

People Directorate Fees & Charges Proposals 2022/23

1 Adult Social Care

- 1.1 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.
- 1.2 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.
- 1.3 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.
- 1.4 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 individuals presenting care needs.
- 1.5 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.
- 1.6 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 1st 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.
- 1.7 There are generally two types of charges – discretionary and statutory:

- **Discretionary Charges**

Unless otherwise stated, the fee increase for 2022/23 is by the annual October CPI of 4.2%. The charge to other local authorities and Health organisations for places in West Berkshire Resource Centres will also be increased by 4.2% for 2022/23.

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 CPI 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 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. The proposed full standard charge for WBC Homes is to increase by 4.2%.

Deputyship Fees are set by the Court of Protection.

Adult Social Care		
Description	Fees 2021/22	Proposed Fee 2022/23
Residential care independent sector homes - full cost per week *	Actual cost	Actual cost
Residential care WBC Homes - full cost per week *	Willows Edge £839 Notrees £839 Walnut Close – Home closed Birchwood £870	Willows Edge £874 Notrees £874 Birchwood £907
Nursing care WBC Homes - full cost per week *	Birchwood £870 excludes Funded Nursing Care	Birchwood £907 excludes Funded Nursing Care
Meals provided in WBC Resource Centres *	£5.30	£5.50
WBC Resource Centre outreach workers per hour *	£19.80	£20.60
WBC Transport - maximum charge per journey *	£8.90	£9.30
WBC Foot Care service regular appointment *	£21.40	Service ceased
WBC Foot Care Equipment *	£13.00	Service ceased
External day activities *	Actual cost	Actual cost
WBC Resource Centres - charge to other Local Authorities and Clinical Commissioning Groups per day - Older People - Learning Disability - Physical Disability	 £69.30 £112.60 £104.50	 £72.20 £117.30 £108.90
Charges to any organisation using WBC Resource Centres per day Greenfield, Hungerford & Phoenix	Actual cost	Actual cost
WBC Resource Centres - charge per day *	£49.80	£51.90
Administration fee for commissioning care for full cost clients *	£231 per annum	£241 per annum

Set up fee for deferred payers *	£151	£157
Administration fee for deferred payers *	£251 per annum	£262 per annum
Next of kin support administration following the death of a Deputyship client	£103.50 per hour	£107.80 per hour
Support in making a Lasting Power of Attorney application	£156	£163
Support in making a Deputyship application	£352	£367
Residential and Nursing care WBC Homes - charge the assessed contribution whilst in hospital if bed retained at the home *	Assessed charge	Assessed charge
Residential and Nursing care WBC Homes - charge the assessed contribution from date of admission even if client subsequently decides to leave the home during the review period *	Assessed charge from date of admission	Assessed charge from date of admission
Transporting clients from care homes to resource centres (charge to provider) *	Actual cost	Actual cost
Shared Lives – management fee *	£109.50 per week for a full time placement. £32.80 per week for an overnight respite session. £4.30 per hour for day support.	£114.10 per week for a full time placement. £34.20 per week for an overnight respite session. £4.50 per hour for day support.

Statutory Charge *

Resource Centre - Rental Charges						
	Fees 2021/22			Proposed Fees 2022/23		
Room	Daily Rate	Half Day Rate	Hourly Rate	Daily Rate	Half Day Rate	Hourly Rate
Phoenix Resource Centre						
Ground floor woodwork room	£58.00	£29.60	£10.40	Not available		
External car washing facility	£58.00	£29.60	£10.40	Not available		
Ground floor Theatre (with lighting and audio system)	From £87.70 to £153.50	From £45.90 to £82.20	From £21.80 To £39.40	From £91.40 to £159.90	From £47.80 to £85.70	From £22.70 To £41.10
Audience seating (setting up and taking down)	£82.20	£82.20	£82.20	£75.00	£75.00	£75.00
First floor Theatre office	£16.40	£16.40	£16.40	£17.10	£17.10	£17.10
Ground floor frailty and dementia suite (Lilac Lounge)	£60.30	£32.80	£12.10	£90.90	£47.70	£15.90
Ground floor physical disability suite (Sunshine Room)	£58.00	£29.60	£10.40	£60.40	£30.80	£10.80
Ground floor sensory cooking room	£58.00	£29.60	£10.40	£60.40	£30.80	£10.80
Ground floor sensory room	£58.00	£29.60	£10.40	£60.40	£30.80	£10.80
Ground floor optimusic room	£58.00	£29.60	£10.40	£60.40	£30.80	£10.80
Ground floor dining room	£87.70	£45.90	N/a	£91.40	£47.80	N/a
Ground floor dining room and kitchen	£98.60	£51.50	N/a	£102.70	£53.70	N/a
Ground floor small activity room	£28.80	£14.80	£6.50	£30.00	£15.40	£6.80
First floor Craft activity room	£58.00	£29.60	£10.40	£60.40	£30.80	£10.80
First floor computer suite	£58.00	£29.60	£10.40	Not available		
First floor Moving and Handling training room 1	N/a	N/a	N/a	£134.10	£109.00	£37.10
First floor training room 1 – room only	N/a	N/a	N/a	£67.00	£55.70	£19.30
First floor activity / office space - full space (large)	£114.00	£58.00	£20.80	Not available		
First floor activity / office space – (medium)	£87.70	£45.90	£16.40	Not available		
First floor Art room	£58.00	£29.60	£10.40	Not available		
First floor large meeting room without equipment	£36.20	£18.60	£7.60	£37.70	£19.40	£7.90
First floor large meeting room with equipment	£47.10	£22.90	£9.10	£49.10	£23.90	£9.50
First floor small meeting rooms	£21.80	£11.40	£4.20	£22.70	£11.90	£4.40
Accessible shower facility and personal care rooms	N/a	N/a	£9.80	N/a	N/a	£10.20

Statutory Charge *

	Fees 2021/22			Proposed Fees 2022/23		
Room	Daily Rate	Half Day Rate	Hourly Rate	Daily Rate	Half Day Rate	Hourly Rate
Hungerford Resource Centre						
Ground floor main activity room	£101.90	£51.50	£18.00	£106.20	£53.70	£18.80
Ground floor computer suite	£52.00	£26.20	£9.10	£54.20	£27.30	£9.50
Ground floor quiet room	£26.20	£13.60	£5.40	£27.30	£14.20	£5.60
Ground floor hairdressing salon	£26.20	£13.60	£5.40	£27.30	£14.20	£5.60
First floor meeting room 1	£52.00	£26.20	£9.10	£54.20	£27.30	£9.50
First floor meeting room 2	£52.00	£26.20	£9.10	£54.20	£27.30	£9.50
Accessible shower facility and personal care rooms	N/a	N/a	£9.80	N/a	N/a	£10.20

	Fees 2021/22			Proposed Fees 2022/23		
Room	Daily Rate	Half Day Rate	Hourly Rate	Daily Rate	Half Day Rate	Hourly Rate
Greenfield Resource Centre						
Atrium	£101.90	£51.50	£18.00	£106.20	£53.70	£18.80
Computer suite	£52.00	£26.20	£9.10	£54.20	£27.30	£9.50
Frailty and dementia suite	£76.70	£38.90	£13.60	£79.90	£40.50	£14.20
Physical disability suite	£76.70	£38.90	£13.60	£79.90	£40.50	£14.20
Learning disability suite	£52.00	£26.20	£9.10	£54.20	£27.30	£9.50
Optimusic / sensory room	£52.00	£26.20	£9.10	£54.20	£27.30	£9.50
Small office	£26.20	£13.60	£5.40	£27.30	£14.20	£5.60
Accessible bath facility and personal care rooms	N/a	N/a	£9.80	N/a	N/a	£10.20
Security opening and locking building at weekends	£18.60	N/a	N/a	£19.40	N/a	N/a

Hourly rate applies for bookings of between 1 and 2.5 hours, all bookings over this time duration are charged as a half day.

Statutory Charge *

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.
- 2.3 The Family Hubs increased the room hire charges for 2019/20, which is the first increase for a number of years. It has therefore been decided to not increase the charges in 2022/23 in recognition of the challenges our hirers have had since the Covid pandemic.

Family Hubs Fees and Charges (charges per hour)

Family Hubs						
	Fees 2021/22			Proposed Fees 2022/23		
Room Hire	Non profit Organisation	Profit Organisation	Statutory Services	Non profit Organisation	Profit Organisation	Statutory Services
East District - Calcot	£10	£20	£6	£10	£20	£6
Central District - Thatcham Park Lane	£10	£20	£6	£10	£20	£6

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

	Fees 2021/22		Proposed Fees 2022/23	
Room Hire	**Caretaker Opening Charge	**Caretaker Waiting Time Charge	**Caretaker Opening Charge	**Caretaker Waiting Time Charge
1 Hour	£10.00	N/A	£10.00	N/A
2 Hours	£10.00	£7.00	£10.00	£7.00

3 Hours	£10.00	£10.50	£10.00	£10.50
4 Hours	£10.00	£14.00	£10.00	£14.00
5 Hours	£10.00	£17.50	£10.00	£17.50
6 Hours	£10.00	£21.00	£10.00	£21.00

Family Hubs Activity Sessions

	Fees 2021/22	Proposed Fees 2022/23
Band	£	£
A	£0 - £3	£0 - £3
B	£3.01 - £10	£3.01 - £10
C	£10.01 - £20	£10.01 - £20

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 £36 per year from £804 (academic year 2021/22) to £840 (academic year 2022/23) to reflect increasing transport cost. The Rate represents £4.42 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	Fees 2021/22	Fees 2022/23
Standard rate	£804	£840
Replacement bus pass admin fee	£15	£15
Rail pass admin fee	£20	£20

4 Communities & Wellbeing: Culture

Culture			
Description		Fees and Charges 2021/22	Proposed Fees and Charges 2022/23
Shaw House			
		Fees and Charges 2021/22	Proposed Fees and Charges 2022/23
Shaw House - Room Hire Charges:			
Registered Charity	per hour	£20 - £32	£20 - £32
Public Sector and Community use	per hour	£26 - £39	£26 - £39
Commercial use	per hour	£33 - £51	£33 - £51
Museum			
		Fees and Charges 2021/22	Proposed Fees and Charges 2022/23
West Berkshire - Archaeological Archive Box Fee			
Fieldwork Fee 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	£50
Deposit Fee This charge includes the provision of up to three standard size boxes and the ongoing care and management of the archaeological deposit. Non-refundable.		£101	£101
Additional Boxes			
Full Box 0.4 x 0.25 x 0.22m =0.022m ³		£71	£71
Half Box 0.4 x 0.25 x 0.11 =0.011 m ³		£31	£31
Quarter Box 0.4 x 0.125 x 0.11 =0.00275 m ³		£20	£20
Eighth Box 0.2x 0.125 x 0.11 m= 0.00275m ³		£10	£10
Sixteenth Box 0.1 x 0.125 x 0.11 m oe 0.2x0.63x0.11 = 0.001375m ³		£0	£0
Skull Box = 1/2 Box 0.2 x 0.2 x0.25 = 0.012m ³		£34	£34
Human Bone = 1 1/2 Box 0.6 x 0.25 x 0.25 = 0.039m ²		£103	£103
Map Rolls per 100 grams ³		£2	£2
Archive Box deposit charges		£0	£0
Full Box 0.4 x 0.075 x 0.27m =0.0081m ³		£25	£25
Half Box 0.4 x 0.045 x 0.27 =0.0049 m ³		£15	£15
Heritage Service - Use of Image Collection			
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.			
Image Production Fee			
Photo Print - up to A6		£5.20	£5.20
Photo Print - up to A5		£10.00	£10.00
Photo Print - up to A4		£16.00	£16.00
Laser Scan - up to A4		£5.20	£5.20

Digital Scan - to CD		£16.00	£16.00
Digital Scan - to CD - Discounted rate for West Berkshire non-profit making organisations		Free	Free
		Fees and Charges 2021/22	Proposed Fees and Charges 2022/23
Reproduction Charges			
Commercial Publication:			
Up to full page, B&W or Colour		£42	£42
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 one image; £5 for all subsequent images
Cover (front or back)		£78	£78
Cover (front or back) - Discounted rate for the promotion of culture in West Berkshire		£30 one image	£30 one image
Local Publication		£16	£16
Local Publication - Discounted rate for West Berkshire non-profit making organisations		£15 one image; £5 for all subsequent images	£15 one image; £5 for all subsequent images
Academic Publication		£31	£31
Academic Publication, etc. - Discounted rate for West Berkshire non-profit making organisations		£15 one image; £5 for all subsequent images	£15 one image; £5 for all subsequent images
Magazine or Newspaper		£42	£42
Advertising or Brochure		£78	£78
Exhibition Use		£42	£42
Exhibition Use - Discounted rate for West Berkshire non-profit making organisations		£30 one image £10 for all subsequent images	£30 one image £10 for all subsequent images
Website (3 year use)	Per 3 Years	£78	£78
Website (3 year use) - Discounted rate for West Berkshire non-profit making organisations	Per 3 Years	£30 one image £10 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	£15
New photograph required taken in-house and supplied digitally	Per Object	£50	£50
New photograph required taken in-house and supplied in a physical format	Per Object, plus postage	£65	£65
Copying and laminating charges			
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		Fees and Charges 2021/22	Proposed Fees and Charges 2022/23
Request Charges			
Items available in SELMS libraries		£3.00	£3.00
Overdue Charges			
Overdue Books for children	per day	£0.10	£0.10
Overdue Books for Adults	per day	£0.25	£0.25
DVDs	per day	£0.25	£0.25
Admin fee for debt recovery process		£12.00	£13.00
Printing and Photocopying charges			
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
Other Charges for Library Services			
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)		£26	£27
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	£15	£16
Play sets from SE region	per month	£6	£6
Hire charges			
U Cert DVDs	per week	£1	£1
Other Cert DVDs	per week	£2	£2
Room Hire			
Newbury Library - Carnegie Lounge (reduced rate available for charities/ local non-profit organisations).	per hour	£18	£19
Newbury Library - Advice point -small meeting room (reduced rate available for charities/ local non-profit organisations).	per hour	£10	£10
Theale Library (reduced rate available for charities/ local non-profit organisations).	per hour	£18	£19
All other libraries	per hour	£10	£10

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.