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**Meeting:** Executive  
**Date:** 13 October 2009  
**Subject:** Fees and Charges Policy  
**Report of:** Councillor Maurice Jones - Portfolio Holder for Corporate Resources  
**Summary:** The report proposes a new policy for the Council in respect of Fees and Charges for services provided.

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**Advising Officer:** Clive Heaphy, Director of Corporate Services  
**Contact Officer:** Matt Bowmer, Assistant Director Financial Services  
**Public/Exempt:** Public  
**Wards Affected:** All  
**Function of:** Council  
**Key Decision** Yes  
**Reason for urgency/  
exemption from call-in  
(if appropriate)** N/A

**RECOMMENDATIONS:**

**That the Fees and Charges Policy as set out in Appendix A of the report be agreed and recommended to Council for approval.**

*Reason for Recommendations:* So that the Council has an agreed policy in place when agreeing Fees and Charges to apply in 2010/11

**Background**

1. The Council recently set up a Member Working Group to consider and recommend a new Fees and Charges Policy to the Council as well as review proposals for Fees and Charges that will apply for 2010/11. This report seeks to deal with a proposed policy only.
2. The Working Group has now produced a recommended policy that has the agreement of the Management Team and seeks Executive approval for the document which is due to be considered by Full Council at its meeting on 19 November 2009.

3. Though the adoption of the Policy is a matter for Council, by considering the document today, the Executive will subsequently be able to agree the proposed Fees and Charges schedule for 2010/11, subject to approval of the Fees and Charges Policy by Council at its November meeting.

### **Fees and Charges Policy**

3. The proposed Fees and Charges Policy is set out in Appendix 1 to this report. It has been carefully considered by both the Member Working Group and the Central Bedfordshire Management Team.
4. The Policy points the reader toward the latest publications and good practice guidance on the subject of income generation and sets out in clear terms the parameters by which the Council will operate when applying any Fees and Charges for any service. It is thus considered an up to date and effective document that should serve the Council well until reviewed again 3 years, or earlier should circumstances require it.
5. For information the Member Working Group was attended by the following Members whose contributions and considerable efforts over the summer period are gratefully acknowledged:  
Cllr. A. Fahn (Chair)  
Cllr. A Barker  
Cllr. L. Birt  
Cllr. R. Egan  
Cllr. B. Wells

## **CORPORATE IMPLICATIONS**

### **Council Priorities:**

The application of Fees and Charges in a fair and equitable manner will aid the Council in achieving its aspirations around levels of Council Tax.

### **Financial:**

The Council is under a duty to set a balanced budget each year and a clear policy will enable officers to set charges that help achieve this aim as part of a fully considered approach by each service toward annual budget challenges.

### **Legal:**

The Policy is mindful of obligations and powers conferred under the Local Government Act 2003.

### **Risk Management:**

An agreed policy will avoid the risk of an inconsistent approach to application of fees and charges and help ensure application of a fair and equitable approach to all customers.

### **Staffing (including Trades Unions):**

None

**Equalities/Human Rights:**

The policy complies with the Council's obligations to ensure that all customers are treated equally.

**Community Safety:**

None

**Sustainability:**

None

**Appendices:**

Appendix A – Fees and Charges Policy

**Background Papers** (open to public inspection):

Audit Commission's "Positively Charged" report of 2008

CIPFA Practical Guide for LA's on Income Generation – Fully Revised 2nd Edition 2008

**Location of papers:** Priory House, Chicksands