

Notice of meeting of

Executive Member For Neighbourhood Services and Advisory Panel

To: Councillors Bowgett (Chair), Ayre (Vice-Chair), Crisp, Holvey, King, Reid (Executive Member), Taylor and Watt

Date: Monday, 19 January 2009

Time: 5.00 pm

Venue: The Guildhall

AGENDA

Notice to Members - Calling In:

Members are reminded that, should they wish to call in any item on this agenda, notice must be given to Democracy Support Group by:

10:00 am on 10 a.m. on Friday 16 January 2009, if an item is called in *before* a decision is taken, *or*

4:00 pm on Wednesday 21 January 2009, if an item is called in *after* a decision has been taken.

Items called in will be considered by the Scrutiny Management Committee.

1. **Declarations of Interest**

At this point Members are asked to declare any personal or prejudicial interests they may have in the business on this agenda.

2. Minutes (Pages 3 - 10)

To approve and sign the minutes of the meeting held on 4 December 2008.

3. Public Participation

At this point in the meeting members of the public who have registered their wish to speak regarding an item on the agenda or an issue within the Panel's remit can do so. Anyone who wishes to register or requires further information is requested to contact the Democracy Officer on the contact details listed at the foot of this agenda. The deadline for registering is Friday 16 January 2009 at 5pm.

4. Public Rights of Way - Request to Adopt Alleyway between Scarcroft Hill and Mill Mount (Pages 11 - 18)

This report considers a request to adopt a section of the above alleyway as a public highway, maintainable at public expense.

5. Illegal Money Lending Team Authorisation (Pages 19 - 32)

This report informs Members of the work of Birmingham City Council's specialist 'Illegal Money Lending Team' in tackling illegal lending and other associated crimes and seeks Member approval to authorise the team to investigate the activities of illegal money lenders and bring legal proceedings against them in the City of York.

6. 2009/10 Capital Budget proposals for Neighbourhood Services (Pages 33 - 50)

This report presents the 2009/10 capital budget proposals for Neighbourhood Services and asks Members to consider whether the budget proposals are in line with the Council's priorities. Members are also asked to provide comments on the budget proposals, which have been prepared by Officers and contained in this report, which are intended to form part of the Council's budget to be considered by the Budget Executive on 16 February 2009.

7. 2009/10 Revenue Budget proposals for Neighbourhood Services (Pages 51 - 70)

This report presents the 2009/10 revenue budget proposals for Neighbourhood Services and asks Members to consider whether the budget proposals are in line with the Council's priorities. Members are also requested to provide comments on the budget proposals for savings and growth which have been prepared by Officers and contained in this report, which are intended to form part of the Council's budget to be considered by the Budget Executive on 16th February 2009.

8. Forward Plan

To review the forward plan for the Executive Member for Neighbourhood Services and Advisory Panel for the 2008/09 municipal year.

9. Any other business which the Chair considers urgent under the Local Government Act 1972

Democracy Officers:

Name: Catherine Clarke and Heather Anderson (job share)

Contact Details:

- Telephone – (01904) 551031
- E-mail – catherine.clarke@york.gov.uk and heather.anderson@york.gov.uk

(If contacting us by e-mail, please send to both Democracy Officers named above)

For more information about any of the following please contact the Democracy Officer responsible for servicing this meeting:

- Registering to speak
- Business of the meeting
- Any special arrangements
- Copies of reports

Contact details are set out above.

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If you would, you will need to:

- register by contacting the Democracy Officer (whose name and contact details can be found on the agenda for the meeting) **no later than 5.00 pm** on the last working day before the meeting;
- ensure that what you want to say speak relates to an item of business on the agenda or an issue which the committee has power to consider (speak to the Democracy Officer for advice on this);
- find out about the rules for public speaking from the Democracy Officer.

A leaflet on public participation is available on the Council's website or from Democratic Services by telephoning York (01904) 551088

Further information about what's being discussed at this meeting

All the reports which Members will be considering are available for viewing online on the Council's website. Alternatively, copies of individual reports or the full agenda are available from Democratic Services. Contact the Democracy Officer whose name and contact details are given on the agenda for the meeting. **Please note a small charge may be made for full copies of the agenda requested to cover administration costs.**

Access Arrangements

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If you have any further access requirements such as parking close-by or a sign language interpreter then please let us know. Contact the Democracy Officer whose name and contact details are given on the order of business for the meeting.

Every effort will also be made to make information available in another language, either by providing translated information or an interpreter providing sufficient advance notice is given. Telephone York (01904) 551550 for this service.

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Holding the Executive to Account

The majority of councillors are not appointed to the Executive (38 out of 47). Any 3 non-Executive councillors can 'call-in' an item of business from a published Executive (or Executive Member Advisory Panel (EMAP)) agenda. The Executive will still discuss the 'called in' business on the published date and will set out its views for consideration by a specially convened Scrutiny Management Committee (SMC). That SMC meeting will then make its recommendations to the next scheduled Executive meeting in the following week, where a final decision on the 'called-in' business will be made.

Scrutiny Committees

The purpose of all scrutiny and ad-hoc scrutiny committees appointed by the Council is to:

- Monitor the performance and effectiveness of services;
- Review existing policies and assist in the development of new ones, as necessary; and
- Monitor best value continuous service improvement plans

Who Gets Agenda and Reports for our Meetings?

- Councillors get copies of all agenda and reports for the committees to which they are appointed by the Council;
- Relevant Council Officers get copies of relevant agenda and reports for the committees which they report to;
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City of York Council

Committee Minutes

MEETING	EXECUTIVE MEMBER FOR NEIGHBOURHOOD SERVICES AND ADVISORY PANEL
DATE	4 DECEMBER 2008
PRESENT	COUNCILLORS BOWGETT (CHAIR), AYRE (VICE-CHAIR), CRISP, HOLVEY, REID (EXECUTIVE MEMBER), TAYLOR AND WATT
APOLOGIES	COUNCILLOR KING

38. DECLARATIONS OF INTEREST

Members were invited to declare at this point in the meeting any personal or prejudicial interests they might have in the business on the agenda.

There were no declarations of interest.

39. EXCLUSION OF PRESS AND PUBLIC

RESOLVED: That the press and public be excluded from the meeting during consideration of annexes 2 and 3 to agenda item 11 (2008-09 Second Monitoring Report – Finance and Performance) (minute 48 refers) on the grounds that they contain information relating to the financial or business affairs of any particular person (including the authority holding that information). This information was classed as exempt under Paragraphs 3 of Schedule 12A to Section 100A of the Local Government Act 1972, as amended by the Local Government (Access to information) (Variation) Order 2006.

40. MINUTES

RESOLVED: That the minutes of the meeting held on 15 October 2008 be approved and signed by the Chair and Executive Member as a correct record.

41. PUBLIC PARTICIPATION

It was reported that there had been no registrations to speak at the meeting under the Council's Public Participation Scheme.

42. REGULATORY ENFORCEMENT AND SANCTIONS ACT

Members received a report advising them of the implications of the Regulatory Enforcement and Sanctions Act.

The Assistant Director (Neighbourhoods and Community Safety) answered Members queries on the implications of the Act. He advised Members that the Authority could recharge businesses for any costs involved and that businesses would be able to register with different local authorities for different areas of the business.

Advice of the Advisory Panel

That the Executive Member be advised to note the contents of the report.

Decision of the Executive Member

RESOLVED: That the advice of the Advisory Panel be accepted and endorsed.

REASON: So that the Executive Member is advised of the potential changes to the delivery of local authority regulatory services through the introduction of the Regulatory Enforcement and Sanctions Act 2008.

43. NEIGHBOURHOODS & COMMUNITY SAFETY GROUP LEGAL ACTIONS

Members received a report informing them of the results of legal actions (prosecutions, cautions and fixed penalties) undertaken by the Neighbourhoods and Community Safety area of the Directorate of Neighbourhood Services (Environmental Health, Trading Standards, and Licensing) for the period 1st July 2008 – 30th September 2008.

Advice of the Advisory Panel

That the Executive Member be advised to note the contents of the report.

Decision of the Executive Member

RESOLVED: That the advice of the Advisory Panel be accepted and endorsed.

REASON: So that the Executive Member is updated on formal enforcement activity undertaken by the Neighbourhoods and Community Safety Group.

44. REUSE OF WASTE

Members received a report seeking consideration of the practical application of the existing Department for Environment, Food and Rural Affairs (DEFRA) on re-use credits considering both the opportunities and obstacles for the scheme successfully contributing to the Waste Strategy for York.

The report presented the following options for consideration:

- (a) The Executive Member notes the contents of the report.
- (b) The Executive Member continues to support the “third sector” reuse organisations who increasingly need to find sources of sustainable material, thus contributing to the achievements of the local waste strategy.
- (c) The Executive Member receives reports on specific organisations who both contribute to the local waste strategy, but also provide a wider society benefit by providing employment, training and volunteering opportunities to the vulnerable or socially excluded people of the City.

Further to the information contained within the report, the Assistant Director (Environmental Services) updated Members on current initiatives. He reported that in respect of the Choose2Reuse campaign, the Green Santa event would take place again this year to encourage people to donate unwanted presents to charity shops with the event coming to York sometime between the 6th and 16th January 2009 and based in Parliament Street. He also advised Members that the York and North Yorkshire Waste Partnership were organising an event at the Household Waste Recycling Centre in Harrogate on 10th December to intercept all items coming onto the site which could be reused/sent to a charity shop and explained that this would be good research to consider a similar event at York’s sites.

Councillor Taylor, who had requested the report, questioned whether the Household Waste Recycling Centres could work more closely with the Furniture Reuse Organisation and whether the Council could allow “totting” (removing materials from skips). He stated that although it was useful to know the current position in terms of re-use, he had hoped that the report would be more visionary and asked for stronger measures to be investigated in line with the Recycling and Reuse Scrutiny Sub Committee report dated 18 September 2006.

The Director of Neighbourhood Services advised Members that he could provide a further report at a future meeting to provide an update if required and suggested that it may be beneficial for certain Members to meet with the Waste Team to discuss reuse initiatives.

Advice of the Advisory Panel

That the Executive Member be advised to:

- (i) Note the report and the current facilities in York.
- (ii) Support the options detailed in paragraphs 28 and 29 of the report (see above b and c)
- (iii) Agree to receive an update report at a future meeting. ¹

Decision of the Executive Member

RESOLVED: That the advice of the Advisory Panel be accepted and endorsed.

REASON: To inform the Executive Member of the current opportunities to re-use and to support the Government's objectives to make greater use of "third sector" expertise in waste management and to capitalise on the multiple benefits (Social, Economic and Environmental) it can bring to communities.

Action Required

1. Director of Neighbourhood Services to present update report to future meeting. KS

45. ECO DEPOT SAFETY AND SECURITY REVIEW

Members received a report providing information on changes planned and undertaken at the Eco-Depot to improve the linked issues of site safety and security. The changes are being made in response to an independent review of safety carried out on the council's behalf by the Freight Transport Association (FTA). The FTA had been asked to undertake the review by the directorate management team following concerns about safety and security.

The Performance Manager answered Members queries in relation to specific queries on issues contained in the report.

Advice of the Advisory Panel

That the Executive Member be advised to note the proposed improvements to site safety and security.

Decision of the Executive Member

RESOLVED: That the advice of the Advisory Panel be accepted and endorsed.

REASON: To inform Members of initiatives being taken in Neighbourhood Services to improve site safety and security.

46. TACKLING ENVIRONMENTAL CRIME - LITTER ENFORCEMENT AGAINST YOUNG PEOPLE

Members received a report advising them on new guidance produced by the Department of Environment, Food and Rural Affairs (DEFRA) on the use of Fixed Penalty Notices (FPNs) and recommending amendments to the current Street environment Service litter enforcement policy, to ensure

that procedures are in keeping with best practice when using fixed penalty notice (FPN) enforcement against young people.

The report presented the following options for consideration:

- (a) To support the revised policy in annexes 2 and 3 in their entirety.
- (b) To support the revised policy in annexes 2 and 3 with any of the proposed steps set out being amended or removed.
- (c) Decide to keep the current enforcement policy unchanged.

In response to concerns that the initiative would be difficult to enforce long term, the Enforcement Manager explained that they had a team of seven Street Environment and Enforcement Officers and work was currently being undertaken with North Yorkshire Police to train up Police Community Support Officers so they could also enforce the littering legislation.

She stressed the importance of education in schools and reported that although schools were supportive of the initiative, her officers often struggled to get assembly time to talk to the children.

In relation to payment of Fixed Penalty Notices, Members welcomed the option of paying FPNs in instalments but raised concerns that in cases where this option was chosen, the young person would not be able to benefit from the reduction in the fine which would apply if the fine was paid in full within 10 days. In response to Members concerns, the Enforcement Officer confirmed that if someone chose to pay in instalments they would be entitled to the reduced fine of £50.

Advice of the Advisory Panel

That the Executive Member be advised to agree the changes in policy highlighted in annexes 2 and 3 of the report.

Decision of the Executive Member

RESOLVED: That the advice of the Advisory Panel be accepted and endorsed.

REASON: To ensure that the Authority's litter enforcement policy and procedures are compliant with DEFRA's best practice on the issuing on FPNs to young people.

47. NEIGHBOURHOOD SERVICES CAPITAL PROGRAMME - MONITOR 2

Members received a report informing them of the likely outturn position of the 2008/09 Capital Programme based on the spend profile and information to October 2008/2009 and seeks approval to any resulting changes to the programme. The report also informed Members of any slippage and seeks approval for the associated funding to be slipped between the relevant financial years to reflect this.

In addition to the recommendations listed in the report, the Finance Manager asked Members to approve an additional £15,000 in respect of the Air Quality grant provided by DEFRA which was approved by the Executive Member for Neighbourhood Services and Advisory Panel in September 2008.

Advice of the Advisory Panel

That the Executive Member be advised to:

- (a) Approve the 2008/09 revised budget of £0.619m as set out in table 2.
- (b) Approve the net slippage of £0.325m into future years.
- (c) Approve an additional £15,000 in respect of the Air Quality grant provided by DEFRA which was approved by the Executive Member for Neighbourhood Services and Advisory Panel on 4 September 2008. The revised Capital Programme would therefore be £634,000

Decision of the Executive Member

RESOLVED: That the advice of the Advisory Panel be accepted and endorsed.

REASON: To enable the effective management and monitoring of the Council's capital programme.

Action Required

- 1. To update the programme spreadsheets. KS

48. 2008-09 SECOND MONITORING REPORT - FINANCE AND PERFORMANCE

Members received a report presenting the latest projections for revenue expenditure for the Neighbourhood Services portfolio and detailing progress against the directorate plan priorities and key performance indicators.

Members noted a significant improvement in a number of areas. They commended the gradual and continued reduction in staff sickness and the reduction in overspend and thanked the Directorate for its hard work.

Advice of the Advisory Panel

That the Executive Member be advised to approve the financial and performance position of the portfolio

Decision of the Executive Member

RESOLVED: That the advice of the Advisory Panel be accepted and endorsed.

REASON: In accordance with the budgetary and performance monitoring procedures.

49. FORWARD PLAN

The Director of Neighbourhood Services reported that the following items would be brought before the Executive Member for Neighbourhood Services and Advisory Panel at its next meeting on 19 January 2009.

- 2009-10 Budget
- 2009-10 Fees and Charges
- Illegal Money Lending Team Authorisation
- Public Rights of Way – Adopt an Alleyway

Advice of the Advisory Panel

That the Executive Member be advised to note the update on the Forward Plan.

Decision of the Executive Member

RESOLVED: That the advice of the Advisory Panel be accepted and endorsed.

REASON: To inform Members of forthcoming issues.

COUNCILLOR A REID,
EXECUTIVE MEMBER

COUNCILLOR D BOWGETT,
CHAIR

[The meeting started at 5.00 pm and finished at 6.45 pm].

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**Meeting of the Executive Member for
Neighbourhood Services and Advisory Panel****19 January 2009**

Report of the Director of Neighbourhood Services

**PUBLIC RIGHTS OF WAY – REQUEST TO ADOPT ALLEYWAY
BETWEEN SCARCROFT HILL AND MILL MOUNT****Summary**

1. This report considers a request to adopt a section of the above alleyway as a public highway, maintainable at public expense.
2. The report considers 2 options and recommends that the Advisory Panel advise the Executive Member to approve Option B and add the path to the List of Streets (LoS) with immediate effect.

Background

3. The alleyway in question commences between 12 and 14 Scarcroft Hill and links with the southern end of Mill Mount (Annex 1).
4. From a search of historic maps etc it is apparent that the Scarcroft Hill area was developed in the late 1890's. The alleyway in question was provided as a cut-through from Scarcroft Hill to Mill Mount and thence on to The Mount. Previous to the development Mill Mount was a dead end route.
5. The Council does not hold any records that confirm whether or not it is responsible for the route's maintenance. The alleyway is not recorded on the LoS, although a second rear alleyway leading off it is (Annex 1). Additionally, as the route is located within the former County Borough of York, which was excluded from the definitive mapping process in the 1950s, it is not currently recorded on a Definitive Map.
6. The Council is currently compiling a Definitive Map for this area and the alleyway in question makes up part of a longer route, including Mill Mount that is under investigation as to its status. Initial investigations suggest that this route, including the alleyway is a public right of way of at least footpath status as it has been used and is accepted by the public as such.
7. The alleyway is approximately 45 metres long with 8 metres of it, at the northern end, being in the ownership of All Saints School. From its junction with Scarcroft Hill to the school boundary the alleyway is surfaced with hexagonal paving sets, the remaining 8 metres in school ownership has a tarmac surface.

8. The alleyway is lit by 2 lighting columns, the first is situated to the rear of number 14 Scarcroft Hill at the junction of the alleyway in question with the alleyway which services the rear of Nos 14 to 60 Scarcroft Hill. The second is located within that part of the alley in the school's ownership.
9. The paved surface of the alleyway is in a poor state, [see photos in Annex 2] and has deformed and failed under some heavy vehicle loading. The condition of the surface is therefore not commensurate with its frequent use as a short cut from Scarcroft Hill, through to the school and then onwards to The Mount and vice-versa.
10. At the request of councillors, the route was incorporated into the 08/09 Safe Routes to School Programme. It was planned to widen the narrow gap through the school boundary, replace the step at this point with a ramp and replace existing kerbing with dropped curbs to remove the small step up. The scheme has been dropped, however, as the school did not want to encourage access at this point. Although reference was made to the poor state of the surface, extensive resurfacing works were not to be a part of this scheme.
11. A Land Registry search indicates that ownership of the alleyway is unclear, its not on the adjacent residents deeds, which seems to imply it may still be in the ownership of the original [unknown] developer.

Consultation

12. The adjacent property holders, including the school, have been consulted and are pleased with what the council are proposing.
13. The Ward Members, Cllr S Fraser, Cllr J Gunnell and Cllr D Merrett, have been consulted and had not responded at the time the report went to print. If any comments from them are subsequently received they will be reported to the committee verbally.

Options

14. Option A – Do not add the path to the List of Streets.
15. Option B – Add the path to the List of Streets with immediate affect.

Analysis

16. Option A – As mention above the alleyway forms part of a longer route which is under investigation as to its status as part of the Definitive Mapping process for the former County Borough of York. As the route is very well used by both pedestrians and cyclists it is likely to be, barring the production of any evidence to the contrary, eventually recorded on the Definitive Map as a public right of way.
17. Before the route can be added to the Definitive Map extensive investigations have to be carried out to establish firstly, whether public rights exist and secondly, if they do, whether the route is maintainable at public expense. It is

not always the case that a public right of way is maintainable at public expense. It could be, if no owners are found, that no one is liable for its maintenance. The investigative process also provides an auditable paper trail for the alteration of the Council's legal records and ultimately the grounds for the expenditure of public money on maintaining its highways.

18. In general terms, a public right of way is maintainable at the public expense if it can be proved to have been in existence prior to the Highways Act 1959. If it were proven that public rights did exist then, because the route is surfaced, maintenance liability would not be taken on by Public Rights of Way, but would be passed to Highways Infrastructure (policy agreed by Members in September 2004).
19. Given the present poor state of repair of the path and the lengthy timescales involved as part of the Definitive Mapping process, this option is not recommended.
20. Option B – If this option were approved the alleyway would be added to the List of Streets with immediate effect. Investigations have already been carried out to determine the extent of work required to bring the route up to a standard suitable for adoption
21. The cost to repair the whole area hatched in yellow (approx 65m²) on Annex 1 would be minimum £10k. To repair the worst areas and make the surface safer for pedestrians would cost approximately £2k.
22. It should be borne in mind that if the alleyway were to be added to the List of Streets, the Council would be responsible for any future maintenance of the surface, with any future cost implications. The work may be undertaken next financial year, although this is subject to consideration and prioritisation of all requests for similar work throughout the city.
23. This option is recommended.

Corporate Priorities

24. The approved option links in to the Council's Corporate Strategy (2007 – 2011) Priority for Improvement Statement:
 - No 3 "*Increase the use of public and other environmentally friendly modes of transport*"; and
 - No 4 "*Improve the actual and perceived condition and appearance of the city's streets, housing estates and publicly accessible spaces*".
25. The *hierarchy of transport users* is firmly embedded within the second Local Transport Plan (LTP2), with pedestrians and cyclists being given priority when considering travel choice. The adoption of this alleyway as a highway maintainable at public expense would encourage use and therefore fits soundly within Council transport policy. The encouragement of travel by sustainable modes also corresponds with other 'wider quality of life objectives' as contained

in the Community Strategy, such as those relating to health and also ties in with Objective 1.3 to: *Make getting around York easier, more reliable and less damaging to the environment*"

Implications

- **Financial**

26. If Option B (recommended) were approved any future maintenance/remedial works identified would have to be funded from the existing Highways Infrastructure budget.

- **Legal**

27. Legal's comments have been incorporated into the report.
28. There are no implications for the following:

- **Human Resources (HR)**
- **Equalities**
- **Crime and Disorder**
- **Information Technology (IT)**
- **Property Other**

Risk Management

29. In compliance with the Council's Risk Management Strategy, there are no risks associated with the recommendations of this report.

Recommendations

30. That the Advisory Panel advise the Executive Member to select **Option B** and;
 - 1) Authorise the immediate addition of the path to the List of Streets maintainable at the Public Expense.

Reason: To enable the alleyway to be maintained to a standard commensurate with its use

Contact Details

Author:

Fred Isles
Maintenance Manager
Highway Infrastructure

Tel: 01904 551444

Chief Officer Responsible for the report:

Terry Collins
Director of Neighbourhood Services

Report Approved



Date 06/01/2009

Specialist Implications Officer(s)

Financial

Patrick Looker (Finance Manager) 01904 551633

Legal

Sandra Branigan (Senior Assistant Solicitor) 01904 551040

Wards Affected:

Clifton

All

For further information please contact the author of the report

Background Papers:

Executive Member for Planning and Transport Report (01/09/04) *Public Rights of Way - Budgets*
Highways Act 1959

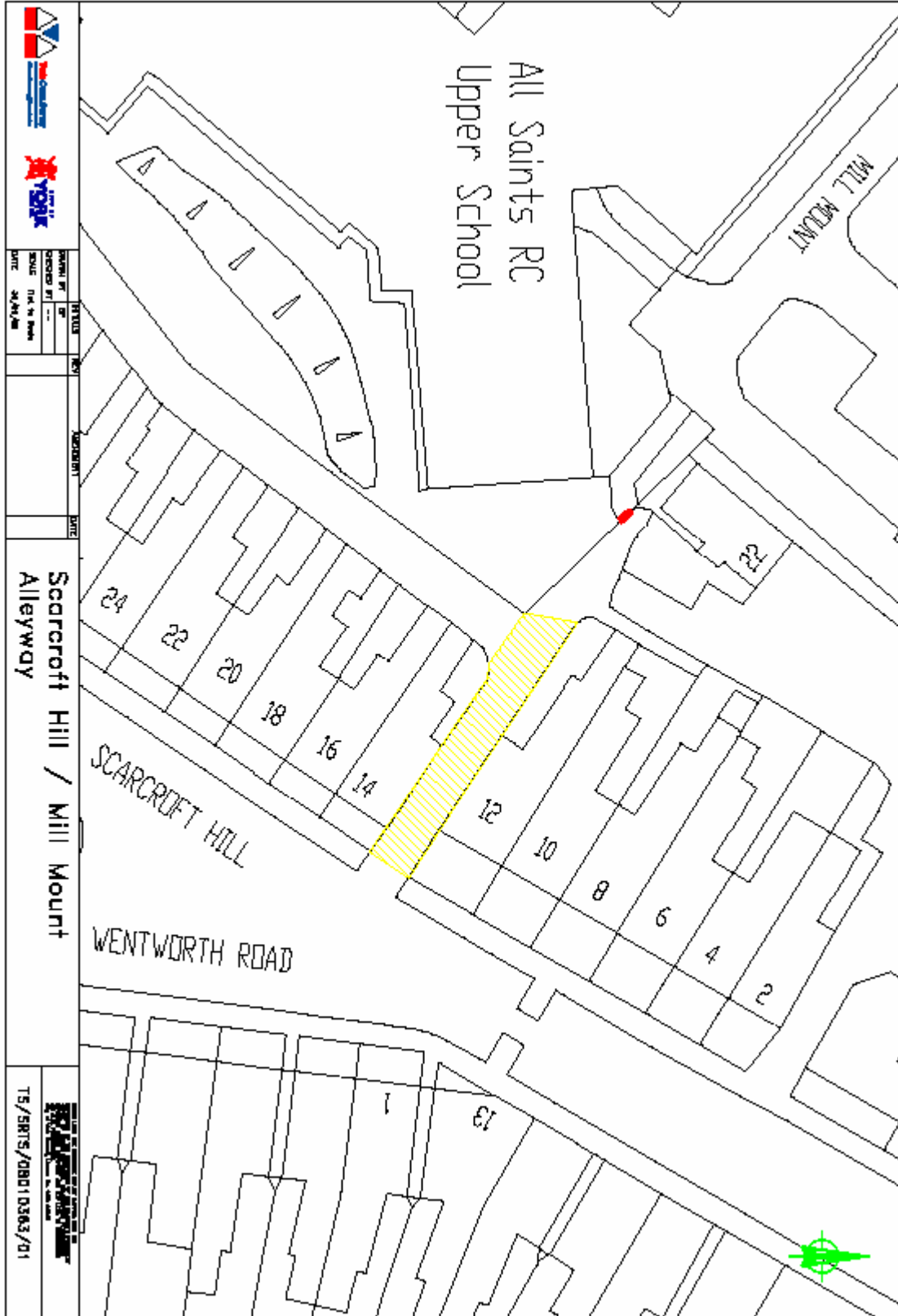
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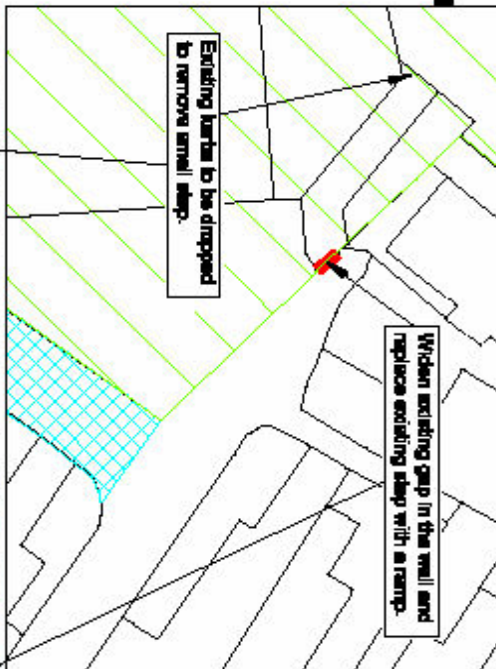
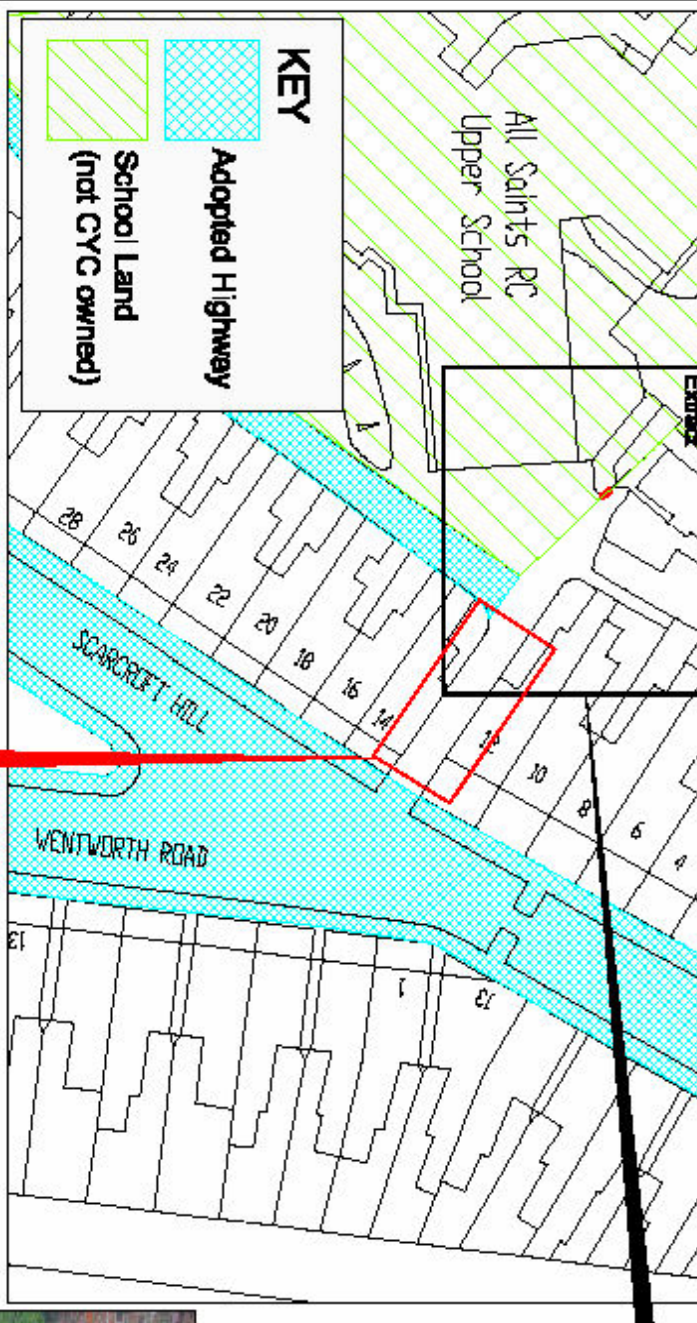
Annex 1 – Location Plan

Annex 2 – Photos

22 December 2008

comm./190109 emap report – Scarcroft Hill





Photos showing existing condition of alleyway between No 12 and No 14 Scarcroft Hill



INITIAL	REV	AMENDMENT	
DRAWN BY: GP			
CHECKED BY: ND			
SCALE: Various			
DATE: 17/07/08			

All Saints Upper School – Mill Mount
SRTS – 08/09

TS/SRTS/0801036



Meeting of the Executive Member for Neighbourhood Services and Advisory Panel

19th January 2009

Report of the Director of Neighbourhood Services

Illegal Money Lending Team Authorisation

Summary

1. The purpose of this report is to inform members of the work of Birmingham City Council's specialist 'Illegal Money Lending Team' in tackling illegal lending and other associated crimes, and to seek member approval to authorise the team to investigate the activities of illegal money lenders and bring legal proceedings against them in the City of York.

Background

2. The primary legislation governing the consumer credit industry is the Consumer Credit Act 1974. The Trading Standards Service enforces this in each Local Authority area. The Act is based on a licensing system and all consumer credit and consumer hire businesses operating in the UK (with certain exemptions) must possess an appropriate licence issued by the Office of Fair Trading (OFT). The OFT must be satisfied that an applicant for a Consumer Credit Licence is a fit and proper person before issuing that person with a licence to trade.
3. To operate a consumer credit business without being licensed is a criminal offence and carries a maximum penalty of £5,000 and/or up to two years imprisonment. Licences can be revoked where it can be established that the licensee has acted inappropriately. Warnings and conditions can be added to the licence where necessary. Illegal money lending covers a range of activities, from persons that are actually licensed but are acting unlawfully, to the extreme of a person offering cash loans without being licensed at all (Loan Sharks). Loan Shark activity is characterised by deliberate criminal fraud and theft, with extortionate rates of interest on loans that mean borrowers face demands for payment of thousands of pounds more than they borrowed and can often never pay off the loans. Borrowers who fail to pay or refuse to pay are subject to intimidation, theft, forced prostitution and other, extreme physical violence.

4. An Illegal Money Lending Team was established within Birmingham Trading Standards as a pilot project in England, one of only two in Great Britain; the other pilot area being Glasgow – covering Scotland. The remit of the team is to investigate illegal money lending activity, establish if a problem exists and, if so, bring to justice those persons carrying on this activity. The team is made up of highly experienced investigators with a broad range of backgrounds and investigative skills.
5. The scheme, initially working across the Midlands, has already been extended to cover the Yorkshire and Humber area (with the exception of York).
6. Research, funded by the Department of Business Enterprise and Regulatory Reform (BERR) and using information gathered by the Birmingham pilot project, has been published which identifies the extent of this type of activity as well as the reasons that people use illegal money lenders. Funding for the project is provided from the Financial Inclusion Fund administered by the Treasury and managed by the BERR. The Treasury and BERR announced that due to the success of the Birmingham team that funding will continue and can be used to roll out to other authorities in the Yorkshire and Humber region.
7. The benefit that this team can bring to the City of York is significant. The City of York Council's Trading Standards, like most local authorities, is not able to provide the level of specialist resource to provide this function within its existing capacity. This is an excellent example of how sharing resources on specific issues can bring benefits otherwise unavailable in providing support to vulnerable consumers and tackling rogues.

Key Statistics

8. Key statistics for the project up to 1 October 2008:
 - Over 250 targets nationally, overall
 - In the Yorkshire Region one matter already concluded, other matters under investigation
 - Over 36 years prison sentences so far
 - Over 5000 victims helped
 - 12 guns taken off the street
 - Proceedings instituted against over 70 defendants so far
 - £7,500,000 debt wiped out
 - Two Financial Inclusion Partnership Officers to operate in the Region
9. In addition to exceeding the expectations of the Government the project has also achieved significant added value, including partnership working with the Police, the Department of Work and Pensions, H M Revenue and Customs to facilitate a coordinated approach to tackling crime and disorder.

Objectives of the Project

Objective 1 - To obtain a clear understanding of the scale and impact of illegal money lending as well as learning lessons on the best way to enforce.

10. The evidence so far indicates that illegal moneylenders are widespread and prevalent, although the City of York Council Trading Standards Service, like other trading standards services, receive very few complaints about this type of activity from the victims (there have been no complaints to the service in 08-09, and none in 07-08 either). Illegal Money Lenders operate in areas that have a high proportion of rented accommodation and target the most vulnerable members of society.
11. Evidence shows illegal moneylenders vary from those who lend £10 over a few days and demand £12 on repayment, to those who provide substantial loans to those looking to set up businesses. Interest rates range from 100% up to 117,000% APR in some instances.
12. Information gathered so far suggests that illegal money lending is being operated across all sectors of the community. The majority of people using moneylenders are in receipt of income support or benefits and are introduced through word of mouth. However evidence also suggests that money lenders operate within the wider community and the pilot has identified illegal money lending within the business community. In many of the investigations it has been established that the moneylenders resort to intimidation and violence in order to secure payment. Other common traits include: adding indiscriminate charges, targeting single mothers and introducing payment through sexual favours.
13. Moneylenders often use victims of money lending to assist them with maintaining their criminal lifestyle and anonymity, for example illegal money lenders' vehicles are often registered at a clients' address.
14. There is also anecdotal evidence, which suggests that illegal moneylenders have an impact on the wider community in which they operate, with victims resorting to petty crime to enable them to meet payments. Reducing the activities of illegal moneylenders or removing them altogether may therefore help to reduce levels of other criminal activity within a community.
15. With regard to enforcement activity the investigation of illegal money lending has proven to be very resource intensive. Target individuals need to be observed and monitored to determine their activity, to identify them and if possible establish their address. A significant proportion of targets are also what are termed "life style criminals", which means that evidence of other illegal activity can surface during the course of an investigation. This may not only involve other agencies but can also extend the life of an investigation, thereby adding to the pressure on resources.

Objective 2 - To create a climate where victims can come forward – confident that prosecutions will be undertaken, and convictions obtained, without fear of reprisals.

16. Effective branding and publicity of the pilot project has meant extensive promotion of the aims of the project and work of the team, within both the local and wider community. Evidence suggests that this has been achieved because it can be evidenced that victims are willing to contact the hotlines, and to provide further evidence to help achieve prosecutions. Hotlines linking residents to the Illegal Money Lending team will be established in the City of York.
17. The team has used injunctions, backed by the power of arrest under the Anti-Social Behaviour Act 2003, to remove lenders from their area of operation. Injunctions are reinforced with an agreement from the local police to flag the matter on their system and respond immediately if they receive a call from one of the victims.

Objective 3 – To change the perception amongst those lending that illegal money lending is rarely prosecuted.

18. A proactive media campaign is ongoing in those areas that have successfully targeted criminals. Engaging the media promotes the work of the team and raises public awareness.

Objective 4 – To develop ways of replacing the removed lenders with more support for their victims.

19. The Illegal Money Lending Team will help victims of illegal moneylenders with practical help and support through and in conjunction with the services of local Debt Advice Teams and the National Debt line. It has been noted that victims often need more than simple money advice and so face-to-face advice is considered the most helpful way forward and is the route normally adopted.
20. Links are also established with credit unions and their associations and where practicable these agencies are also called upon to provide help and advice. The Illegal Money Lending Team offers money management to all victims of moneylenders who contact them for advice and assistance. Partnership working in this area is recognised as being essential in this area of service provision. This will be the key role of the 'Financial Inclusions Partnership Officer'

Delegation

21. In order to expand the scheme into the City of York, Birmingham City Council requires formal delegation of functions to carry out the investigations etc under the Act and to prosecute matters in the area.

22. It is proposed that the delegation will continue until 31st March 2011 with a view to extending the arrangement if successful.
23. In order to ensure clarity in respect of the operation of these arrangements, the draft protocol in Annex 1 sets out the processes and practices to enable Birmingham City Council and its officer to undertake investigations and legal procedures.
24. This delegation does not prevent City of York Council Trading Standards Service from undertaking the function and other activities under the Consumer Credit Act.

Consultation

25. There has been no consultation associated with this report.

Options

26. Members agree that the City of York Council should delegate authority to the specialist officers of Birmingham City Council's Illegal Money Lending Team to enable them to investigate offences and commence proceedings under the Consumer Credit Act 1974.
27. Members decide not to delegate power to the Illegal Money Lending team, leaving the officers in the trading standards team to deal with these matters.

Analysis

28. Option 1 means that the City of York Council will have specialist resources at no extra cost to services to tackle this very difficult area of work.
29. Option 2 means that the City of York Council will not have the specialist resources to help tackle illegal money lending.

Corporate Priorities

30. The trading standards work on tackling illegal money lending links to the following corporate priorities.

“Reduce the actual and perceived impact of violent, aggressive and nuisance behaviour on people in York”.

“Improve the health and lifestyles of the people who live in York, in particular among groups whose levels of health are the poorest”.

Implications

- **Financial:**

31. There are no financial implications as a result of this proposal. All major costs will be funded by the Treasury. Incidental costs in providing a work base for officers of the Illegal Money Lending Team operating in will be contained within the existing environmental Health & Trading Standards budget.

- **Human Resources (HR):**

32. There are no HR implications associated with this report.

- **Equalities**

33. There are no equalities implications associated with this report

- **Legal:**

34. By virtue of Section 161 of the Consumer Credit Act 1974, it is the duty of each 'local weights and measures authority' to enforce the provisions of the Act within their local authority boundary. This is an executive function for the purposes of the Local Government Act 2000 and the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 and therefore it is necessary for Members to formally delegate this function to Birmingham City Council under Section 13(7) of the Local Government Act 2000 and the Local Authorities (Arrangements for the Discharge of Functions) (England) Regulations 2000. Birmingham City Council is also required to formally accept the delegation.
35. Any prosecutions will be undertaken by Birmingham City Council with no liability for costs to City of York Council.

- **Crime and Disorder**

36. Illegal moneylenders invariably target low-income households and the most vulnerable members of society. This can mean that their activities have disproportionate implications for the more deprived areas and action taken against them therefore supports the policy priorities associated with crime and disorder and protecting the more vulnerable members of the community.

Illegal money lending has a serious detrimental effect on both individuals and the community. Tackling the root causes and providing legitimate alternative sources of credit will contribute to reducing stress and pressures on many individuals and communities.

37. Marginalising rogue traders creates an environment, which supports and encourages legitimate credit providers and reduces the fear of crime.

- **Information Technology (IT)**

38. There are no IT implications associated with this report.

- **Property**

39. There are no property implications associated with this report.

- **Other**

40. There are no other implications to consider.

- **Risk Management**

41. There are no risk management implications to consider with this report.

Recommendations

42. That Members approve Option 1, and agree that the discharge of its function of the enforcement of Part III of the Consumer Credit Act 1974 also be carried out in City of York by Birmingham City Council (pursuant to Section 101 of the Local Government Act 1972, Regulation 7 of the Local Authority (Arrangements for Discharge of Functions) (England) Regulations 2000 and Section 13 (7) of the Local Government Act 2000).

43. That the attached "Protocol for Illegal Money Lending Team Investigations" be agreed and authority be delegated to the head of Environmental Health and Trading Standards to enter into the agreement on behalf of City of York Council and approve minor alterations if required.

Contact Details

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Report Approved **Date** 06.01.2009

Specialist Officer Implications: Legal Services – Glen McCusker

Wards Affected:

All

Background Papers:

None

Annexes

Annex 1 – Protocol for Illegal Money Lending Team Investigations

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**DEPARTMENT FOR BUSINESS ENTERPRISE & REGULATORY REFORM
ILLEGAL MONEY LENDING PROJECT**

PROTOCOL FOR ILLEGAL MONEY LENDING TEAM INVESTIGATIONS

Interpretation

For the purposes of this Protocol –

“**BCC**” means Birmingham City Council

“**CYC**” means City of York Council Environmental Health & Trading Standards

“**IMLT**” means the Illegal Money Lending Team

“**Delegated Power**” means the discharge of the function of the Enforcement of Part III of the Consumer Credit Act 1974 granted to BCC by CYC in pursuance of section 101 and 222 of the Local Government Act 1972, Regulation 7 of the Local Authorities (Arrangements for Discharge of Functions) (England) Regulations 2000, section 13(7) of the Local Government Act 2000 and any other legislation enabling the discharge

“**Commencement Date**” means the date the Delegated Power is granted

“**Term**” means from the date of signing of this protocol to 31st March 2011

“**Birmingham Trading Standards**” means Regulatory Services of BCC

“**York Contact Officer (CYCO)**” means the relevant person appointed by the Head of Environmental Health and Trading Standards of CYC to liaise with the IMLT team manager on matters relating to and in connection with the Illegal Money Lending Project

“**Appropriate Contact Officer**” means The Director of Regulatory Services, Head of Trading Standards and Licensing or the Illegal Money Lending Manager of Birmingham Trading Standards and the head of Trading Standards BCC or any person authorised by them

1. Application

1.1 This Protocol applies to the DBERR / HM Treasury funded ‘Illegal Money Lending Project’ and covers the following issues:-

- The conduct of investigations and associated working practices for the IMLT officers when conducting investigations or operating in York.

- The mechanisms whereby City of York Council is updated on the progress of the project and any significant issue relating thereto.
- The exchange of intelligence and information between the IMLT and CYC
- The institution of legal proceedings.

2. Protocol

- 2.1.1 The purpose of this protocol is to facilitate the delegation of powers to BCC and officers employed within BCC's IMLT to enforce the provisions of the Consumer Credit Act 1974 within the area of CYC. The protocol encourages the exchange of information and a working partnership approach between BCC and CYC in relation to the Consumer Credit Act 1974.
- 2.1.2 This Protocol will come into force on the Commencement Date and terminates at the end of the Term.
- 2.1.3 Notwithstanding the terms and conditions of this Protocol, this Protocol does not prejudice the right of CYC to withdraw the Delegated Power at any time during the Term. However CYC undertakes not to withdraw the Delegated Power unless it considers there is good reason to do so. The Delegated Power is not to be unreasonably withdrawn by CYC.

3. The IMLT

- 3.1 It is recognised that officers in the IMLT will need authority to initiate and/or undertake investigations and/or the prosecution of potential offences falling within the scope of the 'Illegal Money Lending Project' where such potential offences fall entirely outside of the BCC boundaries. This protocol and also the Delegated Power is deemed to provide such authority to BCC and its officers regarding all matters.
- 3.2 The IMLT will comprise of a team manager and up to 30 staff directly employed by BCC. The IMLT team manager will be responsible for the day-to-day operation and supervision of the IMLT.
- 3.3 The IMLT team manager will report directly to the Director of Regulatory Services or Head of Trading Standards BCC as appropriate.
- 3.4 The Illegal Money Lending Team Manager BCC will quarterly from the Commencement Date, provide a progress report to the Head of Environmental Health & Trading Standards of CYC giving details of investigations, (unless there is a significant risk that any such disclosure may jeopardise an investigation, such a decision is within the discretion of the Director of Regulatory Services or Head of Trading Standards BCC) prosecutions being pursued or concluded and developments concerning or affecting the Illegal Money Lending Project in York.
- 3.5 It is recognised that after Delegated Power is granted to BCC, all decisions concerning the pursuance of relevant investigations, decisions to prosecute and the laying of charges and/or information on such relevant matters within

York shall be taken by BCC and in accordance with the relevant Code for Crown Prosecutors and BCC's Enforcement Policy.

4. Working Arrangements in the City of York Council Area

- 4.1 CYC will designate and appoint a York Contact Officer (CYCO).
- 4.2 The IMLT team manager will at any time the IMLT team manager considers necessary and prudent, or at the request of the CYCO, brief the CYCO on any intelligence gathered, any progress made on investigations and/or prosecutions pending or otherwise, relating to or affecting York and/or its residents.
- 4.3 Further to Clause 4.2 above, all reasonable steps will be taken by the IMLT team manager to keep the CYCO updated on the progress of investigations and enquiries being carried out in York and any changes made or introduced by BERR concerning the 'Illegal Money Lending Project'. It is incumbent on the IMLT team manager to maintain regular dialogue/communication with the CYCO.
- 4.4 The IMLT will have regular contact with the Police and other Government agencies. The IMLT team manager will consult the CYCO to identify any local arrangements, investigations and protocols before any investigation is commenced in pursuance of the 'Illegal Money Lending Project'. Wherever possible, the IMLT team manager will actively involve the CYCO and seek to develop close links between those agencies and BCC.
- 4.5 The IMLT team manager will as soon as reasonably practicably inform the CYCO of the outcome of any concluded prosecution proceedings conducted within York.
- 4.6 BCC, where possible, will consult with CYC in good time before issuing any press release concerning any prosecution pursued by BCC pursuant to this Protocol.
- 4.7 Any contact with local government bodies, other police forces, credit unions or similar organisations that may be locally funded or may involve local sensitivities will be agreed with the CYCO in advance. Upon being notified of an intention to contact such a body, City of York Trading Standards may arrange for one of their own officers to accompany the relevant officer of the IMLT on any visit.
- 4.8 Where the IMLT team manager and the Head of Environmental Health & Trading Standards of City of York Council agree that an officer or officers of City of York Trading Standards will be actively involved in an investigation, that officer will remain an employee of CYC but for the purpose of that investigation, will come under the control of the IMLT team manager. Such agreement will be subject to the IMLT team manager being satisfied that the officer's or officers' participation will not compromise any investigation or endanger any member of the IMLT, supporting staff or witnesses, that the officer has the appropriate training and experience to undertake the task; and

upon any other terms that the IMLT team manager and the Head of Environmental Health & Trading Standards of City of York Council consider necessary and/or appropriate.

- 4.9 Unless there is prior agreement with the IMLT team manager for assistance in an investigation, which is accompanied by an official purchase order from BCC, no reimbursement will be made for time spent on activities supporting the 'Illegal Money Lending Project' or expenditure incurred by any CYC officer.
- 4.10 The exercise by BCC of these arrangements shall be at no cost to CYC
- 4.11 BCC shall have an Appropriate Contact Officer.
- 4.12 In the absence of the IMLT team manager, the role, duties, and responsibilities of the IMLT team manager shall be discharged and carried out by the other Appropriate Contact Officers as nominated.

5. Referral of Information/Intelligence to the Project Team

- 5.1.1 It is recognised that the IMLT will rely on receiving information about Illegal Money Lender activities.
- 5.1.2 CYC will endeavour to provide as much relevant information and intelligence as reasonably and practicably possible to the IMLT concerning any investigation being carried out within York having regard to any statutory limitations/restrictions, the time likely to be expended, resources available and costs likely to be incurred by CYC in providing the same.
- 5.1.3 Information and intelligence will be provided by the CYCO to the IMLT team manager or a person designated by him/her.
- 5.1.4 BCC IMLT will not, as a matter of routine, investigate individual complaints received concerning alleged Illegal Money Lender activities. However, such complaints may be used by the IMLT as a source of intelligence.
- 5.1.5 BCC, IMLT and CYC agree to process personal data only in accordance with the requirements of the Data Protection Act 1998 and to disclose information only in accordance with the requirements of the Enterprise Act 2002.

6. Conduct and Control of Investigations

- 6.1.1 The conduct and control of all investigations undertaken and prosecutions by the IMLT in York will be the responsibility of BCC. Investigations will be undertaken in line with the BCC's published Enforcement Policy and subject to the policies and procedures approved and adopted by Birmingham Trading Standards.
- 6.1.2 BCC will be responsible for all aspects of the investigations and responsibilities under the Criminal Procedure and Investigations Act 1996,

Regulation of Investigatory Powers Act 2000, the Data Protection Act 1998, the Freedom of Information Act 2000 and the Enterprise Act 2002.

- 6.1.3 BCC will be solely responsible for the Health and Safety of IMLT officers and any other officer or person within the direct management of the IMLT providing support and assistance in any investigation undertaken by the IMLT.
- 6.1.4 Where breaches of Part III of the Consumer Credit Act 1974 are identified, action will be taken in accordance with the enforcement policy and procedures adopted by Birmingham Trading Standards.
- 6.1.5 When the Team Manager, IMLT BCC, recommends a prosecution under Part III of the Consumer Credit Act 1974, if required, CYC will be provided with a copy of the relevant prosecution file, which will consist of a detailed case summary, schedule of issues, aggravating and mitigating factors, reasons justifying prosecution and any other material fact that CYC ought reasonably to be aware of. CYC will be invited to communicate any comments it considers appropriate and necessary concerning the intended prosecution to the Director of Regulatory Services, the informant for BCC. Such comments will be given due attention and consideration by the informant for BCC.

7. Responsibilities and Actions of the Authorities

- 7.1.1 BCC shall be liable for the actions and competence of the persons employed within the IMLT and shall ensure that the IMLT shall comply with all legislative requirements and take all reasonable steps to ensure any actions taken are lawful and within the spirit of the protocol.
- 7.1.2 CYC shall be liable for the actions and competence of persons within its employ and shall take all reasonable steps to ensure the competence of those persons in carrying out their functions and that they comply with legislative requirements and the spirit of this protocol.
- 7.1.3 Information / intelligence provided between BCC and CYC shall be used for the purpose intended and shall not be divulged to third parties unless to do so would be lawful and in pursuant of an investigation / enquiry subject to this protocol.
- 7.1.4 BCC and CYC endorse a joined up working approach to the enforcement of the Consumer Credit Act 1974. The partners will attempt to promote consistency in enforcement. However, this protocol does not attempt to restrict the powers of authorised officers of the IMLT or BCC from discharging their duties, as appropriate.

Commencement date:

Signed

City of York Council

Signed

Jacqui Kennedy
Director of Regulatory Services
Birmingham City Council.



Executive Member for Neighbourhood Services and Advisory Panel 19 January 2009

Joint Report of the Director of Neighbourhood Services and the Director of Resources

Revenue and Capital Budget Estimates 2009/10

Purpose of Report

1. This report presents the 2009/10 budget proposals for Neighbourhood Services. It includes:

- the revenue budget for 2008/09 (Annex 1) to show the existing budgets
- the budget adjusted and rolled forward from 2008/09 into 2009/10
- the provisional allocation of pay and price increases for the portfolio
- proposals for budget service pressure costs and savings options for the portfolio area (Annexes 2 and 3)
- the existing approved capital programme (Annex 4)
- options for new capital schemes (Annex 5)

Fees and charges proposals are set out in a separate report.

2. Budget Council will be held on 26 February 2009 and will make decisions on the overall budget for the council. If approved, the proposals for savings/growth currently being considered by the individual EMAP meetings should result in a balanced budget, but the Executive Members may also wish to consider other options. In order to facilitate the decision making process the Executive are meeting on 16 February 2009 to consider the preferences identified by the individual portfolio Executive Members and the results of the consultation exercise.

3. The Executive Member is therefore asked to consider the budget proposals included in this report and identify their preferences, including the proposals in Annexes 2, 3 and 5 which will be considered by the Executive as part of the intended budget. Members of EMAP are invited to provide comments on the budget proposals in this report.

Background

4. The Council's Financial Strategy was adopted by the Executive on 23 September 2008. This paper is the result of ongoing work against this agreed framework.
5. The provisional Local Government Finance settlement for 2008/09 was issued on 6 December 2007 and it also included indicative figures for 2009/10 and 2010/11, which will enable the Council to consider future budget issues. The provisional settlement for 2009/10 gives an increase in formula grant of £1.159m, an increase of 2.74%

Budget Proposals for Neighbourhood Services

6. A summary of the budget proposals is shown in table 1 below. Further details on each individual element are presented in the subsequent paragraphs. Annex 3 also contains some savings items, which at this stage are not being recommended to Members.

Table 1 - Summary of Budget Proposals

	Para Ref	General Fund £000	Trading £000	Total £000
Base Budget 2008/09 (Annex 1)		15,349	(1,466)	13,883
Full year effect of prior year growth and savings:				
HWRC Site Management & Transportation Contract		40		40
Award of Air Quality Monitoring Stations Maintenance contract		2		2
Pilot the extension of recycling to terraced properties		80		80
Waste Minimisation		50		50
Ward Committee revenue funding		202		202
Building Maintenance restructure			58	58
2009/10 Base Budget	7	15,723	(1,408)	14,315
Provisional allocation for pay increases	8	115	255	370
Provisional allocation for price increases (net of income)	9	198	(345)	(147)
Service Pressure proposals (Annex 2)	11-13	434		434
Savings proposals (Annex 3)	14-16	(503)		(503)
Proposed Budget 2009/10		15,967	(1,498)	14,469

2009/10 Base Budget (£14,315k)

7. This represents the latest budget reported to Members, updated for the full year effect of decisions taken during 2008/09, e.g. supplementary estimates.

Provisional Pay Inflation (£370k)

8. These calculations are based on a pay increase for APT&C of 2.25%. The negotiations for the 2009/10 settlement have not yet started, although there is pressure from the Treasury that increases are kept under 2%.

Provisional Price Inflation (-£147k)

9. The budget proposes that a 2.5% increase on both controllable expenditure and income budgets. Only Increases for fees and charges above 2.5% are included in the savings proposals.

General Contingency (£750k)

10. Members should note that there are potential expenditure pressures that may materialise in 2009/10 but which are not yet certain or not quantifiable at this stage. The pressures are listed in Table 2 below and it is assumed that if they materialise then funding will be requested from the General Contingency. However, the amounts are only indicative and it is proposed to set the General Contingency at £750k.

Table 2 – Neighbourhood Services Contingency Issues for 2009/10

	£000
Contingency Issues for 2009/10	
Landfill tax	400
Security at Towthorpe HWRC	83
Total	483

Service Pressures (£434k)

11. A range of options for service pressure proposals has been considered and in view of the overall available resources it is proposed that those proposals shown in Annex 2 as accepted are included as the preferred options for Neighbourhood Services. The proposals put forward are the result of a rigorous assessment process, which included looking at the risk to customers and staff, legislative requirement, proven customer demand and the Council's corporate objectives.
12. Members should note that even if all of the items identified at Annex 2 are funded the directorate will still need to manage some significant expenditure pressures in 2009/10, in particular
- The number of properties in York is expected to expand by 1,000 properties each year. Costs are incurred through additional waste collections and increased disposal costs. If growth is not provided it could create budget pressures and potential overspends in the waste collection and disposal budgets.

- Funding for the newly created Hot Spot Team in Neighbourhood Pride Service was top sliced from the York Pride budget in 2008/09 as a one off. If recurring growth is not provided then funding will once again be sought from York Pride.
 - A consequence of the reduction of the DEFRA grant payment in 2008/09 is that additional servicing costs will be required in 2009/10 to maintain the accuracy of some of our existing air quality monitoring stations. It is anticipated that one off funding in 2009/10 should be achievable from within the directorate, but this will remain a service pressure in future years.
 - Sanderson Court Community Centre has insufficient budget to sustain current operating arrangements. Additional budget is needed to operate the building and provide a grant to the voluntary management committee, consistent with other community centres.
13. A number of these are occurring in 2008/09 and have been reported to EMAP during this year. Members will be kept up to date on these issues during 2009/10 through the regular budget monitoring reporting processes.

Savings Proposals (£503k)

14. Members will be aware that the 2008/09 budget savings were significant and that all Directorates are operating within a tight financial environment. In seeking to achieve savings for the 2009/10 budget Directorates have examined budgets with a view to identifying savings that have a minimum impact on the services provided to the public, customers and the wider Council. Instead they have concentrated on initiatives that;
- improve quality and efficiency
 - take advantage of ongoing service and/or Best Value reviews
 - generate income
 - address budgetary underspends
 - improve cash flow and interest earnings
 - generate savings from the technical and financial administration functions of the Council
15. In addition to the initiatives listed above the list of savings also includes proposals to increase fees and charges (see also section below). Generally these are increasing by 2.5% but this is varied by directorates as they are affected by national constraints/requirements.
16. Annex 3 shows agreed savings proposals for the Neighbourhood Services portfolio, including some savings that were proposed but are not included in the current budget.

Fees and Charges

17. The details of the proposed fees and charges for the services provided by this portfolio are set out in a separate report. Where fees and charges increases are being set above the inflation requirement they have been included in Annex 3.

Capital Programme

18. The Council's existing capital programme as approved at monitor 2 is shown at Annex 4.
19. Officers have prepared a list of possible capital schemes to be considered for this portfolio. Annex 5 shows the scheme bids currently approved up to 2013/14 along with growth going forward over the next 5 years. The column to the right of the stated year shows the growth above the level currently approved at monitor 2.
20. The only new scheme proposed for Neighbourhood Services is the EcoDepot Gatehouse which requires funding of £222k. A gatehouse is required to improve security and health & safety at the site. This was also recommended by a recent Freight Transport Association (FTA) report and the HSE.

2009/10 Directorate Priorities

21. At the same time as NS has been developing its budget proposals, we have also been undertaking a directorate planning process. This section is included to provide a context for members in considering the budget proposals.
22. A proposed directorate plan for 2009/10 will be presented at EMAP in March, along with the scorecard sections of the directorate's twelve service plan. The directorate plan will set out a small number of key actions and measures for each of the proposed priorities. These actions and measures will form the basis for directorate level performance monitoring and management in 2009/10, while the actions and measures in the service plans will form the basis for service level performance management.
23. The proposed directorate priorities have emerged from a robust planning process that considered a range of information around performance, risk, external challenges, customer satisfaction. They are a mix of service and organisational development issues.

Proposed Organisational Development Priorities	Rationale
1. Health, Safety and Well-Being.	Performance has been good in 2008/09, but health & safety and staff absence remain key risks. We intend to pull the issues together to recognise that a more proactive approach to absence management will impact positively on health & safety.
2. Customer, Staff and Culture.	This priority means working towards a situation where empowered staff can deliver excellent responsive services to customers. This is a proactive internal development priority, that will look at developing the 'can-do' culture further. Working with the Easy @ York programme will form a part of this priority area.
3. Pay & Grading Implementation.	This priority should continue as we need to monitor implementation of the agreement, and manage any negative impact on staff or service delivery.
4. Improve equalities culture.	This remains a significant corporate issue under the new CAA inspection regime. Improvement will not happen organically and work will need to be driven through the directorate.
5. Value for Money.	High quality budget management remains important. This priority will incorporate how we respond to the efficiency agenda.

Proposed Service Development Priorities	Rationale
6. Community Safety	This remains a corporate priority for York within the work completed thus far on refreshing the corporate strategy. Given the economic downturn, issues around crime levels will remain important for the city.
7. Neighbourhood Management	This area remains important due to the added significance of community engagement and involvement heralded by new legislation around the duty to involve. This is being led corporately, but Neighbourhood Management Unit will play an important role.
8. Waste Management Services.	Driving forward continued improvement in how York deals with its waste will continue to be important financially for the council. This priority will also focus on continuing to improve the quality of service provided to residents.
9. Parking Services.	By April 2009, this service area will have bedded down within NS. The service will be the subject of a review under Easy @ York during the year.
10. Highways Maintenance.	By April 2009, this service area will have bedded down within NS and started to work much more closely with the Civil Engineering team. The service will be the subject of a review under Easy @ York during the year.

Consultation

24. This paper forms part of the Council's budget consultation. The other streams being undertaken include a recently held public meeting where participants tried to produce a balanced budget after considering growth and saving priorities, a leaflet circulated city wide with a fold-out return part and a web-based process.

Options

25. As part of the consultation process Members of EMAP are asked for their comments or alternative suggestions on the proposals shown in Annexes 2, 3 and 5.

Analysis

26. All the analysis is provided in the body of the report and the annexes.

Corporate Priorities

27. The budget represents the opportunity to reprioritise resources towards corporate priority areas. Key examples of this happening within this portfolio area are:
- Growth has been included to fund the roll out of recycling to additional households in the city, provide additional funding for recycling containers and fund improvements at Towthorpe HWRC which contribute to the priority to decrease the tonnage of biodegradable waste and recyclable products going to landfill.
 - The priority to improve the actual and perceived condition and appearance of the city's streets, housing estates and publicly accessible spaces will be assisted by continuation of funding of Neighbourhood Pride Service.
 - The additional funding provided to Safer York Partnership and the Noise Patrol Team will contribute towards the priority to reduce the actual and perceived impact of violent, aggressive and nuisance behaviour on people in York.

Implications

28. The implications are:
- Financial - the financial implications are dealt with in the body of the report.
 - Human Resources - There are 2 deleted posts resulting in 0.5 redundancies included in Annex 3. HR implications will be managed in accordance with established procedures.
 - Equalities - there are no equality implications to this report
 - Legal - there are no legal implications to this report
 - Crime and Disorder - there are no crime and disorder implications to this report
 - Information Technology - there are no information technology implications to this report
 - Property there are no property implications to this report
 - Other - there are no other implications to this report

Risk Management

29. Key reporting mechanisms to Members on budget matters will continue to be through mid-year monitoring reports and the final Revenue Outturn report for the year. The format/timing of these reports has recently been considered by the Council's Management Team but as a minimum they will report on forecast out-turn compared to budgets and will also address the progress made on investments and savings included within the budgets.
30. The budget setting process always entails a degree of risk as managers

attempt to assess known and uncertain future events. This year has demonstrated the difficulty of achieving this. As with any budget the key to mitigating risk is prompt monitoring and appropriate management control. As such updated figures and revised corrective actions will be monitored via Directorate Management Teams, Corporate Management Team and the monitor reports during the year.

Recommendations

31. The Executive Member Advisory Panel is invited to consider whether the budget proposals are in line with the Council's priorities.
32. The Executive Member Advisory Panel is invited to provide comments on the budget proposals for savings and growth which have been prepared by Officers and contained in this report, which are intended to form part of the Council's budget to be considered by the Budget Executive on 16 February 2009.
33. The Executive Member Advisory Panel is invited to provide comments on the capital proposals which have been prepared by Officers and contained in this report, which are intended to form part of the Council's budget to be considered by the Budget Executive on 16 February 2009.
35. The Executive Member is asked to consider the budget proposals for consultation for Neighbourhood Services for 2009/10 contained in this report and listed below and provide comments to be submitted to the Budget Executive on 16 February 2009.
 - 2009/10 Base budget as set out in paragraph 7;
 - Service Pressure proposals as set out in Annex 2;
 - Savings proposals as set out in Annex 3;
 - Options for New Capital Schemes in Annex 5

Authors:

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Chief Officers responsible for the report:

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Director of Resources
Tel: 551100

Report Approved Date 9/1/09

Specialist Implications Officer(s)

Janet Neeve
HR Business partner
Tel: 551661

Wards Affected: *List wards or tick box to indicate all* **All**

Background Working Papers

Reports to individual EMAP meetings

Annexes

- Annex 1 - 2008/09 Budget
- Annex 2 - Service Pressure Proposals
- Annex 3 - Savings Proposals
- Annex 4 - Existing Capital Programme
- Annex 5 - Options for new capital schemes

NEIGHBOURHOOD SERVICESSUMMARYGENERAL FUND ACTIVITY

<u>DETAILED EXPENDITURE</u>		<u>COST CENTRE EXPENDITURE</u>	
	2008/09 BASE BUDGET £'000		2008/09 BASE BUDGET £'000
EMPLOYEES	5,597	ENVIRONMENTAL HEALTH & TRADING STANDARDS	2,089
PREMISES	6,506	LICENSING & BEREAVEMENT SERVICES	(851)
TRANSPORT	1,944	NEIGHBOURHOOD MANAGEMENT UNIT	1,663
SUPPLIES & SERVICES	2,182	SAFER YORK PARTNERSHIP	328
MISCELLANEOUS		STREET ENVIRONMENT SERVICE	677
- RECHARGES	2,981	NEIGHBOURHOOD PRIDE SERVICE	2,373
- THIRD PARTY PAYMENTS	1,924	WASTE SERVICES	9,001
CAPITAL FINANCING	1,307	PEST CONTROL	45
		REGISTRAR SERVICES	24
GROSS EXPENDITURE	22,441		
INCOME	(7,092)		
NET EXPENDITURE	15,349	NET EXPENDITURE	15,349

TRADING ACTIVITY

<u>DETAILED EXPENDITURE</u>	
	2007/08 BASE BUDGET £'000
EMPLOYEES	13,527
PREMISES	1,494
TRANSPORT	2,082
SUPPLIES & SERVICES	6,136
MISCELLANEOUS	
- RECHARGES	2,794
CAPITAL FINANCING	-
GROSS EXPENDITURE	26,033
INCOME	(27,499)
NET EXPENDITURE	(1,466)

NEIGHBOURHOOD SERVICES
GROWTH PROPOSALS

Annex 2

Ref	Description	2009/10 £000	2010/11 £000	2011/12 £000
<u>Service Pressures assumed within the report</u>				
NSW_G14	Towthorpe HWRC - Health and safety work: To comply with health and safety requirements it will be necessary to make a number of improvements at the site. Work will include upgrading site security fencing, site lighting and improving staff welfare facilities.	20	0	0
NSNM_G3	Growth bid to extend York Community Pride Fund: The three year funding for the York Community Pride Fund comes to an end in March 2008. The funding of £25k each year is used to fund £5k for York Cares - corporate volunteering partnership, £2.5k contribution to the York Pride Awards in partnership with the York Press and £17.5k for the York Pride Challenge Fund - administered by York & North Yorkshire Community Foundation on behalf of the Authority. Funding to York Pride Challenge Fund will reduce by £5k.	20	20	20
NSNPS_G6	LPSA2 funding ceased in 2007/08 which funded 3 FTE in Neighbourhood Pride Service. In 2008/09 the LPSA2 reward grant funded these posts. If funding is not provided a reduction in street cleansing would be required.	61	61	61
NSCCS_G1	Maintaining current levels of Operation of Safer York Partnership: Safer York Partnership has not been in receipt of either an inflationary uplift in its grant funding or any increase in financial contribution since 1998. In 2001 the Partnership took a 5% reduction in its funding in line with CYC efficiency savings. Since then its funding has remained static. However, the workload of CDRPs has increased substantially and the number of staff employed has had to decrease in order to ensure budgets are not exceeded.	10	10	10
NSNM_G1	Your Ward budget growth to cover printing and delivery costs: The base budget for the printing and delivery costs for the ward committee Your Ward publication does not cover the costs which have increased over time. The base budget will now only cover 3 editions whereas 4 editions are required for the 4 meetings of each ward.	15	15	15
NSW_G2	Wheeled Bins, and Recycling Container replacement fund: The revenue provision is currently underfunded. The budget is needed to pay for the replacement of bins and recycling containers reported as lost or damaged by residents, plus provision for new developments. The revenue budget provision for this is £110k. The 2008/09 year spend is expected to be £213k due to significant increase in demand and a 25% increase in costs. . Previous year's costs were paid through the capital programme which ceased in 2008/9. As more houses are provided with wheeled bins, the costs of replacements will increase.	90	90	90
NSW_G8	Roll out of Kerbside Recycling: The Waste Strategy Refresh 2008/11 recommended to the Executive on 23rd September 2008 to roll out kerbside recycling to all householders and to measures to improve the recycling performance of the current infrastructure. The total cost of the rollout is estimated at £230k so it may not be possible to roll out the service to all households.	210	210	210
NSEHTS_G1	Night Time Noise Patrol Service: An additional £43k is required to sustain the operation of the service. If only £19k is awarded, there will be a £24k shortfall . So the service, which runs from 8pm to 3am on Friday and Saturday, would need to be restricted in the number of hours, or period of operation.	19	19	19
Recurring Bid Total		425	425	425
One off Bid Total		20	0	0

NEIGHBOURHOOD SERVICES
GROWTH PROPOSALS

Annex 2

Ref	Description	2009/10 £000	2010/11 £000	2011/12 £000
<u>Service pressures to be included within the contingency</u>				
NSW_G6b	Landfill Tax: Landfill Tax will increase by £8 for every tonne of municipal waste taken to landfill in 2009/10 and 2010/11 to £40 and £48 per tonne respectively. The Landfill Tax will be reviewed again before 2011/12 but for the purposes of this budget exercise it is assumed that the rate will increase to £56 per tonne in April 2011. Assuming that kerbside recycling is expanded to all suitable households by the end of 2010, estimates of performance are as follows - 62,480 tonnes will be disposed of at landfill in 2009/10; 60,150 tonnes in 2010/11; 61,160 tonnes in 2011/12. The additional budget required is estimated to be £500k in 09/10, £962k in 10/11, £1,468k in 11/12.	400	400	400
NSW_G10	Towthorpe HWRC: There is no base budget for staff security costs. The sites isolated location makes it extremely vulnerable to break-ins and vandalism. The high current value of scrap metal has exacerbated this situation with gangs targeting the site every night. Security is currently provided but has resulted in a forecast overspend of £83k in 2008/09. Additional physical security measures will be put in place in 2009/10 and unbudgeted staff security will be withdrawn. If security is still required after these measures this will be funded from contingency. £83k is the maximum cost.	83	83	83
Recurring Bid Total		483	483	483

NEIGHBOURHOOD SERVICES
SAVINGS PROPOSALS

Ref	Description	Impact	Net Saving		
			2009/10 £000	2010/11 £000	2011/12 £000
Savings assumed within the report					
NSL_S2	Increase in licensing activity for Licensing Act 2003: The Licensing Act 2003 covers the licensing of sale of alcohol, provision of entertainment and late night refreshment. The Act became operative in Nov 2005 at which time the budget was established. As time progresses a clearer picture is emerging as to income and expenditure on the service.	Low	16	16	16
NSCREM_S1	Crematorium - Increase Memorialisation and Miscellaneous Fees & Charges by 5% : Increase fees and charges in respect of sale of memorials, medical referee fees, scattering of ashes, exhumations, carrying service, internments and Dringhouses Cemetery fees by 5%. It is anticipated that the saving will be achieved mainly from over recovery of income against base budget from sales of memorials.	Low	4	4	4
NSREG_S1	Increase in discretionary fees at the Register Office: CYC can increase certain fees relating to the services provided by the Register Office. These include various ceremony fees, and costs relating to the speed of certificate production. Part of the saving will also be achieved from an anticipated over recovery of income against base budget.	Low	14	14	14
NSW_S5	Increase in rent of Harewood Whin, off set bio-gas: The rent goes up year on year for Harewood Whin, but the budget has not been increased. However, over recent months, there has been a down turn in the revenue achieved from the bio-gas. This is a net saving.	Low	10	10	10
NSW_S7	Trade waste fees and charges (Hazel Court HWRC): Aligning base budget to actual level of income.	Low	18	18	18
NSW_S8	MRF processing : Adjusting base budget to reflect free processing of kerbside collected recycle.	Low	29	29	29
NSW_S9	Residual waste disposal: Adjusting base budget to reflect reduction in residual waste being sent to landfill (net of commercial waste tonnage variation).	Low	115	115	115
NSW_S11	Contractually reduce the opening hours of the Material Recovery Facility (MRF) at Hessay: Reduce budgeted operating hours as extended hours are not required as part of the current operations.	Low	24	24	24
NSA_S1	Staff Advertising: Reduce the staff advertising budget. Advertising costs would have to be met from individual Service area savings on salaries due to the vacant post.	Low	15	15	15
NSEH&TS_S1	Delete 0.5 fte filing clerk post in Environmental Health & Trading Standards. This would involve a redundancy.	Low	8	8	8
NSW_S10	Household Waste Recycling Centres Permits: It is estimated that the introduction of permits will generate income and disposal savings to fund an administration posts with the remaining available as a saving.	Medium	30	30	30
NSSEO_S1	Delete 1 FTE Street Environment Officer (SEO) post: This is vacant due to the retirement of an SEO. Existing duties will be assessed and redistributed amongst remaining staff.	Medium	29	29	29
NSNPS_S5	Silver Street toilet income: Silver Street toilets are scheduled to open in May 2009. The charges will be for all users except disabled. The charges will be consistent with Union Terrace (increased to 40p) and a charge will be made for male customers. This assumes that there will be some reduction in use of the facilities.	Medium	49	49	49
NSNPS_S6	Increase the charges at Union Terrace public toilets: Increase the charges from 30p to 40p for the use of the public toilets at Union Terrace car park. This assumes that there will be some reduction in use of the facilities.	Medium	10	10	10
NSW_S13	Reduce the agency budget to cover sickness in Waste & Neighbourhood Pride Service: Sickness needs to be covered in these operational services and is budgeted for by the use of agency staff. As sickness continues to reduce the budget can be reduced accordingly.	Medium	30	30	30
NSW_S3	Reduce budget for waste minimisation: Remove the communications budget aimed specifically at waste minimisation.	High	10	10	10

NEIGHBOURHOOD SERVICES
SAVINGS PROPOSALS

Ref	Description	Impact	Net Saving		
			2009/10 £000	2010/11 £000	2011/12 £000
NSCREM_S2	Increase Cremation Fee by 6.4%: Increase of 6.4% would raise fee by £36.00 per cremation making the cremation fee £599.00	High	44	44	44
NSW_S12	Reduce Waste Admin by 0.5 fte. This post is currently vacant.	High	12	12	12
NSEHTS_S2	Reduce Environmental Health & Trading Standards Budget by £36k. The specific budget area is yet to be decided, as currently unknown outcomes of court cases will determine where the saving can be achieved in the next financial year.	High	36	36	36
Recurring Savings Total			503	503	503

<u>Savings not recommended for approval</u>					
NSNM_S1	Reduction of ward committee local improvement schemes budget	Low	60	60	60
NSNM_S2	Reduction of the target hardening budget	Low	13	13	13
NSSEE_S1	York Pride budget is a discretionary budget used to carry out tangible improvements in each ward, using an annually recurring dedicated budget of £180k, shared between Neighbourhood Pride Campaigns and the 22 wards, based on population head. A 10% reduction of the budget would reduce it by £18k to £162k per annum.	Medium	18	18	18
NSW_S2	Cease supplying black sack to properties not on wheeled bins	Medium	30	30	30
NSNPS_S1	Reduce Barrow Operatives in Neighbourhood Pride Service: Take 3 barrow operatives out of the service and expend the frequency of the rounds. This could involve redundancies.	High	60	60	60
NSSEE_S2	Remove the Environment Enforcement Team consisting of 2 FTE. This team was recently been established and is responsible for enforcement of fly tipping and littering. This would be a redundancy.	High	52	52	52
NSEHTS_S3	Remove the Noise Patrol Team: The team requires additional funding via growth bid but is this is not accepted the team may no longer be viable and therefore the base budget of £50k could be put forward as a saving. This would involve 2 redundancies	High	50	50	50

Capital Budget - 2008/09 to 2010/11**Gross Expenditure by Department**

	2008/09 Revised Budget £000	2009/10 Revised Budget £000	2010/11 Revised Budget £000	Gross Capital Programme To be Funded £000
Children's Services	33,145	30,848	20,181	84,174
City Strategy (P&T)	8,658	7,701	7,203	23,562
City Strategy (Admin Accom)	2,985	5,926	10,187	19,098
City Strategy (Econ Devt)	158	0	0	158
Housing	8,967	8,451	8,619	26,037
Leisure & Heritage	3,857	5,244	1,100	10,201
Neighbourhood Services	634	686	133	1,453
Chief Execs	866	550	200	1,616
Resources	885	0	0	885
Social Services	282	397	331	1,010
Miscellaneous	100	0	0	100
Total by Department	60,537	59,803	47,954	168,294

Total External Funds by Department

Children's Services	26,910	30,666	20,181	77,757
City Strategy (P&T)	6,903	6,534	6,286	19,723
City Strategy (Admin Accom)	0	0	7,796	7,796
City Strategy (Econ Devt)	0	0	0	0
Housing	8,693	8,451	8,619	25,763
Leisure & Heritage	1,807	493	0	2,300
Neighbourhood Services	429	361	133	923
Chief Execs	18	250	0	268
Resources	885	0	0	885
Social Services	51	92	51	194
Miscellaneous	0	0	0	0
Total External Funds by Department	45,696	46,847	43,066	135,609

Total CYC Funding required by Department

Children's Services	6,235	182	0	6,417
City Strategy (P&T)	1,755	1,167	917	3,839
City Strategy (Admin Accom)	2,985	5,926	2,391	11,302
City Strategy (Econ Devt)	158	0	0	158
Housing	274	0	0	274
Leisure & Heritage	2,050	4,751	1,100	7,901
Neighbourhood Services	205	325	0	530
Chief Execs	848	300	200	1,348
Resources	0	0	0	0
Social Services	231	305	280	816
Miscellaneous	100	0	0	100
Total Capital Receipt Funding required	14,841	12,956	4,888	32,685

Capital Budget - 2009/10 to 2013/14**Neighbourhood Services (Environmental Services)****Waste Infrastructure Capital Grant (WICG)**

- External Funding

- Cost to City

EcoDepot Security Gate / Reception

- External Funding

- Cost to City

Silver Street Toilets

- External Funding

- Cost to City

TOTAL GROSS EXPENDITURE

Less :External Funding

COST TO CITY OF YORK

Narrative

2009/10 Revised Budget £000	Growth	2010/11 Revised Budget £000	Growth	2011/12 Revised Budget £000	Growth	2012/13 Revised Budget £000	Growth	2013/14 Revised Budget £000	Growth	Gross Capital Programme To be Funded £000	Receipts Growth
611	0	133	0							744	0
361	0	133	0								
250	0	0	0							250	0
222	222									222	222
0	0										
222	222									222	222
75	0									75	0
0	0										
75	0									75	0
908	222	133	0	0	0	0	0	0	0	1041	222
361	0	133	0	0	0	0	0	0	0		
547	222	0	0	0	0	0	0	0	0	547	222

The Scheme is intended to provide a new build permanent Security Gate House and Reception at the point of entry to the EcoDepot site. This will seek to address a concern raised by DMT and highlighted in the recently commissioned Freight Transport Association report in respect to security and safety of our staff, visitors and the site.

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Executive Member For Neighbourhood Services and Advisory Panel

19 January 2009

Joint Report of the Director of Neighbourhood Services and Director of Resources

Revenue Budget 2009/10 – Neighbourhood Services Fees and Charges

Summary

- 1 The report advises Members of the proposed fees and charges for Neighbourhood Services for the financial year 2009/10 and the anticipated increase in income which they will generate. The Annex 1 to the report sets out the detail of the individual charges.

Background

- 2 The fees and charges for Neighbourhood Services are complex and varied. Some are controlled by regulation, some by national guidelines and others by market forces or the cost of administering the service. Elsewhere in these budget papers Members are advised of the effect on the service of budget reductions. The level of fees and charges has been set against a background of financial constraint and service reductions. Income is a key factor in setting budgets, and currently is approximately £2.7 million. In ensuring a balanced budget, it is therefore essential that income is at least maintained, if not improved. It is proposed to introduce an above inflation increase in a small number of areas as part of the Council's savings proposals to reduce the associated net service costs.

Consultation

3. This paper forms part of the Council's budget consultation. The other streams being undertaken include a recently held public meeting where participants sat at tables and tried to produce a balanced budget after considering growth and saving priorities, a leaflet circulated city wide with a fold-out return part and a web-based process. The taxi trade were also consulted on proposals.

Options

4. This section sets out the key elements for Members' consideration. Only those with significant income are highlighted.
5. **Registrars Service:**
 - **Discretionary Fees:** Above inflation increases are proposed in respect of some fees generating additional income of £14k (including saving proposal of £13.8k).

- **Statutory Fees:** Some fees that are set by government are yet to be announced for 2009/10 but it is currently not anticipated these will be increased.
6. **Bereavement Services:** It is proposed to increase the cremation fee from £563 to £599. The increase, incorporating other proposed changes and new income streams, is estimated to generate additional income in the next financial year of £79k (including saving proposals of £47.5k).
 7. **Environmental Health:** A broadly inflation matching increase is proposed, although some fees that are set by government are yet to be announced or are currently being consulted on for 2009/10.
 8. **Trading Standards:** Most fees are determined by government or LACORS (Local Authorities Coordinators of Regulatory Services) and some are yet to be announced for 2009/10.
 9. **Regulatory Services:**
 - **Discretionary Fees:** A broadly inflation matching increase is proposed.
 - **Licensing Act 2003 and Gambling Act 2005:** The fees are set by statute and currently there are no proposals to increase fees in 2009/10.
 - **Pest Control:** It is proposed to increase pest control treatment charges above inflation and also introduce a new charge for visits when no treatment is required generating additional income of £3.9k (including proposed saving of £2.5k). Treatment for rats in commercial situations and non rat treatments will increase by £2.50 (incl. VAT) and rat treatments in non commercial situations by £0.50 (incl. VAT). Rat treatments are free to those on income support and a discount introduced in 2006/07 to discount all non rat treatments by 50% for those on income support will continue.
 10. **Taxi Licences:** Legislation permits local authorities to recover the costs of administering the taxi licensing function through the levy of fees. At the end of 2007/08 the taxi account was in surplus by £5.0k. The latest projection for 2008/09 is that the account will be in surplus by £5.1k at the yearend. To take account of predicted changes in volume and increased costs in 2009/10 it is proposed to freeze most fees and offset this by introducing a small number new fees. This will bring the account into balance by 31 March 2010.
 11. **Bulky Household Collection:** An above inflation increase is proposed for bulky household waste collections and bonded asbestos collections. This reflects additional costs, including landfill tax, of collection, and of dealing with the transportation and processing of bonded asbestos (since it can no longer be disposed of at Harewood Whin).
 12. **Hazel Court HWRC - Trade Waste Charges:** It is proposed that trade waste that requires to be disposed of in landfill will be charged at £90 per tonne however waste that can be recycled or composted will be charged at £45 per tonne. Charges proposed also include a minimum fee for using the service, and a minimum percentage of recyclable waste to qualify for the recycling or composting rate per tonne. The charges proposed for trade waste are increasing

by more than inflation to cover additional operating costs, including landfill tax increase at £8 per tonne, site management costs in respect of dealing with trade waste, and include a savings proposal of £17.6k.

13. **Commercial Waste Collection Charges:** The charges proposed for commercial waste collections are increasing by more than inflation to cover additional operating costs, including landfill tax increase at £8 per tonne.
14. **Public Conveniences:** It is not proposed to increase the charge for using public toilets at Parliament Street or Coppergate in 2009/10. It is proposed however to increase the charge for using public toilets at Union Terrace from 30 pence to 40 pence which will generate additional income and a proposed saving of £10k. It is anticipated that a new toilet facility will open in Silver Street to replace Parliament Street in May 2009 and it is proposed to charge 40 pence to use the Silver Street toilets which will generate a proposed saving of £50k.

Corporate Priorities

15. The differential costs for the trade waste charges going through the Household Waste Recycling Centres (HWRC), see paragraph 12 above, is structured to encourage traders using the sites to ensure as much waste as possible is recycled. This contributes to the Corporate Priority of 'Decreasing the tonnage of biodegradable waste and recyclable products going to landfill'.

Implications

Financial Implications

16. The current income generated from Neighbourhood Services fees and charges is estimated to be £2.7 million. Broadly inflation matching increases are proposed for 2009/10 except for the some registrars fees, cremation charges, pest control, waste collection and trade waste charges. The increases are estimated to generate additional income totalling approximately £194.3k including proposed savings of £157.4k.

Human Resources (HR)

16. There are no Human Resources implications.

Equalities

17. There are no equality implications to this report.

Legal

18. There are no legal implications to this report.

Crime and Disorder

19. There are no crime and disorder implications to this report.

Information Technology (IT)

20. There are no information technology implications to this report.

Property

21. There are no property implications to this report.

Risk Management

22. Key reporting mechanisms to Members on budget matters will continue to be

through two mid-year monitoring reports and the final Revenue Outturn report for the year. These reports will also address the progress made on investments and savings included in the budgets.

23. The budget setting process always entails a degree of risk as managers attempt to assess known and uncertain future events. As with any budget the key to mitigating risk is prompt monitoring and appropriate management control. As such updated figures and revised corrective actions will be monitored via Directorate Management Teams, Corporate Management Team and the monitor reports during the year.

Recommendations

24. The Executive Member is asked to consider the fees and charges proposals for Neighbourhood Services for 2009/10 contained in this report and provide comments to be submitted to the Budget Executive on 16 February 2009.

Reason: To update the Executive Member on the proposed fees and charges for Neighbourhood Services for 2009/10.

Contact Details

Author:

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Chief Officers Responsible for the report:

Terry Collins
Director of Neighbourhood Services
Tel: 552003
Ian Floyd
Director of Resources
Tel: 551100

Report Approved



Date 9/1/09

Specialist Implications Officer(s) None

Wards Affected: List wards or tick box to indicate all

All

For further information please contact the author of the report

Background Papers:

See budget report as part of the agenda

Annexes

Annex 1 – Details of individual charges for Neighbourhood Services Fees and Charges

Neighbourhood Services 2009/10

Fees and Charges - Contents

Service

Registrars (2 Pages)

Burton Stone Community Centre (1 Page)

Bereavement Services (2 Pages)

Environmental Health (1 Page)

Trading Standards (2 Pages)

Regulatory Services (2 Pages)

Taxi Licensing (1 Page)

Waste Services (1 Page)

Public Conveniences (1 Page)

	Charge 2008/09	Proposed Charge 2009/10	% Increase over 2008/09
Registrar of Births, Deaths and Marriages			
	£	£	%
<u>Statutory Fees review effective from 1st April 2009</u>			
<u>Searches</u>			
General Search - up to eight searches and not exceeding six hours	18.00	18.00	-
<u>Certificates - Superintendent Registrar</u>			
Standard certificate of birth, death or marriage sent within 10days	7.00	7.00	-
Short certificate of birth	5.50	5.50	-
<u>Certificates - Registrar</u>			
Standard certificate of birth, death or marriage	3.50	3.50	-
Photographic copy of an entry of birth, death or marriage	3.50	3.50	-
Certificate of birth, death or marriage for certain statutory purposes	3.50	3.50	-
Short certificate of birth (other than the first issued at the time of birth registration)	3.50	3.50	-
<u>Marriages - Superintendent Registrar</u>			
For attending at the residence of a house-bound or detained person to attest notice of marriage	40.00	40.00	-
For entering notice of marriage in a marriage notice book	30.00	30.00	-
For entering notice of marriage by Registrar General's licence in marriage notice book	3.00	3.00	-
For attending a marriage at the residence of a house-bound or detained person	40.00	40.00	-
For attending a marriage by Registrar General's licence	2.00	2.00	-
<u>Marriages - Registrar</u>			
For attending a marriage solemnised in the Register Office	40.00	40.00	-
For attending a marriage solemnised in a registered building	40.00	40.00	-
For attending a marriage at the residence of a house-bound or detained person	40.00	40.00	-
For attending a marriage by Registrar General's Licence	2.00	2.00	-
<u>Certificate for Worship and Registration for Marriage - Superintendent Registrar</u>			
Certification of a place of meeting for religious worship	28.00	28.00	-
Registration of a building for the solemnisation of marriages	120.00	120.00	-
<u>Discretionary fees review effective from 1st April 2009</u>			
Standard certificate within 1 hour at the Registry Office	15.00	15.00	-
Standard certificate - same day, or posted 1st class on same day	12.00	12.00	-
Standard certificate provided from phone / electronic information	12.00	12.00	-
Standard certificate requiring same / next day postal delivery	22.00	22.00	-
Certification of a venue for marriage ceremonies (valid for three years)	2,000.00	2,050.00	2.5
<u>Non-refundable booking fee for all weddings</u>	20.00	20.00	-
<u>Marriage and Civil Partnership Ceremonies</u>			
<u>Attendance of Registration Staff at Approved premises</u>			
Large marriage room at Register Office Mon-Thurs	150.00	160.00	6.7
Large marriage room at Register Office Fri-Sat	200.00	220.00	10.0
Small room at Register Office Mon - Thurs	75.00	85.00	13.3
Small room at Register Office Fri - Sat	100.00	110.00	10.0
Approved Premises (venues) Mon-Thurs	375.00	375.00	-
Approved Premises (venues) Fri - Sat	425.00	425.00	-
Approved Premises (venues) Sun / Bank Holidays	475.00	475.00	-

Registrar of Births, Deaths and Marriages	Charge 2008/09	Proposed Charge 2009/10	% Increase over 2008/09
	£	£	%
<u>Discretionary fees review effective from 1st April 2009 continued</u>			
<u>Nationality Checking Service</u>			
- Adult	45.00	45.00	-
- Child	25.00	25.00	-
<u>Citizenship Ceremonies</u>			
	150.00	150.00	-
<u>Funerals</u>			
	150.00	150.00	-
<u>Baby Naming Ceremonies</u>			
At Register Office	160.00	180.00	12.5
Approved Premises (venues)	185.00	200.00	8.1
<u>Renewal of Vows</u>			
At Register Office	160.00	180.00	12.5
Approved Premises (venues)	185.00	200.00	8.1
<u>Sale of Goods and Miscellaneous Charges :-</u>			
- Scrolls	5.00	5.00	-
- Baby Folders	2.00	2.00	-
- Books of Verse	4.00	4.00	-
- Business Card Advertising	100.00	120.00	20.0

BURTON STONE COMMUNITY CENTRE	Charge 2008/09	Proposed Charge 2009/10	Proposed % Increase over 2008/09
	£	£	%
<u>Room Hire</u>			
Main Hall Local	6.20	6.40	3.2%
Main Hall Voluntary & Non Profit	10.90	11.30	3.7%
Main Hall Profit	17.00	17.50	2.9%
Birthday Party	10.00	10.30	3.0%
<u>Meeting Rooms</u>			
Local	4.20	4.40	4.8%
Voluntary & Non Profit	5.20	5.40	3.8%
Profit	6.80	7.00	2.9%
<u>Gym Hire</u>			
Local	6.20	6.40	3.2%
Voluntary & Non Profit	10.90	11.30	3.7%
Profit	17.00	17.50	2.9%
<u>Badminton (per person per hour)</u>			
York Card Standard	2.30	2.40	4.3%
York Card Concession	1.90	2.00	5.3%
Non York Standard	2.70	2.80	3.7%
Non York Concession	2.30	2.40	4.3%
<u>Creche</u>			
Shoppers Creche - (Fee charged per child per session)	2.30	2.40	4.3%

BEREAVEMENT SERVICES	2009	2009/10	
		Proposed Charge (Before VAT)	Increase Over 08/09
	Charge (Before VAT)	£	%
CREMATORIUM	£		
Use of electronic Organ 1 Hymn	17.02	18.26	7.3%
CREMATIONS (VAT EXEMPT)			
Adult	563.00	599.00	6.4%
Still Born	0.00	0.00	0.0%
Up to Six Months	0.00	0.00	0.0%
Six Months to Sixteen Years	0.00	0.00	0.0%
Medical referee fees	18.00	19.00	5.6%
INTERMENT (VAT EXEMPT) - new fee from 1 April 2008			
Interment of Ashes	20.00	20.00	0.0%
SCATTERING OF ASHES (VAT EXEMPT)			
Scattering of Ashes in Garden of Remembrance (ext source)	35.00	37.00	5.7%
Ashes interred in Garden of Remembrance (ext source)	49.00	50.00	2.0%
Ashes forward to other places	27.00	35.00	29.6%
Additional Service Time	71.00	71.00	0.0%
EXHUMATIONS			
Exhumation fee with casket	98.00	98.00	0.0%
BEARING SERVICE	11.00	11.00	0.0%
PLAQUES			
60 letter inscription 5years	194.89	204.35	4.9%
60 letter inscription 15 years	251.92	264.35	4.9%
Display for a further 5 years	81.70	86.09	5.4%
MEMORIALS			
Memorial Plaque with Rose tree 5yrs	228.94	240.00	4.8%
Memorial Plaque with rosetree 15yr	316.60	332.17	4.9%
Memorial seat with plaque (5yrs)	708.94	744.35	5.0%
Memorial seat plaque renewal (5yrs)	90.21	94.78	5.1%
Granite Seat (7rs)	744.68	781.74	5.0%
Granite vase Block 10years	377.87	396.52	4.9%
Granite vase Block 20years	734.47	771.30	5.0%
Vase Block Plaque (new charge)	n/a	110.00	n/a
Memorial Disc (new charge)	237.45	216.52	-8.8%
URNS			
Cardboard Box	7.66	7.83	2.2%
Baby Urn	19.58	20.87	6.6%
Urn	20.43	21.74	6.4%
Casket	39.15	40.87	4.4%
NICHES			
Niche 10 years	541.00	568.00	5.0%
Niche 20 years	911.00	957.00	5.0%
Sanctum 2000 (Average Charge)	742.00	779.00	5.0%
Second Plaque on Sanctum 2000 (new charge)	n/a	220.00	n/a
Granite Shaped Planter (new charge)	n/a	325.22	n/a
Summer House Memorial Plaque (new charge)	n/a	255.65	n/a
Inscription (second Plaque/Renewals)	201.70	212.17	5.2%
BOOK OF REMEMBERANCE			
2 line entry	68.94	69.56	0.9%
5 line entry	91.06	92.17	1.2%
8 line entry	104.68	105.22	0.5%
Regimental Badge Etc	74.89	76.52	2.2%
MEMORIAL CARDS			
2 line card	34.04	35.65	4.7%
5 line card	43.40	45.22	4.2%
8 line card	49.36	52.17	5.7%
Regimental Badge	74.89	78.26	4.5%

BEREAVEMENT SERVICES		09
	Charge (Before VAT)	
<u>DRINGHOUSES CEMETERY</u>	£	
INTERMENT (VAT EXEMPT)		
Adult (4ft 6" grave)	337.00	
Child up to 12 years	at cost	
Interment of Ashes	131.00	
Exhumation (negotiated at cost)		
Exhumation of Cremated Remains(with casket)	98.00	
MEMORIALS		
Headstones	65.53	
Add Inscription	43.40	
Permission to erect or inscribe a plaque on ashes plot	65.53	
Cremation plot with exclusive Right of Burial for period of 50 yrs.	186.00	

2009/10	
Charge (Before VAT)	Increase Over 08/09
£	£
350.00	3.9%
at cost	0.0%
134.00	2.3%
	n/a
100.00	2.0%
67.17	2.5%
44.49	2.5%
67.17	2.5%
191.00	2.7%

ENVIRONMENTAL HEALTH	09	2009/10	
	Charge (Before VAT) £	Proposed Charge (Before VAT) £	Increase Over 08/09 %
HEALTH & SAFETY			
SKIN PIERCERS			
a) Tattooists	250.39	256.65	2.5%
b) Skin Piercers	250.39	256.65	2.5%
c) Premises	250.39	256.65	2.5%
1/4ly payment available by Standing Order			
POLLUTION CONTROL			
NOISE MONITORING EQUIPMENT - CONTRACT SERVICES HIRE/CONSULTANCY AND STREET ENVIRONMENT OFFICERS			
Staff Time (per hour)	64.36	67.57	5.0%
ENVIRONMENTAL PROTECTION (VAT EXEMPT)			
The following Statutory Fees are proposed and will not be finalised until March 2009 by DEFRA			
APPLICATION FEE (Statutory Fee)			
Standard Process	1,514.00	1,561.00	3.1%
additional fee for operating a standard process without a permit	1,090.00	1,124.00	3.1%
Service station/dry cleaners	142.00	146.00	2.8%
Vehicle refinisher	332.00	342.00	3.0%
Waste oil burner < 0.4MW	142.00	146.00	2.8%
additional fee for WOB, dry cleaner or vehicle refinisher operati	65.00	67.00	3.1%
Mobile Screening and Crushing plant	1,514.00	1,561.00	3.1%
SUBSISTENCE FEE (Statutory Fee)			
Standard Part B Process :-			
LOW	766.00	731.00	-4.6%
MEDIUM	1,120.00	1,098.00	-2.0%
HIGH	1,641.00	1,653.00	0.7%
Standard Process when paid quarterly			
LOW	801.00	767.00	-4.2%
MEDIUM	1,155.00	1,134.00	-1.8%
HIGH	1,676.00	1,689.00	0.8%
Standard A2 Process			
LOW	1,382.00	1,368.00	-1.0%
MEDIUM	1,533.00	1,524.00	-0.6%
HIGH	2,197.00	2,208.00	0.5%
Standard A2 Process when paid quarterly			
LOW	1,417.00	1,404.00	-0.9%
MEDIUM	1,568.00	1,560.00	-0.5%
HIGH	2,232.00	2,244.00	0.5%
Vehicle refinishers Low	161.00	216.00	34.2%
Vehicle refinishers medium	n/a	345.00	n/a
Vehicle refinishers high	n/a	518.00	n/a
Service Station/dry cleaners	161.00	n/a	n/a
Waste Oil Burner < 0.4MW	161.00	n/a	n/a
Reduced fee premises Low	n/a	75.00	n/a
Reduced fee premises Medium	n/a	149.00	n/a
Reduced fee premises High	n/a	224.00	n/a
Mobile Screening and crushing plant Low	965.00	611.00	-36.7%
Mobile Screening and crushing plant medium	n/a	978.00	n/a
Mobile Screening and crushing plant high	n/a	1,467.00	n/a
Transfer	155.00	160.00	3.2%
partial transfer	457.00	471.00	3.1%
surrender	0.00	0.00	0.0%
transfer: service station, WOB <0.4 MW and dry cleaners	0.00	0.00	0.0%
partial transfer: service station, WOB <0.4 MW and dry cleaners	43.00	44.00	2.3%
Substantial Changes s10 and s11			
Standard Process	964.00	994.00	3.1%
Service Station/dry cleaners	94.00	97.00	3.2%
Waste oil burners < 0.4MW	94.00	97.00	3.2%
Changes to implement an upgrading plan	0.00	n/a	0.0%

ENVIRONMENTAL HEALTH		09
	Charge (Before VAT)	
	£	
FOOD & SAFETY UNIT		
UNSOUND/UNSALEABLE FOOD		
Issue of Certificates	38.02	
Collection by van	49.16	
EXPORT CERTIFICATES	44.77	
LETTER OF ADVICE		
Letter confirming food premises	31.05	
ANIMAL HEALTH		
Pet Shop	174.83	
Animal Boarding	174.83	
Home Boarding Licence	79.95	
Dog Breeding Establishment	174.83	
Dangerous Wild Animals	481.33	
Riding Establishments	201.59	
Stray Dogs		
Reclaim Fee (Statutory fee)	25.00	
Kennels Fees - Statute only allows the local authority to recover the costs of kennelling the stray		
Microchipping Dogs (new charge)	n/a	
Horse Identification Verification		
First horse	54.64	
Additional horses identified on same occasion	27.29	

2009/10	
Proposed Charge (Before VAT)	Increase Over 08/09
£	%
38.97	2.5%
50.40	2.5%
45.89	2.5%
31.83	2.5%
179.00	2.4%
179.00	2.4%
82.00	2.6%
179.00	2.4%
493.00	2.4%
206.00	2.2%
25.00	0.0%
10.00	n/a
56.00	2.5%
28.00	2.6%

TRADING STANDARDS	2008/09	2009/10	
	Charge £	Proposed Charge £	Increase over 2008/09 %
FEES FOR THE TESTING AND VERIFICATION OF WEIGHING AND MEASURING INSTRUMENTS (Based on LACORS guidelines)			
<u>Weighing Instruments (Set by LACORS)</u>			
Instruments calibrated to weigh only in metric units			
Non EC			
Exceeding 1 tonne	50.87	53.41	5.0%
Exceeding 1 tonne to 10 tonne	82.24	86.53	5.2%
Exceeding 10 tonnes	172.11	180.71	5.0%
EC NAWI			
Not exceeding 1 tonne	84.66	88.89	5.0%
Exceeding 1 tonne to 10 tonnes	136.92	137.60	0.5%
Exceeding 10 tonnes	286.85	301.19	5.0%
A charge to cover any additional costs involved in testing instruments calibrated to weigh in both metric and imperial units or incorporating remote display or printing facilities (per officer per hour on site)	64.36	67.57	5.0%
<u>Measuring Instruments for Measuring Liquid Fuel or Lubricants.</u>			
Container types (unsubdivided)	58.49	61.41	5.0%
Single/Multi Outlets (Nozzles) :-			
First nozzle tested	95.40	100.17	5.0%
Each additional nozzle	58.61	61.54	5.0%
Testing of ancillary equipment which requires additional testing on site, such as credit card acceptors to be based on the basic fee given above plus additional cost at a rate per officer hour per hour on site. The hourly rate is :-	64.36	67.57	5.0%
<u>Poisons Act</u>			
Entry of a name in the Council's list of persons entitled to sell Part II Poisons	29.22	} Not yet Known	
Retention of name in list in subsequent year	15.41		
Making of alteration in list in relation to premises in respect of which name is entered.	7.86		
<u>Performing Animals Registration</u>	56.88	59.72	5.0%
<u>Petroleum Storage Licensing</u> (Statutory Charges)			
Stores not exceeding 2,500 litres	40.00	} Not yet known	
Stores not exceeding 50,000 litres	50.00		
Stores exceeding 50,000 litres	115.00		
Transfer fee	8.00		
<u>Explosives Licensing \ Registration</u> (Statutory Charges)			
Store Licence - 1 year duration	170.00	} Not yet knowi	
Store Licence - 2 years duration	245.00		
Store Licence - 3 years duration	300.00		
Store Licence Renewal - 1 year duration	80.00		
Store Licence Renewal - 2 years duration	135.00		
Store Licence Renewal - 3 years duration	190.00		
Registration Fee - 1 year duration	100.00		
Registration Fee - 2 years duration	135.00		
Registration Fee - 3 years duration	155.00		
Renewal of Registration - 1 year duration	50.00		
Renewal of Registration - 2 years duration	85.00		
Renewal of Registration - 3 years duration	110.00		
Transfer of Licence or re-registration	33.00		
Replacement of licence or registration if lost	33.00		
Licence Fee (as a fireworks retailer) outside traditional selling periods	500.00	500.00	
<u>Court Cases</u>			
Court Costs awarded as the result of a successful case (based on a hourly charge per officer hour)	64.36	67.57	5.0%

REGULATORY SERVICES	2008/09	2009/10	
	Charge (Before VAT) £	Charge (Before VAT) £	Increase over 08/09 %
LICENSING ACT 2003 (Statutory Fee)			
PREMISES LICENCE			
a) Annual Maintenance			
Rateable Value Band :-			
A - nil to £4300	70.00	70.00	0.0
B - £4301 to £33000	180.00	180.00	0.0
C - £33001 to £87000	295.00	295.00	0.0
D - £87001 to £125000	320.00	320.00	0.0
E - £125001 and above.	350.00	350.00	0.0
b) Premises Primarily Serving Alcohol in :-			
Rateable Value Band :-			
D - annual maintenance fee * 2	640.00	640.00	0.0
E - annual maintenance fee * 3	1,050.00	1,050.00	0.0
c) Grant of Licence/variation			
Rateable Value Band :-			
A - nil to £4300	100.00	100.00	0.0
B - £4301 to £33000	190.00	190.00	0.0
C - £33001 to £87000	315.00	315.00	0.0
D - £87001 to £125000	450.00	450.00	0.0
E - £125001 and above.	635.00	635.00	0.0
d) Grant/variation of premises Primarily Serving Alcohol in :-			
Rateable Value Band :-			
D - licence fee * 2	900.00	900.00	0.0
E - licence fee * 3	1,905.00	1,905.00	0.0
PERSONAL LICENCES, TEMPORARY EVENTS AND OTHER FEES			
a) Application for a grant or renewal of personal licence	37.00	37.00	0.0
b) Temporary event notice	21.00	21.00	0.0
c) Theft, loss, etc. of premises licence or summary	10.50	10.50	0.0
d) Application for a provisional statement	315.00	315.00	0.0
e) Notification of change of name or address premises licence	10.50	10.50	0.0
f) Application to vary DPS	23.00	23.00	0.0
g) Application for transfer of premises licence	23.00	23.00	0.0
h) Interim authority notice following death, etc. of licence holder	23.00	23.00	0.0
i) Theft, loss, etc. of certificate of summary	10.50	10.50	0.0
j) Notification of change of name or alteration of rules of club	10.50	10.50	0.0
k) Change of relevant registered address of club	10.50	10.50	0.0
l) Theft, loss, etc. of temporary event notice	10.50	10.50	0.0
m) Theft, loss, etc. of personal licence	10.50	10.50	0.0
n) Duty to notify change of name and address personal licence	10.50	10.50	0.0
o) Right of freeholder, etc. to be notified of licensing matters	21.00	21.00	0.0
p) Supply of copies of information contained in register	10.50	10.50	0.0
EXCEPTIONALLY LARGE EVENTS			
Number in attendance at any one time, additional fee :-			
5000 to 9999	1,000.00	1,000.00	0.0
10000 to 14999	2,000.00	2,000.00	0.0
15000 to 19999	4,000.00	4,000.00	0.0
20000 to 29999	8,000.00	8,000.00	0.0
30000 to 39999	16,000.00	16,000.00	0.0
40000 to 49999	24,000.00	24,000.00	0.0
50000 to 59999	32,000.00	32,000.00	0.0
60000 to 69999	40,000.00	40,000.00	0.0
70000 to 79999	48,000.00	48,000.00	0.0
80000 to 89999	56,000.00	56,000.00	0.0
90000 and over	64,000.00	64,000.00	0.0

REGULATORY SERVICES	2008/09		2009/10	
	Charge (Before VAT)		Charge (Before VAT)	Increase over 08/09
	£		£	%
GAMBLING ACT				
a) Bingo				
Grant	2,800.00		2,800.00	0.0
Variation	1,400.00		1,400.00	0.0
Transfer	960.00		960.00	0.0
Reinstatement & Conversion of Provisional Statement	960.00		960.00	0.0
Provisional Statement	2,800.00		2,800.00	0.0
Annual Charge	800.00		800.00	0.0
b) Adult Gaming Centre				
Grant	1,600.00		1,600.00	0.0
Variation	800.00		800.00	0.0
Transfer	960.00		960.00	0.0
Reinstatement & Conversion of Provisional Statement	960.00		960.00	0.0
Provisional Statement	1,600.00		1,600.00	0.0
Annual Charge	800.00		800.00	0.0
c) Betting (track)				
Grant	2,000.00		2,000.00	0.0
Variation	1,000.00		1,000.00	0.0
Transfer	760.00		760.00	0.0
Reinstatement & Conversion of Provisional Statement	2,000.00		2,000.00	0.0
Provisional Statement	2,000.00		2,000.00	0.0
Annual Charge	800.00		800.00	0.0
d) Family Entertainment Centre				
Grant	1,600.00		1,600.00	0.0
Variation	800.00		800.00	0.0
Transfer	760.00		760.00	0.0
Reinstatement & Conversion of Provisional Statement	760.00		760.00	0.0
Provisional Statement	1,600.00		1,600.00	0.0
Annual Charge	600.00		600.00	0.0
e) Betting (Other)				
Grant	2,400.00		2,400.00	0.0
Variation	1,200.00		1,200.00	0.0
Transfer	960.00		960.00	0.0
Reinstatement & Conversion of Provisional Statement	960.00		960.00	0.0
Provisional Statement	2,400.00		2,400.00	0.0
Annual Charge	480.00		480.00	0.0
a) Gaming Machines in Alcohol Licensed Premises				
Automatic Entitlement	50.00		50.00	0.0
b) Licensed Premises Gaming Machine Permits				
Application made by an existing operator	100.00		100.00	0.0
In all other cases	150.00		150.00	0.0
Variation	100.00		100.00	0.0
Transfer	25.00		25.00	0.0
Annual Fee	50.00		50.00	0.0
c) Club Gaming & Club Machine Permits				
Grant	200.00		200.00	0.0
Application made by existing Part 2 & Part 3 operator	100.00		100.00	0.0
Renewal	200.00		200.00	0.0
Renewal for holder of Club Prem Cert under Lic Act 03	100.00		100.00	0.0
Annual Fee	50.00		50.00	0.0
Copy of Permit	15.00		15.00	0.0
Lotteries				
a) Registration	40.00		40.00	0.0
b) Annual Fee	20.00		20.00	0.0

REGULATORY SERVICES	2008/09	2009/10	
	Charge (Before VAT) £	Charge (Before VAT) £	Increase over 08/09 %
<u>STREET TRADING CONSENTS</u>			
INSIDE CITY WALLS			
Artists	1,790.00	1,835.00	2.5
Buskers etc	2,140.00	2,193.00	2.5
OUTSIDE CITY WALLS			
Ice Cream	1,437.00	1,473.00	2.5
Food	1,346.00	1,380.00	2.5
Non Food	648.00	664.00	2.5
OCCASIONAL			
Food	50.00	51.50	3.0
Non Food	37.00	38.00	2.7
Charities	14.00	14.50	3.6
INDIVIDUALLY ASSESSED SITES			2.2
<u>CAR BOOT SALES (commercial)</u>			
Less than 15 traders	67.00	69.00	3.0
15 - 50 traders	134.00	137.00	2.2
50 - 100 traders	266.00	273.00	2.6
More than 100 traders	375.00	384.00	2.4
Charities	14.00	14.50	3.6
<u>SEX ESTABLISHMENTS</u>	7,707.00	7,900.00	2.5
- payments may be made in instalments in which case a charge of £10.00 per payment is made.			
<u>PEST CONTROL</u>			
Insects at any property and rats at commercial properties (50% discount for those on income support)	51.06	54.35	6.4
Rats at domestic properties (free to householders on income support)	10.21	10.87	6.5
Pest Control visit with no treatment given (50% discount to those householders on income support) - new fee	n/a	34.78	n/a
Pest Control Contract Services (Each contact individually assessed)	n/a	n/a	7.0
<u>Note above charges exclude VAT at 15%</u> Charges inclusive of VAT are £62.50 - insects and £12.50 for rats at domestic properties Rat treatment at commercial properties are charged at £62.50 including VAT at 15% Pest Control visit inclusive of VAT at 15% = £40.00			

TAXI LICENSING	2008/09	2009/10	
	Charge £	Proposed Charge £	Increase over 2008/09 %
<u>PRIVATE HIRE LICENCE FEES</u>			
Driver's licence - new application	97.00	97.00	0.0
Knowledge test fee (new charge)	0.00	15.00	n/a
Driver's licence - renewal (applications over 3months late charged at new app fee)	58.00	58.00	0.0
Fee for holders of current H.C. drivers licence on first application - note: subsequent renewals are at the normal renewal cost	39.00	39.00	0.0
Vehicle licence - new application	142.00	150.00	5.6
Vehicle licence - renewal (applications over 3 months late charged at new app fee)	112.00	120.00	7.1
Vehicle inspection	38.00	38.00	0.0
Vehicle re-test	27.00	27.00	0.0
Change of vehicle fee	27.00	27.00	0.0
Drivers badge - replacement charge	6.00	6.00	0.0
Internal vehicle plate - replacement charge	6.00	6.00	0.0
Vehicle plates - cost to new apps (includes internal plate)	33.00	33.00	0.0
Vehicle plates - replacement charge (set of 2)	27.00	27.00	0.0
Operator's licence - Up to and including 3 vehicles	48.00	48.00	0.0
- Up to and including 10 vehicles	67.00	67.00	0.0
- Up to and including 20 vehicles	82.00	82.00	0.0
- Up to and including 30 vehicles	102.00	102.00	0.0
- Up to and including 40 vehicles	123.00	123.00	0.0
- More than 40 vehicles	150.00	150.00	0.0
Vehicle licence transfer fee	22.00	22.00	0.0
Duplicate licence fee	13.00	13.00	0.0
Administration charge for various activities including bounced cheques (new charge)	0.00	20.00	n/a
<u>HACKNEY CARRIAGE LICENCE FEES</u>			
Driver's licence - new application	97.00	107.00	10.3
Knowledge test (new charge)	0.00	15.00	n/a
Driver's licence - renewal (applications over 3 months late charged at new app fee)	58.00	65.00	12.1
Hackney carriage fee for holders of current private hire driver's licence on first application - note: subsequent renewals are at the normal renewal cost	39.00	39.00	0.0
Vehicle licence - new application	142.00	170.00	19.7
Vehicle licence - renewal (applications over 3months late charged at new app fee)	112.00	130.00	16.1
Horse drawn hackney carriage vehicle licence	112.00	120.00	7.1
Vehicle inspection	38.00	38.00	0.0
Vehicle re-test	27.00	27.00	0.0
Change of vehicle fee	27.00	27.00	0.0
Driver's badge - replacement charge	6.00	6.00	0.0
Internal vehicle plate - replacement charge	6.00	6.00	0.0
Vehicle plate - replacement charge	24.00	24.00	0.0
Vehicle licence transfer fee	22.00	22.00	0.0
Duplicate licence fee	13.00	13.00	0.0
Administration charge for various activ	0.00	20.00	n/a

WASTE SERVICES	2008/09	2009/10	
	Charge	Proposed Charge	Increase over 2008/09
	£	£	%
Bulky Household Collections			
10 items (VAT status changed with effect from 1 July 2001 and is no longer applicable)	27.00	28.00	3.7
White Goods - Fridges/Freezers only (domestic collections)	6.00	15.00	150.0
Bonded Asbestos Collections for quantities up to 200 kg, including assessment visit (excluding VAT)	28.94	46.00	58.9
Bonded Asbestos Collections greater than 200 kg, price quoted on application (excluding VAT)	n/a	n/a	n/a

TRADE WASTE CHARGES - HAZEL COURT HOUSEHOLD WASTE RECYCLING CENTRE

TRADE WASTE CHARGES	2008/09 charge	2009/10 Proposed charge	Increase over 2008/09
	£	£	%
Hazel Court - Household Waste Recycling Centre			
Waste to be charged per tonne or part thereof :-			
Residual Waste to Landfill per tonne	80.00	90.00	12.5
Minimum Charge	40.00	45.00	12.5
Recycling or Waste for Composting per tonne	40.00	45.00	12.5
Minimum Charge	20.00	22.50	12.5
Minimum percentage of waste be recycable to qualify for charge for recycling or waste for composting rate = 85%			
Note - In practice, this is applied as :- up to half a tonne is charged at the minimum charge over half a tonne by weight at rate per tonne			

	Increase over 2008/09
	%
Commercial Waste Colletion :-	
- Prescribed Houshold Waste	4.65
- Commercial Waste	8.94

PUBLIC CONVENIENCES	2008/09
	Charge
	£
Parliament Street	0.20
Coppergate	0.20
Union Terrace	0.30
Silver Street	n/a

2009/10	
Proposed Charge	Increase over 2008/09
£	%
0.20	0.0%
0.20	0.0%
0.40	33.3%
0.40	n/a

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