



REPORT TO EXECUTIVE

PORTFOLIO AREA: ENVIRONMENT, INFRASTRUCTURE & TRANSPORT

Date of Meeting: 15 November 2004

Public

Key Decision: Yes

Recorded in Forward Plan:

Yes

Inside Policy Framework

Title: CHARGES REVIEW REPORT 2005/06 –
ENVIRONMENTAL PROTECTION SERVICES

Report of: Head of Environmental Protection Services

Report reference: EPS.70/04

Summary:

This report sets out the proposed fees and charges for areas falling within the responsibility of the Environmental Protection Services Business Unit.

Recommendations:

The Executive is asked to agree the charges as set out in the report with effect from 1 April 2005.

Contact Officer: Gillian Connolly

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Note: in compliance with section 100d of the Local Government (Access to Information) Act 1985 the report has been prepared in part from the following papers: None

CITY OF CARLISLE

To: The Executive
15 November 2004

EPS.70/04

REVIEW OF CHARGES 2005/06 ENVIRONMENTAL PROTECTION SERVICES

1. BACKGROUND

- 1.1 Each Service Manager is required to carry out an annual review of fees and charges.
- 1.2 This report proposes the review of charges within the Environmental Protection Services Business Unit in respect of charges detailed in paragraph 4.1. The report has been prepared in accordance with the principles recently approved under the Council's Corporate Charging Policy.
- 1.3 The charges, which have been reviewed, are addressed separately below.

2. CORPORATE CHARGING POLICY

- 2.1 The Corporate Charging Policy, which was approved by Council on 3 August 2004, sets out three basic principles to underpin the City Council's policy for reviewing charges.
 - Delivery of the Corporate Priorities – fees and charges should be used to assist in the delivery of the Council's corporate priorities and to address strategic and cross cutting issues between business units.
 - Clarifying the costs of service and the basis of concessions – to clarify the cost and the extent to which the Council subsidises services and to identify which disadvantaged groups should benefit from any concessions granted.
 - Income Generation – to aim to increase significantly the proportion of income contributed by users of services where appropriate, rather than the costs of the service being met from the general Council Taxpayer. This should include the consideration of charging for services where this is not currently the case. Where charges for services are made they should be cognisant of the costs where appropriate. The income target for the period 2005/06 to 2007/08 has

been set so as to produce a minimum overall increase in income equal to inflation plus 1%. For 2005/06, this means that the corporate target is **3.5%** i.e. an additional 1% increase over and above the assumed Retail Price Index for 2005/06.

- 2.2 In addition, the policy recognises that each Service is different, and requires Service Managers to develop specific principles for their particular service or clients groups, but within the parameters of the three main principles.

3. CHARGES

3.1 Bereavement Services:

Before any increases to prices here are considered it is necessary to first adjust the income budget to reflect the lowering death rate over the past few years.

The income being generated in the current year is significantly less than budgeted. A reduction of £70,000 is estimated as necessary to enable the income budget to more realistically reflect the volumes concerned.

It has been suggested previously that a 10% increase in certain Bereavement Services charges will make them more comparable to other authorities and private sector providers. Proposed individual price increases that are envisaged to enable both the corporate 3.5 % on the revised 2004/05 base and an additional £80,000 to be achieved are set out in **Appendix 1**.

New charges (also set out in Appendix 1) for services that do not currently make a charge are proposed. These are for Seat Maintenance, Services Fees, Information Provision Fees and Returfing Graves Fees. The total income this is estimated to generated of £6,550 is included in the income estimate in Table 4.1.

Both cremators will have to be renewed within the next 5 years and it is proposed that one be renewed in 2006/07 and the second in 2008/09. Current renewal costs for a cremator are approximately £330k each plus a single amount of £120k for the building works necessary to house the new mercury arrestment plant.

3.2 Special Collections of Household Waste

The client and contractor functions of this service have been merged under the Head of the Commercial and Technical Services. Report CTS.18/04 considered by the Executive on 8 November sets out potential approaches to the provision of this service in the wider context of the Waste Minimisation Review.

3.3 Pest Control Charges

The potential to raise £5,000 more than the level of inflation, possibly through reviewing concessions will be considered as part of the overall review of the Environmental Protection Services. There is an issue with the competitiveness of the service price in the light of the custom from the HRA no longer being certain. Contracts now have to be won in competition. The increase to the proposed charge has been limited to 3.5%.

3.4 Food Charges

Appendix 2 sets out the proposed increases for these which all marginally exceed the 3.5% corporate target.

3.5 Fixed Penalty Charges (Dog Fouling) – This fee is externally set at £50. It has been suggested that together with the level of income currently being achieved to date, extending this service to cover a greater area will achieve a £5,000 above inflation increase net of costs.

3.6 Environmental Protection Act - Public Health Charges

A number of fees are externally set, nationally, such as the Environmental Protection Act authorisations, details of proposed national charges are not yet available. For the purposes of this report it is assumed that the Environmental Protection Act fees will rise by the estimated base level of inflation ie 2.5% (rather than 3.5%).

3.7 Hostel fees - The income for Homelessness hostels and Homeshare accommodation is funded from two funding streams. These are Supporting People and Housing Benefit. The Government will not be passing on any increase in the Supporting People Grant that it pays through the County for the financial year 2005/06 and so the income level will be the same as financial year 2004/05. The aim is to set the rent so that it covers the costs of running the units occupied. Adjustments to the fees are made based on the estimates of the inflation that will apply to different elements of costs. The Gas contract has risen by 34.7% which has been reflected in the increased charge. That rate has been applied to Electricity as well in the absence of any better indication as to what the actual rate will be next year. These factors account for the difference between the recommended increased fees and the corporate target of 3.5%. Negotiations are under way with Benefits to agree that this level of charge would be eligible for benefit payments for those reliant on them. The prices set out represent the maximum proposed at this stage and they may be slightly amended to reflect the final agreement between the service provider and Benefits.

Service Area	Original Estimate 2004/05 £	3.5% increase £	Original Estimate 2005/06 £
John Street Hostel	120,000	4,200	124,200
Homeshares/Moves	116,000	4,060	120,060
London Road Hostel	48,000	1,680	49,680
Supporting People Care Charges Hostels	202,670	0	202,670
Totals	486,670	9,940	496,610

4. SUMMARY OF INCOME GENERATED

4.1 The introduction of the charges proposed is forecast to generate income of £84,590 in 2005/06 which is summarised in the table below:

Service Area	Original Estimate 2004/05 £	Revised Estimate 2004/05 £	2005/06 Estimate CCP review £	Proposals For Additional Income £	Original Estimate 2005/06 £	% Increase
Bereavement Services	919,570	849,570	*879,300	79,590	958,890	Various
Pest Control	54,130	54,130	*56,020		56,020	3.5%
Food	1,210	1,210	* 1,250	0	1,250	3.5%
Fixed Penalty Fines (Dog Fouling)	3,910	3,910	*4,050	5,000	9,050	31%
Environmental Protection Act	24,720	24,720	25,340	0	25,340	2.5%
Hostel Charges	486,670	486,670	496,610	0	496,610	para 3.7
Total	1,490,210	1,420,210	1,462,570	84,590	1,547,160	

5. CONSULTATION

5.1 Consultation to Date -

5.2 Consultation Proposed - Overview and Scrutiny as part of the budget process.

6. RECOMMENDATIONS

The Executive is asked to agree the charges as set out in the report with effect from 01 April 2005.

7. REASONS FOR RECOMMENDATIONS

To ensure that the City Council's Corporate Charging Policy is complied with.

8. IMPLICATIONS

- Staffing/Resources – N/A
- Financial – Included in the report
- Legal – N/A
- Corporate – The report has been considered by CMT and SFPG and their comments have been incorporated.
- Risk Management – The major risk to this Charges Review is the heavy reliance on income from fees and charges which reflect past and present experience of economic and customer activities. Any significant slowdown or economic recession would likely impact on projected income and would result in budget bids for future years.
- Equality Issues – N/A
- Environmental – N/A
- Crime and Disorder – N/A

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EPS.70/04 Appendix 3 EPA Proposed Charges 2005/06

ENVIRONMENTAL PROTECTION SERVICES

These prices are provisional subject to confirmation from Central Government

ENVIRONMENTAL PROTECTION ACT

	<u>Charge</u> £	<u>Implementation</u> <u>Date</u>	<u>Proposed</u> <u>Charge</u> 01/04/2005 £	% Inc
Initial application for authorisation	1,342.00	01/04/2004	1,376	2.5
Except where:				
- The process comprises one or more waste oil burning appliances under 0.4MWth	126.00	01/04/2004	129	2.5
- The process relates to the unloading of petrol into storage tanks at a service station	126.00	01/04/2004	129	2.5
Substantial changes (sections 10 and 11 of the Act)	856.00	01/04/2004	877	2.5
Except where:				
- The process comprises one or more waste oil burning appliance under 0.4MWth	84.00	01/04/2004	86	2.5
- The process relates to the unloading of petrol into storage tanks at a service station	84.00	01/04/2004	86	2.5
- The change is to implement an upgrading plan	120.00	01/04/2004	123	2.5
Annual subsistence charge (non-instalments)	796.00	01/04/2004	816	2.5
(instalments)	826.00	01/04/2004	847	2.5
Except where				
- The process comprises one or more waste oil burning appliances under 0.4MWth	128.00	01/04/2004	131	2.5
- The process relates to the unloading of petrol into storage tanks at a service station	128.00	01/04/2004	131	2.5
Odourisation of Natural Gas	309.00	01/04/2004	317	2.5

LAPC and LAPPc mobile plant charges for 2004/05

<u>Number of authorisations</u>	<u>Application</u> <u>fee (£)</u>	<u>Subsistence</u> <u>fee (£)</u>	<u>All below 2.5%</u>	
1-2	1,342.00	831.00	1,376	852
3-7	803.00	499.00	823	511
8 and over	406.00	252.00	416	258

LA-IPPC charges for 2004/05

<u>Type of Charge</u>	<u>Local Authority</u> <u>Element (£)</u>	
Application	1,189.00	1,219
Annual Subsistence	1,087.00	1,114
Substantial Variation	1,112.00	1,140
Transfer	192.00	197
Partial Transfer	569.00	583
Surrender	569.00	583

Note: Environment Agency fee for discharge to controlled waters is not currently available.

Authorising Minute EX.312/02-17.10.02

Estimated Income 2005/06 - £ 25,340

(04/05 was £24,720)

EPS.70/04 Appendix 4 Housing Services Proposed Charges 2005/06

ENVIRONMENTAL PROTECTION SERVICES

HOUSING SERVICES

	<u>Charge</u> £	<u>Implementation</u> Date	<u>Proposed</u> <u>Charge</u> 04/04/2005 £	% Inc
<u>Accommodation (VAT Outside the Scope)</u>				
<u>John Street Hostel</u>				
Adult - Weekly Charge	126.52	05/04/2004	134.04	5.94%
<u>Home Shares/Move on Properties</u>				
Adult - Weekly Charge	126.52	05/04/2004	134.04	5.94%
<u>London Road Hostel</u>				
Adult - Weekly Charge	126.52	05/04/2004	134.04	5.94%
Family - Weekly Charge	153.90	05/04/2004	162.84	5.81%
<u>Supporting People Care Charges</u>				
Hostels: London Road - Adult	28.53	05/04/2004	28.53	0.00%
London Road - Family	34.41	05/04/2004	34.41	0.00%
John Street - Adult*	87.75	05/04/2004	87.75	0.00%
Homeshares/Move on Properties				
John Street - Adult	28.53	05/04/2004	28.53	0.00%

*includes Health & Safety Element

Authorising Minute EX.265/03-04.11.03

Estimated Income 2005/06 - £496,610 (04/05 was £486,670)

EPS./70/04 Appendix 1 Bereavement Services Proposed Charges 2005/06

ENVIRONMENTAL PROTECTION SERVICES

CEMETERIES

	<u>Charge</u> £	<u>Implementation</u> Date	<u>Proposed</u> <u>Charge</u> 01/04/2005 £	<u>%</u> <u>Inc</u>
1. Interment Fees (exempt VAT)				
Interment of child (foetal remains to 1 month)	Free	01/04/2004	Free	
Interment of child over 1 month to 17 years	56.00	01/04/2004	62.00	10.71%
Interment of person 18 years+	345.00	01/04/2004	380.00	10.14%
Non - Resident of Carlisle District	450.00	01/04/2004	495.00	10.00%
Interment of cremated remains	112.50	01/04/2004	124.00	10.22%
Body Part, Slide and Blocks	31.00	01/04/2004	34.00	9.68%
2. Purchase of Exclusive Right of Burial (30 Years) (exempt VAT)				
For grave used for burial of child up to 17 years	41.50	01/04/2004	46.00	10.84%
For grave used for burial of person 18 years+	523.00	01/04/2004	576.00	10.13%
For cremated remains grave (size 4' x 2')	180.00	01/04/2004	198.00	10.00%
3. Annual Maintenance of Graves (exempt VAT)				
Existing contracts only - Summer plants	21.00	01/04/2004	21.00	0.00%
- Winter plants	21.00	01/04/2004	21.00	0.00%
4. Erection of Memorials Etc. (exempt VAT)				
For placing Headstone/Monumental etc.	56.25	01/04/2004	62.00	10.22%
For placing additional inscriptions or vase	35.00	01/04/2004	38.50	10.00%
5. Use of Burial Chapel (secular or religious service)				
Chapel at Richardson Street cemetery	67.50	01/04/2004	75.00	11.11%
Chapel at Stanwix cemetery, Kingstown Road	56.00	01/04/2004	62.00	10.71%
6. Miscellaneous				
Transfer of Grave Rights/Statutory Declaration	16.00	01/04/2004	18.00	12.50%
Teak Seats	650.00	01/04/2004	682.50	5.00%
7. Environmental Options (for adult funerals only)				
Woodland Grave				
Exclusive Burial Right for 50 years				
For 2 burials	338.00	01/04/2004	372.00	10.06%
For 1 burial	169.00	01/04/2004	186.00	10.06%
For Cremated Remains	169.00	01/04/2004	186.00	10.06%
Interment Resident	345.00	1.4.03	380.00	10.14%
Non resident	450.00	1.4.03	495.00	10.00%
Cremated remains	112.50	1.4.03	124.00	10.22%
(exempt VAT, except supply of trees)				
b) Recycled Grave (One burial only)				
Resident	344.50	01/04/2004	380.00	10.30%
Non resident	450.00	01/04/2004	495.00	10.00%
c) Environmental Cremation (with bio-degradable coffin)	304.00	01/04/2004	335.00	10.20%

Authorising Minute EX.265/03-04.11.03

Estimated Income 2005/06 - £257,460 (04/05 was £236,800)

EPS./70/04 Appendix 1 Bereavement Services Proposed Charges 2005/06

ENVIRONMENTAL PROTECTION SERVICES

CREMATORIUM

	<u>Charge</u> £	<u>Implementation</u> <u>Date</u>	<u>Proposed</u> <u>Charge</u> 01/04/2005 £	<u>%</u> <u>Inc</u>
1. Cremation Fees (exempt VAT). Fee includes Medical Referee, use of organ, cremation certificate, etc.				
Cremation Stillborn/Child up to 1 month	Free	01/04/2004	Free	
Cremation 1 month - 17 years	77.00	01/04/2004	85.00	10.39%
Cremation 18+	343.00	01/04/2004	374.00	9.04%
Cremation Body Parts, Slides and Blocks	31.00	01/04/2004	34.00	9.68%
2. Inscriptions (VAT inclusive)				
Book of Remembrance - 2 lines	36.00	01/04/2004	38.00	5.56%
- 5 lines	70.00	01/04/2004	73.50	5.00%
- 5 lines with emblem etc.	100.00	01/04/2004	105.00	5.00%
- 8 lines	78.00	01/04/2004	82.00	5.13%
- 8 lines with emblem etc.	116.00	01/04/2004	122.00	5.17%
Remembrance Cards - 2 lines	22.00	01/04/2004	24.00	9.09%
- 5 lines	39.00	01/04/2004	41.00	5.13%
- 5 lines with emblem etc.	72.50	01/04/2004	76.50	5.52%
- 8 lines	50.00	01/04/2004	52.50	5.00%
- 8 lines with emblem etc.	83.00	01/04/2004	87.50	5.42%
Baby Book of Remembrance per line of inscription	4.50	01/04/2004	4.75	5.56%
Motif, flower, etc.	37.00	01/04/2004	39.00	5.41%
3. Memorial Wall				
Granite plaque with 2 lines - with niche	268.00	01/04/2004	280.00	4.48%
- without niche	226.00	01/04/2004	238.00	5.31%
Granite plaque with 3 lines - with niche	296.00	01/04/2004	309.00	4.39%
- without niche	254.00	01/04/2004	267.00	5.12%
Granite plaque with 4/5 lines - with niche	342.00	01/04/2004	357.00	4.39%
- without niche	300.00	01/04/2004	315.00	5.00%
Additional lines of inscription	45.00	01/04/2004	47.50	5.56%
Bronze Plaque - with niche	210.00	01/04/2004	218.50	4.05%
- without niche	168.00	01/04/2004	176.50	5.06%
Replacement	65.00	01/04/2004	68.50	5.38%
4. Woodland Burial Sheepfold bronze plaques	206.00	01/04/2004	216.50	5.10%
5. Heather Garden				
Sanctum 2000 plaque with base unit	560.00	01/04/2004	588.00	5.00%
Extra letters or figures	2.50	01/04/2004	2.65	6.00%
Replacement plaque	143.00	01/04/2004	151.00	5.59%
Memorial vase with tablet	300.00	01/04/2004	315.00	5.00%
Replacement plaque	138.00	01/04/2004	145.00	5.07%

EPS./70/04 Appendix 1 Bereavement Services Proposed Charges 2005/06

ENVIRONMENTAL PROTECTION SERVICES

CREMATORIUM

		Charge €	Proposed Charge	%
		£ a	01/04/2005 £	Inc
6. Other Charges (exempt VAT)				
Use of Chapel of Rest	- per day	8.60	10.00	16.28%
	- per 48 hours	17.25	19.00	10.14%
	- 72 hours or over	26.00	29.00	11.54%
Placing cremated remains from other crematoria		31.00	34.00	9.68%
Transit of Cremated Remains by T.N.T. (U.K.)		25.00	27.50	10.00%
Container	- Plastic urn	9.00	10.00	11.11%
	- Metal urn	14.00	16.00	14.29%
	- Casket	22.50	25.00	11.11%
Provision of bearer at Cremation Service		9.00	10.00	11.11%
Coffins (VAT inclusive)	- Standard coffin	166.50	175.00	5.11%
	- Compakta	85.00	101.00	18.82%
	- Bamboo (new model)	160.00	168.00	5.00%
	- Shroud	145.00	152.50	5.17%
Carlisle Coffin (and "Cocoon" - a new addition)	- For use at funeral	115.00	121.00	5.22%
	- Lining for same	11.00	11.00	0.00%

Authorising Minute EX 265/03-04.11.03

Estimated Income 2005/06 - £694,880 (04/05 was £682,770)

Other Bereavement Services Charges

Seat Maintenance Fees	(x20)	35.00	100.00%
Funeral Services Fees	(x50)	50.00	100.00%
Information Provision Fees	(x260)	10.00	100.00%
Returfing Graves	(x50)	15.00	100.00%

Estimated Income 2005/06 - £6,550 (04/05 was £0)

Total Bereavement Services Estimated Income 2005/06 - £958,890

EPS.70/04 Appendix 2 Environmental Protection Proposed Charges 2005/06

ENVIRONMENTAL PROTECTION SERVICES

ENVIRONMENTAL PROTECTION

	<u>Charge</u> £	<u>Implementation</u> Date	<u>Proposed</u> <u>Charge</u> 01/04/2005 £	% Inc
PEST CONTROL				
(The charges are exclusive of VAT, which is charged at Standard Rate)				
Contract Service (Initial visit to eradicate any infestation and further visits every month)	193.00	01/04/2004	200	3.6%
Non-Contract Service per hour (minimum charge)	32.00	01/04/2004	33	3.1%
Treatment for mice or insects (per hour)				
Initial Visit	32.00	01/04/2004	33	3.1%
Subsequent Visits	22.00	01/04/2004	23	4.5%
Totals	279.00		289.00	3.6%

Estimated Income 2005/06 - £ 56,020 (04/05 was £54,130)

DISPOSAL OF UNFIT AND UNSALEABLE FOOD

* Small load – per hour (exclusive of vat)	65.00	01/04/2004	68	4.6%
Additional hours (per hour)	38.00	01/04/2004	40	5.3%
Condemnation Certificate	18.00	01/04/2004	19	5.6%

This fee would be levied whatever the value of the goods surrendered. However, occasionally minor amounts of food require disposal (i.e. where there are no transport or tipping charges incurred) and for these cases it is recommended that a £22 charge only be raised which will cover the cost of the condemnation certificate

* Min. charge of 1 hour

Note: These charges are subject to an additional fee, in respect of Landfill Tax.

Estimated Income 2005/06 - £ 180 (04/05 was £170)

EXPORT CERTIFICATION OF FOOD

Cost of Export Certificate	10.00	01/04/2004	10.5	5.0%
Cost of EHO's time where applicable (per hour)	38.00	01/04/2004	40	5.3%
Cost of Inspection of Meat Cutting Premises (per hour)	38.00	01/04/2004	40	5.3%

Estimated Income 2005/06 - £1,070 (04/05 was £1,040)

Food Sub Total 1250 1210

PUBLIC HEALTH CHARGES

Dog Fouling	50	01/04/2004	50	0.0% Ext Set
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Estimated Income 2005/06 - £9,050 (04/05 was £3,910)