

**REPORT FROM: DIRECTOR OF RESOURCES**

**TO: POLICY AND RESOURCES COMMITTEE**

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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