

SCRUTINY WORK PROGRAMME - SCOPING DOCUMENT

TOPIC	Fees and Charges
KEY LINES OF ENQUIRY	<ul style="list-style-type: none"> • Does the council have a current Fees and Charges Policy? • Are fees and charges reviewed separately outside the annual budget setting process? • To identify service areas where through reviewing fees and charges a fair balance could be struck between cost of service provision and income for the Council. • To ensure where possible that the Council is charging appropriately to ensure that all costs are covered and fees are in line with market conditions and related Council policies. • With the increasing pressures on local government finances, changes in payment technologies and public expectations, to ascertain the ability to redevelop and update the Council's policies to reflect changes in customer service requirements and the financial operating climate.
EXPECTED BENEFITS/ OUTCOMES	<p>To establish whether the key principles of charging within the Council should include :</p> <ul style="list-style-type: none"> • full cost recovery as a minimum is the default • the rationale for any subsidised service should be understood and should be regularly reviewed • no presumption towards uniformity in charges. Where appropriate charging different prices at different times/different locations should be considered. • Opportunities for premium levels of service should be identified and attract increased charges where appropriate • The possibility of fees and charges being taken in advance of service delivery where appropriate For recurring charges, direct debit should be the preferred solution • clear reasons for discounts and these should be regularly reviewed • Full cost recovery should include an overhead recovery rate for central costs where a different rate has not otherwise been agreed • The level of fees and charges should be reviewed annually with the normal default being that annual inflation is added
APPROACH	To be the subject of an agenda item at a formal meeting.
WITNESSES/ EVIDENCE REQUIRED	<p>Cabinet Member for Strategic Finance, Transformational Change and Corporate Resources</p> <p>Director of Resources</p>
LINKS TO CORPORATE PLAN	<p>Strategic Finance, Transformational Change and Corporate Resources</p> <ul style="list-style-type: none"> • We will use a range of indicators to measure how we are making progress such as the percentage forecast revenue income (fees and charges) compared to budget (quarterly measure)