





### Scrutiny/Audit

**A8** Which Committee should this decision be submitted to? *(Please tick as appropriate)*

Scrutiny (Value for Money Council) Committee

Scrutiny (Regeneration Development and Market Hall) Committee

**Scrutiny (Health and Wellbeing) Committee**

Scrutiny (Climate Change and Environment) Committee

Audit Committee

<p><b>B1</b> What is the Decision?</p>	<p>To approve the amendments to the Selective Licensing Policy</p>
<p><b>B2</b> What are the reasons for the Decision?</p> <p><b>B2</b> Alternative options considered and rejected?</p>	<p>The fees section of the Selective Licensing Policy does not specify the requirement to review the fees annually in accordance with the Council's Fees and Charges Policy. Failure to do this will result in the running costs of the scheme exceeding the income from the licensing fees. Further updates have been included to remove the discounts for any applications that are received late or are associated with an incomplete application form.</p> <p>None- the selective licensing scheme fees need to cover the costs of administering the scheme to avoid departmental budget pressures</p>
<p><b>B3</b> What are the contributions to Corporate Priorities?</p>	<p><b><i>Standing up for our communities</i></b> - The improvement of housing conditions will contribute to the provision of a strong, healthy and vibrant private sector housing market that offers security, stability and decency to tenants and landlords.</p>
<p><b>B4</b> What are the Human Rights considerations?</p>	<p>There are no Human Rights issues arising from this decision.</p>

### Financial Implications

**B5** What are the financial implications?

The main financial issues arising from this decision are as follows:

The Selective Licensing fees will be updated in the policy annually based upon September RPI and LG futures projections for future RPI. This approach will enable the Selective Licensing service to be self-funding as per the original financial objective for the scheme. This will be modelled annually during each budget cycle, and if it is calculated that the scheme is generating an excessive surplus, consideration will be given to pausing the annual fee increases. Similarly if it is calculated that the scheme is not generating adequate income, or if costs escalate and cannot be controlled, it may be necessary to increase the fees further.

The proposed 24/25 fee increase is September 23 RPI which was 8.9%, and 25/26, 26/27 and 27/28 fee increases (\*) are projected based on LG Futures RPI projections applied to the following year as a proxy for Sept RPI.

All increases and proposed fees are rounded to the £ and therefore do not represent perfect % increases.

If the removal of discounts is enacted during the 23/24 financial year, before the 31<sup>st</sup> March, this will have a small impact on the outturn position for 23/24, with additional income being raised. It is not possible to quantify the exact value of this as it will be impacted by how many licenses are granted before the 31<sup>st</sup> March, however this will be considered as part of Budget Monitoring.

The figures in the following table are based upon the assumptions during the 24/25 Budget Cycle and align with the proposed budget for 24/25. In addition the assumed fees for future years and expected volumes of licenses provides for a projected small surplus of £9,596 at the end of the scheme in September 2027. Assuming a new scheme is implemented, this small surplus would provide the opportunity to offer a discount for early payment if a new scheme is implemented. For context, the previous Selective Licensing Scheme had built up a reserve balance in excess of £40K, which has been significantly used to prolong the discounts currently offered, and not increase the fee to date.

Revenue	2024/25	2025/26	2026/27	2027/28
Fee Increase*	8.9%	4.5%*	2.9%*	2.8%*
Fee – New Applications	£507	£529	£544	£559
Fee - Renewals	£327	£341	£350	£359
Estimated Number of Licenses	250	80	40	24
<b>Projected Income</b>	<b>(£126,750)</b>	<b>(£42,320)</b>	<b>(£21,760)</b>	<b>(£13,416)</b>
(This assumes all future fees are for new applications)				

The finance section has been approved by the following member of the Financial Management Unit:	Please print name: James Hopwood  Please sign name: (Approval by email 19/12/23)
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### Policy Framework

<b>B6</b> Is the Decision wholly in accordance with the Council’s policy framework?	Yes
<b>B6.1</b> If No, does it fall within the urgency provisions (Part 3 of the Constitution)?	NA
<b>B6.2</b> Has it got the appropriate approvals under those provisions?	Yes
<b>B7</b> Is the Decision wholly in accordance with the Council’s budget?	Yes
<b>B7.1</b> If No, does it fall within the urgency provisions (Part 3 of the Constitution)?	NA
<b>B7.2</b> Has it got the appropriate approvals under those provisions?	NA

### Equalities Implications

<b>B8</b> What are the Equalities implications:
<b>B8.1</b> Positive (Opportunities/Benefits): The revised fees will ensure that the scheme continues and reduces poor housing for tenants
<b>B8.2</b> Negative (Threats): Increased fees for none compliant landlords
<b>B8.3</b> The subject of this decision is a policy, strategy, function or service that is being amended. An equality impact assessment is not required.

## Risk Assessment

<b>B9</b> What are the Risk Assessment implications:
<b>B9.1</b> Positive (Opportunities/Benefits): The revised fees will ensure that the cost of administering the scheme are recouped.
<b>B9.2</b> Negative (Threats): Failure to increase costs will result in the scheme being financially unsustainable.
<b>B9.3</b> The risks do not need to be entered in the Risk Register. Any financial implications to mitigate against these risks are considered above.

## Legal Considerations

<b>B10</b> What are the Legal Considerations:
<b>B10.1</b> There are no significant legal issues arising from this decision.  The original Cabinet report approved the recovery of the cost of the scheme by charging a Licensing Fee and for the fees to be reviewed annually by the council.
<b>This section has been approved by the following member of the Legal Team</b>
Please print name: John Teasdale  Please sign name: (Approval by email 07/12/23)

## Sustainability Implications

<b>B11</b> What are the Sustainability implications:
<b>B11.1</b> The proposal would not have an effect in terms of sustainability (including climate change and change adaptation measures).

## Health & Safety Implications

B12 What are the Health & Safety implications:
B12.1 A Risk Assessment has not been carried out and entered into Safety Media for all significant hazards and risks because there are no significant hazards or risks arising from this decision.

## Key Decision

**B13** Is this a Key Decision?            No

**Note: A Key Executive Decision is one where:**

- 1. REVENUE – Any contract or proposal with an annual payment or saving of more than £100,000**
- 2. CAPITAL – Any capital project with a value in excess of £150,000**
- 3. A decision which significantly affects communities living or working in an area comprising two or more wards.**

<b>B13.1 If this is a Key Decision, is this an urgent decision such that a delay caused by use of the Call-in Procedure would <u>seriously</u> prejudice the public interest?</b>	NA
<b>B13.2 If yes, has the Mayor or in his/her absence the Deputy Mayor or in his/her absence the Chair of the relevant Scrutiny Committee agreed that the decision will be exempt from Call-in?</b>	NA

**NOTE: If this decision is subject to the Call-in Procedure it will come into force, and may then be implemented, on the expiry of 3 working days after publication – unless 10 Members of the Council call in the decision.**

Please send the original signed document to  
[democratic.services@eaststaffsbc.gov.uk](mailto:democratic.services@eaststaffsbc.gov.uk)