	Searches	retrieval - in current register AT TIME OF REGISTRATION	Y	4.00	4.00	Per Item
LPG	Registrars	Searches	retrieval - in current register AFTER REGISTRATION	Y	7.00	7.00	Per Item
LPG	Registrars	Searches	retrieval - in vaults	Y	10.00	10.00	Per Item
LPG	Registrars	Copy of birth, marriage & death certificate	Priority same day service & phone	Y	15.00 (incl 10.00 statutory fee)	15.00 (incl 10.00 statutory fee)	Per Search
LPG	Registrars	Copy of birth, marriage & death certificate	Posted next working day / postal applications	Y	11.00 (incl 10.00 statutory fee)	11.00 (incl 10.00 statutory fee)	Per Search

Appendix 5

Statutory Fees and Charges (All Directorates)

Nature and policy of charging					Charge		
Dir	Service	Description of fee and charge	Breakdown Fees/Charges	Charges set nationally / by statute (Y/N)	Current charge 14/15 (£)	Proposed charge 15/16 (£)	Unit of charge
LPG	Registrars	Copy of birth, marriage & death certificate	Collect next working day	Y	10.00	10.00	Per Search
LPG	Registrars	Copy of Marriage Certificate	at time of marriage	Y	4.00	4.00	
LPG	Registrars	Copy of Marriage Certificate	after time of marriage	Y	7.00	7.00	
LPG	Registrars	Copy of Civil Partnership Certificate	At time of Civil Partnership Registration	Y	4.00	4.00	
LPG	Registrars	Copy of Civil Partnership Certificate	After Registration	Y	7.00	7.00	
LPG	Registrars	Wedding Ceremony - Register Office Room	Standard marriage charge	Y	45.00	46.00	0 Hr
LPG	Registrars	Wedding Ceremony - Register Office	Certificate fee - day of ceremony	Y	4.00	4.00	Per Item
LPG	Registrars	Wedding Ceremony - Register Office	Certificate fee - after the ceremony	Y	7.00	7.00	Per Item
LPG	Registrars	Notice Fee		Y	35.00	35.00	Per Person
LPG	Registrars	Certificate of birth, death or marriage	(a) from a registrar when application is made at the time of registration	Y	4.00	4.00	30 Mins
LPG	Registrars	Certificate of birth, death or marriage	(b) from a registrar when application is made after the time of registration	Y	4.00 collect next working day 5.00 post next working day 9.00 same day service	4.00 collect next working day 5.00 post next working day 9.00 same day service	30 Mins
LPG	Registrars	Marriage Act 1949 section 27(6)	Notice of Marriage	Y	35.00	35.00	30 Mins
LPG	Registrars	Notice of Civil Partnership Statutory Fee	Notice of Civil Partnership	Y	35.00	35.00	30 Mins
LPG	Registrars	Marriage Act 1949 section 31(5F)	Application to reduce the 15 day period	Y	3.00	3.00	2 Hours
LPG	Registrars	Marriage Act 1949 section 27(7)	Attendance of superintendent registrar other than at his office for purpose of being given notice of marriage of house-bound or detained person	Y	84.00	84.00	2 Hours
LPG	Registrars	Marriage Act 1949 section 41(6)	Registration of buildings for Religious worship	Y	28.00	29.00	30 Mins
LPG	Registrars	Marriage Act 1949 section 41(6)	Registration of buildings for solemnization of marriages	Y	120.00	123.00	30 Mins
LPG	Registrars	Marriage Act 1949 section 51(2)	Fee of superintendent registrar attending marriage at the place where a house-bound or detained person usually resides	Y	84.00	84.00	2 Hours
LPG	Registrars	Marriage Act 1949 section 51(1)	Fee of registrar for attending marriage--(a) at register office	Y	45.00	46.00	30 Mins
LPG	Registrars	Marriage Act 1949 section 51(1)	registered building, house-bound or detained	Y	94.00	94.00	2 Hours
LPG	Registrars	Births and Deaths Registration Act 1953	General search of indexes kept by superintendent registrars	Y	18.00	18.00	2 Hours
CLC	Transport & Highways	Streetworks	Sample Inspections	Y	50.00	50.00	Per Inspection
CLC	Transport & Highways	Streetworks	Defect follow up	Y	48.00	48.00	Per Inspection
CLC	Transport & Highways	Streetworks	Fixed penalty notices	Y	80.00-120.00	80.00-120.00	Per Notice
CLC	Licensing	Licence to store explosives - new	(a) one year's duration	Y	178.00	105.00	Per Licence
CLC	Licensing	Licence to store explosives - new	(b) two years' duration	Y	234.00	136.00	Per Licence
CLC	Licensing	Licence to store explosives - new	(c) three years' duration	Y	292.00	166.00	Per Licence

Appendix 5

Statutory Fees and Charges (All Directorates)

Nature and policy of charging					Charge		
Dir	Service	Description of fee and charge	Breakdown Fees/Charges	Charges set nationally / by statute (Y/N)	Current charge 14/15 (£)	Proposed charge 15/16 (£)	Unit of charge
CLC	Licensing	Licence to store explosives - new	(d) four years' duration	Y	360.00	198.00	Per Licence
CLC	Licensing	Licence to store explosives - new	(e) five years' duration	Y	407.00	229.00	Per Licence
CLC	Licensing	Licence to store explosives - renewal	(a) one year's duration	Y	83.00	52.00	Per Licence
CLC	Licensing	Licence to store explosives - renewal	(b) two years' duration	Y	141.00	83.00	Per Licence
CLC	Licensing	Licence to store explosives - renewal	(c) three years' duration	Y	198.00	115.00	Per Licence
CLC	Licensing	Licence to store explosives - renewal	(d) four years' duration	Y	256.00	146.00	Per Licence
CLC	Licensing	Licence to store explosives - renewal	(e) five years' duration	Y	313.00	178.00	Per Licence
CLC	Licensing	Explosives:	Varying licence/registration- varying name of licensee or registered person, or address of site	Y	35.00	35.00	Per Licence
CLC	Licensing	Explosives: any other kind of variation	The reasonable cost to the licensing authority of having the work carried out	N	35.00	35.00	Per Licence
CLC	Licensing	Explosives: Transfer		Y	35.00	35.00	Per Licence
CLC	Licensing	Explosives: Replacement of licence or registration referred to in this Part if lost		Y	35.00	35.00	Per Licence
CLC	Licensing	Licensing Act: New Premises Licence/Club Premises/Provisional statement	Rateable value -Band A	Y	100.00	100.00	Per Licence/Statement
CLC	Licensing	Licensing Act: New Premises Licence/Club Premises/Provisional statement	Rateable value -Band B	Y	190.00	190.00	Per Licence/Statement
CLC	Licensing	Licensing Act: New Premises Licence/Club Premises/Provisional statement	Rateable value -Band C	Y	315.00	315.00	Per Licence/Statement
CLC	Licensing	Licensing Act: New Premises Licence/Club Premises/Provisional statement	Rateable value -Band D	Y	450.00	450.00	Per Licence/Statement
CLC	Licensing	Licensing Act: New Premises Licence/Club Premises/Provisional statement	Rateable value -Band E	Y	635.00	635.00	Per Licence/Statement
CLC	Licensing	Licensing Act: New Premises Licence/Club Premises/Provisional statement	Band D where premises exclusively for consumption on premises	Y	900.00	900.00	Per Licence/Statement
CLC	Licensing	Licensing Act: New Premises Licence/Club Premises/Provisional statement	Band E where premises exclusively for consumption on premises	Y	1,905.00	1,905.00	Per Licence/Statement
CLC	Licensing	Licensing Act: New Premises Licence	Capacity: 5,000-9,999	Y	1,000.00	1,000.00	Per Licence
CLC	Licensing	Licensing Act: New Premises Licence	Capacity:10,000-14,999	Y	2,000.00	2,000.00	Per Licence
CLC	Licensing	Licensing Act: New Premises Licence	Capacity:15,000-19,999	Y	4,000.00	4,000.00	Per Licence
CLC	Licensing	Licensing Act: New Premises Licence	Capacity: 20,000-29,999	Y	8,000.00	8,000.00	Per Licence
CLC	Licensing	Licensing Act: New Premises Licence	Capacity:30,000-39,999	Y	16,000.00	16,000.00	Per Licence
CLC	Licensing	Licensing Act: New Premises Licence	Capacity:40,000-49,999	Y	24,000.00	24,000.00	Per Licence
CLC	Licensing	Licensing Act: New Premises Licence	Capacity:50,000-59,999	Y	32,000.00	32,000.00	Per Licence
CLC	Licensing	Licensing Act: New Premises Licence	Capacity:60,000-69,999	Y	40,000.00	40,000.00	Per Licence
CLC	Licensing	Licensing Act: New Premises Licence	Capacity:70,000-79,999	Y	48,000.00	48,000.00	Per Licence
CLC	Licensing	Licensing Act: New Premises Licence	Capacity:80,000-89,999	Y	56,000.00	56,000.00	Per Licence
CLC	Licensing	Licensing Act: New Premises Licence	Capacity:90,000 and over	Y	64,000.00	64,000.00	Per Licence
CLC	Licensing	Licensing Act: Premises Licence	Theft or loss, etc. of premises licence or summary	Y	10.50	10.50	Per Licence
CLC	Licensing	Licensing Act: Premises Licence	change of name or address	Y	10.50	10.50	Per Licence
CLC	Licensing	Licensing Act: Premises Licence	Transfer	Y	23.00	23.00	Per Licence

Appendix 5

Statutory Fees and Charges (All Directorates)

Dir	Nature and policy of charging				Charge		
	Service	Description of fee and charge	Breakdown Fees/Charges	Charges set nationally / by statute (Y/N)	Current charge 14/15 (£)	Proposed charge 15/16 (£)	Unit of charge
CLC	Licensing	Licensing Act: Provisional Statement	Application for a provisional statement where premises being built etc.	Y	315.00	315.00	Per Statement
CLC	Licensing	Licensing Act: Premises Licence	Application to vary licence to specify individual as premises supervisor	Y	23.00	23.00	Per Licence
CLC	Licensing	Licensing Act: Premises Licence	Interim authority notice following death etc. of licence holder	Y	23.00	23.00	Per Licence
CLC	Licensing	Licensing Act: Club Premises	Theft, loss etc. of certificate or summary	Y	10.50	10.50	Per Licence
CLC	Licensing	Licensing Act: Club Premises	Notification of change of name or alteration of rules of club	Y	10.50	10.50	Per Licence
CLC	Licensing	Licensing Act: Club Premises	Change of relevant registered address of club	Y	10.50	10.50	Per Licence
CLC	Licensing	Licensing Act: Personal Licence	new application and renewals	Y	37.00	37.00	Per Licence
CLC	Licensing	Licensing Act: Personal Licence	Theft or Loss of personal licence	Y	10.50	10.50	Per Licence
CLC	Licensing	Licensing Act: Personal Licence	Notification of change of name or address	Y	10.50	10.50	Per Licence
CLC	Licensing	Licensing Act: Personal Licence	Right of freeholder etc. to be notified of licensing matters	Y	21.00	21.00	Per Licence
CLC	Licensing	Gambling Act: Gaming: New Operator	2 or less machines	Y	50.00	50.00	Per Licence
CLC	Licensing	Gambling Act: Gaming: New Operator	3 or more machines	Y	150.00	150.00	Per Licence
CLC	Licensing	Gambling Act: Gaming: Existing Operator	3 or more machines	Y	100.00	100.00	Per Licence
CLC	Licensing	Gambling Act: Gaming:	3 or more machines - Transfer	Y	25.00	25.00	Per Licence
CLC	Licensing	Gambling Act: Gaming:	Annual Fee	Y	50.00	50.00	Per Licence
CLC	Licensing	Local Authority Industrial Pollution Prevention and Control (LAPCC) Charges	Charges to help reduce any pollution that factories/businesses may cause and, in particular, to help improve air quality. Businesses which operate these premises must have a permit.	Y	See DEFRA website	See DEFRA website	Various
CLC	Licensing	Private Water Supplies Fees	The Private Water Supplies Regulations 2009 allows the Council to charge any relevant person (i.e. owner) responsible for a private water supply a fee up to a specified maximum for undertaking their responsibilities	Y	See LBTH website	See LBTH website	Various
CLC	Idea Store Learning	Skills Funding Agency contract: Courses funded through the Adult Skills budget. Fees fixed by SFA.	Typical fee for programmes ranging from 60 hours - 400 hours depending on the qualification = £4.50 per hour	Y	4.50 - 4.75	4.50 - 4.75	Per Hour
D&R	Building Control	Dangerous Structures	Survey and administration costs in processing contractors' invoices etc.	LBTH DS Fees & Charges Regs 1995	200.00 - 350.00 survey fee and 5% of contractors' invoiced costs	200.00 - 350.00 survey fee and 5% of contractors' invoiced costs	Job By Job Basis

Appendix 5

Statutory Fees and Charges (All Directorates)

Nature and policy of charging					Charge		
Dir	Service	Description of fee and charge	Breakdown Fees/Charges	Charges set nationally / by statute (Y/N)	Current charge 14/15 (£)	Proposed charge 15/16 (£)	Unit of charge
D&R	Building Control	Creation of New Dwellings - standard	Plan Charge - between 1-19 dwellings	Building [Local Authority] Charges Regs 2010	260.00 - 680.00 ex VAT 312.00 - 816.00 inc VAT	260.00 - 680.00 ex VAT 312.00 - 816.00 inc VAT	Dependent On Number Of Dwellings
D&R	Building Control	Creation of New Dwellings - standard	Plan Charge - between 1-19 dwellings - REGULARISATION CHARGE	Building [Local Authority] Charges Regs 2010	As above plus 25%	As above plus 25%	Dependent On Number Of Dwellings
D&R	Building Control	Creation of New Dwellings - standard	Inspection Charge - between 1-19 dwellings	Building [Local Authority] Charges Regs 2010	350.00 - 2,464.00 ex VAT 420.00 - 2,956.80 inc VAT	350.00 - 2,464.00 ex VAT 420.00 - 2,956.80 inc VAT	Dependent On Number Of Dwellings
D&R	Building Control	Creation of New Dwellings - standard	Inspection Charge - between 1-19 dwellings - REGULARISATION CHARGE	Building [Local Authority] Charges Regs 2010	As above plus 25%	As above plus 25%	Dependent On Number Of Dwellings
D&R	Building Control	Creation of New Dwellings - standard	Building Notice Charge - between 1-19 dwellings	Building [Local Authority] Charges Regs 2010	610.00 - 3,144.00 ex VAT 732.00 - 3,772.80 inc VAT	610.00 - 3,144.00 ex VAT 732.00 - 3,772.80 inc VAT	Dependent On Number Of Dwellings
D&R	Building Control	Creation of New Dwellings - standard	Building Notice Charge - between 1-19 dwellings - REGULARISATION CHARGE	Building [Local Authority] Charges Regs 2010	As above plus 25%	As above plus 25%	Dependent On Number Of Dwellings
D&R	Building Control	Extensions to a single domestic building	Plan Charge - Single storey extensions - category 1,2,3	Building [Local Authority] Charges Regs 2010	250.00 ex VAT 300.00 inc VAT	250.00 ex VAT 300.00 inc VAT	Per Plan
D&R	Building Control	Extensions to a single domestic building	Inspection Charge - Single storey extensions - category 1,2,3	Building [Local Authority] Charges Regs 2010	325.00 - 504.00 ex VAT 390.00 - 604.80 inc VAT	325.00 - 504.00 ex VAT 390.00 - 604.80 inc VAT	Per Inspection & Depending On Floor Area
D&R	Building Control	Extensions to a single domestic building	Building Notice Charge - Single storey extensions - category 1,2,3	Building [Local Authority] Charges Regs 2010	575.00 - 754.00 ex VAT 690.00 - 904.80 inc VAT	575.00 - 754.00 ex VAT 690.00 - 904.80 inc VAT	Per Notice & Depending On Floor Area
D&R	Building Control	Extensions to a Two Storey domestic building	Plan Charge - Two storey extensions - category 4, 5	Building [Local Authority] Charges Regs 2010	250.00 ex VAT 300.00 inc VAT	250.00 ex VAT 300.00 inc VAT	Per Plan
D&R	Building Control	Extensions to a Two Storey domestic building	Inspection Charge - Two storey extensions - category 4,5	Building [Local Authority] Charges Regs 2010	504.00 - 575.00 ex VAT 604.80 - 690.00 inc VAT	504.00 - 575.00 ex VAT 604.80 - 690.00 inc VAT	Per Inspection & Depending On Floor Area
D&R	Building Control	Extensions to a Two Storey domestic building	Building Notice Charge - Two storey extensions - category 4,5	Building [Local Authority] Charges Regs 2010	754.00 - 825.00 ex VAT 904.80 - 990.00 inc VAT	754.00 - 825.00 ex VAT 904.80 - 990.00 inc VAT	Per Notice & Depending On Floor Area
D&R	Building Control	Loft Conversion	Plan Charge - Loft Conversion - category 6,7	Building [Local Authority] Charges Regs 2010	250.00 ex VAT 300.00 inc VAT	250.00 ex VAT 300.00 inc VAT	Per Plan
D&R	Building Control	Loft Conversion	Inspection Charge - Loft Conversion - category 6,7	Building [Local Authority] Charges Regs 2010	325.00 - 575.00 ex VAT - no dormer / dormer 390.00 - 690.00 inc VAT	325.00 - 575.00 ex VAT - no dormer / dormer 390.00 - 690.00 inc VAT	Per Inspection
D&R	Building Control	Loft Conversion	Building Notice Charge - Loft Conversion - category 6,7	Building [Local Authority] Charges Regs 2010	575.00 - 825.00 ex VAT - no dormer / dormer 690.00 - 990.00 inc VAT	575.00 - 825.00 ex VAT - no dormer / dormer 690.00 - 990.00 inc VAT	Per Notice

Appendix 5

Statutory Fees and Charges (All Directorates)

Nature and policy of charging					Charge		
Dir	Service	Description of fee and charge	Breakdown Fees/Charges	Charges set nationally / by statute (Y/N)	Current charge 14/15 (£)	Proposed charge 15/16 (£)	Unit of charge
D&R	Building Control	Garages & Carports	Plan Charge - Garages & Carports - Category 8	Building [Local Authority] Charges Regs 2010	175.00 ex VAT 210.00 inc VAT	175.00 ex VAT 210.00 inc VAT	Per Plan
D&R	Building Control	Garages & Carports	Inspection Charge - Garages & Carports - Category 8	Building [Local Authority] Charges Regs 2010	255.00 ex VAT 306.00 inc VAT	255.00 ex VAT 306.00 inc VAT	Per Inspection
D&R	Building Control	Garages & Carports	Buildings Notice Charge - Garages & Carports - Category 8	Building [Local Authority] Charges Regs 2010	430.00 ex VAT 516.00 inc VAT	430.00 ex VAT 516.00 inc VAT	Per Notice
D&R	Building Control	Garages & Carports	Plan Charge - Garages & Carports - Category 9	Building [Local Authority] Charges Regs 2010	175.00 ex VAT 210.00 inc VAT	175.00 ex VAT 210.00 inc VAT	Per Plan
D&R	Building Control	Garages & Carports	Inspection Charge - Garages & Carports - Category 9	Building [Local Authority] Charges Regs 2010	325.00 ex VAT 390.00 inc VAT	325.00 ex VAT 390.00 inc VAT	Per Inspection
D&R	Building Control	Garages & Carports	Buildings Notice Charge - Garages & Carports - Category 9	Building [Local Authority] Charges Regs 2010	500.00 ex VAT 600.00 inc VAT	500.00 ex VAT 600.00 inc VAT	Per Notice
D&R	Building Control	Other	Plan Charge - Conversion of a garage to a dwelling to a habitable room(s) - Category 10	Building [Local Authority] Charges Regs 2010	215.00 ex VAT 258.00 inc VAT	215.00 ex VAT 258.00 inc VAT	Per Plan
D&R	Building Control	Other	Inspection Charge - Conversion of a garage to a dwelling to a habitable room(s) - Category 10	Building [Local Authority] Charges Regs 2010	380.00 ex VAT 456.00 inc VAT	380.00 ex VAT 456.00 inc VAT	Per Inspection
D&R	Building Control	Other	Buildings Notice Charge - Conversion of a garage to a dwelling to a habitable room(s) - Category 10	Building [Local Authority] Charges Regs 2010	595.00 ex VAT 714.00 inc VAT	595.00 ex VAT 714.00 inc VAT	Per Notice
D&R	Building Control	Other	Plan Charge - Alterations to extend or create a basement up to 100m ² - Category 11	Building [Local Authority] Charges Regs 2010	250.00 ex VAT 300.00 inc VAT	250.00 ex VAT 300.00 inc VAT	Per Plan
D&R	Building Control	Other	Inspection Charge - Alterations to extend or create a basement up to 100m ² - Category 11	Building [Local Authority] Charges Regs 2010	505.00 ex VAT 606.00 inc VAT	505.00 ex VAT 606.00 inc VAT	Per Inspection
D&R	Building Control	Other	Buildings Notice Charge - Alterations to extend or create a basement up to 100m ² - Category 11	Building [Local Authority] Charges Regs 2010	755.00 ex VAT 906.00 inc VAT	755.00 ex VAT 906.00 inc VAT	Per Notice
D&R	Building Control	Extensions	Regularisation Charge	Building [Local Authority] Charges Regs 2010	1.25% x Building Notice Charge	1.25% x Building Notice Charge	Per Application
D&R	Building Control	Extensions	Not using a Part P Registered Electrician	Building [Local Authority] Charges Regs 2010	200.00 ex VAT 240.00 inc Vat	200.00 ex VAT 240.00 inc Vat	Per Application
D&R	Building Control	Alterations to Single Domestic Building	Underpinning - Plan Charge	Building [Local Authority] Charges Regs 2010	175.00 ex VAT 210.00 inc VAT	175.00 ex VAT 210.00 inc VAT	Per Application
D&R	Building Control	Alterations to Single Domestic Building	Underpinning - Inspection Charge	Building [Local Authority] Charges Regs 2010	200.00 ex VAT per 5m 240.00 inc VAT	200.00 ex VAT per 5m 240.00 inc VAT	Per Application

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Statutory Fees and Charges (All Directorates)

Nature and policy of charging					Charge		
Dir	Service	Description of fee and charge	Breakdown Fees/Charges	Charges set nationally / by statute (Y/N)	Current charge 14/15 (£)	Proposed charge 15/16 (£)	Unit of charge
D&R	Building Control	Alterations to Single Domestic Building	Underpinning - Building Notice Charge	Building [Local Authority] Charges Regs 2010	375.00 ex VAT 450.00 inc VAT	375.00 ex VAT 450.00 inc VAT	Per Application
D&R	Building Control	Alterations to Single Domestic Building	Underpinning - Inspection Charge - each additional 5m or part thereof	Building [Local Authority] Charges Regs 2010	85.00 ex VAT 102.00 inc VAT	85.00 ex VAT 102.00 inc VAT	Per Application
D&R	Building Control	Alterations to Single Domestic Building	Internal alterations, installation of fittings (not electrical) and/or structural alterations - Plan Charge	Building [Local Authority] Charges Regs 2010	175.00 - 250.00 ex VAT 210.00 - 300.00 inc VAT	175.00 - 250.00 ex VAT 210.00 - 300.00 inc VAT	Depending on estimated cost of works
D&R	Building Control	Alterations to Single Domestic Building	Internal alterations, installation of fittings (not electrical) and/or structural alterations - Inspection Charge	Building [Local Authority] Charges Regs 2010	175.00 - 760.00 ex VAT 210.00 - 912.00 inc VAT	175.00 - 760.00 ex VAT 210.00 - 912.00 inc VAT	Depending on estimated cost of works
D&R	Building Control	Alterations to Single Domestic Building	Internal alterations, installation of fittings (not electrical) and/or structural alterations - Building Notice Charge	Building [Local Authority] Charges Regs 2010	175.00 - 1,010.00 ex VAT 210.00 - 1,212.00 inc VAT	175.00 - 1,010.00 ex VAT 210.00 - 1,212.00 inc VAT	Depending on estimated cost of works
D&R	Building Control	Alterations to Single Domestic Building	Window replacement (not competent persons scheme) - Plan Charge	Building [Local Authority] Charges Regs 2010	85.00 ex VAT 102.00 inc VAT	85.00 ex VAT 102.00 inc VAT	Up to 20 windows / over 20 windows
D&R	Building Control	Alterations to Single Domestic Building	Window replacement (not competent persons scheme) - Inspection Charge	Building [Local Authority] Charges Regs 2010	200.00 / 400.00 ex VAT 240.00 / 480.00 inc VAT	200.00 / 400.00 ex VAT 240.00 / 480.00 inc VAT	Up to 20 windows / over 20 windows
D&R	Building Control	Alterations to Single Domestic Building	Window replacement (not competent persons scheme) - Building Notice Charge	Building [Local Authority] Charges Regs 2010	285.00 / 485.00 ex VAT 342.00 / 582.00 inc VAT	285.00 / 485.00 ex VAT 342.00 / 582.00 inc VAT	Up to 20 windows / over 20 windows
D&R	Building Control	Alterations to Single Domestic Building	Electrical wiring - Plan Charge	Building [Local Authority] Charges Regs 2010	230.00 ex VAT 276.00 inc Vat	230.00 ex VAT 276.00 inc Vat	
D&R	Building Control	Alterations to Single Domestic Building	Electrical wiring - Inspection Charge	Building [Local Authority] Charges Regs 2010	230.00 ex VAT 276.00 inc Vat	230.00 ex VAT 276.00 inc Vat	
D&R	Building Control	Alterations to Single Domestic Building	Electrical wiring - Building Notice Charge	Building [Local Authority] Charges Regs 2010	230.00 ex VAT 276.00 inc Vat	230.00 ex VAT 276.00 inc Vat	
D&R	Building Control	Alterations to Single Domestic Building	Conversion to create new dwellings - Plan Charge	Building [Local Authority] Charges Regs 2010	175.00 - 340.00 ex VAT 210.00 - 408.00 inc VAT	175.00 - 340.00 ex VAT 210.00 - 408.00 inc VAT	Per application - 7 pricing bands - depending on estimated costs
D&R	Building Control	Alterations to Single Domestic Building	Conversion to create new dwellings - Inspection Charge	Building [Local Authority] Charges Regs 2010	175.00 - 1,850.00 ex VAT 210.00 - 2,220.00 inc VAT	175.00 - 1,850.00 ex VAT 210.00 - 2,220.00 inc VAT	Per application - 7 pricing bands - depending on estimated costs
D&R	Building Control	Alterations to Single Domestic Building	Conversion to create new dwellings - Building Notice Charge	Building [Local Authority] Charges Regs 2010	175.00 - 2,190.00 ex VAT 210.00 - 2,628.00 inc VAT	175.00 - 2,190.00 ex VAT 210.00 - 2,628.00 inc VAT	Per application - 7 pricing bands - depending on estimated costs
D&R	Building Control	Alterations to Single Non Domestic Building	Underpinning - Plan Charge	Building [Local Authority] Charges Regs 2010	175.00 ex VAT 210.00 inc VAT	175.00 ex VAT 210.00 inc VAT	Per application.
D&R	Building Control	Alterations to Single Non Domestic Building	Underpinning - Inspection Charge	Building [Local Authority] Charges Regs 2010	200.00 ex VAT 240.00 inc VAT	200.00 ex VAT 240.00 inc VAT	Per application. For every 5m length or part thereof

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Statutory Fees and Charges (All Directorates)

Nature and policy of charging					Charge		
Dir	Service	Description of fee and charge	Breakdown Fees/Charges	Charges set nationally / by statute (Y/N)	Current charge 14/15 (£)	Proposed charge 15/16 (£)	Unit of charge
D&R	Building Control	Alterations to Single Non Domestic Building	Underpinning - Inspection Charge	Building [Local Authority] Charges Regs 2010	84.00 ex VAT 100.80 inc VAT	84.00 ex VAT 100.80 inc VAT	Per application, for each additional 5m or part thereof
D&R	Building Control	Alterations to Single Non Domestic Building	Fit out and alteration - office and retail - Plan Charge	Building [Local Authority] Charges Regs 2010	175.00 - 505.00 ex VAT 210.00 - 606.00 inc VAT	175.00 - 505.00 ex VAT 210.00 - 606.00 inc VAT	Per application. 7 price bands depending on estimated cost
D&R	Building Control	Alterations to Single Non Domestic Building	Fit out and alteration - office and retail - Inspection Charge	Building [Local Authority] Charges Regs 2010	200.00 - 900.00 ex VAT 240.00 - 1,080.00 inc VAT	200.00 - 900.00 ex VAT 240.00 - 1,080.00 inc VAT	Per application. 7 price bands depending on estimated cost
D&R	Building Control	Alterations to Single Non Domestic Building	Fit out and alteration - other than office or retail use - Plan Charge	Building [Local Authority] Charges Regs 2010	175.00 - 505.00 ex VAT 210.00 - 606.00 inc VAT	175.00 - 505.00 ex VAT 210.00 - 606.00 inc VAT	Per application. 7 price bands depending on estimated cost
D&R	Building Control	Alterations to Single Non Domestic Building	Fit out and alteration - other than office or retail use - Inspection Charge	Building [Local Authority] Charges Regs 2010	340.00 - 1,265.00 ex VAT 408.00 - 1,518.00 inc VAT	340.00 - 1,265.00 ex VAT 408.00 - 1,518.00 inc VAT	Per application. 7 price bands depending on estimated cost
D&R	Planning	Household applications	Extension to an existing dwellinghouse or works within its garden	Y	172.00	172.00	1 dwellinghouse
D&R	Planning	Household applications	Extension to an existing dwellinghouse or works within its garden	Y	339.00	339.00	2 or more dwellinghouses
D&R	Planning	Creation of new dwellings	Outline apps for the erection of new dwelling houses where site does not exceed 2.5 hectares.	Y	385.00	385.00	For each 0.1 hectare of site area where site area does not exceed 2.5 hectares
D&R	Planning	Creation of new dwellings	Outline apps for the erection of new dwelling houses where site does exceed 2.5 hectares.	Y	9,527.00	9,527.00	And an additional £115 for each 0.1 hectare over 2.5 hectares. Subject to a maximum of £125,000
D&R	Planning	Creation of new dwellings	Full apps for the erection of new dwelling houses	Y	385.00	385.00	For each dwelling house if the development is 50 or fewer
D&R	Planning	Creation of new dwellings	Full apps for the erection of new dwelling houses	Y	19,049.00	19,049.00	If development exceeds 50, £115 per dwelling extra. Maximum in total of £250,000
D&R	Planning	Creation of new dwellings	Change of use of an existing dwellinghouse to use as two or more single dwelling houses	Y	385.00	385.00	For each additional dwellinghouse to be created
D&R	Planning	Creation of new dwellings	Change of use of a building to use as one or more separate dwelling houses	Y	385.00	385.00	For each dwellinghouse to be created
D&R	Planning	Erection of other buildings	Outline applications for erection of buildings (other than dwellings, agricultural buildings, glasshouses, plant and machinery)	Y	385.00	385.00	For each 0.1 hectare of site area where the site area does not exceed 2.5 hectares

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Statutory Fees and Charges (All Directorates)

Nature and policy of charging					Charge		
Dir	Service	Description of fee and charge	Breakdown Fees/Charges	Charges set nationally / by statute (Y/N)	Current charge 14/15 (£)	Proposed charge 15/16 (£)	Unit of charge
D&R	Planning	Erection of other buildings	Outline applications for erection of buildings (other than dwellings, agricultural buildings, glasshouses, plant and machinery)	Y	9,527.00	9,527.00	Where the site area does exceed 2.5 hectares and a additional £115 per 0.1 hectares over 2.5. Maximum total of £125,000
D&R	Planning	Erection of other buildings	Full applications for erection of buildings (other than dwellings, agricultural buildings, glasshouses, plant and machinery)	Y	195.00	195.00	Where floor space created does not exceed 40 sq metres
D&R	Planning	Erection of other buildings	Full applications for erection of buildings (other than dwellings, agricultural buildings, glasshouses, plant and machinery)	Y	385.00	385.00	Where floor space to be created falls between 40 sq metres and 75 sq metres
D&R	Planning	Erection of other buildings	Full applications for erection of buildings (other than dwellings, agricultural buildings, glasshouses, plant and machinery)	Y	385.00	385.00	Where floor space falls between 76 sq metres and 3750 sq metres. £385 for each 75 sq metres of that area
D&R	Planning	Erection of other buildings	Full applications for erection of buildings (other than dwellings, agricultural buildings, glasshouses, plant and machinery)	Y	19,049.00	19,049.00	Where floorspace exceeds 3750 sq metres and a additional £115 for each 75 sq metres in excess of 3750 sq metres. Subject to a maximum in total of £250,000
D&R	Planning	Erection of other buildings	Erection, alteration or replacement of plant or machinery.	Y	385.00	385.00	Where site does not exceed 5 hectares. £385 for each 0.1 hectares of site area
D&R	Planning	Erection of other buildings	Erection, alteration or replacement of plant or machinery.	Y	19,049.00	19,049.00	Where site does exceed 5 hectares and an additional £115 for each 0.1 hectares in excess of 5. Maximum total of £250,000
D&R	Planning	Other operations	The construction of car parks, service roads and other means of access on land used for the purpose of a single undertaking	Y	195.00	195.00	
D&R	Planning	Other operations	The carrying out of any operations not coming within any of the above categories.	Y	195.00	195.00	For each 0.1 hectare of site area, to a maximum of £1,690

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Statutory Fees and Charges (All Directorates)

Nature and policy of charging					Charge		
Dir	Service	Description of fee and charge	Breakdown Fees/Charges	Charges set nationally / by statute (Y/N)	Current charge 14/15 (£)	Proposed charge 15/16 (£)	Unit of charge
D&R	Planning	Other operations	Satellite Dish	Y	172.00 / 195.00	172.00 / 195.00	Dwellinghouse / All other applications
D&R	Planning	Uses of land	Making a material change in the use of a building or land	Y	385.00	385.00	
D&R	Planning	Applications for the approval of reserved matters on an outline planning permission	Applications for the approval of reserved matters on an outline planning permission	Y	385.00	385.00	
D&R	Planning	Applications to discharge, remove or change conditions on planning permissions	Applications for approval of details required by conditions on a planning permission	Y	97.00 / 28.00	97.00 / 28.00	Non household development / Household development
D&R	Planning	Applications to discharge, remove or change conditions on planning permissions	Removal of variation of a condition of a previous permission	Y	195.00	195.00	
D&R	Planning	Applications to discharge, remove or change conditions on planning permissions	Continuance of a use of land or the retention buildings or works on land without compliance with a condition subject to which a previous planning permission has been granted	Y	195.00	195.00	
D&R	Planning	Applications for non-material amendments following the grant of planning permission	Householders All other applications.	Y	28 / 195	28 / 195	Householders / All other applications
D&R	Planning	Applications for extension of time limit for implementation.	Householders Major Developments All other applications.	Y	57.00 / 575.00 / 195.00	57.00 / 575.00 / 195.00	Householders / Major development / All other applications
D&R	Planning	Applications for lawful development certificates	Application for existing use of building or land or whether any operations carried out in, over or under land are lawful	Y	Same as the fee for a planning app for same development	Same as the fee for a planning app for same development	
D&R	Planning	Applications for lawful development certificates	Application to ascertain whether failure to comply with any condition or limitation is lawful	Y	195.00	195.00	
D&R	Planning	Applications for lawful development certificates	Application to check whether any proposed use of buildings or land, or any operation to be carried out in, over or under land are lawful	Y	Half the amount of the fee for a planning application for the same proposal	Half the amount of the fee for a planning application for the same proposal	
D&R	Planning	Applications for consent to display an advertisement	Advertisements displayed on business premises (including forecourts) or directing members of the public to the premises	Y	110.00	110.00	
D&R	Planning	Applications for consent to display an advertisement	All other advertisements	Y	385.00	385.00	
D&R	Planning	Applications for prior approval under the General Permitted Development Order.	Determination of whether prior approval is necessary for agriculture/forestry building & operations or demolition of buildings	Y	80.00	80.00	

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Statutory Fees and Charges (All Directorates)

Nature and policy of charging					Charge		
Dir	Service	Description of fee and charge	Breakdown Fees/Charges	Charges set nationally / by statute (Y/N)	Current charge 14/15 (£)	Proposed charge 15/16 (£)	Unit of charge
D&R	Planning	Applications for prior approval under the General Permitted Development Order.	Determinations of whether prior approval is necessary for telecommunication code system operators	Y	385.00	385.00	
D&R	Planning	Concessions and exemptions	Revised or fresh application of the same character or description by the same applicant within 12 months	Y	No fee	No fee	
D&R	Planning	Concessions and exemptions	Works to improve access for the disabled to public buildings or to improve access, safety, health or comfort for a disabled person home	Y	No fee	No fee	
D&R	Planning	Concessions and exemptions	Applications required because of the removal of permitted development rights by a condition or by an Article 4 Direction, or by withdrawal of deemed advertisement consent	Y	No fee	No fee	
D&R	Planning	Concessions and exemptions	Alternative applications for one site made by the same applicant on the same day	Y	Highest of fees applicable for each alternative and a sum equal to half the rest	Highest of fees applicable for each alternative and a sum equal to half the rest	
D&R	Planning	Concessions and exemptions	Development crossing planning authority boundaries requiring more than one application	Y	Only one fee paid to the authority having the larger site.	Only one fee paid to the authority having the larger site.	
D&R	Building Control	Section 30 - Temporary Structures Charge	Application for erection of a special buildings or structures intended to be kept permanently or temporarily	N	TBC Please contact for a quote	TBC Please contact for a quote	
D&R	Building Control	Section 30 - Temporary Structures Charge	Grandstand	N	300.00-600.00	300.00-600.00	No of seats 10 to 1000 No of seats over 1000 to be agreed based on details of structure & complexity
D&R	Building Control	Section 30 - Temporary Structures Charge	Stage	N	300.00	300.00	Less than 60m ² Over 60m ² to be agreed based on details of structure & complexity
D&R	Building Control	Section 30 - Temporary Structures Charge	Framed Tower for loud speakers, lighting, video screens etc	N	180.00	180.00	+50% for each additional tower of a similar type
D&R	Building Control	Section 30 - Temporary Structures Charge	Other structure of a complex nature	N	To be agreed based on details of structure & complexity	To be agreed based on details of structure & complexity	
D&R	Building Control	Section 30 - Temporary Structures Charge	Renewals of previous consents (regardless of the regulatory of the re-inspection) - Building or Structure	N	85.00 - 125.00	85.00 - 125.00	

Appendix 5

Statutory Fees and Charges (All Directorates)

Nature and policy of charging					Charge		
Dir	Service	Description of fee and charge	Breakdown Fees/Charges	Charges set nationally / by statute (Y/N)	Current charge 14/15 (£)	Proposed charge 15/16 (£)	Unit of charge
D&R	Building Control	Section 30 - Temporary Structures Charge	Renewals of previous consents (regardless of the regulatory of the re-inspection) - Chimney Shaft, Smoke Duct, Tower or similar sized structure (whether vertical, horizontal or inclined)	N	85.00 / 10.00	85.00 / 10.00	For first 6 metres/ for every additional 6 metres
D&R	Building Control	Section 30 - Temporary Structures Charge	Renewals of previous consents (regardless of the regulatory of the re-inspection) - Advertisement Hoarding or other sign supporting structure	N	85.00	85.00	Per independent panel

Appendix 6

Discretionary Fees and Charges to be approved by the Licensing Committee

Nature and policy of charging				Charge				
Dir	Service	Description of fee and charge	Breakdown Fees/Charges	Charges set nationally / by statute (Y/N)	Current charge 14/15 (£)	Proposed charge 15/16 (£)	% Change	Unit of charge
CLC	Massage and Special Treatments	Including Acupuncture, tattooist, etc		N	311.00	319.00	2.6%	Per Licence
CLC	Massage and Special Treatments	IPL Licence		N	500.00	513.00	2.6%	Per Application
CLC	Animal Welfare and safety	Pet shop Licence		N	213.30	218.63	2.5%	Per Item
CLC	Animal Welfare and safety	Riding establishments		N	227.30	232.98	2.5%	Per Licence
CLC	Animal Welfare and safety	Performing Animals registration		N	188.00	360.00	91.5%	Per Licence
CLC	Animal Welfare and safety	Variation of Performing Animals registration		N	N/A	269.00	New	Per Variation
CLC	Licensing	Gambling Act: Premises Licence: Existing Casino	Annual fee	N	2,250.00	2,250.00	New	Per Licence
CLC	Licensing	Gambling Act: Premises Licence: Existing Casino	Variation	N	1,500.00	1,500.00	0.0%	Per Variation
CLC	Licensing	Gambling Act: Premises Licence: Existing Casino	Transfer	N	1,015.00	1,015.00	0.0%	Per Transfer
CLC	Licensing	Gambling Act: Premises Licence: Existing Casino	Re-instatement	N	1,015.00	1,015.00	0.0%	Per Licence
CLC	Licensing	Gambling Act: Premises Licence: Existing Casino	copy of Licence	N	25.00	25.00	0.0%	Per Licence
CLC	Licensing	Gambling Act: Premises Licence: Existing Casino	Notification of change	N	50.00	50.00	0.0%	Per Notification
CLC	Licensing	Gambling Act: Premises Licence: New small Casino	New Application	N	8,000.00	8,000.00	0.0%	Per Licence
CLC	Licensing	Gambling Act: Premises Licence: New small Casino	Annual fee	N	3,750.00	3,750.00	0.0%	Per Licence
CLC	Licensing	Gambling Act: Premises Licence: New small Casino	Variation	N	3,000.00	3,000.00	0.0%	Per Variation
CLC	Licensing	Gambling Act: Premises Licence: New small Casino	Transfer	N	1,350.00	1,350.00	0.0%	Per Transfer
CLC	Licensing	Gambling Act: Premises Licence: New small Casino	Reinstatement	N	1,350.00	1,350.00	0.0%	Per Licence
CLC	Licensing	Gambling Act: Premises Licence: New small Casino	Provisional Statement	N	6,000.00	6,000.00	0.0%	Per Statement
CLC	Licensing	Gambling Act: Premises Licence: New small Casino	Application (Provisional Statement Holders)	N	3,000.00	3,000.00	0.0%	Per Licence
CLC	Licensing	Gambling Act: Premises Licence: New small Casino	copy of Licence	N	25.00	25.00	0.0%	Per Copy
CLC	Licensing	Gambling Act: Premises Licence: New small Casino	Notification of change	N	50.00	50.00	0.0%	Per Notification
CLC	Licensing	Gambling Act: Premises Licence: New Large Casino	New Application	N	10,000.00	10,000.00	0.0%	Per Licence
CLC	Licensing	Gambling Act: Premises Licence: New Large Casino	Annual fee	N	7,500.00	7,500.00	0.0%	Per Licence
CLC	Licensing	Gambling Act: Premises Licence: New Large Casino	Variation	N	3,750.00	3,750.00	0.0%	Per Variation
CLC	Licensing	Gambling Act: Premises Licence: New Large Casino	Transfer	N	1,615.00	1,615.00	0.0%	Per Transfer
CLC	Licensing	Gambling Act: Premises Licence: New Large Casino	Reinstatement	N	1,615.00	1,615.00	0.0%	Per Licence
CLC	Licensing	Gambling Act: Premises Licence: New Large Casino	Provisional Statement	N	7,500.00	7,500.00	0.0%	Per Statement
CLC	Licensing	Gambling Act: Premises Licence: New Large Casino	Application (Provisional Statement Holders)	N	5,000.00	5,000.00	0.0%	Per Licence
CLC	Licensing	Gambling Act: Premises Licence: New Large Casino	copy of Licence	N	25.00	25.00	0.0%	Per Copy
CLC	Licensing	Gambling Act: Premises Licence: New Large Casino	Notification of change	N	50.00	50.00	0.0%	Per Notification
CLC	Licensing	Gambling Act: Premises Licence: Regional Casino	New Application	N	15,000.00	15,000.00	0.0%	Per Licence
CLC	Licensing	Gambling Act: Premises Licence: Regional Casino	Annual fee	N	11,250.00	11,250.00	0.0%	Per Licence
CLC	Licensing	Gambling Act: Premises Licence: Regional Casino	Variation	N	5,625.00	5,625.00	0.0%	Per Variation
CLC	Licensing	Gambling Act: Premises Licence: Regional Casino	Transfer	N	4,875.00	4,875.00	0.0%	Per Transfer
CLC	Licensing	Gambling Act: Premises Licence: Regional Casino	Reinstatement	N	4,875.00	4,875.00	0.0%	Per Licence

Appendix 6

Discretionary Fees and Charges to be approved by the Licensing Committee

Nature and policy of charging					Charge			
Dir	Service	Description of fee and charge	Breakdown Fees/Charges	Charges set nationally / by statute (Y/N)	Current charge 14/15 (£)	Proposed charge 15/16 (£)	% Change	Unit of charge
CLC	Licensing	Gambling Act: Premises Licence: Regional Casino	Provisional Statement	N	11,250.00	11,250.00	0.0%	Per Statement
CLC	Licensing	Gambling Act: Premises Licence: Regional Casino	Application (Provisional Statement Holders)	N	8,000.00	8,000.00	0.0%	Per Licence
CLC	Licensing	Gambling Act: Premises Licence: Regional Casino	copy of Licence	N	25.00	25.00	0.0%	Per Copy
CLC	Licensing	Gambling Act: Premises Licence: Regional Casino	Notification of change	N	50.00	50.00	0.0%	Per Notification
CLC	Licensing	Gambling Act: Premises Licence: Bingo Club	New Application	N	3,500.00	3,500.00	0.0%	Per Licence
CLC	Licensing	Gambling Act: Premises Licence: Bingo Club	Annual fee	N	750.00	750.00	0.0%	Per Licence
CLC	Licensing	Gambling Act: Premises Licence: Bingo Club	Variation	N	1,315.00	1,315.00	0.0%	Per Variation
CLC	Licensing	Gambling Act: Premises Licence: Bingo Club	Transfer	N	900.00	900.00	0.0%	Per Transfer
CLC	Licensing	Gambling Act: Premises Licence: Bingo Club	Reinstatement	N	900.00	900.00	0.0%	Per Licence
CLC	Licensing	Gambling Act: Premises Licence: Bingo Club	Provisional Statement	N	2,625.00	2,625.00	0.0%	Per Statement
CLC	Licensing	Gambling Act: Premises Licence: Bingo Club	Application (Provisional Statement Holders)	N	900.00	900.00	0.0%	Per Licence
CLC	Licensing	Gambling Act: Premises Licence: Bingo Club	copy of Licence	N	20.00	20.00	0.0%	Per Copy
CLC	Licensing	Gambling Act: Premises Licence: Bingo Club	Notification of change	N	40.00	40.00	0.0%	Per Notification
CLC	Licensing	Gambling Act: Premises Licence: Betting	New Application	N	3,000.00	3,000.00	0.0%	Per Licence
CLC	Licensing	Gambling Act: Premises Licence: Betting	Annual fee	N	500.00	500.00	0.0%	Per Licence
CLC	Licensing	Gambling Act: Premises Licence: Betting	Variation	N	1,125.00	1,125.00	0.0%	Per Variation
CLC	Licensing	Gambling Act: Premises Licence: Betting	Transfer	N	900.00	900.00	0.0%	Per Transfer
CLC	Licensing	Gambling Act: Premises Licence: Betting	Reinstatement	N	900.00	900.00	0.0%	Per Licence
CLC	Licensing	Gambling Act: Premises Licence: Betting	Provisional Statement	N	2,250.00	2,250.00	0.0%	Per Statement
CLC	Licensing	Gambling Act: Premises Licence: Betting	Application (Provisional Statement Holders)	N	900.00	900.00	0.0%	Per Licence
CLC	Licensing	Gambling Act: Premises Licence: Betting	copy of Licence	N	20.00	20.00	0.0%	Per Copy
CLC	Licensing	Gambling Act: Premises Licence: Betting	Notification of change	N	40.00	40.00	0.0%	Per Notification
CLC	Licensing	Gambling Act: Premises Licence: Tracks	New Application	N	2,500.00	2,500.00	0.0%	Per Licence
CLC	Licensing	Gambling Act: Premises Licence: Tracks	Annual fee	N	750.00	750.00	0.0%	Per Licence
CLC	Licensing	Gambling Act: Premises Licence: Tracks	Variation	N	940.00	940.00	0.0%	Per Variation
CLC	Licensing	Gambling Act: Premises Licence: Tracks	Transfer	N	715.00	715.00	0.0%	Per Transfer
CLC	Licensing	Gambling Act: Premises Licence: Tracks	Reinstatement	N	715.00	715.00	0.0%	Per Licence
CLC	Licensing	Gambling Act: Premises Licence: Tracks	Provisional Statement	N	1,875.00	1,875.00	0.0%	Per Statement
CLC	Licensing	Gambling Act: Premises Licence: Tracks	Application (Provisional Statement Holders)	N	715.00	715.00	0.0%	Per Licence
CLC	Licensing	Gambling Act: Premises Licence: Tracks	copy of Licence	N	20.00	20.00	0.0%	Per Copy
CLC	Licensing	Gambling Act: Premises Licence: Tracks	Notification of change	N	40.00	40.00	0.0%	Per Notification
CLC	Licensing	Gambling Act: Premises Licence: Family Entertainment Centre	New Application	N	2,000.00	2,000.00	0.0%	Per Licence
CLC	Licensing	Gambling Act: Premises Licence: Family Entertainment Centre	Annual fee	N	600.00	600.00	0.0%	Per Licence
CLC	Licensing	Gambling Act: Premises Licence: Family Entertainment Centre	Variation	N	750.00	750.00	0.0%	Per Variation
CLC	Licensing	Gambling Act: Premises Licence: Family Entertainment Centre	Transfer	N	715.00	715.00	0.0%	Per Transfer
CLC	Licensing	Gambling Act: Premises Licence: Family Entertainment Centre	Reinstatement	N	715.00	715.00	0.0%	Per Licence
CLC	Licensing	Gambling Act: Premises Licence: Family Entertainment Centre	Provisional Statement	N	1,500.00	1,500.00	0.0%	Per Statement
CLC	Licensing	Gambling Act: Premises Licence: Family Entertainment Centre	Application (Provisional Statement Holders)	N	715.00	715.00	0.0%	Per Licence

Appendix 6

Discretionary Fees and Charges to be approved by the Licensing Committee

Nature and policy of charging					Charge			
Dir	Service	Description of fee and charge	Breakdown Fees/Charges	Charges set nationally / by statute (Y/N)	Current charge 14/15 (£)	Proposed charge 15/16 (£)	% Change	Unit of charge
CLC	Licensing	Gambling Act: Premises Licence: Family Entertainment Centre	copy of Licence	N	20.00	20.00	0.0%	Per Copy
CLC	Licensing	Gambling Act: Premises Licence: Family Entertainment Centre	Notification of change	N	40.00	40.00	0.0%	Per Notification
CLC	Licensing	Gambling Act: Premises Licence: Adult Gaming Centre	New Application	N	2,000.00	2,000.00	0.0%	Per Licence
CLC	Licensing	Gambling Act: Premises Licence: Adult Gaming Centre	Annual fee	N	650.00	650.00	0.0%	Per Licence
CLC	Licensing	Gambling Act: Premises Licence: Adult Gaming Centre	Variation	N	750.00	750.00	0.0%	Per Variation
CLC	Licensing	Gambling Act: Premises Licence: Adult Gaming Centre	Transfer	N	900.00	900.00	0.0%	Per Transfer
CLC	Licensing	Gambling Act: Premises Licence: Adult Gaming Centre	Reinstatement	N	900.00	900.00	0.0%	Per Licence
CLC	Licensing	Gambling Act: Premises Licence: Adult Gaming Centre	Provisional Statement	N	1,500.00	1,500.00	0.0%	Per Statement
CLC	Licensing	Gambling Act: Premises Licence: Adult Gaming Centre	Application (Provisional Statement Holders)	N	900.00	900.00	0.0%	Per Licence
CLC	Licensing	Gambling Act: Premises Licence: Adult Gaming Centre	Copy of Licence	N	20.00	20.00	0.0%	Per Copy
CLC	Licensing	Gambling Act: Premises Licence: Adult Gaming Centre	Notification of change	N	40.00	40.00	0.0%	Per Notification

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Equality Analysis (EA)

Financial Year
2015/16

See
Appendix A

Current decision
rating



Section 1 – General Information (Aims and Objectives)

Name of the proposal including aims, objectives and purpose

(Please note – for the purpose of this doc, 'proposal' refers to a policy, function, strategy or project)

Fees and charges - Parking

In setting Parking fees and charges, consideration has been taken of the need to ensure that:

- Value for money is provided
- Demand can be controlled and managed effectively
- Where appropriate, the cost of providing the services are recovered
- The Council's transport and environment strategies are supported

It is unlawful to set parking charges for the purpose of raising revenue, as has been reinforced by two judicial reviews (Cran v Camden 1998 and Attfield v Barnet 2013).

The purposes behind setting parking charges are:

- To control and manage parking demand.
- To ensure road safety in the borough.
- To regulate traffic flow and reduce congestion.
- To cover the cost of providing the service, as the Government strongly recommends that any shortfall in operations should not be funded through the General Fund.

Conclusion - To be completed at the end of the Equality Analysis process

(the exec summary will provide an update on the findings of the EA and what outcome there has been as a result. For example, based on the findings of the EA, the proposal was rejected as the impact on a particular group was unreasonable and did not give due regard. Or, based on the EA, the proposal was amended and alternative steps taken)

Name: Mirsad Bakalovic
(signed off by)

Date signed off: 19/12/14
(approved)

Service area:
Public Realm

Team name:
Parking and Mobility Services

Service manager:
Mirsad Bakalovic

Name and role of the officer completing the EA:
Pratham Chaturvedi, Parking Business Manager

Section 2 – Evidence (Consideration of Data and Information)

What initial evidence do we have which may help us think about the impacts or likely impacts on service users or staff?

The following has informed the proposal:

- The current service take-up (Appendix 1)
- The current occupancy rate of parking bays in the borough – 98%
 - Best practice as advised by London Councils is 85% as this maximises parking availability while reducing the amount of traffic driving around looking for spaces.
- Benchmark data of parking permit products in London boroughs (Appendix 2)
- RPI – 2.4%

Appendix 1 shows each proposed charge's rationale, the numbers of users in 2013/14 and whether the increase is in line with RPI or more. The following proposals are related to resident users:

- Resident Permits
- Visitor Scratch Card Permits

In 2013-14, 7,700 6-month and 22,500 12-month Resident Permits were issued. The charge for Residents permits is proposed to increase only in line with RPI.

In 2013-14, 32,000 Visitor Scratch Cards Permits (books of 10) were sold. The proposal is to increase the charge to £5 per book with each scratch card lasting 6 hours, rather than 5 hours. As Appendix 2 shows, the charge increase of Visitor Scratch Card permits will bring the charge in line with other authorities. Scratch card charges are still exceptionally inexpensive (33p/hr) when compared to pay and display charges. It is considered that the impact of this change on the users is limited.

Pay and Display

It is proposed that the Pay and Display charge increase by 30-40 pence per hour. Through this proposal, it is expected to achieve the following aims:

- To control and manage parking demand.
- To ensure road safety in the borough.
- To regulate traffic flow and reduce congestion.

Current charges are between £3 and £4 per hour depending on location. Benchmarking indicates that the proposed charges are similar to those in comparable areas of London Boroughs. For example, in 2014/15, the highest tariff for pay and display parking in Camden was £6.25, Southwark £5, and Islington and Lambeth £4.80.

The Pay and Display charge increase will affect car users universally. However, it should be noted that the following will not be affected by this change:

- Blue Badge holders
- Those visiting residents in the borough
- Scratch Card for daily carers

Blue Badge holders can use casual parking places (Pay and Display) without payment or limitation to duration of parking. All residents are able to purchase up to 24 books of visitor parking Scratch cards per year. Residents over 60 are entitled to receive free 24 books of visitor scratch cards per year. Visitors to a Borough resident can use scratch cards purchased by the resident regardless of the purpose of their visit. As above, scratch card charges are still exceptionally inexpensive when compared to pay and display charges, and are issued free of charge to residents aged 60 and over and those who need a carer on a daily basis.

The following changes will affect businesses:

- Business/Public Service/Contractor/Doctor Permits Pay and Display
- Market Trader Permit
- Bay Suspension Charges
- Dispensation Charges
- Bay Suspension Administration Charge
- Dispensation Administration Charge
- Skip Licenses.

Business/Public Service/Contractor/Doctor Permits Pay and Display and Market Trader Permit

A charge increase in line with RPI plus 5% of the Business/ Public Service/ Contractor/ Doctor Permits Pay and Display and Market Trader Permit is proposed. Benchmarking (Appendix 2) indicates that the borough's existing charge of the Business permits is comparatively inexpensive compared to other comparative London boroughs. Market Trader permit charges have been frozen at the 2008 level when other permit charges have increased substantially. This proposal will therefore allow us to control demand for Market Trader Permits in a similar fashion to other permits and services that the Council supplies.

Bay Suspension Charges, Dispensation Charges and Skip Licenses

A charge increase in line with RPI with the introduction of a single flat rate across the borough of the Bay Suspension Charges, Dispensation Charges and Skip Licenses is proposed. The increase is limited but the introduction of a single flat rate means that the actual increase at locations across the borough will vary.

Bay Suspension Administration Charge and Dispensation Administration Charge

A charge increase in line with RPI and that reflects the current cost to the service is proposed for Bay Suspension Administration Charge and Dispensation Administration Charge.

Businesses in the borough may be owned by people in different equality strands from those who operate the business premises in the Borough. The technical implications of developing an equalities strand of the Council's business database have been reviewed by D&R which has corporate lead responsibility for Business related data.

The following are proposed as new charges, introducing a single flat rate across the borough. This aims to cover the cost of providing the service. The Government strongly recommends that any shortfall in operations should not be funded through the General Fund:

- Resident Permits (£6 per electric/Band A vehicle)

- Business/Public Service/Contractor/Doctor Permits Pay and Display (£6 per electric vehicle)
- Bay Suspension (administration charge)
- Dispensation (administration charge)
- Skip Licenses Administration Charge.

Section 3 – Assessing the Impacts on the 9 Groups

Please refer to the guidance notes below and evidence how you're proposal impact upon the nine Protected Characteristics in the table on page 3?

For the nine protected characteristics detailed in the table below please consider:-

- **What is the equality profile of service users or beneficiaries that will or are likely to be affected?**

Use the Council's approved diversity monitoring categories and provide data by target group of users or beneficiaries to determine whether the service user profile reflects the local population or relevant target group or if there is over or under representation of these groups

- **What qualitative or quantitative data do we have?**

List all examples of quantitative and qualitative data available
(include information where appropriate from other directorates, Census 2001 etc)

- *Data trends – how does current practice ensure equality*

- **Equalities profile of staff?**

Indicate profile by target groups and assess relevance to policy aims and objectives e.g. Workforce to Reflect the Community. Identify staff responsible for delivering the service including where they are not directly employed by the council.

- **Barriers?**

What are the potential or known barriers to participation for the different equality target groups? Eg- communication, access, locality etc.

- **Recent consultation exercises carried out?**

Detail consultation with relevant interest groups, other public bodies, voluntary organisations, community groups, trade unions, focus groups and other groups, surveys and questionnaires undertaken etc. Focus in particular on the findings of views expressed by the equality target groups. Such consultation exercises should be appropriate and proportionate and may range from assembling focus groups to a one to one meeting.

- **Additional factors which may influence disproportionate or adverse impact?**

Management Arrangements - How is the Service managed, are there any management arrangements which may have a disproportionate impact on the equality target groups

- **The Process of Service Delivery?**

In particular look at the arrangements for the service being provided including opening times, custom and practice, awareness of the service to local people, communication

Please also consider how the proposal will impact upon the 3 One Tower Hamlets objectives:-

- Reduce inequalities
- Ensure strong community cohesion
- Strengthen community leadership.

Please Note -

Reports/stats/data can be added as Appendix

Target Groups	Impact – Positive or Adverse	Reason(s)
Race	Neutral	This group will not be unduly affected by this proposal.
Disability	Neutral	This group will not be unduly affected by this proposal. Blue Badge holders will not be unduly affected by this proposal. Visitor Scratch Card permits are issued free of charge to residents aged 60 and over, and those who need a carer on a daily basis.
Gender	Neutral	This group will not be unduly affected by this proposal.
Gender Reassignment	Neutral	This group will not be unduly affected by this proposal.
Sexual Orientation	Neutral	This group will not be unduly affected by this proposal.
Religion or Belief	Neutral	This group will not be unduly affected by this proposal.
Age	Neutral	This group will not be unduly affected by this proposal. Visitor Scratch Card permits will continue to be issued free of charge to residents aged 60 and over, and those who need a carer on a daily basis.
Marriage and Civil Partnerships.	Neutral	This group will not be unduly affected by this proposal.
Pregnancy and Maternity	Neutral	This group will not be unduly affected by this proposal.
Other Socio-economic Carers		

Section 4 – Mitigating Impacts and Alternative Options

From the analysis and interpretation of evidence in section 2 and 3 - Is there any evidence or view that suggests that different equality or other protected groups (inc' staff) could be adversely and/or disproportionately impacted by the proposal?

No

If yes, please detail below how evidence influenced and formed the proposal? For example, why parts of the proposal were added / removed?

(Please note – a key part of the EA process is to show that we have made reasonable and informed attempts to mitigate any negative impacts. An EA is a service improvement tool and as such you may wish to consider a number of alternative options or mitigation in terms of the proposal.)

Where you believe the proposal discriminates but not unlawfully, you must set out below your objective justification for continuing with the proposal, without mitigating action.

Section 5 – Quality Assurance and Monitoring

Have monitoring systems been put in place to check the implementation of the proposal and recommendations?

Yes

How will the monitoring systems further assess the impact on the equality target groups?

The service will continue monitoring the service take-up and complaints. .

Does the policy/function comply with equalities legislation?

(Please consider the [OTH objectives](#) and [Public Sector Equality Duty](#) criteria)

Yes

If there are gaps in information or areas for further improvement, please list them below:

How will the results of this Equality Analysis feed into the performance planning process?

The service will continue monitoring the service take-up and complaints.





Section 6 - Action Plan

*As a result of these conclusions and recommendations what actions (if any) **will** be included in your business planning and wider review processes (team plan)? Please consider any gaps or areas needing further attention in the table below.*

Recommendation	Key activity	Progress milestones including target dates for either completion or progress	Officer responsible	Progress
Non-discriminatory behaviour	Regular awareness at staff meetings. Train staff in specialist courses	Raise awareness at one staff meeting a month.	NR	
Monitor complains and complements	Analyse trends and record any lessons learnt	Ongoing trend analysis Lessons learnt register	NR	

Appendix A

(Sample) Equality Assessment Criteria

Decision	Action	Risk
As a result of performing the analysis, it is evident that a risk of discrimination exists (direct, indirect, unintentional or otherwise) to one or more of the nine groups of people who share <i>Protected Characteristics</i> . It is recommended that the use of the policy be suspended until further work or analysis is performed.	Suspend – Further Work Required	Red 
As a result of performing the analysis, it is evident that a risk of discrimination exists (direct, indirect, unintentional or otherwise) to one or more of the nine groups of people who share <i>Protected Characteristics</i> . However, a genuine determining reason may exist that could legitimise or justify the use of this policy.	Further (specialist) advice should be taken	Red Amber 
As a result of performing the analysis, it is evident that a risk of discrimination (as described above) exists and this risk may be removed or reduced by implementing the actions detailed within the <i>Action Planning</i> section of this document.	Proceed pending agreement of mitigating action	Amber 
As a result of performing the analysis, the policy, project or function does not appear to have any adverse effects on people who share <i>Protected Characteristics</i> and no further actions are recommended at this stage.	Proceed with implementation	Green: 

Equality Analysis (EA)

Financial Year
2015/16

Section 1 – General Information (Aims and Objectives)

Name of the proposal including aims, objectives and purpose

(Please note – for the purpose of this doc, 'proposal' refers to a policy, function, strategy or project)

See
Appendix A

Current decision
rating



Animal Warden Services

The service deals with about 250 stray dogs requests per year and it costs about £116,000 annually. The service is proposing to maintain a £50 charge to retrieve a dog from the pound. However, an additional daily fee of £12 is being proposed as well as a charge for ancillary vet costs. £12 per night is on par with other Boroughs and private kennels. The charge is being introduced to address the real cost of keeping dogs and the associated ancillary vet costs. This will ensure costs are properly recovered and the price is still affordable for owners.

Conclusion - To be completed at the end of the Equality Analysis process

(the exec summary will provide an update on the findings of the EA and what outcome there has been as a result. For example, based on the findings of the EA, the proposal was rejected as the impact on a particular group was unreasonable and did not give due regard. Or, based on the EA, the proposal was amended and alternative steps taken)

Name: Andrew Weaver
(signed off by)

Date signed off: 17 Dec 2014
(approved)

Service area:
Safer Communities

Team name:
Environmental Health and Environmental Protection

Service manager:
Andrew Weaver

Name and role of the officer completing the EA:
Andrew Weaver, Head of EHEP

Section 2 – Evidence (Consideration of Data and Information)

What initial evidence do we have which may help us think about the impacts or likely impacts on service users or staff?

- The number of stray dogs that the service protected in 2014/15 (year to date), 2012/13 and 2013/14
- The number of stray dogs that were reclaimed in 2014/15 (year to date), 2012/13 and 2013/14
- The annual cost of the service.

	Stray reports	Dogs seized	Dogs reclaimed
Year to date	120	74	40
2013/14	232	140	51
2012/13	244	176	70

The charges were paid by 51 dog owners in 2013/14 and 70 in 2012/13. There will be no set limit on the number of days that stray dogs are kept in kennels. However, the service arranges rehoming of dogs that may have stayed in kennels for some time, since the longer dogs are protected, the more likely it is that owners will not show up.

The service does not collect equalities data of the owners of the reclaimed dogs that the service protected. However, based on the experience of the service, it appears that the service has been used universally, although Muslim people are less likely to own a dog.

Section 3 – Assessing the Impacts on the 9 Groups

Please refer to the guidance notes below and evidence how you're proposal impact upon the nine Protected Characteristics in the table on page 3?

For the nine protected characteristics detailed in the table below please consider:-

- **What is the equality profile of service users or beneficiaries that will or are likely to be affected?**

Use the Council's approved diversity monitoring categories and provide data by target group of users or beneficiaries to determine whether the service user profile reflects the local population or relevant target group or if there is over or under representation of these groups

- **What qualitative or quantitative data do we have?**

List all examples of quantitative and qualitative data available
(include information where appropriate from other directorates, Census 2001 etc)

- *Data trends – how does current practice ensure equality*

- **Equalities profile of staff?**

Indicate profile by target groups and assess relevance to policy aims and objectives e.g. Workforce to Reflect the Community. Identify staff responsible for delivering the service including where they are not directly employed by the council.

- **Barriers?**

What are the potential or known barriers to participation for the different equality target groups? Eg- communication, access, locality etc.

- **Recent consultation exercises carried out?**

Detail consultation with relevant interest groups, other public bodies, voluntary organisations, community groups, trade unions, focus groups and other groups, surveys and questionnaires undertaken etc. Focus in particular on the findings of views expressed by the equality target groups.

Such consultation exercises should be appropriate and proportionate and may range from assembling focus groups to a one to one meeting.

- **Additional factors which may influence disproportionate or adverse impact?**

Management Arrangements - How is the Service managed, are there any management arrangements which may have a disproportionate impact on the equality target groups

- **The Process of Service Delivery?**

In particular look at the arrangements for the service being provided including opening times, custom and practice, awareness of the service to local people, communication

Please also consider how the proposal will impact upon the 3 One Tower Hamlets objectives:-

- Reduce inequalities
- Ensure strong community cohesion
- Strengthen community leadership.

Please Note -

Reports/stats/data can be added as Appendix

Target Groups	Impact – Positive or Adverse What impact will the proposal have on specific groups of service users or staff?	Reason(s) <ul style="list-style-type: none"> • Please add a narrative to justify your claims around impacts and, • Please describe the analysis and interpretation of evidence to support your conclusion as this will inform decision making Please also how the proposal will promote the three One Tower Hamlets objectives? <ul style="list-style-type: none"> -Reducing inequalities -Ensuring strong community cohesion -Strengthening community leadership
Race	Neutral	This group will not be adversely affected by this proposal due to its characteristics.
Disability	Neutral	This group will not be adversely affected by this proposal due to its characteristics.
Gender	Neutral	This group will not be adversely affected by this proposal due to its characteristics directly or indirectly.
Gender Reassignment	Neutral	This group will not be adversely affected by this proposal due to its characteristics directly or indirectly.
Sexual Orientation	Neutral	This group will not be adversely affected by this proposal due to its characteristics directly or indirectly.
Religion or Belief	Neutral	This group will not be adversely affected by this proposal due to its characteristics directly or indirectly. Muslim people are less likely to be affected by this proposal, because it is said that they are less likely to own a dog.
Age	Neutral	This group will not be adversely affected by this proposal due to its characteristics directly or indirectly.
Marriage and Civil Partnerships.	Neutral	This group will not be adversely affected by this proposal due to its characteristics directly or indirectly.
Pregnancy and	Neutral	This group will not be adversely affected by this proposal due to its characteristics directly or indirectly.

Maternity		
Other Socio-economic Carers		

Section 4 – Mitigating Impacts and Alternative Options

From the analysis and interpretation of evidence in section 2 and 3 - Is there any evidence or view that suggests that different equality or other protected groups (inc' staff) could be adversely and/or disproportionately impacted by the proposal?

No

If yes, please detail below how evidence influenced and formed the proposal? For example, why parts of the proposal were added / removed?

(Please note – a key part of the EA process is to show that we have made reasonable and informed attempts to mitigate any negative impacts. An EA is a service improvement tool and as such you may wish to consider a number of alternative options or mitigation in terms of the proposal.)

Where you believe the proposal discriminates but not unlawfully, you must set out below your objective justification for continuing with the proposal, without mitigating action.

Section 5 – Quality Assurance and Monitoring

Have monitoring systems been put in place to check the implementation of the proposal and recommendations?

Yes

How will the monitoring systems further assess the impact on the equality target groups?

n/a

Does the policy/function comply with equalities legislation?

(Please consider the [OTH objectives](#) and [Public Sector Equality Duty](#) criteria)

Yes

If there are gaps in information or areas for further improvement, please list them below:

How will the results of this Equality Analysis feed into the performance planning process?

The service will continue monitoring the service take-up.

Section 6 - Action Plan

As a result of these conclusions and recommendations what actions (if any) **will** be included in your business planning and wider review processes (team plan)? Please consider any gaps or areas needing further attention in the table below the example.





Recommendation	Key activity	Progress milestones including target dates for either completion or progress	Officer responsible	Progress
Example				
1. Better collection of feedback, consultation and data sources	1. Create and use feedback forms. Consult other providers and experts	1. Forms ready for January 2010 Start consultations Jan 2010	1.NR & PB	
2. Non-discriminatory behaviour	2. Regular awareness at staff meetings. Train staff in specialist courses	2. Raise awareness at one staff meeting a month. At least 2 specialist courses to be run per year for staff.	2. NR	

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Recommendation	Key activity	Progress milestones including target dates for either completion or progress	Officer responsible	Progress

Appendix A

(Sample) Equality Assessment Criteria

Decision	Action	Risk
As a result of performing the analysis, it is evident that a risk of discrimination exists (direct, indirect, unintentional or otherwise) to one or more of the nine groups of people who share <i>Protected Characteristics</i> . It is recommended that the use of the policy be suspended until further work or analysis is performed.	Suspend – Further Work Required	Red 
As a result of performing the analysis, it is evident that a risk of discrimination exists (direct, indirect, unintentional or otherwise) to one or more of the nine groups of people who share <i>Protected Characteristics</i> . However, a genuine determining reason may exist that could legitimise or justify the use of this policy.	Further (specialist) advice should be taken	Red Amber 
As a result of performing the analysis, it is evident that a risk of discrimination (as described above) exists and this risk may be removed or reduced by implementing the actions detailed within the <i>Action Planning</i> section of this document.	Proceed pending agreement of mitigating action	Amber 
As a result of performing the analysis, the policy, project or function does not appear to have any adverse effects on people who share <i>Protected Characteristics</i> and no further actions are recommended at this stage.	Proceed with implementation	Green: 

Equality Analysis (EA)

Financial Year
2015/16

Section 1 – General Information (Aims and Objectives)

Name of the proposal including aims, objectives and purpose
(Please note – for the purpose of this doc, 'proposal' refers to a policy, function, strategy or project)

See
Appendix A

Current decision
rating



Pest Control - Bedbug treatment

It is proposed that the charge for the bedbug treatment in a family home will be increased from £94 (excluding VAT) to £141 (excluding VAT) for two visits. The current charge assumes that the service makes one visit to eradicate the problem. However, the service increasingly needs to return to sites where the problem persists after the first treatment, because the bedbug infestation has been heavier and more persistent in the borough due to the increase of bedbugs' insecticide resistance. In practice, the service has often provided the second visit free of charge, due to difficulty in predicting the severity of the infestation prior to the treatment and charging accordingly. This change of the charge will reflect the actual service needs and costs to complete the treatment in a household.

Conclusion - To be completed at the end of the Equality Analysis process

(the exec summary will provide an update on the findings of the EA and what outcome there has been as a result. For example, based on the findings of the EA, the proposal was rejected as the impact on a particular group was unreasonable and did not give due regard. Or, based on the EA, the proposal was amended and alternative steps taken)

Name: Andrew Weaver
(signed off by)

Date signed off: 17 Dec 2014
(approved)

Service area:
Safer Communities

Team name:
Environmental Health and Environmental Protection

Service manager:
Andrew Weaver

Name and role of the officer completing the EA:
Andrew Weaver, Head of Environmental Health and Environmental Protection

Section 2 – Evidence (Consideration of Data and Information)

What initial evidence do we have which may help us think about the impacts or likely impacts on service users or staff?

The following has informed the proposal:

- The current service charges and concessions
- The number of the pest control service take-up (all pest treatment; this year to date, 2013-14 and 2012-13)
- Benchmark data of the bedbugs treatment charge of London boroughs in 2013 (Appendix 1). The London average in 2013 was £169 including Vat. Our current charge is £112.80 (including Vat).
- Equalities data collected through the customer satisfaction survey.

The service currently offers the following pest control services:

Pest species	Current charge (including Vat)
Bedbugs in a family home	£112.80 per visit
Bedbugs in a Home in Multiple Occupation	Price on application by the landlord
Cockroaches	£112.80 for 3 visits
Fleas	£62.40 per visit
Mice	£112.80 for 3 visits
Pharaoh ants	£112.80 for 3 visits
Wasps	£62.40 per visit
Black (garden) ants	£62.40 per visit

The table below shows all treatments that the service provided since 2012/2013:

Treatments – all tenures, bedbugs only

2012-13	2013-14	2014-15 to date
1057	889	878

Although the service charges £112.80 per visit for a bedbug treatment in a family home, the service often returns to a site where the problem persists after the first treatment without charge. This is due to the difficulty in predicting whether a case requires an additional treatment prior to the start of the treatment and charging accordingly. The service has increasingly found more cases that require another treatment, because the bedbug infestation has been heavier and more persistent in the borough due to the increase of bedbugs' insecticide resistance.

A concession is currently offered to a range of residents and this arrangement will remain. The pest control service is provided free of charge to state pensioners. Both tenants and leaseholders of Tower Hamlets Homes will continue receiving the service free of charge based on a service level agreement with the service. The service will also continue to be free for tenants and leaseholders of the following Registered Social Landlords due to a service level agreement:

- Belgrave Street Housing Co-operative, odd numbers 13 to 49 Belgrave Street, E1
- East End Homes
- One Housing Group (Island region residents only)
- Providence Row Housing Association
- Spitalfields Housing Association

- Swan Housing Association.

Similarly, tenants of Poplar HARCA will receive the service free of charge. Their leaseholders will be charged for the service.

Although the current data reporting system does not collect detailed information on the service take-up, including a kind of pest and the payment status (full or concessions), the service acknowledges that the majority of the pest control customers have been benefitted by the concessions.

The actual estimated cost (excluding Vat) would be:

1.5 officers per visit make two 45min visits – officer charge per hour is £73.93. Therefore:

2 visits x ¾ hr x 1.5 officers x £73.93 per hour = £166.34 (bedbug treatment with two visits)

However, the service would like to keep the cost affordable for residents. So, £141 (excluding Vat; £169.20 including Vat) is proposed, in line with the London Councils' average.

This charge includes necessary materials.

Benchmarking data shows that the Council's current charges for bedbug treatment are within the lowest offered across London. In 2013, the average of the 22 London Boroughs' bedbug treatment charge was £169 (including Vat) and the one of Tower Hamlets was £110.40 (including Vat; £112.80 in 2014). The proposed increase to a charge of £169.20 inc Vat will locate the Council closer to the average of bedbug treatment charges across London.

Although the service collects equalities data of customers through the customer service satisfaction survey, the response rate has been very low. Since 2012, 36 responses have been collected, 5 of which were from the bedbug treatments. This does not provide conclusive evidence for us to analyse the impact of this proposal on different groups.

Section 3 – Assessing the Impacts on the 9 Groups

Please refer to the guidance notes below and evidence how you're proposal impact upon the nine Protected Characteristics in the table on page 3?

For the nine protected characteristics detailed in the table below please consider:-

- **What is the equality profile of service users or beneficiaries that will or are likely to be affected?**

Use the Council's approved diversity monitoring categories and provide data by target group of users or beneficiaries to determine whether the service user profile reflects the local population or relevant target group or if there is over or under representation of these groups

- **What qualitative or quantitative data do we have?**

List all examples of quantitative and qualitative data available
(include information where appropriate from other directorates, Census 2001 etc)
- Data trends – how does current practice ensure equality

- **Equalities profile of staff?**

Indicate profile by target groups and assess relevance to policy aims and objectives e.g. Workforce to Reflect the Community. Identify staff responsible for delivering the service including where they are

not directly employed by the council.

- **Barriers?**

What are the potential or known barriers to participation for the different equality target groups? Eg- communication, access, locality etc.

- **Recent consultation exercises carried out?**

Detail consultation with relevant interest groups, other public bodies, voluntary organisations, community groups, trade unions, focus groups and other groups, surveys and questionnaires undertaken etc. Focus in particular on the findings of views expressed by the equality target groups. Such consultation exercises should be appropriate and proportionate and may range from assembling focus groups to a one to one meeting.

- **Additional factors which may influence disproportionate or adverse impact?**

Management Arrangements - How is the Service managed, are there any management arrangements which may have a disproportionate impact on the equality target groups

- **The Process of Service Delivery?**

In particular look at the arrangements for the service being provided including opening times, custom and practice, awareness of the service to local people, communication

Please also consider how the proposal will impact upon the 3 One Tower Hamlets objectives:-

- Reduce inequalities
- Ensure strong community cohesion
- Strengthen community leadership.

Please Note -

Reports/stats/data can be added as Appendix

Target Groups	Impact – Positive or Adverse	Reason(s)
	What impact will the proposal have on specific groups of service users or staff?	<ul style="list-style-type: none"> • Please add a narrative to justify your claims around impacts and, • Please describe the analysis and interpretation of evidence to support your conclusion as this will inform decision making Please also how the proposal will promote the three One Tower Hamlets objectives? <ul style="list-style-type: none"> -Reducing inequalities -Ensuring strong community cohesion -Strengthening community leadership
Race	Neutral	This group will not be adversely affected by this proposal due to its characteristics directly or indirectly. It remains unknown whether this group uses the service disproportionately more than any other groups.
Disability	Neutral	This group will not be adversely affected by this proposal due to its characteristics directly or indirectly. It remains unknown whether this group uses the service disproportionately more than any other groups.
Gender	Neutral	This group will not be adversely affected by this proposal due to its characteristics directly or indirectly. It remains unknown whether this group uses the service disproportionately more than any other groups.
Gender Reassignment	Neutral	This group will not be adversely affected by this proposal due to its characteristics directly or indirectly. It remains unknown whether this group uses the service disproportionately more than any other groups.
Sexual Orientation	Neutral	This group will not be adversely affected by this proposal due to its characteristics directly or indirectly. It remains unknown whether this group uses the service disproportionately more than any other groups.
Religion or Belief	Neutral	This group will not be adversely affected by this proposal due to its characteristics directly or indirectly. It remains unknown whether this group uses the service disproportionately more than any other groups.
Age	Neutral	State pensioners will continue receiving the service free of charge. It remains unknown whether this group uses the service disproportionately more than any other groups.
Marriage and Civil Partnerships.	Neutral	This group will not be adversely affected by this proposal due to its characteristics directly or indirectly. It remains unknown whether this group uses the service disproportionately more than any other groups.
Pregnancy and	Neutral	This group will not be adversely affected by this proposal due to its characteristics directly or indirectly.

Maternity		It remains unknown whether this group uses the service disproportionately more than any other groups.
Other Socio-economic Carers		

Section 4 – Mitigating Impacts and Alternative Options

From the analysis and interpretation of evidence in section 2 and 3 - Is there any evidence or view that suggests that different equality or other protected groups (inc' staff) could be adversely and/or disproportionately impacted by the proposal?

No

If yes, please detail below how evidence influenced and formed the proposal? For example, why parts of the proposal were added / removed?

(Please note – a key part of the EA process is to show that we have made reasonable and informed attempts to mitigate any negative impacts. An EA is a service improvement tool and as such you may wish to consider a number of alternative options or mitigation in terms of the proposal.)

Where you believe the proposal discriminates but not unlawfully, you must set out below your objective justification for continuing with the proposal, without mitigating action.

Section 5 – Quality Assurance and Monitoring

Have monitoring systems been put in place to check the implementation of the proposal and recommendations?

Yes

How will the monitoring systems further assess the impact on the equality target groups?

The service will continue monitoring the service take-up and equalities data of the customers. The service will also develop a method for increasing the participation in the customer satisfaction survey.

Does the policy/function comply with equalities legislation?

(Please consider the [OTH objectives](#) and [Public Sector Equality Duty](#) criteria)

Yes

If there are gaps in information or areas for further improvement, please list them below:

As above, the customers' participation in the survey is low.

How will the results of this Equality Analysis feed into the performance planning process?

The service will develop a method for increasing the participation in the customer satisfaction survey.

Section 6 - Action Plan

As a result of these conclusions and recommendations what actions (if any) **will** be included in your business planning and wider review processes (team plan)? Please consider any gaps or areas needing further attention in the table below the example.





Recommendation	Key activity	Progress milestones including target dates for either completion or progress	Officer responsible	Progress
Example				
1. Better collection of feedback, consultation and data sources	1. Create and use feedback forms. Consult other providers and experts	1. Forms ready for January 2010 Start consultations Jan 2010	1.NR & PB	
2. Non-discriminatory behaviour	2. Regular awareness at staff meetings. Train staff in specialist courses	2. Raise awareness at one staff meeting a month. At least 2 specialist courses to be run per year for staff.	2. NR	

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Recommendation	Key activity	Progress milestones including target dates for either completion or progress	Officer responsible	Progress
More customers' participation in the customer satisfaction survey	TBA	Actions to be agreed by 31-3-15	Jane Gardner-Hayter	

Appendix A

(Sample) Equality Assessment Criteria

Decision	Action	Risk
As a result of performing the analysis, it is evident that a risk of discrimination exists (direct, indirect, unintentional or otherwise) to one or more of the nine groups of people who share <i>Protected Characteristics</i> . It is recommended that the use of the policy be suspended until further work or analysis is performed.	Suspend – Further Work Required	Red 
As a result of performing the analysis, it is evident that a risk of discrimination exists (direct, indirect, unintentional or otherwise) to one or more of the nine groups of people who share <i>Protected Characteristics</i> . However, a genuine determining reason may exist that could legitimise or justify the use of this policy.	Further (specialist) advice should be taken	Red Amber 
As a result of performing the analysis, it is evident that a risk of discrimination (as described above) exists and this risk may be removed or reduced by implementing the actions detailed within the <i>Action Planning</i> section of this document.	Proceed pending agreement of mitigating action	Amber 
As a result of performing the analysis, the policy, project or function does not appear to have any adverse effects on people who share <i>Protected Characteristics</i> and no further actions are recommended at this stage.	Proceed with implementation	Green: 

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Equality Analysis (EA)

Financial Year
2015/16

Section 1 – General Information (Aims and Objectives)

Name of the proposal including aims, objectives and purpose

(Please note – for the purpose of this doc, 'proposal' refers to a policy, function, strategy or project)

Proposal to increase adult learning fees in charges over the next three years

See
Appendix A

Current decision
rating



Conclusion - To be completed at the end of the Equality Analysis process

(the exec summary will provide an update on the findings of the EA and what outcome there has been as a result. For example, based on the findings of the EA, the proposal was rejected as the impact on a particular group was unreasonable and did not give due regard. Or, based on the EA, the proposal was amended and alternative steps taken)

Name: Simon Leveaux



(signed off by)

Date signed off: 19/12/2014

(approved)

Service area:

Idea Store

Team name:

Idea Store Learning

Service manager:

Judith St John

Name and role of the officer completing the EA:

Simon Leveaux: Deputy Head of Idea Store Learning

Section 2 – Evidence (Consideration of Data and Information)

What initial evidence do we have which may help us think about the impacts or likely impacts on service users or staff?

- Using Management Information system which records all learners on the programme we have looked at cohorts of learners by gender, ethnicity employment and economic status.
- Focus groups and learner voice

Section 3 – Assessing the Impacts on the 9 Groups

Please refer to the guidance notes below and evidence how you're proposal impact upon the nine Protected Characteristics in the table on page 3?

For the nine protected characteristics detailed in the table below please consider:-

- **What is the equality profile of service users or beneficiaries that will or are likely to be affected?**

Use the Council's approved diversity monitoring categories and provide data by target group of users or beneficiaries to determine whether the service user profile reflects the local population or relevant target group or if there is over or under representation of these groups

- **What qualitative or quantitative data do we have?**

List all examples of quantitative and qualitative data available
(include information where appropriate from other directorates, Census 2001 etc)
- *Data trends – how does current practice ensure equality*

- **Equalities profile of staff?**

Indicate profile by target groups and assess relevance to policy aims and objectives e.g. Workforce to Reflect the Community. Identify staff responsible for delivering the service including where they are not directly employed by the council.

- **Barriers?**

What are the potential or known barriers to participation for the different equality target groups? Eg- communication, access, locality etc.

- **Recent consultation exercises carried out?**

Detail consultation with relevant interest groups, other public bodies, voluntary organisations, community groups, trade unions, focus groups and other groups, surveys and questionnaires undertaken etc. Focus in particular on the findings of views expressed by the equality target groups. Such consultation exercises should be appropriate and proportionate and may range from assembling focus groups to a one to one meeting.

- **Additional factors which may influence disproportionate or adverse impact?**

Management Arrangements - How is the Service managed, are there any management arrangements which may have a disproportionate impact on the equality target groups

- **The Process of Service Delivery?**

In particular look at the arrangements for the service being provided including opening times, custom and practice, awareness of the service to local people, communication

Please also consider how the proposal will impact upon the 3 One Tower Hamlets objectives:-

- Reduce inequalities
- Ensure strong community cohesion
- Strengthen community leadership.

Please Note -
Reports/stats/data can be added as Appendix

Target Groups	Impact – Positive or Adverse What impact will the proposal have on specific groups of service users or staff?	Reason(s) <ul style="list-style-type: none"> • Please add a narrative to justify your claims around impacts and, • Please describe the analysis and interpretation of evidence to support your conclusion as this will inform decision making Please also how the proposal will promote the three One Tower Hamlets objectives? <ul style="list-style-type: none"> -Reducing inequalities -Ensuring strong community cohesion -Strengthening community leadership
Race	minimal	The course fee structure proposed has fee waivers to ensure that no one who is less able to pay is impacted
Disability	minimal	The course fee structure proposed has fee waivers to ensure that no one who is less able to pay is impacted
Gender	minimal	The course fee structure proposed has fee waivers to ensure that no one who is less able to pay is impacted
Gender Reassignment	minimal	The course fee structure proposed has fee waivers to ensure that no one who is less able to pay is impacted
Sexual Orientation	n/a	Information not available
Religion or Belief	n/a	Information not available
Age	minimal	The course fee structure proposed has fee waivers to ensure that no one who is less able to pay is impacted
Marriage and Civil Partnerships.	n/a	Information not available
Pregnancy and Maternity	n/a	Information not available
Other Socio-economic Carers	n/a	Information not available

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Section 4 – Mitigating Impacts and Alternative Options

From the analysis and interpretation of evidence in section 2 and 3 - Is there any evidence or view that suggests that different equality or other protected groups could be adversely and/or disproportionately impacted by the proposal?

No

If yes, please detail below how evidence influenced and formed the proposal? For example, why parts of the proposal were added / removed?

(Please note – a key part of the EA process is to show that we have made reasonable and informed attempts to mitigate any negative impacts. An EA is a service improvement tool and as such you may wish to consider a number of alternative options or mitigation in terms of the proposal.)

Where you believe the proposal discriminates but not unlawfully, you must set out below your objective justification for continuing with the proposal, without mitigating action.

Section 5 – Quality Assurance and Monitoring

Have monitoring systems been put in place to check the implementation of the proposal and recommendations?

Yes

How will the monitoring systems further assess the impact on the equality target groups?

Course numbers and cohort analysis will be monitored for any change. All learner data is monitored and analysed through a centralised learner database.

Does the policy/function comply with equalities legislation?

(Please consider the [OTH objectives](#) and [Public Sector Equality Duty](#) criteria)

Yes

If there are gaps in information or areas for further improvement, please list them below:

N/A

How will the results of this Equality Analysis feed into the performance planning process?

The introduction of a low household income criteria to ensure impact is further minimized

Section 6 - Action Plan

As a result of these conclusions and recommendations what actions (if any) **will** be included in your business planning and wider review processes (team plan)? Please consider any gaps or areas needing further attention in the table below the example.





Recommendation	Key activity	Progress milestones including target dates for either completion or progress	Officer responsible	Progress
Example				
1. Better collection of feedback, consultation and data sources	1. Create and use feedback forms. Consult other providers and experts	1. Forms ready for January 2010 Start consultations Jan 2010	1.NR & PB	
2. Non-discriminatory behaviour	2. Regular awareness at staff meetings. Train staff in specialist courses	2. Raise awareness at one staff meeting a month. At least 2 specialist courses to be run per year for staff.	2. NR	

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Recommendation	Key activity	Progress milestones including target dates for either completion or progress	Officer responsible	Progress
To further mitigate the impact of fee rises on low income households	Learners whose household income is lower than £18000 per annum or are in receipt of listed means tested benefit, To be eligible, learners are require to complete a self-declaration form.	Procedures in place for recruitment	Simon leveaux	

Appendix A

(Sample) Equality Assessment Criteria

Decision	Action	Risk
As a result of performing the analysis, it is evident that a risk of discrimination exists (direct, indirect, unintentional or otherwise) to one or more of the nine groups of people who share <i>Protected Characteristics</i> . It is recommended that the use of the policy be suspended until further work or analysis is performed.	Suspend – Further Work Required	Red 
As a result of performing the analysis, it is evident that a risk of discrimination exists (direct, indirect, unintentional or otherwise) to one or more of the nine groups of people who share <i>Protected Characteristics</i> . However, a genuine determining reason may exist that could legitimise or justify the use of this policy.	Further (specialist) advice should be taken	Red Amber 
As a result of performing the analysis, it is evident that a risk of discrimination (as described above) exists and this risk may be removed or reduced by implementing the actions detailed within the <i>Action Planning</i> section of this document.	Proceed pending agreement of mitigating action	Amber 
As a result of performing the analysis, the policy, project or function does not appear to have any adverse effects on people who share <i>Protected Characteristics</i> and no further actions are recommended at this stage.	Proceed with implementation Agree	Green: 

Athena Lifelong Learning Service Information System



Self Assessment Report Performance and Statistical Analysis 13/14

The % of Total refers to the proportion within the cohort selected for the report.

Click on the + in the Gender heading cell in the Ethnicity breakdown to expand all table to include Gender breakdown. The % of Total in the Gender rows refers to the proportion within the category.

Gender	FTE (GLH/450)	FE SLN	Learners	% of Total	Starters	% of Total
F	379.24		4,561	71.77%	6,971	73.18%
M	134.65		1,794	28.23%	2,555	26.82%
Totals:	513.89		6,355	100.0%	9,526	100.0%

Ethnicity		Learners	% of Total	Starters	% of Total	Retention
	missing data	312	4.91%	58	0.61%	
11	Asian or Asian British - Bangladeshi	52	0.82%	58	0.61%	
12	Asian or Asian British - Indian	75	1.18%	101	1.06%	
13	Asian or Asian British - Pakistani	21	0.33%	32	0.34%	
14	Asian or Asian British - Any other Asian background	42	0.66%	75	0.79%	
15	Black or Black British - African	87	1.37%	122	1.28%	
16	Black or Black British - Caribbean	41	0.65%	58	0.61%	
17	Black or Black British - Any other black background	39	0.61%	50	0.52%	
18	Chinese	52	0.82%	85	0.89%	
19	Mixed - White and Asian	15	0.24%	20	0.21%	
20	Mixed - White and Black African	6	0.09%	7	0.07%	
21	Mixed - White and Black Caribbean	18	0.28%	31	0.33%	
22	Mixed - Any other mixed background	26	0.41%	35	0.37%	
23	White - British	509	8.01%	706	7.41%	
24	White - Irish	43	0.68%	51	0.54%	
25	White - Any other white background	359	5.65%	560	5.88%	
31	White - British/Scottish/Welsh/English/Northern Irish	676	10.64%	1,407	14.77%	
32	White - Irish	31	0.49%	51	0.54%	
34	White - Other	773	12.16%	1,443	15.15%	
35	Mixed - White and Black Caribbean	16	0.25%	28	0.29%	
36	Mixed - White and Black African	21	0.33%	36	0.38%	
37	Mixed - White and Asian	20	0.31%	31	0.33%	
38	Mixed - Other	26	0.41%	47	0.49%	
39	Asian or Asian British - Indian	96	1.51%	151	1.59%	
40	Asian or Asian British - Pakistani	33	0.52%	54	0.57%	
41	Asian or Asian British - Bangladeshi	1,647	25.92%	2,123	22.29%	

42	Chinese	125	1.97%	236	2.48%
43	Asian or Asian British - Other	56	0.88%	103	1.08%
44	Black or Black British - African	111	1.75%	166	1.74%
45	Black or Black British - Caribbean	98	1.54%	182	1.91%
46	Black or Black British - Other	35	0.55%	53	0.56%
47	Arab	93	1.46%	173	1.82%
98	Any other	273	4.3%	421	4.42%
99	Not known/not provided	528	8.31%	772	8.1%
		6,355	100.0%	9,526	100.0%

Disability Status		Learners	% of Total	Starters	% of Total	Retention
missing data						
		184	54.28%	46	54.12%	
		155	45.72%	39	45.88%	
missing data		339	5.33%	85	0.89%	
2	Learner does not consider himself or herself to have a learning difficulty and/or disability and/or health problem					
		3,304	74.16%	5,322	74.79%	
		1,151	25.84%	1,794	25.21%	
2	Learner does not consider himself or herself to have a learning difficulty and/or disability and/or health problem	4,455	70.1%	7,116	74.7%	
9	No information provided by the learner					
		638	66.95%	902	67.11%	
		315	33.05%	442	32.89%	
9	No information provided by the learner	953	15.0%	1,344	14.11%	
1	Learner considers himself or herself to have a learning difficulty and/or disability and/or health problem					
		435	71.55%	701	71.46%	
		173	28.45%	280	28.54%	
1	Learner considers himself or herself to have a learning difficulty and/or disability and/or health problem	608	9.57%	981	10.3%	
		6,355	100.0%	9,526	100.0%	

Age Band		Learners	% of Total	Starters	% of Total	Retention
0-15						
		197	48.88%	247	46.25%	
		206	51.12%	287	53.75%	
0-15		403	6.34%	534	5.61%	
16-18						
		34	66.67%	42	72.41%	
		17	33.33%	16	27.59%	
16-18		51	0.8%	58	0.61%	
19-24						

		355	71.0%	436	69.98%
		145	29.0%	187	30.02%
	19-24	500	7.87%	623	6.54%
	25-34				
		1,997	76.51%	3,009	77.67%
		613	23.49%	865	22.33%
	25-34	2,610	41.07%	3,874	40.67%
	35-44				
		1,075	72.39%	1,707	76.07%
		410	27.61%	537	23.93%
	35-44	1,485	23.37%	2,244	23.56%
	45-54				
		513	69.14%	843	69.67%
		229	30.86%	367	30.33%
	45-54	742	11.68%	1,210	12.7%
	55-64				
		254	70.95%	445	71.89%
		104	29.05%	174	28.11%
	55-64	358	5.63%	619	6.5%
	65+				
		125	67.2%	232	66.86%
		61	32.8%	115	33.14%
	65+	186	2.93%	347	3.64%
	no DoB				
		11	55.0%	10	58.82%
		9	45.0%	7	41.18%
	no DoB	20	0.31%	17	0.18%
		6,355	100.0%	9,526	100.0%

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Name - Discretionary Fees & Charges – CLC Item Ref– Commercial Waste (All)

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?	Yes	The proposed increases are in line with inflation or to recover cost. The increases are 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	

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Name

Discretionary Fees & Charges – CLC

Item Ref

Environmental Protection

- Contaminated Land Searches,
- Section 61 CPA Prior Consents
- Parish funeral admin charge
- Post Mortem (2nd)
- Housing act notice served fee
- Photocopy fees
- Travellers site weekly rent (pitch)

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?	Yes	There is no adverse effect because the extra revenue raised is only in line with RPI and to allow the service to recoup its costs
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	
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Name

Discretionary Fees & Charges – CLC

Item Ref

Pest Control

- Mice
- Cockroaches
- Fleas
- Wasps
- Pharaohs Ants
- Garden Ants

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?	Yes	There is no adverse effect because the extra revenue raised is only in line with RPI and to allow the service to recoup its costs
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	No	

redesign of the roles of staff?		
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Name -
Discretionary Fees & Charges – CLC

Item Ref–
Environmental Commercial (All)

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?	Yes	The proposed increases are in line with inflation. The increases are 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	

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<p>Name - Discretionary Fees & Charges – CLC</p> <p>Item Ref– Idea Stores and Idea Stores Learning</p> <ul style="list-style-type: none"> • Photocopying

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?	Yes	The proposed increases are in line with inflation or to recover cost. The increases are essential to maintain the offer. There is no requirement for residents to use the service provided by the Council as photocopying is available elsewhere.
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	

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

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Name

Discretionary Fees & Charges – D&R

Item Ref

Planning

Building Control


Land 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?	No	
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	

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Name Discretionary Fees & Charges – LPG
Item Ref Registrars 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?	Yes	An assessment has been undertaken on the likely impact that this revenue raising would have on equality. As a result of this assessment it has been judged that an Equality Analysis will not be required. This is based on the relatively low level of the increases and, where increases do exist, cheaper alternatives are often available. Also, the charges that this proposal will increase are generally not recurring but one off payments. As such, the overall impact of the increase is low to negligible.
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	

<p>Cabinet</p> <p>7th January 2015</p>	 <p>TOWER HAMLETS</p>
<p>Report of: Chris Holme, Interim Corporate Director of Resources</p>	<p>Classification: Unrestricted</p>
<p>Calculation of Council Tax Base 2015/16</p>	

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

1. **SUMMARY**

1.1 This report sets out the calculation of the Council Tax Base for 2015/16 as required by statute.

2. **DECISIONS REQUIRED**

Cabinet is recommended to:-

2.1 Approve, in accordance with the Local Authorities (Calculation of Council Tax Base) Regulations 1992, that the amount calculated by the London Borough of Tower Hamlets as its Council Tax Base for the year 2015/16 shall be 78,840.

3. **REASONS FOR THE DECISIONS**

3.1 The scheme for calculation of council tax established under the Local Government Finance Act 1992 requires local authorities to agree their Council Tax Base and to notify it to the preceptors (GLA) by 31st January 2015.

3.2 If the tax base is not agreed and notified to the Preceptor by 31st January 2015, this may prejudice the calculation of Council Tax for 2015/16.

4. ALTERNATIVE OPTIONS

- 4.1 The recommendations contained within this report are made in line with the statutory requirements outlined in sections 3.1 and 3.2 of this report; therefore the Council is not presented with alternative options is setting it's Council Tax Base.

5. BACKGROUND

- 5.1 The Council Tax legislation requires local authorities to agree their Council Tax Base and to notify it to the preceptors by 31st January 2015.
- 5.2 The tax base is central to the Council Tax system because it is the means by which the budget is translated into tax levels. For the next financial year, the estimated tax base is 78,840.
- 5.3 A simple way of looking at this is, broadly, if £1.00 is added to the band D tax, this would raise £78,840 for the General Fund Budget.
- 5.4 This report summarises the principles of the tax base calculation and sets out the calculation for 2015/16.

6. CALCULATION OF THE TAX BASE

- 6.1 The tax base calculation must take account of:
- 6.1.1 the number of properties in each band, including estimated changes during the year (for Tower Hamlets this includes an estimated increase in property numbers due to the continuing regeneration of the borough);
- 6.1.2 the number of discounts, taking account of estimated changes during the year; and
- 6.1.3 the estimated collection rate; the 2015/16 tax base has been calculated on the basis of a collection rate of 96.5%.

7. COMMENTS OF THE CHIEF FINANCIAL OFFICER

- 7.1 This report incorporates the comments of the Chief Financial Officer.

8. LEGAL COMMENTS

- 8.1. The Council is required by section 33 of the Local Government Finance Act 1992 ("the Act") to calculate for each financial year the basic amount of its council tax. The basic amount of council tax must be calculated according to

a prescribed formula that uses the amount which is calculated by the Council as its council tax base. The council tax base is in turn calculated by reference to a formula prescribed in the Local Authorities (Calculation of Council Tax Base) Regulations 1992 (“the Tax Base Regulations”).

- 8.2. The Council is required to submit its council tax base to the GLA between 1 December and 31 January in the financial year proceeding the financial year for which the calculation of council tax base is made. This is the effect of section 33(1) of the Act and regulation 8 of the Tax Base Regulations. If the Council does not submit its council tax base to the GLA, then the GLA is required to determine the calculation for itself, in the manner prescribed in the Tax Base Regulations.
- 8.3. The preparation, for submission to Full Council for consideration, of estimates of the amounts to be used for the purposes of calculating the basic amount of council tax is an executive function by virtue of regulations 4(9) – 4(11) of the Local Authorities (Functions and Responsibilities) (England) Regulations 2000.

9. ONE TOWER HAMLETS CONSIDERATIONS

- 9.1 Calculation of the Council’s tax base is an important step towards calculation of the basic amount of council tax. The calculation of council tax is a key element of the Council’s budget, which will enable it to deliver on its Strategic Plan and, in turn, the Community Plan.
- 9.2 The Council’s Strategic Plan is focused upon meeting the needs of the diverse communities living in Tower Hamlets. The Key Themes reflect diversity issues and there are key equality milestones in relation to delivering One Tower Hamlets.

10. SUSTAINABLE ACTION FOR A GREENER ENVIRONMENT

- 10.1 There are no SAGE implications.

11. RISK MANAGEMENT IMPLICATIONS

- 11.1 If the tax base is not agreed, the Council will not be able to set a legal budget for 2015/16 and notify the preceptor by 31st January 2015. Consequently the Council may be open to legal challenge and also affect the budget setting arrangements for the GLA.

12. CRIME AND DISORDER REDUCTION IMPLICATIONS

- 12.1 There are no Crime and Disorder Reduction Implications.

13. EFFICIENCY STATEMENT

13.1 There are no efficiency statement implications.

14. APPENDICES

Appendix A – Calculation of Council Tax Base 2015/16

**Local Government Act, 1972 Section 100D (As amended)
List of “Background Papers” used in the preparation of this report**

Brief description of “background papers”	Name and telephone number of holder and address where open to inspection.
Budget files (Tax Base folder only)	Ruth Ebaretonbofa-Morah (Deputy Financial Planning Manager) - ext. 1698

Calculation of Council Tax Base Estimate 2015/16

Estimate 2015/2016		Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H	Total	
1	Total Dwellings	3,527	25,903	36,875	24,461	18,293	8,470	3,280	507	121,317	
2	Exempt Dwellings	2,566	1,303	1,020	789	865	463	134	8	7,147	
3	Disabled Reduction	20	44	37	39	22	8	5	-	175	
4	Account for Disabled Reduction	26	22	- 11	4	- 19	- 11	- 5	- 6	-	
5	Total Chargeable Dwellings	987	24,622	35,844	23,677	17,409	7,997	3,141	493	114,169	
6	25% Discounts	860	12,382	11,671	6,925	3,903	1,562	621	79	38,003	
7	50% Discounts	-	5	19	13	14	-	12	9	72	
8	10% Discounts	-	-	-	-	-	-	-	-	-	
9	Total equivalent number of discounts	215	3,098	2,927	1,738	983	391	161	24	9,537	
10	Net Chargeable Dwellings	772	21,524	32,917	21,939	16,426	7,606	2,980	469	104,632	
11	Band Proportion	2/3	7/9	8/9	1	1 2/9	1 4/9	1 2/3	2	-	
12	Number of band D equivalent properties	515	16,741	29,260	21,939	20,077	10,987	4,966	938	105,421	
13	Council Tax Support Estimate									-	23,721
14	Revised Band D Equivalents										81,700
15	Estimated collection rate										96.50%
16	LBTH Taxbase 2015/2016										78,840

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