

People Directorate Fees & Charges Proposals 2024/25

Statutory fees are not set by the council and may be subject to change during the year. Statutory services are outside the scope of VAT. Non-statutory services that have an element of competition (e.g. printing) are subject to standard rated VAT. There are some exemptions to the standard rated tax rule.

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 individual's 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 increases for 2024/25 is by the annual September CPI of 6.7%. The charge to other local authorities and Health organisations for places in West Berkshire Resource Centres will also be increased by 6.7% for 2024/25.

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 6.7% to ensure that the cost covers the work being undertaken.

- **Statutory Charges**

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

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

Deputyship Fees are set by the Court of Protection.

CHARGE	UNIT	2022/23 INCOME	NUMBER OF CLIENTS	FEE 2023/24	PROPOSED FEE 2024/25	NOTES
RESIDENTIAL AND NURSING CARE:						
* Residential and Nursing Care in Independent sector homes	Per Week	£6,280,078	527	Actual cost	Actual cost	Maximum charge subject to financial assessment
* Residential Care in WBC Home - Notrees	Per Week	£211,688	28	971.00	1,068.10	
* Residential Care in WBC Home - Willows	Per Week	£543,001	44	971.00	1,068.10	
* Residential Care in WBC Home - Birchwood	Per Week	£731,176	53	1,007.70	1,209.20	
* Nursing Care in WBC Home - Birchwood	Per Week			1,007.70	1,209.20	
* Residential and Nursing care in WBC Homes - charge the assessed contribution whilst in hospital if bed retained at the home	Per Week	Included in above income	Included in above numbers	Assessed Charge	Assessed Charge	
* Residential and Nursing care in WBC Homes - charge the assessed contribution from date of admission even if client subsequently decides to leave the home during the review period	Per Week			Assessed Charge	Assessed Charge	

Statutory charge *

CHARGE	UNIT	2022/23 INCOME	NUMBER OF CLIENTS	FEE 2023/24	PROPOSED FEE 2024/25	NOTES
COMMUNITY SUPPORT:						
* Day activities and transport	Per Day / Per Journey	£247,887	256	Actual cost	Actual cost	Maximum charge subject to financial assessment
Technology Enabled Care (TEC) Monitoring and Response Service	Per Day			£0.63	£0.63	
Technology Enabled Care (TEC) Monitoring only	Per Day			£0.46	£0.46	
* Direct Payments (DP)	Per DP	£412,492	154	Actual cost	Actual cost	
* Personal Care	Per Hour	£3,178,376	639	£23.90	£23.85	
* Live-In Care	Per Week			Actual cost	Actual cost	
* CommunitySupport	Per Hour	£1,216,889	529	£18.60	£20.00	
* Extra Care Housing (ECH) at Alice Bye Court for CommunitySupport and Personal Care	Per Hour			Actual cost	Actual cost	
* Extra Care Housing (ECH) at Alice Bye Court for Core Care charge for on-site response service	Per Week			£30.22	£32.20	
* Extra Care Housing (ECH) at Audrey Needham House & Redwood House for Community Support and Personal Care	Per Hour			Actual cost	Actual cost	
* Extra Care Housing (ECH) at Audrey Needham House & Redwood House for Core Care charge for on-site response service	Per Week			£29.00	£30.90	
* Sleep In Care	Per Night			Actual cost	Actual cost	
* Waking Night cover	Per Night			Actual cost	Actual cost	
* Respite Care	Per Night	£26,228	26	Actual cost	Actual cost	
* WBC Resource Centre	Per Day	£306,535	166	£57.70	£61.60	
* WBC Resource Centre outreach workers	Per Hour			£22.90	£24.40	
* WBC Resource Centre transport	Per Journey			£10.30	£11.00	
* WBC Resource Centre meals	Per Meal	£45,888	120	£6.10	£6.50	
WBC Resource Centre to other LA's and ICB's - Older People	Per Day	£15,798	2	£80.20	£85.60	
WBC Resource Centre to other LA's and ICB's - Learning Disability	Per Day			£130.30	£139.00	
WBC Resource Centre to other LA's and ICB's - Physical Disability	Per Day			£121.00	£129.10	

Statutory charge *

CHARGE	UNIT	2022/23 INCOME	NUMBER OF CLIENTS	FEE 2023/24	PROPOSED FEE 2024/25	NOTES
ADMINISTRATION FEES:						
* Administration fee for commissioning care for full cost clients	Per Annum	£31,925	256	£268.00	£286.00	
* Set up fee for deferred payers	Set Up	£179,461	251	£174.00	£186.00	
* Administration fee for deferred payers	Per Annum			£291.00	£310.00	
Support in making a Lasting Power of Attorney application	Per Application			£181.00	£193.00	
* Next of kin support administration following the death of a Deputyship client	Per Hour			£119.80	£127.80	
Support in making a Deputyship application	Per Application			£408.00	£435.00	
* Work up to the date that the Deputyship order is issued	Per Annum			£745.00	Fees are set by the Court of Protection	
* Deputyship - Annual management fee first year	Per Annum			£775.00		Dependent on client's capital
* Deputyship - Annual management fee for subsequent years	Per Annum			£650.00		
* Deputyship - Property management fee	Per Annum			£300.00		
* Deputyship - Prepare and lodge of annual return to OPG	Per Return			£216.00		
* Deputyship - Preparation of a basic HMRC income tax return	Per Return			£70.00		
* Deputyship - Preparation of a complex HMRC income tax return	Per Return			£140.00		
* Deputyship - travel	Per 1.5 hours			£40.00		
Support in making a Appointeeship application	Per Application			£151.00	£161.10	
Completion of Mental Capacity (COP3) application	Per Application	Fee introduced 2023/24	£50.00	£53.40		

Statutory charge *

CHARGE	UNIT	2022/23 INCOME	NUMBER OF CLIENTS	FEE 2023/24	PROPOSED FEE 2024/25	NOTES
ADULT PLACEMENTS:						
* Band 1 - Full time placement	Per Week	£264,074	60	£259.61	£264.63	Maximum charge subject to financial assessment
* Band 2 - Full time placement	Per Week			£290.52	£295.54	
* Band 3 - Full time placement	Per Week			£321.43	£326.45	
* Band 1 - Respite	Per Night			£73.56	£74.96	
* Band 2 - Respite	Per Night			£80.76	£82.16	
* Band 3 - Respite	Per Night			£96.22	£97.62	
* Band 1 - Over Night	Per Night			£51.92	£52.91	
* Band 2 - Over Night	Per Night			£62.22	£63.21	
* Band 3 - Over Night	Per Night			£72.53	£73.52	
* Band 1 - Day support	Per Hour			£10.42	£11.44	
* Band 2 - Day support	Per Hour			£12.63	£13.87	
* Band 3 - Day support	Per Hour			£13.87	£15.11	
* Management fee - Full time placement	Per Week			£27,875	10	
* Management fee - Respite	Per Week	£38.00	£40.50			
* Management fee - Day support	Per Hour	£5.00	£5.30			

Statutory charge *

Phoenix Resource Centre	2022/23
Total Income	23,171
Number of transactions	83

CHARGE	UNIT	FEE 2023/24	PROPOSED FEE 2024/25
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PHOENIX RESOURCE CENTRE:

Ground floor Theatre (with lighting and audio system) from	Per Day	£101.50	£108.30
	Per Half Day	£53.10	£56.70
	Per Hour	£25.20	£26.90
Ground floor Theatre (with lighting and audio system) to	Per Day	£177.60	£189.50
	Per Half Day	£95.20	£101.60
	Per Hour	£45.70	£48.80
Audience seating (setting up and taking down)	Per Day	£83.30	£88.90
	Per Half Day	£83.30	£88.90
	Per Hour	£83.30	£88.90
First floor Theatre office	Per Day	£19.00	£20.30
	Per Half Day	£19.00	£20.30
	Per Hour	£19.00	£20.30
Ground floor frailty and dementia suite (Lilac Lounge)	Per Day	£101.00	£107.80
	Per Half Day	£53.00	£56.60
	Per Hour	£17.70	£18.90
Ground floor physical disability suite (Sunshine Room)	Per Day	£67.10	£71.60
	Per Half Day	£34.20	£36.50
	Per Hour	£12.00	£12.80
Ground floor sensory cooking room	Per Day	£67.10	£71.60
	Per Half Day	£34.20	£36.50
	Per Hour	£12.00	£12.80
Ground floor sensory room	Per Day	£67.10	£71.60
	Per Half Day	£34.20	£36.50
	Per Hour	£12.00	£12.80
Ground floor optimusic room	Per Day	£67.10	£71.60
	Per Half Day	£34.20	£36.50
	Per Hour	£12.00	£12.80
Ground floor dining room	Per Day	£101.50	£108.30
	Per Half Day	£53.10	£56.70
Ground floor dining room and kitchen	Per Day	£114.10	£121.70
	Per Half Day	£59.70	£63.70
Ground floor small activity room	Daily Rate	£33.30	£35.50
	Per Half Day	£17.10	£18.20
	Per Hour	£7.60	£8.10
First floor TT activity room	Per Day	£67.10	£71.60
	Per Half Day	£34.20	£36.50
	Per Hour	£12.00	£12.80

Statutory charge *

CHARGE	UNIT	FEE 2023/24	PROPOSED FEE 2024/25
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PHOENIX RESOURCE CENTRE CONTINUED:

First floor Moving and Handling training room 1	Per Day	£149.00	£159.00
	Per Half Day	£121.10	£129.20
	Per Hour	£41.20	£44.00
First floor Moving and Handling training room 1 - room only	Per Day	£74.40	£79.40
	Per Half Day	£61.90	£66.00
	Per Hour	£21.40	£22.80
First floor large meeting room without equipment	Per Day	£41.90	£44.70
	Per Half Day	£21.60	£23.00
	Per Hour	£8.80	£9.40
First floor large meeting room with equipment	Per Day	£54.60	£58.30
	Per Half Day	£26.60	£28.40
	Per Hour	£10.60	£11.30
First floor small meeting rooms	Per Day	£25.20	£26.90
	Per Half Day	£13.20	£14.10
	Per Hour	£4.90	£5.20
Accessible shower facility and personal care rooms	Per Hour	£11.30	£12.10

Statutory charge *

Hungerford Resource Centre	2022/23
Total Income	0
Number of transactions	0

CHARGE	UNIT	FEE 2023/24	PROPOSED FEE 2024/25
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HUNGERFORD RESOURCE CENTRE:			
Ground floor main activity room	Per Day	118.00	125.90
	Per Half Day	59.70	63.70
	Per Hour	20.90	22.30
Ground floor computer suite	Per Day	60.20	64.20
	Per Half Day	30.30	32.30
	Per Hour	10.60	11.30
Ground floor quiet room	Per Day	30.30	32.30
	Per Half Day	15.80	16.90
	Per Hour	6.20	6.60
Ground floor hairdressing salon	Per Day	30.30	32.30
	Per Half Day	15.80	16.90
	Per Hour	6.20	6.60
First floor meeting room 1	Per Day	60.20	64.20
	Per Half Day	30.30	32.30
	Per Hour	10.60	11.30
First floor meeting room 2	Per Day	60.20	64.20
	Per Half Day	30.30	32.30
	Per Hour	10.60	11.30
Accessible shower facility and personal care rooms	Per Hour	11.30	12.10

Statutory charge *

Greenfield Resource Centre	2022/23
Total Income	0
Number of transactions	0

CHARGE	UNIT	FEE 2023/24	PROPOSED FEE 2024/25
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GREENFIELD RESOURCE CENTRE:			
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Atrium	Per Day	118.00	125.90
	Per Half Day	59.70	63.70
	Per Hour	20.90	22.30
Computer suite	Per Day	60.20	64.20
	Per Half Day	30.30	32.30
	Per Hour	10.60	11.30
Highview room	Per Day	88.80	94.70
	Per Half Day	45.00	48.00
	Per Hour	15.80	16.90
Shaw room	Per Day	88.80	94.70
	Per Half Day	45.00	48.00
	Per Hour	15.80	16.90
Windmill room	Per Day	60.20	64.20
	Per Half Day	30.30	32.30
	Per Hour	10.60	11.30
Sensory room	Per Day	60.20	64.20
	Per Half Day	30.30	32.30
	Per Hour	10.60	11.30
Small office	Per Day	30.30	32.30
	Per Half Day	15.80	16.90
	Per Hour	6.20	6.60
Accessible bath facility and personal care rooms	Per Hour	11.30	12.10
Security opening and locking building at weekends	Per Day	21.60	23.00

Statutory charge *

Social Care Training

1.8 The Government provides funding for care sector training, and we use this funding to deliver a comprehensive joint training programme for staff and people working in the private and voluntary care sector. Anyone can access the training. The grant funding enables charges to local and accredited social care providers to be subsidised, hence the lower rate fee. Charging is essential to make the funding go further and ensure people book on courses and turn up. An increase of 6.7% has been applied to these charges for 2024/25, in line with CPI inflation at September 2023.

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

Social Care Training	2022/23
Total Income	22,031
Number of transactions	33

CHARGE	UNIT	FEE 2023/24	PROPOSED FEE 2024/25
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ADULTS AND CHILDREN'S COURSES:			
Personal Assistants	Full Day	£50.00	£53.40
	Half Day	£30.00	£32.00
Private Social Care and all others	Full Day	£104.00	£111.00
	Half Day	£58.00	£61.90
Voluntary / Associated Social Care	Full Day	£58.00	£61.90
	Half Day	£30.00	£32.00
CORPORATE COURSES:			
Personal Assistants	Full Day	£50.00	£53.40
	Half Day	£30.00	£32.00
Private Social Care and all others	Full Day	£104.00	£111.00
	Half Day	£58.00	£61.90
Voluntary / Associated Social Care	Full Day	£104.00	£111.00
	Half Day	£58.00	£61.90
FOSTER CARE COURSES:			
Personal Assistants	Full Day	£50.00	£53.40
	Half Day	£30.00	£32.00
Private Social Care and all others	Full Day	£104.00	£111.00
	Half Day	£58.00	£61.90
Voluntary / Associated Social Care	Full Day	£58.00	£61.90
	Half Day	£30.00	£32.00
OTHER COURSES FOR PRIVATE, VOLUNTARY, AND INDEPENDENT SECTOR:			
Associated Organisations	Full Day	£181.00	£193.10
Non Associated Organisations	Full Day	£469.00	£500.40

2 Education: Family Hubs

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

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

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

Family Hubs Fees and Charges (charges per hour)

Family Hubs						
	Fees 2023/24			Proposed Fees 2024/25		
Room Hire	Non profit Organisation	Profit Organisation	Statutory Services	Non profit Organisation	Profit Organisation	Statutory Services
East District - Calcot	£11.50	£22.50	£7.00	£12.25	£24.00	£7.50
Central District - Thatcham Park Lane	£11.50	£22.50	£7.00	£12.25	£24.00	£7.50

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 2023/24		Proposed Fees 2024/25	
Room Hire	**Caretaker Opening Charge	**Caretaker Waiting Time Charge	**Caretaker Opening Charge	**Caretaker Waiting Time Charge
1 Hour	£11.50	N/A	£12.25	N/A
2 Hours	£11.50	£8.00	£12.25	£8.50
3 Hours	£11.50	£12.00	£12.25	£12.80
4 Hours	£11.50	£16.00	£12.25	£17.00
5 Hours	£11.50	£19.50	£12.25	£20.80
6 Hours	£11.50	£23.50	£12.25	£25.00
Fees for after hours bookings	£4.00		£4.25	

Family Hubs Activity Sessions

	Fees 2023/24	Proposed Fees 2024/25
Band	£	£
A	£0 - £3.50	£0 - £3.70
B	£3.51 - £11.50	£3.71 - £12.25
C	£11.51 - £22.50	£12.26 - £24.00

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	A	Per learner per session
Baby massage	B	Per family per session
Paediatric First Aid	C	Per adult one off session

3 Education: Home to School Transport

The Standard Rate has increased by £42 per year from £930 (academic year 2023/24) to £972 (academic year 2024/25) to reflect increasing transport cost. The Rate represents £5.17 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 2023/24	Fees 2024/25
Standard rate	£930	£990
Replacement bus pass admin fee	£15	£15
Rail pass admin fee	£20	£20

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

Culture			
Description		Fees and Charges 2023/24	Proposed Fees and Charges 2024/25
Shaw House			
		Fees and Charges 2023/24	Proposed Fees and Charges 2024/25
Shaw House - Room Hire Charges:			
Registered Charity	per hour	£22.00 - £36.00	£23.50 - £38.50
Public Sector and Community use	per hour	£29.00 - £43.00	£31.00 - £46.00
Commercial use	per hour	£37.00 - £57.00	£39.50 - £60.00
Museum			
		Fees and Charges 2023/24	Proposed Fees and Charges 2024/25
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.		£50.00	£50.00
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.		£105.00	£105.00
Additional Boxes			
Full Box 0.4 x 0.25 x 0.22m =0.022m ³		£74.00	£74.00
Half Box 0.4 x 0.25 x 0.11 =0.011 m ³		£32.00	£32.00
Quarter Box 0.4 x 0.125 x 0.11 =0.00275 m ³		£21.00	£21.00
Eighth Box 0.2x 0.125 x 0.11 m= 0.00275m ³		£10.00	£10.00
Sixteenth Box 0.1 x 0.125 x 0.11 m oe 0.2x0.63x0.11 = 0.001375m ³		£0.00	£0.00
Skull Box = 1/2 Box 0.2 x 0.2 x0.25 = 0.012m ³		£35.00	£35.00
Human Bone = 1 1/2 Box 0.6 x 0.25 x 0.25 = 0.039m ²		£107.00	£107.00
Map Rolls per 100 grams ³		£2.00	£2.00
Archive Box deposit charges		£0.00	£0.00
Full Box 0.4 x 0.075 x 0.27m =0.0081m ³		£26.00	£26.00
Half Box 0.4 x 0.045 x 0.27 =0.0049 m ³		£16.00	£16.00
Copying and laminating charges			
These charges are common with the library service			
A4 Photocopy b/w		£0.10	£0.15
A4 Photocopy colour		£0.60	£0.65
A3 Photocopy b/w		£0.30	£0.35
A3 Photocopy – colour		£1.00	£1.20
Libraries			
Description		Fees and Charges 2023/24	Proposed Fees and Charges 2024/25

Reservation 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	£0.30
Admin fee for debt recovery process		£14.00	£15.00
Printing and Photocopying charges			
A4 B&W		£0.10	£0.15
A4 Colour		£0.60	£0.65
A3 B&W		£0.30	£0.35
A3 Colour		£1.00	£1.20
Microfilm Copying		£0.20	£0.25
Other Charges for Library Services			
Lost Tickets		£3.00	£3.00
Reference and Research enquiry charges		NWN enquiries: £22 per half hour, (WB library members get first half hour free). Copying charges are additional and there is a £3 admin charge for postage.	<u>NWN enquiries:</u> £23,50 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)		£30.00	£32.00
Vocal Scores		£6 per month per set of 20 scores from SE region. (Loans in multiples of 20.)	£7 per month per set of 20 scores from SE region. (Loans in multiples of 20.)
Orchestral sets from SE region	per month	£18.00	£19.00
Play sets from SE region	per month	£7.00	£7.50
Room Hire			
Newbury Library - Carnegie Lounge (reduced rate available for charities/ local non-profit organisations).	per hour	£21.00	£22.40
Newbury Library - Advice point -small meeting room (reduced rate available for charities/ local non-profit organisations).	per hour	£12.00	£12.80
Theale Library (reduced rate available for charities/ local non-profit organisations).	per hour	£20.00	£21.30
All other libraries	per hour	£11.00	£11.70

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.