



Name of meeting: CABINET  
Date: 13 December 2016

Title of report: Place Directorate - introduction of new fees and charges.

Is it likely to result in spending or saving £250k or more, or to have a significant effect on two or more electoral wards?	Yes
Is it in the <a href="#">Council's Forward Plan</a> ?	Yes
Is it eligible for "call in" by <a href="#">Scrutiny</a> ?	Yes
Date signed off by <u>Director</u> & name	Jacqui Gedman – 05/12/16
Is it signed off by the Assistant Director - Resources?	Debbie Hogg – 02/12/16
Is it signed off by the Assistant Director - Legal & Governance?	Julie Muscroft – 02/12/16
Cabinet member <a href="#">portfolio</a>	Cllr Mussarat Khan (Highways and Neighbourhoods)

Electoral [wards](#) affected: All  
Ward councillors consulted: N/A

Public or private: Public

## 1. Purpose of report

To seek member approval for revisions of existing and introduction of new fees and charges for services provided by Place Directorate, specifically:

- **Building Control**
- **Bereavement Services**
- **Driver Training**

The charges are outside the scope of the delegation in that they are either new or the change is significant from the previous charge.

## 2. Key Points

2.1 The power to charge fees is derived from S93 of the Local Government Act 2003 and/or S1 and S3 of the Localism Act 2011. This legislation allows us to charge for discretionary services and recover the full cost of providing those services (cost recovery only and not making a commercial profit) provided the recipient has agreed to receive them. For Building Control there are additional powers in the Building local authority charges) Regulations 2010 as indicated below.

### 2.2 Building Control

The council ensure minimum standards of construction are satisfied by determining Building Regulation applications and inspecting work on site. The costs associated with this work are recoverable through charges. The Building (local authority charges) Regulations 2010 requires that such charges are set out in a scheme of charges and at a level to recover the cost of providing the service. The regulations also provide for charges to be exempt for work which relates to the provision of facilities for disabled persons.

Following an exercise, including a comparison with neighbouring authorities, the proposal is to amend some of the current charges to ensure full cost recovery of the work associated with those charges.. The existing scheme of charges will remain in place and be unaffected except for the substitution and addition of the new proposed Building Regulation charges set out in **Appendix 1**. These charges relate to the processing applications for 1 and 2 dwellings, regularisation applications and copies of completion certificates.

The processing of Building Regulation applications consists of plans determination and the inspection of work on site. A regularisation application is a retrospective application for construction work that has been undertaken without Building Regulation approval. Copies of completion certificates are often required by property owners for conveyancing purposes.

All Building Regulation charges are subject to VAT with the exception of regularisation applications.

The new charges will come into effect from the 1 January 2017 to allow the new charges to be incorporated into the existing scheme of charges and published. If accepted the charges should generate a modest additional income in the region of 15-20k to ensure the full cost recovery.

### 2.3 Bereavement Services

Bereavement Services provides a variety of burial and cremation services and memorial items across Kirklees. The service needs to mitigate increasing costs associated with improved facilities that have been introduced, including memorialisation options in both cemeteries and crematoria.

Existing Bereavement Services fees and charges for 2016/2017 were revised by the Director of Place using delegated powers earlier this year. This was to

achieve budget targets in line with the annual budget strategy and in line with the index of retail prices. The further changes specified in **Appendix 1** are not in the scope of delegated powers.

Bereavement Services fees and charges in **Appendix 1** are mostly memorial options, with some revised charges as well as the introduction of new charges. The charges include VAT.

The variety of funeral services and memorials provided by Bereavement Services ensures that there are affordable and premium choices available.

## 2.4 Driver Training

Driver Training are based within Highways in Streetscene. The team primarily deliver national driver improvement courses e.g. speed courses, under contract to West Yorkshire Police. Courses are delivered by contractors to the council who are qualified approved driving instructors (ADI's) and are available to be used for taxi testing. The team helped to deliver some taxi driver tests prior to 2009, before the licensing team referred applicants to the Driver Vehicle Standards Agency (DVSA) for testing.

In September, the DVSA announced that it would no longer be providing a service for taxi drivers from January next year. This has caused problems for Licensing Services nationwide as it provides assurances of the driving ability of prospective taxi drivers.

In Kirklees, Driver Training already test a limited number of taxi drivers who have reached 9 points on their licence. It is proposed to extend this test so that driver training will test all our new taxi drivers. Based on current demand it is expected the number of Kirklees taxi drivers who will take up this option will be in the region of 400. Calderdale council are also considering using the service, adding a further 150 or so drivers. If required Driver Training are also able to provide a further test to ensure drivers know how to get wheelchairs users into and out of wheelchair accessible vehicles safely and secure them during the journey. Altogether the driver testing income should generate an income in the region of 40k which should recover the full costs of providing the service

The intention is to start the testing from January and mirror the DVSA test as closely as possible. The fee will be the same as that for the drivers with 9 points but we will charge an additional fee for wheelchair tests where they are required. All the fees are given in **Appendix 1**. The fees include VAT where applicable.

## 3.0 Implications for the Council

3.1 Additional income may be generated to mitigate the cost of delivering services.

- 3.2 Kirklees and some neighbouring authorities' taxi drivers will have their driving skills assessed by independent testers through Driver Training

#### **4.0 Consultees and their opinions**

- 4.1 None

#### **5.0 Additional Information**

- 5.1 Equality Impact Assessment

- 5.2 The proposed charges are put forward having due regard to the Council's duty under the Equality Act 2010 to eliminate discrimination, harassment, victimisation and any other conduct prohibited by the Act.

- 5.3 The charges have also been considered in light of the Council's duty to advance equal opportunity for those persons with any of the 7 protected characteristics (age, disability, gender assignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation). The consideration did not reveal persons with any of the above protected characteristics would be adversely impacted by the proposed charges.

#### **6.0 Officer recommendation and reasons**

- 6.1 The charge and fee increases are required to fully recover the increased cost of providing existing services and the cost of the new services which are offered.
- 6.2 The fees and charges in Appendix 1 are approved with effect from the date of this meeting and come into effect on the same date except for the Building Control charges which come into effect on 1 January 2017.

#### **7. Cabinet portfolio holder recommendation**

- 7.1 The portfolio holder, for Highways and Neighbourhoods, Councillor Musarrat Khan, supports the officer recommendations to include the new fees and charges in the charges schedule. She has said; *"I fully support the proposals. The charges ensure we fully recover our costs and enable the continual sustainability of quality services at competitive rates. The extension of the Taxi driver tests can only be positive in providing services that people want as we transition into New Council."*

#### **8.0 Contact officer and relevant papers**

- 8.1 Neal Fearn  
Head of Building Control & Licensing  
Tel: 01484 221000

neal.fearns@kirklees.gov.uk

- 8.2 Relevant Papers:  
Appendix 1 Charges Schedule  
. Report to Licensing and Safety Committee 13 December 2016 - Licensed Drivers Driving Assessments

**9.0 Assistant Director responsible**

- 9.1 Joanne Bartholomew  
Assistant Director - Place  
Tel: 01484 221000  
[joanne.bartholomew@kirklees.gov.uk](mailto:joanne.bartholomew@kirklees.gov.uk)

## KIRKLEES COUNCIL - PLACE DIRECTORATE – STREETSCENE

### Appendix 1 – Charges Schedule

#### Building Control

Description	Old Fee	Proposed Fee	Increase
	£	£	£
New dwelling 1 plot			
Plan fee	198.00	198.00	-
Inspection fee	214.50	314.50	100.00
New Dwelling 2 plots			
Plan fee	363.00	363.00	-
Inspection fee	429.00	579.00	150.00
Regularisation fee	20% increase on normal fees	40% increase on normal fees	
Copy of completion certificate	15.00	25.00	10.00

#### Bereavement Services proposed Fees and Charges 2016 – 2017

Description of Charge	2015/16 Prices	2016/17 Proposed Fees	2015/16 Increase	Increase
	£	£	£	%
<b><u>Bereavement Services</u></b>				
Sanctum 2 Garden of Rest (Hey Lane)	306.00	312.00	6.00	2%
Sanctum 2 photos/motif	87.00	89.00	2.00	2%
Memorial bench	675.00	689.00	14.00	2%
Renewal of a memorial bench (10 years)	675.00	689.00	14.00	2%
Additional bench plaque	76.00	78.00	2.00	3%
Pre purchase cemetery Sanctum 2000 (20 year lease)	1,050.00	1,071.00	21.00	2%
Subsequent interment of cremated remains (octagonal sanctum only)	65.00	66.00	1.00	2%
Genealogical search of burial register (maximum 10 names)	35.00	36.00	1.00	3%
Batley Cemetery Chapel Hire	70.00	71.00	1.00	1%
Cremated remains wooden casket incl. name plaque	60.00	61.00	1.00	2%

Out of hours & weekend cremation services (subject to availability)	1,321.00	£1347.00	26.00	2%
Scattering of unclaimed cremated remains	31.00	32.00	1.00	3%
Granite vase block emblems/photographs (prices from)	POA	80.00	n/a	n/a
Memorial bench additional plaques - crematoria	76.00	78.00	2.00	3%
Memorial Tree with double plaque (5 year renewal)	295.00	301.00	6.00	2%
Memorial Tree with double plaque (10 year renewal)	415.00	423.00	8.00	2%
Additional DVD copy of a funeral service	n/a	36.00	n/a	new charge
DVD copy of a visual tribute	n/a	25.00	n/a	new charge
DVD copy of a funeral service plus copy of visual tribute	n/a	45.00	n/a	new charge
Use of chapel presentation screen- single photo	12.00	12.00	n/a	0%
Use of chapel presentation screen - simple slideshow	n/a	40.00	n/a	new charge
Use of chapel presentation screen - professional photo tribute	n/a	70.00	n/a	new charge
Use of chapel presentation screen - family supplied video checking	n/a	15.00	n/a	new charge
Hire of Chapel of Rest per hour (Huddersfield Crematoria only)	n/a	25.00	n/a	new charge
Yorkshire stone including flower vase and inscribed plaque (Huddersfield crematorium only) – 12 month lease	n/a	£50.00	n/a	new charge
Standard kerbstone with memorial plaque (Huddersfield and Dewsbury Moor Crematoria) – 12 month lease	n/a	£45.00	n/a	new charge
Memorial rosebush with plaque (Huddersfield and Dewsbury Moor Crematoria) – 12 month lease	n/a	£40.00	n/a	new charge

### Driver Training

Description	Proposed New Fee	Cancellation Fee	Increase
	£	£	£
New taxi driver test	80.00	25.00	New charge
Driver test for safe transport of wheelchair users	26.00	10.00	New charge