



Ardip Sandhu
Monitoring Officer
Executive Director - Law and People
South Derbyshire District Council,
Civic Offices, Civic Way,
Swadlincote, Derbyshire DE11 0AH.

www.southderbyshire.gov.uk

@SDDC on Twitter

@southderbyshiredc on Facebook

Please ask for Democratic Services
Phone (01283) 595722/ 595889
Democratic.services@southderbyshire.gov.uk

Date: 26 December 2024

Dear Councillor,

Environmental and Development Services Committee

A Meeting of the **Environmental and Development Services Committee** will be held at **Council Chamber (Special - Budget)**, Civic Offices, Civic Way, Swadlincote on **Thursday, 02 January 2025 at 18:00**. You are requested to attend.

Yours faithfully,

A handwritten signature in black ink, appearing to read "A. Sandhu".

Monitoring Officer
Executive Director – Law and People

To: **Labour Group**
Councillor S Taylor (Chair), Councillor K Storey (Vice-Chair)
Councillors A Archer, V Redfern, B Stuart A Tilley and N Tilley

Conservative Group
Councillors M Gotheridge, M Ford, K Haines and J Patten

Non-Grouped
Councillor A Wheelton

Liberal Democrats
Councillor G Andrew

AGENDA

Open to Public and Press

- 1** Apologies and to note any substitutes appointed for the Meeting.
- 2** To note any declarations of interest arising from any items on the Agenda
- 3** To receive any questions by members of the public pursuant to Council Procedure Rule No. 10.
- 4** To receive any questions by Members of the Council pursuant to Council Procedure Rule No. 11.
- 5** SERVICE BASED BUDGETS 2025-26 **4 - 32**
- 6** REVIEW OF PEST CONTROL SERVICE **33 - 43**
- 7** SWADLINCOTE TOWN CENTRE GRANT SCHEME **44 - 47**
- 8** COMMITTEE WORK PROGRAMME **48 - 52**

Exclusion of the Public and Press:

- 9** The Chairman may therefore move:-
That in accordance with Section 100 (A)(4) of the Local Government Act 1972 (as amended) the press and public be excluded from the remainder of the Meeting as it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that there would be disclosed exempt information as defined in the paragraph of Part I of the Schedule 12A of the Act indicated in the header to each report on the Agenda.
- 10** To receive any exempt questions by Members of the Council pursuant to Council Procedure Rule No. 11.
Details
- 11** ENVIRONMENT AND COMMUNITIES STAFFING
- 12** ECONOMIC DEVELOPMENT APPRENTICE

REPORT TO:	ENVIRONMENTAL AND DEVELOPMENT SERVICES COMMITTEE (SPECIAL)	AGENDA ITEM: 5
DATE OF MEETING:	02 JANUARY 2025	CATEGORY: RECOMMENDED
REPORT FROM:	EXECUTIVE DIRECTOR - RESOURCES AND TRANSFORMATION	OPEN
MEMBERS' CONTACT POINT:	CHARLOTTE JACKSON Charlotte.jackson@southderbyshire.gov.uk	DOC: S/Finance/Committee/2024-25/January
SUBJECT:	SERVICE BASED BUDGETS 2025/26	
WARD(S) AFFECTED:	ALL	TERMS OF REFERENCE: EDS

1.0 Recommendations

- 1.1 That the proposed revenue budget for Services in this Committee's delegation, for 2025/26 as detailed in **Appendix 1**, is considered and recommended to the Finance and Management Committee for recommendation to Council for approval.
- 1.2 That the proposed fees and charges for 2025/26 for Services in this Committee's delegation, as detailed in **Appendix 2**, are considered and recommended to the Finance and Management Committee for recommendation to Council for approval.
- 1.3 That the proposed Capital budget for Services in this Committee's delegation, for 2025/26 as detailed in **Appendix 3**, is considered and recommended to the Finance and Management Committee for recommendation to Council for approval.

2.0 Purpose of the Report

- 2.1 As part of the annual financial planning cycle, the report details the Committee's proposed base budget for 2025/26. This includes service delivery proposals, cost pressure and savings of the Committee's main spending areas.
- 2.2 It is proposed that the estimated income and expenditure is included in the consolidated budget of the Council for 2025/26 within the Council's overall medium-term financial position. This will be considered by the Finance and Management Committee on 6 February 2025.
- 2.3 The report also sets out proposals for the level of fees and charges under the responsibility of this Committee for 2025/26.

2.4 The details contained within this report are subject to public consultation with the Council's relevant Committees, ratepayers and the public, as part of the Council's own budget process and statutory and wider consultation

3.0 Introduction

3.1 At the inception of the budget setting process, the following four key principles were agreed with Members and set out to Heads of Service to guide the preparation of budget proposals contained within this report:

- **Stable budget and in line with predictions of the Medium-Term Financial Plan** – It was expected that services manage within budget headings, subject to known cost pressures. This is because a significant budget stabilisation exercise was undertaken as part of setting the budget for 2024/25 and significant resources were agreed to support day-to-day operations and investment in assets. This principle has been achieved, with the forecast position being better than originally predicted in the latest medium-term forecast undertaken in September 2024.
- **Use procurement to achieve savings** – There has been a targeted focus on expiring contracts due for renewal, with the expectation that through procurement, mitigation of cost pressures and ideally new savings can be achieved, resulting in new contracts within or below budget. This principle has been broadly achieved, with procurement savings having been delivered and included in this raft budget.
- **Invest in assets to maintain service delivery or generate income/reduce costs** - Revenue or capital investment should be essential or support the Council Plan, subject to presentation of robust evidence of the ability for the scheme to generate additional income or reduce ongoing revenue costs. Cost-pressures (such as inflation pressures on supplies, services, and contracts) are already built into the budget over the 5-year MTFP. In submitting service development proposals for additional budget, budget holders have borne this principle in mind and it has been actively referred to in the scrutinization and decision making processes of finance and the Leadership Team in developing this draft budget.
- **Maximise income position** - Fees and charges should be reviewed in line with new Corporate Charging Policy. Effectively for non-statutory services, charging decisions require solid market knowledge, benchmarking of costs against other public sector bodies and sometimes the private sector, and an understanding of the impact such charges have on the use and in some circumstances, the delivery of a service. This principle has been achieved in part through assumed increases in Court Summons, and Cemetery Fees but further work is now needed to fully embed the new Corporate Charging Policy and maximise income further.

3.2 As part of the Council's commitment to continuous improvement and good financial governance, the principles for budget setting this year have been adapted. The principles were set out in the "Budget Setting Approach 2025/26" report delivered to the Council's policy Committees and Overview and Scrutiny at their meetings in September and October 2024.

- 3.3 In line with the budget setting principles, the Council's Heads of Service and their Service Managers have been heavily involved in developing proposals for their service area. As such, there are a number of proposals which have undergone assessment and refinement by the Council's Leadership Team, who have challenged, scrutinised and refined proposals in light of the budget principles and the overall financial position of the Council.
- 3.4 The revenue budget approach has been 'incremental' meaning that the focus is on budget changes compared to the current year (2024/25) position. As such, revenue proposals are categorised to easily explain the changes and also where proposals can be rejected. The categories as set out in the report **Appendix 1**. They are set out as individual changes.
- **Service Developments** – proposals to enhance service provision and which require a decision around investment. One-off items will be funded through earmarked reserves to ease the pressure on the General Fund (see 3.5 below).
 - **Cost Pressures** – where additional budget provision is required to cover unavoidable cost increases. One-off items will be funded through earmarked reserves. (see 3.5 below).
 - **Savings** – savings identified through either a reduction in budgeted expenditure or income that is additional to that budgeted in the current year because of increase in charges and/or a forecast increase in demand
 - **Accounting Adjustments** - Accounting adjustments are recharges; one off budget items included in 2024/25 budget and reserve movements for funded posts.
- 3.5 Where increases in spending, either as a cost pressure or a service development are one-off, they will be funded by earmarked reserves. This is following the Section 151 Officer's annual review of reserves. This repurposing of earmarked reserves represents an effective way of managing one-off expenditure, given its very nature, and in the context of the Council wishing to close its budget gap and it having a high level of reserves and earmarked reserves that have been identified as no longer required for the original purpose for which they were set aside.
- 3.6 The proposed level of fees and charges are presented in **Appendix 2** along with the rationale for the proposed variation on the 2024/25 level.
- 3.7 Proposals for capital investment are set out in the report and **Appendix 3** along with the existing capital programme commitments.
- 3.8 This Committee will review standalone proposal decisions, where proposals are of material nature policy decisions are required. These reports have been tabled alongside this Report. This is specifically the case where there are proposals to add posts to the establishment, and where this is the case, **Appendix 1** makes this clear.
- 3.9 The final budget will be presented to the Finance and Management Committee in February 2025 to recommend it to Council for final approval in the same month.

Consultation

- 3.10 In line with the Council's statutory requirement to consult with ratepayers, relevant stakeholders in the business community have been contacted and views on the budget proposals are sought.
- 3.11 A period of wider public consultation is ongoing via the Council's website and at Area Forums.
- 3.12 Feedback received will be collated and reported as part of the final budget report in February 2025.

4.0 Detail

- 4.1 The draft net revenue expenditure position for the 2025/26 year is anticipated to be £595K as reported in the draft consolidated budget at Finance and Management Committee on 21 November 2024. This is made up of net revenue expenditure (spend) of £18.566m and funding of £17.970m
- 4.2 The Finance and Management Committee will consider the detail of the overall financial position on 6 February 2025, including proposals from this Committee.
- 4.3 Since the Council budgets on an incremental basis, the individual changes compared to the 2025/26 position are set out in Appendix 2 is as follows:
- Service developments – proposed to increase spend by £134,624.
 - Cost pressures – increasing spend by £600,825.
 - Savings (inc. Recharges) – (£182,483)
 - Accounting Adjustments (one off funding, recharges & reserves) – (£287,100)

Service Developments – Appendix 1

- 4.4 Across the range of proposals service developments have been developed by service areas for review and whilst being tabled as required for the effective delivery of services, they are additional to what the Council currently provide and could be classified as voluntary additional expenditure.
- 4.5 As detailed above at paragraph 3.5, one-off items will be funded through earmarked reserves.
- 4.6 All service developments are detailed in Appendix 1. The most significant are:
- Environmental & Communities Staffing – £67,813 Climate Change Manager
 - Economic Development staffing £36,202 – Economic Development Apprenticeship

Cost Pressures – Appendix 1

4.7 Across the range of proposals cost pressures generally relate to areas where additional budgetary provision is required to continue critical services. There are no proposals that represent developments of service areas or that could be classified as voluntary additional expenditure, except for spend already incurred in relation to non-statutory services.

4.8 All cost pressures are detailed in Appendix 1.

4.9 Staffing costs represent a significant amount of expenditure on the General Fund, with broadly three quarters of all spending related to staffing. The table below sets out the budgetary pressures in relation to staffing relating to this Committee.

4.10 The additional salary for Service Development Proposals is the total from all the submitted bids requesting additional staffing resources. These have been included but are subject to separate reporting requirements.

Table 1 – Staffing cost pressure and Service Developments

Area	Amount	Detail
Pay Award 2024/25	£72,641	Confirmed Pay Award 2024/25 (October 2024)
Pay award 2025/26	£293,763	Assumed Pay Award @ 3.5%, inclusive of salary rises of £74,469 (Included in costs pressures)
Service Developments - Proposals Relating to Staff	£119,624	There are a number of additional posts requested to be added to the establishment. These are listed in Appendices 1 and are subject to committee review and consideration.

4.11 The most remaining other significant areas of cost pressure are:

- Vehicle Hire £60,655 – General Fleet support, 4 vans to be hired for cover as to ensure smooth transition for the Fleet Replacement Plan.
- Building Control Contract £49,328 – Anticipated increase in costs for the service provided by Lichfield District Council. A review of their fees is likely to result in additional costs, however it must be noted that fees have been static for 5 years.
- Spare Parts £38,050 – As detailed in the fleet management strategy age of vehicles requiring repairs ahead of replacement.

Savings and Income – Appendix 1

4.12 Total savings related to this Committee currently estimated at (£182,483). Savings are a result of increased income in some areas and a reduction in costs compared to last year's budget the some of the larger saving are detailed below:

- Planning Income £100,000 – Footpath and Pre-application Planning fees.
- Procurement of the Council's Insurance and Utilities has resulted in a reduction in costs of £44,996
- Refinement of existing budgets £34,331

5.0 Fees and Charges

5.1 The Council charges for a number of its services that are provided to the public. All fees and charges are reviewed on an annual basis as part of the budget process. Charges set by the Council are increased in line with inflation or other factors taken into consideration, in line with the Corporate Charging Policy:

- Statutory obligations
- Policies objectives of the Council;
- Local market research and competition (where relevant);
- The impact of price changes on activity level of demand;
- Changes in taxation;
- Budget position and any associated gap;
- The cost of providing the service.

5.2 The new Corporate Charging Policy was approved at Finance and Management Committee in October 2024. Some of the charges are still under review following the approval of this policy, therefore the fees and charges for Trade Waste and Cemeteries in particular may change in the final budget.

5.3 Included at **Appendix 2** is the proposed charge position, together with of explanation of changes to individual charges.

6.0 Capital Programmes

6.1 The proposed draft Capital Programme for 2025/26 – 2029/30 is set out in **Appendix 3**.

Environmental & Development Capital Schemes

6.2 Proposals funded through ‘unsupported borrowing’ on the General Fund impact the ‘Minimum Revenue Provision’ (MRP) estimate for future years, which effectively is a method of calculating the estimated repayment of that internal borrowing. MRP is funded through revenue, and so an increase in capital expenditure plans funded through unsupported borrowing, increases expenditure on the General Fund in respect of MRP.

6.3 The total General Fund programme for 2025/26 is £8,119,718. The programme constitutes a continuation of existing capital schemes, the programme at **Appendix 3** includes capital programme items approved as part of previous the year’s budget process carried forward.

6.4 There is one new funding proposal relating to this Committee for £50,000 in 2025/26 and £50,000 per year thereafter in 2026/27 and 2027/28.

Swadlincote Town Centre Grant Scheme – The Scheme has been investing in the visual appearance of Swadlincote Town Centre since 2017. The capital grant scheme has been successful with the remainder of the earmarked reserve being utilised in 2024/25. Therefore, a proposal has been submitted to continue the scheme through

General Fund resources. A separate report will be presented to this Committee with additional details of the scheme.

7.0 Corporate Implications

Employment Implications

7.1 There are no direct employment implications arising from this report. However, a number of the indicative proposals will likely have employment implications through the creation of new posts to be added to the council's staffing establishment. These requests will be considered by the relevant committee in January/February 2025 and associated employment implications clearly set out.

Legal Implications

7.2 There are no direct legal implications arising from this report. The draft budget has been developed on a series of requirements of the Council in line with legal and regulatory requirements around service provision. Should indicative proposals have specific legal implications, these will be clearly set out in the forthcoming reports on this Committee Agenda.

Council Plan Implications

7.3 This draft budget has been prepared to support the delivery of the Council's new Council Plan.

Risk Impact

7.4 This draft budget has been prepared to support the effective management of service risk. A full risk register will be presented as part of the Council Plan for 2025/26.

Community Impact

Consultation

8.1 As detailed in the report, relevant stakeholders in the business community will be written to and views on the budget proposals are sought, in line with the Council's statutory duty to consult ratepayers.

8.2 In addition, between (circa) the early-December 2024 and mid-February 2025 wider public consultation will take place via the Council's website and at Area Forums.

8.3 All consultation feedback received will be collated and reported as part of the final budget report in February 2025.

Equality and Diversity Impact

8.4 A full Equalities Impact Assessment (EIA) will be undertaken on the budget and presented to the Finance and Management Committee and Council as part of the final budget approval process.

Social Value Impact

8.5 Where relevant, the social value impact of proposals will be set out in the forthcoming reports on this Committee Agenda.

Environmental Sustainability

8.6 Where relevant, the environmental impact of proposals will be set out in the forthcoming reports on this Committee Agenda.

9.0 Background Papers

9.1 Report to Finance and Management Committee, 3 October 2024, "Budget Setting Approach 2025/26".

9.2 Consolidated Draft Budget Report 2025-26 and Medium-Term Financial Plan to 2029-30.

Environmental and Development Committee - Service Developments

Appendix 1

Executive Director	Value of one-off/funded by reserve proposals (2025/26 only)	Value of recurring proposals (2025/26 and every year thereafter)	TOTAL
Resources and Transformation		£0	£0
Law and People		£5,609	£5,609
Environmental and Communities	£6,000	£80,813	£86,813
Place and Prosperity		£42,202	£42,202
TOTAL	£6,000	£128,624	£134,624

Executive Director	Service Area	Title of Proposal	Value	One-off or recurring	Reason for Change	Committee Agenda Item
Place and Prosperity	Promotion and Marketing of the Area	Toyota City Additional Contribution	6,000	Recurring	Derbyshire County Council leads on the partnership and dedicates part of a post to the co-ordination and delivery of associated activities. DCC has indicated that it can no longer afford to fully fund this activity and is seeking contributions from the	No

					other Board members towards the costs.	
Place and Prosperity	Promotion and Marketing of the Area	Economic Development - Resource	36,202	Recurring	<p>This Service Development proposal is seeking to add to the Council's staffing establishment on a permanent basis and as such a separate report is on this Committee agenda.</p> <p>The following is for information only, pending this decision.</p> <p>This proposal will consider staffing resources in Economic Development.</p>	Yes

Law and People	Legal and Democratic Services	Licensing Services Resource	5,609	Recurring	<p>This Service Development proposal is seeking to add to the Council's staffing establishment on a permanent basis and as such will be subject to a further report setting out the detail to the relevant policy making Committee in January 2025.</p> <p>The following is for information only, pending this decision.</p> <p>This proposal will consider changes to resources in the service area.</p>	<p>No - Finance and Management Committee</p> <p>9 January 2025</p>
Environmental and Communities	Community Safety	Kennelling	0	Recurring	Potential increase to Kennelling Contract (costs unknown) - contract needs retendering	N/A

Environmental and Communities	Pest Control	Pest Control Resources	0	Recurring	<p>A report setting out further detail of this proposal will be presented to this Committee as a separate item on the agenda. The following is for information only, pending this decision. only, pending this decision.</p> <p>Potential service development to invest in generating income</p>	Yes
Environmental and Communities	Public Transport	Bus Shelters	9,000	Recurring	<p>A report setting out further detail of this proposal will be presented to this Committee as a separate item on the agenda.</p> <p>The current budget is £8k to cover the base level of repairs and maintenance to the existing assets. The increase in budget would cover one bus shelter replacement (£7k)</p>	Yes

					per annum and additional repairs and maintenance (£2K)	
Environmental and Communities	Food Safety	Food Safety Resources	10,000	Recurring	<p>This Service Development proposal is seeking to add to the Council's staffing establishment on a permanent basis and as such a separate report is on this Committee agenda.</p> <p>The following is for information only, pending this decision.</p> <p>This proposal will consider staffing changes to provide an</p>	Yes

					effective service provision.	
Environmental and Communities	Environmental	Climate Services Provision	67,813	Recurring	<p>This Service Development proposal is seeking to add to the Council's staffing establishment on a permanent basis and as such a separate report is on this Committee agenda.</p> <p>The following is for information only, pending this decision.</p> <p>This proposal will consider staffing</p>	Yes

					changes to provide an effective service provision	
--	--	--	--	--	---	--

ENVIRONMENTAL & DEVELOPMENT COMMITTEE - COST PRESSURES

Description	One off	Recurring	Total
Computer Maintenance/Licenses	£7,341	£0	£7,341
Spare Parts		£38,050	£38,050
Building Control Contract		£49,328	£49,328
Loss of Income (recycling)		£8,910	£8,910
Loss of Income (Food Safety)		£7,000	£7,000
Hire of Vehicles		£60,655	£60,655
Agency		£10,404	£10,404
Emergency Planning		£4,000	£4,000
Deminimis		£24,700	£24,700
Total	£7,341	£203,047	£210,388

Pay award 2024/25 (October 24)		£72,641	£72,641
Pay award		£293,763	£293,763
Incremental Rises		£24,734	£24,734
Total	£0	£391,138	£391,138

Description	Value	One-off or recurring	Reason for Change
Computer Maintenance/Licenses	£7,341	One-off	General inflationary increases on Computing Maintenance/Licence agreements
Spare Parts	£38,050	Recurring	In line with fleet replacement strategy
Building Control Contract	£49,328	Recurring	No confirmation from Lichfield yet - indication of the increase

Loss of Income (recycling)	£8,910	Recurring	Netted off from increase to waste management charges
			This budget consists of income from food hygiene export certificates. Some of the income comes from certificates issued to Nestle, Hatton in relation to a particular product (Dolche Gusto). Global sales of this product has reduced significantly and Nestle announced in January 2023 that they have downsized this part of their factory. We therefore expect that the reduced income we observed in 2022/23 and in 2023/24 compared to previous years will continue.
Loss of Income (Food Safety)	£7,000	Recurring	
			Vehicle hire will still be required for general fleet support. 4 vans to be hired for cover as remaining fleet not due to be replaced until the end of 2027 which costs £2,279.60 a month & 6 month of RCV to ensure smooth transition for the fleet replacement plan
Hire of Vehicles	£60,655	Recurring	
			There is currently only one budget for agency which is in the waste budget, this budget was never increased when the recycling service was transferred back in house in 2022. The introduction of this budget is to cover average rates of sickness and unfilled vacancies within the recycling team.
Agency	£10,404	Recurring	

Emergency Planning	4,000	Recurring	Contribution to Derbyshire resilience partnership
Pay award (October 2024)	£72,641	Recurring	Pay award announced October 2024
Pay award	£293,763	Recurring	Indicative pay award of 3.5% based on Officer for Budget Responsibility (OBR)
Incremental Rises	£24,734	Recurring	Spinal point increases in year
Deminimis Items	£24,700	Recurring	All items below £5k

ENVIRONMENTAL & DEVELOPMENT COMMITTEE – SAVINGS

Description	One off	Recurring	Total
Procurement/Contract Management		-45,697	-45,697
Budget Book Analysis		-34,331	-34,331
Planning Income		-100,000	-100,000
Business Rates		-3,156	-3,156
Total	£0	-183,184	-183,184

Description	Value	One-off or recurring	Reason for Change
Procurement/Contract Management	£44,996	Recurring	Utilities and Insurance contracts
Budget Book Analysis	£34,331	Recurring	Budget analysis and refinement of budgets
Planning Income	£100,000	Recurring	Footpath Application fee changes - EDS 7th November
Business Rates	£3,156	Recurring	Changes to RV balances to reduce business rates and changes to assets held (Bank House converted into carpark)
Computer Maintenance/Licenses	£701	Recurring	General inflationary increases on Computing Maintenance/Licence agreements

ENVIRONMENTAL & DEVELOPMENT COMMITTEE - ACCOUNTING ADJUSTMENTS

Description	One off	Recurring	Total
HRA Recharges		-£6,569	-£6,569
Reserve Funding/Recharges		-£280,531	-£280,531
Total	£0	-£287,100	-£287,100

Description	Value	One-off or recurring	Reason for Change
HRA Recharges	£6,569	Recurring	Increase to General Fund Support Service Budgets
Accounting Adjustments	£280,531	Recurring	Accounting treatment and funding changes (inc reserves)

PROPOSED FEES AND CHARGES 2025/26

VAT Key - O: Outside Scope S: Standard rate E: Exempt Z: Zero

APPENDIX 2

LAND AND PROPERTY CHARGES	VAT	GL Account Code	Unit	Date of Last Change	2024/25 £:	Proposed Fee 2025/26	%age Increase	£ Increase	Externally set	Charging Strategy	Explanation regarding the recommended level of charge
LOCAL LAND CHARGE Searches											
LLCI Local Land Charges Residential	O	R9309 ACL00		20/06/2024	31.05	31.05	0.00%	0.00		Statutory	
LLCI Local Land Charges Commercial	O	R9309 ACL00		20/06/2024	49.68	49.68	0.00%	0.00		Statutory	
CON 29R (required form) Residential	S	R9309 ACL00		20/06/2024	107.25	107.25	0.00%	0.00		Statutory	Significant rises to charges in 24/25 to reflect the increased DCC costs. Currently in line with Neighbouring authorities and therefore no changes to be made in year
CON 29R (required form) Commercial	S	R9309 ACL00		20/06/2024	188.00	188.00	0.00%	0.00		Statutory	
Full Standard Search (LLC1 & CON 29R) Residential	O/S	R9309 ACL00		20/06/2024	138.30	138.30	0.00%	0.00		Statutory	
Full Standard Search (LLC1 & CON 29R) Commercial	O/S	R9309 ACL00		20/06/2024	237.68	237.68	0.00%	0.00		Statutory	
CON 29 (optional form) Other Questions - Each Enquiry	S	R9309 ACL00		20/06/2024	37.65	37.65	0.00%	0.00		Statutory	
Each Additional Enquiry (applicant's own question)	S	R9309 ACL00		20/06/2024	31.05	31.05	0.00%	0.00		Statutory	
Additional Parcel of Land	S	R9309 ACL00		20/06/2024	43.45	43.45	0.00%	0.00		Statutory	
LICENSING FEES											
PRIVATE HIRE LICENCES											
Vehicle	O	R9307 CEE70		01/04/2023	190.00	190.00	0.00%	0.00		Statutory	No changes required as part of surplus/deficit calculation
Hire Vehicle	O	R9307 CEE70		01/04/2021	121.00	121.00	0.00%	0.00		Statutory	No changes required as part of surplus/deficit calculation
Operator 1 to 5 cars	O	R9307 CEE70		01/04/2021	382.00	382.00	0.00%	0.00		Statutory	No changes required as part of surplus/deficit calculation
Operator 6 to 20 cars	O	R9307 CEE70		01/04/2021	505.00	505.00	0.00%	0.00		Statutory	No changes required as part of surplus/deficit calculation
Operator 21 to 50 cars	O	R9307 CEE70		01/04/2021	684.00	684.00	0.00%	0.00		Statutory	No changes required as part of surplus/deficit calculation
Operator 51 cars or more	O	R9307 CEE70		01/04/2021	893.00	893.00	0.00%	0.00		Statutory	No changes required as part of surplus/deficit calculation
Driver (3 years)	O	R9307 CEE70		01/04/2023	265.00	265.00	0.00%	0.00		Statutory	No changes required as part of surplus/deficit calculation
Driver (2 years)	O	R9307 CEE70		01/04/2023	190.00	190.00	0.00%	0.00		Statutory	No changes required as part of surplus/deficit calculation
Driver (1 year)	O	R9307 CEE70		01/04/2023	135.00	135.00	0.00%	0.00		Statutory	No changes required as part of surplus/deficit calculation
Transfer of vehicle licence to another person	O	R9307 CEE70		01/04/2012	38.00	38.00	0.00%	0.00		Statutory	No changes required as part of surplus/deficit calculation
Re-test of vehicle	O	R9307 CEE70		01/04/2016	31.00	31.00	0.00%	0.00		Statutory	No changes required as part of surplus/deficit calculation
Depot non-attendance fee	O	R9307 CEE70		01/04/2020	31.00	31.00	0.00%	0.00		Statutory	No changes required as part of surplus/deficit calculation
Trailer	O	R9307 CEE70		01/04/2015	25.00	25.00	0.00%	0.00		Statutory	No changes required as part of surplus/deficit calculation
Knowledge Test	O	R9307 CEE70		01/04/2020	38.40	38.40	0.00%	0.00		Statutory	No changes required as part of surplus/deficit calculation
Change of licence details (not requiring another type of application)	O	R9307 CEE70		01/04/2013	10.50	10.50	0.00%	0.00		Statutory	No changes required as part of surplus/deficit calculation
Copy of a paper licence, or the replacement of a badge/plate	O	R9307 CEE70		01/04/2013	10.50	10.50	0.00%	0.00		Statutory	No changes required as part of surplus/deficit calculation
Replacement of a badge/plate	O	R9307 CEE70		01/04/2014	15.00	15.00	0.00%	0.00		Statutory	No changes required as part of surplus/deficit calculation
Plate platforms	O	R9307 CEE70		01/04/2013	10.00	10.00	0.00%	0.00		Statutory	No changes required as part of surplus/deficit calculation
Plate magnets	O	R9307 CEE70		01/04/2022	37.00	37.00	0.00%	0.00		Statutory	No changes required as part of surplus/deficit calculation
FOOD EXPORT CERTIFICATES											
Food Export Certificates (hardcopy)	O	R9307 CEE00	Each	01/04/2024	£67.00	£67.00	0.00%	0.00		Statutory	no change - in line with benchmarking and full staff cost recovered
Food Export Certificates (electronic)	O	R9307 CEE00	Each	01/04/2024	£55.00	£55.00	0.00%	0.00		Statutory	no change - in line with benchmarking and full staff cost recovered
Food Export Certificates (Fish Products)	O	R9307 CEE00	Each	01/04/2024	£100.00	£100.00	0.00%	0.00		Statutory	no change - in line with benchmarking and full staff cost recovered
Primary Authority Partnership (standard hourly fee)	O	R9308 CEE00	Hour	01/04/2024	72.00	72.00	0.00%	0.00		Statutory	no change - in line with benchmarking and full staff cost recovered
Whole register	O	R9308 CEE00	Each	01/04/2024	61.50	61.50	0.00%	0.00		Statutory	no change - in line with benchmarking and full staff cost recovered
Single registration - Any other party	O	R9308 CEE00	Each	01/04/2024	20.00	20.00	0.00%	0.00		Statutory	no change - in line with benchmarking and full staff cost recovered
Food hygiene re-inspection at the request of the food business operator	O	R9308 CEE00	Each	01/04/2024	£33.00	£33.00	0.00%	0.00		Statutory	remove - duplicated below
Register of Food Premises											
Food Hygiene re-rating inspection	O	R9308 CEE00	Each	01/04/2024	£192.00	£192.00	0.00%	0.00		Statutory	no change - in line with benchmarking and full staff cost recovered
Food Hygiene Level 2 training (cost per person for 1-4 delegates)	O	R9308 CEE00	Each	01/04/2024	£43.00	£43.00	0.00%	0.00		Statutory	remove - not cost effective and are no longer carried out
Food Hygiene Level 2 training (cost per person for 5 plus delegates)	O	R9308 CEE00	Each	01/04/2024	£53.00	£53.00	0.00%	0.00		Statutory	remove - not cost effective and are no longer carried out
Food Hygiene Level 3 training (per person)	O	R9308 CEE00	Each	01/04/2024	£160.00	£160.00	0.00%	0.00		Statutory	remove - not cost effective and are no longer carried out
Food Hygiene Refresher training (per person)	O	R9308 CEE00	Each	01/04/2024	£32.00	£32.00	0.00%	0.00		Statutory	remove - not cost effective and are no longer carried out
Safer Food Better Business plus diary	O	R9308 CEE00	Each	01/04/2024	£16.00	£16.00	0.00%	0.00		Statutory	no change - in line with benchmarking and full staff cost recovered
Animal Licences											
Pet shops - Grant of Licence - Application Fee (with more than one type of animal)	O	R9307 CEE70		01/04/2022	380.00	380.00	0.00%	0.00		Statutory	No changes required as part of surplus/deficit calculation
Pet shops - Grant of Licence - Licence Fee (with more than one type of animal)	O	R9307 CEE70		01/04/2022	185.00	185.00	0.00%	0.00		Statutory	No changes required as part of surplus/deficit calculation
Pet shops - Renewal - Application Fee (with more than one type of animal)	O	R9307 CEE70		01/04/2022	380.00	380.00	0.00%	0.00		Statutory	No changes required as part of surplus/deficit calculation
Pet shops - Renewal - Licence Fee (with more than one type of animal)	O	R9307 CEE70		01/04/2022	185.00	185.00	0.00%	0.00		Statutory	No changes required as part of surplus/deficit calculation
Pet shops - Grant of Licence - Application Fee (with one type of animal)	O	R9307 CEE70		01/04/2022	275.00	275.00	0.00%	0.00		Statutory	No changes required as part of surplus/deficit calculation
Pet shops - Grant of Licence - Licence Fee (with one type of animal)	O	R9307 CEE70		01/04/2022	177.00	177.00	0.00%	0.00		Statutory	No changes required as part of surplus/deficit calculation
Pet shops - Renewal - Application Fee (with one type of animal)	O	R9307 CEE70		01/04/2022	275.00	275.00	0.00%	0.00		Statutory	No changes required as part of surplus/deficit calculation
Pet shops - Renewal - Licence Fee (with one type of animal)	O	R9307 CEE70		01/04/2022	177.00	177.00	0.00%	0.00		Statutory	No changes required as part of surplus/deficit calculation
Riding establishments - Application Fee	O	R9307 CEE70		01/04/2022	275.00	275.00	0.00%	0.00		Statutory	No changes required as part of surplus/deficit calculation
Riding establishments - Licence Fee	O	R9307 CEE70		01/04/2022	175.00	175.00	0.00%	0.00		Statutory	No changes required as part of surplus/deficit calculation
Animal Boarding establishments - Home Boarding - Application Fee	O	R9307 CEE70		01/04/2023	138.00	138.00	0.00%	0.00		Statutory	No changes required as part of surplus/deficit calculation
Animal Boarding establishments - Home Boarding - Licence Fee	O	R9307 CEE70		01/04/2023	70.00	70.00	0.00%	0.00		Statutory	No changes required as part of surplus/deficit calculation
Animal Boarding Establishments - Doggy Day Care - Application Fee	O	R9307 CEE70		01/04/2022	230.00	230.00	0.00%	0.00		Statutory	No changes required as part of surplus/deficit calculation
Animal Boarding Establishments - Doggy Day Care - Licence Fee	O	R9307 CEE70		01/04/2022	120.00	120.00	0.00%	0.00		Statutory	No changes required as part of surplus/deficit calculation
Animal Boarding establishments - Kennels & Catteries - Application Fee	O	R9307 CEE70		01/04/2022	275.00	275.00	0.00%	0.00		Statutory	No changes required as part of surplus/deficit calculation
Animal Boarding establishments - Kennels & Catteries - Licence Fee	O	R9307 CEE70		01/04/2022	165.00	165.00	0.00%	0.00		Statutory	No changes required as part of surplus/deficit calculation
Dangerous wild animals	O	R9307 CEE70		01/04/2013	204.00	204.00	0.00%	0.00		Statutory	No changes required as part of surplus/deficit calculation

Breeding of Dogs - Grant of licence - Application Fee	o	R9307 CEE70	01/04/2020	242.00	242.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Breeding of Dogs - Grant of licence - Licence Fee	o	R9307 CEE70	01/04/2020	145.00	145.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Breeding of Dogs - Renewal - Application Fee	o	R9307 CEE70	01/04/2020	185.00	185.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Breeding of Dogs - Renewal - Licence Fee	o	R9307 CEE70	01/04/2020	145.00	145.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Breeding of Dogs - Grant of licence - Kennel Breeding - Application Fee	o	R9307 CEE70	01/04/2022	305.00	305.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Breeding of Dogs - Grant of licence - Kennel Breeding - Licence Fee	o	R9307 CEE70	01/04/2022	205.00	205.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Breeding of Dogs - Renewal of licence - Kennel Breeding - Application Fee	o	R9307 CEE70	01/04/2022	225.00	225.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Breeding of Dogs - Renewal of licence - Kennel Breeding - Licence Fee	o	R9307 CEE70	01/04/2022	205.00	205.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Keeping or Training Animals for Exhibition - Grant of Licence - Application Fee	o	R9307 CEE70	01/04/2023	200.00	200.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Keeping or Training Animals for Exhibition- Grant of Licence - Licence Fee	o	R9307 CEE70	01/04/2023	100.00	100.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Keeping or Training Animals for Exhibition - Renewal - Application Fee	o	R9307 CEE70	01/04/2023	200.00	200.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Keeping or Training Animals for Exhibition - Renewal - Licence Fee	o	R9307 CEE70	01/04/2023	100.00	100.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Boarding Arranger - Application Fee	o	R9307 CEE70	01/04/2023	205.00	205.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Boarding Arranger - Licence Fee	o	R9307 CEE70	01/04/2023	110.00	110.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Add Host Family Fee	o	R9307 CEE70	01/04/2023	65.00	65.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Change of Details - Animal Licence	o	R9307 CEE70	01/04/2020	20.00	20.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Variation of Animal Licence	o	R9307 CEE70	01/04/2019	147.00	147.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Re-inspection for risk rating purposes	o	R9308 CEE70	01/04/2019	120.00	120.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Additional application fee if applying for more than one licensable activity at a time	o	R9307 CEE70	01/04/2019	100.00	100.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Inspection fee in relation to appeals (travel time will be added on to the time taken to inspect)	o	R9307 CEE70	01/04/2019	£45 per hour	£45 per hour	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Zoo Plus Vet Fees - (Grant 4 Years) (6 Year Renewal - Application Fee)	o	R9307 CEE70	01/04/2019	522.00	522.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Zoo Plus Vet Fees - (Grant 4 Years) (6 Year Renewal - Licence Fee)	o	R9307 CEE70	01/04/2019	222.00	222.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Other Licences									
Film Classifications	o	R9307 CEE70	01/04/2017	£50.00 to include the first half of viewing plus an additional fee of £20.00 for every half hour or part thereof	£50.00 to include the first half of viewing plus an additional fee of £20.00 for every half hour or part thereof	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Street Trading - Grant/Renewal of consent - Application Fee	o	R9307 CEE70	01/04/2017	206.00	206.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Street Trading - Grant/Renewal of consent - Consent Fee	o	R9307 CEE70	01/04/2017	166.00	166.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Street Trading - Special Events consent	o	R9307 CEE70	01/04/2017	179.00	179.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Tattooist - Operator & Premises	o	R9307 CEE70	01/04/2019	145.00	145.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Tattooist - Transfer	o	R9307 CEE70	01/04/2015	48.00	48.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Tattooist - temporary registration (less than 30 days)	o	R9307 CEE70	01/04/2020	77.00	77.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Sex establishment - Grant/Renewal - Application Fee	o	R9307 CEE70	01/04/2019	1,980.00	1,980.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Sex establishment - Grant/Renewal - Licence Fee	o	R9307 CEE70	01/04/2019	630.00	630.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Sex establishment - Variation - Application Fee	o	R9307 CEE70	01/04/2019	1,825.00	1,825.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Sex establishment - Variation - Licence Fee	o	R9307 CEE70	01/04/2019	393.00	393.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Sex establishment - Transfer - Application Fee	o	R9307 CEE70	01/04/2019	1,680.00	1,680.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Sex establishment - Transfer - Licence Fee	o	R9307 CEE70	01/04/2019	235.00	235.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Sex establishment - Change of details	o	R9307 CEE70	01/04/2019	28.00	28.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
LICENCES & LICENSING (under the 2005 Regulations)									
Premises Licences & Club Premises Certificate - Application Fee									
Rateable value - nil to £4,300 - Band A	o	R9307 CEE70		100.00	100.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Rateable value - £4,300 to £33,000 - Band B	o	R9307 CEE70		190.00	190.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Rateable value - £33,001 to £87,000 - Band C	o	R9307 CEE70		315.00	315.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Rateable value - £87,001 to £125,000 - Band D	o	R9307 CEE70		450.00	450.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Rateable value - £125,001 and above - Band E	o	R9307 CEE70		635.00	635.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Premises Licences & Club Premises Certificate - Annual Fee									
Rateable value - nil to £4,300 - Band A	o	R9307 CEE70		70.00	70.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Rateable value - £4,300 to £33,000 - Band B	o	R9307 CEE70		180.00	180.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Rateable value - £33,001 to £87,000 - Band C	o	R9307 CEE70		295.00	295.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Rateable value - £87,001 to £125,000 - Band D	o	R9307 CEE70		320.00	320.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Rateable value - £125,001 and above - Band E	o	R9307 CEE70		350.00	350.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Variation Fee in Transition (relates to alcohol only)									
Rateable value - nil to £4,300 - Band A	o	R9307 CEE70		20.00	20.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Rateable value - £4,300 to £33,000 - Band B	o	R9307 CEE70		60.00	60.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Rateable value - £33,001 to £87,000 - Band C	o	R9307 CEE70		80.00	80.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Rateable value - £87,001 to £125,000 - Band D	o	R9307 CEE70		100.00	100.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Rateable value - £125,001 and above - Band E	o	R9307 CEE70		120.00	120.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Multiplier (mainly relates to town & city centre pubs) - Application Fee									
Rateable value - £87,001 to £125,000 - Band D	o	R9307 CEE70		900.00	900.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Rateable value - £125,001 and above - Band E	o	R9307 CEE70		1,905.00	1,905.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Rateable value - £87,001 to £125,000 - Band D	o	R9307 CEE70		640.00	640.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Rateable value - £125,001 and above - Band E	o	R9307 CEE70		1,050.00	1,050.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Exceptionally large Events (additional to licence fee) - Application Fee									
Number = 5,000 to 9,999	o	R9307 CEE70		1,000.00	1,000.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Number = 10,000 to 14,999	o	R9307 CEE70		2,000.00	2,000.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Number = 15,000 to 19,999	o	R9307 CEE70		4,000.00	4,000.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Number = 20,000 to 29,999	o	R9307 CEE70		8,000.00	8,000.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation

Number = 30,000 to 39,999	o	R9307 CEE70		16,000.00	16,000.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Number = 40,000 to 49,999	o	R9307 CEE70		24,000.00	24,000.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Number = 50,000 to 59,999	o	R9307 CEE70		32,000.00	32,000.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Number = 60,000 to 69,999	o	R9307 CEE70		40,000.00	40,000.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Number = 70,000 to 79,999	o	R9307 CEE70		48,000.00	48,000.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Number = 80,000 to 89,999	o	R9307 CEE70		56,000.00	56,000.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Number = 90,000 and over	o	R9307 CEE70		64,000.00	64,000.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Exceptionally large Events (additional to licence fee) - Annual Fee									
Number = 5,000 to 9,999	o	R9307 CEE70		500.00	500.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Number = 10,000 to 14,999	o	R9307 CEE70		1,000.00	1,000.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Number = 15,000 to 19,999	o	R9307 CEE70		2,000.00	2,000.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Number = 20,000 to 29,999	o	R9307 CEE70		4,000.00	4,000.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Number = 30,000 to 39,999	o	R9307 CEE70		8,000.00	8,000.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Number = 40,000 to 49,999	o	R9307 CEE70		12,000.00	12,000.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Number = 50,000 to 59,999	o	R9307 CEE70		16,000.00	16,000.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Number = 60,000 to 69,999	o	R9307 CEE70		20,000.00	20,000.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Number = 70,000 to 79,999	o	R9307 CEE70		24,000.00	24,000.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Number = 80,000 to 89,999	o	R9307 CEE70		28,000.00	28,000.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Number = 90,000 and over	o	R9307 CEE70		32,000.00	32,000.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Permitted Temporary Activities, Personal Licences & Miscellaneous									
Section 25 - theft, loss, etc of premises licence or summary	o	R9307 CEE70		10.50	10.50	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Section 29 - application for a provisional statement where premises being built etc.	o	R9307 CEE70		315.00	315.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Section 33 - notification of change of name or address	o	R9307 CEE70		10.50	10.50	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Section 37 - application to vary licence to specify individual as premises supervisor	o	R9307 CEE70		23.00	23.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Section 42 - application for transfer of premises licence	o	R9307 CEE70		23.00	23.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Section 47 - interim authority notice following death etc of licence holder	o	R9307 CEE70		23.00	23.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Section 79 - theft, loss etc of certificate or summary	o	R9307 CEE70		10.50	10.50	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Section 82 - notification of change of name or alteration of rules of club	o	R9307 CEE70		10.50	10.50	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Section 83(1) or (2) - change of relevant registered address of club	o	R9307 CEE70		10.50	10.50	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Section 100 - temporary event notice	o	R9307 CEE70		21.00	21.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Section 110 - theft, loss, etc of temporary event notice	o	R9307 CEE70		10.50	10.50	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Section 117 - application for a grant or renewal of personal licence	o	R9307 CEE70		37.00	37.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Section 126 - theft, loss etc of personal licence	o	R9307 CEE70		10.50	10.50	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Section 127 - duty to notify change of name or address	o	R9307 CEE70		10.50	10.50	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Section 178 - right of freeholder etc to be notified of licensing matters	o	R9307 CEE70		21.00	21.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
LICENCES UNDER THE GAMBLING ACT 2005									
Premises Licence Fee - regulation SI2007/479 - maximum fee									
New Application - New small Casinos	o	R9307 CEE70		8,000.00	8,000.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
New Application - New large Casinos	o	R9307 CEE70		10,000.00	10,000.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
New Application - Regional Casino	o	R9307 CEE70		15,000.00	15,000.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
New Application - Bingo Club	o	R9307 CEE70	01/04/2019	1,276.00	1,276.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
New Application - Betting premises (excluding tracks)	o	R9307 CEE70	01/04/2019	1,276.00	1,276.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
New Application - Tracks	o	R9307 CEE70	01/04/2019	1,276.00	1,276.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
New Application - Family entertainment centres	o	R9307 CEE70	01/04/2019	1,063.00	1,063.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
New Application - Adult gaming centres	o	R9307 CEE70	01/04/2019	1,063.00	1,063.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Annual Fee - New small Casinos	o	R9307 CEE70		5,000.00	5,000.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Annual Fee - New large Casinos	o	R9307 CEE70		10,000.00	10,000.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Annual Fee - Regional Casino	o	R9307 CEE70		15,000.00	15,000.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Annual Fee - Bingo Club	o	R9307 CEE70		835.00	835.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Annual Fee - Betting premises (excluding tracks)	o	R9307 CEE70		536.00	536.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Annual Fee - Tracks	o	R9307 CEE70		777.00	777.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Annual Fee - Family entertainment centres	o	R9307 CEE70		609.00	609.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Annual Fee - Adult entertainment centres	o	R9307 CEE70		777.00	777.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Application to vary - New small Casinos	o	R9307 CEE70		4,000.00	4,000.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Application to vary - New large Casinos	o	R9307 CEE70		5,000.00	5,000.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Application to vary - Regional Casino	o	R9307 CEE70		7,500.00	7,500.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Application to vary - Bingo Club	o	R9307 CEE70	01/04/2019	1,276.00	1,276.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Application to vary - Betting premises (excluding tracks)	o	R9307 CEE70	01/04/2019	1,276.00	1,276.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Application to vary - Tracks	o	R9307 CEE70	01/04/2019	1,250.00	1,250.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Application to vary - Family entertainment centres	o	R9307 CEE70	01/04/2019	1,000.00	1,000.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Application to vary - Adult gaming centres	o	R9307 CEE70	01/04/2019	1,000.00	1,000.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Application to transfer - Existing Casinos	o	R9307 CEE70		1,350.00	1,350.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Application to transfer - New small Casinos	o	R9307 CEE70		1,800.00	1,800.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Application to transfer - New large Casinos	o	R9307 CEE70		2,150.00	2,150.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Application to transfer - Regional Casino	o	R9307 CEE70		6,500.00	6,500.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Application to transfer - Bingo Club	o	R9307 CEE70	01/04/2019	451.00	451.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Application to transfer - Betting premises (excluding tracks)	o	R9307 CEE70	01/04/2019	451.00	451.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Application to transfer - Tracks	o	R9307 CEE70	01/04/2019	451.00	451.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation
Application to transfer - Family entertainment centres	o	R9307 CEE70	01/04/2019	451.00	451.00	0.00%	0.00	Statutory	No changes required as part of surplus/deficit calculation

Copy of permit - Club Gaming permit	O	R9307 CEE70			15.00	15.00	0.00%	0.00		Statutory	No changes required as part of surplus/deficit calculation
Copy of permit - Club Gaming machine permit	O	R9307 CEE70			15.00	15.00	0.00%	0.00		Statutory	No changes required as part of surplus/deficit calculation
Variation - Alcohol Licences Premises - more than 2 machines	O	R9307 CEE70			100.00	100.00	0.00%	0.00		Statutory	No changes required as part of surplus/deficit calculation
Variation - Club Gaming permit	O	R9307 CEE70			100.00	100.00	0.00%	0.00		Statutory	No changes required as part of surplus/deficit calculation
Variation - Club Gaming machine permit	O	R9307 CEE70			100.00	100.00	0.00%	0.00		Statutory	No changes required as part of surplus/deficit calculation
Transfer - Alcohol Licences Premises - more than 2 machines	O	R9307 CEE70	01/04/2015		25.00	25.00	0.00%	0.00		Statutory	No changes required as part of surplus/deficit calculation
SCRAP METAL DEALERS ACT 2013											
Site Licence (new & renewal) Application Fee	O	R9307 CEE70			189.00	189.00	0.00%	0.00		Statutory	No changes required as part of surplus/deficit calculation
Site Licence (new & renewal) Total for 3 years licence	O	R9307 CEE70			334.00	334.00	0.00%	0.00		Statutory	No changes required as part of surplus/deficit calculation
Site Licence (new & renewal) - Additional Sites Total for 3 years License	O	R9307 CEE70			190.00	190.00	0.00%	0.00		Statutory	No changes required as part of surplus/deficit calculation
Collectors Licence (new & renewal) Application Fee	O	R9307 CEE70			189.00	189.00	0.00%	0.00		Statutory	No changes required as part of surplus/deficit calculation
Collectors Licence (new & renewal) Total for 3 years licence	O	R9307 CEE70			125.00	125.00	0.00%	0.00		Statutory	No changes required as part of surplus/deficit calculation
Conversion from Collectors Licence to Site Licence	O	R9307 CEE70			75.00	75.00	0.00%	0.00		Statutory	No changes required as part of surplus/deficit calculation
Conversion from Site Licence to Collectors Licence	O	R9307 CEE70			75.00	75.00	0.00%	0.00		Statutory	No changes required as part of surplus/deficit calculation
Change of name or address notifications	O	R9307 CEE70			10.50	10.50	0.00%	0.00		Statutory	No changes required as part of surplus/deficit calculation
Addition of new site to a Site Licence (annual fee per site)	O	R9307 CEE70			190.00	190.00	0.00%	0.00		Statutory	No changes required as part of surplus/deficit calculation
Replacement Licence	O	R9307 CEE70			10.50	10.50	0.00%	0.00		Statutory	No changes required as part of surplus/deficit calculation
Site Licence (change of manager)	O	R9307 CEE70			10.50	10.50	0.00%	0.00		Statutory	No changes required as part of surplus/deficit calculation
Site Licence (change of manager) where site manager has not been suitable person tested	O	R9307 CEE70			75.00	75.00	0.00%	0.00		Statutory	No changes required as part of surplus/deficit calculation
PEST CONTROL FEES	VAT	GL Account Code	Unit	Date of Last Change	2024/25 £:	Proposed Fee 2025/26	%age Increase	£ Increase	Externally set	Charging Strategy	Explanation regarding the recommended level of charge
PEST CONTROL											
Domestic Charges - within working hours											
Rats (up to 3 visits) - low income groups	S	R9305 CEE50	Each	01/04/2024	£17.50 (£21.00)	£17.50 (£21.00)	0.00%	0.00		Full Cost Recovery	
Rats (up to 3 visits)	S	R9305 CEE50	Each	01/04/2024	£35.00 (£42.00)	£35.00 (£42.00)	0.00%	0.00		Full Cost Recovery	
Mice (up to 3 visits) - low income groups	S	R9305 CEE50	Each	01/04/2024	£29.17 (£35.00)	£29.17 (£35.00)	0.00%	0.00		Full Cost Recovery	
Mice (up to 3 visits)	S	R9305 CEE50	Each	01/04/2024	£58.33 (£70.00)	£58.33 (£70.00)	0.00%	0.00		Full Cost Recovery	
Wasps (one visit to treat one nest) - low income groups	S	R9305 CEE50	Each	01/04/2024	£29.17 (£35.00)	£29.17 (£35.00)	0.00%	0.00		Full Cost Recovery	
Wasps (one visit to treat one nest)	S	R9305 CEE50	Each	01/04/2024	£58.33 (£70.00)	£58.33 (£70.00)	0.00%	0.00		Full Cost Recovery	
Wasps - additional nests treated at same visit - low income groups	S	R9305 CEE50	Each	01/04/2024	£9.17 (£11.00)	£9.17 (£11.00)	0.00%	0.00		Full Cost Recovery	Separate report to be taken for service review
Wasps - additional nests treated at same visit	S	R9305 CEE50	Each	01/04/2024	£18.33 (£22.00)	£18.33 (£22.00)	0.00%	0.00		Full Cost Recovery	
Fleas (per visit) - low income groups	S	R9305 CEE50	Each	01/04/2024	£35.83 (£43.00)	£35.83 (£43.00)	0.00%	0.00		Full Cost Recovery	
Fleas (per visit)	S	R9305 CEE50	Each	01/04/2024	£71.67 (£86.00)	£71.67 (£86.00)	0.00%	0.00		Full Cost Recovery	
Other insects not listed above - per visit - low income groups	S	R9305 CEE50	Each	01/04/2024	£35.83 (£43.00)	£35.83 (£43.00)	0.00%	0.00		Full Cost Recovery	
Other insects not listed above - per visit	S	R9305 CEE50	Each	01/04/2024	£71.67 (£86.00)	£71.67 (£86.00)	0.00%	0.00		Full Cost Recovery	
Aborted visit charge	S	R9305 CEE50	Each	01/04/2024	£22.50 (£27.00)	£22.50 (£27.00)	0.00%	0.00		Full Cost Recovery	
Non Domestic Charges											
Routine Contracts											
All pests - hourly charge	S	R9305 CEE50	Hour	01/04/2024	£86.64	£86.64	0.00%	0.00		Full Cost Recovery	
All pests - materials	S	R9305 CEE50	Each	01/04/2024	Actual cost	Actual cost				Full Cost Recovery	Separate report to be taken for service review
All pests - minimum charge (excl. materials)	S	R9305 CEE50	Each	01/04/2024	£86.64	£86.64	0.00%	0.00		Full Cost Recovery	
Stray dog picked up without ID and taken to kennels											
Admin fee (plus kennel fees)	O	R9308 CEH00	Each	01/04/2023	£40.00	£40.00	0.00%	0.00		Full Cost Recovery	
Fixed charge (Subject to statutory limit)	O	R9308 CEH00	Each	01/04/2023	£25.00	£25.00	0.00%	0.00		Full Cost Recovery	Separate report to be taken for service review
Kennel charge	O	R9308 CEH00	Each	01/04/2023	£12.00	£12.00	0.00%	0.00		Full Cost Recovery	
PLANNING	VAT	GL Account Code	Unit	Date of Last Change	2024/25 £:	Proposed Fee 2025/26	%age Increase	£ Increase	Externally set	Charging Strategy	Explanation regarding the recommended level of charge
PLANNING											
Copies of Plans	O	R9200 CPC10		N/A	Cost of Printing	Cost of Printing				Statutory	
Enquiries - Request for information tantamount to a search - Planning only	O	R9308 CPC10		01/04/2020	58.00	58.00	0.00%	0.00		Statutory	
Application for an order for the stopping up or diversion of a footpath or bridleway pursuant to Section 257 of the Town and Country Planning Act 1990	O	R9308 CPC10		01/04/2020	2247.00	2247.00	0.00%	0.00		Statutory	Separate report to be taken for Planning Fees
An order for the stopping up or diversion of a footpath or bridleway pursuant to Section 257 of the Town and Country Planning Act 1990 to be submitted to the Secretary of State for a decision	O	R9308 CPC10		01/04/2020	1281.42	1281.42	0.00%	0.00		Statutory	
Copies of documents relating to the South Derbyshire Local Plan	O	R9308 CPC10		N/A	Cost of Printing	Cost of Printing				Statutory	
STREET NAMING AND NUMBERING	VAT	GL Account Code	Unit	Date of Last Change	2024/25 £:	Proposed Fee 2025/26	%age Increase	£ Increase	Externally set	Charging Strategy	Explanation regarding the recommended level of charge
Street Naming and Numbering											
Request to formally change an official name of an existing property	O	R9313 CPD30		01/04/2022	64.00	66.00	3.13%	2.00		Statutory	Based on assumed pay award of 3.5% rounded to nearest pound

Request to formally rename an existing street or unnamed road.	O	R9313 CPD30		01/04/2022	360.00 + 46.00 per household affected	373.00 + 48.00 per household affected	0.00%	0.00		Statutory	Based on assumed pay award of 3.5% rounded to nearest pound
Request for the naming of a new street	O	R9313 CPD30		01/04/2022	£183 + £40 for every street issued at the same time	£189 + £41 for every street issued at the same time	0.00%	0.00		Statutory	Based on assumed pay award of 3.5% rounded to nearest pound
Request for the issuing of number or name (restrictions apply) to new properties as part of a Development consisting of 1 - 9 Dwellings	O	R9313 CPD30		01/04/2022	£64 per plot to a maximum of £320	£66 per plot to a maximum of £331	0.00%	0.00		Statutory	Based on assumed pay award of 3.5% rounded to nearest pound
Request for the issuing of number or name (restrictions apply) to new properties as part of a Development consisting of 10 or more Dwellings	O	R9313 CPD30		01/04/2023	£35 per plot	£70 per plot	50.00%	35.00		Statutory	Based on cost recovery for time taken and support service recharges
Request to amend a previously confirmed naming and numbering schedule (Restrictions apply)	O	R9313 CPD30		01/04/2023	£35 per plot affected by the schedule amendment	£36 per plot affected by the schedule amendment	0.00%	0.00		Statutory	Based on assumed pay award of 3.5% rounded to nearest pound
Request for the naming of premises and Commercial/Industrial Estates	O	R9313 CPD30		01/04/2022	64.00	66.00	3.13%	2.00		Statutory	Based on assumed pay award of 3.5% rounded to nearest pound
Request for the naming of premises and Commercial/Industrial Estates consisting of 10 or more business addresses	O	R9313 CPD30		01/04/2023	£35 per unit	£70 per plot	50.00%	35.00		Statutory	Based on cost recovery for time taken and support service recharges
WASTE COLLECTION FEES	VAT	GL Account Code	Unit	Date of Last Change	2024/25 £:	Proposed Fee 2025/26	%age Increase	£ Increase	Externally set	Charging Strategy	Explanation regarding the recommended level of charge
WASTE COLLECTION											
Recharge Damaged/Stolen Wheelie bins - 240L bins	0	R9308 CEW00	Each	01/04/2023	42.00	42.00	0.00%	0.00		Full Cost Recovery	Under review
Recharge Damaged/Stolen Wheelie bins - 360L bins	0	R9308 CEW00	Each	01/04/2023	71.00	71.00	0.00%	0.00		Full Cost Recovery	Under review
Sale of clinical sacks - per 250 sacks	0	R9302 CEW00	Each	01/04/2023	60.00	60.00	0.00%	0.00		Full Cost Recovery	Under review
Abandoned Vehicle Charge - Not on Site	0	R9302 CEW00	Each	01/04/2023	62.00	62.00	0.00%	0.00		Full Cost Recovery	no change - full staff cost recovered
Abandoned Vehicle Charge - Removed from site	0	R9302 CEW00	Each	01/04/2023	96.00	96.00	0.00%	0.00		Full Cost Recovery	no change - full staff cost recovered
Domestic Bulkies - 6 items excluding fridges	0	R9302 CEW00	Each	01/04/2023	31.00	31.00	0.00%	0.00		Full Cost Recovery	Under review
Domestic Bulkies - fridge	0	R9302 CEW00	Each	01/04/2023	26.00	26.00	0.00%	0.00		Full Cost Recovery	Under review
Sale of Trade Refuse sacks - General Trade Price - per 10 bags	0	R9302 CEW00	Each	01/04/2023	20.00	20.00	0.00%	0.00		Full Cost Recovery	Under review
Sale of Trade Refuse sacks - General Trade Price - per 25 bags	0	R9302 CEW00	Each	01/04/2023	50.00	50.00	0.00%	0.00		Full Cost Recovery	Under review
Sale of Trade Refuse sacks - General Trade Price - per 50 bags	0	R9302 CEW00	Each	01/04/2023	100.00	100.00	0.00%	0.00		Full Cost Recovery	Under review
Sale of Trade Refuse sacks - General Trade Price - per 100 bags	0	R9302 CEW00	Each	01/04/2023	200.00	200.00	0.00%	0.00		Full Cost Recovery	Under review
Sale of Trade Refuse sacks - General Trade Price - per 250 bags	0	R9302 CEW00	Each	01/04/2023	250.00	250.00	0.00%	0.00		Full Cost Recovery	Under review
Sale of Trade Refuse sacks - Parish Council Price (no disposal) - per 10 bags	0	R9302 CEW00	Each	01/04/2023	15.20	15.20	0.00%	0.00		Full Cost Recovery	Under review
Sale of Trade Refuse sacks - Parish Council Price (no disposal) - per 25 bags	0	R9302 CEW00	Each	01/04/2023	38.00	38.00	0.00%	0.00		Full Cost Recovery	Under review
Sale of Trade Refuse sacks - Parish Council Price (no disposal) - per 50 bags	0	R9302 CEW00	Each	01/04/2023	76.00	76.00	0.00%	0.00		Full Cost Recovery	Under review
Sale of Trade Refuse sacks - Parish Council Price (no disposal) - per 100 bags	0	R9302 CEW00	Each	01/04/2023	152.00	152.00	0.00%	0.00		Full Cost Recovery	Under review
Sale of Trade Refuse sacks - Parish Council Price (no disposal) - per 250 bags	0	R9302 CEW00	Each	01/04/2023	380.00	380.00	0.00%	0.00		Full Cost Recovery	Under review
Private hire vehicle tests	0	R9302 CEW00	Each	01/04/2023	31.00	31.00	0.00%	0.00		Full Cost Recovery	Under review
Sale of Compost Sacks per roll (Caddy Liners)	0	R9302 CEW00	Each	01/04/2023	3.50	3.50	0.00%	0.00		Full Cost Recovery	Under review
Sale of Compost Sacks per roll (Wheelie Bin Liners)	0	R9302 CEW00	Each	01/04/2023	7.80	7.80	0.00%	0.00		Full Cost Recovery	Under review
Trade Waste (Max Charge) - 240L Wheeled bin per week	0	R9304 CEW10	Each	01/04/2023	10.10	10.10	0.00%	0.00		Full Cost Recovery	Under review
Trade Waste (Max Charge) - 360L Wheeled bin per week	0	R9304 CEW10	Each	01/04/2023	15.25	15.25	0.00%	0.00		Full Cost Recovery	Under review
Trade Waste (Max Charge) - 660L Wheeled bin per week	0	R9304 CEW10	Each	01/04/2023	20.35	20.35	0.00%	0.00		Full Cost Recovery	Under review
Trade Waste (Max Charge) - 1,100L Wheeled bin per week	0	R9304 CEW10	Each	01/04/2023	22.95	22.95	0.00%	0.00		Full Cost Recovery	Under review
Trade Waste (Max Charge) - per sack	0	R9304 CEW10	Each	01/04/2023	2.25	2.25	0.00%	0.00		Full Cost Recovery	Under review
Job Tickets	0	R9304 CEW10	Each	01/04/2023	Fee dependant on work	Fee dependant on work				Full Cost Recovery	Under review
ENVIRONMENTAL SERVICES FEES AND CHARGES	VAT	GL Account Code	Unit	Date of Last Change	2024/25 £:	Proposed Fee 2025/26	%age Increase	£ Increase	Externally set	Charging Strategy	Explanation regarding the recommended level of charge
Environmental Protection											
Copies of Environmental Protection Act Register	0	R9308 CEE10	Each	01/04/2023	FREE	FREE	0.00%	0		Statutory	Statutory requirement
EPR Processes (EPA90 - Part 1)	0	R9308 CEE10	Each	01/04/2023	Contact Council	Contact Council				Statutory	Statutory requirement
Copies of Environmental Protection Act Register	0	R9308 CEE10	Each	01/04/2023	FREE	FREE	0.00%	0		Statutory	Statutory requirement
Contaminated land enquiry standard search (solicitors and householders)	0	R9308 CEE10	Each	01/04/2024	£59.00	£59.00	0.00%	0.00		Statutory	no change - in line with benchmarking and full staff cost recovered
MISC ENVIRONMENTAL HEALTH SERVICES											
High Hedge dispute (non-refundable)	0	R9308 CEE10	Each	01/04/2024	£250.00	£250.00	0.00%	0.00		Statutory	no change - in line with benchmarking
High Hedge dispute (non-refundable) - for low income groups	0	R9308 CEE10	Each	01/04/2024	£125.00	£125.00	0.00%	0.00		Statutory	no change - in line with benchmarking
Welfare funeral - Only charges where inheritors to the estate are identified following the funeral	0	R9308 CEE10	Each	01/04/2023	At cost	At cost				Statutory	
Private Water Supplies											
Risk Assessments for supplies where the duty holder has not submitted any data (Hourly rate, up to a maximum total cost of £500)	0	R9308 CEE00	Each	01/04/2024	39.69	At cost				Statutory	This service is now subcontracted and full costs recharged

Risk Assessments for supplies where the duty holder has partially submitted data(Hourly rate, up to a maximum total cost of £500)	0	R9308 CEE00	Each	01/04/2024	20.23		At cost			Statutory	This service is now subcontracted and full costs recharged
Sampling (Hourly rate up to a maximum fee of £100)	0	R9308 CEE00	Hour	01/04/2024	39.69		At cost			Statutory	This service is now subcontracted and full costs recharged
Investigation in the event of a sample failure (Hourly rate up to maximum cost of £100)	0	R9308 CEE00	Hour	01/04/2024	39.69		At cost			Statutory	This service is now subcontracted and full costs recharged
Authorisation to temporarily breach a standard whilst remedial work carried out.	0	R9308 CEE00	Each	01/04/2024	116.30		At cost			Statutory	This service is now subcontracted and full costs recharged
Regulation 10 sample	0	R9308 CEE00	Each	01/04/2024	29.74		At cost			Statutory	This service is now subcontracted and full costs recharged
Check monitoring sample analysis (up to a maximum of £100)	0	R9308 CEE00	Each	01/04/2023	At cost		At cost			Statutory	
Audit monitoring sample analysis (up to a maximum of £500)	0	R9308 CEE00	Each	01/04/2023	At cost		At cost			Statutory	
Environmental Education											
Environmental Education Programme 2 hour session 4-11yr olds	E	R9310 CPE10		01/04/2024	110.00		110.00	0.00%	0.00	Full Cost Recovery	fees covering costs
Environmental Education Programme 1 hour session 4-11 yr olds	E	R9310 CPE10		01/04/2024	55.00		55.00			Full Cost Recovery	fees covering costs
Environmental Education Programme 1.5 hour session 4-11 yr olds	E	R9310 CPE10		01/04/2024	85.00		85.00	0.00%	0.00	Full Cost Recovery	fees covering costs
Environmental Education Programme 2 hour session 11+	E	R9310 CPE10		01/04/2024	150.00		150.00			Full Cost Recovery	fees covering costs
Environmental conservation training per session per leader (day)	E	R9310 CPE10		01/04/2024	100-150		100-150			Full Cost Recovery	fees covering costs
Wildlife Watch (approx 13 sessions per year) - per child	E	R9310 CPE10		01/04/2023	3.00		3.00	0.00%	0.00	Full Cost Recovery	fees covering costs
Walks	E	R9310 CPE10		01/04/2023	£3-10		£3-10			Full Cost Recovery	
NightWatch - per person	E	R9310 CPE10		01/04/2023	5.00		5.00	0.00%	0.00	Full Cost Recovery	
Fun Science Event	N/A	R9310 CPE10		N/A	FREE		FREE			Free	

PROJECT CODE	Committee	Accountable Budget Holder	Nominated Officer	PROJECT	Budget	Budget	Budget	Budget	Budget	Total spend	Funded by						Commentary	
					2025/26	2026/27	2027/28	2028/29	2029/30	Self Financing	External Contributions	Reserves	Capital Receipts	Revenue Contributions	Internal Borrowing	Total Funding		
AA1012	HCS (HRA)	Head of Housing	Asset and Improvements Manager	Major Improvements under Self-financing	3,200,000	3,550,000	3,900,000	4,000,000	4,000,000	18,650,000	18,650,000						18,650,000	Housing Revenue Account budget for investment in the Housing Stock
	HCS (HRA)	Head of Housing	Architectural Project Officer	Major Disabled Facilities Grant (Council Houses MRA)	300,000	300,000	300,000	300,000	300,000	1,500,000	1,500,000						1,500,000	Housing Revenue Account budget for investment in the disabled adaptations in Housing Stock
	HCS (HRA)	Head of Housing	Head Of Operational Services	HRA Vehicle Replacements	0	780,000			0	780,000			199,000	140,400		440,600		
Total HRA					3,500,000	4,630,000	4,200,000	4,300,000	4,300,000	20,930,000	20,150,000	0	199,000	140,400	0	440,600	20,930,000	
AA1001	HCS	Head of Housing	Architectural Project Officer	Disabled Facility Grants and other Works	750,000	750,000	750,000	750,000	750,000	3,750,000		3,750,000					3,750,000	Funded by the BCF - Derbyshire County Council
AA1083	EDS	Head of Planning	Strategic Housing Manager	Strategic Housing Market Assessment		25,000				25,000				25,000			25,000	
AA1102	EDS	Head of Planning	Strategic Housing Manager	Private Sector Stock Condition Survey		60,000				60,000				60,000			60,000	
PRIVATE SECTOR HOUSING					750,000	750,000	750,000	750,000	750,000	3,835,000	0	3,750,000	0	85,000	0	0	3,835,000	
AA1173	HCS	Head of Cultural & Parks & Green Space Manager		Revitalising Rosliston Forestry Centre	195,718					195,718			125,290	70,428			195,718	Agreed programme of work to Rosiston Forestry Centre as part of the 2020 Capital Bids
AA1180	HCS	Head of Cultural & Parks & Green Space Manager		SUDS Improvements	50,000					50,000				50,000			50,000	Agreed programme of work to SUDS as part of the 2020 Capital Bids
0	HCS	Head of Culture & Parks & Green Space Manager		Cemetery Infrastructure Replacement	100,000	80,000				180,000				180,000			180,000	Cemetery Infrastructure - Refurb and replacement
0	HCS	Head of Culture & Parks & Green Space Manager		Parks and Green Spaces Infrastructure	100,000	100,000	60,000			260,000				260,000			260,000	Parks & Green Spaces Infrastructure - Refurb & replacement
0	HCS	Head of Culture & Parks & Green Space Manager		Play Area Refurbishment	288,000	365,000	150,000	200,000		1,003,000				1,003,000			1,003,000	Play Area Refurbishment - Play area equipment
COMMUNITY SERVICES					733,718	545,000	210,000	200,000	0	1,688,718	0	0	125,290	120,428	0	1,443,000	1,688,718	
AA1025	FMC	Head of Property Services	Head of Property Services	Public Buildings Maintenance	32,000	42,000	85,000	85,000	85,000	329,000					329,000		329,000	
0	EDS	Head of Economic Development	Head of Economic Development	Swadlincote Events Space	592,000					592,000					592,000		592,000	Swadlincote Events Space - Indoor Market
0	EDS	Head of Economic Development	Head of Economic Development	Levelling Up Fund 3	1,108,000					1,108,000	1,108,000						1,108,000	Swadlincote Events Space - Indoor Market
0	EDS	Head of Operational Services	Head of Operational Services	Vehicle Replacements	4,574,000	1,850,000	52,500	0	0	6,476,500			2,207,828	1,164,925		3,103,747	6,476,500	Fleet replacement programme
AA1145	FMC	Head of Business Change & ICT	Head of Business Change & ICT	IT Strategy	280,000					280,000			180,000	100,000			280,000	ICT Strategy programme of replacement equipment
PROPERTY and OTHER ASSETS					6,586,000	1,892,000	137,500	85,000	85,000	8,785,500	0	1,108,000	2,387,828	1,264,925	329,000	3,695,747	8,785,500	
Total General Fund					8,069,718	3,187,000	1,097,500	1,035,000	835,000	14,309,218	0	4,858,000	2,513,118	1,470,353	329,000	5,138,747	14,309,218	
Current Planned Expenditure					11,569,718	7,817,000	5,297,500	5,335,000	5,135,000	35,239,218	20,150,000	4,858,000	2,712,118	1,610,753	329,000	5,579,347	35,239,218	
0	EDS	Head of Economic Development	Head of Economic Development	Swadlincote Town Centre Grant Scheme	50,000	50,000	50,000			150,000				150,000			150,000	Rival of the Town Centre - Shop fronts
Budget Proposals					50,000	50,000	50,000	0	0	150,000	0	0	0	150,000	0	0	150,000	
Total Capital Programme					11,619,718	7,867,000	5,347,500	5,335,000	5,135,000	35,389,218	20,150,000	4,858,000	2,712,118	1,760,753	329,000	5,579,347	35,389,218	

REPORT TO:	ENVIRONMENTAL AND DEVELOPMENT SERVICES COMMITTEE (SPECIAL)	AGENDA ITEM: 6
DATE OF MEETING:	02 JANUARY 2025	CATEGORY: (DELEGATED and RECOMMENDED)
REPORT FROM:	EXECUTIVE DIRECTOR – ENVIRONMENT AND COMMUNITIES	OPEN
MEMBERS' CONTACT POINT:	KAREN COLLIER, HEAD OF ENVIRONMENTAL SERVICES 01283 595856 karen.collier@southderbyshire.gov.uk	DOC:
SUBJECT:	REVIEW OF PEST CONTROL SERVICE	
WARD(S) AFFECTED:	ALL	TERMS OF REFERENCE: EDS14

1.0 Recommendations

- 1.1 That Members consider the options for future service delivery of pest control treatments and resolve to cease the delivery of in-house pest control treatments.
- 1.2 That the Committee recommended the reduction in the annual Pest Control budget to £5,000 for Pest Control regulatory work be included in the final 2025/26 General Fund budget report to Finance and Management Committee on 6 February 2025.

2.0 Purpose of the Report

- 2.1 To provide Members with information on an internal review of the Pest Control Service with an appraisal of options for consideration by Members regarding future service delivery.

3.0 Detail

- 3.1 The provision of Pest Control Treatments is at the discretion of each Local Authority. The Council has no statutory obligation to provide pest control treatments to tenants of private property owners, Housing Associations or Registered Social Landlords (RSL's) regardless of whether they receive any Means Tested Benefits.
- 3.2 The Prevention of Damage by Pest Act 1949 places a duty on Local Authorities to take reasonable and necessary steps to keep their district free from rats and mice. This duty includes carrying out inspections, keeping Local Authority land free from rats and mice and enforcing other landowners and occupiers to do the same. This work is undertaken by the Environmental Services Team.
- 3.3 The Council's in-house Pest Control Service has been naturally scaled down over the past decade. Between 2019 and 2024 the Council's in-house pest control service operated with one part-time Pest Control Officer, 3 days a week, offering treatments for rats, mice, fleas, wasps and other insects to residents and businesses. Prior to

2019, the service was operated with one full time Pest Control Officer, 5 days a week. Prior to 2010 the service was operated with two full time Pest Control Officers.

- 3.4 A review of the service followed the retirement of the Pest Control Officer and a decision is required on the future of the service. The Pest Control Service has therefore been suspended since April 2024 and there is a temporary arrangement in place with a contractor until a decision is made.
- 3.5 Pest Control Services have historically been delivered by local authorities, however, there has been a decline in the number of councils offering a service nationally, and this trend is expected to continue. A 2014/15 Workforce Survey carried out by the Chartered Institute of Environmental Health (CIEH) found that pest control was the most common service to be stopped due to budget cuts. A national survey carried out by the British Pest Control Association (BPCA) in 2016 found that an increasing number of Councils were cutting their Pest Control Services due to budget pressures. At that time, of the 292 councils operating a Pest Control Service, 75% offered an in-house service and the remainder contracted out their service. A further Workforce Survey carried out by the CIEH in 2021 reported that respondents told them that “pest control services were very likely to be stopped”.
- 3.6 Benchmarking information from neighbouring local authorities has been gathered to provide some contextual data for the Pest Control Service delivery by the Council. However, direct comparisons cannot be made as the size of the District will affect travel costs and efficiencies, discounts offered will attract more service demand and service standards such as numbers of treatment visits will vary.
- 3.7 Only two local authorities neighbouring the District currently offer their own in-house service:

Table 1: Local Authority (LA) Pest Control Services in Derbyshire

Authority	Pest control service offered?
Amber Valley BC	Yes (contracted out to Derby City Council)
Chesterfield BC	Suspended pending review
Derby City Council	Yes (In-house service)
Derbyshire Dales DC	No service offered through the Council
East Staffordshire BC	No service offered through the Council
Erewash DC	No service offered through the Council
Lichfield DC	Yes (contracted out to private contractor)
North West Leicestershire DC	Yes (In-house service)

- 3.8 Table 2 provides a summary of the annual number of requests for local authority pest control treatments across Derbyshire last year. It should be noted that Bolsover District Council offer a free service for the treatment of domestic rats, which is likely to be the reason for the significantly elevated number of service requests for this treatment type in that area.

Table 2: Number of pest control treatment requests by LA in Derbyshire in 2023/24

Local Authority	No. of FTE Pest Control Officers	Number of service requests by treatment type in 2023/24						
		Rats	Mice	Fleas	Bedbugs	Cockroaches	Ants	Wasps
South Derbyshire DC	0.6	129	25	0	-	-	-	188
Amber Valley DC	1	180	33	16	0	0	10	63
Bolsover DC	2	803	37	17	5	0	1	37
Derby City Council	3	173	137	28	95	6	-	291
High Peak DC	1	Information not held						
North East Derbyshire DC	2	188	62	18	6	1	13	67

3.9 The Council's charges for its in-house Pest Control service vary depending upon the pest, type of treatment required and whether the customer is in receipt of means tested benefits. The current approved pest control charges and comparisons with other local authorities are shown in the Table 3:

Table 3: Pest Control Charges in Derbyshire

	Council Pest Control Fees	Council discounted rate for low-income groups	Pest Control Fees Benchmarking data from other Derbyshire LAs
Rats	£42	£21	£54 - £125
Mice	£70	£35	£54 - £125
Wasps	£70	£35	£46 - £72
Fleas	£86	£43	£46 - £150

3.10 In 2023/24, the Council received a total of 342 service requests for pest control treatments for rats, mice and wasps with a total income of £10,876, as shown in Table 4. Data is not available on how many of those treatments were provided for low-income groups, but the figures suggest that most of them were discounted. If the full fee had been charged the total income would have been almost double at £18,747.

Table 4: Council pest control service requests and income in 2023/24

	Number of service requests by treatment type in 2023/24		
	Rats	Mice	Wasps
	129	25	188
23/24 fee	£38 (£19 for low income groups)	£65 (£32.50 for low income groups)	£65 (£32.50 for low income groups)
Total income for 2023/24	£10,876		
Potential income if full fees had been charged in 2024/25	£4,902	£1,625	£12,220

Service Costs

3.11 The Pest Control Service offered by the Council has been delivered at a cost to the Council of approximately £14,000 per year across 2023/24 and 2022/23.

3.12 The annual in-house service delivery costs for the last two years are summarised in paragraph 5.2, Table 6.

4.0 Options appraisal

- 4.1 There are two options available regarding the future service delivery of pest control treatments:
- i. Continue with providing an in-house service
 - ii. Stop the service

Option 1 – continue to provide the in-house Pest Control service

- 4.2 To continue the service as budgeted for 2025/26 the costs would be £26,669, however in order for this service to be feasible, a budgetary increase would be required to cover further training needs. A separate capital bid would also need to be submitted to include an additional Ford Connect Van at the approximate cost of £35,000, into the Fleet Replacement Programme.
- 4.3 The average income from pest control services over the past three years with a 0.6fte post is approximately £8,500 per year. With a full-time Pest Control Officer an income of £12,000 could be expected based on a full-time estimate from Table 4.
- 4.4 The cost to the Council of delivering this in-house service with one Pest Control Officer and a vehicle is therefore estimated to be at least £26,669, plus the any associated financing costs from the Vehicle purchase.
- 4.5 There is no resilience to deliver the service during any period of leave or sickness with only one post delivering the service.
- 4.6 An in-house pest control service can be subsidised so that it operates at a cost to the Council, or it can be operated on a cost recovery basis and the fees set accordingly.
- 4.7 Setting fees too high can deter householders from using the services. To attract service demand, fees need to be set in accordance with the service delivery approach and at a level which is competitive with the alternative providers available.
- 4.8 A 15% increase in the current fees would generate approximately £1,800 additional income based on the non-discounted rates as shown in Table 5.

Table 5: Council pest control fees in comparison with a 15% increase and other LAs

	South Derbyshire DC Pest Control Fees 24/25	15% increase in fees	Pest Control Fees Benchmarking data from other Derbyshire LAs
Rats	£42	£48	£54 - £125
Mice	£70	£81	£54 - £125
Wasps	£70	£81	£46 - £72
Fleas	£86	£99	£46 - £150

- 4.9 To develop a cost recovery pest control model, a significant investment is required. Firstly, further work would be required to quantify the full costs of service delivery. An additional Pest Control Officer would be required to provide resilience and service continuity to cover holidays and sickness. Additionally, capital investment would be required for two Ford Connect Vans at approximately £35,000 each.
- 4.10 For the service to be cost neutral, the income generated would need to be £42,919 rather than the budgeted income of £16,250. It is estimated that fees would need to be more increased by more than 200% for the service to move towards cost recovery with

no reduction in rates for those on means tested benefits which would not be a competitive fee.

- 4.11 A marketing plan would also need to be produced for the service to create awareness and expand the domestic customer base. Maximising market opportunities and investment in advertising would be required to attract additional service users, particularly for additional commercial sector work.
- 4.12 This option will require an acceptance that initially, the service will likely produce a deficit each year of at least £26,669, based on the service as budgeted for 2025/26. Development of a cost recovery model will be required to ensure the service is provided on a full cost recovery basis and does not continue to be subsidised by the General Fund.

Option 2 – Stop the service (Recommended option)

- 4.13 The current Pest Control Officer post is vacant therefore no redundancy implications would arise from stopping the service. Officers recommend that the post of Pest Control Officer is deleted from the Environmental Services Staffing Structure.
- 4.14 If owners and occupiers within the District cannot afford to pay for pest control treatments or choose not to manage pest issues at their premises, the Council's Environmental Services Team can take action which ranges from giving advice to taking enforcement action including carrying out works in default and placing a charge on the property.
- 4.15 If the Pest Control service is stopped it is recommended that a budget of £5,000 is retained in Environmental Health for pest control investigations, enforcement and works in default.
- 4.16 This option would result in a saving of £21,670 per year.
- 4.17 A partnership agreement could be sought with an accredited local supplier to receive our service request referrals for pest treatments for residents. Officers would seek advice from Internal Procurement regarding the best procurement route.

Accreditation

- 4.18 The British Pest Control Association (BPCA) is the most well-known accreditation in the pest control industry. The BPCA represents a benchmark of quality and professionalism. Companies accredited by the BPCA are required to adhere to strict standards of practice, undergo regular audits, and ensure that their staff are properly trained and qualified.
- 4.19 Being a member of the BPCA means that a company is committed to providing high-quality services. When you hire a BPCA-accredited company, you can be confident that they will handle pest issues responsibly and professionally and even get guidance on things like proper waste removal to prevent pests.
- 4.20 Whether the Council chooses to continue with its in-house service or use those of other providers, they should be accredited with the BPCA.

5.0 Financial Implications

- 5.1 As detailed in the draft consolidated budget presented to Finance and Management committee on 21 November 2024 the current costs of the service have been assumed to continue in the forecast deficit balance on the General Fund, for 2025/26 with an assumed budget proposal value of nil, pending this report.
- 5.2 The table below summarises actual spend of the in-house Pest Control service against budget for 2023/24 and 2022/23.

Table 6: South Derbyshire Pest Control Service Delivery Costs

	Budget 2023/24	Actual 2023/24	Budget 2022/23	Actual 2022/23
Employee expenses	£35,430	£21,903	£27,299	£20,386
Other expenses	£4,163	£3,014	£3,220	£2,070
Total expenditure	£39,593	£24,917	£30,519	£22,456
Income	-£16,250	-£10,876	-£12,000	-£7,813
Income minus total expenditure	£23,343	£14,040	£18,519	£14,643
Cost of service delivery to the Council	£23,343	£14,040	£18,519	£14,643

- 5.3 The table below details the budget for the in-house Pest Control service for 2025/26.

Table 7: Pest Control Service Delivery Costs for 2025/26

Description	Amount
Employee expenses	£37,240
Other expenses	£5,679
Total expenditure	£42,919
Income	-£16,250
Income minus total expenditure	£26,669
Cost of service delivery to the Council	£26,669

- 5.4 Therefore, the proposal to stop the service, would result in a budgetary saving of £21,669, retaining a £5,000 budget for pest control investigations, enforcement and works in default. This decision will create an additional saving for the final General Fund budget, due for approval in February 2025.
- 5.5 To continue offering an in-house Pest Control service, a budgetary increase for training would be required of approximately £2,000 plus the additional capital investment of £35,000 for a new vehicle. It is anticipated that based on current demand income budget should be reduced by £4,000.
- 5.6 Further considerations have been made to enhance the current service by having two Pest Control Officers, however, this will require a budget increase of approximately £36,959 plus capital investment of £35,000 for an additional Ford Connect Van. Development of a cost recovery model will be required to ensure the service is provided

on a full cost recovery basis and does not continue to be subsidised by the General Fund.

6.0 Corporate Implications

Employment Implications

- 6.1 Removing the service will have an indirect impact on the Principal EHO (Environmental Protection) (EH71) who currently manages this service and retains the responsibilities under the Prevention of Damage by Pest Act 1949. It is considered that this does not constitute a material change to the job role.

Legal Implications

- 6.2 Pest Control treatment is a power but not a duty of the Council. It is important to note that pest control treatment is a separate issue to enforcement of statutory pest control legislation which remains a duty of the Council.
- 6.3 The Council does not have to undertake pest control treatment itself and, if it chooses to do so, there is no requirement to offer this service free of charge.
- 6.4 Powers and duties regarding public health pests are included in other environmental legislation, such as the Food Safety Act, Public Health Acts, and Housing Acts. The Council also has specific duties under the Prevention of Damage by Pests Act 1949.

Council Plan Implications

- 6.5 The Council will continue to support its communities regardless of which option is selected because of its continuing regulatory responsibilities regarding public health pests.

Risk Impact

- 6.6 Stopping council services involves reputational risk. Equalities, employment and legal impact and risk have been considered. Stopping the service will not provide a gap in community support because there are alternative providers and the Council's legal duties with regard to pest control will continue. The service has been suspended since April 2024 and there has not been an increased demand for regulation as a result. If the service is stopped, consideration will be given to how this is communicated to residents.

7.0 Community Impact

Consultation

- 7.1 No consultation has been undertaken. In the seven-month period since the in-house service has been paused following the retirement of the Pest Control Officer. An informal referral scheme has been in place to a private contractor which has resulted in 39 pest control requests from South Derbyshire residents.

Equality and Diversity Impact

- 7.2 An Equality Impact Assessment Preliminary Assessment Form has been completed and is attached at Appendix 1.
- 7.3 The two options highlighted in this report do not have an impact on any protected characteristics and a full Equality Impact Assessment is not required.
- 7.4 The Council's Pest Control legal duties remain unchanged by the options appraisal and the Council will continue to use its powers and duties regarding public health pests. The public health of residents will be maintained through the Council's pest control regulatory function which will remain unaffected.

Social Value Impact

- 7.5 The proposal protects residents' health through the core public health regulatory function.

Environmental Sustainability

- 7.6 The environmental practices of both in-house and external providers should be considered to ensure that there is a demonstrable commitment to quality and sustainability, ensuring that pest control methods are effective and environmentally responsible. This can be demonstrated through schemes such as the Confederation of European Pest Management Associations (CEPA) certification.
- 7.7 The Council's in-house service is based on electric vehicles. Transport emissions of alternative providers should be considered and influenced where possible to utilise ultra-low emission vehicles.
- 7.8 Signposting to an accredited provider will reduce the likelihood of individuals undertaking their own action to control pests with poison which used inappropriately could have a negative impact on wildlife.

8.0 Background Papers

- 8.1 None

Equality Impact Assessment - Preliminary Assessment Form

<i>Title of the strategy, policy, service or project:</i>	Review of Pest Control Service		
<i>Lead Officer:</i>	Karen Collier, Head of Environmental Services		
<i>Date of assessment:</i>	20/11/2024	Change of Service Provision	
<i>Is the strategy, policy, service (procedure) or project:</i>			
<i>Changed</i>	<input checked="" type="checkbox"/>		
<i>New</i>	<input type="checkbox"/>		

Section 1 – Clear aims and objectives

1. What is the aim of the strategy, policy, procedure or project?

A brief description of the aims of the policy – use a bullet point list if appropriate

The review of the Pest Control service will provide an options appraisal for consideration regarding future service delivery.

2. Who is intended to benefit from the strategy, policy, procedure or project and how?

E.g. specific sections of the community, employees

All residents to ensure that public health pests are treated effectively.

3. What outcomes do you want to achieve?

A brief summary of the anticipated outcomes (if required as explained in the accompanying Committee report) use a bullet point list if appropriate

Support our communities to deal with public health pests and provide financial stability of services.



	Potentially positive impact	Potentially negative impact	No disproportionate impact
Age	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Disability and long-term conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Gender reassignment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Marriage or civil partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pregnant women and people on parental leave	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sexual orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Race	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Religion or belief	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sex (Gender)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Section 3 – Recommendations and monitoring

If you have answered that the strategy, policy, procedure or project could potentially have a negative impact on any of the above characteristics then a full Equality Impact Assessment will be required.

4. Should a full EIA be completed for this strategy, policy, procedure or project?

Yes No

Please explain the reasons for this decision:

The provision of pest control treatment is a non-mandatory function of the Council. The Council does not have to undertake pest control treatment itself and, if chooses to do so, there is no requirement to offer this service free of charge.

The Council's pest control legal duties remain unchanged by the options appraisal and the Council will continue to use its powers and duties regarding public health pests.



The public health of residents will be maintained through the Council’s pest control regulation function which will remain unchanged.

Section 4 – Approval

Please note the assessment should be reviewed and approved by the appropriate Head of Service **before** the Committee report (if required) is produced.

Reviewed by Head of Service	Name:	Karen Collier
	Date:	20/11/2024

If further information regarding this assessment is required, please contact the Lead Officer for this assessment (outlined in Section 1.)



REPORT TO:	ENVIRONMENTAL AND DEVELOPMENT SERVICES COMMITTEE (SPECIAL)	AGENDA ITEM: 7
DATE OF MEETING:	02 JANUARY 2025	CATEGORY: DELEGATED
REPORT FROM:	EXECUTIVE DIRECTOR - PLACE AND PROSPERITY	CATEGORY: OPEN
MEMBERS' CONTACT POINT:	MIKE ROYLANCE (01283 595725) mike.roylance@southderbyshire.gov.uk	DOC:
SUBJECT:	SWADLINCOTE TOWN CENTRE GRANT SCHEME	
WARD(S) AFFECTED:	SWADLINCOTE	TERMS OF REFERENCE: EDS03

1.0 Recommendations

- 1.1 That the Committee recommends a budget of £150,000 be allocated to support improvements to property frontages in Swadlincote Town Centre over three years commencing in 2025/26 in the final 2025/26 General Fund budget report to Finance and Management Committee on 6 February 2025.
- 1.2 That authority is delegated to the Executive Director - Place and Prosperity to finalise the detail of the Swadlincote Town Centre Grant Scheme, and programme arrangements.
- 1.3 That authority is delegated to the Executive Director - Transformation and Resources to approve the grant awards in accordance with the Swadlincote Town Centre Grant Scheme.

2.0 Purpose of the Report

- 2.1 It is proposed to continue the physical improvements that the District Council has been undertaking in Swadlincote Town Centre. Support is sought for the allocation of a budget to work with property owners and tenants to improve their frontages.

3.0 Detail

Background

- 3.1 The Council is currently undertaking a programme of physical improvements to Swadlincote Town Centre, including the following:
 - first floor frontage improvements to No's 5-15 West Street, fronting The Delph Market Place;
 - refurbishment of No.1 High Street to create the South Derbyshire Visitor Information Centre;

- refurbishment of The Delph Market Place, including prevention of unwanted vehicle access;
- regeneration of the derelict Bank House/Sabine's Yard site to create the new Midland Road Car Park with free long stay spaces, additional electric vehicle charging points and a pocket park on Belmont Street;
- employment of a Community Safety Enforcement Officer (Town Centres) whose role includes pursuing the maintenance of privately-owned land;
- support for the community group, Swad in Bloom, to enable them to undertake planting projects; and,
- refurbishment of the public toilets.

3.2 During this period the private and third sectors have brought a number of vacant buildings back into use including the former church and cinema in West Street, former bank in High Street and former bowls club in Belmont Street, all of which had been long term vacancies. They have also invested in numerous individual retail premises.

3.3 There is a continuing need to support investment in the town centre in the face of national trends, including rising operating costs for businesses, competition from out of town and online shopping, pressure on household incomes and the changing role of town centres.

3.4 Town centre shop front improvements were eligible for support through the Business Grant Scheme which was part of the District's UK Shared Prosperity Fund programme. However, despite significant interest from property owners and tenants the take-up was low. Potential applicants, which are often micro-businesses, cited the expenditure, time and expertise required to secure the necessary approvals, and the challenges of finding contractors prepared to quote for relatively small projects.

Grant Scheme

3.5 The proposed Swadlincote Town Centre Grant Scheme aims to contribute to the further revival of the town centre by enhancing the environment in order to attract greater numbers of shoppers and visitors. The initiative seeks to improve the visual appearance of Swadlincote town centre by incentivising property owners and tenants to invest in their premises. Priority would be given to prominent frontages and other aspects that are visible from main public routes.

3.6 Eligible Works would include the refurbishment or replacement of the following:

- doors and windows
- masonry, render, tiles and other fascia materials
- reinstatement of more appropriate features in keeping with the building's design
- roofs and rainwater goods
- walls, fencing, landscaping and other boundary treatments
- new shopfronts more appropriate to the building's design and setting
- signage

3.7 It is proposed that a flexible approach to implementation is taken, with a high level of support available to property owners/tenants, including:

- grants to property owners and tenants
- works contracted by the Council through quotes, tenders or frameworks
- works undertaken by the Council's partner contractors

- works undertaken inhouse by the Council's own employees

3.8 There would also be scope for the Council to fund associated professional fees (eg. architects, surveyors, planning consultants), either directly commissioning the consultancy work or as an eligible cost as part of a grant award.

3.9 Private sector applicants would normally be expected to make a financial contribution to a project, however, works that they had undertaken recently could also be taken into account. Third sector applicants could potentially be eligible for the full cost of works to their premises.

4.0 Financial Implications

4.1 As set out in the draft General Fund budget presented to Finance and Management Committee on 21 November 2024, it is proposed £150,000 capital funding to fund grants, works and associated professional fees over the next three years is approved.

	2025/26	2026/27	2027/28	Total
Proposed allocation	£50,000	£50,000	£50,000	£150,000

4.2 The Council has Capital Receipts in Reserves that can be utilised to fund this proposal.

5.0 Corporate Implications

Legal Implications

5.1 The Council has the power to give grants to improve and regenerate areas of the district. Any grants and the Grant Scheme will be subject to Subsidy Control requirements. The appointment of contractors will need to comply with procurement rules.

Council Plan Implications

5.2 Swadlincote Town Centre is highlighted under the 'Drive our Economy' priority of the Council Plan, which aims to achieve 'a thriving economy and place that has jobs, skills, education, infrastructure, and opportunity'. The key aim is to 'Enhance and attract inward investment in Swadlincote Town Centre'.

Risk Impact

5.3 Vibrant Town Centres are the heart of a community, and influence both civic pride and perceptions of an area. The appearance of the town centre is a significant part of this.

6.0 Community Impact

Consultation

6.1 Businesses, residents and shoppers have been independently surveyed for their views on Swadlincote Town Centre and desired improvements. The appearance of areas of the town centre has consistently been cited as one of the main negative factors.

- 6.2 The Town Centre is a highly accessible location with good provision of, for example, public transport, disabled parking and pedestrianised areas, offering access to a wider range of services and facilities.

Social Value Impact

- 6.3 Town Centres are the heart of a community offering a wide range of services and activities provided by the public, private and voluntary/community sectors.

Environmental Sustainability

- 6.4 The Town Centre is the most accessible location for those using sustainable forms of transport, with a bus station, cycle links and connectivity into adjacent residential areas for those on foot. A vibrant Town Centre also discourages travel to other centres further afield often by private car.

7.0 Conclusions

- 7.1 By investing in the Town Centre, the District Council can build confidence and so encourage businesses and other public and third sector organisations to follow suit, at a time when the vibrancy and vitality of Town Centres is increasingly challenged.

8.0 Background Papers

Swadlincote Town Centre Vision and Strategy

REPORT TO:	ENVIRONMENTAL AND DEVELOPMENT SERVICES COMMITTEE (SPECIAL)	AGENDA ITEM: 8
DATE OF MEETING:	02 JANUARY 2024	CATEGORY: DELEGATED
REPORT FROM:	EXECUTIVE DIRECTOR – ENVIRONMENT AND COMMUNITIES	OPEN
MEMBERS’ CONTACT POINT:	DEMOCRATIC SERVICES 01283 595889/5722 democraticservices@southderbyshire.gov.uk	DOC:
SUBJECT:	COMMITTEE WORK PROGRAMME	REF:
WARD(S) AFFECTED:	ALL	TERMS OF REFERENCE: G

1.0 Recommendations

1.1 That the Committee considers and approves the updated work programme.

2.0 Purpose of Report

2.1 The Committee is asked to consider the updated work programme.

3.0 Detail

3.1 Attached at Annexe ‘A’ is an updated work programme document. The Committee is asked to consider and review the content of this document.

4.0 Financial Implications

4.1 None arising directly from this report.

5.0 Background Papers

5.1 Work Programme.

Environmental & Development Committee 02 January 2025 Work Programme

Work Programme Area	Date of Committee meetings	Contact Officer (Contact details)
Reports Previously Considered by Last Three Committees		
Q1 Performance Report	08 August 2024	Clare Booth Performance and Policy Officer 01283 595 788
Burnaston Neighbourhood Plan Application	08 August 2024	Steffan Saunders Head of Planning and Strategic Housing 07971604326
Visit Peak District & Derbyshire	08 August 2024	Steffan Saunders Head of Planning and Strategic Housing 07971604326
Local Plan Preferred Approach for consultation.	19 September 2024	Steffan Saunders Head of Planning and Strategic Housing 07971604326
Cycle Network SPD	19 September 2024	Steffan Saunders Head of Planning and Strategic Housing 07971604326
Statement of Community Involvement.	19 September 2024	Steffan Saunders Head of Planning and Strategic Housing 07971604326
Street Café Licenses	19 September 2024	Emma McHugh Senior Licensing Officer 01283 228745
Budget Setting Approach 2025/26	19 September 2024	Charlotte Jackson Head of Finance and Performance

		Charlotte.jackson@southdernyshire.gov.uk
Gambling Act 2005 Statement of Licensing Policy	19 September 2024	Emma McHugh Senior Licensing Officer 01283 228745
Designation of Hatton Neighbourhood Area	07 November 2024	Steffan Saunders Head of Planning and Strategic Housing 07971604326
Council Plan 2024-28: Performance Report (2024-2025 Quarter 2 – 1 April To 30 September)	07 November 2024	Heidi McDougall Executive Director – Environment and Communities 01283 595775
Adoption Of Planning Obligations Supplementary Planning Document	07 November 2024	Steffan Saunders Head of Planning and Strategic Housing 07971604326
Approval of the Infrastructure Funding Statement 2023-2024	07 November 2024	Steffan Saunders Head of Planning and Strategic Housing 07971604326
Revision of Street Trading Policy	07 November 2024	Emma McHugh Senior Licensing Officer 01283 228745
Review of Recycling Collection Streams	07 November 2024	Gary Charlton Head of Operational Services 01285 595 764
Review of Private Hire Licensing Policy and Conditions	07 November 2024	Emma McHugh Senior Licensing Officer 01283 228745
Private Hire Cross Border Enforcement – Wolverhampton City Council	07 November 2024	Emma McHugh Senior Licensing Officer 01283 228745

Provisional Programme of Reports To Be Considered by Committee		
Service Based Budgets 2025/26	02 January 2025	Charlotte Jackson Head of Finance and Performance Charlotte.jackson@southdernyshire.gov.uk
Economic Development Resources	02 January 2025	Mike Roylance Head of Economic Development and Growth Mike.roylance@southderbyshire.gov.uk
Pest Control Restructure	02 January 2025	Karen Collier Head of Environmental Services Karen.collier@southderbyshire.gov.uk
Environmental Services Resources Report	02 January 2025	Karen Collier Head of Environmental Services Karen.collier@southderbyshire.gov.uk Gary Charlton Head of Operational Services 07976 081896
Shop Front Grants Scheme	02 January 2025	Mike Roylance Head of Economic Development and Growth Mike.roylance@southderbyshire.gov.uk
Staff Travel Plan 2025-29	23 January 2025	Karen Collier Head of Environmental Services Karen.collier@southderbyshire.gov.uk
Bus Shelters	23 January 2025	Gary Charlton Head of Operational Services 07976 081896
CCTV in Private Hire Vehicles Policy	23 January 2025	Emma McHugh Senior Licensing Officer 01283 228745
Corporate Enforcement Policy	06 March 2025	Karen Collier Head of Environmental Services Karen.collier@southderbyshire.gov.uk

Climate Change and Ecological Strategy	06 March 2025	Karen Collier Head of Environmental Services Karen.collier@southderbyshire.gov.uk
Review of Grounds Maintenance and Street Cleansing	06 March 2025	Gary Charlton Head of Operational Services 07976 081896
Consultation on East Midlands Airport Sustainable Development Plan	TBC	Steffan Saunders Head of Planning and Strategic Housing 07971604326
East Midlands Airport Airspace Redesign Consultation (changing the flight paths)	TBC	Steffan Saunders Head of Planning and Strategic Housing 07971604326
Planning Enforcement Activity	TBC	Steffan Saunders Head of Planning and Strategic Housing 07971604326
Pre-application Charging	TBC	Steffan Saunders Head of Planning and Strategic Housing 07971604326