

# People Directorate Fees & Charges Proposals 2023-24

## 1 Introduction

A fees and charges task & finish group of the Overview & Scrutiny Management Commission (OSMC) has been meeting in recent months, with an interim report provided to the OSMC in November 2022. These papers have been produced reflecting some of the comments made and future budget papers will take into account proposals of the group as they emerge and where they are approved.

## 2 Adult Social Care

- 2.1 Councils have the power to charge for certain social care services, and are required to have a charging policy that is demonstrably fair and does not undermine the overall objectives of social care – that is, to promote both independence and social inclusion of service users. It is recognised that the level of fees and charges can have a direct impact on usage and take up, and in some instances work against the Council's social inclusion agenda by effectively discriminating against those who are less able to pay.
- 2.2 The Council's policy is therefore to charge service users an 'affordable' amount, which is uplifted by inflation each year where appropriate. However, where other local authorities, or Health organisations, are purchasing Council services on behalf of their service users, the charges made to these organisations are designed to reflect the actual costs of the service.
- 2.3 West Berkshire Council's Charging Policy for Adult Social Care services, introduced in 2015, states the individual will have one assessed charge for all services. All services will be added together before a service user is financially assessed.
- 2.4 The guidance allows for a prescribed list of allowances, for example, rent, mortgage, council tax, buildings insurance etc plus disability related costs, for example, community alarm system, extra heating costs that meet an individual's presenting care needs.
- 2.5 These allowances are then deducted from the total income to give an assessable income when an individual is receiving care in a non-residential setting.
- 2.6 From April 2012 any new or reviewed eligible individual requiring support from Adult Social Care receives this in the form of a Personal Budget through which they can arrange their support. As of 1<sup>st</sup> April 2011 individuals have been charged for each day they have booked at a Resource Centre and only in exceptional circumstances will charges be waived for non-attendance.
- 2.7 There are generally two types of charges – discretionary and statutory:

- **Discretionary Charges**

Unless otherwise stated, the fee increase for 2023-24 is by the annual October CPI of 11.1%. The charge to other local authorities and Health organisations for places in West Berkshire Resource Centres will also be increased by 11.1% for 2023-24.

Community Based Services will be charged at the actual cost of the service, including administration costs.

Other Day Centre and Transport will be charged at the actual cost.

Some fees have been increased by more than 11.1% to ensure that the cost covers the work being undertaken.

- **Statutory Charges**

The method of assessing contributions from clients in long-term residential care is covered by section 14 of the Care Act 2014, the Care and Support (Charging and Assessment of Resources) Regulations 2014, the Care and Support Statutory Guidance and the Council's ASC Charging Policy 2015.

The charges to full cost payers in WBC Homes, and to other Local Authorities and Integrated Care Boards who access services run by West Berkshire Council, are based on current information in respect of cost and the estimated number of clients using the service.

Deputyship Fees are set by the Court of Protection.

|   | CHARGE   | UNIT     | INCOME<br>2021/22        | NUMBER<br>OF<br>CLIENTS   | FEE<br>2022/23  | PROPOSED<br>FEE<br>2023/24 | NOTES  |
|---|--|----------|--------------------------|---------------------------|-----------------|----------------------------|--|
|   | <b>RESIDENTIAL AND NURSING CARE:</b>   |          |                          |                           |                 |                            |  |
| * | Residential and Nursing Care in Independent sector homes   | Per Week | £4,716,358               | 477                       | Actual cost     | Actual cost                | Maximum charge subject to financial assessment |
| * | Residential Care in WBC Home - Notrees   | Per Week | £202,697                 | 18                        | £874.00         | £1,000.00                  |  |
| * | Residential Care in WBC Home - Willows   | Per Week | £491,891                 | 31                        | £874.00         | £1,000.00                  |  |
| * | Residential Care in WBC Home - Birchwood   | Per Week | £930,565                 | 70                        | £907.00         | £1,200.00                  |  |
| * | Nursing Care in WBC Home - Birchwood   | Per Week |                          |                           | £907.00         | £1,200.00                  |  |
| * | Residential and Nursing care in WBC Homes - charge the assessed contribution whilst in hospital if bed retained at the home  | Per Week | Included in above income | Included in above numbers | Assessed Charge | Assessed Charge            |  |
| * | Residential and Nursing care in WBC Homes - charge the assessed contribution from date of admission even if client subsequently decides to leave the home during the review period | Per Week |                          |                           | Assessed Charge | Assessed Charge            |  |

Statutory charge \*

|   | CHARGE   | UNIT                        | INCOME<br>2021/22 | NUMBER<br>OF<br>CLIENTS | FEE<br>2022/23 | PROPOSED<br>FEE<br>2023/24                             | NOTES  |
|---|--|-----------------------------|-------------------|-------------------------|----------------|--|--|
|   | <b>COMMUNITY SUPPORT:</b>  |                             |                   |                         |                |  |  |
| * | Day activities and transport   | Per Day /<br>Per<br>Journey | £220,472          | 247                     | Actual cost    | Actual cost  | Maximum<br>charge<br>subject to<br>financial<br>assessment |
| * | Direct Payments (DP)   | Per DP                      | £458,235          | 164                     | Actual cost    | Actual cost  |  |
| * | Personal Care  | Per Hour                    | £2,768,298        | 639                     | £21.14         | £23.90   |  |
| * | Live-In Care   | Per Week                    |                   |                         | Actual cost    | Actual cost  |  |
| * | Community Support  | Per Hour                    | £1,123,462        | 515                     | £17.15         | £18.60   |  |
| * | Extra Care Housing (ECH) at Alice Bye Court for<br>Community Support and Personal Care                                   | Per Hour                    |                   |                         | Actual cost    | Actual cost  |  |
| * | Extra Care Housing (ECH) at Alice Bye Court for<br>Core Care charge for on-site response service                         | Per Week                    |                   |                         | £30.22         | TBC<br>contract<br>out to<br>tender<br>during<br>23/24 |  |
| * | Extra Care Housing (ECH) at Audrey Needham<br>House & Redwood House for Community<br>Support and Personal Care           | Per Hour                    |                   |                         | Actual cost    | Actual cost  |  |
| * | Extra Care Housing (ECH) at Audrey Needham<br>House & Redwood House for Core Care charge<br>for on-site response service | Per Week                    |                   |                         | £29.00         | TBC<br>contract<br>out to<br>tender<br>during<br>23/24 |  |
| * | Sleep In Care  | Per Night                   |                   |                         | Actual cost    | Actual cost  |  |
| * | Waking Night cover   | Per Night                   |                   |                         | Actual cost    | Actual cost  |  |
| * | Respite Care   | Per Night                   | £26,951           | 25                      | Actual cost    | Actual cost  |  |
| * | WBC Resource Centre  | Per Day                     | £237,527          | 136                     | £51.90         | £57.70   |  |
| * | WBC Resource Centre outreach workers   | Per Hour                    |                   |                         | £20.60         | £22.90   |  |
| * | WBC Resource Centre transport  | Per<br>Journey              |                   |                         | £9.30          | £10.30   |  |
| * | WBC Resource Centre meals  | Per Meal                    | £31,187           | 74                      | £5.50          | £6.10  |  |
|   | WBC Resource Centre to other LA's and ICB's -<br>Older People  | Per Day                     | £32,573           | 3                       | £72.20         | £80.20   |  |
|   | WBC Resource Centre to other LA's and ICB's -<br>Learning Disability   | Per Day                     |                   |                         | £117.30        | £130.30  |  |
|   | WBC Resource Centre to other LA's and ICB's -<br>Physical Disability   | Per Day                     |                   |                         | £108.90        | £121.00  |  |

Statutory charge \*

|   | CHARGE  | UNIT            | INCOME<br>2021/22 | NUMBER<br>OF<br>CLIENTS | FEE<br>2022/23 | PROPOSED<br>FEE<br>2023/24              | NOTES                        |
|---|---|-----------------|-------------------|-------------------------|----------------|---|------------------------------|
|   | <b>ADMINISTRATION FEES:</b>   |                 |                   |                         |                |   |                              |
| * | Administration fee for commissioning care for full cost clients               | Per Annum       | £32,609           | 275                     | £241.00        | £268.00                                 |                              |
| * | Set up fee for deferred payers  | Set Up          | £179,006          | 245                     | £157.00        | £174.00                                 |                              |
| * | Administration fee for deferred payers  | Per Annum       |                   |                         | £262.00        | £291.00                                 |                              |
|   | Support in making a Lasting Power of Attorney application                     | Per Application |                   |                         | £163.00        | £181.00                                 |                              |
| * | Next of kin support administration following the death of a Deputyship client | Per Hour        |                   |                         | £107.80        | £119.80                                 |                              |
|   | Support in making a Deputyship application                                    | Per Application |                   |                         | £367.00        | £408.00                                 |                              |
| * | Work up to the date that the Deputyship order is issued                       | Per Annum       |                   |                         | £745.00        | Fees are set by the Court of Protection |                              |
| * | Deputyship - Annual management fee first year                                 | Per Annum       |                   |                         | £775.00        |   | Dependent on clients capital |
| * | Deputyship - Annual management fee for subsequent years                       | Per Annum       |                   |                         | £650.00        |   |                              |
| * | Deputyship - Property management fee  | Per Annum       |                   |                         | £300.00        |   |                              |
| * | Deputyship - Prepare and lodge of annual return to OPG                        | Per Return      |                   |                         | £216.00        |   |                              |
| * | Deputyship - Preparation of a basic HMRC income tax return                    | Per Return      |                   |                         | £70.00         |   |                              |
| * | Deputyship - Preparation of a complex HMRC income tax return                  | Per Return      |                   |                         | £140.00        |   |                              |
| * | Deputyship - travel   | Per 1.5 hours   |                   |                         | £40.00         |   |                              |
|   | Support in making a Appointeeship application                                 | Per Application |                   |                         | £136.00        | £151.00                                 |                              |
|   | Completion of Mental Capacity (COP3) application                              | Per Application | £0                | 0                       |                | £50.00                                  | New charge for 2023/24       |

Statutory charge \*

|   | CHARGE                               | UNIT      | INCOME<br>2021/22 | NUMBER<br>OF<br>CLIENTS | FEE<br>2022/23 | PROPOSED<br>FEE<br>2023/24 | NOTES  |
|---|--------------------------------------|-----------|-------------------|-------------------------|----------------|----------------------------|--|
|   | <b>ADULT PLACEMENTS:</b>             |           |                   |                         |                |                            |  |
| * | Band 1 - Full time placement         | Per Week  | £193,641          | 46                      | £250.96        | £259.61                    | Maximum<br>charge<br>subject to<br>financial<br>assessment |
| * | Band 2 - Full time placement         | Per Week  |                   |                         | £281.87        | £290.52                    |  |
| * | Band 3 - Full time placement         | Per Week  |                   |                         | £312.78        | £321.43                    |  |
| * | Band 1 - Respite                     | Per Night |                   |                         | £71.11         | £73.56                     |  |
| * | Band 2 - Respite                     | Per Night |                   |                         | £78.31         | £80.76                     |  |
| * | Band 3 - Respite                     | Per Night |                   |                         | £93.77         | £96.22                     |  |
| * | Band 1 - Over Night                  | Per Night |                   |                         | £50.19         | £51.92                     |  |
| * | Band 2 - Over Night                  | Per Night |                   |                         | £60.49         | £62.22                     |  |
| * | Band 3 - Over Night                  | Per Night |                   |                         | £70.80         | £72.53                     |  |
| * | Band 1 - Day support                 | Per Hour  |                   |                         | £9.50          | £10.42                     |  |
| * | Band 2 - Day support                 | Per Hour  |                   |                         | £11.39         | £12.63                     |  |
| * | Band 3 - Day support                 | Per Hour  |                   |                         | £12.63         | £13.87                     |  |
| * | Management fee - Full time placement | Per Week  | £29,887           | 6                       | £114.10        | £126.80                    |  |
| * | Management fee - Respite             | Per Week  |                   |                         | £34.20         | £38.00                     |  |
| * | Management fee - Day support         | Per Hour  |                   |                         | £4.50          | £5.00                      |  |

Statutory charge \*

| Phoenix Resource Centre                                    |              | 2021/22        |                            |
|--|--------------|----------------|----------------------------|
| Total Income   |              | £17,157        |                            |
| CHARGE   | UNIT         | FEE<br>2022/23 | PROPOSED<br>FEE<br>2023/24 |
| PHOENIX RESOURCE CENTRE:                                   |              |                |                            |
| Ground floor Theatre (with lighting and audio system) from | Per Day      | £91.40         | £101.50                    |
|  | Per Half Day | £47.80         | £53.10                     |
|  | Per Hour     | £22.70         | £25.20                     |
| Ground floor Theatre (with lighting and audio system) to   | Per Day      | £159.90        | £177.60                    |
|  | Per Half Day | £85.70         | £95.20                     |
|  | Per Hour     | £41.10         | £45.70                     |
| Audience seating (setting up and taking down)              | Per Day      | £75.00         | £83.30                     |
|  | Per Half Day | £75.00         | £83.30                     |
|  | Per Hour     | £75.00         | £83.30                     |
| First floor Theatre office                                 | Per Day      | £17.10         | £19.00                     |
|  | Per Half Day | £17.10         | £19.00                     |
|  | Per Hour     | £17.10         | £19.00                     |
| Ground floor frailty and dementia suite (Lilac Lounge)     | Per Day      | £90.90         | £101.00                    |
|  | Per Half Day | £47.70         | £53.00                     |
|  | Per Hour     | £15.90         | £17.70                     |
| Ground floor physical disability suite (Sunshine Room)     | Per Day      | £60.40         | £67.10                     |
|  | Per Half Day | £30.80         | £34.20                     |
|  | Per Hour     | £10.80         | £12.00                     |
| Ground floor sensory cooking room                          | Per Day      | £60.40         | £67.10                     |
|  | Per Half Day | £30.80         | £34.20                     |
|  | Per Hour     | £10.80         | £12.00                     |
| Ground floor sensory room                                  | Per Day      | £60.40         | £67.10                     |
|  | Per Half Day | £30.80         | £34.20                     |
|  | Per Hour     | £10.80         | £12.00                     |
| Ground floor optimusic room                                | Per Day      | £60.40         | £67.10                     |
|  | Per Half Day | £30.80         | £34.20                     |
|  | Per Hour     | £10.80         | £12.00                     |
| Ground floor dining room                                   | Per Day      | £91.40         | £101.50                    |
|  | Per Half Day | £47.80         | £53.10                     |
| Ground floor dining room and kitchen                       | Per Day      | £102.70        | £114.10                    |
|  | Per Half Day | £53.70         | £59.70                     |
| Ground floor small activity room                           | Daily Rate   | £30.00         | £33.30                     |
|  | Per Half Day | £15.40         | £17.10                     |
|  | Per Hour     | £6.80          | £7.60                      |
| First floor Craft activity room                            | Per Day      | £60.40         | £67.10                     |
|  | Per Half Day | £30.80         | £34.20                     |
|  | Per Hour     | £10.80         | £12.00                     |
| First Floor Moving and Handling training room 1            | Per Day      | £134.10        | £149.00                    |
|  | Per Half Day | £109.00        | £121.10                    |
|  | Per Hour     | £37.10         | £41.20                     |

| CHARGE   | UNIT         | FEE<br>2022/23 | PROPOSED<br>FEE<br>2023/24 |
|--|--------------|----------------|----------------------------|
| First floor training room 1 - room only            | Per Day      | £67.00         | £74.40                     |
|  | Per Half Day | £55.70         | £61.90                     |
|  | Per Hour     | £19.30         | £21.40                     |
| First floor training room 2 (large)                | Per Day      | £118.80        | Not<br>available           |
|  | Per Half Day | £60.40         |                            |
|  | Per Hour     | £21.70         |                            |
| First floor large meeting room without equipment   | Per Day      | £37.70         | £41.90                     |
|  | Per Half Day | £19.40         | £21.60                     |
|  | Per Hour     | £7.90          | £8.80                      |
| First floor large meeting room with equipment      | Per Day      | £49.10         | £54.60                     |
|  | Per Half Day | £23.90         | £26.60                     |
|  | Per Hour     | £9.50          | £10.60                     |
| First floor small meeting rooms                    | Per Day      | £22.70         | £25.20                     |
|  | Per Half Day | £11.90         | £13.20                     |
|  | Per Hour     | £4.40          | £4.90                      |
| Accessible shower facility and personal care rooms | Per Hour     | £10.20         | £11.30                     |

Statutory charge \*

| Hungerford Resource Centre<br>Total Income         |              | 2021/22<br>0   |                            |
|--|--------------|----------------|----------------------------|
| CHARGE   | UNIT         | FEE<br>2022/23 | PROPOSED<br>FEE<br>2023/24 |
| <b>HUNGERFORD RESOURCE CENTRE:</b>                 |              |                |                            |
| Ground floor main activity room                    | Per Day      | 106.20         | 118.00                     |
|  | Per Half Day | 53.70          | 59.70                      |
|  | Per Hour     | 18.80          | 20.90                      |
| Ground floor computer suite                        | Per Day      | 54.20          | 60.20                      |
|  | Per Half Day | 27.30          | 30.30                      |
|  | Per Hour     | 9.50           | 10.60                      |
| Ground floor quiet room                            | Per Day      | 27.30          | 30.30                      |
|  | Per Half Day | 14.20          | 15.80                      |
|  | Per Hour     | 5.60           | 6.20                       |
| Ground floor hairdressing salon                    | Per Day      | 27.30          | 30.30                      |
|  | Per Half Day | 14.20          | 15.80                      |
|  | Per Hour     | 5.60           | 6.20                       |
| First floor meeting room 1                         | Per Day      | 54.20          | 60.20                      |
|  | Per Half Day | 27.30          | 30.30                      |
|  | Per Hour     | 9.50           | 10.60                      |
| First floor meeting room 2                         | Per Day      | 54.20          | 60.20                      |
|  | Per Half Day | 27.30          | 30.30                      |
|  | Per Hour     | 9.50           | 10.60                      |
| Accessible shower facility and personal care rooms | Per Hour     | 10.20          | 11.30                      |

Statutory charge \*

|   |  |                     |                        |                                     |
|---|--|---------------------|------------------------|-------------------------------------|
| <b>Greenfield Resource Centre</b><br>Total Income |  | <b>2021/22</b><br>0 |                        |                                     |
| <b>CHARGE</b>                                     |  | <b>UNIT</b>         | <b>FEE<br/>2022/23</b> | <b>PROPOSED<br/>FEE<br/>2023/24</b> |
| <b>GREENFIELD RESOURCE CENTRE:</b>                |  |                     |                        |                                     |
| Atrium  |  | Per Day             | 106.20                 | 118.00                              |
|   |  | Per Half Day        | 53.70                  | 59.70                               |
|   |  | Per Hour            | 18.80                  | 20.90                               |
| Computer suite                                    |  | Per Day             | 54.20                  | 60.20                               |
|   |  | Per Half Day        | 27.30                  | 30.30                               |
|   |  | Per Hour            | 9.50                   | 10.60                               |
| Frailty and dementia suite                        |  | Per Day             | 79.90                  | 88.80                               |
|   |  | Per Half Day        | 40.50                  | 45.00                               |
|   |  | Per Hour            | 14.20                  | 15.80                               |
| Physical disability suite                         |  | Per Day             | 79.90                  | 88.80                               |
|   |  | Per Half Day        | 40.50                  | 45.00                               |
|   |  | Per Hour            | 14.20                  | 15.80                               |
| Learning disability suite                         |  | Per Day             | 54.20                  | 60.20                               |
|   |  | Per Half Day        | 27.30                  | 30.30                               |
|   |  | Per Hour            | 9.50                   | 10.60                               |
| Optimusic / sensory room                          |  | Per Day             | 54.20                  | 60.20                               |
|   |  | Per Half Day        | 27.30                  | 30.30                               |
|   |  | Per Hour            | 9.50                   | 10.60                               |
| Small office                                      |  | Per Day             | 27.30                  | 30.30                               |
|   |  | Per Half Day        | 14.20                  | 15.80                               |
|   |  | Per Hour            | 5.60                   | 6.20                                |
| Accessible bath facility and personal care rooms  |  | Per Hour            | 10.20                  | 11.30                               |
| Security opening and locking building at weekends |  | Per Day             | 19.40                  | 21.60                               |

Statutory charge \*



## Social Care Training

2.8 The Government provides funding for care sector training and we use this funding to deliver a comprehensive joint training programme for staff and people working in the private and voluntary care sector. Anyone can access the training. The grant funding enables charges to local and accredited social care providers to be subsidised, hence the lower rate fee. Charging is essential to make the funding go further and ensure people book on courses and turn up. An increase of 11.1% has been applied to these charges for 2023-24, in line with CPI inflation at October 2022.

2.9 The Department of Health requires Councils to work closely with its partners on joint training and to facilitate improved standards of care through training initiatives; therefore some joint training will have the same charges as the partners involved and will sit outside this charging policy.

| Social Care Training<br>Total Income                                |          | 2021/22<br>£40,203 |                            |
|---|----------|--------------------|----------------------------|
| CHARGE  | UNIT     | FEE<br>2022/23     | PROPOSED<br>FEE<br>2023/24 |
| <b>ADULTS AND CHILDREN'S COURSES:</b>                               |          |                    |                            |
| Personal Assistants   | Full Day | £45.00             | £50.00                     |
|   | Half Day | £27.00             | £30.00                     |
| Private Social Care and all others                                  | Full Day | £94.00             | £104.00                    |
|   | Half Day | £52.00             | £58.00                     |
| Voluntary / Associated Social Care                                  | Full Day | £52.00             | £58.00                     |
|   | Half Day | £27.00             | £30.00                     |
| <b>CORPORATE COURSES:</b>   |          |                    |                            |
| Personal Assistants   | Full Day | £45.00             | £50.00                     |
|   | Half Day | £27.00             | £30.00                     |
| Private Social Care and all others                                  | Full Day | £94.00             | £104.00                    |
|   | Half Day | £52.00             | £58.00                     |
| Voluntary / Associated Social Care                                  | Full Day | £94.00             | £104.00                    |
|   | Half Day | £52.00             | £58.00                     |
| <b>FOSTER CARE COURSES:</b>   |          |                    |                            |
| Personal Assistants   | Full Day | £45.00             | £50.00                     |
|   | Half Day | £27.00             | £30.00                     |
| Private Social Care and all others                                  | Full Day | £94.00             | £104.00                    |
|   | Half Day | £52.00             | £58.00                     |
| Voluntary / Associated Social Care                                  | Full Day | £52.00             | £58.00                     |
|   | Half Day | £27.00             | £30.00                     |
| <b>OTHER COURSES FOR PRIVATE, VOLUNTARY AND INDEPENDENT SECTOR:</b> |          |                    |                            |
| Associated Organisations  | Full Day | £163.00            | £181.00                    |
| Non Associated Organisations  | Full Day | £422.00            | £469.00                    |

## 2 Education: Family Hubs

2.1 The Family Hubs may enter into hire agreements in order to deliver services to children, young people, families and the local community. Family Hubs are non-profit making organisations and as such it is agreed that West Berkshire Family Hubs have a reduced charge for statutory providers for use of the Centres' facilities where they are delivering services for families with children 0-5 years that fall within the remit of Family Hubs e.g.

- Family Groups and contact visits held by Children Services
- Clinics and drop-in's held by Health Professionals

2.2 The Family Hubs started to charge for activity sessions provided to the general public in 2018-19. These activities are pre-booked via an online booking system. Activities are allocated to a pricing band, depending on their nature.

**Family Hubs Fees and Charges (charges per hour)**

| Family Hubs                           |                         |                     |                    |                         |                     |                    |
|---------------------------------------|-------------------------|---------------------|--------------------|-------------------------|---------------------|--------------------|
|                                       | FEE 2022/23             |                     |                    | PROPOSED FEE 2023/24    |                     |                    |
| Room Hire                             | Non-profit Organisation | Profit Organisation | Statutory Services | Non-profit Organisation | Profit Organisation | Statutory Services |
| East District - Calcot                | £10.00                  | £20.00              | £6.00              | £11.50                  | £22.50              | £7.00              |
| Central District - Thatcham Park Lane | £10.00                  | £20.00              | £6.00              | £11.50                  | £22.50              | £7.00              |

Note: contributions are accepted for Stay and Play activities towards refreshments.

### **Family Hubs Additional Fees and Charges (Out of hours)**

**\*\*Charges after 6pm Weekdays and on Saturdays**

|                               | FEE 2022/23                |                                 | PROPOSED FEE 2023/24       |                                 |
|-------------------------------|----------------------------|---------------------------------|----------------------------|---------------------------------|
| Room Hire                     | **Caretaker Opening Charge | **Caretaker Waiting Time Charge | **Caretaker Opening Charge | **Caretaker Waiting Time Charge |
| 1 Hour                        | £10.00                     | N/A                             | £11.50                     | N/A                             |
| 2 Hours                       | £10.00                     | £7.00                           | £11.50                     | £8.00                           |
| 3 Hours                       | £10.00                     | £10.50                          | £11.50                     | £12.00                          |
| 4 Hours                       | £10.00                     | £14.00                          | £11.50                     | £16.00                          |
| 5 Hours                       | £10.00                     | £17.50                          | £11.50                     | £19.50                          |
| 6 Hours                       | £10.00                     | £21.00                          | £11.50                     | £23.50                          |
| Fees for after-hours bookings | £3.50                      |                                 | £4.00                      |                                 |

## Family Hubs Activity Sessions

|      | FEE 2022/23  | PROPOSED FEE<br>2023/24 |
|------|--------------|-------------------------|
| Band | £            | £                       |
| A    | £0 - £3      | £0 - £3.50              |
| B    | £3.01 - £10  | £3.51 - £11.50          |
| C    | £10.01 - £20 | £11.51 - £22.50         |

| Name of session/Group         | Charging Band | Basis                        |
|-------------------------------|---------------|------------------------------|
| All Stay, Play & Learn Groups | A             | Per family per session       |
| Messy Play                    | A             | Per family per session       |
| All Baby Groups               | A             | Per family per session       |
| Post Natal Group              | A             | Per family per session       |
| Family Learning Courses       | B             | Per learner per session      |
| Paediatric First Aid          | B             | Per adult one off session    |
| Baby massage                  | B             | Per family per session       |
| Little Stars                  | C             | Per family per 6 week course |

## 3 Education: Home to School Transport

The Standard Rate has increased by £90 per year from £840 (academic year 2022-23) to £930 (academic year 2023-24) to reflect increasing transport cost. The Rate represents £4.90 for a return journey per school day. The Rate applies across West Berkshire so that rural communities are not disadvantaged with a higher price.

### Home to School Transport Fees and Charges

| Home to School Transport       |             |                         |
|--------------------------------|-------------|-------------------------|
| Banding                        | FEE 2022/23 | PROPOSED FEE<br>2023/24 |
| Standard rate                  | £840        | £930                    |
| Replacement bus pass admin fee | £15         | £15                     |
| Rail pass admin fee            | £20         | £20                     |

## 4 Communities & Wellbeing: Culture and Libraries Proposed Fees and Charges

| Shaw House   |          |                 |                         |
|--|----------|-----------------|-------------------------|
|  |          | FEE<br>2022/23  | PROPOSED FEE<br>2023/24 |
| <b>Shaw House - Room Hire Charges:</b>   |          |                 |                         |
| Registered Charity   | per hour | £20.00 - £32.00 | £22.00 - £36.00         |
| Public Sector and Community use  | per hour | £26.00 - £39.00 | £29.00 - £43.00         |
| Commercial use   | per hour | £33.00 - £51.00 | £37.00 - £57.00         |
| Museum   |          |                 |                         |
|  |          | FEE<br>2022/23  | PROPOSED FEE<br>2023/24 |
| <b>West Berkshire - Archaeological Archive Box Fee</b>   |          |                 |                         |
| Fieldwork Fee<br>This charge covers the fieldwork notification and processing of the Archaeological deposit and includes issuing of an accession number and subsequent administration. Non-refundable. |          | £50.00          | £50.00                  |
| Deposit Fee<br>This charge includes the provision of up to three standard size boxes and the ongoing care and management of the archaeological deposit. Non-refundable.                                |          | £105.00         | £105.00                 |
| Additional Boxes   |          |                 |                         |
| Full Box 0.4 x 0.25 x 0.22m =0.022m <sup>3</sup>   |          | £71.00          | £74.00                  |
| Half Box 0.4 x 0.25 x 0.11 =0.011 m <sup>3</sup>   |          | £31.00          | £32.00                  |
| Quarter Box 0.4 x 0.125 x 0.11 =0.00275 m <sup>3</sup>   |          | £20.00          | £21.00                  |
| Eighth Box 0.2x 0.125 x 0.11 m= 0.00275m <sup>3</sup>  |          | £10.00          | £10.00                  |
| Sixteenth Box 0.1 x 0.125 x 0.11 m<br>oe 0.2x0.63x0.11 = 0.001375m <sup>3</sup>  |          | £0.00           | £0.00                   |
| Skull Box = 1/2 Box 0.2 x 0.2 x0.25 = 0.012m <sup>3</sup>  |          | £34.00          | £35.00                  |
| Human Bone = 1 1/2 Box 0.6 x 0.25 x 0.25 = 0.039m <sup>2</sup>   |          | £103.00         | £107.00                 |
| Map Rolls per 100 grams <sup>3</sup>   |          | £2.00           | £2.00                   |
| Archive Box deposit charges  |          | £0.00           | £0.00                   |
| Full Box 0.4 x 0.075 x 0.27m =0.0081m <sup>3</sup>   |          | £25.00          | £26.00                  |
| Half Box 0.4 x 0.045 x 0.27 =0.0049 m <sup>3</sup>   |          | £15.00          | £16.00                  |
| <b>Heritage Service - Use of Image Collection</b>  |          |                 |                         |
| If supplied for private personal use only the image production fee is payable. Images supplied for publication incur both an image production fee and a reproduction charge.                           |          |                 |                         |
| <b>Image Production Fee</b>  |          |                 |                         |
| Photo Print - up to A6   |          | £5.40           | £6.40                   |
| Photo Print - up to A5   |          | £10.00          | £11.00                  |
| Photo Print - up to A4   |          | £17.00          | £19.00                  |
| Laser Scan - up to A4  |          | £5.40           | £6.40                   |
| Digital Scan - to CD   |          | £17.00          | £19.00                  |
| Digital Scan - to CD - Discounted rate for West Berkshire non-profit making organisations  |          | Free            | Free                    |
|  |          |                 |                         |

|   |                          | <b>FEE<br/>2022/23</b>                            | <b>PROPOSED FEE<br/>2023/24</b>                   |
|---|--------------------------|---|---|
| <b>Reproduction Charges</b>   |                          |   |   |
| <b>Commercial Publication:</b>  |                          |   |   |
| Up to full page, B&W or Colour  |                          | £42.00  | £49.00  |
| Up to Full Page B&W or Colour - Discounted rate for the promotion of culture in West Berkshire  |                          | £15 one image; £5 for all subsequent images       | £15.00 one image; £5.00 for all subsequent images |
| Cover (front or back)   |                          | £78.00  | £90.00  |
| Cover (front or back) - Discounted rate for the promotion of culture in West Berkshire          |                          | £30 one image                                     | £30.00 one image                                  |
| Local Publication   |                          | £16.00  | £19.00  |
| Local Publication - Discounted rate for West Berkshire non-profit making organisations          |                          | £15 one image; £5 for all subsequent images       | £15.00 one image; £5.00 for all subsequent images |
| Academic Publication  |                          | £31.00  | £34.00  |
| Academic Publication, etc. - Discounted rate for West Berkshire non-profit making organisations |                          | £15 one image; £5 for all subsequent images       | £15.00 one image; £5.00 for all subsequent images |
| Magazine or Newspaper   |                          | £42.00  | £49.00  |
| Advertising or Brochure   |                          | £78.00  | £90.00  |
| Exhibition Use  |                          | £42.00  | £49.00  |
| Exhibition Use - Discounted rate for West Berkshire non-profit making organisations             |                          | £30.00 one image £10.00 for all subsequent images | £33.00 one image £11.00 for all subsequent images |
| Website (3 year use)  | Per 3 Years              | £90.00  | £78   |
| Website (3 year use) - Discounted rate for West Berkshire non-profit making organisations       | Per 3 Years              | £33.00 one image £11.00 for all subsequent images | £30 one image £10 for all subsequent images       |
| Supply fee  |                          |   |   |
| Image already in our catalogue and supplied in a physical format                                | Plus Postage             | £15.00  | £18.00  |
| New photograph required taken in-house and supplied digitally                                   | Per Object               | £50.00  | £58.00  |
| New photograph required taken in-house and supplied in a physical format                        | Per Object, plus postage | £65.00  | £76.00  |
| <b>Copying and laminating charges</b>   |                          |   |   |
| These charges are common with the library service   |                          |   |   |
| A4 Photocopy b/w  |                          | £0.10   | £0.10   |
| A4 Photocopy colour   |                          | £0.60   | £0.60   |
| A3 Photocopy b/w  |                          | £0.30   | £0.30   |
| A3 Photocopy – colour   |                          | £1.00   | £1.00   |
|   |                          |   |   |

| Libraries  |           |   |   |
|--|-----------|---|---|
| Description  |           | FEE<br>2022/23  | PROPOSED FEE<br>2023/24   |
| <b>Reservation Charges</b>   |           |   |   |
| Items available in SELMS libraries   |           | £3.00   | £3.00   |
| <b>Overdue Charges</b>   |           |   |   |
| Overdue Books for children   | per day   | £0.10   | £0.10   |
| Overdue Books for Adults   | per day   | £0.25   | £0.25   |
| Admin fee for debt recovery process  |           | £13.00  | £14.00  |
| <b>Printing and Photocopying charges</b>   |           |   |   |
| A4 B&W   |           | £0.10   | £0.10   |
| A4 Colour  |           | £0.60   | £0.60   |
| A3 B&W   |           | £0.30   | £0.30   |
| A3 Colour  |           | £1.00   | £1.00   |
| Microfilm Copying  |           | £0.20   | £0.20   |
| <b>Other Charges for Library Services</b>  |           |   |   |
| Lost Tickets   |           | £3.00   | £3.00   |
| Reference and Research enquiry charges   |           | NWN enquiries: £20 per half hour, (WB library members get first half hour free). Copying charges are additional and there is a £3 admin charge for postage. | NWN enquiries: £20 per half hour, (WB library members get first half hour free). Copying charges are additional and there is a £3 admin charge for postage. |
| Book group service (per annum)   |           | £27.00  | £30.00  |
| Vocal Scores   |           | £6 per month per set of 20 scores from SE region. (Loans in multiples of 20.)   | £6 per month per set of 20 scores from SE region. (Loans in multiples of 20.)   |
| Orchestral sets from SE region   | per month | £16.00  | £18.00  |
| Play sets from SE region   | per month | £6.00   | £7.00   |
| <b>Room Hire</b>   |           |   |   |
| Newbury Library - Carnegie Lounge (reduced rate available for charities/ local non-profit organisations).                  | per hour  | £19.00  | £21.00  |
| Newbury Library - Advice point -small meeting room (reduced rate available for charities/ local non-profit organisations). | per hour  | £10.00  | £12.00  |
| Theale Library (reduced rate available for charities/ local non-profit organisations).                                     | per hour  | £18.00  | £20.00  |
| All other libraries  | per hour  | £10.00  | £11.00  |

Culture for the purposes above, includes the arts in all its forms, events and festivals, tourist attractions, the historic and “natural” landscape (buildings, places, open spaces), parks and gardens, libraries, museums and museum collections, local customs and folklore, the culture of food and the diversity of the people who live here.