

Notice of Meeting

Joint Public Protection Committee

A shared service provided by Bracknell Forest Council,
West Berkshire Council and Wokingham Borough Council

Tuesday 12 December 2017 at 7.00pm

Venue: Wokingham Borough Council, Shute End, Wokingham,
RG40 1BN

To: Councillors Nick Allen (Bracknell Forest Council), Michael Firmager (Wokingham Borough Council), Marcus Franks (West Berkshire Council), Norman Jorgensen (Wokingham Borough Council), Iain McCracken (Bracknell Forest Council) and Emma Webster (West Berkshire Council)

Part I

Page No.

1 **Apologies**

2 **Minutes of the Previous Meeting**

1 - 6

To approve the minutes of the previous meeting held on 19 September 2017.

3 **Declarations of Interest**

Any Member with a Disclosable Pecuniary Interest in a matter should withdraw from the meeting when the matter is under consideration, and should notify the Democratic Services Officer in attendance that they are withdrawing as they have such an interest. If the Disclosable Pecuniary Interest is not entered on the register of Members' Interests, the Monitoring Officer must be notified of the interest within 28 days.

4 **Notice of Public Speaking and Questions**

To note those agenda items which have received an application for public speaking.

A period of 30 minutes will be allowed for members of the public to ask questions submitted under notice.

The Partnership welcomes questions from members of the public about their work.

Subject to meeting certain timescales, questions can relate to general issues concerned with the work of the Partnership or an item which is on the agenda for this meeting. For full details of the procedure for submitting questions please contact Democratic Services.

Public Protection Partnership Agenda - Tuesday, 12 December 2017 *(continued)*

- | | | |
|---|---|---------|
| 5 | Future Plan
To detail future items that the Committee will be considering. | 7 - 8 |
| 6 | Public Protection Partnership Budget 2018/19
To consider the Draft Budget prior to submission to the Councils. | 9 - 26 |
| 7 | Public Protection Partnership Community Fund Applications
To consider applications for the Public Protection Community Fund and where appropriate approve for payment | 27 - 42 |
| 8 | Any other items the Chairman considers to be urgent | |

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Note: These Minutes will remain DRAFT until approved at the next meeting of the Committee

JOINT PUBLIC PROTECTION COMMITTEE

Minutes of the meeting held on Tuesday, 19 SEPTEMBER 2017

Wokingham BOROUGH COUNCIL, SHUTE END, WOKINGHAM, RG40 1BN

Present: Councillors Nick Allen, Dominic Boeck (Substitute) (In place of Marcus Franks), Michael Firmager, Norman Jorgensen and Iain McCracken

Also Present: Paul Anstey (Public Protection Manager) and Sean Murphy (Public Protection Manager), Steve Broughton (Head of Culture & Environmental Protection), Clare Lawrence (Wokingham Borough Council), Steve Loudoun (Chief Officer Environment & Public Protection) and Jo Reeves (Principal Policy Officer)

Apologies for absence: Paul Bettison, Councillor Marcus Franks and Councillor Emma Webster

PART I

22 Minutes

The Minutes of the meeting held on 12 June 2017 were approved as a true and correct record by the Committee and signed by the Chairman.

The Committee reviewed the actions arising from the minutes of the previous meeting. Regarding the action on page 2, Paul Anstey confirmed that in relation to the query around Food Hygiene Rating Scheme totals, there had been no data errors but there was a lag between the database and the website which meant the totals did not equal 100%. Members requested that an explanatory note be placed on the website.

All other actions had been completed.

23 Declarations of Interest

There were no declarations of interest received.

24 Notice of Public Speaking and Questions

No notice had been received that members of the public wished to address the Committee on any of the agenda items.

No public questions were submitted in relation to general issues concerned with the work of the Partnership or any items which were on the agenda for the meeting.

25 Future Plan

Members noted the future plan.

26 Nominations to the Board of Directors of Trading Standards South East Ltd (PP3354)

The Committee considered a report (Agenda Item 6) which asked that the Committee approve that Sean Murphy be nominated as Director of Trading Standards South East (TSSE) Ltd to represent West Berkshire District Council, Bracknell Forest Borough

JOINT PUBLIC PROTECTION COMMITTEE - 19 SEPTEMBER 2017 - MINUTES

Council and Wokingham Borough Council ('the Councils') and that John Nash be nominated to the role as Alternate Director to represent the Councils.

Steve Loudoun explained that the decision was a straightforward business need. All three Councils had a right to be members of the company but as they were part of a shared service there was an opportunity for a saving and have only one person representing all three Councils.

Sean Murphy explained that each authority was entitled to nominate one Director and a number of Alternate Directors. Currently Sean Murphy was a Director for West Berkshire Council. Wokingham Borough Council had no formal representation on the Board. Bracknell Forest appointed Rob Sexton but he stood down on the formation of the Public Protection Partnership (PPP) in the expectation that the PPP would then assume this role. As each of the three Members of TSSE Ltd were now parties to the Public Protection Partnership, it was proposed that it would make good sense to have common representation on the Board. This would not alter the individual status of each authority as a Member of the company.

Councillor Norman Jorgensen asked what sorts of decisions were taken by Directors of TSSE Ltd. Sean Murphy responded by explaining that the initial purpose of the company was to manage and deliver the contract with the government for the Consumer Direct Advice Line. Initially it ran in parallel with the Trading Standards South East Partnership which was an affiliation of member authorities who shared best practice and developed initiatives aimed at improving service improvements, cross border co-operation and value for money. In 2007 a decision was made to broaden the remit of TSSE Ltd to encompass all activity. The company had a good governance structure and drove efficiencies. It handled grant funding from a variety of government sources and made decisions relating to the business of the company and its strategic direction.

Councillor Nick Allen asked whether there might be any disadvantages to voting rights in not having three representatives on the company's board. Sean Murphy advised that there was one other joint service on the board (Buckinghamshire and Surrey) which has maintained two Directors however he had not come across a situation when two votes would have changed a decision made. It would be possible for the Committee to change a decision regarding nomination to the board at any time.

Councillor Allen asked for the cost implications. Sean Murphy advised that the cost structure was set depending on the size of the Council. The three Councils' fee was lower as a shared service versus paying as three separate unitary authorities. The Committee could opt to have more than one representative if they chose but officers recommended that one representative could speak on behalf of the three Councils. Steve Loudoun added that each Council was still able to bid separately for any funding and could in effect have three bites of the cherry. Clare Lawrence noted that county councils had a significantly larger remit in comparison to unitary authorities but were permitted one representative.

Councillor Ian McCracken noted that in the financial implications section of the report, the membership fee was £12.3k per annum and the benefit had been equivalent to £200k over five years. Sean Murphy clarified that the £200k figure had been based on the former shared service between Wokingham and West Berkshire and therefore did not include the benefit received by Bracknell Forest Council. To maximise the opportunity for grant funding there needed to be a critical mass so that the resource could be deployed. All three councils would have better access to grant funding now they were all part of the shared service. Membership of the company also provided access to national investigative resources. Steve Loudoun added that sending just one rather than three representatives would be one of the potential benefits that should arise from the partnership.

JOINT PUBLIC PROTECTION COMMITTEE - 19 SEPTEMBER 2017 - MINUTES

Councillor Boeck asked whether representation would be improved or reduced as a result of one Director representing the PPP. Sean Murphy explained that the Director would be speaking with one voice on behalf of the membership and if the Committee were dissatisfied with the decision they could change it at the next meeting.

Councillor Allen noted the benefit of membership of TSSE Ltd but asked if the benefit would reduce if the PPP was represented by only one person. Steve Loudoun explained there would be a benefit in terms of officer time saved.

Councillor Michael Firmager expressed concern that the PPP could be outvoted if they chose to have only one representative. Sean Murphy advised that he could not recall a time when two votes would have made a difference in terms of the decision made.

Councillor McCracken asked whether there was a tiered structure to the company's board. Sean Murphy advised that there was a Chair, a Finance Director and a Strategic Management Group which comprised past Chairs as therefore as a former Chair he was a member.

RESOLVED that the Committee approve that: Sean Murphy be nominated as Director of Trading Standards South East Ltd to represent West Berkshire District Council, Bracknell Forest Borough Council and Wokingham Borough Council ('the Councils') and that John Nash be nominated to the role as Alternate Director to represent the Councils.

27 Update on the Business Plan

The Committee considered a report (Agenda Item 7) to update Members on performance against the aims of the business plan agreed on 14th March 2017. Paul Anstey also tabled a document entitled Performance Information which he explained was a live document.

Sean Murphy gave a presentation to provide an overview of the Public Protection Partnership's Activities since the Business Plan was adopted by the Committee in March 2017. He noted the role of the Committee and the Joint Management Board which was a monthly officer meeting which took forward the business of the Committee. There had been changes to the senior leadership at West Berkshire and Wokingham Borough Councils and regeneration in Bracknell Forest.

Sean Murphy then provided an overview of the Committee's previous and upcoming agenda items, explaining how they aligned with the business plan.

The Committee received information on the staff structure of the Partnership and the current vacancies. Teams now operated on behalf of all three Councils, for example the Licensing section had one team which dealt with licensing applications on behalf of all three Councils and one team which handled the governance and regulatory committees for all three Councils.

Thought had also been given to workforce planning and the PPP would aim to 'grow it's own' staff. They would be maximising the opportunities arising from the Apprenticeship Levy in creating a regulatory services trainee role. This would enable the PPP to access some of the funding for apprenticeships and ensure that new staff had the necessary competencies for working across a broad partnership.

The PPP was undertaking work on behalf of neighbouring local authorities and public sector organisations.

Paul Anstey provided a summary regarding accommodation of the PPP. Officers wanted to ensure that the staff could reap the benefits of coming together into one shared service so they could share their experiences and work as a team. It was intended to begin by collocating the frontline teams in one building to act as a hub for the PPP. The

JOINT PUBLIC PROTECTION COMMITTEE - 19 SEPTEMBER 2017 - MINUTES

Committee had previously heard that there were conversations with the Royal Berkshire Fire and Rescue Service (RBFRS) to share a building but unfortunately the timescales were such that progress had been slow. Officers had therefore sought an alternative solution in the meantime, namely the former library building in Theale. This building could be used for two years while talks with RBFRS continued.

Councillor Jorgensen asked whether there was a risk that the PPP would be paying twice to kit our buildings, once for the Theale building and again in two years time. Paul Anstey advised that the 'worst case scenario' cost of furnishing the building would be £30k. The PPP would have to pay £27k per annum in rent to West Berkshire Council.

Steve Broughton offered reassurance that West Berkshire Council's Chief Executive would be meeting with the Deputy Chief Fire Officer in October 2017 to help progress collocation between RBFRS and the PPP. There would still be scope to move other PPP staff in with RBFRS if timescales gathered pace.

Returning to the plans to hire apprentices, Councillor Firmager enquired whether officers were confident about their ability to retain staff they had trained. Paul Anstey advised that all three Councils had a good track record of staff retention. The PPP would be in the fortunate position of being able to offer new staff a variety of experiences and could offer existing staff mentoring opportunities. Sean Murphy praised the Bracknell model of employing regulatory services officers.

In response to a question from Councillor McCracken, Paul Anstey advised that it was intended that teams would operate from the same locations and not be spread out over the three Council areas.

Councillor Allen asked if there would be an underspend as a result of the unfilled vacancies. Paul Anstey advised that some funds had been diverting to other projects in year as officers had deemed this to have the most benefit. For example they had been able to invest in improving case management IT systems with the headroom created by the vacancies. It was possible there would be a small underspend at year end. Sean Murphy confirmed that some vacancies had been filled like-for like but the overall needs of the partnership had been prioritised.

Councillor Jorgensen enquired how staff felt about the possibility of being located in Theale. Paul Anstey responded that the move was being explained to staff as a transitional arrangement and no changes to contracts were being proposed in the short term. Informally, the proposal had not been controversial and some staff would benefit from a change in office location in terms of their personal commuting time and costs.

Councillor Jorgensen noted that the report stated that of the 23 risk profiles listed, one was marked red and this related to workforce. Steve Loudoun invited the Committee to note the progress against the business case so far.

Councillor McCracken requested that the presentation slides and risk register be circulated to the Committee **(SM/ JR to action)**.

Councillor McCracken acknowledged that he and Councillor Emma Webster were also members of the Fire Authority and enquired whether they were required to take any role in conversations regarding collocation at this stage. Steve Broughton confirmed that conversations were positive and the delay had been caused by trying to find a suitable time for both parties. Members were not required to intervene at this stage.

RESOLVED that the report and presentation be noted.

28 Any other items the Chairman considers to be urgent

The Chairman did not raise any further items.

JOINT PUBLIC PROTECTION COMMITTEE - 19 SEPTEMBER 2017 - MINUTES

(The meeting commenced at 7.00 pm and closed at 8.24 pm)

CHAIRMAN

Date of Signature

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Forward Plan for the Joint Public Protection Committee

19 March 2018

Reference	Item	Purpose	Decision Body	Month/Year	Other	Officer and Contact No	Directorate	Lead Member	Part II	Call In
PP3320	Air Quality Action Plan	To agree the Air Quality Action Plan outlining measures for improving air quality within the Air Quality Management Areas declared for the Twyford and Wokingham Town Centres	PP	01 March 2018	JPPC 19/03/17	Sean Murphy	Environment	Cllr Norman Jorgensen – Wokingham Borough Council	No	No
PP3385	Public Protection Partnership Strategic Assessment	To consider the Draft Strategic Assessment and Approve the Service Priorities for 2018/19	PP	01 March 2018	JPPC 19/03/17	Paul Anstey 01635 519002	Economy and Environment	Cllr Norman Jorgensen – Wokingham Borough Council	No	Yes
PP3388	Public Protection Partnership Control Strategy	To consider draft Public Protection Partnership Control Strategy and amend and Approve	PP	01 March 2018	JPPC 19/03/17	Sean Murphy 01635 519930	Economy and Environment	Cllr Norman Jorgensen – Wokingham Borough Council	No	Yes
PP3389	Public Protection Partnership Performance Report	To consider Public Protection Partnership Performance Report	PP	01 March 2018	JPPC 19/03/17	Paul Anstey 01635 519002	Economy and Environment	Cllr Norman Jorgensen – Wokingham Borough Council	No	No

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Public Protection Partnership Revenue Budget 2018/19 – Report

Committee considering report: Joint Public Protection Committee
Date of Committee: 14th December 2017

Report Author: Sean Murphy

1. Purpose of the Report

- 1.1. To set out the draft revenue budget for 2018/19 including fees and charges.
- 1.2. To set out a proposed adjustment to 2017/18 West Berkshire and Wokingham Dog Boarding Licence fee for 2017/18

2. Recommendation(s)

- 2.1. That the Committee consider the draft revenue budget including fees and charges set out.
- 2.2. That they recommend to the Councils the sums set out at 6.3 along with the relevant fees and charges schedule.
- 2.3. That the Committee vary West Berkshire and Wokingham fee for Animal Boarding for 2017/18 as set out in 5.4.

3. Implications

Financial: The budget for the PPP service in 2017/18 was set out in the out in the Inter-Authority Agreement dated the 6th January 2017. The budget was set at £3.213M to be paid by the Councils in the following percentage shares: Bracknell Forest 26.24%, West Berkshire 39.95% and Wokingham 33.81%.

The net revenue budget for 2018/19 is £3,395k. It is proposed that percentage applied will be as per set out in 6.3. The basis of the increase from 2018/19 is out in Appendix A.

The fees and charges proposed are set out Appendix C (West Berkshire and Wokingham) and Appendix D (Bracknell Forest) to this report. These are either statutory fees in which case any variance will have been set by law or discretionary fees. In respect of the discretionary fees there has an inflationary rise of 3% has been applied subject to rounding.

Any money allocated from monies received under the Proceeds of Crime Asset Recovery Incentivisation Scheme do not form part of the PPP revenue budget.

The rationale for the proposed change to the 2017/18 Animal (Dog) Boarding Fees are set out in Appendix A of the report.

Policy: The Joint Public Protection Committee has responsibility for the setting the strategic direction and policy of the PPP Service. This includes the maintenance of financial oversight to ensure sound financial management.

Personnel: There are no personnel implications arising from these proposals if the budget set out is proposed and subsequently accepted by the Councils

Legal: The IAA that set up the Partnership effectively delegates responsibility for the strategic direction of the joint service to the Joint Committee. The responsibilities of the committee are set out in Schedule 1 to the agreement.

Included is the responsibility to propose a fee structure, annual budget to the Councils and agree any variations from the budget from the Inter-Authority Agreement. It also has the responsibility to set out a proposal for the agreed percentage figures. The agreement requires that these should be 30th November or other such date agreed. In reality work has been ongoing right up to time of submission of this report. We will need to consider the meeting cycle of the Joint Committee to meet this obligation in future years.

It remains at all times the responsibility of the Councils to set their own budgets including fees and charges having received the recommendation of the Committee.

Risk Management: There are no specific risk identified with this report other than the Councils considering and then subsequently proposing a reduction in the revenue budget from that proposed.

Property: None

Other: None

4. Other options considered

None at this stage for the reasons set out in the body of the report.

5. Executive Summary

5.1. The Inter-Authority Agreement (IAA) between the Councils sets out of the functions that are delegated to the Joint Committee under the terms of the agreement. These include an array of statutory functions relating to the housing, nuisance, environmental protection, licensing, trading standards, food safety and standards and health and safety.

5.2. The IAA also identifies the key priority areas for the service which are community protection; protection and improving health; protection of the environment; supporting prosperity and economic growth and the delivery of effective and improving service.

5.3. In order to deliver these functions for the Councils they are requested on an annual basis to allocate a budget to the Joint Committee. That budget is proposed by the Joint Committee along with a proposed schedule of fees and charges. The total net revenue budget for the service is then divided between the Councils in the agreed percentages. The proposed net revenue budget for 2018/19 is £3,395k and the new agreed percentages as set out in 6.3. The basis of the calculation is set out in Appendix A to this report.

5.4. The Animal Boarding Fee for home Dog Boarding for 2017/18 for Wokingham and West Berkshire was set at £371. This was a universal fee based on full cost recovery at the agreed rate of £53 per hour. This included consideration of the licence application and two visits per annum to each licence holder and the wider enforcement regime. This totalled seven hours hence the fee being set out at £371. This represented an increase of £198 on the 2016/17 fee. There has been substantial amount of concern raised by those renewing. It is proposed that the principle of cost recovery is upheld but that the fees be reduced in accordance with the rationale set out in Appendix A. If approved the varied fee would be first licence application - £265 and a renewal of £185.

6. Conclusion

6.1. This is a key responsibility for the Joint Committee to recommend a revenue budget including a fees and charges structure. It also has a responsibility to keep under review the budget and consider any the outturn or any variance. A report will be brought forward in due on the 2017/18 outturn.

6.2. The budget proposed is effectively a standstill budget based on a number of factors including annual salary inflation, adjustments for incremental salary rises, increased contributions to the Royal Berkshire Pension Fund and CPI applied to contracts and adjustments for minor anomalies in the 2017/18

budget build which have a the effect of adjusting the agreed percentages. Existing discretionary fees and charges have been increased by approximately 3% rounded. A small number of new fees have been issued on full cost recovery and these are identified.

6.3. The Committee is consider the matters set out in this report and propose the contributions and fees and charges schedules to the authorities in the following terms:

Authority	Agreed Percentage	Budget Allocation	Fees and Charges
Bracknell Forest	26.25	£891,100	As per Appendix D
West Berkshire	39.95	£1,356,200	As per Appendix C
Wokingham	33.80	£1,147,400	As per Appendix C

Appendices:

Appendix A – Supporting Report

Appendix B – Equalities Impact Assessment

Appendix C – Fees and Charges for West Berkshire and Wokingham

Appendix D – Bracknell Fees and Charges

Public Protection Partnership Revenue Budget – Supporting Information

1. Supporting Information – Revenue Budget

1.1 The net revenue budget for 2018/19 has been calculated taking into account:

- The annual cost of living rise at 1%
- The increase in employer pensions contributions amounting to £84k
- Incremental rises to the value of £69k

This gives a total net budget for 2018/19 of £3,395k

The agreed percentages have been slightly amended to account for anomalies relating to efficiencies and pension adjustments and. These have the effect of the pension adjustment is under query.

Based on the adjusted proposed percentages the contribution sought from each authority are those set out at 6.4 of the summary report.

2. Supporting Information – Fees and Charges

2.1 A major piece of work is planned for 2018/19 to evaluate and unify to the licensing processes employed across the three authorities. As a result of the previous shared service across Wokingham and West Berkshire this has largely been done and one fee created. The new shared service across Bracknell, West Berkshire and Wokingham requires that this all be revisited to ensure that the most efficient, unified and streamlined service is established to derive benefits for both the Councils and the licensing services clients. The Joint Committee will receive a report on this in due course. In the meantime we are effectively left with two fee structures which is far from ideal.

2.2 Although fees in some areas are broadly similar in others there are marked differences and these can be seen from the figures set out in Appendix C and Appendix D. These differences reflect different practices and regimes in the different Councils. It is planned that by the time the Committee considers the fees and charges for 2019/20 there will only be one fee schedule for the PPP. In the meantime the fees are based on the 2017/18 fees and charges. The former West Berkshire and Wokingham fee schedule (Appendix C) have had 3% applied to discretionary fees which has been rounded. The Bracknell Forest fee schedule has been adjusted by the percentages as set out in the schedule.

3. Supporting Information – Proposed Change to Dog Home Boarding Fees

- 3.1 If you run a business that provides accommodation for other people’s dogs and cats you are required to have a licence even if it is run from your own home. The licences last 12 months and can be renewed. Licence conditions apply and in certain circumstances you can be refused a licence. It is unlawful to operate without a licence.
- 3.2 In Wokingham there are currently 33 licence holders and in West Berkshire 36. In the 2016/17 the fee for ‘home boarding’ was £173. In light of a move towards full cost recovery the fee was reviewed based on the service hourly rate of £53. It was established that based on processing, checks and two full inspections per annum that the issue of a licence would take seven hours thus giving a fee for 2017/18 of £371. Many current licence holders have argued that this would make their businesses unviable as many only have perhaps two dogs and not regularly in some cases.
- 3.3 As a result of the concerns raised we have looked again at the licensing regime and would propose as follows:
- That the number of visits be reduced from two per annum to one. Should follow up visits be required as a result of non-compliance these would be charged at the hourly rate. Non-compliance is rare.
 - That the licensing regime recognises that renewals take less time than initial licensing.
- 3.4 In effect this would reduce the time spent on the licensing function to 5.0 hours for a new licence and 3.5 hours for a renewal. This includes processing, invoicing, inspection and where necessary enforcement of the wider regime. Applying the hourly rate the proposed licence fees are £265 for an initial application and £185 for a renewal. These will be subject to the rounded up 3% inflationary rise for 2018/19 as per Appendix C.

Officer details:

Name: Sean Murphy
Job Title: Public Protection Manager
Tel No: 01635 519840
E-mail Address: sean.murphy@westberks.gov.uk

Appendix B

What is the proposed decision that you are asking the Committee to make:	To consider the revenue budget for the PPP for 2018/19 including fees and charges. To adjust the animal home boarding fee for 2017/18
Summary of relevant legislation:	
Does the proposed decision conflict with any of the Council's key strategy priorities?	No
Name of assessor:	Sean Murphy
Date of assessment:	04/12/2017

Is this a:		Is this:	
Policy	Yes	New or proposed	
Strategy	No	Already exists and is being reviewed	Yes
Function	No	Is changing	No
Service	No		

1. What are the main aims, objectives and intended outcomes of the proposed decision and who is likely to benefit from it?	
Aims:	To set out a draft budget for 2018/19 to be considered by the Committee prior to submission to Councils as part of the budget setting processes. This includes fees and charges.
Objectives:	To agree a draft budget for 2018/19 to be considered by the Councils as part of the budget setting processes. This includes fees and charges. Ultimately the budgets and fees and charges will be set by the individual Councils and will be subject to local equalities impact assessments.
Outcomes:	An agreed position on budget requirements for the PPP and any associated fees and charges. The budget proposed does not contain any reduction in funding for the service but builds on existing budget with inflationary rises, pension costs and salary increments. No service reduction is planned.
Benefits:	The delivery of the key PPP priorities of: Community Protection and in particular the protection of the vulnerable Protecting and Improving Health

	Protection of the Environment Supporting economic growth Improving and efficient service delivery
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2. Note which groups may be affected by the proposed decision. Consider how they may be affected, whether it is positively or negatively and what sources of information have been used to determine this.
 (Please demonstrate consideration of all strands – Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex and Sexual Orientation.)

Group Affected	What might be the effect?	Information to support this
Age	None	No planned service / budget reduction
Disability	None	No planned service / budget reduction
Gender Reassignment	None	No planned service / budget reduction
Marriage and Civil Partnership	none	No planned service / budget reduction
Pregnancy and Maternity	None	No planned service / budget reduction
Race	None	No planned service / budget reduction
Religion or Belief	None	No planned service / budget reduction
Sex	None	No planned service / budget reduction
Sexual Orientation	None	No planned service / budget reduction

Further Comments relating to the item:
 The final budgets and fees will be considered by the individual Councils and will be subject to local EIA's.

3. Result	
Are there any aspects of the proposed decision, including how it is delivered or accessed, that could contribute to inequality?	No
Please provide an explanation for your answer: The premises are accessibility compliant	

Will the proposed decision have an adverse impact upon the lives of people, including employees and service users?	no
<p>Please provide an explanation for your answer: Possibly - this will need to be explored through staff consultation on the proposal; this has not yet been undertaken. The main impact will possibly be changes in travel time and distance to a new work base</p>	

4. Identify next steps as appropriate:	
Stage Two required	No
Owner of Stage Two assessment:	
Timescale for Stage Two assessment:	

Name: Sean Murphy

Date: 4th December 2017

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Cost Centre	Account	Analysis	Outturn 2016	Budget 2017	Description	2017/18	2018/19 Proposed	Notes	
					Public Protection and Culture				
					Environmental Protection				
					Prevention of Damage by Pests				
					Pest Site survey	£89.00	£71.00		
					Rat treatment	£89.00	£71.00		
					Any other Pest treatment	£89.00	£71.00		
					Per additional visit	£53.00	£55.00		
					Dog Warden Services:				
					Stray Dogs - Not taken to Kennel	£60.00	£62.00		
					Stray Dogs - Taken to Kennel	£85.00	£88.00		
					Kennels Cost	Recharge based on cost			
					Trading Standards				
					Weights and Measures Fees (per hour)	£59.50	£61.00		
					Explosives Licenses / Registrations - set by statute			Set by statute	
					Support with Confidence:				
					Individual Supplier / 1-5 employees	£56.60	£58.00	All disbursements charged at cost	
					Businesses 5-20 employees	£112.90	£116.00	As above except fee reduced to £50 if registered with confidence	
					Businesses >20 employees	£282.30	£291.00	As above except fee reduced to £50 if registered with confidence	
					Approved Trader Scheme Background Checks	£50.00	£52.00		
					Petroleum Licensing Fees - set by statute			Set by statute	
					Food and Nutrition Training:				
					Level 2 Award in Nutrition	£74.00	£76.00		
					Food Hygiene Training:				
					CIEH Level 1	£38.00	£39.00		
					CIEH Level 2	£75.00	£77.00		
					CIEH Level 3	£322.00	£332.00		
					Online Accredited Training	Full cost Recovered	Full cost Recovered		
					Food Export Certificates	Full cost Recovered	Full cost Recovered		
					Anti-Social Behaviour Act:				
					High Hedges Fee (Class A - Fee Discretionary)	£1,113.00	£1,146.00		
					Licences, Registrations and Similar Consents:				
					Licensing Act 2003:				
					Premises Licence - "one off" fees set by statute based upon rateable value (RV) of premises (Class B - Statutory Fee)				
					Band A - RV up to 4300	£100.00	£100.00	Statutory -no increase.	
					Band B - RV 4300 to 33000	£190.00	£190.00	Statutory -no increase.	
					Band C - RV 33001 to 87000	£315.00	£315.00	Statutory -no increase.	
					Band D - RV 87001 to 125000	£450.00	£450.00	Statutory -no increase.	
					Band E - RV 125001 and above	£635.00	£635.00	Statutory -no increase.	
					Pre-Application Advice, Hourly charge	Min 1 Hr	£53.00	£55.00	New 17/18
					Premises Licence - Annual Fee (Class B - Statutory Fee)			Separate listing for Wokingham	
					Band A	£70.00	£70.00	Statutory -no increase.	
					Band B	£180.00	£180.00	Statutory -no increase.	
					Band C	£295.00	£295.00	Statutory -no increase.	
					Band D	£320.00	£320.00	Statutory -no increase.	
					Band E	£350.00	£350.00	Statutory -no increase.	
					Personal Licence - (Class B - Statutory Fee)	£37.00	£37.00	Statutory -no increase.	
					Temporary Event Notices (TENs) - (Class B - Statutory Fee)	£21.00	£21.00	Statutory -no increase.	
					Application for copy licence, change address or club rules	£10.50	£10.50	Statutory -no increase.	
					Application to vary DPS/transfer licence/interim notice	£23.00	£23.00	Statutory -no increase.	
					Application for making a provisional statement	£315.00	£315.00	Statutory -no increase.	
					Minor variation	£89.00	£89.00	Statutory -no increase.	
					Application to disapply mandatory DPS condition	£23.00	£23.00	Statutory -no increase.	
					Pre-Application Advice, Hourly charge	Min 1 Hr	£53.00	£55.00	New 17/18
					Gambling Licences			Separate listing for Wokingham	
					New Application	£6,000.00	£6,000.00	Set at 75% of Statutory Maximum -no increase.	
					Provisional Statement	£6,000.00	£6,000.00	Set at 75% of Statutory Maximum	
					Application with Prov Statement	£2,250.00	£2,250.00	Set at 75% of Statutory Maximum	
					Variation	£3,000.00	£3,000.00	Set at 75% of Statutory Maximum	
					Transfer/Reinstatement	£1,350.00	£1,350.00	Set at 75% of Statutory Maximum	
					Annual Fee	£3,750.00	£3,750.00	Set at 75% of Statutory Maximum -no increase.	
					New Application	£2,625.00	£2,625.00	Set at 75% of Statutory Maximum -no increase.	
					Provisional Statement	£2,625.00	£2,625.00	Set at 75% of Statutory Maximum	
					Application with Prov Statement	£900.00	£900.00	Set at 75% of Statutory Maximum	
					Variation	£1,312.50	£1,312.50	Set at 75% of Statutory Maximum	
					Transfer/Reinstatement	£900.00	£900.00	Set at 75% of Statutory Maximum	
					Annual Fee	£750.00	£750.00	Set at 75% of Statutory Maximum -no increase.	
					New Application	£2,250.00	£2,250.00	Set at 75% of Statutory Maximum -no increase.	
					Provisional Statement	£2,250.00	£2,250.00	Set at 75% of Statutory Maximum	
					Application with Prov Statement	£900.00	£900.00	Set at 75% of Statutory Maximum	
					Variation	£1,125.00	£1,125.00	Set at 75% of Statutory Maximum	
					Transfer/Reinstatement	£900.00	£900.00	Set at 75% of Statutory Maximum	
					Annual Fee	£450.00	£450.00	Set at 75% of Statutory Maximum -no increase.	
					New Application	£1,875.00	£1,875.00	Set at 75% of Statutory Maximum -no increase.	
					Provisional Statement	£1,875.00	£1,875.00	Set at 75% of Statutory Maximum	
					Application with Prov Statement	£712.50	£712.50	Set at 75% of Statutory Maximum	
					Variation	£937.50	£937.50	Set at 75% of Statutory Maximum	
					Transfer/Reinstatement	£712.50	£712.50	Set at 75% of Statutory Maximum	
					Annual Fee	£750.00	£750.00	Set at 75% of Statutory Maximum -no increase.	
					New Application	£1,500.00	£1,500.00	Set at 75% of Statutory Maximum -no increase.	
					Provisional Statement	£1,500.00	£1,500.00	Set at 75% of Statutory Maximum	
					Application with Prov Statement	£712.50	£712.50	Set at 75% of Statutory Maximum	
					Variation	£750.00	£750.00	Set at 75% of Statutory Maximum	
					Transfer/Reinstatement	£712.50	£712.50	Set at 75% of Statutory Maximum	
					Annual Fee	£562.00	£562.00	Set at 75% of Statutory Maximum -no increase.	
					New Application	£1,500.00	£1,500.00	Set at 75% of Statutory Maximum -no increase.	
					Provisional Statement	£1,500.00	£1,500.00	Set at 75% of Statutory Maximum	
					Application with Prov Statement	£900.00	£900.00	Set at 75% of Statutory Maximum	
					Variation	£750.00	£750.00	Set at 75% of Statutory Maximum	
					Transfer/Reinstatement	£900.00	£900.00	Set at 75% of Statutory Maximum	
					Annual Fee	£750.00	£750.00	Set at 75% of Statutory Maximum -no increase.	
					New Application	£40.00	£40.00	Statutory -no increase.	
					Annual Fee	£20.00	£20.00	Statutory -no increase.	
					All Licences	Notification of change	£37.50	£37.50	Set at 75% of Statutory Maximum
					Copy of Licence	£18.75	£18.75	Set at 75% of Statutory Maximum	
					Pre-Application Advice, Hourly charge	Min 1 Hr	£53.00	£55.00	New 2017/18
					Club Gaming or Machine Permit				
					Club Gaming or Machine Permit	New Application	£200.00	£200.00	Statutory -no increase
					Club Gaming or Machine Permit	Existing holder	£100.00	£100.00	Statutory -no increase
					Club Gaming or Machine Permit/holds a Club Premises Certificate Under Licensing Act 2003	New Application	£100.00	£100.00	Statutory -no increase
					Club Gaming or Machine Permit	Renewal	£200.00	£200.00	Statutory -no increase
					Club Gaming or Machine Permit/holds a Club Premises Certificate Under Licensing Act 2003	Renewal	£100.00	£100.00	Statutory -no increase
					Club Gaming or Machine Permit	Annual Fee	£50.00	£50.00	Statutory -no increase
					Club Gaming or Machine Permit	Variation	£100.00	£100.00	Statutory -no increase
					Club Gaming or Machine Permit	Copy of Licence	£15.00	£15.00	Statutory -no increase
					Licensed Premises Notifications				
					To make available up to 2 gaming machines on premises which hold on-premises alcohol licence	notification of intention	£50.00	£50.00	Statutory -no increase
					Gaming Machine Permit (more than 2 machines) on premises which hold on-premises alcohol licence	Application (existing holder)	£100.00	£100.00	Statutory -no increase

Cost Centre	Account C	Analysis	Outturn 2016	Budget 2017	Description	2017/18	2018/19 Proposed	Notes					
25100/25307	T090W	SSTR	24,725	86,110	Gaming Machine Permit (more than 2 machines) on premises which hold on premises alcohol licence	New Application	£150.00	£150.00	Statutory-no increase				
					Gaming Machine Permit (more than 2 machines) on premises which hold on premises alcohol licence	Annual Fee	£50.00	£50.00	Statutory-no increase				
					Gaming Machine Permit (more than 2 machines) on premises which hold on premises alcohol licence, payable within 30 days of date permit takes effect	First Annual fee	£50.00	£50.00	Statutory-no increase				
					Gaming Machine Permit (more than 2 machines) on premises which hold on premises alcohol licence	Variation	£100.00	£100.00	Statutory-no increase				
					Gaming Machine Permit (more than 2 machines) on premises which hold on premises alcohol licence	Transfer	£25.00	£25.00	Statutory-no increase				
					Gaming Machine Permit (more than 2 machines) on premises which hold on premises alcohol licence	Change of Name	£25.00	£25.00	Statutory-no increase				
					Gaming Machine Permit (more than 2 machines) on premises which hold on premises alcohol licence	Copy of Permit	£15.00	£15.00	Statutory-no increase				
					Pre-Application Advice, hrly charge	Min 1 Hr	£53.00	£55.00	New 2017/18				
					Sex Establishments – (Class A – Fee Discretionary)								
						Cinema	min £3,000 to max £5000		min £3,100 to max £5150			No change	
						Shop	min £3,000 to max £5000		min £3,100 to max £5150			No change	
						Entertainment Venue	£3,000 to max £5000		min £3,100 to max £5150			No change	
						Pre-Application Advice, hrly charge	Min 1 Hr		£53.00		£55.00		
					Street Trading Consents – (Class A – Fee Discretionary)								
							Annual Fee		£1,272.00		£1,310.00	Reviewed to cost recovery model	
		6 month		£742.00		£765.00	Reviewed to cost recovery model						
		Monthly Rate		£212.00		£218.00	1/12th annual fee based on cost recovery model						
		Refund for Street Traders		If application withdrawn		£110.00							
		Pre-Application Advice, hrly charge		Min 1 Hr		£53.00	£55.00						
25100/25307	T090W	SKIN	351	0	Skin Piercing Registrations (one off registration) – (Class A – Fee Discretionary)								
					Individual		£170.00		£175.00	Cost recovery			
					Premises		£265.00		£273.00	Cost recovery			
					Joint Application		£424.00		£437.00	Cost recovery			
					Pre-Application Advice, hrly charge		Min 1 Hr		£53.00	£55.00	New cost recovery model - refer to office guidance		
25100/25307	T090W	ANIM	24,941	29,590	Animal Licences – (Class A – Fee Discretionary) * +vet fee where applicable								
					Dog Breeding Establishments *		£371.00		£382.00	Cost recovery			
					Animal Boarding Establishments*		£424.00		£437.00	Cost recovery			
					Home Boarding - New*		£371.00		£275.00	New revised fee			
					Home Boarding - Renewal *				£192.00	New revised fee			
25100/25307	T090W	PETS	0	0	Dangerous Wild Animal Consent - 2 yr licence*								
					West Berks		£424.00		£437.00	Based on cost recovery			
25100/25307	T090W	DAANG	0	0	Eco Licenses (new abd renewals)	Up to 6 Years	£1,908.00	£1,965.00					
25100/25307	T090W	ZOOS	0	0		1 to 5 Horses	£530.00	£546.00					
25100/25307	T090W	RIDI	0	5,000	Riding Establishments *	Each additional 10 horses	£132.50	£136.00	Based on cost recovery				
					Performing Animals Registration		£106.00	£109.00					
Scrap Metal Site New					3 Years	£169.60	£476.00	New					
Scrap Metal Mobile Collector					3 Years	£169.60	£254.00	previously only scrap metal dealer - mirror Bracknell fees?					
Scrap Metal - Variation of Licence							£350.00						
Scrap Metal-Change of Site Manager							£65.00						
Scrap Metal- copy of licence							£11.00						
Scrap Metal- Change of Name							£34.00						
Pre-Application Advice, hrly charge							£53.00	£55.00					
Private Water Supplies (Statutory Maximums stated) Hrly Rate £34													
25051	T023W		0	0	Risk Assessment		£500.00	£515.00	Minimum charge 1 Hr, simple risk assessment and report typically 5 hours				
					Sampling		£100.00		£103.00	Charge for a visit, taking a sample and delivering it to the laboratory. Typically 2.5 hours of officer time			
					Investigation		£100.00		£103.00	Carried out in the event of a test failure, can be substituted by the risk assessment - this does not include any required analysis costs			
					Analysis - Regulation 10		£25.00		£26.00	Where a supply provides <10m ³ /day or serves <50 people and is used for domestic purposes - hrly rate applies			
					Check Monitoring - Commercial and Public Supplies		£100.00		£103.00	Check monitoring is carried out to ensure the water complies with the standards - hrly rate applies			
					Audit Monitoring - Commercial and Public		£500.00		£515.00	Additional parameters sampled less often to ensure the water complies with all safety standards - Hrly rate applies			
					Environmental Protection Act 1991b					Statutory - no increase			
					Scheduled Processes - (Class B – Statutory Fee)					Statutory - no increase			
					Private Sector Housing								Hourly rate applies to both LAs
					Inspection of Housing Premises for Immigration purposes (Class A – Fee Discretionary)						£371.00	£382.00	
25051	T090W	HMOL	287	0	Enforcement Notices served under Housing Act 2004		£106.00	£110.00	NEW cost recovery model - refer to officer guidance				
					HMO Licence NEW - assisted application		£1,113.00		£1,145.00				
					HMO Licence RENEWAL		£742.00		£765.00				
					Caravan Site Licence annual Licence (Option 2 of DCLG Guide for Charging	1-5 Pitches		£225.00		£233.00			
						6-24 Pitches		£225.00		£230.00			
						25-99 Pitches		£318.00		£330.00			
						100-199 Pitches		£371.00		£380.00			
						200+		£477.00		£490.00			
					Variation or Transfer		£106.00		£110.00				
					Other Fees for Information								Hourly rate applies for both LAs minimum two charge (Class A - Fee Discretionary)
					Environmental Info Individual, Non Commercial						£106.00	£110.00	Cost recovery model
					Commercial and Government						£106.00	£110.00	Cost recovery model
					Civil Actions (Class A – Fee Discretionary)						£106.00	£110.00	Cost recovery model
					Safety Certification and administration						£106.00	£110.00	Cost recovery model
					Resident and Business Advice								Hourly rate applies for both LAs minimum two charge (Class A - Fee Discretionary)
General Business Advice (non-primary authority)					free for first 30 minutes		£55per hour	New cost recovery model - refer to officer guidance					
Request for Advice							£55 per hour	New cost recovery model - refer to officer guidance					
Primary Authority Advice							£55 per hour	New cost recovery model - refer to officer guidance					
Taxi Licences – (Class A – Fee Discretionary)													
25280	T090W	HCVN	157	410	Vehicle – New		£157.00	£217.00	cost recovery				
					Vehicle – Renewal of Licence		£157.00	£180.00	cost recovery				
					Replacement Plate		£38.00	£27.00	cost recovery				
					Backing Plate		£23.00	£27.00	cost recovery				
					Transfer of Ownership		£105.00	£110.00	cost recovery				
					Temporary Vehicle		£157.00	£165.00	cost recovery				
					Driver – 3 year Licence		£251.00	£328.00	cost recovery				
					Replacement Badge		£38.00	£55.00	cost recovery				
					Replacement Licence		£38.00	£55.00	cost recovery				
					H/C Knowledge Test (per test)		£69.00	£110.00	cost recovery				
25280	T090W	HCDNHCDR	42,672	0	Issued Appointments		£34.00	£35.00	cost recovery				
					Disclosure and Barring Service Check (DBS)		£60.00	£82.00	cost recovery				
					Change of Address (PH & HC)		£13.00	£27.00	cost recovery				
					Pre-Application Advice, hourly charge		Min 1 Hr		£53.00	£55.00	New. Refer to officer guidance		

Cost Centre	Account C	Analysis	Outturn 2016	Budget 2017	Description	2017/18	2018/19 Proposed	Notes	
25280	T090W	PHOP/PHOR	106	0	Private Hire Vehicles including School and Community Services for Wokingham – (Class A – Fee Discretionary)				
					Operator – New and renewal	1-4 Vehicles (New 5 Yr)	£528.00	£600.00	cost recovery
						5-9 vehicles (New 5 Yr)	£846.00	£930.00	cost recovery
						9+ vehicles (New 5 Yr)	£1,317.00	£1,356.00	cost recovery
							consider replacing Brackett fees for 1.3 and 5 year licences or at very least add new categories for 5yr lic of 1 (871) 2-5(1184), 5-10(1956), 11-15(2712), 16-20(3670) and more than 20(4419)		
					Vehicle – New	£148.00	£152.00	should be same as HC	
					Temporary Vehicle monthly issue up to 3 months maximum	£148.00	£166.00	cost recovery	
					Vehicle – Renewal	£148.00	£166.00	cost recovery	
25280	T090W	PHVN	444	20	Vehicle with Dispensation		£247.00	new- cost recovery process of checking records add 1hr time	
25280	T090W	PHVR	1,036	720	Replacement Plate	£38.00	£27.00	cost recovery	
25280	T090W	PHRP	0	0	Transfer of Ownership	£105.00	£110.00	cost recovery	
25280	T090W	PHTR	0	0	Driver – 3 year Licence	£251.00	£273.00	cost recovery	
					Replacement Badge	£38.00	£55.00	cost recovery	
					Replacement Licence	£38.00	£55.00	cost recovery	
					Replacement Vehicle Plate	£38.00	£55.00	cost recovery	
25280	T090W		25	0	Replacement Licence	£38.00	£55.00	cost recovery	
					PH Knowledge Test (per test)	£69.00	£110.00	cost recovery	
					Missed Appointments	£34.00	£55.00	cost recovery	
					Disclosure and Barring Service (DBS)	£60.00	£62.00	cost recovery	
					Advertising on a Hackney Carriage (Wokingham)	£50.00	£52.00	cost recovery	
					Disability Awareness Training Course	£30.00	£31.00	consider new external provider fee applied	
					Safeguarding Training		£30.00	new for 2018 charge to be confirmed external provider fee applied	
					Pre-Application Advice, hourly charge	Min 1 Hr	£53.00	£55.00	New for all. Policy to follow

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ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT

2018/19 PROPOSED FEES & CHARGES

Service : Regulatory Services

Purpose of the Charge: To contribute to the costs of the service

	2017/18 Budget £'000	Proposed 2018/19 Budget £'000
Income the proposed fees will generate:	92	95

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
DOG CONTROL					
Purpose of the Charge: To contribute to the costs of the service					
Return of Stray Dog					
Prescribed fee		At cost		At cost	
Vet fees		500.00		515.00	3.0
Fixed penalty notice - failure to chip dog		80.00		82.00	2.5
Stray dog charges in office hours		125.00		130.00	4.0
Stray dog charges out of office hours		75.00		77.00	2.7
Dog Fouling fixed penalty charge					
50% reduction if in receipt of some benefits, proof required					
PEST CONTROL (call out and/or treatment charges)					
We are no longer carrying out these services					
ABANDONED VEHICLES					
Removal (prescribed fee) less than 3.5 tonnes		150.00		154.00	2.7
Daily storage (prescribed fee) less than 3.5 tonnes		20.00		21.00	5.0
Enforcement disposal costs (prescribed fee) less than 3.5 tonnes		75.00		77.00	2.7
Fixed Penalty Notice reduced to £120 if paid within 7 days		200.00		206.00	3.0
Enforcement invoice costs		77.00		79.00	2.6

ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT
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	2017/18 Budget	Proposed 2018/19 Budget
	£'000	£'000
Income the proposed fees will generate:	92	95

Are concessions available? No

Description	Current Fee (Inc VAT)	Current Fee (Exc VAT)	Proposed Fee (Inc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	£.p	£.p	%
Miscellaneous					
Health Certificate		18.00		19.00	5.6
Production of Statement of Facts (Discretionary) - an hourly rate of £120 for up to 2 hours work and thereafter a charge of £60.		120.00		124.00	3.3
Immigration reports for Home Office		60.00		62.00	
Certificate for surrender of unsound food (per hour) plus disposal costs		226.00		233.00	3.1
Private Water and Pool Samples(includes cost of testing)	67.20	56.00	69.60	58.00	3.1
Special Treatments: Single Payment					
Premises		226.00		233.00	3.1
Person		41.00		42.00	2.4
ENVIRONMENTAL PROTECTION ACT, PRESCRIBED FEES					
The following fees and charges are in respect of Prescribed Processes . Please contact Environment for information in respect of fees and charges where an operator is applying for, or holds multiple authorisations for the carrying on of a crushing and/or screening process by means of mobile plant.					
LAPC Fees and Charges					
Application Fee					
Standard Process		1,579.00		1,626.00	3.0
Service Stations (PVI and PVII)		206.00		212.00	2.9
Dry Cleaners		148.00		152.00	2.7
Vehicle Refinishers		306.00		315.00	2.9
Waste oil burning appliances under 0.4MWth		148.00		152.00	2.7
Mobile Screening and Crushing Plant		1,579.00		1,626.00	3.0
For the third to seventh applications		943.00		971.00	3.0
For the eighth and subsequent applications		477.00		491.00	2.9
Substantial Changes (Sections 10 and 11 of the Act)					
Standard Process		1,005.00		1,035.00	3.0
Service Stations		98.00		101.00	3.1
Waste Oil Burners under 0.4MW		98.00		101.00	3.1
Dry Cleaners		98.00		101.00	3.1
Annual Subsistence Charge					
Standard Process LOW		739.00		761.00	3.0
Standard Process MEDIUM		1,111.00		1,144.00	3.0
Standard Process HIGH		1,672.00		1,722.00	3.0
Service Stations LOW		108.00		111.00	2.8
Service Stations MEDIUM		216.00		222.00	2.8
Service Stations HIGH		326.00		336.00	3.1
Dry Cleaners/Waste Oil Burners under 0.4MW LOW		76.00		78.00	2.6
Dry Cleaners/Waste Oil Burners under 0.4MW MEDIUM		151.00		155.00	2.6
Dry Cleaners/Waste Oil Burners under 0.4MW HIGH		227.00		234.00	3.1
Mobile Screening and Crushing Plant LOW		618.00		636.00	2.9
Mobile Screening and Crushing Plant MEDIUM		989.00		1,018.00	2.9
Mobile Screening and Crushing Plant HIGH		1,484.00		1,528.00	3.0
For the second permitLOW		618.00		636.00	2.9
For the second permit MEDIUM		989.00		1,018.00	2.9
For the second permit HIGH		1,484.00		1,528.00	3.0
For the third to seventh permit LOW		368.00		379.00	3.0
For the third to seventh permit MEDIUM		590.00		608.00	3.1
For the third to seventh permit HIGH		884.00		910.00	2.9
For the eighth and subsequent applicationsLOW		189.00		195.00	3.2
For the eighth and subsequent applications MEDIUM		302.00		311.00	3.0
For the eighth and subsequent applications HIGH		453.00		466.00	2.9
Late payment charge(when invoice issued and not paid within 8 weeks)		50.00		51.00	2.0
Subsistence charges can be paid in four equal quarterly instalments, where payment is made quarterly there is an additional annual amount payable of £35 to cover additional administration costs.					

ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT

2018/19 PROPOSED FEES & CHARGES

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Income the proposed fees will generate:	92	95

Are concessions available? No

Description	Current Fee (Inc VAT) £.p	Current Fee (Exc VAT) £.p	Proposed Fee (Inc VAT) £.p	Proposed Fee (Exc VAT) £.p	Increase %
Transfer and Surrender					
Transfer		162.00		167.00	3.1
Partial Transfer		476.00		490.00	2.9
Surrender		0.00		0.00	0.0
Transfer : Service Stations, Waste Oil Burners under 0.4 MW and Dry Cleaners		0.00		0.00	0.0
Partial Transfer : Service Stations, Waste Oil Burners under 0.4 MW and Dry Cleaners		0.00		0.00	0.0
PRIVATE SECTOR HOUSING ENFORCEMENT ACTION					
Housing enforcement charge - where appropriate		396.00		408.00	3.0
New 5 Year HMO licence - upto 5 bedrooms		725.00		747.00	3.0
New Additional fee per extra bedroom		63.00		65.00	3.2
New - A reduction where the landlord is accredited		63.00		65.00	3.2
New - A reduction where the landlord is applying for more than one licence		63.00		65.00	3.2
Renewal of 5 Year HMO licence - upto 5 bedrooms		545.00		561.00	2.9
Renewal of Additional fee per extra bedroom		45.00		46.00	2.2
Renewal - A reduction where the landlord is accredited		45.00		46.00	2.2
Renewal- A reduction where the landlord is applying for more than one licence		45.00		46.00	2.2
Request for additional information by letter		69.00		71.00	2.9
DISABLED FACILITIES SUPPORT SERVICE					
Acting as an agent for a client in receipt of a disabled facilities grant or other building works		Works upto £20K - 15 % of the approved amount		Works upto £20K 15 % of the approved amount	0
Acting as an agent for a client in receipt of a disabled facilities grant or other building work		Works over £20K -15 % of the approved amount		Works over £20K 15 % of the approved amount	0.0
Food Hygiene/Health and Safety Courses (per person)					
We are no longer running these courses					
HIGH HEDGE ENQUIRIES					
Initial Investigation		201.00		207.00	3.0
Full Investigation (Additional payment to complete investigation)		596.00		614.00	3.0

ENVIRONMENT, CULTURE & COMMUNITIES DEPARTMENT

2018/19 PROPOSED FEES & CHARGES

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	2017/18 Budget £'000	Proposed 2018/19 Budget £'000
Income the proposed fees will generate:	92	95

Are concessions available? No

Description	Current Fee (Inc VAT) £.p	Current Fee (Exc VAT) £.p	Proposed Fee (Inc VAT) £.p	Proposed Fee (Exc VAT) £.p	Increase %
CLEAN NEIGHBOURHOOD AND ENVIRONMENT ACT					
FIXED PENALTY NOTICES					
ive		100.00		105.00	5.0
Repairing Vehicles on Road - reduced to £60 if paid within 7 working days		100.00		105.00	5.0
Graffiti and fly posting - reduced to £50 if paid within 7 working days		75.00		80.00	6.7
Street litter notices and litter clearing notices - reduced to £60 if paid within 7 working days		100.00		105.00	5.0
Unauthorised distribution of literature on designated land - reduced to £50 if paid within 7 working days		75.00		80.00	6.7
Failure to produce a waste transfer note - reduced to £180 if paid within 7 working days		300.00		310.00	3.3
Waste receptacles - reduced to £60 if paid within 7 working days		100.00		105.00	5.0
Failure to produce a waste carrier documentation - reduced to £180 if paid within 7 working days		300.00		310.00	3.3
Offence of Dropping Litter - reduced to £50 if paid within 7 working days		75.00		80.00	6.7
Unauthorised Deposit of Waste(Fixed Penalties) Regulations 2016					
FIXED PENALTY NOTICES					
Waste deposit offence (flytipping) - reduced to £120 if paid within 10 days		200.00		205.00	2.5

Public Protection Partnership Community Fund Applications – Summary Report

Committee considering report:	Joint Public Protection Committee
Date of Committee:	12 th December 2017
Date agreed by Joint Management Board:	24 th November 2017
Report Author:	Paul Anstey

1. Purpose of the Report

To determine any applications made to access the Community Fund as agreed through the Asset Recovery Incentivisation Scheme (ARIS).

2. Recommendation(s)

2.1. To decide on all applications submitted by the deadline of midnight 3rd December 2017.

3. Implications

Financial:	The fund is capped at 20% of the allocated POCA reserve and has no revenue/capital implications.
Policy:	There are no implications for the Asset Recovery Incentivisation Scheme (ARIS) policy which applies.
Personnel:	n/a
Legal:	No direct implications. In the event that an irregularity in an application is identified or grant money is awarded and subsequently misused the PPP will seek to recover all monies and may require support from legal services.
Risk Management:	All projects which receive grant funding will be monitored in line with the policy.
Property:	No implications at this stage.
Other:	None

4. Other options considered

4.1. None.

5. Executive Summary

- 5.1. The fund was established by virtue of the Committee decision to implement the policy on the Asset Recovery Incentivisation Scheme (ARIS) on March 14th 2017.
- 5.2. The Committee expressed a wish to determine all grant applications as part of their routine agenda.
- 5.3. As agreed by Committee, the size of the fund has been capped at 20% of the total POCA reserve held (Proceeds of Crime Act).

6. Conclusion

- 6.1. Having a robust and thorough application process which gives the Committee enough detail upon which to make decisions is essential. The Community Fund and the anticipated subsequent positive publicity is an important step in raising the profile of the Public Protection Partnership and its objectives.

Appendices

Appendix A – Supporting Information

Appendix B – Anonymised applications list

Appendix A

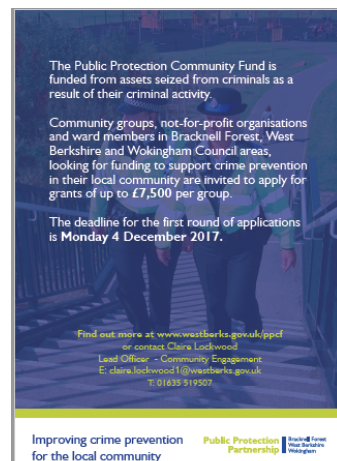
Public Protection Partnership Community Fund Applications - Supporting Information

1. Introduction/Background

- 1.1. The fund was established by virtue of the Committee decision to implement the Asset Recovery Incentivisation Scheme (ARIS) on March 14th 2017.
- 1.2. The Committee expressed a wish to determine all grant applications as part of their routine agenda.
- 1.3. The size of the fund has been capped at 20% of the total POCA reserve held (Proceeds of Crime Act).
- 1.4. The Community Fund has been promoted using a comprehensive PR campaign and the level of interest has been very encouraging.

2. Supporting Information

- 2.1. The application process has generated interest from a variety of community groups and local media, including an interview on local television. This has resulted in 19 applications.
- 2.2. Some clarification was required with regards to the status of Parish Councils but officers have agreed that in the spirit of the fund and its objectives, whilst Parish Councils were not specifically mentioned they are welcome to apply.
- 2.3. The PPP has had support from across the 3 Partner Authorities (Bracknell Forest, West Berkshire and Wokingham Councils) and their communications teams have worked together very effectively. The PPP Lead Officer for Community Engagement has been very complimentary about the demonstration of collaborative working. An example of the work produced is below:



2.4. Referring back to the original business plan the PPP is very excited to be able to help local communities get access to funds which will help address community safety and/or crime prevention issues.

3. Options for Consideration

3.1. The Committee is required to determine applications which meet the specific requirements as laid down by the report approved on 14th March 2017.

3.2. If any other applications are received between the deadline of 4th December 2017 and the Committee meeting on 12th December 2017 they will be considered at the next Committee meeting currently scheduled for 16th February 2018.

4. Proposals

4.1. To decide on all applications submitted by the deadline of close of play on 4th December 2017.

5. Conclusion

5.1. The Committee has made it clear that the Community Fund is a high priority.

5.2. The PPP will continue to champion the principle that crime should not and will not be allowed to pay, working hard to bring the benefits of good investigation work and careful application of the Proceeds of Crime Act (POCA) back to local communities.

6. Consultation and Engagement

6.1. The nature of the report does not merit external consultation at this stage however it may be beneficial to engage with local organisations who have links to crime prevention to discuss the merits of the Public Protection Community Fund. The extent of this will be dependent on resources available throughout the term of the agreement.

Background Papers:

None.

Papers containing facts or material you have relied on to prepare your report. The public can access these background papers.

PPP Strategic Aims and Priorities Supported:

The proposals will help achieve the following Public Protection Partnership aims as stated in the Inter Authority Agreement:

- 1 – Community Protection
 - 2 – Protecting and Improving Health
 - 3 – Protection of the Environment
 - 4 – Supporting Prosperity and Economic Growth
 - 5 – Effective and Improving Service Delivery
-

Officer details:

Name: Paul Anstey

Job Title: Head of Public Protection and Culture

Tel No: 01635 519837

E-mail Address: Paul.Anstey@westberks.gov.uk

Equality Impact Assessment – Stage One

We need to ensure that our strategies, policies, functions and services, current and proposed have given due regard to equality and diversity as set out in the Public Sector Equality Duty (Section 149 of the Equality Act), which states:

“(1) A public authority must, in the exercise of its functions, have due regard to the need to:

(a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;

(b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; This includes the need to:

(i) remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic;

(ii) take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it;

(c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it, with due regard, in particular, to the need to be aware that compliance with the duties in this section may involve treating some persons more favourably than others.

(2) The steps involved in meeting the needs of disabled persons that are different from the needs of persons who are not disabled include, in particular, steps to take account of disabled persons' disabilities.

(3) Compliance with the duties in this section may involve treating some persons more favourably than others.”

The following list of questions may help to establish whether the decision is relevant to equality:

- Does the decision affect service users, employees or the wider community?
- (The relevance of a decision to equality depends not just on the number of those affected but on the significance of the impact on them)
- Is it likely to affect people with particular protected characteristics differently?
- Is it a major policy, or a major change to an existing policy, significantly affecting how functions are delivered?
- Will the decision have a significant impact on how other organisations operate in terms of equality?
- Does the decision relate to functions that engagement has identified as being important to people with particular protected characteristics?
- Does the decision relate to an area with known inequalities?
- Does the decision relate to any equality objectives that have been set by the council?

Please complete the following questions to determine whether a full Stage Two, Equality Impact Assessment is required.

What is the proposed decision that you are asking the Committee to make:	To determine successful applications.
Summary of relevant legislation:	N/A
Does the proposed decision conflict with any of the partnerships key objectives?	No
Name of assessor:	Paul Anstey
Date of assessment:	4/12/17

Is this a:		Is this:	
Policy	No	New or proposed	No
Strategy	No	Already exists and is being reviewed	No
Function	No	Is changing	No
Service	No		

1. What are the main aims, objectives and intended outcomes of the proposed decision and who is likely to benefit from it?	
Aims:	To identify who will receive a grant.
Objectives:	Open and transparent priorities around grants.
Outcomes:	Enable to PPP to reduce crime and benefit the community.
Benefits:	Deliver additional projects and enhance community capacity for crime prevention activity.

2. Note which groups may be affected by the proposed decision. Consider how they may be affected, whether it is positively or negatively and what sources of information have been used to determine this.

(Please demonstrate consideration of all strands – Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex and Sexual Orientation.)		
Group Affected	What might be the effect?	Information to support this
Age	None	
Disability	None	
Gender Reassignment	None	
Marriage and Civil Partnership	none	
Pregnancy and Maternity	None	
Race	None	
Religion or Belief	None	
Sex	None	
Sexual Orientation	None	
Further Comments relating to the item:		

3. Result	
Are there any aspects of the proposed decision, including how it is delivered or accessed, that could contribute to inequality?	No
Please provide an explanation for your answer: Any assessment of how to spend monies recovered would be based around crime prevention and community safety.	
Will the proposed decision have an adverse impact upon the lives of people, including employees and service users?	No
Please provide an explanation for your answer: Use of ARIS is designed to make a positive contribution to local communities.	

If your answers to question 2 have identified potential adverse impacts and you have answered ‘yes’ to either of the sections at question 3, or you are unsure about the impact, then you should carry out a Stage Two Equality Impact Assessment.

If a Stage Two Equality Impact Assessment is required, before proceeding you should discuss the scope of the Assessment with service managers in your area. You will also need to refer to the [Equality Impact Assessment guidance and Stage Two template](#).

4. Identify next steps as appropriate:	
Stage Two required	No
Owner of Stage Two assessment:	
Timescale for Stage Two assessment:	

Name: Paul Anstey

Date:04/12/17

Public Protection Community Fund - application summary 12 December 2017

Application identity letter	Date received	Meets eligibility criteria? Y/N	Type of organisation	Summary of project	What a grant will pay for	Numbers benefiting from project	Cost of project (£)	Amount applied for (£)	Successful in being awarded a PPCF grant? Y/N	Amount awarded (£)
A	13.11.2017		Charity community organisation	Speed awareness on local Ring Roads	Purchase a Speed Identification Device	All residents using the Ring Roads	2,500	2,500		
B	20.11.2017		Charity	Drop-In Centre for the Homeless open 2 days a week all year round	Running costs and overheads of the Drop-In for 12 months	228 beneficiaries and 24 volunteers	7,010	7,010		
C	21.11.2017		Charity community group	To promote community cohesion and manage a Community Centre	Installation of CCTV within the building and 5 cameras and a DVR with remote monitoring	Potentially all local residents and from surrounding areas	2,050	2050		
D	25.11.2017		Community Interest Company	Provides free of charge courses that support the recovery of anyone living in the authority area living with a wide variety of mental health challenges	Deliver courses that provide the opportunity for students to develop better self-confidence, self-esteem and feel more connected to our community by accessing resources and opportunities through course attendance	150 people directly with mental health challenges in 2016-2017. We hope to be supporting up to 250 by the end of 2018.	60,000	7,500		

Public Protection Community Fund - application summary 12 December 2017

E	26.11.2016		Community/voluntary group	<p>Since 2006, the group has run a speed awareness campaign in the area, with support from Thames Valley Police. The group has had some success educating drivers and two years ago purchased a mobile device to log timed speed and volume data of passing vehicles.</p>	<p>We now wish to extend this project by purchasing a device to capture video evidence, allowing us to identify the worst offenders to the police.</p>	27,000	3,406	3,406		
F	28.11.2017		Community/voluntary group	<p>We are an inspirational six acre multi-purpose garden for community use. Revenue is required to enable communicating with and directing onsite works and activities across a plethora of partners and organisations including Probation Services (Community Payback), Youth Offending services, persons recovering from drug and alcohol dependency and NEATS youth persons services.</p>	<p>Salary costs equivalent to 1 day per week for 2 years; materials and tools replacement; management costs and communication</p>	<p>An estimated 220 persons participate annually. Over 1300 persons volunteer in some way annually</p>	10,422	10,422		

Public Protection Community Fund - application summary 12 December 2017

G	29.11.2017		Community/voluntary group	Consultation has identified traffic speed as a major local issue	A mobile SID to be deployed in various locations in the parish for 2 weekly periods	Potentially all 12,500 residents of the parish	600	600		
H	29.11.2017		Community/voluntary group	Traffic volumes and speed are a major issue in this parish and this is monitored in various locations and data passed to the police. Currently a dash cam is used to assist recording car details but quality of images not adequate.	We now wish to extend this project by purchasing a device to capture video evidence, allowing us to identify the worst offenders to the police.	Potentially 12,500 residents of the parish	3,220	3,220		
I	1.12.2017		Community/voluntary group	Our ambitious project is to replace the 100 year old hut with a modern structure to enable 200 Beavers, Cubs, Scouts and Explorers to continue scouting at the heart of this community.	Help towards building a new scout hut	200 young people in Scouting plus many others in the wider community who will also be able to use the new building.	500,000	7,500		

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Public Protection Community Fund - application summary 12 December 2017

	1.12.2017		Charity	We provide a safe place for young people in the district to come for recreational activities, computer access, fitness, education, counselling and advice from trained professionals.	We have a group of young people with challenging behaviour that has resulted in them being banned from our regular youth club sessions. We would like the funding to run a special session on Friday pms in an attempt to re-engage with them and show them that there is an alternative to hanging around getting into trouble and upsetting local residents.	20	3750	3750		
K	3.12.2017			This Gymnastics Club believes in sport for all and putting people first. Therefore, we provide gymnastics for males and females of all ages regardless of their shape, size or experience.	We would like to recruit teenage volunteers from the open freestyle sessions to train to become coaches. Over the years we have had great success with similar projects that have transformed wayward youths to role models.	15 direct, 155 indirect	6,780	6,780		

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Public Protection Community Fund - application summary 12 December 2017

L	4.12.2017		Charity/Residents Association	We represent the residents of a development, a place with a strong community spirit in a lovely setting. Our development has become a target for theft, burglary, anti-social behaviour.	We would like to have a few signs on the development with the message that anti-social behaviour and vandalism will not be tolerated. Two or three cameras will be installed in central parts of the development with signs to inform about the area being monitored.	Over 760 households, over 800 residents.	10,000	10,000		
M	4.12.2017		A Residents Association	To review and upgrade the ageing present CCTV system to enable better coverage of the Community Centre inside and out and thereby improving the building and users' security and safety	To review and upgrade the ageing present CCTV system to enable better coverage of the Community Centre inside and out and thereby improving the building and users' security and safety	The local community and approximately 800 users per month	2,000	1,800		
N	4.12.2017		Parish council	Our CCTV system covering the village centre was removed in the council cuts last year. As a result we have seen an increase in petty crime and vandalism. The area is poorly lit with old incandescent street lighting.	We would like to upgrade the old lighting to more efficient and brighter LED ones. This will make the area safer and more secure for our parishioners.	All the residents in the village	9,500	7,500		

Public Protection Community Fund - application summary 12 December 2017

O	4.12.2017		Charity	We provide free, independent, confidential and impartial advice to people in across the council area to help them resolve the problems that they face.	We are applying for this grant to participate in "Scams Awareness" month July 2018, featuring similar activities to previous successful campaigns. We will run publicity and education activities involving our extensive contact network of community organisations.	Previous scams campaigns have had a media reach of 756,480 targeted within the council area.	5,665	5,665		
P	4.12.2017		Charity	Our group was created to provide free legal advice to victims of domestic violence and abuse (DVA) throughout the county.	We are seeking support for the costs of a part-time Coordinator who will promote our services, increase the number of solicitors as delivery partners, arrange free legal advice clinics/telephone advice sessions and raise awareness of DVA and its multiple impacts.	200 adults annually, with approximately 300 children	18,800	5,000		
Q	1.12.2017		Charity	The group was formed by local residents when the local council withdrew funding for the toilet block due to government cuts.	Funding to keep the toilet block open from September 2018-19.	1,000 plus	16,700	3,000		

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Public Protection Community Fund - application summary 12 December 2017

R	4.12.2017		Charity	Our organisation is a safe and pleasant place for young people to attend in the local area.	After several incidents in the town centre and consultation with community groups, businesses and young people we would like to run a mobile youth bus.	100 young people, the general public, community agencies and businesses.	7,231.41	6,488.98		
S	4.12.2017		Charity	We are a lawn bowling club with a difference. Not only do we cater for the needs of our 50 members, most of whom are over 65, and opponents from around 30 other clubs but we welcome isolated and lonely residents from the local community.	Our green and premises are adjacent to a public house but is not overlooked apart from pub opening hours. It is in a conservation area and not easily observed by passers-by. Although our machinery is locked away it is expensive and loss or damage would be a serious blow to a club with limited resources like ours.	100	£3,600	£3,600		

Public Protection Community Fund - application summary 12 December 2017

T	4.12.2017		Community/voluntary group	To highlight and promote the venue as a facility for residents in the town and neighbouring parishes and promote health, well-being and social interaction.	The project is intended to increase the security and safety of the users by adding to existing security by increasing security on doors and gates to the venue and to protect the facility and group's equipment and to improve safety in the car park.	5,000 last year	7,050	6,450	0		
U	29.11.2017		Community Interest Company	We give preventative support and advice to socially excluded, disadvantaged and vulnerable clients (18+) with multiple and complex needs.	Our bespoke employment courses focus on employment, empowerment, education and employment for offenders, ex-offenders, or those at risk of offending.	Run 2 courses with a max of 10 on each course totalling 20 people	7,500	7,500			
TOTALS								687,784	111,742		