

## CHARGING POLICIES

<b>CHARGING PRINCIPLES</b>
◆ To make a charge wherever identifiable groups benefit directly from a service, rather than it being a general benefit to the entire community.
◆ Fees and charges should aim to recover the full cost of the service except where: <ol style="list-style-type: none"> <li>a) There is an opportunity to maximise income; or</li> <li>b) Members determine that a reduction or subsidy should be made for specific reasons.</li> </ol>
◆ That where charges are reduced from full cost the reason for the reduction is reviewed periodically (at least annually) to ensure that it remains valid.
◆ People on low incomes and/or suffering disadvantage through poverty or social exclusion may be charged less to ensure equal access.
◆ Differential charges for residents/non-residents may be appropriate.

<b>CHARGING TARGETS</b>
The objectives of charging should be translated into specific measurable targets. The development of targets should be done: <ol style="list-style-type: none"> <li>a) in general terms as part of the annual review process; and</li> <li>b) in detail as part of Best Value Reviews.</li> </ol>

<b>CHARGING DECISIONS</b>
<b>Information to be included in all charging reports</b>
Analysis of the impact of the proposed charge on: <ul style="list-style-type: none"> <li>Corporate and service objectives</li> <li>Charging targets</li> </ul>
Previous year's experience: <ul style="list-style-type: none"> <li>Price increase</li> <li>Affect on demand</li> <li>Performance against targets</li> </ul>
Analysis of local competition (if any)
Current charge
Proposed charge
Percentage increase
Estimated income
Estimated costs
Income as a percentage of costs
Number of users
Subsidy / Surplus per user
Reason for subsidy (if there is one)