

## PERTH AND KINROSS COUNCIL

## Strategic Policy and Resources Committee – 17 June 2015

## CHIEF EXECUTIVE'S SERVICE ANNUAL SCHEME OF CHARGES

## Report by the Head of Finance

**PURPOSE OF REPORT**

This report provides details of the current charges in place within the Chief Executive's Service and seeks approval of all discretionary charges that have not been approved by any other Committee. The charges currently in place for financial year 2015/16 are detailed in Appendices 1 to 4.

**1. BACKGROUND**

- 1.1 Financial regulations state that reviews of charges must be carried out at least annually and reported to Committee. This report sets out the proposed charges levied by the Chief Executive's Service for financial year 2015/16.
- 1.2 There are a number of charges levied by the Chief Executive's Service that are set independently e.g. some registration service charges that are set by the Registrar General or licensing fees that are set by the Licensing Board or Licensing Committee in line with prescribed limits. All charges listed in Appendix 2 were approved at either the Licensing Board on 2 September 2010 or the Licensing Committee on 19 April 2012 (Report No. 12/173 refers). No report has been submitted to the Licensing Board since 2010 as the majority of charges have been set at the statutory maximum which has not changed since 2010. It has also been historical practice to submit a report to the Licensing Committee on a bi-annual basis. However, the report was not submitted in 2014 due to pressure of work and the relatively low inflation then prevailing. It is proposed that the next report will be brought to the Licensing Committee during the current financial year.
- 1.3 There has been no increase in any charges detailed within appendices 1 to 4 between financial years 2014/15 to 2015/16.
- 1.4 It is proposed a report will be brought to this Committee prior to the consideration of the budget each year to approve the charges proposed for the following financial year. This report will provide an options appraisal where appropriate and also detail the rational for any proposed changes to the charges levied detailing any market research/benchmarking that has been undertaken. Any changes will be reflected within the budget process.

**2. PROPOSALS**

- 2.1 Appendices 1 to 4 set out the charges for the Chief Executive's Service for 2015/16 on a Divisional Basis.

- 2.2 Changes to these charges will be reported to future meetings of this Committee and incorporated into revenue budget submissions. For example the Registrar General has indicated that there may be an increase to the statutory fees later this year, possibly September or October but this is still to be confirmed.

### 3. CONCLUSION AND RECOMMENDATION

- 3.1 This report provides a summary of the charges for 2015/16.
- 3.2 The Committee is asked to note the contents of the report and approve all discretionary charges that have not been approved by any other Committee.

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#### Approved

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## 1. IMPLICATIONS, ASSESSMENTS, CONSULTATION AND COMMUNICATION

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

### 1. Strategic Implications

#### 1.1 Corporate Plan

1.1.1 The Council's Corporate Plan 2013 – 2018 lays out five outcome focussed strategic objectives which provide clear strategic direction, inform decisions at a corporate and service level and shape resources allocation. They are as follows:

- (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.

1.1.2 This report relates to all objectives.

### 2. Resource Implications

#### 2.1 Financial

2.1.1 There are no direct financial implications arising from this report other than those reported within the body of the main report.

### **3. Assessments**

#### **3.1 Equality Impact Assessment**

- 3.1.1 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.
- 3.1.2 The information contained within this report has been considered under the Corporate Equalities Impact Assessment process (EqIA) and has been assessed as **not relevant** for the purposes of EqIA.

#### **3.2 Strategic Environmental Assessment**

- 3.2.1 The Environmental Assessment (Scotland) Act 2005 places a duty on the Council to identify and assess the environmental consequences of its proposals.
- 3.2.2 The information contained within this report has been considered under the Act. However, no action is required as the Act does not apply to the matters presented in this report.

#### **3.3 Sustainability**

- 3.3.1 Under the provisions of the Local Government in Scotland Act 2003 the Council has to discharge its duties in a way which contributes to the achievement of sustainable development. In terms of the Climate Change Act, the Council has a general duty to demonstrate its commitment to sustainability and the community, environmental and economic impacts of its actions.
- 3.3.2 The information contained within this report has been considered under the Act. However, no action is required as the Act does not apply to the matters presented in this report.

### **4. Consultation**

#### **4.1 Internal**

- 4.1.1 The Chief Executive has been consulted in the preparation of this report.

### **5. BACKGROUND PAPERS**

- 5.1 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.

## **6. APPENDICES**

Appendix 1 – The Chief Executive's Service Democratic Services charges 2015/16.

Appendix 2 – The Chief Executive's Service Legal Services charges 2015/16.

Appendix 3 – The Chief Executive's Service Finance Division charges 2015/16.

Appendix 4 – The Chief Executive's Service Human Resources charges 2015/16.



**The Chief Executive's Service - Democratic Services charges 2015/16**

<b>Description</b>	<b>Amount</b>	<b>Regime</b>
<b>Registration Fees</b>		
Full or abbreviated extract -purchased within one month of registration -where the Registrar is given sight of a full or abbreviated extract	£10	Statutory
Full or abbreviated extract -purchased more than one month after the date of registration	£15	Statutory
Submission of marriage notice (per notice form)	£30	Statutory
For solemnisation of civil marriage/ civil partnership	£55	Statutory
Extra fee payable for more than 8 people in the Tay Suite (during office hours)	£55	Discretionary
Extra fee payable for use of the Old Council Chambers (during office hours)	£130	Discretionary
Extra fee payable for weekday ceremonies (out with normal office hours)	£165	Discretionary
Extra fee payable for weekend ceremonies	£190	Discretionary
Naming Ceremony	£180	Discretionary
Renewal of Vows	£180	Discretionary
Particular Search	£5	Statutory
General Search	£15	Statutory
Individual Citizenship Ceremony	£80	Statutory
<b>Design Works</b>		
Designer	£50 per hour	Discretionary
Design Assistant	£35 per Hour	Discretionary





**PERTH AND KINROSS LICENSING BOARD**

**FEES UNDER THE LICENSING (SCOTLAND) ACT 2005**

<b><u>DESCRIPTION</u></b>	<b><u>AMOUNT</u></b>	<b><u>REGIME</u></b>
<b>PREMISES LICENCE APPLICATION</b>		
Category 1	£200	Statutory
Category 2	£800	Statutory
Category 3	£1,100	Statutory
Category 4	£1,300	Statutory
Category 5	£1,700	Statutory
Category 6	£2,000	Statutory
<b>PREMISES LICENCE ANNUAL FEE</b>		
Category 1	£180	Statutory
Category 2	£220	Statutory
Category 3	£280	Statutory
Category 4	£500	Statutory
Category 5	£700	Statutory
Category 6	£900	Statutory
<b>PROVISIONAL PREMISES LICENCE APPLICATION (All categories)</b>	£200	Statutory
<b>CONFIRMATION OF A PROVISIONAL PREMISES LICENCE</b>		
Category 1	£0	Statutory
Category 2	£600	Statutory
Category 3	£900	Statutory
Category 4	£1,100	Statutory
Category 5	£1,500	Statutory
Category 6	£1,800	Statutory
<b>APPLICATION FOR TRANSFER UNDER SECTION 33</b>		
On its own	£50	Statutory
Including an application for minor variation under section 35(1)	£60	Statutory
<b>Including an application for variation (which is not a minor variation) under section 35(1)</b>		
Category 1	£75	Statutory

Category 2	£225	Statutory
Category 3	£300	Statutory
Category 4	£350	Statutory
Category 5	£450	Statutory
Category 6	£525	Statutory
<b>APPLICATION FOR TRANSFER UNDER SECTION 34</b>		
On its own	£50	Statutory
Including an application for minor variation under section 35(1)	£60	Statutory
<b>Including an application for variation (which is not a minor variation) under section 35(1)</b>		
Category 1	£75	Statutory
Category 2	£225	Statutory
Category 3	£300	Statutory
Category 4	£350	Statutory
Category 5	£450	Statutory
Category 6	£525	Statutory
<b>APPLICATION TO VARY UNDER SECTION 29</b>		
Minor variation	£20	Statutory
Variation under section 31(1) on its own or with a minor variation	£31	Statutory
Other variations	£50	Statutory
Category 1	£200	Statutory
Category 2	£275	Statutory
Category 3	£325	Statutory
Category 4	£425	Statutory
Category 5	£500	Statutory
Category 6	£50	Statutory
<b>APPLICATION FOR TEMPORARY PREMISES LICENCE</b>	£150	Statutory
<b>PERSONAL LICENCE</b>	£50	Statutory
<b>ISSUING REPLACEMENT PERSONAL LICENCE</b>	£10	Statutory
<b>OCCASIONAL LICENCE</b>	£10	Statutory
<b>EXTENDED HOURS APPLICATION</b>	£10	Statutory
<b>CERTIFIED COPY PREMISES LICENCE</b>	£10	Statutory

*All fees under the Licensing (Scotland) Act 2005 have been placed at the statutory maximum with exception of Applications for transfer under section 33 and 34, categories 1 to 6 and Application to vary under section 29 categories, 1 to 6.*

## **AMENDED FEES UNDER CIVIC GOVERNMENT (SCOTLAND) ACT 1982**

### **Licence Fees**

<b><u>Description</u></b>	<b><u>Amount</u></b>	<b><u>Regime</u></b>
Taxi/Private Hire Car Driver's Licence	£105 1 year/£155 3 year	Discretionary
Taxi Operator's Licence	£260 (1 year only)	Discretionary
Private Hire Operator's Licence	£220 (1 year only)	Discretionary
Test Fee	£95.00 (with meter) £57.50 (without meter)	Discretionary
Vehicle substitution	£95.00 (with meter) £57.50 (without meter)	Discretionary
Meter Test only	£37.50	Discretionary
Change of Vehicle Registration	£20	Discretionary
Plate Deposit	£35 (refundable)	Discretionary
Window Cleaner	£100/£150	Discretionary
Street Trader	£155/£220	Discretionary
Second Hand Motor Dealer	£180/£240	Discretionary
Second Hand Dealer	£180/£240	Discretionary
Stamp Fairs	£30	Discretionary
Stall (Antiques Fair)	£55	Discretionary
Cabinet	£55/£140	Discretionary
Market Operator	£200/£265	Discretionary
Late Hours Catering	£300/£355	Discretionary
Metal Dealer	£200/£265	Discretionary

Itinerant Metal Dealer	£115/£175	Discretionary
Metal Dealer Exemption Warrant	£50	Discretionary
Indoor Sports Entertainment	£180/£240	Discretionary
Sex Shop Licence	£155	Discretionary
Skin Piercing and Tattooing Licence	£240/£295	Discretionary
Knife Dealers	£180/£240	Discretionary
Taxi Booking Offices	£180/£240	Discretionary
Public Entertainment		
Community/Village Halls	£180/£240	Discretionary
Capacity < 200	£180/£240	
Capacity 201 – 1500	£260/£315	
Capacity 1501 – 5000	£365/£420	
Capacity 5001 – 20000	£630/£840	
Capacity >20000	£1050/£1575	
Funfair	£180/£240	
Houses in Multiple Occupation		
Occupancy 1-5	£650	Discretionary
Occupancy 6-20	£695	
Occupancy 21-75	£785	
Occupancy 76+	£870	
Application for Variation under paragraph 10	£60	Discretionary
<u>Except</u> variation of street trader licence to allow trading for more than 1 hour. For each site applied for	£95	
Consent to material change in circumstances or alteration of licence under paragraph 9	£60	Discretionary
Issue of replacement licence or badge	£10	Discretionary
Issue of replacement book of conditions (taxi/private hire operator)	£5	Discretionary

*The report “Review of Licence Fees” approved all amended fees under Civic Government (Scotland) Act 1982 (Report No. 12/173 refers).*

The fee to register as a private landlord is £55 plus £11 per property

**Professional Fees** – Fees are placed at a level which reflects the fact that the Council wants to attract business. The Council only recover fees where the transaction involves a third party (e.g. lease/servitude) and it is reasonable to recover them from the third party.

**Council House Sales** – fee agreed with Housing.

**Property Sales** – any fee is agreed with Estates which is then deducted off the capital receipt.

**Section 75**– The Council charge £500 which is broadly in line with other Councils. This is notified to the other party at the start of the transaction and recovered at the end of the transaction before the planning consent is issued.



**The Chief Executive's Service - Finance Division charges 2015/16**    **Appendix 3**

<b><u>Description</u></b>	<b><u>Amount</u></b>	<b><u>Regime</u></b>
Trade Union Commission	2.5% of gross deduction	Discretionary
Arrestment Income	£1 per employee	Discretionary
Payroll Service charge	£1.21 per item on payslip per employee	Discretionary
Insurance Personal Accident	21.12% of total payment to insurer	Discretionary
Insurance Illness	10% of total payment per insurer	Discretionary





**The Chief Executive's Service - Human Resources charges 2015/16 Appendix 4**

<b>Description</b>	<b>Amount</b>	<b>Regime</b>
Consultancy	£100 per hour (This fee can change dependant on requirements)	Discretionary

