

## Members' Library Service Request Form

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Originator	Ruth Colston - Commercial Development Officer
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Document Title	Discretionary Fees 2018-19

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Designation	Head of Communities and Partnership
Date	01/03/18

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**REPORT TO:** Members' Library Service

**MEETING DATE:**

**BY:** Depute Chief Executive (Partnerships and Community Services)

**SUBJECT:** Discretionary Fees 2018/19

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**1 PURPOSE**

- 1.1 To inform Elected Members of new fees and changes to existing fee to be introduced on 1 April 2018.

**2 RECOMMENDATIONS**

- 2.1 To note the 2018/19 fees.

**3 BACKGROUND**

- 3.1 In line with the Charging Policy, a review of the Council's discretionary fees and charges was undertaken. This review was informed by the findings from the recent adult care charges and budget consultations. They showed that a significant majority of the public viewed charging as preferable to cuts in services and that it is reasonable for ELC charges to be in line with Scottish averages.
- 3.2 The review focused on keeping pace with the costs incurred to deliver the charged-for services and to accommodate annual inflation. It also included national and regional benchmarking exercises, looking at charges for similar services in other local authority areas.
- 3.3 Due to 2016/17 benchmarking data being more robust and complete than that available for 2017/18 in early summer last year (when the data was being collected), an extrapolated average for each comparator fee was produced to consider inflationary uplift from 2016/17 figures and to offer insight into where average comparator fees are likely to be positioned in 18/19.

- 3.4 The completed list of reviewed fees for 2018/19 is shown in Appendix 1. Generally, existing fees are increasing in line with inflationary pressure. However, there were found to be a limited number of fees that were not recovering the costs of their provision. These fee increases will be capped to the benchmark average level.
- 3.5 It is important to recognise that our average charges will continue to be considerably below the regional and national benchmark averages.
- 3.6 Confirmation is being sought over the requirement, or not, to charge VAT on the use of marriage rooms. For the purposes of this paper, the exclusive of VAT charge can be confirmed and is listed.
- 3.7 New charges were introduced for non-residential adult social care services as agreed by Cabinet on 13 March 2018 and in line with the budget. Increases were also made to the existing charges in Adult Social Care.
- 3.8 Increases in fees within Education will take effect from the start of the next academic year in August 2018. This includes pupil school meals increasing by 10p per meal as previously agreed and noted in the budget.

#### **4 POLICY IMPLICATIONS**

- 4.1 All approaches and changes are in line with the Council's Charging Policy. The proposals for adult social care are in line with current COSLA 2017/18 Guidance on charging for non-residential social care services and deliver the Council's decision on the budget on 13 February 2018.

#### **5 INTEGRATED IMPACT ASSESSMENT**

- 5.1 The subject of this report has been through the Integrated Impact Assessment process. The assessments identified no disproportionate impact on equality groups and was positive about the contribution to maintain services.

#### **6 RESOURCE IMPLICATIONS**

- 6.1 Financial - The anticipated income from the introduction of the new charges non-residential social care is £87,000. The balance of the £358,000 adult social care target agreed by the Council, will be delivered through a range of changes to existing charges.
- 6.2 In addition £213,000 will be raised to meet the Customer Services target through increased fees for community alarms.

- 6.3 From existing fees across the rest of the Council's services, £272,000 is estimated to be raised, with any income reflected within the approved Council budget for 2018/19.
- 6.4 Personnel - none
- 6.5 Other - It will be important that methods of collection are kept under review in order to realise the full income.

## 7 BACKGROUND PAPERS

- 7.1 Integrated Impact Assessment One.

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<b>DESIGNATION</b>	Commercial Development Officer – Transformation Team Group Service Manager – Planning & Performance
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<b>DATE</b>	15 <sup>th</sup> March 2018

<b>New &amp; Existing Discretionary Fees &amp; Charges - 2018-19</b>	<b>Charge for 18/19</b>	<b>Average of Comparator Local Authority Charges (2016/17)</b>	<b>Average of Comparator Local Authority Charges +6% (2yrs inflation)</b>
<b>AMENITY &amp; COUNTRYSIDE CHARGES:</b>			
<b>Purchase of ground:</b>			
Lairs for burial (3 burial Lair)	£815.00	£ 814.59	£ 863.47
Lairs for cremation caskets (no limit to no.)	£357.00	£ 503.80	£ 534.03
<b>Internments:</b>			
Adults	£765.00		
Child	£200.00	£ 200.71	£ 212.75
Child under 5 years	£100.00	£ 176.00	£ 186.56
Cremated remains	£200.00	£ 192.89	£ 204.47
<b>Interments on Saturday:</b> Plus 50% on all costs			
<b>Interments on Sunday &amp; Public holiday:</b> Plus 50% on all costs			
<b>Outwith area surcharge</b> – Plus 50% on all costs inc. surcharges			
<b>Headstone foundations:</b>			
Prefomed or Individual foundation	£165.00	£ 185.70	£ 196.84
Maintenance fee for Headstone (one off)	£110.00		
Selling lair back to Council – Purchased Back at 50% of Current Sale Charge			
Re-issue of lair certificate	£60.00		
Burial search fee – per hour	£38.00		
<b>Other Amenity Charges:</b>			
Allotments - Full Plot (per yr)	£42.00	£ 70.50	£ 74.73
Floral Displays			
Hanging basket - supply (summer season)			
<b>Facilities Hire:</b>			
Park or open space SMALL (per day all activities)	£185.00	£ 185.50	£ 196.63
Park or open space LARGE:			
Hire - Per hour (general recreation - exercise classes, community events etc)	£15.00		
*Commercial Hire - Half-day (6 hours)	£240.00		
*Commercial Hire - Full-day (12 hours)	£360.00	£ 358.50	£ 380.01
*Commercial Hire - Full-day & Evening (24 hours)	£480.00		
(*these hires are for events that involve erecting structures, such as marquees, staging, etc)			
<b>Showground Sites (5 day booking):</b>			
Large site (20 - 30 shows/stands)	£2,400.00		
Medium site (10 - 20 shows/stands)	£1,760.00		
Small site (<10 shows/stands)	£880.00		
Additional days charged at pro-rata			
Long Term Lets (Public Park or Showground)	POA		
<b>Commemorative Benches:</b>			
Wrought Iron including Plaque and Placement – Supplied & Fitted at Cost			

Tropical Hardwood including Plaque and Placement – Supplied & Fitted at Cost				
Administration and maintenance fee	£185.00			
<b>Barbeques:</b>				
up to 45 people	£55.00			
Film Charges (per day, from)	£155.00	£ 900.00		£ 954.00
<b>Walks:</b>				
Ranger led walks - full day - adults	£10.00			
Other Guided Events (per person)	£6.50			
<b>OUTDOOR EDUCATION:</b>				
Hire of Innerwick Centre				
Accommodation per person per night	£14.50	plus VAT		
Day use (hourly rate for communal areas)	£14.50			
Instructor Time				
Half day (3.5 hours)	£115.00			
Full day (6.5 hours)	£200.00			
<b>Archery:</b>				
Individual hire	£6.50	£ 6.45		£ 6.84
<b>SCHOOL CHARGES:</b>				
Meal - Primary Schools (From August 2018)	£2.00	£ 2.03		£ 2.16
Meal - Secondary Schools (From August 2018)	£2.20	£ 2.22		£ 2.35
Non Pupil / Staff Meals (From August 2018)	£3.00			
Primary School Milk (From August 2018)	£0.20			
Lost School Bus Pass (From August 2018)	£10.00	£ 10.00		£ 10.60
<b>PROTECTIVE SERVICES:</b>				
Health Certificates				
Export Health Certificates (Food)	£80.00			
Additional Charges:				
Correction & Re-Issue of a Certificate	£60.00			
Copies of a Certificate	£25.00			
Food Hygiene Section 50 Certificate	£105.00			
Food Hygiene Section 39 Certificate	£55.00			
Immigration Letter	£80.00			
<b>CIVIC LICENCING:</b>				
<b>General:</b>				
Application for Material Change or Variation	£60.00	£ 64.50		£ 68.37
Issue of Any Duplicate Licence	£25.00	£ 31.25		£ 33.13
Certified true copy of entry in register	£25.00	£ 37.00		£ 39.22
<b>Taxis and Private Hire:</b>				
New & Renewal Licences (1 yr)	£355.00	£ 355.36		£ 376.68
New & Renewal of Driver (1 yr)	£130.00	£ 129.35		£ 137.11
Replacement Plate (Front)	£28.00			
Replacement Plate (Rear)	£31.00			
Replacement Bracket (Rear)	£31.00			
Replacement Bracket (Front)	£30.00			
Replacement Door Sign	£27.00			

Duplicate of Badge / ID card	£25.00		
Replacement Vehicle (Temp or remainder of yr)	£123.00		
Substitute Vehicle	£130.00		
Cancellation of Inspection	£74.00		
Vehicle Re-test	£150.00		
New or Renewal of Trainer License	£130.00		
Wheelchair Exemption Certificate	£25.00		
<b>Advertising:</b>			
Internal	£16.00		
External	£52.00		
Superside	£63.00		
Full Livery	£79.00		
<b>Booking Office:</b>			
New & Renewal Licences (1 yr)	£220.00	£ 403.87	£ 428.10
<b>Late Hours Catering Licence:</b>			
New & Renewal Licences (1 yr)	£242.00		
<b>Second Hand Dealers:</b>			
New & Renewal Licences (1 yr)	£257.00		
<b>Street Traders:</b>			
Food or Non-Food New & Renewal Licences	£257.00		
<b>Market Operators:</b>			
Less than 50 traders (1yr)	£290.00		
- Temporary (6 wks)	£146.00		
More than 50 traders (1yr)	£513.00		
- Temporary (6 wks)	£257.00		
<b>Metal Dealers:</b>			
New & Renewal Licences (1 yr)	£257.00		
Itinerant Metal Dealer	£257.00		
<b>Window Cleaner:</b>			
New & Renewal Licences (1 yr)	£77.00	£ 76.82	£ 82.19
<b>Knife Dealer:</b>			
New & Renewal Licences (1 yr)	£336.00		
<b>Skin Piercing and Tattooing:</b>			
New & Renewal Licences (1 yr)	£231.00		
Additional employees (each per year)	£116.00		
<b>Venison Dealer:</b>			
New & Renewal Licences (1 yr)	£113.00		
<b>Public Entertainment:</b>			
New & Renewal Licences (Commercial 1 yr)	£525.00	£ 2,055.31	£ 2,199.18
New & Renewal Licences - Multi-activity Indoor or Outdoor	£1,500.00		
<b>Commercial Fairground (Temporary):</b>			
small (up to 5 stalls)	£185.00		
medium (5-10 stalls)	£370.00		
large (10-15 stalls)	£555.00		
Extra large (more than 15 stalls)	£740.00		

<b>Other temporary PE licences:</b>			
up to 500 persons	£185.00		
500 - 2000 persons	£370.00		
2001 - 5000 persons	£555.00		
Over 5000	£740.00		
Charity (Temporary up to 500 persons)	£92.50	£ 98.22	£ 105.09
<b>Theatres:</b>			
Commercial (1 yr)	£360.00	£ 696.12	£ 744.84
Non-commercial (1 yr)	£180.00		
Commercial Temporary (6wks)	£180.00		
Non-commercial Temporary (6wks)	£90.00		
<b>Animal Licencing (1 year):</b>			
Pet Shops	£120.00	£ 173.17	£ 185.29
Riding Establishments	£120.00	£ 222.77	£ 238.36
Dangerous Wild Animals	£120.00	£ 168.57	£ 180.37
Animal Boarding Establishments	£120.00	£ 179.57	£ 192.14
- Animal Boarding (Use of Dom. or Non-Dom. Premises)	£60.00		
Dog Breeding Establishment	£120.00		
Animal Grooming or Day-care Services	£120.00		
Zoological Park	£520.00	£ 583.03	£ 623.85
<b>Boat Hire:</b>			
New & Renewal (1yr)	£261.00	£ 356.50	£ 381.46
Temporary	£131.00	£ 186.00	£ 199.02
<b>Houses in Multiple Occupation (HMO):</b>			
Up to 5 persons (grant)	£440.00		
6 - 10 persons (grant)	£710.00		
11-20 persons (grant)	£1,085.00		
21-30 persons (grant)	£1,305.00		
31-40 persons (grant)	£1,515.00		
41-50 persons (grant)	£1,735.00		
51-75 persons (grant)	£2,270.00		
76-100 persons (grant)	£2,815.00		
101-200 persons (grant)	£3,895.00		
200+ persons (grant)	£4,975.00		
Change to licence	£155.00		
<b>Registrar:</b>			
Religious or Belief Marriage	£70.00	£ 77.00	£ 82.39
Conducting Marriage / Civil Partnership Registration in OFFICE in office hours	£125.00		
Conducting Marriage / Civil Partnership Registration in OFFICE in office hours			
Conducting Marriage / Civil Partnership Registration in MARRIAGE ROOM in office hours	£275.00		
in MARRIAGE ROOM on Saturday	£400.00		
Conducting Marriage / Civil Partnership Registration - any other venue (Mon-Fri 9-5pm)	£320.00		



Conducting Marriage / Civil Partnership Registration - any other venue (5-7pm week days & Sat)	£400.00		
on a Sunday/Public Holiday (all venues)	£440.00		
Marriage/Civil Partnership Certificate	£10.00		
Extracts search fee	£5.00		
Private Citizenship Ceremony	£90.00		
Complete Foreign Pension	£26.00		
<b>PLANNING:</b>			
Property Enquiry	£77.50		
Certificates of Lawfulness	£102.50		
Letter of Comfort			
Domestic	£310.00		
Non- domestic	£535.00	£ 535.00	£ 572.45
Further inspections (up to 1 hour inc travel time)	£110.00		
Search Building Standards			
Standard (Specific)	£56.00		
Non-specific	£87.00		
Copy of documents			
Standard (No Drawings)	£32.00	£ 31.50	£ 33.71
Up to 3 drawings	£75.00	£ 74.00	
Up to 6 drawings	£135.00		
Up to 9 drawings	£202.50		
Up to 12 drawings	£270.00		
Up to 24 drawings	£375.00		
<b>Archaeology</b>			
Professional time (per hour)	£105.00		
Digital Extract (per hour + VAT)	£105.00		
Curatorial advice outside of the formal planning process (per hour + VAT)	£105.00		
<b>ROADS FEES &amp; PERMITS:</b>			
TTRNs per Order < 5 days (Notice)	£350.00	£ 361.67	£ 383.37
TTROs per Order > 5 days (+ advertising costs)	£550.00	£ 526.67	£ 558.27
Traffic Management to support TTROs	Quote		
NRSWA Excavation Permit s109 Permit (up to 3 mths)	£200.00		
NRSWA Excavation Permit s109 Permit (Amend or Extend)	£50.00		
R(S)A s56 Excavation Permit (up to 3 mths)	£200.00	£ 200.00	£ 212.00
R(S)A s56 Excavation Permit (Amend or Extend)	£50.00		
Footway Crossing (up to 5 days)	£45.00	£ 74.91	£ 79.41
<b>Road Occupation Permits:</b>			
Access Tower RO Permit (1 wk)	£40.00		
Crane RO Permit (1wk)	£40.00	£ 40.88	£ 43.33
Scaffolding RO Permit (1 Mth)	£100.00	£ 125.00	£ 132.50
Scaffolding RO Permit (+1wk)	£20.00		
Hoarding RO Permit (1 Mth)	£100.00	£ 125.00	£ 132.50
Hoarding RO Permit (+1 wk)	£20.00		
Materials RO Permit (1 mth)	£50.00	£ 90.50	£ 95.93

Materials RO Permit (+1wk)	£20.00	£	61.00	£	64.66
Skip RO Permit (1 mth Commercial)	£45.00	£	45.00	£	47.70
Skip RO Permit (+1wk Commercial)	£20.00				
Skip RO Permit Household rate (for CT main res only)	£30.00				
Skip RO Permit Household rate (+1wk)	£10.00				
Storage Container RO Permit (1 mth)	£100.00	£	125.00	£	132.50
Storage Container RO Permit (+1wk)	£20.00				
<b>Tables and Chairs:</b>					
Tables and Chairs New application (Per Sq metre)	£60.00	£	113.50	£	120.31
Tables and Chairs Renewal (Per Sq metre)	£50.00	£	100.00	£	106.00
<b>Temporary traffic signals:</b>					
Temporary traffic signals - 2 way	£160.00				
Temporary traffic signals - 3 way	£160.00				
<b>Road Construction Inspector's Rate (per hour)</b>					
	£60.00				
<b>Property Enquiries:</b>					
Property Enquiry with Adoption Plan	£45.00				
<b>CUSTOMER SERVICES:</b>					
Community Alarm Charge (per wk for all users)	£4.00				
<b>Libraries:</b>					
<b>Library Stock Request:</b>					
Processed by Staff - Adult - per item	£0.60				
<b>Library Fees:</b>					
Lost or damaged goods	AT COST				
Administration charge for long overdue	£5.00				
Administration charge for long overdue DVD	£15.00				
Lost Membership card	£1.85	£	1.88	£	2.00
<b>Image Reproduction:</b>					
Printout from scanned image	£2.90				
to CD	£3.95				
Use of image for publication (Commercial)	£46.50				
Use of image for publication (local history society)	£11.00				
<b>Library Fines (per day)</b>					
Adult - per item	£0.15				
DVD overdue charge	£0.35	£	0.38	£	0.41
<b>Hires:</b>					
Music Score	£2.00				
DVD Hire - Single – new release	£2.00				
DVD Hire - Single – standard stock	£1.50				
DVD Hire - Box – new release	£5.50				
DVD Hire - Box – standard stock	£4.50				
<b>Loan Charges:</b>					
Inter- Library Loan Adult per book	£6.00	£	6.11	£	6.48
<b>Withdrawn Library Stock Sales:</b>					
Hardback	£1.20	£	1.10	£	1.17
Paperback	£0.60				

Children's	£0.60				
DVD	£1.20				
Music CD	£0.50				
Audio / spoken word	£2.50				
<b>Other Sales:</b>					
Photocopies - B & W A4	£0.15				
Photocopies - B & W A3	£0.30				
Photocopies - Colour A4	£0.30				
Photocopies - Colour A3	£0.60	£	0.62	£	0.65
Computer Printout - B & W A4	£0.15				
Computer Printout - B & W A3	£0.30				
Computer Printout - Colour A4	£0.30	£	0.30	£	0.32
Computer Printout - Colour A3	£0.60				
Lamination - A4	£1.25				
Lamination - A3	£2.10				
USB memory stick	£6.70				
Headphones	£1.60				
<b>ADULT SOCIAL CARE:</b>					
Care Home - Self Funder (per wk)	£683.22				
Respite (per wk)	£683.22				
Meals (per meal for lunch club & door to door)	£3.45				
Care at Home (per hr)	£15.26				
Taper - 60% of the 1 <sup>st</sup> £50 then 75% thereafter					
Resource & Day Centre Session (3 hrs)	£2.00				
Transport Per Journey (to destinations other than day centres and resource centres)	£2.00				
1 Session with Transport (discount Bundle)	£3.00				
2 Sessions with Transport (discount Bundle)	£5.00				