
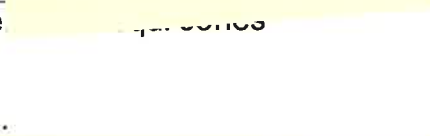




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EXECUTIVE DECISION RECORD

A1 Service Area	Planning
A2 Title	Review of Pre-application Charging Schedule and other fees
A3 Decision Taken By	Deputy Leader and Chief Officer
A4 Chief Officer	Please print name: Sal Khan Please sign name: 
A5 Leader / Deputy Leader	Please print name:  Please sign name: 
A6 Date of Decision	18 th Dec 

Confidentiality

A7 Is this Decision confidential by containing exempt information as described in Schedule 12A of the Local Government Act 1972?	No
A7.1 If yes, please state relevant paragraph from Schedule 12A LGA 1972.	

Scrutiny

A8 Which Scrutiny Committee should this decision be submitted to?	(Please tick as appropriate) ✓
Scrutiny (Promoting Local Economic Growth) Committee	<input checked="" type="checkbox"/>
Scrutiny (Value for Money Council Services) Committee	<input type="checkbox"/>
Scrutiny (Protecting and Strengthening Communities) Committee	<input type="checkbox"/>
Scrutiny (East Staffordshire Health) Committee	<input type="checkbox"/>

<p>B1 What is the Decision?</p>	<p>To introduce a revised fee charging schedule from 1 April 2018</p> <p>To introduce a premium validation service on a trial basis from 1st April 2018 to 31st March 2019</p>
<p>B2 What are the reasons for the Decision?</p>	<p>There is no one size fits all approach to a pre-application charging service. Setting and reviewing the level of fees is a challenge and there is no degree of consistency nationally. It is entirely up to the Borough Council to decide how much it charges, for which types of application and the method for doing so.</p> <p>The ESBC charging schedule is well established and used and appears to be a charging regime that is easily understood by customers and straightforward for the authority to administer.</p> <p>As set out in the base report in 2014 the fees should be reviewed regularly and it is proposed to update the charges based on the operation of pre-application schedule since 2014 taking account of updated costs information and benchmarking the service compared with the approach of other authorities. It is considered that the proposed revised draft charging schedule Set out in Appendix A of the previous report to the Leaders and Deputy Leaders Meeting is a reasonable approach to covering the cost of the pre-application service provided. It is considered that the existing fees for providing copies of plans and printing costs should remain the same.</p> <p>Premium Validation</p> <p>From the review of the established benchmarking group for planning service provision, which contains nearly 1% of the Local Planning Authorities nationally, and our nearest family group of Councils, no authority has provided feedback that they offer this type of service. The London Borough of Barnet would appear to be a different type of authority with a team of officers providing the service in addition to their normal service offering for validation and application progress. The one shire district authority that we have feedback from is North Kesteven. The additional service provision in that administrative area has not been taken up in just over three</p>

	<p>years of the service offer. It is considered from feedback from that service provider that it would only likely be taken up if there were service failure demand resulting from a backlog of applications requiring validation. The premium services that are offered from the two Councils are also not the same.</p> <p>Whilst it is unclear exactly what benefits would accrue from offering the fast track service, depending on the service offered, there could be some additional income and a reduction in the number of invalid applications and it also provides a positive message to developers. There are also potential risks in terms of disrupting workflow and, if not managed properly, there may be customer dissatisfaction with a two tier service.</p> <p>Appendix B of the previous report to the Leaders and Deputy Leaders meeting provides a draft charging schedule for a premium validation service, based on improving the validation process for customers. It is envisaged that this then becomes the starting position for the introduction of additional fee-paying premium services.</p>
<p>B3 What are the contributions to Corporate Priorities?</p>	<p>Promoting Local Economic Growth and Providing Value For Money Council Services. The review satisfies the Corporate Plan Target VFM35 and complies with the Corporate Fees and Charges Policy which was introduced in December 2016.</p>
<p>B4 What are the Human Rights considerations?</p>	<p>There are no Human Rights issues arising from this decision.</p>

Financial Implications

<p>B5 What are the financial implications ?</p>	<p>This section has been approved by the following member of Financial Management Unit: Anya Murray</p> <p>The financial implication of the proposed fee increase is an extra £7,300 over and above what has previously been achieved. However there is an existing shortfall against budget which is not fully mitigated by the proposed increase.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="text-align: left;">Revenue Budget</th> <th style="text-align: center;">2018/19</th> <th style="text-align: center;">2019/20</th> <th style="text-align: center;">2020/21</th> </tr> <tr> <td></td> <th style="text-align: center;">£</th> <th style="text-align: center;">£</th> <th style="text-align: center;">£</th> </tr> </thead> <tbody> <tr> <td>Budget</td> <td style="text-align: right;">40,000</td> <td style="text-align: right;">40,000</td> <td style="text-align: right;">40,000</td> </tr> <tr> <td>Revised Fee Schedule</td> <td style="text-align: right;">36,600</td> <td style="text-align: right;">36,600</td> <td style="text-align: right;">36,600</td> </tr> <tr> <td>Shortfall to Budget</td> <td style="text-align: right;">3,400</td> <td style="text-align: right;">3,400</td> <td style="text-align: right;">3,400</td> </tr> </tbody> </table> <p>This assumes that the fee increase does not impact on the take up of the service. Should there be a reduction of 10% pre-planning applications, this would lead to a further reduction in budget of £3,700.</p> <p>Fee income of £36,600 represents just under 6% of the relevant planning delivery team's total cost.</p> <p>Provided that no additional expenditure is incurred, it is not envisaged that there will be any significant variation to these figures with the introduction of the premium validation service.</p>	Revenue Budget	2018/19	2019/20	2020/21		£	£	£	Budget	40,000	40,000	40,000	Revised Fee Schedule	36,600	36,600	36,600	Shortfall to Budget	3,400	3,400	3,400
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Shortfall to Budget	3,400	3,400	3,400																		

Capital	2017/18	2018/19	2019/20
	n/a	n/a	n/a

<p>The finance section has been approved by the following member of the Financial Management Unit:</p>	<p style="text-align: center;">Anya Murray</p> <div style="background-color: yellow; height: 40px; width: 100%;"></div>
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Equalities Implications

1.1 B8 What are the Equalities implications: The subject of this Report is a policy, strategy, function or service that is being revised. An equality and health impact assessment has been carried out.
B8.1 Positive (Opportunities/Benefits): Applications relating to providing a means of access for disabled people are exempt from charging in the draft schedule.
B8.2 Negative (Threats): None
B8.3 The subject of this decision is not a policy, strategy, function or service that is new or being revised. An equality impact assessment is not required.
B8.4 [

Risk Assessment

B9 What are the Risk Assessment implications:
B9.1 Positive (Opportunities/Benefits):
B9.2 Negative (Threats):
B9. The risks do not need to be entered in the Risk Register.

Legal Considerations

B10 What are the Legal Considerations:	
B10.1 There are no significant legal issues arising from this Report.	
This section has been approved by the following member of the Legal Team:	Anaela Wakefield . 

Policy Framework

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

Sustainability Implications

B11 What are the Sustainability implications:
B11.1 Better development outcomes can lead to more sustainable communities in terms of design, materials, layout, mix of uses, provision of facilities and local amenity.
B11.2 Positive (Opportunities/Benefits):
B11.3 Negative (Threats):

Health & Safety Implications

B12 What are the Health & Safety implications:
B12.1 A Risk Assessment has not been carried out and entered into Harriet for all significant hazards and risks because there are no significant hazards or risks arising from this decision.
B12.2 [
B12.3
B12.3.1 Positive (Benefits)
B12.3.2 Negative (Threats)

Key Decision

B13 Is this a Key Decision?	No
Note: A Key Executive Decision is one where: <ol style="list-style-type: none"> 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. 	
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?	NA
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?	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 andrea.davies@eaststaffsbc.gov.uk