

**Cherwell District Council**  
**Budget Planning Committee**

**7 December 2017**

<b>Fees and Charges 2018/19 - Update</b>
------------------------------------------

**Report of the Chief Finance Officer**

This report is public

**Purpose of report**

To provide members of the Budget Planning Committee with an update on the Council's proposed fees and charges for 2018/19.

**1.0 Recommendations**

1.1 The meeting is recommended to note the contents of the report.

**2.0 Introduction**

2.1 This Committee has the responsibility of recommending a budget for consideration to Executive and fees and charges are a fundamental part of the process to develop the budget each year.

2.2 The purpose of this report is to provide the latest position on fees and charges, but it should be noted that this process is not yet completed and work is continuing on fees and charges. A further report showing the final position will be included with the final budget proposals.

**3.0 Fees and Charges 2018/19**

3.1 The current proposed fees and charges for 2018/19 are attached as appendix 1 (to follow).

3.2 Although fees and charges produce significant income for the Council, there are factors that influence the Council's ability to set fees and charges: Some are set by statute, others are set to break-even and some are outsourced to third parties.

3.3 This leaves the Council with fewer discretionary fees and charges to set, and this, in turn, reduces the impact on the overall budget.

### Statutory fees and charges

Certain fees and charges are set by Government, and are outside the Council's control, for example planning application fees, and others, such as fees and charges related to gambling are subject to review by the Gambling Commission and the Department for Culture, Media and Sport.

### Requirement to break-even

These are fees and charges which are set under regulations that place a requirement to break-even on the Council, for example building control fees and licensing. In these cases the charges are reviewed following completion of the expenditure budget so that a full assessment of break-even can be undertaken.

### Fees and charges retained by third parties

The agreements that the Council has for leisure management include provisions to allow the management company to retain the income collected. In this case increases in fees and charges are linked to RPI in January each year.

### Discretionary fees and charges

These are the fees and charges which the Council is free to set without restriction from legislation or regulation. Of the total income from fees and charges shown on the attached sheets, which exclude statutory charges, approximately half is discretionary. This is made up largely of sports and leisure and waste fees and charges.

## **4.0 Conclusion and Reasons for Recommendations**

4.1 Members are requested to note the content of this report.

## **5.0 Consultation**

There is a requirement to consult on the draft budget and this consultation will take place as part of the budget setting process.

## **6.0 Alternative Options and Reasons for Rejection**

6.1 The following alternative options have been identified and rejected for the reasons as set out below.

Option 1: To not note the report but members will not be aware of the proposed fees and charges for 2018/19 if they choose to take this option.

## 7.0 Implications

### Financial and Resource Implications

- 7.1 The financial implications stemming from this report are shown in appendix 1 (to follow).

Comments checked by:

Sanjay Sharma, Interim Head of Finance, 01295 221564  
[sanjay.sharma@cherwellandsouthnorthants.gov.uk](mailto:sanjay.sharma@cherwellandsouthnorthants.gov.uk)

### Legal Implications

- 7.2 The Council has to set a balanced budget each year and fees and charges are part of this process this report provides the updated position to enable the Council to meet this requirement.

Comments checked by:

Richard Hawtin, Team Leader – Non Contentious. 01295 221695  
[richard.Hawtin@cherwellandsouthnorthants.gov.uk](mailto:richard.Hawtin@cherwellandsouthnorthants.gov.uk)

### Risk Management

- 7.3 There are no specific risk management implications of this report.

Comments checked by:

Louise Tustian, Team Leader – Strategic Intelligence and Insight, 01295 221786  
[louise.tustian@cherwellandsouthnorthants.gov.uk](mailto:louise.tustian@cherwellandsouthnorthants.gov.uk)

### Equality and Diversity

- 7.4 Impact assessments will be carried out in advance of setting the 2018/19 budget.

Comments checked by:

Caroline French, Corporate Policy & Project Officer, 01295 221586  
[caroline.french@cherwellandsouthnorthants.gov.uk](mailto:caroline.french@cherwellandsouthnorthants.gov.uk)

## 8.0 Decision Information

### Key Decision

**Financial Threshold Met:** Not applicable

**Community Impact Threshold Met:** Not applicable

**Wards Affected** All

### Links to Corporate Plan and Policy Framework

This links to the Council's priority of Sound Budgets and a Customer Focussed Council.

## Lead Councillor

Councillor Tony Ilott, Lead Member for Financial Management.

## Document Information

Appendix No	Title
Appendix 1	Proposed fees and Charges for 2018/19 (to follow).
Background Papers	
None	
Report Author	Paul Sutton (Chief Finance Officer)
Contact Information	0300 003 0106 <a href="mailto:paul.sutton@cherwellandsouthnorthants.gov.uk">paul.sutton@cherwellandsouthnorthants.gov.uk</a>