

**RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL**

**CABINET**

**14<sup>th</sup> FEBRUARY 2019**

**COUNCIL FEES AND CHARGES POLICY**

**2019/20**

**REPORT OF THE GROUP DIRECTOR, CORPORATE AND FRONTLINE SERVICES**

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**1. PURPOSE OF THE REPORT**

1.1 The purpose of this report is to set out:

- Proposed revisions to Council fees and charges levels for the financial year 2019/20 (all to be effective from 1<sup>st</sup> April 2019 or as soon as is practicable thereafter); and
- Details of fees and charges decisions already approved that can now be included within the 2019/20 proposed Budget Strategy.

**2. RECOMMENDATIONS**

It is recommended that Cabinet:

- 2.1 Consider and, if appropriate, approve the proposed revised levels for all areas of the Council's fees and charges as set out at section 5 and detailed at Appendix 1.
- 2.2 Subject to fees and charges proposals being agreed, build the net budgetary impact (£42k for 2019/20) into budget strategy proposals for consideration by Cabinet and Council as appropriate (paragraph 5.4).
- 2.3 Note the fees and charges decisions already approved and included in the 2019/20 proposed Budget Strategy (paragraph 5.5).

**3. REASONS FOR RECOMMENDATIONS**

- 3.1 To agree the Council's fees and charges for 2019/20, required as part of the annual budget setting process.

#### **4. BACKGROUND**

- 4.1 The Council provides a wide range of services across the County Borough and the ability to apply a charge is an increasingly important funding source, particularly in the context of on-going public austerity, to support the cost of maintaining service provision.
- 4.2 As part of the Council's Medium Term Financial Planning arrangements, fees and charges are reviewed regularly and, as part of this process, account is taken of funding levels received through the Local Government Settlement, the implications of decisions already approved, Corporate Plan priority areas and the level of inflation (the Consumer Prices Index 12 month rate was 2.1% at December 2018).
- 4.3 Where appropriate, agreement of the proposed revisions is now required in order to put in place the necessary steps for their implementation from 1<sup>st</sup> April 2019 (or as soon as is practicable thereafter).

#### **5. REVIEW**

- 5.1 Cabinet have reviewed fees and charges levels having regard to the information set out in Section 4 and with the objective to continue to provide a comprehensive range of quality services at affordable prices.
- 5.2 The outcome of Cabinet's review is a proposed 2.90%<sup>1</sup> standard increase to fees and charges (allowing for rounding adjustments as appropriate) with the exception of a number of areas that are proposed to be subject to specific treatment. A summary of these exceptions are set out in Table 1 below.

Table 1 – Summary of proposed fees and charges not subject to the proposed standard increase

| <b>Area of charge</b>                                    | <b>Proposed increase for 2019/20</b> |
|--|--------------------------------------|
| Parking Charges  | Nil increase                         |
| Summer and Winter Playing Fees (Sports Clubs)            | Nil increase                         |
| Cinema (entrance fee)                                    | Nil increase                         |
| School Meals (Primary and Secondary Schools)             | Nil increase                         |
| Pontypridd Lido (entry for adult users)                  | Nil increase                         |
| Rhondda Heritage Park (Underground Experience entry fee) | Nil increase                         |
| Meals on Wheels  | £0.15 per meal                       |

<sup>1</sup> Proposed 2.90% standard increase – the Council's 2019/20 initial budget modelling included a proposed 2.2% increase to all fees and charges. A 2.90% proposed increase would therefore represent net additional income from fees and charges of 0.70%.

| Area of charge                           | Proposed increase for 2019/20                                |
|--|--|
| Day Centre Meals                         | £0.15 per meal   |
| Houses in Multiple Occupation - Licenses | Proposed schedule of fees (as per Appendix 2 of this report) |

5.3 Further information on the proposals included in Table 1, where appropriate, are set out below.

### **‘Meals on Wheels’ and ‘Day Centre Meals’**

5.3.1 The current meal price for both meals on wheels and day centre meals is £3.70 and the proposal is for the price of both to be increased to £3.85. In terms of comparing across Wales, current 2018/19 prices range between £3.30 and £5.36.

### **Houses in Multiple Occupation – Licenses**

5.3.2 On the 21<sup>st</sup> November 2018, Cabinet approved a new Additional Licensing Scheme for Houses in Multiple Occupation (HMOs), to come into force on the 1<sup>st</sup> April 2019 and be operational for a five year period to 2024. This scheme will replace the 2014 Additional Licensing Scheme for HMOs, has been declared using powers in the Housing Act 2004 and will include all types of HMO as defined by that legislation. In addition, the Act allows local authorities to recover the reasonable costs incurred in administering the process for the determination of a licence application and to thereafter regulate the licensable HMO sector.

5.3.3 In line with the Act, a full review of the costs associated with HMO licensing has been undertaken to ensure all reasonable costs incurred by the Council in implementing the HMO licensing Scheme and its operation going forward are properly reflected in the fees charged. In addition, recent case law in relation to HMO licensing charges and fees associated with the provision of services by Councils has also been duly considered as part of the review.

5.3.4 The outcome of the review is a proposed revised fee structure that comprises a two part payment by applicants:

- Part 1 - will cover the reasonable cost of administering and determining the licence application; and
- Part 2 - payable upon grant of the licence, will cover the reasonable costs to the Council of ongoing regulation and enforcement.

5.3.5 For Members consideration, the basis of the two part payment is set out in Table 2 and the proposed fee structure, pursuant to the 2019 Additional Licensing Scheme for HMOs, is attached at Appendix 2 and would be implemented from 1<sup>st</sup> April 2019.

Table 2 – Proposed two part payment

|  | <b>New HMO Application</b>   | <b>Renewal<br/>(submission prior to expiry of current licence)</b>           |
|--|--|--|
| Part 1 – Application fee   | £420   | £400   |
| Part 2 – Fee payable on grant of licence (based on price per unit of accommodation occupied by single household) | £170<br><br>(per household unit up to 12 units then £50 per unit thereafter) | £140<br><br>(per household unit up to 12 units then £35 per unit thereafter) |

5.3.6 Members will note that the proposed revised fee structure has been calculated on the basis of cost recovery and represents an increase on previous licensing fees charged (detail included at Appendix 2). Members will also note that the fee structure includes reduced fees for certain applications to incentivise responsible, compliant landlords. It is proposed that reduced fees would apply as follows:

- An early application for renewal of an existing HMO licence as this reflects the reduced administrative and enforcement burden associated with such applications; and
- Properties that are accredited by the Treforest Property Accreditation Scheme, and therefore achieve a higher standard than the legal minimum, will be liable for a 10% reduction in the total cost of a licence (in addition to any reduced fee they may be eligible for through early renewal).

5.3.7 When the proposed revised fee structure is compared to the latest published fees across Wales (i.e. for the 2018/19 financial year), it would be high compared with some others; however, it should be noted that not all local authorities undertake the on-going regulation and enforcement role and, as such, fee structures reflect this position.

5.4 The total estimated additional income that would be generated by the proposals (i.e. paragraphs 5.2 to 5.3.7) is £42k in a full year.

5.5 In addition to the information set out in Tables 1 and 2, a number of fees and charges decisions have previously been approved and accordingly have already been incorporated into the Council's 2019/20 proposed Budget Strategy. These are summarised in Table 3.

Table 3 – Summary of decisions already approved

| Area of charge  | Decision approved   |
|---|---|
| Adult Social Care Charges (non-residential care services) | <ul style="list-style-type: none"> <li>• Previously agreed that increases should be in line with Welsh Government's updated limits; Increase from £70 to £80 per week. (<a href="#">Cabinet 20th September 2018</a>)</li> </ul>   |
| Burial Fees   | <ul style="list-style-type: none"> <li>• As agreed by <a href="#">Cabinet 15/2/2018</a>. The agreed fees for 2019/20 are set out in Appendix 3 of this report.</li> </ul>   |
| Leisure Centres and Swimming Pool                         | <ul style="list-style-type: none"> <li>• Monthly and annual membership prices frozen until January 2020. (<a href="#">Cabinet 28th September 2017</a>)</li> <li>• Pay and Play increased by 2.9% effective from 1<sup>st</sup> January 2019. (<a href="#">Delegated Decision 18th December 2018</a>)</li> </ul> |
| Fixed Penalty Notice (for environmental crimes)           | <ul style="list-style-type: none"> <li>• Set at £100 with effect from 1<sup>st</sup> April 2018 (<a href="#">Cabinet 25th January 2018</a>)</li> </ul>  |

5.6 For completeness, a full list of all fees and charges across all Council services can be accessed [here](#), now including the proposed level of charges for 2019/20.

## **6. EQUALITY AND DIVERSITY IMPLICATIONS**

6.1 An Equality Impact Assessment screening form has been prepared for the purpose of this report. It has been found that a full report is not required at this time.

## **7. CONSULTATION**

7.1 A comprehensive budget consultation exercise has been undertaken in relation to the 2019/20 budget requirements.

7.2 The proposals included in this report do not require any specific additional consultation exercises to be undertaken.

## **8. FINANCIAL IMPLICATIONS**

- 8.1 As outlined in section 5 of the report, the proposed revisions to fees and charges levels for 2019/20 would generate £42k additional income in a full year if Cabinet decide to take forward the proposed recommendations.

## **9. LEGAL IMPLICATIONS OR LEGISLATION CONSIDERED**

- 9.1 There are no legal implications as a result of the recommendations set out in the report.

## **10. LINKS TO CORPORATE AND NATIONAL PRIORITIES AND THE WELL-BEING OF FUTURE GENERATIONS ACT**

- 10.1 Fees and charges income is a critical component of the funding arrangements for many services. At a local level, the proposals intend to ensure the continued provision of a comprehensive range of quality services at affordable prices for users to support the Council's work in: delivering its Corporate Plan priorities; improving the provision of essential services; and at the same time 'living within its means'.
- 10.2 The proposals also complement the requirements of the Well Being of Future Generations Act in helping to provide Services with adequate resources to continue their work in shaping provision fit for the future and, in doing so, enable positive contributions to be made toward meeting the seven national wellbeing goals.

## **11. CONCLUSION**

- 11.1 This report sets out proposals for the level of Council fees and charges for the 2019/20 financial year.
- 11.2 The recommendations will enable the Council to generate additional income from fees and charges, and include this within its 2019/20 proposed Budget Strategy.

### **Other Information**

**Relevant Scrutiny Committee** – Finance & Performance Scrutiny Committee

**PROPOSED FEES AND CHARGES FOR 2019/20**

| Group                      | Service Area  | Type Of Income                                | Increase 2019/20                              |
|----------------------------|---|---|---|
| Chief Executive            | Electoral Registration  | Sale Of Publications                          | 2.90%   |
|                            | Land Charges  | Land Charges (excluding those set nationally) | 2.90%   |
| Community Services         | Environmental Health (Pollution) and Licensing (where applicable) | Licences                                      | 2.90%   |
|                            |   | Houses in Multiple Occupation – Licences      | Proposed schedule of fees – as per Appendix 2 |
|                            | Food Health And Safety Project                                    | Service Charges Recoverable                   | 2.90%   |
|                            | Food Standards  | Course Fees General                           | 2.90%   |
|                            |   | Other Fees Receivable                         | 2.90%   |
|                            | Bereavement Services  | Cremation Fees                                | 2.90%   |
|                            |   | Burial Fees                                   | Agreed schedule of fees – as per Appendix 3   |
|                            |   | All supplementary fees & charges              | 2.90%   |
|                            | Registrar   | Booking Fees                                  | 2.90%   |
|                            |   | Attendances                                   | 2.90%   |
|                            | Community Safety CCTV   | Other Fees Receivable                         | 2.90%   |
|                            | Leisure Centres and Swimming Pools                                | Pay & Play Fees (from 01/01/19)               | 2.90%   |
|                            |   | Membership Fees (frozen until January 2020)   | 0%  |
|                            | Rhondda Heritage Park   | Admission Fees - Schools                      | 0%  |
|                            |   | Underground Experience                        | 0%  |
|                            |   | Other (incl Santa's Grotto)                   | 0%  |
|                            |   | Admission Fees - External                     | 0%  |
|                            |   | Underground Experience                        | 0%  |
|                            | Lido – Pontypridd   | Miscellaneous Sales / Souvenirs               | 2.90%   |
|                            |   | Sale of Publications                          | 2.90%   |
|                            | Park & Dare & Coliseum Theatres                                   | Leisure Sales Income                          | 0%  |
|                            |   | Bars & Catering                               | 2.90%   |
|                            |   | Room/Venue Hire                               | 2.90%   |
|                            |   | Ticket Sales (Internally Set)                 | 2.90%   |
|                            | Community Centres   | Cinema (entrance fee)                         | 0%  |
|                            |   | Rental Income                                 | 2.90%   |
|                            | Allotments  | Leisure Sales Income                          | 2.90%   |
| Rental Income              |   | 2.90%   |   |
| Parks & Recreation Grounds | Rental Income   | 2.90%   |   |
|                            | Income From Outside Bodies  | 2.90%   |   |
|                            | Summer Fees (Sports Clubs)  | 0%  |   |
|                            | Winter Fees (Sports Clubs)  | 0%  |   |

<sup>2</sup> Appendix 1 - The realignment of service areas, as set out in the 'Review of the Council's Senior and Associated Management Post Structure' update agreed by Cabinet on 24<sup>th</sup> January 2019 has not been reflected within this Appendix.

| Group                          | Service Area                  | Type Of Income                              | Increase 2019/20 |
|--------------------------------|-------------------------------|---|------------------|
|                                |                               | Leisure Sales Income                        | 2.90%            |
|                                |                               | Vending Sales                               | 2.90%            |
|                                | Countryside Services          | Miscellaneous Income                        | 2.90%            |
|                                |                               | Rental Income                               | 2.90%            |
|                                | Day Services                  | Catering Income                             | 2.90%            |
|                                |                               | Meals Sales                                 | £0.15 per meal   |
|                                |                               | Hire Of Premises                            | 2.90%            |
|                                |                               | Produce Sales                               | 2.90%            |
|                                | In-House Residential Services | Board And Lodge Income                      | 2.90%            |
|                                |                               | Meals Sales                                 | 2.90%            |
|                                | Domiciliary Care (Adults)     | Non Residential Care Charges                | N/A              |
|                                | Nurseries                     | Day Nursery Fee Income                      | 2.90%            |
|                                | Telecare                      | Lifeline Income                             | 2.90%            |
|                                | Pest Control                  | Pest Control Service Charges                | 2.90%            |
|                                | Libraries                     | Library Fines                               | 2.90%            |
|                                |                               | Hire Charges                                | 2.90%            |
|                                |                               | Photocopy & Printing Charges                | 2.90%            |
|                                |                               | All other Sales                             | 2.90%            |
|                                |                               |   |                  |
| Corporate & Frontline Services | Porth Plaza                   | Hire Of Premises                            | 2.90%            |
|                                | Valley Innovation Centre      | Hire Of Premises                            | 2.90%            |
|                                | Street Cleansing Operations   | Contract Income                             | 2.90%            |
|                                |                               | Fixed Penalty Notice (environmental crimes) | N/A              |
|                                | Commercial Waste              | Trade Refuse Charges (Residual)             | 2.90%            |
|                                |                               | Trade Refuse Charges (Recycling)            | 2.90%            |
|                                | Waste Collection              | Miscellaneous Income                        | 2.90%            |
|                                |                               | Bulky Waste Collection Income               | 2.90%            |
|                                |                               | Replacement Bin Charges                     | 2.90%            |
|                                | Parking Services              | Season Ticket Parking Fees                  | 0%               |
|                                |                               | Parking Fees                                | 0%               |
|                                |                               | Residential Parking Permits                 | 0%               |
|                                | NRSWA                         | Licences                                    | 2.90%            |
|                                | Home To School                | Sale of Surplus Seats                       | 2.90%            |
|                                | Traffic Management            | Fees  | 2.90%            |
|                                |                               |   |                  |
| Education                      | School Meals Income           | School Meals Sales                          | 0%               |
|                                | Catering Training             | Misc Contributions                          | 2.90%            |
|                                | Meals on Wheels               | Clients Meals Sales                         | £0.15 per meal   |
|                                | Peripatetic Music Service     | Misc Claims                                 | 2.90%            |
|                                |                               | Miscellaneous Income                        | 2.90%            |
|                                |                               | Miscellaneous Contributions                 | 2.90%            |
|                                |                               | Performances - Ticket Income                | 2.90%            |
|                                |                               | Equipment Hire                              | 2.90%            |
|                                |                               |   |                  |



**HOUSES IN MULTIPLE OCCUPATION - LICENSING**  
**PROPOSED SCHEDULE OF FEES 2019/20**

**APPENDIX 2**

| Total Payment (Application Fee + Fee on Grant of Licence) |                             |                              |   |  |                              |   |
|---|-----------------------------|------------------------------|---|--|------------------------------|---|
|   | New / Late Renewal          |                              |   | Early Renewal (Before Licence Expires) |                              |   |
| Number of Rooms <sup>3</sup>                              | Current Price - 2018/19 (£) | Proposed Price - 2019/20 (£) | Proposed Price - 2019/20 (£)<br>(if member of Property Accreditation Scheme / 10% discount) | Current Price - 2018/19 (£)            | Proposed Price - 2019/20 (£) | Proposed Price - 2019/20 (£)<br>(if member of Property Accreditation Scheme / 10% discount) |
| 2   | 850                         | 760                          | 684   | 650                                    | 680                          | 612   |
| 3   | 850                         | 930                          | 837   | 650                                    | 820                          | 738   |
| 4   | 850                         | 1,100                        | 990   | 650                                    | 960                          | 864   |
| 5   | 850                         | 1,270                        | 1,143   | 650                                    | 1,100                        | 990   |
| 6   | 900                         | 1,440                        | 1,296   | 700                                    | 1,240                        | 1,116   |
| 7   | 950                         | 1,610                        | 1,449   | 750                                    | 1,380                        | 1,242   |
| 8   | 1,000                       | 1,780                        | 1,602   | 800                                    | 1,520                        | 1,368   |
| 9   | 1,050                       | 1,950                        | 1,755   | 850                                    | 1,660                        | 1,494   |
| 10  | 1,100                       | 2,120                        | 1,908   | 900                                    | 1,800                        | 1,620   |
| 11  | 1,150                       | 2,290                        | 2,061   | 950                                    | 1,940                        | 1,746   |
| 12  | 1,200                       | 2,460                        | 2,214   | 1,000                                  | 2,080                        | 1,872   |
| 13  | 1,250                       | 2,510                        | 2,259   | 1,050                                  | 2,115                        | 1,904   |
| 14  | 1,300                       | 2,560                        | 2,304   | 1,100                                  | 2,150                        | 1,935   |
| 15  | 1,350                       | 2,610                        | 2,349   | 1,150                                  | 2,185                        | 1,967   |
| 16  | 1,400                       | 2,660                        | 2,394   | 1,200                                  | 2,220                        | 1,998   |
| 17  | 1,450                       | 2,710                        | 2,439   | 1,250                                  | 2,255                        | 2,030   |
| 18  | 1,500                       | 2,760                        | 2,484   | 1,300                                  | 2,290                        | 2,061   |
| 19  | 1,500                       | 2,810                        | 2,529   | 1,300                                  | 2,325                        | 2,093   |
| 20  | 1,500                       | 2,860                        | 2,574   | 1,300                                  | 2,360                        | 2,124   |

<sup>3</sup> Number of rooms – up to 20 rooms have been shown within the appendix for illustrative purposes only.

**BURIAL FEES****AGREED SCHEDULE OF FEES 2019/20**

| Fee Area                      | 2019/20<br>Fee<br>£ |
|-------------------------------|---------------------|
| Purchase New Grave for 1/2    | 800                 |
| Purchase New Grave for 3      | 800                 |
| Additional Pre-purchase Fee   | 400                 |
| Burial in a New Grave for 1/2 | 800                 |
| Burial in a New Grave for 3   | 900                 |
| Burial in a Re-Opened Grave   | 800                 |
| Memorial Permits              | 250                 |

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