

REPORT FROM: DIRECTOR OF RESOURCES
TO: POLICY AND RESOURCES COMMITTEE
DATE: 24TH NOVEMBER 2022

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FEES AND CHARGING POLICY

PURPOSE OF REPORT

To set out a Fees and Charges Policy for Pendle Borough Council with a view to agreement at Council and adoption of the policy as set out.

RECOMMENDATION

That Council be recommended to adopt the Fees and Charges Policy as set out in the appendix attached to the report.

REASON FOR RECOMMENDATION

To inform Members of the indention to adopt a Fees and Charging Policy.

ISSUE

- 1.0 Pendle Borough Council currently has no overarching policy on the mechanism for setting and review Fees and charges made for services to businesses and residents.
- 2.0 A policy has been developed to ensure the charges for services across the Council are constructed in a consistent manner and that they meet the needs of the Council's strategic priorities.
- 3.0 The policy aims to ensure that:
 - a. Fees and charges are reviewed regularly and set annually.
 - b. Budget managers are equipped with guidance on the factors which should be considered when reviewing charges.
 - c. Charges are fair, transparent and understandable, and a consistent and sensible approach is taken to setting the criteria for applying concessions or discounted charges.
 - d. Decisions regarding fees and charges are based on relevant and accurate information regarding the service and the impact of any proposed changes to the

charge is fully understood.

- 4.0 In general, charges should ensure that service users make a contribution to the cost of providing a service such that charges fully recover the costs of the service unless there is a specific decision by Council to subsidise the service.
- 5.0 In principle, charges will be increased each April in line with previous September CPI (Consumer Prices Index) inflation rate though the final decision will be taken by Council as always happens.
- 6.0 A full copy of the Draft Policy is included in the Appendix.
- 7.0 A previous version has been discussed with and circulated for comment to the Members Transformation Working Group. No comments were made received.
- 8.0 Members are asking to approve the Policy or agree to changes with a view to being approved at Council

IMPLICATIONS

Policy: Implications arising are as set out in the report.

Financial: Implications arising are as set out in the report.

Legal: There are no legal implications arising from the contents of this report.

Risk Management: There are no risk management implications arising directly from the contents of this report.

Health and Safety: There are no health and safety issues arising directly from the contents of this report.

Sustainability: There are no sustainability issues arising directly from the contents of this report.

Community Safety: There are no community safety issues arising from this report.

Equality and Diversity:

Implications arising are as set out in the report.

APPENDICES

Appendix 1 - Fees & Charges Policy

LIST OF BACKGROUND PAPERS

None