

PERTH AND KINROSS COUNCIL

Community Safety Committee

18 January 2017

The Environment Service Scheme of Charges 2017/18

Report by Director (Environment)

This report provides details of the charges in place within The Environment Service for financial year 2016/17 and the proposed charges for financial year 2017/18 as detailed in Appendix 1. The Community Safety Committee are asked to consider and comment on the proposed charges as set out in Appendix 1 of this report. Final approval of charges will be determined by the Council on 9 February 2017.

1. BACKGROUND / MAIN ISSUES

- 1.1 Section 9.1.1 of the Council's Financial Regulations state that a review of charges must be undertaken at least annually and a revised Scheme of Charges submitted to the relevant themed Committee for consideration.
- 1.2 The Corporate Charging policy approved by the Strategic Policy & Resources Committee on 23 September 2015 (report No. 15/401 refers) sets out the key principles to be followed when setting charges, charges in scope and the annual process to be undertaken in carrying out reviews of individual charges. This ensures consistency across the Council, whilst allowing Services the flexibility to shape their approach/policy to meet the needs of customers.
- 1.3 Services are required to submit their proposed list of charges to themed Committees in January/February of each year in advance of setting the budget in February (report No.15/276 refers). This provides Committees with an opportunity to examine Service proposals and recommend charges subject to final approval by the Council in setting the Revenue Budget for the year ahead.
- 1.4 All fees and charges should be set in line with the approved individual charging policy and fall into one of the following categories:

Charging Strategy	Objective
Commercial Charges	The Council aims to cover the cost of providing the service and make a surplus.
Full Cost Recovery	The Council aims to recover the costs of providing the service from those who use it.
Subsidised	The Council wishes users of the service to make a contribution to the costs of providing it. This might meet a service objective or allow competition with other providers.
Free	The Council chooses to make the service available at

Charging Strategy	Objective
	no charge to meet a service objective.
Statutory	Charges are determined in line with legal requirements.

2. PROPOSALS

- 2.1 The Environment Service provide a diverse and wide range of chargeable services to the public and business community ranging from burials and planning fees to parking and commercial waste.
- 2.2 The charging arrangements are set based on a combination of legislative requirements, national policy guidance, market competition and local guidance. As a result, there is a mix of discretionary and non-discretionary charges levied by The Environment Service. The annual review process considers a number of factors including an assessment of previous years income, trends in user demand, inflationary pressures, potential to move to payment at point of sale, council revenue budget and savings targets, alternative charging structures and potential impact on vulnerable groups. The charging strategy and specific proposals for 2017/18 are set out below with a detailed breakdown of the proposed charges to be levied with effect from 1 April 2017 in Appendix 1.
- 2.3 All income generated by charges contributes to service budgets and ensures the continued development and delivery of services.

Trading Standards & Environmental Health – Statutory/Full Cost Recovery (Appendix 1 Items 2 & 3)

- 2.4 Charges are set in line with statute or national policy guidance, predominantly for statutory licencing and water sampling. Budgeted income in 2016/17 is £100k, nearly £80k of which is from water sampling. Increases to statutory charges for 2017/18 are proposed in respect of explosive and petroleum licences.
- 2.5 As part of the revenue budget setting exercise on 11 February 2016 (report 16/51 refers), Council provisionally approved a 3% increase in non-statutory charges for 2017/18. Charges are predominantly levied by invoice.

Statutory Fixed Penalty Notices – Statutory (Appendix 1 Item 11)

- 2.6 Charges are set in line with statute. An increase to the statutory charge for dog fouling fines is proposed for 2017/18. Charges are predominantly paid by cash, cheque or credit card.

3. CONCLUSION AND RECOMMENDATION

- 3.1 This report provides a summary of the proposed charges for 2017/18.
- 3.2 The Committee is asked to consider the proposed charges for Items 2, 3 and 11 as set out in Appendix 1 .

Author(s)

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Approved

Name	Designation	Date
Barbara Renton	Director (Environment)	15 December 2016

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1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

Strategic Implications	Yes / None
Community Plan / Single Outcome Agreement	None
Corporate Plan	Yes
Resource Implications	
Financial	Yes
Workforce	None
Asset Management (land, property, IST)	None
Assessments	
Equality Impact Assessment	Yes
Strategic Environmental Assessment	None
Sustainability (community, economic, environmental)	None
Legal and Governance	None
Risk	None
Consultation	
Internal	Yes
External	None
Communication	
Communications Plan	None

1. Strategic Implications

Corporate Plan

1.1 This section should set out how the proposals relate to the achievement of the Council's Corporate Plan Priorities:

- (i) Giving every child the best start in life;
- (ii) Developing educated, responsible and informed citizens;
- (iii) Promoting a prosperous, inclusive and sustainable economy;
- (iv) Supporting people to lead independent, healthy and active lives; and
- (v) Creating a safe and sustainable place for future generations

1.2 This report relates to all objectives.

2. Resource Implications

Financial

2.1 The impact of the proposed changes to 2017/18 charges have been incorporated into the Service's 2017/18 Revenue Budget for approval at Full Council on 9 February 2017.

3. Assessments

- 3.1 The following 3 sections should report on the assessments which have been undertaken and should set out how the results of the assessments can be accessed, which could be appended to the report as supporting documents.
- 3.2 An [Integrated Appraisal Toolkit](#) (IAT) is now available across the Council for policy makers to carry out their assessment requirements on a single system. The IAT combines the functions and requirements of Equality Impact Assessment (EqIA), Sustainability Assessment and pre-screening/screening for Strategic Environmental Assessment (SEA). The IAT 'final report' produced on completing the integrated appraisal should be used as supporting evidence that the assessments listed below have been undertaken.

Equality Impact Assessment

- 3.3 Note – further information on [Equality Impact Assessment](#) is available on Eric. The relevant officer or service contact is reminded that they **MUST** ensure that the correct Equality Impact Assessment (in the form of the IAT 'final report' pdf) has been uploaded to the Council's website page on Equality Impact Assessments (see link below) prior to completion of this report.
- 3.4 Under the Equality Act 2010, the Council is required to eliminate discrimination, advance equality of opportunity, and foster good relations between equality groups. Carrying out Equality Impact Assessments for plans and policies allows the Council to demonstrate that it is meeting these duties. The Equality Impact Assessment undertaken in relation to this report can be viewed clicking [here](#).
- 3.5 This section should reflect that the proposals have been considered under the Corporate Equalities Impact Assessment process (EqIA) with the following outcome:
- (i) Assessed as **not relevant** for the purposes of EqIA

4. Consultation

Internal

- 4.1 TES Service Managers with responsibility for the charges detailed in Appendix 1 have been consulted in the preparation of this report.

2. BACKGROUND PAPERS

- 2.1 No background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information) were relied on to any material extent in preparing the above report.

3. APPENDICES

3.1 Appendix 1 – TES Scheme of Charges 2017/18.