



Please ask for Joel Hammond-Gant  
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The Chair and Members of Cabinet

27 November 2017

Dear Councillor,

Please attend a meeting of the CABINET to be held on TUESDAY, 5 DECEMBER 2017 at 10.30 am in Committee Room 1, Town Hall, Rose Hill, Chesterfield, the agenda for which is set out below.

AGENDA

**Part 1(Public Information)**

1. Declarations of Members' and Officers' Interests relating to items on the Agenda
2. Apologies for Absence
3. Minutes (Pages 5 - 12)

To approve as a correct record the Minutes of the Cabinet meeting held on 14 November, 2017.

4. Forward Plan (Pages 13 - 26)

Please follow the link below to view the latest Forward Plan.

[Forward Plan](#)

5. Delegation Report (Pages 27 - 28)

## Items Recommended to Cabinet via Cabinet Members

### Deputy Leader

6. Cultural Venues Fees and Charges 2018/19 (Pages 29 - 48)
7. Exclusion of the Public

To move “That under Regulation 21(1)(b) of the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 3 of Part I of Schedule 12A to the Local Government Act 1972.”

### **Part 2 (Non Public Information)**

#### Cabinet Member for Economic Growth

8. Peak Gateway Feasibility Project (Pages 49 - 58)
9. Re-admission of the Public

After the consideration of an item containing exempt information that the public be re-admitted to the meeting.

#### Cabinet Member for Health and Wellbeing

10. Environmental Health Fees and Charges 2018/19 (Pages 59 - 84)
11. Use of former Queen's Park Sports Centre site
  - *Report to follow.*

#### Cabinet Member for Homes and Customers

12. Local Council Tax Support Scheme 2018/19 (Pages 85 - 94)

Yours sincerely,

A handwritten signature in black ink, appearing to be 'Randy', written in a cursive style.

Local Government and Regulatory Law Manager and Monitoring Officer

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## CABINET

Tuesday, 14th November, 2017

Present:-

Councillor P Gilby (Chair)

Councillors T Gilby  
Bagley  
Blank  
A Diouf

Councillors Huckle  
Brunt  
Serjeant

Non Voting Members Dickinson

J Innes

\*Matters dealt with under the Delegation Scheme

71 **DECLARATIONS OF MEMBERS' AND OFFICERS' INTERESTS  
RELATING TO ITEMS ON THE AGENDA**

No declarations of interest were received.

72 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Catt and Ludlow.

73 **MINUTES**

**RESOLVED –**

That the minutes of the meeting of Cabinet held on 3 October and 10 October, 2017, be approved as a correct record and signed by the Chair.

74 **FORWARD PLAN**

The Forward Plan for the four month period 1 December 2017 to 31 March 2018 was reported for information.

**\*RESOLVED –**

That the Forward Plan be noted.

75 **MINUTES OF THE SHEFFIELD CITY REGION COMBINED AUTHORITY**

Minutes of the meetings of the Sheffield City Region Combined Authority held on 11 September and 18 September, 2017, were reported for information.

The Assistant Cabinet Member, Councillor Dickinson, enquired about the current position of the Council with regard to funding from Sheffield City Region Combined Authority (SCRCA).

Huw Bowen advised the Cabinet that the Council is in a positive position, with all three schemes – Peak Resort, Waterside and Northern Gateway – under contract with SCRCA, and funding secured from the Sheffield City Region Infrastructure Fund (SCRIF).

The Cabinet Member for Town Centres and Visitor Economy asked what more the Council could do to help to secure investment funding for Chesterfield Market in the future.

Huw Bowen advised that, if further SCRIF or D2N2 LEP funding were to be made available, the Council would seriously consider making an application to support investment in Chesterfield Market, but also potentially in other local regeneration schemes.

**\*RESOLVED –**

That the Minutes be noted.

76 **GENERAL FUND REVENUE AND CAPITAL BUDGET MONITORING REPORT AND UPDATED MEDIUM TERM FINANCIAL FORECAST - SECOND QUARTER 2017/18**

The Director of Finance and Resources presented a report outlining the Council's budget position at the end of the second quarter of 2017/18, and the updated medium term financial forecast through 2022/23.

It was reported that a full re-tendering exercise of the Council's insurance arrangements had been undertaken, delivering savings of £94K in the remainder of 2017/18, and £187K in 2018/19.

An agreement had been reached with Kier Facilities Maintenance to reduce Property Repair Fund contributions in relation to properties that are either undergoing refurbishment, or are scheduled to be sold. This exercise had produced savings of £177K in 2017/18, £170K in 2018/19, and £155K in every financial year through 2022/23.

As at 14 November 2017, a total of £171K in capital receipts had been received. It was noted that capital receipts can fluctuate and that perennial work is carried out to maximise these to support the Council's capital programme.

It was also reported that a review of the Council's reserves and provisions had been carried out during 2017, to ensure that each reserve is at the appropriate level to meet planned expenditures.

The Director of Finance and Resources provided an update on the medium term outlook through 2022/23. A surplus of £90K was forecast for 2017/18, however, deficits were projected for each of the remaining years.

The Cabinet was informed that the Council had worked closely with partners across Derbyshire to submit a robust application to take part in the national 100% Business Rates Retention Pilot, planned to commence on 1 April, 2018.

If successful, 100 per cent of the business rate income would be allowed to be retained within the pilot area, and used to invest in the respective local economies and to help improve the financial stability of the 10 local authorities involved in the application. It was agreed that 30 per cent of any additional income would be pooled to support local economic growth.

The proposed budget preparation guidelines and approach to consulting the public on the 2018/19 budget, were reported to the Cabinet.

**\* RESOLVED –**

1. That the Council's financial performance in the first half of the 2017/18 financial year, and the updated medium term financial forecasts through 2022/23, be noted.

2. That the proposed use of reserves, as set out within section 6 of the officer's report, and the two new applications to the Budget Risk Reserve, be approved.
3. That the proposed revision of the Financial Strategy to reflect a change in the use of surpluses from the Operational Services Division, be approved.
4. That the position of the Housing Revenue Account budgets be noted.
5. That the proposed budget preparation guidelines and approach to consulting the public on the 2018/19 budget, be approved.

## **REASON FOR DECISION**

To actively manage the Council's finances in the current financial year and forecast forward the emerging budget position to future financial years.

## **77 WINDING WHEEL CAPITAL PROJECT**

The Arts and Venues Manager submitted a report recommending for approval the undertaking of capital renovation work to improve the front-of-house facilities at The Winding Wheel.

It was reported that work had already been undertaken to improve the customer offer and financial performance at both The Winding Wheel and Pomegranate Theatre. As a result, the joint net controllable costs of operating both venues had been reduced by 49 per cent over the past 3 financial years to £345,847.

During 2016/17, a total of 149 performances were held at the Winding Wheel which attracted 37,745 ticketed attendances. In addition, the building was hired privately on 280 days of the year for a variety of functions including conferences, meetings and parties.

The report set out the proposed renovations to the ground floor of The Winding Wheel, including the refurbishment of public bathrooms and the development of a new Foyer Café Bar. Members were advised that the proposed renovations and additions would help to sustain income and



growth amidst increasing competition from new developments in the town centre.

Market analysis had been carried out to support the development proposals for the Foyer Café Bar, which showed that an on-site provision of food and drink would increase revenue share that is currently lost to other cafés and food establishments in the town centre.

The Arts and Venues Manager advised that the potential opportunities for using the Foyer Café Bar for cross-selling would be explored going forward.

**\* RESOLVED –**

1. That the proposed work to renovate and upgrade the ground floor of the Winding Wheel, be approved.
2. That the proposed financial arrangement to fund the work through a combination of the Theatres Restoration Fund reserve, and future proceeds from the Theatre Restoration Levy, be approved.

**REASON FOR DECISION**

To make further progress towards a sustainable financial position for the Venues.

**78 EXCLUSION OF THE PUBLIC**

**RESOLVED –**

That under Regulation 21(1)(b) of the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000, the public be excluded from the meeting for the following items of business on the grounds that they involved the likely disclosure of exempt information as defined in Paragraph 3 of Part I of Schedule 12A to the Local Government Act 1972 – as they contained information relating to:

3. information relating to financial and business affairs.

**79      REVIEW OF THE GARDEN MAINTENANCE SERVICE**

The Assistant Director – Housing submitted a report recommending for approval revised qualifying criteria for the Council's Garden Assistance Scheme (GAS).

It was reported that a total of 143 tenants were registered to receive the GAS as at November 14, 2017, and that the services were charged out at a weekly rate over 48 weeks.

An internal review of the GAS had been carried out in conjunction with a benchmarking study into the different GAS provided by 14 other local authorities. It was found that the majority of the other authorities provided a GAS at nil cost to qualifying disabled tenants. In response, the Housing Service had developed clear eligibility criteria, which were set out in paragraph 3.17 of the officer's report.

In cases where eligibility may not be met, the Neighbourhoods Manager will have discretion to consider additional evidence provided from a qualified professional, such as a GP or Social Worker, to determine eligibility for the free scheme.

The Assistant Director – Housing informed members that a potential increase in the number of tenants using the GAS had been anticipated and planned for. As at 14 November 2017, the Council had 307 tenants of houses where the tenant or joint tenant(s) were aged over 75, and 394 tenants of houses who had self-identified as having a disability. The Housing Manager informed that a potential increase in the number of tenants using the GAS had been anticipated and planned for.

To account for any increase in demand on the GAS, the Housing Service planned to ask contractors to tender for a core scheme of 150 gardens, with an extra price for additional garden(s) up to a maximum of 300.

**\* RESOLVED –**

1. That the results of the Garden Assistance Scheme Satisfaction Survey be noted.
2. That the new qualifying criteria and principles for the revised Garden Assistance Scheme, be approved.

3. That authority is delegated to the Cabinet Member for Homes and Customers and the Housing Manager to keep delivery of the revised Garden Assistance Scheme under active review and management, and to implement corrective actions as necessary to ensure that qualifying tenants receive services that enable them to maintain the garden of their property to the required standard.

## **REASON FOR DECISION**

To work towards meeting the Council Plan priority to reduce inequality and support the vulnerable members of our community.

## **80 LOCAL GOVERNMENT ACT 1972 - RE-ADMISSION OF THE PUBLIC**

### **\* RESOLVED –**

That after the consideration of an item containing exempt information, the public be re-admitted to the meeting.

## **81 CONSIDERATION OF THE SCRUTINY REPORT ON FRIENDS GROUPS**

Councillor Caulfield, Scrutiny Project Group Leader, presented the report and recommendations of the Community, Customer and Organisational Scrutiny Committee on Friends Groups.

The recommendations of the Scrutiny Project Group had been considered and approved by the Community, Customer and Organisational Scrutiny Committee on 19 September, 2017 (Minute No. 19, Community, Customer and Organisational Scrutiny Committee, 2017/18). The Committee's recommendations were now required to be considered by Cabinet in accordance with the Council's Scrutiny Procedure rules. A copy of the Scrutiny Project Group's report on Friends Groups was attached as Appendix A to the Cabinet report.

The issue of how Friends of Groups and Community Groups worked with Council in support of the Council's vision and priorities had been raised as an area for Scrutiny work as part of the new Scrutiny work programming process for 2016/17. It was noted that the review contributed to the Council's vision of "putting our communities first", as well as the Council Plan 2015-19 objective "to increase the quality of public space for which

the Council has responsibility through targeted improvement programmes.”

Councillor Caulfield informed the Cabinet of how the Project Group had carried out the review process, which included; meetings with Cabinet Portfolio Holders and Officers; consultations and discussions with local Friends Groups in-person and online; and analysing the current resources and officer support provided to Friends of Groups by Chesterfield Borough Council and other local authorities.

The Project Group’s recommendations were outlined to the Cabinet. They had been formulated to make certain that the Friends of Groups are adequately and appropriately supported to ensure that they can function effectively and achieve the best possible outcomes for Chesterfield’s parks and open spaces.

Members discussed the recommendations and considered their resource implications to the Council.

Cabinet members expressed their appreciation to Councillor Caulfield and all members of the Scrutiny Project Group for their hard work on this issue, and noted the thoroughness and professionalism of the final report and recommendations.

**\* RESOLVED –**

That Cabinet receives with thanks the report and recommendations of the Community, Customer and Organisational Scrutiny Committee and commissions a corporate officer working group to consider the resource implications to the Council of implementing the Committee’s recommendations, and to report this considered position back to the Committee and Cabinet for further review and final decision.

**REASONS FOR DECISION**

1. To ensure that all Friends of Groups can take on an effective role in the care and management of Chesterfield’s open spaces.
2. To contribute to the delivery of the Chesterfield Borough Council Plan priority “to improve the quality of life for local people”.

CHESTERFIELD BOROUGH COUNCIL FORWARD PLAN  
FOR THE FOUR MONTH PERIOD 1 DECEMBER 2017 TO 31 MARCH 2018

**What is the Forward Plan?**

This is formal notice under The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 of key decisions to be made on behalf of the Council. This Forward Plan sets out the details of the 'key' and other major decisions which the Council expects to take during the next four month period. The Plan is available to the public 28 days before the beginning of each month.

**What is a Key Decision?**

Any executive decision which is likely to result in the Council incurring significant expenditure or the making of savings where there is:

- a decision to spend £100,000 or more from an approved budget, or
- a decision to transfer funds of more than £50,000 from one budget to another, or
- a decision which would result in a saving of £50,000 or more to any budget head, or
- a decision to dispose or acquire any interest in land or buildings with a value of £50,000 or more, or
- a decision to propose the closure of, or reduction by more than ten (10) percent in the level of service (for example in terms of funding, staffing or hours of operation) provided from any facility from which Council services are supplied.

Any executive decision which will have a significant impact in environmental, physical, social or economic terms on communities living or working in one or more electoral wards. This includes any plans or strategies which are not within the Council's Policy Framework set out in Article 4 of the Council's Constitution.

**Are any other decisions included on the plan?**

The Forward Plan also includes details of any significant issues to be considered by the Executive Cabinet, full Council and Overview and Scrutiny Committee. They are called "non-key decisions". Non-key decisions that will be made in private are also listed.

**How much notice is given of forthcoming decisions?**

As far as possible and in the interests of transparency, the Council will seek to provide at least 28 clear days' notice of new key decisions (and many new non-key decisions) that are listed on this document. Where this is not practicable, such key decisions will be taken under urgency procedures (in accordance with Rule 15 (General Exception) and Rule 16 (Special Urgency) of the Access to information Procedure Rules). This will be indicated in the final column and a separate notice is also published with additional details.

**What information is included in the plan?**

The plan will provide a description of the decision to be taken, who will make the decision and when the decision is to be made. The relevant Cabinet Member for each decision is listed. If you wish to make representations about the decision to be made, the contact details of the appropriate officer are also provided. Decisions which are expected to be taken in private (at a meeting of the Cabinet or by an individual Cabinet Member) are marked "private" and the reasons privacy is required will also be stated. Each issue is also listed separately on the website which will show more details including any Urgency Notices if issued.

## How is consultation and Community Engagement carried out?

We want all our communities to be given the opportunity to be involved in the decisions that affect them so before a decision is taken, where appropriate, community engagement activities are carried out. The Council's Community Engagement Strategy sets out a framework for how the Council engages with its customers and communities. Details of engagement activities may be found in reports when published. Alternatively you can contact the officer to whom representations may be made.

## Notice of Intention to Conduct Business in Private

Whilst the majority of the business at Cabinet meetings will be open to the public and media to attend, there will inevitably be some business to be considered that contains, for example, confidential, commercially sensitive or personal information. This is formal notice under The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 that the Cabinet meetings shown on this Forward Plan will be held partly in private because some of the reports for the meeting will contain either confidential information or exempt information under Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 (as amended) and that the public interest in withholding the information outweighs the public interest in disclosing it.

A list of the reports which are expected to be considered at this meeting in private are set out in a list on this Forward Plan. They are marked "private", including a number indicating the reason why the decision will be taken in private under the categories set out below:

- (1) information relating to any individual
- (2) information which is likely to reveal the identity of an individual
- (3) information relating the financial or business affairs of any particular person (including the authority holding that information)
- (4) information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
- (5) Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
- (6) Information which reveals that the authority proposes (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or (b) to make an order or direction under any enactment.
- (7) Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

If you would like to make representations about any particular decision to be conducted in private at this meeting then please email: [democratic.services@chesterfield.gov.uk](mailto:democratic.services@chesterfield.gov.uk). Such representations must be received in advance of 5 clear working days before the date Cabinet meeting itself, normally by the preceding Monday. The Council is required to consider any representations received as to why an item should not be taken in private and to publish its decision.

It is possible that other private reports may be added at shorter notice to the agenda for the Cabinet meeting or for a Cabinet Member decision.

**Huw Bowen**  
Chief Executive

Copies of the Council's Constitution and agenda and minutes for all meetings of the Council may be accessed on the Council's website: [www.chesterfield.gov.uk](http://www.chesterfield.gov.uk)



**CHESTERFIELD**  
BOROUGH COUNCIL

### Meeting Dates 2017/18

<u>Cabinet</u>	<u>Council</u>
4 April 2017* 18 April 2017	26 April 2017
2 May 2017* 16 May 2017 30 May 2017	10 May 2017
13 June 2017* 27 June 2017	
11 July 2017* 25 July 2017	19 July 2017
12 September 2017*	
3 October 2017 24 October 2017*	11 October 2017
14 November 2017	
5 December 2017* 19 December 2017	13 December 2017
9 January 2018* 30 January 2018	
20 February 2018*	22 February 2018
13 March 2018	
3 April 2018* 24 April 2018	25 April 2018
15 May 2018*	9 May 2018

\*Joint Cabinet and Employment and General Committee

**Cabinet members and their portfolios are as follows:**

**In addition to the Cabinet Members above, the following Councillors are**

Leader	Councillor Tricia Gilby
Deputy Leader	Councillor Amanda Serjeant
Cabinet Member for Business Transformation	Councillor Ken Huckle
Cabinet Member for Homes and Customers	Councillor Helen Bagley
Cabinet Member for Economic Growth	Councillor Terry Gilby
Cabinet Member for Governance	Councillor Sharon Blank
Cabinet Member for Health and Wellbeing	Councillor Chris Ludlow
Cabinet Member for Town Centres and Visitor Economy	Councillor Steve Brunt
Minority Member without portfolio	Councillor Alexis Diouf

**Assistant Cabinet Members for special projects.**

Councillor Ray Catt, Councillor John Dickinson, Councillor Jean Innes

**In addition to the Cabinet Members above, the following Councillors are voting Members of the Joint Cabinet and Employment and General Committee**

Councillor John Burrows  
Councillor Maureen Davenport  
Councillor Jean Innes  
Councillor Gordon Simmons  
Councillor Mick Wall

(To view the dates for other meetings please click [here.](#))

Decision No	Details of the Decision to be Taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date Decision can be Taken	Representations may be made to the following officer by the date stated	Public or Private	Decision Under Urgency Provisions
<b>Key Decisions</b>							
Key Decision 398	<b>Sale of CBC Land/Property</b>	Cabinet Member for Economic Growth	Cabinet Member - Economic Growth	Not before 31st Oct 2017	Matthew Sorby Tel: 01246 345800 matthew.sorby@chesterfield.gov.uk	Exempt 3 Contains financial information	No
Key Decision 584	<b>Purchase of Property under Strategic Acquisitions Policy</b>	Assistant Director - Housing Manager	Cabinet Member - Homes and Customers	Not before 31st Oct 2017	Alison Craig Assistant Director - Housing Manager Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Exempt 3	No
Key Decision 657	<b>Pay and Reward Project Proposals</b>	Joint Cabinet and Employment & General Committee	Cabinet Member - Business Transformation	5 Dec 2017	Kate Harley Kate.Harley@Chesterfield.gov.uk	Exempt 3, 4	No
Key Decision 670	<b>Barrow Hill Contractor Appointment</b> Approval to appoint contractor.	Cabinet	Cabinet Member - Homes and Customers	30 Jan 2018	Alison Craig Assistant Director - Housing Manager Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Exempt 3	No



Decision No	Details of the Decision to be Taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date Decision can be Taken	Representations may be made to the following officer by the date stated	Public or Private	Decision Under Urgency Provisions
Key Decision 738	<b>Asbestos Management Compliance</b> to provide an update on the remedial work and actions that have been carried out to ensure adequate asbestos management within the council's Corporate and Housing Services property portfolios and to approve updated Asbestos Management Plan	Cabinet	Cabinet Member - Governance, Cabinet Member - Homes and Customers	30 Jan 2018	Alison Craig, James Drury Assistant Director - Housing Manager Tel: 01246 345156 alison.craig@chesterfield.gov.uk , james.drury@chesterfield.gov.uk	Public	No
Key Decision 739	<b>Housing Revenue Account Business Plan 2017/18 Onwards</b> to provide members with an update on the financial viability of the Housing Revenue Account following a series of policy changes	Cabinet	Cabinet Member - Homes and Customers	19 Dec 2017	Alison Craig Assistant Director - Housing Manager Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Public	No
Key Decision 740	<b>Review of The Garden Assistance Service</b> to seek approval to make changes to the Garden Maintenance Service provided for eligible vulnerable and disabled tenants.	Cabinet	Cabinet Member - Homes and Customers	14 Nov 2017	Alison Craig Assistant Director - Housing Manager Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Exempt 3	No
Key Decision 748	<b>Review of the resourcing of Environmental Protection and Anti-Social Behaviour Enforcement</b>	Joint Cabinet and Employment & General Committee	Cabinet Member - Health and Wellbeing	9 Jan 2018	James Drury james.drury@chesterfield.gov.uk	Exempt 1, 4	No

Decision No	Details of the Decision to be Taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date Decision can be Taken	Representations may be made to the following officer by the date stated	Public or Private	Decision Under Urgency Provisions
Key Decision 749	<b>Health and Safety Restructure</b>	Joint Cabinet and Employment & General Committee	Cabinet Member - Governance	9 Jan 2018	James Drury james.drury@chesterfield.gov.uk	Exempt 1, 4	No
Key Decision 750	<b>Use of former Queen's Park Sports Centre site</b> To consider a full business case for the preferred option of artificial sports pitches on the site of the former sports centre, including associated capital and revenue costs and benefits.	Cabinet	Cabinet Member - Health and Wellbeing, Cabinet Member for Town Centres and Visitor Economy	5 Dec 2017	Michael Rich michael.rich@chesterfield.gov.uk	Public	No
Key Decision Page 51 Page 18	<b>Development around Chesterfield Station in preparation for HS2</b> To consider options for development around the station in preparation for HS2 services calling at Chesterfield, including the potential role of the council and other partners in setting the framework for development.	Cabinet	Cabinet Member for Economic Growth, Cabinet Member for Town Centres and Visitor Economy, Leader	19 Dec 2017	Michael Rich michael.rich@chesterfield.gov.uk	Exempt 3	No
Key Decision 754	<b>Risk Management Strategy and Annual Review</b>	Standards and Audit Committee  Council	Deputy Leader Deputy Leader	22 Nov 2017 13 Dec 2017	Kevin Hanlon Director of Finance and Resources kevin.hanlon@chesterfield.gov.uk	Public	No

Decision No	Details of the Decision to be Taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date Decision can be Taken	Representations may be made to the following officer by the date stated	Public or Private	Decision Under Urgency Provisions
Key Decision 756	<b>General Fund Revenue and Capital Budget Monitoring Report and Updated Medium Term Financial Forecast - Second Quarter 2017/18</b>	Cabinet Council	Deputy Leader Deputy Leader	14 Nov 2017 13 Dec 2017	Kevin Hanlon Director of Finance and Resources kevin.hanlon@chesterfield.gov.uk	Public	No
Key Decision 757	<b>Leader of the Council Revenue Budget 2017/18 - 2022/23</b>	Cabinet	Leader	19 Dec 2017	Kevin Hanlon Director of Finance and Resources kevin.hanlon@chesterfield.gov.uk	Public	No
Key Decision 758	<b>Deputy Leader of the Council Revenue Budget 2017/18 - 2022/23</b>	Cabinet	Deputy Leader	19 Dec 2017	Kevin Hanlon Director of Finance and Resources kevin.hanlon@chesterfield.gov.uk	Public	No
Key Decision 759	<b>Cabinet Member for Business Transformation Revenue Budget 2017/18 - 2022/23</b>	Cabinet	Cabinet Member - Business Transformation	19 Dec 2017	Kevin Hanlon Director of Finance and Resources kevin.hanlon@chesterfield.gov.uk	Public	No
Key Decision 760	<b>Cabinet Member for Economic Growth Revenue Budget 2017/18 - 2022/23</b>	Cabinet	Cabinet Member - Economic Growth	19 Dec 2017	Kevin Hanlon Director of Finance and Resources kevin.hanlon@chesterfield.gov.uk	Public	No

Decision No	Details of the Decision to be Taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date Decision can be Taken	Representations may be made to the following officer by the date stated	Public or Private	Decision Under Urgency Provisions
Key Decision 761	<b>Cabinet Member for Governance Revenue Budget 2017/18 - 2022/23</b>	Cabinet	Cabinet Member - Governance	19 Dec 2017	Kevin Hanlon Director of Finance and Resources kevin.hanlon@chesterfield.gov.uk	Public	No
Key Decision 762	<b>Cabinet Member for Health and Wellbeing Revenue Budget 2017/18 - 2022/23</b>	Cabinet	Cabinet Member - Health and Wellbeing	19 Dec 2017	Kevin Hanlon Director of Finance and Resources kevin.hanlon@chesterfield.gov.uk	Public	No
Key Decision 763	<b>Cabinet Member for Homes and Customers Revenue Budget 2017/18 - 2022/23</b>	Cabinet	Cabinet Member - Homes and Customers	19 Dec 2017	Kevin Hanlon Director of Finance and Resources kevin.hanlon@chesterfield.gov.uk	Public	No
Key Decision 764	<b>Cabinet Member for Town Centres and Visitor Economy Revenue Budget 2017/18 - 2022/23</b>	Cabinet	Cabinet Member - Town Centres and Visitor Economy	19 Dec 2017	Kevin Hanlon Director of Finance and Resources kevin.hanlon@chesterfield.gov.uk	Public	No
Key Decision 765	<b>Future Waste Collection Arrangements</b> To determine future delivery options for waste collection in advance of the current contract expiring.	Cabinet	Cabinet Member - Health and Wellbeing	19 Dec 2017	Mike Brymer Assistant Director - Commercial Services Manager michael.brymer@chesterfield.gov.uk	Exempt 3	No

Decision No	Details of the Decision to be Taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date Decision can be Taken	Representations may be made to the following officer by the date stated	Public or Private	Decision Under Urgency Provisions
Key Decision 766	<b>Cultural Venues Fees and Charges 2018/19</b> To review the scale of charges for lettings at the Pomegranate Theatre, the Winding Wheel, the Assembly Rooms in the Market Hall and Hasland Village Hall for 2018-19.	Cabinet	Cabinet Member - Town Centres and Visitor Economy	5 Dec 2017	Anthony Radford Tel: 01246 345339 anthony.radford@chesterfield.gov.uk	Public	No
Key Decision 767	<b>General Fund Revenue Budget Summary</b>	Cabinet	Deputy Leader	19 Dec 2017	Helen Fox Tel: 01246 345452 helen.fox@chesterfield.gov.uk	Public	No
Key Decision 768	<b>Local Council Tax Support Scheme 2018/19</b>	Cabinet Council	Cabinet Member - Homes and Customers Cabinet Member - Homes and Customers	5 Dec 2017 13 Dec 2017	Helen Fox Tel: 01246 345452 helen.fox@chesterfield.gov.uk	Public	No
Key Decision 769	<b>Collection Fund Revised Estimates 2017/18</b>	Cabinet	Deputy Leader	9 Jan 2018	Richard Staniforth Tel: 01246 345456 richard.staniforth@chesterfield.gov.uk	Public	No
Key Decision 770	<b>Innovation Centres Apprentices</b>	Employment and General Committee	Cabinet Member - Economic Growth	4 Dec 2017	Laurie Thomas Tel: 01246 345256 laurie.thomas@chesterfield.gov.uk	Exempt 3	No

Decision No	Details of the Decision to be Taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date Decision can be Taken	Representations may be made to the following officer by the date stated	Public or Private	Decision Under Urgency Provisions
Key Decision 771	<b>Winding Wheel Capital Project</b>	Cabinet	Cabinet Member - Town Centres and Visitor Economy	14 Nov 2017	Anthony Radford Tel: 01246 345339 anthony.radford@chesterfield.gov.uk	Public	Yes To enable the work to be procured to ensure that the works can be carried out in 2018.
Key Decision 772	<b>Modification of Off-street Parking Places Order</b>	Cabinet Member for Town Centres and Visitor Economy	Cabinet Member - Town Centres and Visitor Economy	Not before 20th Nov 2017	Gerard Rogers Tel: 01246 345310 gerard.rogers@chesterfield.gov.uk	Public	No
Key Decision 773	<b>Environmental Health Fees and Charges 2018/19</b>	Cabinet	Cabinet Member - Health and Wellbeing	5 Dec 2017	Esther Thelwell Senior Environmental Health Officer esther.thelwell@modern.gov.co.uk	Public	No
Key Decision 774	<b>Peak Gateway Feasibility Project</b> To consider Chesterfield Borough Council's engagement in the Peak Gateway Feasibility project	Cabinet	Cabinet Member - Economic Growth, Cabinet Member - Town Centres and Visitor Economy	5 Dec 2017	Neil Johnson Assistant Director - Economic Growth Manager Tel: 01246 345241 neil.johnson@chesterfield.gov.uk	Exempt 3	No

Page 22

Decision No	Details of the Decision to be Taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date Decision can be Taken	Representations may be made to the following officer by the date stated	Public or Private	Decision Under Urgency Provisions
Key Decision 775	<b>Housing Capital Programme: New Programme for 2018/19 through to 2021/22</b> to approve the public sector housing 'Capital' programme for 2018/19 and provisionally to 2022/23.	Cabinet	Cabinet Member - Homes and Customers	20 Feb 2018	Alison Craig Assistant Director - Housing Manager Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Public	No
Key Decision 776	<b>Housing Repairs Budget 2018/19</b> To agree and set the Housing Repairs Budget for 2018/19.	Cabinet	Cabinet Member - Homes and Customers	20 Feb 2018	Alison Craig Assistant Director - Housing Manager Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Public	No
Key Decision 777	<b>Housing Revenue Account Budget 2017/18 to 2022/23</b> To consider the probable outturn for the current financial year and the draft budget for 2018/19	Cabinet	Cabinet Member - Homes and Customers	20 Feb 2018	Alison Craig Assistant Director - Housing Manager Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Public	No
Key Decision 778	<b>Results of Tenant Consultation for Changes to Council Housing Tenancy Agreement</b> Update following the consultation process with tenants and to agree the final changes to the Tenancy Agreement	Cabinet	Cabinet Member - Homes and Customers	30 Jan 2018	Alison Craig Assistant Director - Housing Manager Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Public	No
Key Decision 779	<b>Annual HRA Rent and Service Charge Setting 2018-19</b> to set rent and service charge levels for 2018/19.	Cabinet	Cabinet Member - Homes and Customers	9 Jan 2018	Alison Craig, Angie Dolby Assistant Director - Housing Manager Tel: 01246 345156 alison.craig@chesterfield.gov.uk , Tel: 01246 345106 angie.dolby@chesterfield.gov.uk	Public	No

Decision No	Details of the Decision to be Taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date Decision can be Taken	Representations may be made to the following officer by the date stated	Public or Private	Decision Under Urgency Provisions
Key Decision 780	<b>Annual Report to Tenants 2016/17</b>	Cabinet	Cabinet Member - Homes and Customers	19 Dec 2017	Alison Craig Assistant Director - Housing Manager Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Public	No
Key Decision 781	<b>Leasehold and Right to Buy Officer</b>	Employment and General Committee	Cabinet Member - Homes and Customers	4 Dec 2017	Alison Craig Assistant Director - Housing Manager Tel: 01246 345156 alison.craig@chesterfield.gov.uk	Exempt 1, 4	No
<b>Private Items (Non Key Decisions)</b>							
Non-Key 363 Page 24	<b>Application for Home Repairs Assistance</b>	Cabinet Member for Homes and Customers	Cabinet Member - Homes and Customers	Not before 31st Oct 2017	Jane Thomas jane.thomas@chesterfield.gov.uk	Exempt 1, 3 Information relating to an individual Information relating to financial affairs	No
Non-Key 367	<b>Lease of Commercial and Industrial Properties</b>	Cabinet Member for Economic Growth	Cabinet Member - Economic Growth	Not before 31st Oct 2017	Christopher Oakes Tel: 01246 345346 christopher.oakes@chesterfield.gov.uk	Exempt 3 Information relating to financial or business affairs	No



Decision No	Details of the Decision to be Taken	Decision to be taken by	Relevant Portfolio Holder	Earliest Date Decision can be Taken	Representations may be made to the following officer by the date stated	Public or Private	Decision Under Urgency Provisions
Non-Key 368	<b>Application for Discretionary Rate Relief</b>	Cabinet Member for Business Transformation	Cabinet Member - Business Transformation	Not before 31st Oct 2017		Exempt	No
<b>Non Key Decisions</b>							
Non-Key 369	<b>Calculation of Tax Base 'Collection Fund' 2018/19</b>	Employment and General Committee	Cabinet Member - Homes and Customers	22 Jan 2018	Helen Fox Tel: 01246 345452 helen.fox@chesterfield.gov.uk	Public	No
Non-Key 71	<b>Non Domestic Rates Estimates 2018/19</b>	Employment and General Committee	Cabinet Member - Homes and Customers	22 Jan 2018	Richard Staniforth Tel: 01246 345456 richard.staniforth@chesterfield.gov.uk	Public	No
Non-Key 72	<b>Consideration of the scrutiny report on Friends Groups</b> To consider the review carried out by the Scrutiny Project Group into how friends and community groups work with Chesterfield Borough Council to improve local parks and open spaces.	Cabinet		14 Nov 2017	Rachel Appleyard Senior Democratic and Scrutiny Officer Tel: 01246 345277 rachel.appleyard@chesterfield.gov.uk	Public	No
Non-Key 73	<b>Response to Department for Communities and Local Government consultation on updating disqualification criteria for local authority members</b>	Standards and Audit Committee	Cabinet Member - Governance	22 Nov 2017	Donna Reddish Assistant Director - Policy and Communications Manager Tel: 01246 345307 donna.reddish@chesterfield.gov.uk	Public	No

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## CABINET MEETING

5 December 2017

## DELEGATION REPORT

### DECISIONS TAKEN BY LEAD MEMBERS

#### Cabinet Member for Economic Growth

Decision Record No.	Subject	Delegation Reference	Date of Decision
<b>25/17/18</b>	<b>Review of Planning Delegation Scheme and Committee Procedures</b>	<b>EG350L</b>	<b>10 November 2017</b>
<p>Decision</p> <p>That the Planning Delegation Scheme and Committee Procedures be amended as outlined in the officer's report.</p>			
<p>Reason for Decision</p> <p>To review the Delegation Scheme and Committee Procedures in line with best practice.</p>			

**Cabinet Member for Health and Wellbeing**

Decision Record No.	Subject	Delegation Reference	Date of Decision
<b>26/17/18</b>	<b>Application to consider waiving grant repayment of mandatory disabled facilities grant</b>	<b>HW1280L</b>	<b>15 November 2017</b>
<p>Decision</p> <p>That, having considered the requirements of The Housing Grants, Construction and Regeneration Act 1996: Disabled Facilities Grant (Conditions relating to approval or payment of Grant) General Consent 2008 and the applicant's reason for disposing of the property, the authority do not demand repayment of the DFG.</p>			
<p>Reason for Decision</p> <p>To enable the family to move to a property, more suited to allowing a severely disabled child to learn to live independently and safely in her own home.</p>			

## **For publication**

### **Venues Fees and Charges 2018/19 (J000)**

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Meeting:	Cabinet
Date:	5 <sup>th</sup> December 2017
Cabinet portfolio:	Deputy Leader
Report by:	Arts and Venues Manager

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## **For publication**

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### **1.0 Purpose of report**

- 1.1 To review the scale of charges for lettings at the Pomegranate Theatre, the Winding Wheel, the Assembly Rooms in the Market Hall and Hasland Village Hall for 2018.
- 1.2 The report will not deal with any proposed changes to ticket prices, as these are negotiated with the visiting production companies throughout the year when productions are booked.
- 1.3 The report will not deal with any proposed increase in bar and catering prices. These prices are normally reviewed twice a year, and are set by the cost of the purchases, bar performance, VAT and what increases, if any, it is felt that the market can sustain.

### **2.0 Recommendations**

- 2.1 That the theatre hire charges for the Pomegranate Theatre from 1 April 2018 will be as detailed in **Appendix A**.

- 2.2 That the room hire charges for the Winding Wheel from 1 April 2018 will be as detailed in **Appendix B**.
- 2.3 That the equipment hire charges at the Winding Wheel from 1 April 2018 will be as detailed in **Appendix B**.
- 2.4 That the theatre hire charges for the Winding Wheel for professional companies and commercial use from 1 April 2018 will be as detailed in **Appendix C**.
- 2.5 That the room hire charges at the Assembly Rooms in the Market Hall from 1 April 2018 will be as detailed in **Appendix D**.
- 2.6 That the room hire charges at Hasland Village Hall from 1 April 2018 will be as detailed in **Appendix E**.

### **3.0 Background**

- 3.1 In 2016/17 the Pomegranate Theatre operated at a deficit of £127,325 (net controllable costs). The theatre earned £994,828 in income in 2016/17, the majority of which, £671,105 came from gross ticket sales, £144,375 from bar and other front of house sales and £88,421 through the hire of the theatre.
- 3.2 In the same financial year, the Winding Wheel operated at a deficit of £218,521 (net controllable costs). It earned a total of £759,320 in income in 2016/17 of which £476,896 came from gross ticket sales, £161,291 from bar and other front of house sales and £81,812 from room lettings, and associated equipment hire.
- 3.3 In the same financial year, Hasland Village Hall operated at a deficit of £27,233 (net controllable costs). It earned a total of £28,219 in income from room hire in 2016/17.
- 3.4 In the same financial year, the Assembly Rooms, in the Market Hall, operated at a deficit of £42,569 (net controllable costs). It earned a total of £20,349 in income from room lettings in 2016/17.
- 3.5 The Council implemented an improvement programme for the venues, following a review in 2011, the key aims of which were to integrate the operation of the venues, improve the arts and cultural offer of the two theatres and reduce the overall subsidy to the Council tax payer. This has seen a significant reduction in the net operational

costs for the service. The net controllable costs of the Winding Wheel and the Pomegranate Theatre have been reduced from £687,931 in 2011/12 to £345,847 in 2016/17. This is a reduction of £342,084 which is equivalent to a reduction of 49%.

- 3.6 At the beginning of this year, due to the ongoing financial challenges which the Council faces, the Venues were asked to find further saving in its net operational costs. It has been tasked with reducing the net controllable costs of the service to NIL by the end of 2020/21.

#### **4.0 Proposed Charges for 2018/19**

##### **4.1 Hire Fees – Pomegranate**

When hiring the Pomegranate Theatre there are three different price categories, which are as follows:

Group A: Charities, amateur musical, drama societies and educational establishments.

Group B: Dancing schools.

Group C: Professional companies and commercial use.

There is no proposal to change the classification of hirers at the Pomegranate Theatre.

- 4.2 Due to the requirement to further reduce the net operational costs of the Pomegranate Theatre, and following a review of the different rates, it is proposed that the existing rates be increased as detailed in **Appendix A** as from 1<sup>st</sup> April 2018.

##### **4.3 Hire Fees – Winding Wheel**

The Winding Wheel has two main categories of hire fees. Community charges, which apply to social gatherings and non-profit making organisations, and commercial charges, which are levied on profit making events and organisations. There is no proposal to change the classification of hirers at the Winding Wheel.

- 4.4 Due to the requirement to further reduce the net operational costs of the Winding Wheel, and following a review of the different rates, it is proposed the existing rates be changed as detailed in **Appendix B** as from 1<sup>st</sup> April 2018.

4.5 It is proposed that the theatre hire rates for professional companies and commercial use are unchanged as from 1 April 2018 as detailed in **Appendix C**.

4.6 The hirers at the Winding Wheel are also charged for additional equipment they may require, including seating, technical equipment, staging, etc. It is proposed that the existing rates be increased as detailed in **Appendix B** as from 1 April 2018.

#### 4.7 **Hire Fees – Assembly Rooms, Market Hall**

The Assembly Rooms has two main categories of hire fees. Community charges, which apply to social gatherings and non-profit making organisations and commercial charges, which are levied on profit making events and organisations. There is no proposal to change the classification of hirers.

4.8 It is proposed that the existing rates are increased as detailed in **Appendix D** as from 1 April 2018.

#### 4.9 **Hire Fees – Hasland Village Hall**

The Hasland Village Hall has three main categories of hire fees. Community charges, which apply to social gatherings and non-profit making organisations, community concessionary charges, which applies to children and senior citizen groups not receiving any other grant or concession and commercial charges, which are levied on profit making events and organisations. There is no proposal to change the classification of hirers.

4.10 It is proposed that the existing rates are increased as detailed in **Appendix E** as from 1 April 2018.

### **5.0 Financial Implications**

5.1 In 2016/17 the income from hire fees for the Pomegranate Theatre was £88,421. The original budget for 2017/8 is £92,400. We believe that based on the bookings for the second half of the year to date, we believe that we will achieve the budget for the year.

5.2 In 2016/17 the income from hire fees for the Winding Wheel was £73,749. The original budget for 2017/18 from hire fees for the Winding Wheel was £93,600. Unfortunately hire fee income is below



budget after six months trading as at the end of September, which is partially due to the closure of the venue during August and September to refurbish the two lifts. We believe that it will be very challenging to achieve budget this year. Current bookings for the second half of the year currently are less than originally budgeted. Whilst we will continue to work hard to improve bookings, at this stage it is considered prudent to revise the projected income figure for 2016/17 to £73,600.

- 5.3 In 2016/17 the income from equipment hire at the Winding Wheel was £8,063. The original budget for 2017/18 from equipment hire for the Winding Wheel was £7,530, but projected income figure for 2016/17 has been revised to £6,000.
- 5.4 In 2016/17 the income from hire fees for Hasland Village Hall was £28,219. The original budget for 2017/18 was £25,050, and after six months trading as at the end of September, income is ahead of target, and whilst some of the improvement is due to phasing, the projected income figure for 2016/17 has been increased to £27,000.
- 5.5 In 2016/17 the income from hire fees for the Assembly Rooms in the Market Hall was £20,349. The original budget for 2017/18 was £18,650, and after six months trading as at the end of September, income is ahead of target, and whilst some of the improvement is due to phasing, the projected income figure for 2016/17 has been increased to £20,000.

## **6.0 Human Resources/People Management Implications**

- 6.1 There are no human resources or people management implications from these proposals.

## **7.0 Risk Management**

- 7.1 In the current economic climate, the entertainment, leisure and business markets are under pressure. There is also increasing local competition in this area from other modern venues and hotels. It is, therefore, inevitable that the risks in attaining the income targets are increasing.

Description of the Risk	Impact	Likelihood	Mitigating Action
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Decreased number of community group hirers	Medium	Medium	Offer alternative venues to these hirers
Increased competition	High	Medium	Improved marketing capacity and activity. Use of packages.

## **8.0 Equalities Impact Assessment (EIA)**

8.1 The Council has agreed both a Venues Programming Policy and an Arts and Culture Strategy. These documents identify, in more detail, the impact that these proposed price increases will have on the various equalities groups and an action plan to militate against any negative impact will be developed. The Equality Impact Assessments are available from the Policy Service.

## **9.0 Alternative Options to be Considered**

9.1 An alternative option would be to introduce a significantly greater hire charges than those increases proposed for the Pomegranate Theatre, the Winding Wheel, Hasland Village Hall and the Assembly Rooms. However, this would risk putting off potential hirers, especially charities and local amateur and community groups.

9.2 Given the increasing competition and current economic situation, an alternative option would be not to increase hire charges. However, all venues operate at a considerable deficit and in order to develop a sustainable business plan, charges for these services have to increase.

## **10.0 Recommendations**

10.1 That the theatre hire charges for the Pomegranate Theatre from 1 April 2018 will be as detailed in **Appendix A**.

10.2 That the room hire charges for the Winding Wheel from 1 April 2018 will be as detailed in **Appendix B**.

- 10.3 That the equipment hire charges at the Winding Wheel from 1 April 2018 will be as detailed in **Appendix B**.
- 10.4 That the theatre hire charges for the Winding Wheel for professional companies and commercial use from 1 April 2018 will be as detailed in **Appendix C**.
- 10.5 That the room hire charges at the Assembly Rooms in the Market Hall from 1 April 2018 will be as detailed in **Appendix D**.
- 10.6 That the room hire charges at Hasland Village Hall from 1 April 2018 will be as detailed in **Appendix E**.

## **11.0 Reasons for Recommendations**

- 11.1 To make further progress towards a sustainable financial position for the venues.

### **Decision information**

<b>Key decision number</b>	<b>766</b>
<b>Wards affected</b>	<b>All</b>
<b>Links to Council Plan priorities</b>	To provide value for money services  The proposed changes to fees and charges will contribute to increased income at the Venues and is part of our plan to achieve zero subsidy.

### **Document information**

<b>Report author</b>	<b>Contact number/email</b>
Anthony Radford Arts and venues manager	01246 345339 Anthony.radford@chesterfield.gov.uk
<b>Background documents</b> These are unpublished works which have been relied on to a material extent when the report was prepared.	
<i>This must be made available to the public for up to 4 years.</i>	

<b>Appendices to the report</b>	
Appendix A	Pomegranate Theatre Hire Charges
Appendix B	Winding Wheel Hire and Equipment Charges
Appendix C	Winding Wheel Theatre Hire Charges
Appendix D	Assembly Rooms Hire charges
Appendix E	Hasland Village Hall Hire Charges



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Pomegranate Theatre Hire Charges from 1 April 2018

Charities, Amateur Musical, Drama Societies and Educational Establishments	Core hours	Proposed Hire Charge	VAT	Total Charge for up to eight hours including VAT	For each extra hour or part thereof in core hours	VAT	Total for each extra hour or part thereof including VAT	For each extra hour or part thereof before or after core hours	VAT	Total for Hours before or after core hours including VAT	Additional Performance	VAT	Total for each Additional Performance including VAT
<b>Rehearsals</b>													
Monday	9am-10pm	£520.00	£104.00	£624.00	£65.00	£13.00	£78.00	£97.50	£19.50	£117.00			
Tuesday	9am-10pm	£520.00	£104.00	£624.00	£65.00	£13.00	£78.00	£97.50	£19.50	£117.00			
Wednesday	9am-10pm	£520.00	£104.00	£624.00	£65.00	£13.00	£78.00	£97.50	£19.50	£117.00			
Thursday	9am-10pm	£520.00	£104.00	£624.00	£65.00	£13.00	£78.00	£97.50	£19.50	£117.00			
Friday	9am-10pm	£680.00	£136.00	£816.00	£85.00	£17.00	£102.00	£127.50	£25.50	£153.00			
Saturday	9am-10pm	£680.00	£136.00	£816.00	£85.00	£17.00	£102.00	£127.50	£25.50	£153.00			
Sunday	9.30am-5.30pm	£780.00	£156.00	£936.00				£195.00	£39.00	£234.00			
Bank Holiday	9.30am-5.30pm	£780.00	£156.00	£936.00				£195.00	£39.00	£234.00			
<b>Performances</b>													
Monday	9am-10pm	£940.00	£188.00	£1,128.00	£117.50	£23.50	£141.00	£176.25	£35.25	£211.50	£210.00	£42.00	£252.00
Tuesday	9am-10pm	£940.00	£188.00	£1,128.00	£117.50	£23.50	£141.00	£176.25	£35.25	£211.50	£210.00	£42.00	£252.00
Wednesday	9am-10pm	£940.00	£188.00	£1,128.00	£117.50	£23.50	£141.00	£176.25	£35.25	£211.50	£210.00	£42.00	£252.00
Thursday	9am-10pm	£1,300.00	£260.00	£1,560.00	£162.50	£32.50	£195.00	£243.75	£48.75	£292.50	£210.00	£42.00	£252.00
Friday	9am-10pm	£1,300.00	£260.00	£1,560.00	£162.50	£32.50	£195.00	£243.75	£48.75	£292.50	£210.00	£42.00	£252.00
Saturday	9am-10pm	£1,300.00	£260.00	£1,560.00	£162.50	£32.50	£195.00	£243.75	£48.75	£292.50	£210.00	£42.00	£252.00
Sunday	9.30am-10pm	£1,550.00	£310.00	£1,860.00	£193.75	£38.75	£232.50	£387.50	£77.50	£465.00	£275.00	£55.00	£330.00
Bank Holiday	9.30am-10pm	£1,550.00	£310.00	£1,860.00	£193.75	£38.75	£232.50	£387.50	£77.50	£465.00	£275.00	£55.00	£330.00

Terms The Hirer shall pay the minimum hire fee as calculated from these charges or 25% of Box Office takings whichever is the greater plus VAT . VAT is charged at the prevailing rate as applicable. Any additional hours, as described in the list of Hire Charges and any additional technical requirements to be mutually agreed and recharged to the Visiting Manager.

Dance Schools	Core hours	Proposed Hire Charge	VAT	Total Charge for up to eight hours including VAT	For each extra hour or part thereof in core hours	VAT	Total for each extra hour or part thereof including VAT	For each extra hour or part thereof before or after core hours	VAT	Total for Hours before or after core hours including VAT	Additional Performance	VAT	Total for each Additional Performance including VAT
<b>Rehearsals</b>													
Monday	9am-10pm	£550.00	£110.00	£660.00	£68.75	£13.75	£82.50	£103.13	£20.63	£123.75			
Tuesday	9am-10pm	£550.00	£110.00	£660.00	£68.75	£13.75	£82.50	£103.13	£20.63	£123.75			
Wednesday	9am-10pm	£550.00	£110.00	£660.00	£68.75	£13.75	£82.50	£103.13	£20.63	£123.75			
Thursday	9am-10pm	£550.00	£110.00	£660.00	£68.75	£13.75	£82.50	£103.13	£20.63	£123.75			
Friday	9am-10pm	£720.00	£144.00	£864.00	£90.00	£18.00	£108.00	£135.00	£27.00	£162.00			
Saturday	9am-10pm	£720.00	£144.00	£864.00	£90.00	£18.00	£108.00	£135.00	£27.00	£162.00			
Sunday	9.30am-5.30pm	£830.00	£166.00	£996.00				£207.50	£41.50	£249.00			
Bank Holiday	9.30am-5.30pm	£830.00	£166.00	£996.00				£207.50	£41.50	£249.00			
<b>Performances</b>													
Monday	9am-10pm	£990.00	£198.00	£1,188.00	£123.75	£24.75	£148.50	£185.63	£37.13	£222.75	£225.00	£45.00	£270.00
Tuesday	9am-10pm	£990.00	£198.00	£1,188.00	£123.75	£24.75	£148.50	£185.63	£37.13	£222.75	£225.00	£45.00	£270.00
Wednesday	9am-10pm	£990.00	£198.00	£1,188.00	£123.75	£24.75	£148.50	£185.63	£37.13	£222.75	£225.00	£45.00	£270.00
Thursday	9am-10pm	£1,380.00	£276.00	£1,656.00	£172.50	£34.50	£207.00	£258.75	£51.75	£310.50	£225.00	£45.00	£270.00
Friday	9am-10pm	£1,380.00	£276.00	£1,656.00	£172.50	£34.50	£207.00	£258.75	£51.75	£310.50	£225.00	£45.00	£270.00
Saturday	9am-10pm	£1,380.00	£276.00	£1,656.00	£172.50	£34.50	£207.00	£258.75	£51.75	£310.50	£225.00	£45.00	£270.00
Sunday	9.30am-10pm	£1,650.00	£330.00	£1,980.00	£206.25	£41.25	£247.50	£412.50	£82.50	£495.00	£295.00	£59.00	£354.00
Bank Holiday	9.30am-10pm	£1,650.00	£330.00	£1,980.00	£206.25	£41.25	£247.50	£412.50	£82.50	£495.00	£295.00	£59.00	£354.00

Terms The Hirer shall pay the minimum performance hire fee as calculated from these charges or 25% of Box Office takings whichever is the greater plus VAT. The rehearsal fee will be charged separately plus VAT. VAT is charged at the prevailing rate as applicable.N.B. Any additional hours, as described in the list of Hire Charges and any additional technical requirements to be mutually agreed and recharged to the Visiting Manager.

Pomegranate Theatre Hire Charges from 1 April 2018

Professional Companies and Commercial Use	Core hours	Proposed Hire Charge	VAT	Total Charge for up to eight hours including VAT	For each extra hour or part thereof in core hours	VAT	Total for each extra hour or part thereof including VAT	For each extra hour or part thereof before or after core hours	VAT	Total for Hours before or after core hours including VAT	Additional Performance	VAT	Total for each Additional Performance including VAT
<b>Rehearsals</b>													
Monday	9am-10pm	£770.00	£154.00	£924.00	£96.25	£19.25	£115.50	£144.38	£28.88	£173.25			
Tuesday	9am-10pm	£770.00	£154.00	£924.00	£96.25	£19.25	£115.50	£144.38	£28.88	£173.25			
Wednesday	9am-10pm	£770.00	£154.00	£924.00	£96.25	£19.25	£115.50	£144.38	£28.88	£173.25			
Thursday	9am-10pm	£1,130.00	£226.00	£1,356.00	£141.25	£28.25	£169.50	£211.88	£42.38	£254.25			
Friday	9am-10pm	£1,130.00	£226.00	£1,356.00	£141.25	£28.25	£169.50	£211.88	£42.38	£254.25			
Saturday	9am-10pm	£1,550.00	£310.00	£1,860.00	£193.75	£38.75	£232.50	£290.63	£58.13	£348.75			
Sunday	9.30am-5.30pm	£1,550.00	£310.00	£1,860.00				£387.50	£77.50	£465.00			
Bank Holiday	9.30am-5.30pm	£1,550.00	£310.00	£1,860.00				£387.50	£77.50	£465.00			
<b>Performances</b>													
Monday	9am-10pm	£1,550.00	£310.00	£1,860.00	£193.75	£38.75	£232.50	£290.63	£58.13	£348.75	£285.00	£57.00	£342.00
Tuesday	9am-10pm	£1,550.00	£310.00	£1,860.00	£193.75	£38.75	£232.50	£290.63	£58.13	£348.75	£285.00	£57.00	£342.00
Wednesday	9am-10pm	£1,550.00	£310.00	£1,860.00	£193.75	£38.75	£232.50	£290.63	£58.13	£348.75	£285.00	£57.00	£342.00
Thursday	9am-10pm	£2,200.00	£440.00	£2,640.00	£275.00	£55.00	£330.00	£412.50	£82.50	£495.00	£350.00	£70.00	£420.00
Friday	9am-10pm	£2,200.00	£440.00	£2,640.00	£275.00	£55.00	£330.00	£412.50	£82.50	£495.00	£350.00	£70.00	£420.00
Saturday	9am-10pm	£2,900.00	£580.00	£3,480.00	£362.50	£72.50	£435.00	£543.75	£108.75	£652.50	£420.00	£84.00	£504.00
Sunday	9.30am-10pm	£2,900.00	£580.00	£3,480.00	£362.50	£72.50	£435.00	£725.00	£145.00	£870.00	£420.00	£84.00	£504.00

Bank Holiday	9.30am-10pm	£2,900.00	£580.00	£3,480.00	£362.50	£72.50	£435.00	£725.00	£145.00	£870.00	£420.00	£84.00	£504.00
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**Terms** 100% of all building hire charges are subject to VAT.VAT is charged at the prevailing rate as applicable.  
Any additional hours and any additional technical requirements to be mutually agreed and recharged to the Visiting Manager.



## Winding Wheel Fees & Charges

**All bookings are subject to a minimum of three hours booking (excluding kitchens) or minimum hire charges whichever is the greater**

All rates include VAT at the prevailing rate unless stated

### Hourly charge

Charges from 1 April 2018

Proposed

Minimum Hire Charge for all bookings £ 90.00

### WINDING WHEEL - AUDITORIUM

#### COMMUNITY CHARGE

Mon-Thurs Per hr	<b>Pre 5pm</b> £ 50.00
	<b>After 5pm</b> £ 80.00
Friday - Sunday	<b>Pre 5pm</b> £ 75.00
	<b>After 5pm</b> £ 105.00
Balcony/ Circle (min 3hrs)	<b>Hourly rate:</b> £ 17.00
Kitchen per hour	£ 9.00
Servery per function	£ 16.00

#### AUDITORIUM COMMUNITY BLOCK BOOKING DISCOUNT

Monday - Friday	<b>Pre 5pm</b> £ 40.00
	<b>After 5pm</b> £ 66.00
Kitchen per hour	£ 7.00
Servery per function	£ 13.50

#### AUDITORIUM COMMERCIAL CHARGE

Mon-Thurs Per hr	<b>Pre 5pm</b> £ 100.00
	<b>After 5pm</b> £ 160.00
Friday - Sunday	<b>Pre 5pm</b> £ 142.00
	<b>After 5pm</b> £ 205.00
Balcony (min 3hrs)	<b>Hourly rate:</b> £ 33.00
Kitchen per hour	£ 14.00
Servery per function	£ 21.00

#### AUDITORIUM COMMERCIAL BLOCK BOOKING DISCOUNT

Mon-Thurs Per hr	<b>Pre 5pm</b> £ 80.00
	<b>After 5pm</b> £ 130.00
Fri - Sun (min 3hrs)	<b>Pre 5pm</b> £ 113.00
	<b>After 5pm</b> £ 165.00
Kitchen per hour	£ 11.00
Servery per function	£ 18.00

#### BALLROOM COMMUNITY CHARGE

Mon-Thurs Per hr	<b>Pre 5pm</b> £ 39.00
	<b>After 5pm</b> £ 45.00
Friday - Sunday	<b>Pre 5pm</b> £ 58.00
	<b>After 5pm</b> £ 65.00
Kitchen per hour	£ 9.00
Servery per function	£ 16.00

#### BALLROOM COMMUNITY BLOCK BOOKING DISCOUNT

Monday - Friday	<b>Pre 5pm</b> £ 31.00
	<b>After 5pm</b> £ 36.00
Kitchen per hour	£ 7.00
Servery per function	£ 13.50

**BALLROOM COMMERCIAL**

Mon-Thurs Per hr	<b>Pre 5pm</b>	£ 76.00
	<b>After 5pm</b>	£ 89.00
Friday - Sunday	<b>Pre 5pm</b>	£ 116.00
	<b>After 5pm</b>	£ 128.00
Kitchen per hour		£ 13.00
Servery per function		£ 21.00

**BALLROOM COMMERCIAL BLOCK BOOKING DISCOUNT**

Mon- Thurs	<b>Pre 5pm</b>	£ 61.00
	<b>After 5pm</b>	£ 71.00
Friday - Sunday	<b>Pre 5pm</b>	£ 93.00
	<b>After 5pm</b>	£ 103.00
Kitchen per hour		£ 11.00
Servery per function		£ 18.00

**FUNCTION ROOM COMMUNITY CHARGE**

Monday - Thursday	<b>Pre 5pm</b>	£ 26.50
	<b>After 5pm</b>	£ 33.00
Friday - Sunday	<b>Pre 5pm</b>	£ 37.00
	<b>After 5pm</b>	£ 45.00
Kitchen per hour		£ 9.00
Servery per function		£ 16.00

**FUNCTION ROOM COMMUNITY BLOCK BOOKING DISCOUNT**

Monday - Friday	<b>Pre 5pm</b>	£ 21.00
	<b>After 5pm</b>	£ 30.00
Kitchen per hour		£ 7.00
Servery per function		£ 13.50

**FUNCTION ROOM COMMERCIAL**

Monday - Thursday	<b>Pre 5pm</b>	£ 40.00
	<b>After 5pm</b>	£ 50.00
Friday - Sunday	<b>Pre 5pm</b>	£ 60.00
	<b>After 5pm</b>	£ 70.00
Kitchen per hour		£ 13.00
Servery per function		£ 21.00

**FUNCTION ROOM COMMERCIAL BLOCK BOOKING DISCOUNT**

Monday - Thursday	<b>Pre 5pm</b>	£ 35.00
	<b>After 5pm</b>	£ 45.00
Friday - Sunday	<b>Pre 5pm</b>	£ 55.00
	<b>After 5pm</b>	£ 65.00
Kitchen per hour		£ 11.00
Servery per function		£ 18.00

**Bank Holiday by negotiation at double rates of weekend rates**

**Large event discount for a booking of all rooms** 20%  
**at the Winding Wheel for more than one day on consecutive days**

Proposed  
Hire Charge

<b><u>EQUIPMENT</u></b>	<b>incl VAT</b>
Staging 8' x 4' (per unit)	£ 8.00
Tiered Staging (per unit)	£ 56.00
PA system in-house or portable	£ 25.00

PA system in-house with radio mike	£	36.00
Additional microphone	£	12.00
Overhead Projector	£	18.00
Laptop	£	27.00
Multimedia Projector and Screen	£	61.00
Multimedia Projector, Screen and Laptop	£	76.00
Slide Projector	£	20.00
Screens - 6ft	£	19.00
Screens - 10ft	£	56.00
Screen - 8ft rear projection	£	48.00
Lectern	£	8.00
Flip Chart and Pad	£	8.00
Additional Set Lighting	£	35.00
Conditional hire of lighting/sound system	£	160.00
Technician - per hour	£	25.00
Duty Manager - per hour	£	19.50
Caretaker - per hour	£	19.50
Security Staff - per hour	£	19.50
Front of House Staff - per hour	£	14.50
Piano - Upright	£	19.00
Grand Piano	£	260.00
Seating over 200	£	39.00
Seating over 300	£	56.00
Seating over 400	£	110.00
Tiered Seating	£	110.00
Carpet for Staging/Catwalk	£	19.00
Ticket Printing	£	55.00
Licence Extension	£	26.00
Round Tables - New Charge	£	50.00
Cup and Saucers - 1-50	£	13.00
Cup and Saucers - 51-100	£	19.00
Cup and Saucers - 101-150	£	28.00
Cup and Saucers - 151-300	£	35.00
Tea and Coffee (per cup)	£	1.50
Tea and Coffee (per mug)	£	1.70
Tea/Coffee and Biscuits (per cup)	£	1.80
Tea/Coffee and Biscuits (per mug)	£	2.10
CORKAGE (including use of glasses)	£	9.00
Refundable Deposit	£	120.00

Resources Block Booking Discount  
( 10 or more bookings per annum) 20%

#### COMMUNITY ACTIVITIES

Lecture Programme	Full Rate	£	7.20
	Concessionary	£	5.70

Tuesday Evening Dance

£ 5.50

Winding Wheel Theatre Hire

Charges from 1 April 2018  
Professional Companies and Commercial Use

	Core hours	Hire Charge	VAT	Total Charge for up to eight hours including VAT	For each extra hour or part thereof	VAT	Total for each extra hour or part thereof including VAT	Hours before or after core hours	VAT	Total for Hours before or after core hours including VAT	Additional Performance	VAT	Total for each Additional Performance including VAT
	Performance												
Monday	9am-11pm	£2,100.00	£420.00	£2,520.00	£262.50	£52.50	£315.00	£393.75	£78.75	£472.50	£1,050	£210.00	£1,260.00
Tuesday	9am-11pm	£2,100.00	£420.00	£2,520.00	£262.50	£52.50	£315.00	£393.75	£78.75	£472.50	£1,050	£210.00	£1,260.00
Wednesday	9am-11pm	£2,100.00	£420.00	£2,520.00	£262.50	£52.50	£315.00	£393.75	£78.75	£472.50	£1,050	£210.00	£1,260.00
Thursday	9am-11pm	£2,200.00	£440.00	£2,640.00	£275.00	£55.00	£330.00	£412.50	£82.50	£495.00	£1,100	£220.00	£1,320.00
Friday	9am-11pm	£2,200.00	£440.00	£2,640.00	£275.00	£55.00	£330.00	£412.50	£82.50	£495.00	£1,100	£220.00	£1,320.00
Saturday	9am-11pm	£2,200.00	£440.00	£2,640.00	£275.00	£55.00	£330.00	£412.50	£82.50	£495.00	£1,100	£220.00	£1,320.00
Sunday	9.30am-11pm	£2,900.00	£580.00	£3,480.00	£362.50	£72.50	£435.00	£725.00	£145.00	£870.00	£1,450	£290.00	£1,740.00
Bank Holiday	9.30am-11pm	£2,900.00	£580.00	£3,480.00	£362.50	£72.50	£435.00	£725.00	£145.00	£870.00	£1,450	£290.00	£1,740.00

Terms 100% of all building hire charges are subject to VAT.VAT is charged at the prevailing rate as applicable.

Any additional hours will be recharged and any additional technical requirements to be mutually agreed and recharged to the Visiting Manager.

Charges from 1 April 2018

**MARKET HALL ASSEMBLY ROOMS  
COMMUNITY CHARGE**

**Hourly charge**

**COMMUNITY**

Proposed

**MAIN HALL**

Monday - Thursday (min 3hrs) Pre 5pm	26.50
Monday - Thursday (min 3hrs) After 5pm	32.00
Fri- Sun (min 3hrs) Pre 5pm	37.00
Fri - Sun (min 3hrs) After 5pm	45.00
Kitchen (per hour)	6.70

**ROOM 1**

Monday - Thursday (min 2hrs) pre 5pm	7.50
Monday - Thursday (min 3hrs) post 5pm	17.50
Fri (min 2 hrs) pre 5pm	10.00
Fri (min 3hrs) post 5pm	24.00

**ROOM 2**

Monday - Thursday (min 2hrs) pre 5pm	5.50
Monday - Thursday (min 3hrs) post 5pm	16.50
Fri (min 2 hrs) pre 5pm	9.50
Fri (min 3hrs) post 5pm	22.50

**COMMUNITY BLOCK BOOKING DISCOUNT**

**MAIN HALL**

Monday - Thursday (min 3hrs) Pre 5pm	22.00
Monday - Thursday (min 3hrs) After 5pm	26.00

Kitchen (per hour)	5.50
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**ROOM 1**

Monday - Thursday (min 2hrs) before 5pm	6.00
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**ROOM 2**

Monday - Thursday (min 2hrs) before 5pm	5.00
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**COMMERCIAL**

**MAIN HALL**

Monday - Thursday (min 3hrs) Pre 5pm	40.00
Monday - Thursday (min 3hrs) After 5pm	46.50

Fri- Sun (min 3hrs) Pre 5pm	52.50
Fri - Sun (min 3hrs) After 5pm	65.00
Kitchen (per hour)	11.00

**ROOM 1**

Monday - Thursday (min 2hrs) pre 5pm	12.00
Monday - Thursday (min 3hrs) post 5pm	26.00
Fri (min 2 hrs) pre 5pm	17.00
Fri (min 3hrs) post 5pm	34.00
Sat and Sun (min 3 hrs)	36.50

**ROOM 2**

Monday - Thursday (min 2hrs)	9.00
Monday - Thursday (min 3hrs) post 5pm	25.50
Fri (min 2 hrs) pre 5pm	14.00
Fri (min 3hrs) post 5pm	33.00
Sat and Sun (min 3 hrs)	33.50

**COMMERCIAL BLOCK BOOKING DISCOUNT**

**MAIN HALL**

Monday - Thursday (min 3hrs) Pre 5pm	36.00
Monday - Thursday (min 3hrs) After 5pm	41.50
Fri- Sun (min 3hrs) Pre 5pm	47.50
Fri - Sun (min 3hrs) After 5pm	58.00
Kitchen (per hour)	8.50

**ROOM 1**

Monday - Thursday (min 2hrs) pre 5pm	11.00
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**ROOM 2**

Monday - Thursday (min 2hrs) Pre 5pm	8.00
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**Bank Holiday by negotiation at double rates of Saturday and Sunday charges**

All rates include VAT at the prevailing rate unless stated

**HASLAND VILLAGE HALL****Hourly charge**

Proposed

**MAIN HALL COMMUNITY CHARGE**

Monday - Friday (min 3 hrs)	15.25
Saturday / Sunday (min 3hrs)	18.70
Kitchen/Bar per function	7.60

**COMMUNITY BLOCK BOOKING DISCOUNT****MAIN HALL**

Monday - Friday (min 3 hrs)	12.35
Kitchen/Bar per function	7.05

**COMMUNITY CONCESSIONARY CHARGE ( childrens groups / senior citizens groups )****MAIN HALL**

Monday - Friday (min 3hrs)	11.80
Saturday / Sunday	14.50
Kitchen/Bar per function	7.05

**COMMUNITY CONCESSIONARY BLOCK BOOKING DISCOUNT****MAIN HALL**

Monday - Friday (min 3hrs)	8.75
Kitchen/Bar per function	6.30

**COMMERCIAL**

Monday - Friday (min 3hrs)	30.90
Saturday/ Sunday (min 3hrs)	35.00
Kitchen/Bar per function	16.50

**COMMERCIAL BLOCK BOOKING DISCOUNT**

Monday - Friday (min 3hrs)	24.70
Saturday/Sunday (min 3 hrs)	28.80
Kitchen/Bar per function	13.30

**COMMUNITY CHARGE****ANCILLARY ROOM**

Monday - Friday (min 3 hrs)	6.05
Saturday/Sunday (min 3 hrs)	6.60
Kitchen/Bar per function	7.60

**COMMUNITY BLOCK BOOKING DISCOUNT****ANCILLARY ROOM**

Monday - Friday (min 3hrs)	5.50
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**COMMERCIAL CHARGE****ANCILLARY ROOM**

Monday - Friday (min 3hrs)	11.60
Saturday/Sunday (min 3hrs)	12.20

**COMMERCIAL BLOCK BOOKING DISCOUNT****ANCILLARY ROOM**

Monday - Thursday (min 3hrs)	9.10
Saturday/Sunday ( min 3hrs)	9.70

**Bank Holiday by negotiation at double rates of Saturday and Sunday charges**



By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

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## For publication

### **Environmental Health Fees and Charges 2018 – 2019**

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Meeting: Cabinet

Date: 5<sup>th</sup> December 2017

Cabinet portfolio: Cabinet Member for Health and Wellbeing

Report by: Senior Environmental Health Officer

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#### **For publication**

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#### **1.0 Purpose of report**

1.1 To ask Members to approve the proposed fees and charges for 2018/19, as outlined in Appendix A that relate to various environmental health functions.

#### **2.0 Recommendations**

2.1 That Members approve the proposed fees and charges, including concessionary rates (where applicable), as detailed in Appendix A, with effect from 1st April 2018.

2.2 That the Senior Environmental Health Officer continues to have discretion to offer reduced charges for micro-chipping of dogs at promotional events and campaigns associated with the mandatory chipping that came into effect in April 2016.

2.3 That the Senior Environmental Health Officer continues to have discretion to offer an alternative enforcement option for fly-tipping offences instead of issuing a fixed penalty notice (this could include a simple caution or prosecution).

### 3.0 **Background**

3.1 In accordance with the Council's Financial Regulations, it is necessary for all fees and charges to be reviewed annually.

3.2 General principles that govern the Council's approach to charging include:

3.2.1 To make a charge wherever non-statutory services benefit an identifiable group as opposed to the entire community.

3.2.2 Fees and charges should aim to recover at least the full cost of the service except where:

- there is an opportunity to maximise income; or
- Members determine a reduction or subsidy should be made, for a specific reason.

3.2.3 That where charges are reduced from full cost the reason for that reduction is reviewed periodically (at least annually) to ensure it remains valid.

3.2.4 People on low income and/or suffering disadvantage through poverty or social exclusion may be charged less to ensure equal access.

3.3 On 12th January 2016 Cabinet approved the recommendations made by the 'Overview and Performance Scrutiny Forum' and it was resolved that '*concessions for bulky waste and pest control be reduced from 50% to 20%*'.

3.4 The 'concessions working group' has developed the Concessions Policy and this was approved by Cabinet in November 2016. This Policy supports the recommendations of the 'Overview and Performance Scrutiny Forum' in 3.3 and confirms that concessions will be available for pest control treatments for residents in receipt of 'income based' benefits.

### 4.0 **Scope of Review**

4.1 The services for which fees and charges are reviewed in this report are as follows:

- Environmental Permitting – statutory function to inspect and regulate certain activities that might give rise to atmospheric pollutants.
- Dog Control – statutory function for seizure and kennelling of stray dogs and compulsory micro-chipping.
- Pest Control – provision of advice and treatment at domestic and commercial premises.
- Fixed penalty levels for antisocial and environmental crimes – where the level of penalty to be offered in lieu of prosecution for the offence.
- Abandoned vehicles – statutory function to investigate reports of abandoned vehicles and arrange for removal from the highway and/or private land.
- Environmental information requests – supply of information under the Environmental Information Regulations 2004 (EIR).
- Air quality – local site operator for air quality stations.

## 5.0 **Outline of Services**

### 5.1 Environmental Permitting

5.1.1 The Pollution Prevention and Control Regime (PPC), (or Permitting Regime) is a statutory process for controlling pollution from certain industrial activities such as foundries, petrol stations, dry cleaners, concrete batching plants and vehicle re-sprayers. Environmental Permits are issued under the Pollution, Prevention and Control Act 1999 and the Environmental Permitting (England and Wales) Regulations 2013. The Environmental Permit specifies conditions that must be complied with to ensure that the process operates in a way that does not give rise to excessive atmospheric pollutants and is operated in a manner that does not give rise to noise and/or odour complaints.

5.1.2 When applying for an Environmental Permit the operator must pay an application fee. Once an Environmental Permit has been issued, each operator is required to pay

Chesterfield Borough Council an annual charge (subsistence fee) to cover administration and inspection fees. DEFRA are responsible for setting all fees and charges and these are reviewed on an annual basis. The current fees are available in Appendix B. This service is anticipated to bring in just over £15,000. A list of premises and the annual subsistence fees is listed in Appendix C.

## 5.2 Dog Control

5.2.1 A stray dog is any dog that is running free in a public space without its owner being present. The law requires all local authorities to treat all unaccompanied dogs on public land as strays, regardless of whether they are wearing a collar/tag and/or have been microchipped. The Council must seize such dogs and if they cannot be returned immediately to their owner they must be taken to a kennelling facility where they are held for a mandatory period of 7 days. After the 7 day period, the dog legally becomes the property of the kennels and the kennels can either re-home the dog to a new owner (if suitable for re-homing), keep the dog at the kennels or, following veterinary advice, put the dog to sleep.

5.2.2 The following table shows trends for demand on the dog control service.

Table 1 – requests for service for lost and stray dogs (number of service requests received)

	<b>2013 - 2014</b>	<b>2014 - 2015</b>	<b>2015 - 2016</b>	<b>2016 - 2017</b>	<b>2017 April to Oct</b>
Number of dogs reported as 'lost dogs'	94	107	88	82	48
Number of dogs reported as 'stray dogs'	307	300	214	176	95
Total number of service requests	401	407	302	258	143

5.2.3 The overall number of service requests for dog control has reduced significantly since 2013/14 and this can be attributed to the use of social media to reunite dogs with

their owners. In addition to this, compulsory microchipping of dogs came into force in April 2016 making identification easier and resulting in less dogs being transported to the kennels.

- 5.2.4 What has been noticed by the officers is the number of dogs that are microchipped but the contact information on the relevant database is incorrect; resulting in the dog warden being unable to reunite the dog with its owner and the dog being taken to the kennels.
- 5.2.5 The levying of charges for the seizure and detention of a stray dog primarily reflects the costs we incur for kennelling that dog until it is claimed. The kennelling and out of hours reception service we are statutorily required to provide is contracted out (it should be noted that the service is a 24-hour reception point for incoming dogs, but not a 24-hour service for owners wishing to collect their dog(s)).
- 5.2.6 We cannot profit from individuals who pay these charges. The contract with the current kennelling provider ceases at the end of March 2018. The contract is currently available for tender via the procurement process and we are awaiting applications. The outcome of this will be reported separately when the process is complete.
- 5.2.7 The Council may receive occasional requests from other authorities, such as Housing Services, the Police and Social Services to provide transportation to the kennelling facility for dogs coming into their possession. We recommend that the fee for providing this service be retained at £50 an hour. It is anticipated that this service will generate an income of £100.
- 5.2.8 The Council offers a competitively priced microchipping service for dogs. Microchipping provides a permanent means of identification and the on 6th April 2016 The Microchipping of Dogs (England) Regulations 2015 made it a legal requirement for all dogs to be micro-chipped. We encourage dog owners to act responsibly by getting their pet microchipped and this can reduce the time officers

spend dealing with stray dogs as well as assist with disputes over ownership. Anyone can provide a microchipping service and currently the Dogs Trust is funding free microchipping surgeries. The main advantage of our service to customers is that it can be provided in their home, which can be more relaxing for dog owners and their pet. The current fee is £16 including VAT and no changes are proposed to this fee. It would be of benefit to the service for the Senior Environmental Health Officer to have discretion to reduce this fee (i.e. to £10) when participating in promotional events across the Borough.

5.2.9 The service has generated an income of £414 since April 2016. Appendix D shows a comparison of stray dog and microchipping fees at other local authorities in Derbyshire.

### 5.3 Pest Control

5.3.1 There is no statutory duty upon the Council to provide a pest control treatment service. However, the Council has a statutory duty to keep the borough free from rats and mice, principally on its own land (Prevention of Damage by Pests Act 1949). It also means that we must use enforcement powers and we have discretionary powers to provide advice and offer treatment services for the control of vermin. Pest control fees are subject to VAT.

5.3.2 Appendix E shows a comparison of pest control fees at other local authorities in Derbyshire.

5.3.3 The following table shows annual trends for the pest control service (i.e. number of requests/treatments for each pest type).





Table 2 – numbers of pest control treatments (domestic and commercial)

	<b>2013 – 2014</b>	<b>2014 – 2015</b>	<b>2015 – 2016</b>	<b>2016 - 2017</b>	<b>2017 April to Oct</b>
Rats (full price)	466 (free service)	162	156	154	74
Rats (concessionary)	n/a	50	46	43	15
Rats (commercial)	12	27	28	16	8
Mice (full price)	180 (free service)	53	46	39	20
Mice (concessionary)	n/a	44	28	18	7
Mice (commercial)	1	8	4	7	-
Wasps (full price)	160	226	150	241	129
Wasps (concessionary)	58	57	47	49	25
Wasps (commercial)	21	22	20	20	7
Ants (full price)	9	12	11	9	10
Ants (concessionary)	17	20	17	12	3
Ants (commercial)	4	3	5	2	4
Bed bugs (full price)	3	4	9	5	3
Bed bugs (concessionary)	3	3	2	3	-
Bed bugs (commercial)	-	1	-	-	1
Fleas (full price)	28	38	37	62	47
Fleas (concessionary)	23	38	24	3	14
Fleas (commercial)	3	3	4	3	-
Cockroaches	3 (free service)	-	1	-	-
Other insects	2	8	33	16	16
Advice only - telephone	2	415	163	200	196
Home visits	n/a	n/a	n/a	4	3
Total no. of requests for service	995	1194	831	938	582

5.3.4 In April 2014 a charge for treatment of pests posing a significant public health risk (i.e. rats, mice and cockroaches) was introduced. From the table above it is clear to see that there was a significant decrease in requests for service for the treatment of rat/mice infestations and an increase in the number of requests for “advice only” telephone calls.

5.3.5 The total number of requests for service (for treatments) has declined since 2013/2014. This could be attributed to an increase in telephone calls for advice; advisory information available on the Council’s website or residents sharing ideas for treatment via social media. It could also

be an indication that the cost is deterring potential customers.

- 5.3.6 The current income covers the salary and some of the on-costs. An option would be to increase the cost of the treatments; however, there is concern amongst the profession that increasing the standard charges would encourage potential customers to shop around for a more competitive quote and/or self-treat. If the latter is carried out in an incorrect manner the pests, in particular vermin, can become immune to future baits and treatment programmes.
- 5.3.7 We will continue to offer free telephone advice and the charge for home visits will be standardised with no concessionary charge (this is to ensure that as a minimum, the hourly rate of the pest control officer is covered).
- 5.3.8 I recommend to retain the treatment charges for pest control the same as the 2017/18 fees. The charges for pest control are listed in Appendix A. The charges set by other local authorities in Derbyshire for pest control treatments are set out in Appendix E.

#### 5.4 Fixed Penalty Levels

- 5.4.1 Whilst penalties should not be seen as "income"; Cabinet maintains the discretion to vary them from the national default sum. Fixed Penalty Notices can be issued for a range of environmental offences including littering, flytipping, dog related issues and nuisance parking and Public Spaces Protection Order offences.
- 5.4.2 Further information about Fixed Penalty Notices can be found [online](#).
- 5.4.3 Current government guidance is that local authorities must have an enforcement strategy that details
- ✓ Offences included in the local authority FPN scheme
  - ✓ How much fine is issued for each offence
  - ✓ Details of any early repayment discounts
  - ✓ How fixed penalty notices are issued

- ✓ How we will deal with juvenile offenders
- ✓ What we will do if the offenders don't pay
- ✓ How to appeal (if that option is offered)
- ✓ How the money received from FPNs will be spent
- ✓ What records we will keep

5.4.4 The Enforcement Policy is currently under review and the revised document will reflect current government guidance and the [Regulators Code](#); it is anticipated that there will be a section of the report dedicated to Fixed Penalty Notices to ensure the themes raised in section 5.4.3 are addressed.

5.4.5 It is noted that the levels of fixed penalties issued fluctuates. Furthermore, we have seen some non-payment leading to prosecution. Whilst costs are awarded to the Council, it can be some time before the monies are returned to us via the Courts and then into the central funds (so are not included here). We have had some recent successes with quick payments of FPNs for littering and dog fouling.

## 5.5 Abandoned Vehicles

5.5.1 Under the Refuse Disposal (Amenity) Act 1978 (as amended), Chesterfield Borough Council has a duty to remove abandoned vehicles or parts of vehicles (e.g. trailers) that have been left on land open to the air. Between April 2016 and March 2017, 333 referrals were made to the Council alleging vehicle abandonment. Of these 33 vehicles/cases required removal and disposal.

5.5.2 The legislation also allows for local authorities to serve a Fixed Penalty Notice (of up to £200) on the registered keeper at the time of abandonment (if this person can be identified) to discharge their liability for committing the offence of abandoning a vehicle. Under the Removal, Storage and Disposal of Vehicles (Prescribed Sums and Charges) Regulations 2008 there is also the option for the

local authority to recover costs associated with the removal and disposal of abandoned vehicles.

5.5.3 At the moment we do not recover the costs for removal and/or disposal, nor do we issue a Fixed Penalty Notice for abandoned vehicles. Preliminary enquiries with other local authorities in Derbyshire show that we are no different, with the exception of Amber Valley Borough Council who does recover costs for storage and disposal. The options for the local authority is to either pursue the registered keeper by means of issuing a fixed penalty notice or send an invoice to the registered keeper for the prescribed charges. It is anticipated that this will be explored and full details reported by mid-2018.

5.5.4 It should be noted that on a quarterly basis the number of vehicles inspected and 'lifted' (i.e. removed from the highway) is reported to Derbyshire County Council and for this we receive a fixed fee for each vehicle inspected; this fee is currently set at £36.94.

## 5.6 Environmental Information Requests

5.6.1 The Environmental Information Regulations 2004 (EIR) give rights of public access to information held by public authorities.

5.6.2 The overarching purpose of the EIR is to encourage straightforward access to environmental information. Public authorities can charge for supplying environmental information that they hold in response to requests, but any charge must be 'reasonable' and take account the aim of the Regulations.

5.6.3 Requests are usually made for information held on commercial premises (i.e. any known contamination issues, nuisance complaints, pollution incidents etc.), properties (both commercial and residential) going through the conveyancing process and for professional opinion on environmental reports from solicitors and commercial proprietors for insurance purposes.

5.6.4 The charge for this type of enquiry will be £50 per hour.

## 5.7 Air Quality

5.7.1 As part of our statutory duties regarding Local Air Quality Management (under the Environment Act 1995) we operate two monitoring stations which feed data into the DEFRA Automatic Urban/Rural Network (AURN).

5.7.2 To achieve AURN status Chesterfield Borough Council has to comply with the operational guidance set out by DEFRA. For the award of this status we are paid to carry out calibrations and upkeep of the air quality stations. This brings in an 'income' of almost £3000 and off-sets the need to pay for data verification and maintenance charges.

## 6.0 **Equalities Impact Assessment (EIA)**

6.1 A preliminary Equalities Impact Assessment has been completed and no group is anticipated to face a disproportionate negative impact. We continue to facilitate appropriate income based concessions to assist residents.

6.2 Registered assistance dogs, as defined in law, shall be exempt from fees associated with straying.

## 7.0 **Financial Implications**

7.1 It is not easy to accurately predict the financial gain that will be achieved through these charges, as demand is variable and can be wholly dependent upon the weather (i.e. wasps) and, in the case of kennelling income, is principally there to offset the fees we pay to our contractor.

7.2 For the purposes of these calculations, demand is based on recent years (and takes averages of fluctuations) and conservative predictions about the take-up of chargeable vermin control, since it came into effect in April 2014.

7.3 The Concessionary Policy will ensure that residents in receipt of 'income based' benefits will be eligible for concessionary fees for pest control treatments.

## 8.0 **Alternative options to be considered**

8.1 Given the agreed policy in terms of income generation, the alternative is to increase charges above those suggested and/or further reduce the level of concessions for pest control.

## 9.0 **Risk Management**

9.1 Details of the risks associated with fees and charges are given in Table 4 below.

Table 3 - Risk Factors Affecting Income

<b>Risk</b>	<b>Likelihood</b>	<b>Impact</b>	<b>Mitigating Action</b>	<b>Revised Likelihood</b>	<b>Residual Impact</b>
Below expected take up of services and competition	Medium	Medium impact on the income levels	Conservative income projection. Marketing of pest control services. Training to provide a wider range of pest treatments. Competitive pricing and concessions. Publicity about risks associated with DIY treatments.	Low	Low
Unpaid fees and written off debts	Low	Low	Pre-payment is necessary for many services. In others it is at point of delivery, apart from commercial invoicing	Low	Low
Fixed penalty fees not paid	Low	Low	Existing reminder letters to offenders keeps payment rates high. Court costs will be sought.	Low	Low
Reduced income due to uptake of Universal Credit	Low (due to phased introduction)	Low	Advice sought from Revenues. Limit to "income based" claimants. To monitor uptake.	Low	Low

## 10.0 Recommendations

- 10.1 That Members approve the proposed fees and charges, including concessionary rates (where applicable), as detailed in Appendix A, with effect from 1st April 2018.
- 10.2 That the Senior Environmental Health Officer continues to have discretion to offer reduced charges for micro-chipping of dogs at promotional events and campaigns associated with the mandatory chipping that came into effect in April 2016.
- 10.3 That the Senior Environmental Health Officer continues to have discretion to offer an alternative enforcement option for fly-tipping offences instead of issuing a fixed penalty notice (this could include a simple caution or prosecution).

## 11.0 Reasons for recommendations

- 11.1 To set the environmental health fees and charges for 2018/19.

### Decision information

<b>Key decision number</b>	678
<b>Wards affected</b>	All wards
<b>Links to Council Plan priorities</b>	To provide value for money services.

### Document information

<b>Report author</b>	<b>Contact number/email</b>
Esther Thelwell, Senior Environmental Health Officer	01246 345767
<b>Background documents</b> These are unpublished works which have been relied on to a material extent when the report was prepared.	
This must be made available to the public for up to 4 years.	
<b>Appendices to the report</b>	
Appendix A	Proposed Fees for 2018 to 2019
Appendix B	DEFRA fees and charges for Environmental Permitting



Appendix C	Subsistence charges for 2018/2019 for processes regulated by CBC
Appendix D	Comparison of stray dog and microchipping fees across Derbyshire (correct at the time of writing)
Appendix E	Comparison of pest control fees across Derbyshire (correct at the time of writing)

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## **Appendix A - Proposed Fees for 2018 to 2019**

	<b>2017-2018 fees Concession Rate = 20% reduction of standard rate and rounded to nearest whole £5</b>	<b>Proposed fee for 2018 to 2019</b>
<b><u>Pest Control</u></b> <b><u>(all domestic fees include VAT)</u></b>		
Domestic premises – advice only home visit (no treatment)	£20, no concession available	No change to fee
Rats	£45 full price £35 discounted	No change to fees
Mice (indoor only)	£45 full price £35 discounted	No change to fees
Cockroaches	£45 full price £35 discounted	No change to fees
Wasps	£45 full price £35 discounted	No change to fees
Ants	£60 full price £50 discounted	No change to fees
Fleas	£70 full price £55 discounted	No change to fees
Bedbugs	£100 full price £80 discounted	No change to fees
<b><u>Pest control</u></b> <b><u>commercial one off treatments and</u></b> <b><u>contracts</u></b>		
One off treatments and annual contracts available	POA	POA
Commercial - Wasps	£50	No change to fee
<b><u>Dog Control</u></b> <b><u>(all fees include VAT)</u></b>		
Microchipping	£16 home visit £10 @ events	No change to fees
Stray dog: admin fee	£11.00	To be reported separately after procurement process is complete
Stray dog: kennel fee (per day or part thereof)	£15.50	To be reported separately after procurement process is complete
Stray dog: Statutory return to owner fee	£25.00	To be reported separately after procurement process is complete
<b><u>Fixed Penalty Notices</u></b>		
Littering offence	£60	No change to fee
Public Spaces Protection Order (dog control)	-	Maximum £100
Public Spaces Protection Order (town centre)	-	Maximum £100
Flytipping	£300	No change to fee
Community Protection Notice	£70	No change to fee
<b><u>Environmental Information</u></b> <b><u>Requests</u></b>		
	Varied charge depending on query £30 - £60	£50 per hour

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## Appendix B – DEFRA fees and charges for Environmental Permitting

Further details are available from

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/636243/env-permit-part-b-fees-2017.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/636243/env-permit-part-b-fees-2017.pdf)

At the time of writing this report, the fees for 2018 – 2019 have not yet been released. The table below shows the current fees for 2017 – 2018. A full copy of the table is available [here](#)

### 2017/18 Charges

#### LAPPC (Part B) Charges for 2017/18

Type of charge	Type of process	2017/18 fee
Application Fee	Standard process (includes solvent emission activities)	£1650
	Additional fee for operating without a permit	£1188
	PVRI, and Dry Cleaners	£155
	PVR I & II combined	£257
	VRs and other Reduced Fee Activities	£362
	Reduced fee activities: Additional fee for operating without a permit	£99
	Mobile plant**	£1650
	for the third to seventh applications	£985
	for the eighth and subsequent applications	£498
	<i>Where an application for any of the above is for a combined Part B and waste application, add an extra £310 to the above amounts</i>	£808
Annual subsistence charge	Standard process Low	£772 (+£103)*
	Standard process Medium	£1161 (+£156)*
	Standard process High	£1747 (+£207)
	PVRI, and Dry Cleaners L/M/H	£79/£158/£237
	PVR I & II combined L/M/H	£113/£226/£341
	VRs and other Reduced Fees	£228/£365/£548
	Mobile plant, for first and second permits L/M/H**	£646/£1034/£1506
	for the third to seventh permits L/M/H	£385/£617/£924
	eighth and subsequent permits L/M/H	£198/£316/£473
	Late payment Fee	£52
	<i>* the additional amounts in brackets must be charged where a permit is for a combined Part B and waste installation</i>	
<i>Where a Part B installation is subject to reporting under the E-PRTR Regulation, add an extra £103 to the above amounts</i>		
Transfer and Surrender	Standard process transfer	£169
	Standard process partial transfer	£497
	New operator at low risk reduced fee activity (extra one-off subsistence charge - see Art 15(2) of charging scheme)	£78
	Surrender: all Part B activities	£0
	Reduced fee activities: transfer	£0
	Reduced fee activities: partial transfer	£47
Temporary transfer for mobile plant	First transfer	£53

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## Appendix C – annual subsistence charges for environmental permitting

<b>Process type</b>	<b>Address</b>	<b>Annual subsistence fee £</b>
Cremation	Chesterfield Rd, Brimington, S43 1AU	1161
Cement and lime	Armytage Trading Estate, Station Road, S41 9ES	228
Cement and lime	Brimington Road North, Whittington Moor S41 9ES	228
Cement and lime	Storforth Lane, Hasland	228
Non-ferrous metals	Station Rd, Whittington Moor S41 9ES	1161
Ferrous metals	Trinity Works, Foundry Street, Whittington Moor, S41 9AX	1161
Vehicle re-finishing	464 Chatsworth Rd, S40 3WQ	228
Vehicle re-finishing	The Brushes, Sheffield Road, S41 9ED	228
Animal and vegetable	Clayton Street, Chesterfield, S41 0DU	772
Ferrous metals	Spital Lane, Spital, S41 0EX	1610
Timber processes	Albion Sawmills, Union Walk, S40 4SA	228
Tar and bitumen	Foxwood Way, Sheepbridge, S41 9RX	349
Cement and lime	Broombank Road, Sheepbridge, S41 9QF	228
Service station	1 Barnfield Close, Staveley, S43 3UL	79
Service station	Rother Way, Tupton, S41 0UB	79
Service station	300 Sheffield Road, S41 8JZ	79
Service station	Derby Road, Chesterfield	79
Service station	Newbold Road, Chesterfield, S41 7AL	79
Service station	Chatsworth Road, Chesterfield, S40 3BQ	79
Service station	561 Chatsworth Road, S40 3JX	79
Service station	108 Ashgate Road, Chesterfield, S40 4AR	79
Service station	Mansfield Road, Hasland, S41 0JF	79
Service station	High Street, Brimington, S41 1DF	79
Ceramics	Broombank Road, Sheepbridge, S41 9BS	772
Dry cleaning	5 Elder Way, S40 1UR	79
Coating activity (SED)	Farndale Road, Staveley, S43 3YN	772
Dry cleaning	Unit 2, Lordsmill Street, S41 7RR	79
Mineral activities	Troughbrook Road, Hollingwood, Chesterfield, S43 2JP	636
Cement and lime	Micon Brimington Road North, Chesterfield, S41 9BE	228
Dry cleaning	Chatsworth Road, Chesterfield, S40 3BQ	79
Dry cleaning	6 Littlemoor Centre, Newbold, S41 8QW	79
Service station	Lockoford Lane, Chesterfield, S41 7JB	79
Coating activity (SED)	Speedwell Industrial Estate, Staveley, S43 3JP	772
Ceramics	655 Sheffield Road, Chesterfield S41 9ED	772
Service station	Markham Lane, M1 Commerce Park, S44 5HY	79
Coating activity	Speedwell Industrial Estate, Staveley, S43 3PF	1161
Road-stone coating	Foxwood Industrial Estate, Foxwood Road, Sheepbridge, S41 9RN	365
Vehicle re-finishing	Sheffield Road, Stonegravels, S41 7JH	1161
	<b>Total income</b>	<b>15914</b>

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**Appendix D – comparison of stray dog and microchipping fees across Derbyshire (correct at the time of writing)**

	<b>Microchipping fee</b>	<b>Return to owner fee/statutory fee</b>	<b>Kennelling fees/per day</b>	<b>Admin fee</b>
Amber Valley	£20 (including VAT for home visit) £15 (including VAT) at an organised session	Off the van £28/£17  From the kennels £28/£18	£10.00	No fee
Bolsover	£17.00	£25.00	£9.60 Plus £25.00 out of hours fee	£12.39
Chesterfield	£16.00	To be reported separately after procurement process is complete	To be reported separately after procurement process is complete	To be reported separately after procurement process is complete
Derby City	No information available	No information available	£60.00 (inclusive of administrative fees)	-
Derbyshire Dales	Service provided by kennels/donation required	£53.90	£14.00	Built in with stray fee and kennels fee
Erewash	Free	£52.00	£12.00	No information available
High Peak	Service not provided	£25.00	Daily rate not available. Dogs are only kennelled for 3 days and then kept at the Manchester dog re-homing centre for next 4 days (i.e. remainder of statutory 7 days)	-
North East Derbyshire DC	£17.00	£25.00	£9.60 Plus £25.00 out of hours fee	£12.39
South Derbyshire	Free/donation required	£25.00	£8.50	-

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**Appendix E – comparison of pest control fees across Derbyshire (correct at the time of writing)**

<b>Fee and Concessionary rate</b>	<b>Rats</b>	<b>Mice</b>	<b>Wasps</b>	<b>Fleas</b>	<b>Bed Bugs</b>	<b>Ants</b>	<b>Comments</b>
Amber Valley	£45	£45	£46.23	£50	No service	£40	
Bolsover	Free	Free	£46.23	£46.23	£46.23	No service	No information about commercial prices.
Chesterfield	£45 £35	£45 £35 (indoor only)	£45 £35 £50 commercial	£70 £55	£100 £80	£60 £50	Call out fee of £30 full price and £20 concessionary charge. Commercial work - POA
Derby City	£30.00 £14.00	£67.00 (inside only)	With ladder £67.00	No information available	No information available	No information available	Cancellation charge of £15 when less than 1 day notice. Home visit £15. Commercial work – POA
Derbyshire Dales	£26.00 £13.00 £115.58/hour for commercial work	£52.00 £26.00 £115.58/hour for commercial work	£63.00 £31.50 £56.50/hour for commercial work	£64.90 £32.45 £56.50/hour for commercial work	£77.90 £38.95 £58.17/hour for commercial work	£64.90 £32.45 £58.17/hour for commercial work	Village halls/community halls 50% concession on commercial rate.
Erewash	-	-	-	-	-	-	Service not provided.
High Peak	Free	£55.00 £27.50	£55.00 £27.50	Charge depends on size of house £65 - £125	Charge depends on size of house £65 - £125	£105	Commercial work £100/hour
North East	£41	£41	£45	£45	£65	£32.50	No concessionary rates. £55/treatment for commercial work
South Derbyshire	£28 £14	£56 £28	£54 £27	£70 £35	Service not provided	Service not provided	No information on website regarding commercial work

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## **For publication**

### **Local Council Tax Support Scheme 2018-19**

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Meeting:	Council Cabinet
Date:	13 <sup>th</sup> December 2017 5 <sup>th</sup> December 2017
Cabinet portfolio:	Homes & Customers
Report by:	Director of Finance & Resources

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## **For publication**

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### **1.0 Purpose of report**

- 1.1 To gain approval for the Local Council Tax Support (LCTS) scheme to apply in 2018-19

### **2.0 Recommendations**

- 2.1 That Council agrees to continue with the current Local Council Tax Support scheme for 2018-19. The scheme is based on The Council Tax Reduction Scheme England Regulations 2012 amended to reflect the following local decisions concerning the key principles of the scheme:

- For those of working age the maximum amount of Council Tax that will be eligible for reduction is 91.5% of their full Council Tax Liability.

- The Council continues its policy of disregarding war pensions for the purposes of calculating income in respect of the Local Council Tax Support scheme.
  - The 'taper', i.e. the rate at which support is withdrawn as income increases be maintained at 20%.
- 2.2 That the Director of Finance and Resources be granted delegated powers to update the 2017/18 scheme to reflect such up-ratings of premiums, allowances and non-dependent deductions as may be determined by the Department of Work and Pensions, and for other minor technical changes which may be required.
- 2.3 That the current local council tax discounts, which were originally implemented in 2013/14, be continued (para. 3.4).

### 3.0 **Background**

- 3.1 Prior to April 2013 central government funded the actual cost of the Council Tax Benefit scheme (CTB). In the 2010 Spending Review the Government announced its intention to introduce a Localised Council Tax Support Scheme (LCTSS) from April 2013 to replace the national CTB scheme.
- 3.2 As part of a wider package of public expenditure reductions and reforms to the welfare benefit system the proposals were required to deliver a 10% reduction in expenditure. The Council implemented a local scheme in respect of 2013/14 which required property occupiers of working age to pay at least the first 8.5% of the Council Tax liability for their property. Those of pensionable age continued to receive up to 100% support.
- 3.3 Under the localised arrangements local councils were required to manage the 10% reduction in Government support and in future years to absorb the burden of any additional funding required should caseloads and costs increase. These additional financial costs are shared between the precepting authorities through the mechanisms of the Collection Fund, which based on the 2017-18 precepts gives the following shares: Derbyshire County Council (74.1%), the Borough Council (9.5%), the Police Authority (11.1%), Fire and Civil Defence (4.4%) and the Parish Councils (0.9%).

3.4 To help mitigate the 10% funding reduction, the Council agreed a number of changes to other Council Tax discounts and exemptions from April 2013. The changes included:

- A local discount of 100% for vacant properties, which would previously have qualified for an exemption under class C, for periods of up to three months. A three month discount (reduced from six months) was agreed to avoid having to collect small amounts of debt which would arise as residents sold or moved property. In a situation where a property becomes occupied or furnished for a period of 6 weeks or less it will only be eligible to receive discount for any of the original three month period which remains.
- A local discount of 100% for properties which are uninhabitable due to them requiring or undergoing major structural repairs or alterations that would have previously qualified for exemption under class A for a period of up to 12 months was also agreed. While this exemption is unchanged it has now become a locally determined discount.
- Removal of the residual 10% discount for second homes.
- A 150% charge for property empty for more than 2 years.

#### 4.0 **Previous Years' Schemes**

4.1 The key statistics to note include:

- The number of working age people receiving support has reduced from 6,438 on 1<sup>st</sup> April 2013 to 5941 as at 27<sup>th</sup> October 2017; a reduction of 497 or 7.7%.
- The number of pensioners receiving support has reduced from 5,342 on 1<sup>st</sup> April 2013 to 4,115 as at 27<sup>th</sup> October 2017; a reduction of 1,227 or 22.9%.
- The number of households receiving support has reduced from 13,925 in 2013/14 to 12,490 in 2016-17 (a reduction of 1435 or 10.3%.
- The value of the support given has reduced from £8.24 in 2013/14 to £8.00m in 2016-17 a reduction of £237k or 2.9%. 2017-18 expenditure as at 28<sup>th</sup> October 2017 is £8.03m. The amount of CTS expenditure is affected by the increase in Council Tax Charges in 2016-17 and 2017-18 (includes the

increase for adult social care). The collection rate for the element of tax that is payable by those who previously received 100% Council Tax Benefit was 71% for 2013/14, 80% for 2014/15, 85% for 2015/16, 87.6% for 2016-17 and 58.2% to date for 2017-18

4.2 The collection rates achieved to date, whilst in excess of the 67% collection rate forecast originally assumed when the local scheme was first introduced, is nevertheless well below the rate for the other Council Tax payers of above 97%.

## 5.0 **Proposed Scheme for 2018-19**

5.1 Welfare Reform changes to the benefits and tax credits people can receive continues. There is a four year freeze on working age benefit increases that started in April 2016. Because the allowances and premiums used to assess Council Tax Support for working age claimants mirror those in Housing Benefit, this freeze applies to working aged Council Tax Support recipients also. There is also the extension of the benefit cap to more households as the total amount of benefit income (excluding CTS) has reduced from 7<sup>th</sup> November 2016. This means that currently 84 households in Chesterfield are subject to Housing Benefit restrictions compared to 12 cases before the 7<sup>th</sup> November 2016. The Implication on Council Tax Support expenditure of other benefit reductions is being monitored. It is difficult to forecast what the financial impact on the CTSS would be and what mitigating actions might be required.

5.2 Universal Credit goes Full Service for the Chesterfield Jobcentre on 29<sup>th</sup> November 2017. This will impact on Chesterfield residents and may impact on Council Tax collection. The Council is working with partners and DWP to mitigate the risks.

5.3 If the Council plan to make any significant changes to the scheme there is a legal duty to consult stakeholders and to undertake an equalities impact assessment, an exercise that would take several months to do properly. In view of these uncertainties and constraints it is proposed to leave the scheme unchanged for 2018/19.



- 5.4 The experience of the schemes in previous years has also been a key consideration in arriving at the recommendation to continue with the current scheme for 2018-19. The collection rate at 31<sup>st</sup> March 2017 at 87.6% has surpassed our initial forecast of 67% when the scheme was first introduced. If the minimum contribution rate is increased above the current 8.5% level the contributions would inevitably become more difficult to collect and could become uneconomic to recover.
- 5.5 The operation of the scheme depends upon the premiums, allowances and non-dependent deductions for the elderly being uprated in accordance with figures provided by the Department for Work and Pensions. For working age claimants, the premiums and allowances are uprated in accordance with those provided by the DWP for Housing Benefits and the non-dependent deductions are the same as those for elderly cases. It is recommended that delegated powers are granted to the Director of Finance and Resource to amend the 2018-19 local scheme with the relevant details. In addition to these specific delegations it is considered appropriate that the delegation should be extended to cover other minor technical changes where amendment of the scheme may be necessary during the course of the financial year in order to ensure that the local scheme reflects accepted practice and DWP guidance.
- 5.6 Given the continued financial pressures on the Council's finances it is also recommended that the Council Tax Discounts and Exemptions outlined in paragraph 3.4 be maintained at their current levels. While these measures do create an added financial burden for the tax payers affected they do, nevertheless, act as incentives to bring property into use.
- 5.7 The Council will continue to work with individuals and the local advice agencies to ensure that those experiencing difficulties paying will receive appropriate advice and support.
- 5.8 The impact of the welfare, tax and living wage changes will be monitored throughout 2018-19 to enable a review of the options in good time for setting the scheme for 2019-20.

## 6.0 **Financial Considerations**

- 6.1 Local Council Tax Support will be calculated using 91.5% of the Council Tax liability, leaving residents of working age to pay a minimum of 8.5% themselves. Assuming they were living in a Band A property then the Council Tax Liability would be in the region of £91.78 per annum (£1,079.82 x 8.5%) for a couple or £68.84 per annum (£91.78 less 25% discount) for a single person, before any award of CTS. Those of pensionable age will be eligible for CTS of up to 100% of their council tax liability.
- 6.2 Continuing with an 8.5% minimum contribution rate will mean that part of the cost of the Local Scheme will fall upon the Council, rather than being passed on to those of working age. A key factor in this decision has been that if the full cost of the reduction in Central Government support were passed on to claimants the amount due may well become uncollectable. On the basis of evidence to date a Council Tax liability of 8.5% for those of working age is a collectable amount in most cases, with a recorded collection rate of 85% in previous financial years.
- 6.3 If Council adopts the recommended approach then the income that will be generated from charging a minimum of 8.5% Council Tax to those of working age on benefits is estimated to be some £525k after an assumed non-collection rate of 15%. The income will be shared amongst the precepting authorities.
- 6.4 It is not possible to quantify precisely what the LCTSS costs because the major element of funding, Government grant, is no longer separately identified but is now combined into the overall Funding Settlement. The Settlement Funding amount continues to reduce each year as part of the Government's austerity measures. In the first year of the scheme (2013/14), when the funding was separately identified, it was estimated that the net cost of the scheme, after Government funding, was £1.1m. Of the £1.1m, it was estimated that the changes to other discounts and the requirement to pay the first 8.5% would reduce the net cost down to £0.4m which was then to be shared amongst the precepting authorities through the mechanics of the Collection Fund. It should also be noted that as case load decreases, which has happened each year since 2013/14, this will increase the Tax Base and increase the overall tax raising capacity. It is estimated that by 2017-18, 776 Band 'D' equivalent properties will have been added

to the Tax Base since the first year of the CTSS (2013/14), potentially generating over £1.2m additional income to the Collection Fund.

6.5 In 2013/14, £66k of the CTS funding which the Council received was earmarked as relating to the parish councils and this amount was paid over to the parishes. In setting the Budget it was agreed that the parish funding would be phased out over a period of ten years to reflect the fact that the Council's funding was being reduced.

## 7.0 **Legal and data protection implications**

7.1 Sections 9 to 12 of the Local Government Finance 2012 give the Council the necessary legal powers to implement the proposals made in this report regarding the Local Council Tax Support Scheme and other Council Tax discounts.

7.2 The Council Tax Support Scheme will need to be adopted by 31<sup>st</sup> January each year and will be required to meet the requirements as set out by legislation.

7.3 The Local Council Tax Support Scheme and changes to council tax discounts must be advertised within 21 days of the decision to adopt them being made.

## 8.0 **Equalities Issues**

8.1 Council tax support is intended to provide financial support to some of the most vulnerable groups in society. The Government has already given a commitment to protect those of state pension age but does not intend to prescribe in statute which other vulnerable groups must be protected. Instead, local authorities are expected to take into account existing duties in relation to vulnerable groups in designing their schemes. The following duties must therefore be considered:

- The public sector Equality Duty;
- The duty to mitigate the effects of child poverty; and
- The duty to prevent homelessness.

A full Equalities Impact Assessment (EIA) was prepared prior to the implementation of the original scheme in 2013/14 and this was reported to the Council as part of the process of adopting the scheme.

## 9.0 Risk management

9.1 The key risks are summarised in the table below:

Description of Risk			Mitigating Actions	Residual	
	Impact	Likelihood		Impact	Likelihood
<p>Government funding is fixed but demand for support could increase from:</p> <ul style="list-style-type: none"> <li>• Pensioners as the stigma of 'benefit' removed.</li> <li>• Job shock in the local economy e.g. major employer goes out of business.</li> <li>• Pensioners because they are living longer</li> <li>• Other welfare reforms affect the incomes of those in receipt</li> <li>• Higher levels of Council Tax required to achieve a balanced budget</li> </ul>	High	Possible	Prudent assumptions about take-up.	Medium	Possible
<p>Reduced demand for support from:</p> <ul style="list-style-type: none"> <li>• Working age claimants as the economy recovers and more people move into work;</li> <li>• Declining pensioner caseloads.</li> </ul>	Medium	Possible	Monitor trends	Medium	Likely
Difficulties in collecting the amounts due.	Medium	Definite	Flexible recovery procedures.	Medium	Likely

			Spread the risk by funding the grant cut from a variety of measures.		
Tax avoidance	Medium	Possible	Rigorous and adequately resourced validation and recovery procedures.	Low	Possible

## 10.0 Recommendations

10.1 That Council agrees to continue with the current Local Council Tax Support scheme for 2018-19. The scheme is based on The Council Tax Reduction Scheme England Regulations 2012 amended to reflect the following local decisions concerning the key principles of the scheme:

- For those of working age the maximum amount of the Local Council Tax that will be eligible for reduction is 91.5% of their full Council Tax Liability.
- The Council continues its policy of disregarding war pensions for the purposes of calculating income in respect of the Council Tax Support scheme.
- The 'taper', i.e. the rate at which support is withdrawn as income increases be maintained at 20%.

10.2 That the Director of Finance and Resources be granted delegated powers to update the 2018-19 scheme to reflect such up-ratings of premiums, allowances and non-dependent deductions as may be determined by the Department of Work and Pensions, and for other minor technical changes which may be required.

10.3 That the current local council tax discounts, which were originally implemented in 2013/14, be continued (para. 3.4).

## 11 Reasons for recommendations

11.1 To ensure that the Council is able to continue to operate a localised scheme providing council tax support from April 2018.

### **Decision information**

<b>Key decision number</b>	<b>768</b>
<b>Wards affected</b>	<b>All</b>
<b>Links to Council Plan priorities</b>	To improve the quality of life for local people.

### **Document information**

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<b>Background documents</b> These are unpublished works which have been relied on to a material extent when the report was prepared.	
<i>This must be made available to the public for up to 4 years.</i>	