

# Public Document Pack

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6 January 2020

## Cabinet

A meeting of the committee will be held at **10.30 am** on **Tuesday, 14 January 2020** at **County Hall, Chichester**.

**Becky Shaw**  
Chief Executive

**The meeting will be available to view live via the Internet at this address:**

<http://www.westsussex.public-i.tv/core/portal/home>

## Agenda

- 10.30 am    1.    **Declarations of Interest**
- Members and officers must declare any pecuniary or personal interest in any business on the agenda. They should also make declarations at any stage such an interest becomes apparent during the meeting. Consideration should be given to leaving the meeting if the nature of the interest warrants it. If in doubt please contact Democratic Services before the meeting.
- 10.35 am    2.    **Minutes** (Pages 5 - 12)
- The Cabinet is asked to agree the minutes of the meeting held on 3 December 2019 (attached, cream paper).
- 10.40 am    3.    **Urgent Matters**
- Items not on the agenda which the Chairman of the meeting is of the opinion should be considered as a matter of urgency by reason of special circumstances.
- 10.45 am    4.    **Children's Commissioner's Report**
- The Cabinet will consider the County Council's response to the published [report of the Children's Commissioner](#) in relation to the capacity and capability of the Council to secure sustainable improvement to its Children's Services in the County.
- Contributions will be invited from the chair of the Children and

Young People Services Select Committee (CYPSSC) and the chair of the Corporate Parent Panel (CPP) and from the leaders of the opposition groups.

11.30 am 5. **Key Decisions**

The Cabinet is asked to agree the following key decisions as per the attached reports

- Proposed Reorganisation of Rural and Small Schools in West Sussex
- Fees & Charges

The relevant Cabinet Member will introduce their respective report.

Select Committee Chairmen will be invited to speak for up to three minutes to provide the views of their Committee on proposals being considered by the Cabinet relevant to that Committee's work.

Each of the main Opposition Group Leaders will be invited to speak for up to three minutes each on any of the proposals.

The Cabinet will then discuss the proposal prior to the decision being taken.

11.35 am (a) **Proposals for reorganisation of rural and small schools in West Sussex (CAB10\_19/20)** (Pages 13 - 42)

11.55 am (b) **Fees and Charges (CAB11\_19/20)** (Pages 43 - 114)

12.15 pm 6. **Adults' Services Improvement - Next Steps** (To Follow)

In October 2019 the Council appointed a strategic partner to carry out a diagnostic assessment across both Adults' and Lifelong Services to identify ways to improve service outcomes for people whilst identifying opportunities for more cost-effective ways of working. The output from this work describes the challenges facing the services and the specific actions that would deliver long-term cost effective and sustainable improvement. Cabinet will be asked to consider the outputs from the diagnostic assessment and agree the next stages for the ongoing improvement of the Adults' and Lifelong Services including the procurement of activity to drive their delivery.

Following Cabinet discussion, Health & Social Care Select Committee will also review the report at their next meeting on 15 January 2020, before the Cabinet Member for Adults and Health is asked to take an individual Cabinet Member Decision on the next steps.

12.35 pm 7. **Risk Management** (To Follow)

Report by Director of Finance and Support Services

The Cabinet is asked to consider the Corporate Risk Register and to note and comment on those risks and associated action plans which require attention or further consideration.

12.50 pm 8. **Forward Plan of Key Decisions** (Pages 115 - 118)

Report by Director of Law and Assurance – attached

The Cabinet is asked to:

- Note progress against the Forward Plan and to confirm awareness of the status of each item and readiness to take the decision.
- Identify any decisions that require decision at a future Cabinet

A link to the full Forward Plan can be found [here](#)

Report by Director of Law and Assurance – attached

1.00 pm 9. **Date of Next Meeting**

The next meeting of the Cabinet will be held on 28 January 2020 at 2.15pm

**To all members of the Cabinet**

### **Webcasting**

Please note: this meeting may be filmed for live or subsequent broadcast via the County Council's website on the internet - at the start of the meeting the Chairman will confirm if all or part of the meeting is to be filmed. The images and sound recording may be used for training purposes by the Council.

Generally the public gallery is not filmed. However, by entering the meeting room and using the public seating area you are consenting to being filmed and to the possible use of those images and sound recordings for webcasting and/or training purposes.

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## **Cabinet**

3 December 2019 – At a meeting of the Cabinet held at 10.30 am at County Hall, Chichester.

Present:

Mr Crow, Mr Elkins, Mr Hunt, Mrs Jupp, Mr Jupp, Mr Lanzer, Mr Marshall, Mrs Russell and Mrs Urquhart

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### **Part I**

#### **11. Declarations of Interest**

11.1 In accordance with the code of conduct the following personal interests were declared:

- Mr Michael Jones as a member of Crawley Borough Council in relation to agenda item 5d and a member of the Electrical Vehicle Task & Finish Group (TFG) in relation to agenda item 5e.
- Mrs Joy Dennis as a member of the Electrical Vehicle TFG in relation to agenda item 5e.
- Mrs Jacquie Russell as the Chairman of the Electrical Vehicle TFG in relation to agenda item 5e.
- Mr Nigel Jupp as a member of Horsham District Council in relation to agenda item 5d.
- Mr Bob Lanzer as a member of Crawley Borough Council in relation to agenda item 5d

#### **12. Minutes**

12.1 Mrs Amanda Jupp, Cabinet Member for Adults and Health, asked if the first bullet point of paragraph 8.4 be reworded to simple state she had reservations in relation to option 5 and that the Chief Executive of Crawley Borough Council was leading on a Task and Finish Group.

12.2 Resolved – that with the above amendment the minutes of the meeting held on 11 July 2019 be approved and signed by the Chairman.

#### **13. Medium Term Financial Strategy (MTFS) Update 2020-21 to 2023-24**

13.1 Mr Jeremy Hunt, Cabinet Member for Finance, introduced the previously circulated report by the Director of Finance and Support Services.

13.2 Mr Hunt explained that the report provided an update on the Councils Medium Term Financial Strategy projections. He explained that the position had changed since the last update to the Performance and Finance Select Committee in October and £2.2million was now required to balance next year's budget.

13.3 Mr Hunt explained the challenges and continued pressure on services particularly the improvement plans for Children's Services and Fire & Rescue. He also highlighted the uncertainty around government funding going forward. However, Mr Hunt was hopeful that a balanced budget would be presented to County Council in February 2020.

13.5 Cabinet noted the update.

#### **14. Key Decisions**

14.1 Mr Paul Marshall, The Leader, introduced the item explaining that each Cabinet Member would introduce their respective reports before opening to comments from the Select Committee Chairman and Minority Group Leaders.

14.2 Mr Marshall highlighted that the proposal relating to a reduction in the Post-16 Support Services identified for consideration at the Cabinet meeting in July was being deferred whilst further work was undertaken to review the service within the wider Children First Improvement Plan. Mr Nigel Jupp, Cabinet Member for Education and Skills, added that in relation to that proposal he had recently visited the service to see their work for himself and hoped to be able to report back to Cabinet in the near future.

#### **15. Creation of Additional Special Support Centres in Schools - phases 2&3 (CAB03(19/20))**

15.1 Cabinet considered a report by the Director of Education & Skills.

15.2 Mr Nigel Jupp, Cabinet Member for Education and Skills, introduced the report. He explained that this followed on from a previous decision that successfully implemented phase 1 of this project and that this proposal was to move forward into phases 2 and 3. In the absence of Mr David Barling, Chairman of Children & Young People Services Select Committee, Mr Jupp confirmed that the Committee had previewed this decision and were supportive of the proposals. Mr Jupp invite his Cabinet colleagues to support this decision.

15.3 Mr Michael Jones, Leader of the Labour Group, stated that he felt that the proposals made sense, but he asked for reassurance that the needs of the pupils be put ahead of cost savings. He also raised concern about the suitability of modular buildings.

15.4 Cabinet Members spoke in support of the proposal commenting that reducing the time that children have to travel and educating them within their local communities will no doubt better their quality of life. Mr Jupp confirmed that the modular buildings would have a long-life span and also meant less disruption within the schools during installation. He also confirmed positive feedback had been received from the schools.

15.5 RESOLVED that Cabinet approve the proposal to develop a full business case, to be taken through the County Council's capital governance process, for the second phase of the project for opening additional Special Support Centres (SSC) places attached to schools for

opening in September 2020 and to bring forward any individual schemes under phase 3 of the SSC investment programme from 2021 to 2020, where it is possible to do so. All the individual specific schemes that are brought forward under phases 2 and 3 will be subject to their own approval process.

## **16. Review of Library Offer (CAB04(19/20))**

16.1 Cabinet considered the report by Executive Director Place Services.

16.2 Duncan Crow, Cabinet Member for Fire & Rescue and Communities, introduced the report stating that he felt this saving proposal had the least impact on customers and provided reassurance that there were no plans to close any of the Counties libraries. He also explained that much work had been done to look at the needs of vulnerable customers.

16.3 Mr Andrew Barratt-Miles, Chairman of Environment, Communities and Fire Select Committee stated that when previewed by Committee most members were in favour of the proposals, but concern was raised about vulnerable people, particularly in rural areas. Concern was also raised as to whether this proposal would have any impact on the future delivery of Community Hubs. The Committee did also request that the Cabinet Member ask Parish Councils to help assist vulnerable residents.

16.4 Mr Michael Jones, Leader of the Labour Group, confirmed that Select Committee support was not unanimous and that his group was opposed to this proposal. He asked if consideration could be given to using a smaller, less costly vehicle to provide a mobile service. He also raised concern about the community solution that he believed was not yet in place to support vulnerable residents. Mr Jones stated he did not support the early closure of the main libraries.

16.5 Cabinet Members spoke in support of the proposals and praised services such as home library direct as a help to tackle social isolation and loneliness which were already in place. Mr Crow confirmed this proposal would have no effect on the Community Hubs Project. Mr Crow also stated that replacing the vehicles would be expensive both in procurement time and purchase cost. He also confirmed that the cost for a smaller vehicle would not be sufficiently less.

16.6 RESOLVED that Cabinet approve:

- (1) the cessation of the mobile library services;
- (2) the reduction in evening opening hours in the 4 main libraries with some minor adjustments elsewhere to ensure the offer is consistent across libraries from April 2020; and
- (3) minor logistical changes that will impact working practices but not customers

## **17. Local Assistance Network (LAN) (CAB05(19/20))**

17.1 Cabinet considered a report by Executive Director of Adults and Health.

17.2 Mrs Amanda Jupp, Cabinet Member for Adults & Health introduced the report explaining that following a direct consultation with the providers the proposal was to continue to support individuals in the most immediate crisis and the smallest social enterprise providers. She confirmed that this proposal had taken account of the Task & Finish Groups recommendations.

17.3 Mr Bryan Turner, Chairman of Health and Adult Social Care Select Committee, stated that his Committee had delegated review of this proposal to a Task and Finish Group and that he was pleased that their recommendations had been taken into account.

17.4 Mr Michael Jones, Leader of the Labour Group, stated that his group opposed any further reductions to the LAN and therefore asked Cabinet not to support this proposal. He did welcome the proposal to maintain the level of funding for foodbanks.

17.5 Cabinet Members spoke in support of the proposal. They referred to the fact that Citizens Advice Bureaux are already supported in that the County Council provides core funding of £350,000 per annum separate to the LAN. They also stated that the allocation proposed for Children and Family Centres will be based on actual spend in previous years.

17.6 Mrs Jupp also referred to a public health fund of £387,000 that is being given to Stonepillow and Turning Tides to allow them to help single people at Accident & Emergency who may require services other than hospital services. She also highlighted that a number of the foodbanks had secured other funding sources.

17.7 RESOLVED that Cabinet approve that the fund available for the Local Assistance Network grant allocations for 2019/20 be £100,000 and for the fund to be allocated in line with the priorities identified in section 3. of the attached report.

## **18. Reduction in Funding for Recycling Credits (CAB06(19/20))**

18.1 Cabinet considered a report by Acting Executive Director Place Services.

18.2 Mr Roger Elkins declare a personal interest as a Member of Arun District Council and Mr Duncan Crow declared a personal interest as a Member of Crawley Borough Council.

18.3 Mrs Deborah Urquhart, Cabinet Member for Environment, introduced the report stating that this fund was intended to be shared with collection authorities to cover the cost of separate waste collections. However, in West Sussex we have co-mingling collections, so the District and Borough Councils do not have that additional cost. She went on to explain that the County Council had been sharing this fund as an incentive to increase recycling rates but there was no evidence to suggest this was working. Mrs Urquhart therefore highlighted the proposal to terminate



payments for recycling credits but to retain £2m in reserves to support any commitments to projects that increase recycling rates.

18.4 Mr Andrew Barratt-Miles, Chairman of Environment, Communities and Fire Select Committee stated that when previewed by Committee most members were in favour of the proposals, but that support was not unanimous. He explained that information was sought from the District and Boroughs to evidence the use of the funds provided to them and but that the evidence had not been supplied.

18.5 Mr Michael Jones, Leader of the Labour Group, stated that his group opposed this proposal and suggested it would result in unintended consequences such as contaminated loads. He also stated that it was an example of poor partnership working and that District and Borough Councils also had financial pressures.

18.6 Cabinet Members spoke in support of the proposal and highlighted that any use of this fund should be evidence based. They endorsed the proposal for the use of the reserve to incentivise schemes for improved levels of recycling.

18.7 RESOLVED that Cabinet approved that:

(1) The County Council formally notifies all the District and Borough Councils (D&Bs) in the county of the termination of all payments for recycling credits except those which are statutorily eligible under the Environmental Protection (Waste Recycling) Payments (England) Regulations 2006 from 1 April 2020.

(2) £2m is placed in a reserve to support Ds&Bs who commit to implementing a new service model for refuse and recycling collections, to a specification and timetable agreed with the County Council, including separate food waste collections, or agrees with the County Council alternative approach that will improve performance and reduce costs.

(3) £0.3m is set aside for the West Sussex Waste Partnership to deliver joint projects such as those concerning schools waste, education, campaigns etc. and to undertake waste composition analysis; and that

(4) Authority is delegated to the Acting Executive Director Place Services to develop, in consultation with D&Bs, the specification for the new service model, criteria for awarding the funding and the calculation method.

## **19. Electric Vehicle Strategy (CAB07(19/20))**

19.1 Cabinet considered a report by Acting Executive Director Place Services.

19.2 Mrs Deborah Urquhart, Cabinet Member for Environment, introduced the report stating that to meet Government aspirations a network of charging infrastructure was required. She said there were both economic and environmental reasons to support this proposal. She thanked the Task and Finish Group for help in putting the Strategy together and recommended to Cabinet to support the proposal.

19.3 Mr Andrew Barratt-Miles, Chairman of Environment, Communities and Fire Select Committee stated that he supported the proposal. He did highlight that he felt more information should be made available to the public about grants available for purchasing electric vehicles and having charging points installed.

19.4 Mr Michael Jones, Leader of the Labour Group, welcomed the proposed strategy and hoped it would boost take up within the County.

19.5 Cabinet Members spoke in support of the proposal and highlighted how it supported other work going on within the Council such as Solar Farms, Solar panels for schools and the County Council's own reduced energy consumption. They also stated they would welcome more funding and research from central government into alternative energy such as hydrogen, to reduce the pressures on the national grid.

19.6 RESOLVED that Cabinet approve the Electric Vehicle Strategy for the period of 2019 – 2030, attached as Appendix 2.

**20. Lease of Vacant Residential Properties to a Registered Provider (CAB08(19/20))**

20.1 Cabinet considered the report by Director Property and Assets.

20.2 Mr Jeremy Hunt, Cabinet Member for Finance, introduced the report that detailed the future use of some County Council owned properties to be leased to a registered provider for the purpose of housing homeless families.

20.3 Mrs Joy Dennis, Chairman of Performance and Finance Select Committee stated that the report was due to come before her Committee later in the week but asked what consideration had been given to security arrangements especially to any properties where close to school grounds. She also asked what consideration had been given to what happens if the registered providers do not receive the grant funding and would the County Council be liable for the costs.

20.4 Mr Michael Jones, Leader of the Labour Group, welcomed the proposal and asked if more vacant properties could be identified for this use. He also asked for reassurance about the accessibility of the properties for families such as bus routes or nearness to amenities.

20.5 Cabinet Members welcomed the proposal but asked that the questions raised by Mrs Dennis be responded to prior to the decision being published. In reference to Mr Jones's question that would be something for the registered provider to assess.

20.6 RESOLVED that Cabinet approve, subject to scrutiny and responses to the questions above, that:

1) The County Council enters into Lease agreements with the Registered Provider, YMCA Downslink Group on selected residential properties identified as suitable to house families to whom the County Council has a

Children Act duty for their temporary accommodation, and such other suitable properties as become available at nil rent to the registered provider, for either 6 or 11 years (length of lease to be determined by extent of works required to bring the properties up to standard) on the terms set out in section 2 of the report; and that

2) Authority is delegated to the Director Property and Assets in consultation with the Director of Law and Assurance to conclude the terms of the leases, and the nomination arrangements with the Registered Provider and to agree the list of suitable properties to be part of proposal for the scheme currently and in the future, in consultation with the Cabinet Member for Finance, should further properties become available.

## **21. Forward Plan**

21.1 The Leader introduced the previously circulated report that listed all future decisions currently in the Forward Plan of Key Decisions. The Leader asked Cabinet to note the report and identify any decisions that require decisions at a future Cabinet.

21.2 Mr Tony Kershaw, Director of Law and Assurance, provided an update as a new edition of the Forward Plan had been published on 2 December 2019. He explained that a number of decisions listed as November had slipped to December and that three new decisions had been added, two for Education and Skills in relation to school funding and admissions arrangements and one for Economy and Corporate Resources in relation to the Crawley growth programme.

21.3 Mr Duncan Crow, Cabinet Member for Fire & Rescue and Communities, confirmed that a decision had been published this morning for the procurement of replacement wheelchair accessible minibuses.

21.4 Mr Nigel Jupp, Cabinet Member for Education & Skills, referred to the decision on Woodlands Meed scheduled for January 2020. Mr Jupp stated that in anticipation of that decision he was minded to recommend to Cabinet that they honour the commitment made at County Council in February 2019 for new investment in the college, subject to an independent report on the fabric of the buildings and their suitability to meet the needs of the students. He stated that a report had been published and would be discussed at Children and Young People Services Select Committee tomorrow. He stated that he understood the long and difficult history in relation to this decision.

21.5 Mr Roger Elkins, Cabinet Member for Highways and Infrastructure, referred to his previous decision about Highways Maintenance and stated he had now decided that pre-emptive county-wide weed spraying would be undertaken in 2020.

## **22. Outside Bodies Review and Appointments (CAB09(19/20))**

22.1 Cabinet considered the report by Director of Law and Assurance that detailed proposed changes to appointments to outside bodies..

22.2 RESOLVED that Cabinet approved:

## Agenda Item 2

- 1) Changes to the appointments to the Outside Bodies listed in Appendix 1 until the end of the term of the County Council in May 2021.
- 2) Removal of the outside bodies listed in Appendix 2.

### **23. Date of Next Meeting**

23.1 It was confirmed that the next meeting of Cabinet was scheduled for 14 January 2020.

The meeting ended at 12.40 pm

Chairman

<b>Cabinet</b>	<b>Ref No: CAB10 (19/20)</b>
<b>14 January 2020</b>	<b>Key Decision: Yes</b>
<b>Consultation on proposed reorganisation of rural and small schools in West Sussex</b>	<b>Part I</b>
<b>Director for Education and Skills</b>	<b>Electoral Division(s): Angmering &amp; Findon; Bourne; Chichester South; Midhurst; Worth Forest;</b>
<p><b>Summary</b></p> <p>The consultation on the proposed reorganisation of rural and small schools in West Sussex commenced on 7 October 2019 and closed on 25 November 2019. This report outlines the findings from the consultation. The report goes on to provide recommendations for the future operation of each school. The proposals for each school have been developed in light of the consultation responses and feedback received from the consultation public meeting events. The CYPSS Scrutiny Committee will review the proposals on 09/01/2020. The Cabinet will then be asked to approve the recommendations detailed below.</p> <p>Full details of the consultation responses and analysis can be found in the appendices.</p>	
<p><b>West Sussex Plan: Policy Impact and Context</b></p> <p><b>Best Start in Life:</b> Approval of the small school organisation proposals supports the County Council's aspirations to be placed in the top quarter of performing Councils within three years, in terms of children's attainment. Great strides are being made towards this by working in partnership with schools and parents and these consultations are integral to helping achieve high performing and financially sustainable schools in West Sussex that benefit the children and communities for years to come.</p>	
<p><b>Financial Impact</b></p> <p>A project team has been set up and funded within the Education and Skills budget. The potential financial impact of implementing the preferred options for each of the five schools is set out in section 4.</p>	
<p><b>Recommendations</b></p> <p>The Cabinet is asked to support the proposals outlined in section 2 going forward to:</p> <ol style="list-style-type: none"> <li>1. Consult on: <ul style="list-style-type: none"> <li>➤ Closure of Clapham and Patching C of E Primary School by September 2020.</li> </ul> </li> </ol>	

- Closure of Rumboldswyke C of E Infant School effective September 2020
  - Relocation of Warninglid Primary School and the federation of the school by September 2021 (subject to developers progress) .
  - Closure of Stedham Primary School by September 2020<sup>1</sup> whilst continuing to discuss federation proposals
2. Progress the Federation proposals for:
- Compton and Up Marden C of E Primary School.

## Proposal

### 1. Background and Context

- 1.1 In October 2018 the [School Effectiveness Strategy 2018 - 2022](#) was adopted by the County Council following public consultation. It sets out the objectives for school organisation and the criteria against which schools should be assessed in order to meet these objectives. Implementation of the strategy will help ensure that in West Sussex:

*"Primary schools will be of a sufficient size to be viable in the future, offer a high quality and broad curriculum, attract pupils from the local community and provide strong outcomes for children".*

The school effectiveness strategy also states that:

*"where schools are identified as being at risk, they need to consider options for change. In addition to "no change" These could include:*

- Consulting on amalgamating or merging two or more schools to become an all-through primary school.
  - Consulting on expanding the age range of a group of schools so each becomes all-through primary schools.
  - Consulting on federating two or more schools.
  - Finally, consulting on closing a school."
- 1.2 Analysis by the County Council identified a number of schools which, when measured against the criteria set out in the School Effectiveness Strategy, were considered at risk. The criteria are set out below:

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<sup>1</sup> Dependent on the school not providing a suitable pathway and implementation plan towards federation

- 1. Does the school have an infant to junior relationship with another school?
- 2. Is there a vacancy for a head teacher?
- 3. Is the curriculum better delivered by working with other nearby schools?
- 4. Does the budget prohibit leadership responsibilities from being distributed amongst a range of staff?
- 5. Does the school have difficulties recruiting high quality teachers, leaders or governors?
- 6. Can all the schools in an area sustain the projected numbers of local pupils over the next 5 years?
- 7. Are maximum pupil numbers for the school equal to or less than 100?
- 8. Does the school have less than or equal to 75% of pupils on roll in proportion to its capacity?
- 9. Do parental preferences for the school, taking into account the planned housing development, support the school reaching or exceeding 95% of the schools actual net capacity over the next 5 years?
- 10. Is the Ofsted inspection overall judgement of the school good or better (or recent LA monitoring indicates the school is not moving quickly to good)?
- 11. Does the financial projection for the next 3 years show a sustainable budget?
- 12. Does the school offer a specialism that is not replicated elsewhere in the area ?

- 1.3 As part of the process of implementing the School Effectiveness Strategy, the County Council held workshops on 9 October 2018, 27 February 2019 and 5 March 2019, to which a number of schools were invited to attend and discuss data on their schools. Attendees took away the 12 Key Questions to consider. Governing bodies were specifically encouraged to consider whether federations, where one governing body operates across two or more schools, would be beneficial to their school. The outcome of the analysis and discussions were reviewed, with further discussions being initiated with a number of schools on future options such as merger, federation, relocation or closure. A number of schools have subsequently progressed discussions and some have made steps towards federation, most notably the federation of Amberley Primary School with St James's C of E Primary School Coldwaltham, and the developing partnership between Rake Primary School and Rogate C of E Primary School who have been working towards federation for some 12 months.
- 1.4 Due to specific circumstances around five of these schools, an impact assessment was conducted between April and June 2019. The specific circumstances for four of the schools are set out in the previously submitted [Impact Assessments](#). Rumboldswyke CE Infant school is not a rural school but serves the community of Chichester. The school was included due to its vulnerability, declining enrolment, and the quality of provision. Following the Ofsted inspection on 01 May 2019, the school was rated as inadequate. The options for the future of the school are therefore very limited following this judgement. Under the establishment and discontinuance of schools regulations 2013 the school has to either academise or close. Since the Ofsted inspection, discussions have taken place with the Regional Schools Commissioner (RSC) and the CE Diocese. The size and nature of the school makes finding a suitable Trust to academise the school extremely challenging. The RSC has agreed to await the outcome of consultation on the viability of the school before making the decision to issue an academy order. Unsuccessful approaches have been made to the four local Multi Academy Trusts (MAT's). Due to low enrolment, the financial outlook for this school is challenging.
- 1.5 Following the Children's and Young Peoples Select Committee on 11<sup>th</sup> September 2019 the Cabinet Member for Education and Skills gave approval on 24<sup>th</sup> September 2019 for a consultation to take place on options for each

of the schools. A Task and Finish Group was also established to review the consultation process. The first meeting was held on 18<sup>th</sup> September (with two subsequent meetings held on 24<sup>th</sup> October and 4<sup>th</sup> December 2019).

- 1.6 During the period 7 October 2019 – 25 November 2019 a public consultation on options was held for each of the five schools. This consultation also included an online survey for members of the community and interested parties to ‘have their say’, opportunities for schools to submit their future plans and representations, contact with local parish councils, discussions with the Diocese and also a public meeting at each school. The Task and Finish Group heard representations from stakeholders and from each school.

## 2. Proposal Details

- 2.1 The updated consultation and decision making timetable (from the September 2019 decision paper) is set out below:

<b>7<sup>th</sup> October 25<sup>th</sup> November 2019</b>	<b>Stage one</b> – consultation on options
<b>January 2020</b>	The Cabinet will consider the results of the consultation and decide whether to publish specific proposals for any of the schools listed.
Should the Cabinet decide to proceed with publishing specific proposals on any of the schools the following timetable would then apply	
<b>February 2020</b>	<b>Stage two</b> – publication of proposals and 6 week representation period ( <b>planned to commence on 03<sup>rd</sup> February 2020</b> )
<b>April 2020</b>	<b>Stage three</b> – Cabinet decision on specific proposals for each of the schools.
<b>May/ June 2020</b>	<b>Stage four</b> – publication of statutory proposals (4 week representation period) followed by cabinet decision.
<b>31 August 2020</b>	<b>Stage five</b> – implementation of proposals (for Warninglid this will depend on delivery of the build on the Pease Pottage site, which is currently planned for June 2021)

- 2.2 After consideration of the outcome of the consultation process (**Stage 1**) alongside the previously issued impact assessment work, it is proposed that the County Council approves the following next steps:



- Consult on the closure of Clapham and Patching CE Primary School, Clapham, Worthing (**Stage 2**)
- Agree that the County Council officers work with Governors to progress proposals for the federation of Compton and Up Marden CE Primary School, Compton with an appropriate partner.
- Consult on the closure of Rumboldswyke C of E Infant School , Chichester (**Stage 2**)
- Consult on the closure of Stedham Primary School (**Stage 2**), unless the governors have submitted and agreed practical proposals and a realistic implementation plan for the federation of Stedham Primary School, Stedham, and that these proposals and plans are agreed with the Director of Education.
- Consult on the relocation of Warninglid Primary School, Warninglid, Haywards Heath to a new site in Pease Pottage Crawley, by September 2021 (subject to developers completing in June 2021). Prior to this relocation taking place, agree that County Council officers will work with Governors to progress the federation of Warninglid C of E Primary School with Colgate Primary School, to implement proposals that have been submitted by both schools.
- Agree that County Council officers prepare a summary report on the outcome of the further consultations and federation outlined in 2.2 to present to the Cabinet (**Stage 3**). The Cabinet Member will then decide whether to move to the next stage of issuing closure notices (**Stage 4**) for:
  - Clapham and Patching C of E Primary School, Clapham, Worthing by September 2020
  - Rumboldswyke C of E Infant School
  - Stedham Primary School, Stedham, Midhurst by September 2020<sup>2</sup>

and

  - Relocation of Warninglid Primary School, Warninglid to Pease Pottage (which will be in place prior to the relocation of Warninglid ready for intake in September 2021 subject to the developer).

## Factors taken into account

### 3. Consultation

- 3.1 On the 7 October 2019, copies of the public consultation document were distributed to the following:- Members of Parliament, County Local Committee (CLC) members, District and Parish councillors, union representatives, neighbouring authorities, the parents/carers, staff and

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<sup>2</sup> Dependent on the school's response to submission of plans for federation and an appropriate implementation plan.

governors , early years providers, local libraries, the Diocese of Chichester and the Diocese of Arundel and Brighton and Independent Schools. The consultation was also published on the Internet and the proposals received local press coverage. During the period 7 October 2019 – 25 November 2019, five public consultation meetings were held at the schools affected at which some 550 people attended. Notes from each public meeting were added to the consultation website. The meetings were as follows:

- Clapham & Patching C of E Primary School – Tuesday 8 October 2019
- Compton & Up Marden C of E School – Monday 11 November 2019
- Rumboldswyke C of E Infant School – Thursday 7 November 2019
- Stedham Primary School – Thursday 24 October 2019
- Warninglid Primary School – Wednesday 9<sup>th</sup> October 2019

3.2 The consultation sought comments on a range of options available for the following schools in relation to proposals for change on the basis of the impact assessments.

- Clapham and Patching C of E Primary School, Clapham, Worthing
- Compton and Up Marden C of E School, Compton, Chichester
- Stedham Primary School, Stedham, Midhurst
- Warninglid Primary School, Warninglid, Haywards Heath

The options under consideration were:

- no change,
- merger,
- federation,
- relocation or
- closure.

In the case of Rumboldswyke CE Infants School, Chichester, the following options were not available for consultation due to the school's inadequate Ofsted rating:

- no change,
- merger,
- federation
- relocation

3.2 Responses to the consultation were received via the online survey, the response form in the consultation booklet, by letter and by email. Two petitions were also received; one for Rumboldswyke C of E Infant School, and one for Clapham and Patching C of E Primary School.

3.3 The consultation period ended on the 25 November 2019. A total of 1045 responses were received (1069 answered the question as to what they considered the best option, with some respondents answering questions for more than one school). 986 people had completed a response to the consultation either on line or by returning the response form at the back of the consultation document. 59 emails and letters were received in relation to the consultation and have been acknowledged. Of the 986 online consultation responses, 122 responses were received in relation to Clapham and Patching CE Primary School, 425 were received in relation to Compton & Up Marden CE School 162 were received in relation to Rumboldswyke CE infant School,

272 were received in relation to Stedham Primary School and 124 were received in relation to Warninglid Primary school. Some respondents commented on more than one school, while not all respondents answered all questions. A summary and detailed analysis of the online responses received is included in the appendices. There were also 10 responses received after the closing date, these comments have not been included in the final analysis.

Two petitions were received from Clapham and Patching (623 verified signatories from 1024 submitted) and Rumboldswyke (1151 verified signatories from 1443 submitted).

- 3.4 On the 9<sup>th</sup> January 2020 Children’s and Young Peoples Services Scrutiny Committee will review the correspondence received throughout the consultation, the report of the Task and Finish Group (TFG) and the analysis of the responses before making their recommendation to the Cabinet.

#### **4. Financial (revenue and capital) and Resource Implications**

##### Revenue

- 4.1 Since funding for the day-to-day operations of schools comes from the ring-fenced Dedicated Schools Grant (DSG), the implications of any changes to school organisation for the Council’s on-going revenue budget is fairly cost neutral. The amount of funding that a school receives to meet its day-to-day running costs is largely driven by the number of pupils on roll in the autumn census each year. As a result of any closure of a school, there will be a redistribution of funding across the remaining schools in that phase and the level of additional funding will vary at each of these schools depending on the number of extra pupils on roll that it attracts. Further work will be undertaken with schools in order to support them with their budget planning.
- 4.2 On assessment of the outcome of the pre-consultation, should the Cabinet Member for Education and Skills choose to consult on the specific proposals for each school, as recommended in this report, then despite the schools being funded by DSG, it has been estimated that the following potential revenue costs may fall to the County Council:
- One-off costs in relation to redundancy, payments in lieu of notice (pilon) and early retirement (£0.478m), and
  - On-going home to school transport costs (£0.107m) for those pupils who would live more than three miles away from the nearest alternative school.
- 4.3 In addition, where a school closes in August, it may be left with stranded contract costs (£0.100m) in relation to buildings maintenance, cleaning, transport, IT and other consumables for the remainder of the year.
- 4.4 A breakdown of these potential costs by school is set out in the table below:

	One-off Costs £m	Transport Costs £m	Stranded Costs £m
Clapham & Patching	£0.175	£0.029	£0.028
Rumboldswyke	£0.178	Nil	£0.028

Stedham	£0.125	£0.078	£0.044
<b>Total</b>	<b>£0.478</b>	<b>£0.107</b>	<b>£0.100</b>

- 4.5 Any one-off redundancy and pension costs and stranded contract costs may be able to be off-set through the use of any surplus balances remaining in any of the schools when they close. Any of the one-off costs that cannot be off-set in this way will be charged against the Education and Skill’s dismissal or premature retirement budget next year. The value of this budget currently totals £0.490m. Of the three schools where closure could potentially be consulted on, one was in deficit at the end of 2018/19, and the remaining two had a combined surplus of £0.089m.
- 4.6 A project team has also been created in order to facilitate the pre-publication consultation and to assess both the views on, and the impact of, the various options for change at the 5 schools in question. The cost of this team is being met from within the existing Education and Skills revenue budget, and includes 12 months funding for backfilling posts within Schools Place Planning, Admissions, Human Resources and Finance.

Capital

- 4.7 Two potential capital costs have been identified:
- £0.020m to refurbish classrooms in existing schools to accommodate displaced pupils from Stedham Primary school, should the decision be taken to close this school, and
  - £0.075m to fund furniture fittings and equipment (FFE) at the new school in Pease Pottage in 2021 as part of relocation of Warninglid Primary School.

The effect of the proposal

- 4.8 Implementation of the proposed changes will support the “organisation objectives” as set out in the school effectiveness strategy namely:

*“Primary schools will be of a sufficient size to be viable in the future, offer a high quality and broad curriculum, attract pupils from the local community and provide strong outcomes for children”.*

- 4.9 Parent carers and pupils who will be impacted by the closure or relocation of a school would need to find an alternative school. For those children with Education Health and Care Plans (EHCPs), the Special Educational Needs Assessment Team (SENAT) will manage the transition and work with parents to submit a preference. SENAT would then consult the governors and leaders of the appropriate chosen schools. Children with EHCPs are the highest priority for admission to another mainstream school, but are not entitled to transport unless they opt for their nearest mainstream school and it is over statutory walking distance. Governors must be given 15 working days to respond to the consultation and SENAT would need to amend the EHCP. There will be adequate time during the summer term to complete the transfer for the start of the new school year in September 2020.

- 4.10 The Admissions rounds are a statutory process for those starting school, moving to junior school and secondary admissions. However, in the scenario of a closure the local authority would operate a mini round of admissions for all those children who would need to relocate to a new school. This would apply to all the year groups affected in a school. There would be an opening date and a closing date of a period of two weeks to complete an In Year application form expressing up to three preferences. After the closing date the local authority would then allocate along with any other in year applications. This would be undertaken by applying each application against the schools admission criteria against each application in the event of more applications than the number of places available for each school in the year group. If we are unable to meet one of the preferences, then the parent carer will be allocated the next nearest alternative school with space. This process would start after the statutory proposals (**Stage 4**) and the final decision in May 2020 for school admission in September 2020. Parents not allocated a place at their preferred school will have a right of appeal to an independent admissions' appeal panel.
- 4.11 For those parent carers who have submitted applications for places in September 2020 at a school which is closing as part of the current admissions round, it is hoped 3 preferences will have been submitted and the local authority will aim to meet one of the other preferences. The Local Authority would however allow the parent/carers to submit another preference on a new paper application prior to the 14th February for consideration. Places are allocated on priority, based on the over subscription criteria and therefore no guarantees can be given, but our aim is always to meet one of the preferences listed by parents/carers.

## 5. Legal Implications

None for the purpose of this report.

## 6. Risk Implications and Mitigations

Risks of not approving the implementation of the consultation	Mitigation
There is a risk that the National Funding Formula (Schools Block DSG) implementation will result in an increased number of schools with financial difficulties and increased instability of pupil numbers (due to surplus capacity) which will have an impact on schools' financial viability and educational standards	<ul style="list-style-type: none"> <li>&gt; Continue to work closely with schools on the budgeting and forecasting to ensure they do not go into financial difficulty.</li> <li>&gt; School effectiveness team continue to work closely with school to ensure standards are maintained</li> </ul>
There is a risk that those schools that are earmarked for closure or relocation may suffer from a falling roll before they close, and thereby lose DSG pupil funding as a result.	Schools will be able to bid for additional DSG funds from the Schools in Financial Difficulty budget where 'an unusual or unexpected one-off situation has occurred'.

<p>There is a risk that the School Effectiveness Strategy commitments may not be achieved with respect to schools organisation:</p> <p>1) All through primaries 2) Local solutions to achieve Small School viability (federation, merger, relocation, closure).</p>	<p>&gt;Continuation of Locality workshops to review options and initiate discussions &gt;Training/ recruitment of HT's with Exec Head capability.</p>
<p>There is a risk of pupils with EHCPs and those with school identified SEND being unsettled by any move and the receiving school not having the resources to meet their needs</p>	<p>The process of supporting parents will ensure that any move to a new placement is managed effectively with receiving schools engaged fully and with all necessary information for appropriate resources to be in place to ensure a smooth transition.</p>

## 7. Options Considered

- 7.11 The option of not progressing and consulting on the chosen option for each of the five schools, would mean that we are not progressing the school effectiveness strategy "organisation objective" that *"Primary schools will be of a sufficient size to be viable in the future, offer a high quality and broad curriculum, attract pupils from the local community and provide strong outcomes for children"*. Concerns would not be addressed and further uncertainty for these schools is predicted. Action therefore needs to be taken following the analysis and public consultation in 2019.
- 7.12 The County Council has been in discussions with stakeholders throughout the consultation process to ensure that opportunities as and when they are presented are investigated and progressed to ensure that we achieve our School Effectiveness Strategy objective that *"Primary schools will be of a sufficient size to be viable in the future, offer a high quality and broad curriculum, attract pupils from the local community, and provide strong outcomes for children"*.
- 7.13 Despite being actively pursued by the County Council, no MATs have come forward to date to take on the academisation of Rumboldswyke CE Infant School and therefore this is no longer an option. This means that, for **Rumboldswyke C of E Infant School**, there is no other option, but to close. A review of catchment areas in Chichester may also be required.

### 7.2 Clapham and Patching C of E Primary School

- 7.21 Whilst the chair of governors stated publicly that "no change is not an option" no proposals were presented for federating Clapham and Patching C of E Primary School. There has been no *"sufficient and compelling evidence"* submitted to demonstrate that the school is, or could be *"financially and educationally viable, and able to draw its intake from the local community, into the future"*. Although there have been some initial conversations with a local Trust regarding the possible academisation of the school, due diligence has not been completed and discussion of the Trust's plans for the school

were unconvincing in improving provision and enrolment from the local community. A second Trust had been approached but has declined to pursue the opportunity.

- 7.22 Feedback though the consultation process has been mixed in relation to the school and its future. At the public meeting, some parents spoke passionately about the nurturing ethos of the school and how they had moved their children to the school due to poor experiences in meeting their children's special educational needs in other schools. Written responses to the consultation process were more varied however in how effectively the school was able to meet the needs of pupils with special educational needs. Indeed, the school's ability or inability to meet the needs of pupils with SEND when there was such a high proportion within the school was an important factor in many responses.
- 7.23 In recommending a consultation on the closure of the school, we are mindful that the Council has advanced plans agreed as part of the new SEND and Inclusion Strategy 2019-24 to establish a new Specialist Support Centre at St Margaret's CE Primary School, Angmering. This will ensure that specialist support and provision will be enhanced locally in a nearby CE primary school to ensure a nurturing provision along with the specialist support required to meet pupils' learning and emotional needs. Analysis of school places also indicates that there are sufficient planned places in the communities within which current pupils live. The building will remain with the local Diocese. A review of catchment areas may also be required.

### **7.3 Compton and Up Marden C of E Primary School**

- 7.31 Proposals have been received from the Governors of Compton and Up Marden CE Primary School for the school to remain unchanged. Whilst these proposals have been developed with good intent, they do not, on their own contain "*sufficient and compelling evidence*" that the school will be "*financially and educationally viable **and** able to draw its intake from the local community into the future*".
- 7.32 Views captured through the consultation process made strong representation of the impact that closure of the school would have on the local community. The school is one of a few within the county that is in receipt of additional financial support for sparsity due to its geographical isolation. In analysing availability in local schools to accommodate pupils in the event of closure, significant capital investment would also be required to create the additional places required.
- 7.33 Whilst taking into account the full range of representations received from the school and community, in addition to consideration of the geographical isolation, size and access to the range of specialist expertise at the school, strengthening a partnership and federation with an appropriate school or schools would support increasing access to expertise to enhance provision and help overcome some of the isolation faced.

### **7.4 Stedham Primary School**

- 7.41 Proposals have been received from the Governors of Stedham Primary School for the school to remain unchanged. The proposals presented however did not, on their own, contain "*sufficient and compelling evidence*" that the school will be "*financially and educationally viable **and** able to draw its intake from the local community into the future*". Whilst situated in the village of Stedham and drawing from a rural community, the school's proximity to the nearby market town of Midhurst and to schools in Midhurst and Easebourne, ensures that the school is not geographically isolated. Governors recognise that stronger links to the Midhurst and Easebourne school communities could bring benefits to all. Governors have very recently been proactive in engaging with local schools to explore the benefits of federation and to consider potential partnerships. This could provide the school with access to a broader range of specialist expertise and, between the schools, diversity in provision that could benefit each community. As part of the consultation process (**stage 2**) it is therefore anticipated that the Governors will prepare and submit updated proposals and an implementation plan for consideration by the Director of Education. If the proposals do not however demonstrate that there is "*sufficient and compelling evidence*" that the school, as part of a federation, is "*financially and educationally viable and able to draw its intake from the local community into the future*", then the recommendation will remain to consult on the closure of Stedham Primary School, Stedham, Midhurst.
- 7.42 If the final decision is to close Stedham Primary, Easebourne C of E Primary School (along with Midhurst C of E Primary School) has the capacity to expand the number of planned places required to accommodate (along with Midhurst C of E Primary School) pupils that would be displaced from Stedham Primary School. A review of catchment areas may also be required.

## **7.5 Warninglid C of E Primary School, Warninglid**

- 7.51 Warninglid Primary School governors were open in their view that to continue as they are is not an option, and that they had been working closely with the local authority over two years to secure a federation to strengthen the longer-term future of the school. The school made a strong case that the current location of the school is unhelpful due to the lack of visibility and low numbers of children from within the current catchment area. A new school is being built by developers at Pease Pottage and will open in September 2021 (subject to the developer completing the build by June 2021).
- 7.52 Consultation responses indicated that relocation to a new site would be a positive move. However, this was seen by some to potentially impact on other local schools. During the consultation process, the governing bodies of two neighbouring schools indicated an interest in establishing a federation with Warninglid during the consultation process. Whilst it is proposed that Warninglid Primary School relocates to the new site at Pease Pottage upon completion of the new build, it is recommended that a federation would also bring greater strength and support to the school. Proposals have been received from the governing bodies of both Warninglid and Colgate Primary School, to seek a federation on equal terms as such a partnership would bring benefits to both schools. Any relocation of the school to the Pease Pottage site will require the local authority to look at catchment areas for the



schools in the area, and also to work with parents of those children who live towards the south of the current school location to ensure that options for more local provision can be offered if required.

## **7.6 Rumboldswyke CE Infant School**

- 7.61 Rumboldswyke CE Infant school was one of the five schools for which discussions were taking place about future sustainability prior to the Ofsted inspection in May 2019. However, the inspection's rating of the school as inadequate restricted the future options available for the school. The school has to either academise or close. Discussion has taken place with the Regional Schools Commissioner (RSC) and the Church of England Diocese. Both are accepting that academisation of a school of the size of Rumboldswyke would be a challenge. The RSC has held back on the academisation order pending the consultation to determine the future viability. However, the options for the school are still limited and do not include remaining within the local authority's control, either through a stand-alone school or a federation. The consultation process has received significant publicity and reference has been made to a previous school judged inadequate having been allowed to remain in the local authority's control. The local authority has pursued this with the RSC and also has pursued local MATs to look at the feasibility of academisation. Neither have met with a positive response and therefore the only realistic option left will be to seek to close the school.
- 7.62 Suggestion has been made around expanding the school to incorporate key stage 2 pupils as an all-through primary school. Based on place planning, there are already sufficient key stage 2 places in Chichester. A concern has been raised regarding the impact of closure on reducing key stage 1 church school places within the community. However, the local authority is working with the Church of England Diocese to mitigate this risk and to ensure sufficient church school places for key stage 1 pupils into the future. The financial outlook for this school remains challenging and school enrolment continues to fall.
- 7.63 During the consultation period, the school received its first monitoring visit from Ofsted since being judged as inadequate. The visit recognised positive work and judged appropriate actions were taking place, and that the action and support plans were fit for purpose. Whilst recognising progress being made, reference is made to 'early signs' of progress in learning and achievement/progress. The HMI did not use the opportunity of the monitoring visit to reinspect the school for a full section 5 inspection. The DfE Schools Causing Concern protocol (September 2019) indicates that even where a second Ofsted Section 5 inspection judges the school to be no longer inadequate, this on its own would be insufficient to broaden the range of future options for the school.
- 7.64 Representations have been made that the school should remain open as future housing is planned nearby (Southern Gateway). However the development is long term and there are other schools with capacity, which are closer. Section 106 contributions will also fund additional capacity as part of the development.

7.65 The school land and site is mainly owned by the Church of England Diocese in the main and, following the completion of closure, the local authority will wish to engage with the Diocese to look at potential alternative uses of the building for educational purposes in preference to the site being sold for development.

**8. Equality and Human Rights Assessment**

The equality impact analysis will be updated continuously throughout the consultation process through the collection and analysis of data that arises as part of the consultation process. This information will then be used to inform the next stage (**Stage 3**) of the decision making process.

**9. Social Value and Sustainability Assessment**

The DFE guidance states that “there is a presumption against the closure of rural schools. This does not mean that a rural school will never close, but the case for closure should be strong and a proposal must be clearly in the best interests of educational provision in the area”. Rumboldswyke CE Infant school is not a rural school and therefore this presumption does not apply in this case.

The effect of closure of schools on the communities of Clapham and Patching, Rumboldswyke and Stedham (if closure is the chosen option) and Warninglid (if relocation is the chosen option) was noted in several written responses during the consultation. An extract of relevant comments is set out below:

**Clapham & Patching**

Clapham & Patching Village Hall Committee	The school is an essential part of the Clapham and Patching communities and its loss would significantly impact on those communities and the Village Hall.
Local Resident	This small village school is an integral part of our community. The children attend village events such as singing to the elderly at Christmas. They use the local woods as part of their Forest School education. They use the local churches for special services.
Local Resident	Clapham and Patching school is at the heart of our village community. Closure would have an impact on the village for generations to come. New houses are being built in the village and children will require a school.
Local Resident	This lovely little school is part of the heart of this village. We are working hard to keep our church and our shop/ cafe, and we certainly don't want to lose the school. These things together make the village more than a "dormitory village"; they make us a community.

**Rumboldswyke**

Local Resident	The school should not be closed as it will have detrimental effects on the local area and children.
Parent/Carer	It is the last council owned Church of England school and it would be a huge loss to the city if the school was to close. Closure of the school would have a huge knock effect to the environment, the majority of parents walk or cycle their children to school. Closure of this school would mean a lot more cars on the road during an already hugely busy time for traffic in Chichester, which is not the message we should be teaching the next generation.
Local Resident	Chichester is a historic city and will only further lose its character and sense of community if we close the establishments that hold it together.
Local Resident	The closure of this school would be a short-sighted move, robbing the community of a valuable educational asset. It is a mistake that will be forever regretted

**Stedham**

Local Resident	Stedham primary school has been part of village life for many years. It would be such sadness to see another school close.
Former Pupil	If you take away a village school, you take away the heart of the community. In a world where we are all rushing around and not always knowing our neighbours, with a village school you keep that community present that ensures everyone still knows everyone.
Teacher at Local School	Stedham is a good school, and as all schools are, is a hub of the community. The loss to those in the village and surrounding areas would be large, having a negative impact on the lives the children who currently attend the school and their families.
Former Pupil	I feel it would be a massive shame if the school was to close. I lived in Stedham until I was in my early twenties and my parents are still village residents. The school is the heart of the village and it helps to bring more families to the area, either to live in the village or families who love the school and choose to travel to Stedham in order to send their children there. These people then start to engage with village life by attending church, sports events or by supporting community events such as school fetes, bonfire night etc.
Teacher in Local Nursery	I feel very strongly that sustainability should not just be financial, but also environmental. Forcing Stedham families to drive their children to another school will increase traffic on the already congested

	<p>roads around Midhurst and Easebourne. Air pollution would also increase. The use of the Woolbeding road as a shortcut to Easebourne for these families is likely to lead to far more road traffic accidents. Both Midhurst and Easebourne schools already have significant problems with parents' vehicles at drop off and pick up times. Closing Stedham school would increase the risk of accidents or deaths outside these schools as well as further aggravating local residents. Childrens' health benefits from being able to walk to school. Closing Stedham would remove this option for all Stedham families and make a mockery of government 'walk to school' initiatives.</p>

**Warninglid**

<p>Former Parent &amp; Former Chair of Governors</p>	<p>Built as it was halfway between Slaugham and Warninglid to serve pupils from both villages, it's obvious that the traditional catchment area does not at present yield enough pupils and that the nature of the intake generally has changed to accommodate more special needs requirements. But surely this is just a blip - with literally thousands of new houses being built in our area, demand for places will inevitably go up and there will be a danger that there won't be enough schools, so to close a little gem like Warninglid would seem very unwise, despite the many problems outlined in the documents.</p>
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The potential impact of closure on transport (nearest school/subject to parental preference) and travel has been assessed as part of the [Impact Assessments](#). Further information on the community impact of these proposals will be undertaken during the planned consultation period.

**10. Crime and Disorder Reduction Assessment**

None for the purpose of this report.

**Paul Wagstaff**

Director of Education and Skills

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 03302223029

**Appendices**

**Appendix A:** Summary of responses

**Appendix B:** Analysis by Type of People

**Appendix C:** Key themes arising from the consultation

**Appendix D:** Available Places

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**Do you agree or disagree this school secures the highest quality educational provision for all children and young people?**

Clapham & Patching	122	Respondents
Strongly agree	62	51%
Agree	19	16%
Disagree	9	7%
Strongly disagree	12	10%
Don't know	20	16%

Compton & Up Marden	424	Respondents
Strongly agree	275	65%
Agree	99	23%
Disagree	17	4%
Strongly disagree	5	1%
Don't know	28	7%

Rumboldswyke	162	Respondents
Strongly agree	81	50%
Agree	40	25%
Disagree	13	8%
Strongly disagree	6	4%
Don't know	22	14%

Stedham	272	Respondents
Strongly agree	191	70%
Agree	56	21%
Disagree	5	2%
Strongly disagree	2	1%
Don't know	18	7%

Warninglid	124	Respondents
Strongly agree	64	52%
Agree	18	15%
Disagree	10	8%
Strongly disagree	17	14%
Don't know	15	12%

**How much do you agree this school is centred on the needs of the children and learners?**

Clapham & Patching	122	Respondents
Strongly agree	74	61%
Agree	14	11%
Disagree	5	4%
Strongly disagree	8	7%
Don't know	21	17%

Compton & Up Marden	425	Respondents
Strongly agree	316	74%
Agree	77	18%
Disagree	4	1%
Strongly disagree	4	1%
Don't know	24	6%

Rumboldswyke	162	Respondents
Strongly agree	109	67%
Agree	25	15%
Disagree	3	2%
Strongly disagree	3	2%
Don't know	22	14%

Stedham	271	Respondents
Strongly agree	214	79%
Agree	35	13%
Disagree	3	1%
Strongly disagree	2	1%
Don't know	17	6%

Warninglid	123	Respondents
Strongly agree	67	54%
Agree	13	11%
Disagree	14	11%
Strongly disagree	14	11%
Don't know	15	12%

**In your opinion, would you agree or disagree this school is financially viable?**

Clapham & Patching	122	Respondents
Strongly agree	41	34%
Agree	24	20%
Disagree	8	7%
Strongly disagree	23	19%
Don't know	26	21%

Compton & Up Marden	425	Respondents
Strongly agree	274	64%
Agree	100	24%
Disagree	9	2%
Strongly disagree	5	1%
Don't know	37	9%

Rumboldswyke	162	Respondents
Strongly agree	54	33%
Agree	50	31%
Disagree	6	4%
Strongly disagree	12	7%
Don't know	40	25%

Stedham	272	Respondents
Strongly agree	140	51%
Agree	70	26%
Disagree	9	3%
Strongly disagree	6	2%
Don't know	47	17%

Warninglid	124	Respondents
Strongly agree	25	20%
Agree	19	15%
Disagree	30	24%
Strongly disagree	25	20%
Don't know	25	20%

**What do you consider to be the best option for your school?**

Clapham & Patching	121	Respondents
Academisation	11	9%
Amalgamation	7	6%
Closure	17	14%
Federation	25	21%
Linked	3	2%
Relocation	3	2%
No Change	55	45%

Compton & Up Marden	423	Respondents
Academisation	8	2%
Amalgamation	7	2%
Closure	3	1%
Federation	28	7%
Linked	5	1%
Relocation	2	0%
No Change	370	87%

Rumboldswyke	134	Respondents
Academisation	120	90%
Closure	14	10%

Stedham	269	Respondents
Academisation	4	1%
Amalgamation	6	2%
Closure	6	2%
Federation	41	15%
Linked	6	2%
Relocation	0	0%
No Change	206	77%

Warninglid	122	Respondents
Academisation	2	2%
Amalgamation	2	2%
Closure	27	22%
Federation	11	9%
Linked	1	1%
Relocation	51	42%
No Change	28	23%

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**Clapham & Patching C of E Primary School**

Who	Total	1. Do you agree or disagree this school secures the highest quality educational provision for all children & young people?				
	122	Strongly agree	Agree	Disagree	Strongly disagree	Don't know
A parent/carer	40	25	6	2	4	3
Staff member	10	7	2		1	
Governor	5	3	1			1
Local resident	42	17	6	6	5	8
Student/Pupil	1	1				
Other	24	9	4	1	2	8

Total	2. How much do you agree this is school centred on the needs of the children & learners?				
122	Strongly agree	Agree	Disagree	Strongly disagree	Don't know
40	30	2	2	3	3
10	8	1			1
5	4				1
42	19	7	3	3	10
1	1				
24	12	4		2	6

Total	3. In your opinion, would you agree or disagree this school is financially viable?				
122	Strongly agree	Agree	Disagree	Strongly disagree	Don't know
40	21	7	1	4	6
10		6	1	2	1
5	1	1	1		2
42	13	6	4	12	7
1					1
24	6	4	1	5	9

Total	4. What do you consider to be the best option for your school?						
121	Academisation	Amalgamation	Closure	Federation	Linked	Relocation	No Change
39	3		3	8	3		22
10	2	1	1	3			3
5	2			2			1
42	3	3	10	7		3	16
1							1
24	1	3	3	5			12

**Compton & Up Marden C of E School**

Who	Total	1. Do you agree or disagree this school secures the highest quality educational provision for all children & young people?				
	424	Strongly agree	Agree	Disagree	Strongly disagree	Don't know
A parent/carer	122	87	24	3	3	5
Staff member	9	6	1	1		1
Governor	5	3	1			1
Local resident	156	82	49	10	2	13
Student/Pupil	11	9	2			
Other	121	88	22	3		8

Total	2. How much do you agree this is school centred on the needs of the children & learners?				
425	Strongly agree	Agree	Disagree	Strongly disagree	Don't know
122	95	19	2	3	3
9	6	1			2
5	4				1
156	106	36	1	1	12
11	10	1			
122	95	20	1		6

Total	3. In your opinion, would you agree or disagree this school is financially viable?				
425	Strongly agree	Agree	Disagree	Strongly disagree	Don't know
122	87	25	1	2	7
9	6	2	1		
5	4				1
156	92	43	4	2	15
11	10				1
122	75	30	3	1	13

Total	4. What do you consider to be the best option for your school?						
423	Academisation	Amalgamation	Closure	Federation	Linked	Relocation	No Change
121	1	2	2	4	2		110
9	1	1		1			6
5				1			4
155	4	3	1	12	1		134
11							11
122	2	1		10	2	2	105

**Rumboldswyke C of E Infant School**

Who	Total	1. Do you agree or disagree this school secures the highest quality educational provision for all children & young people?				
	162	Strongly agree	Agree	Disagree	Strongly disagree	Don't know
A parent/carer	62	37	16	1	4	4
Staff member	7	3	2	1		1
Governor	3		2	1		
Local resident	64	32	11	10	2	9
Student/Pupil	1	1				
Other	25	8	9			8

Total	2. How much do you agree this is school centred on the needs of the children & learners?				
162	Strongly agree	Agree	Disagree	Strongly disagree	Don't know
62	49	7	1		3
7	5				2
3			1	2	
64	38	16	1	1	11
1	1				
25	16	2			6

Total	3. In your opinion, would you agree or disagree this school is financially viable?				
162	Strongly agree	Agree	Disagree	Strongly disagree	Don't know
62	19	22	2	3	16
7	1	4		2	
3	1		1		1
64	25	18	2	7	12
1	1				
25	7	6	1		11

Total	4. What do you consider to be the best option for your school?						
134	Academisation	Closure					
50	47	3					
7	6	1					
2	2						
55	46	9					
1	1						
19	18	1					

**Stedham Primary School**

Who	Total	1. Do you agree or disagree this school secures the highest quality educational provision for all children & young people?				
	272	Strongly agree	Agree	Disagree	Strongly disagree	Don't know
A parent/carer	94	69	18	2	1	4
Staff member	17	12	4			1
Governor	3	2		1		
Local resident	87	59	21	2	1	4
Student/Pupil	32	24	7			1
Other	39	28	4			7

Total	2. How much do you agree this is school centred on the needs of the children & learners?				
271	Strongly agree	Agree	Disagree	Strongly disagree	Don't know
94	75	12	1	1	5
17	14	1			2
3	2		1		
86	64	17	1	1	3
32	31	1			
39	28	4			7

Total	3. In your opinion, would you agree or disagree this school is financially viable?				
272	Strongly agree	Agree	Disagree	Strongly disagree	Don't know
94	56	17	4	3	14
17	9	4		2	2
3	1	1			1
87	45	27	3	1	11
32	13	9			10
39	16	12	2		9

Total	4. What do you consider to be the best option for your school?						
269	Academisation	Amalgamation	Closure	Federation	Linked	Relocation	No Change
93	1	4	2	8	1		77
17	1		1	3			12
3				2			1
84	2	2	2	18	4		56
32				1			31
40			1	9	1		29

**Warninglid Primary School**

Who	Total	1. Do you agree or disagree this school secures the highest quality educational provision for all children & young people?				
	124	Strongly agree	Agree	Disagree	Strongly disagree	Don't know
A parent/carer	34	24	3	1	2	4
Staff member	17	10	2	2	1	2
Governor	7	3	2		1	1
Local resident	27	12	7		6	2
Student/Pupil	2	1	1			
Other	37	14	3	7	7	6

Total	2. How much do you agree this is school centred on the needs of the children & learners?				
123	Strongly agree	Agree	Disagree	Strongly disagree	Don't know
33	24	3		2	4
16	10		4	1	1
7	4		1	1	1
27	13	6		6	2
2	1	1			
38	15	3	9	4	7

Total	3. In your opinion, would you agree or disagree this school is financially viable?				
124	Strongly agree	Agree	Disagree	Strongly disagree	Don't know
34	9	8	5	3	9
17	2	3	8	3	1
7	1		3	2	1
26	8	6	4	7	1
2	1		1		
38	4	2	9	10	13

Total	4. What do you consider to be the best option for your school?						
122	Academisation	Amalgamation	Closure	Federation	Linked	Relocation	No Change
33	1		3	3		14	12
16			3	2		10	1
6			2	1		3	
27	1	1	6	3	1	8	7
2						1	1
38		1	13	2		15	7

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## **Key themes arising from the consultation comments sections in the consultation**

### **Clapham & Patching C of E Primary School**

<b>KEY THEMES</b>	<b>Counts (number of mentions)</b>
Impact on the community	18
Impact on children with EHCP/SEND	24
Impact on the environment (for example – not being able to walk to school resulting in more traffic)	4
Impact on school places (for example – more housing being built resulting in a need for more school places & where would child go to school)	5
Preference of a 'small school' environment	13
Financial implications (for example – not financially viable)	4

### **Compton & Up Marden C of E Primary School**

<b>KEY THEMES</b>	<b>Counts (number of mentions)</b>
Impact on the community	122
Impact on children with EHCP/SEND	5
Impact on the environment (for example - not being able to walk to school resulting in more traffic)	6
Impact on school places (for example – more housing being built resulting in a need for more school places & where would child go to school)	13
Preference of a 'small school' environment	33
Financial implications (for example – not financially viable)	1

### **Rumboldswyke C of E Infant School**

<b>KEY THEMES</b>	<b>Counts (number of mentions)</b>
Impact on the community	22
Impact on children with EHCP/SEND	4
Impact on the environment (for example – not being able to walk to school resulting in more traffic)	15
Impact on school places (for example – more housing being built resulting in a need for more school places & where would child go to school)	24
Preference of a 'small school' environment	13
Financial implications (for example – not financially viable)	3

### Stedham Primary School

<b>KEY THEMES</b>	<b>Counts (number of mentions)</b>
Impact on the community	55
Impact on children with EHCP/SEND	3
Impact on the environment (for example – not being able to walk to school resulting in more traffic)	3
Impact on school places (for example – more housing being built resulting in a need for more school places & where would child go to school)	10
Preference of a 'small school' environment	32
Financial implications (for example – not financially viable)	

### Warninglid Primary School

<b>KEY THEMES</b>	<b>Counts (number of mentions)</b>
Impact on the community	9
Impact on children with EHCP/SEND	4
Impact on the environment (for example – not being able to walk to school resulting in more traffic)	
Impact on school places (for example – more housing being built resulting in a need for more school places & where would child go to school)	3
Preference of a 'small school' environment	16
Financial implications (for example – not financially viable)	12

## Interesting Quotes

- "Your planning and assessment is far too focused on money rather than focusing on the needs of the children" (Clapham).*
- "It seems to mainly provide education for pupils outside its catchment area, pupils who should probably go to other schools" (Clapham).*
- "Please look into the complaints records (that's it they have kept them as they should). You will see a pattern and that is why the school roll numbers are so low" (Clapham).*
- "It's in the wrong place. Doesn't serve the locals" (Clapham).*
- "It is providing a perfectly good education to children of all strata and the fact that every child and teacher knows and interacts with everyone in the school is an incredibly rare and valuable provision. Leave it alone!" (Compton).*
- "Quite simply-Compton is something special!" (Compton).*
- "Don't fix what isn't broken" (Compton).*
- "Absolute joke making families travel further than they have if you close it" (Compton).*
- "Don't judge the future of this school by the short-term quality of its leadership" (Compton).*
- "This should be a good school but it isn't (and hasn't been for a long time)" (Compton).*
- "The school is full and failing. There are other local schools attended by the majority of the local children" (Compton).*
- "You have jeopardised our intake for 2020 which I hope you will be accountable for" (Compton).*
- "Results are so bad that no-one is going to want it as an academy. Close it and put the children into The March, Kingsham or Lancastrian but use the money from the site to help those schools" (Rumboldswyke).*
- "The school is small and poorly performing. It would be most cost effective for the children to move to other schools and they would receive a better education" (Rumboldswyke).*
- "WSCC should hang their heads in shame - they systematically shut everything down - the soul of Chichester has long gone and now to propose shutting down this most fantastic school is incomprehensible" (Rumboldswyke).*
- "I consider that there are other options that WSCC are refusing to fully and properly explore. They are simply looking for reasons to close this school to sell, and develop, the site" (Rumboldswyke).*
- "This school appears to be in financial trouble, and does not have good outcomes for its pupils" (Rumboldswyke).*
- "This consultation is a nonsense. It is poorly thought through and is devisive in nature" (Rumboldswyke).*
- "Most children in the area do not use this school and come from outside the catchment. This capacity is therefore not required and it would be better to maximise capacity in other schools closer to the homes of the children travelling to this school (reduce travelling and pollution)" (Stedham).*
- "Rogate & Rake have recently linked & has seemed to really work for them. I think it would benefit to link Stedham to another local primary school rather than full closure" (Stedham).*
- "If you take away a village school, you take away the heart of the community" (Stedham).*

*"The question 'In your opinion, would you agree or disagree this school is financially viable?' is a ridiculous question to ask on a public questionnaire. How is anyone going to analyse this question thoroughly without a financial background, statistics to compare it to and an aspirational level? I believe this has been added as a leading question to prompt people into believing it is financially unviable and should be removed if this is to be considered an impartial questionnaire" (Stedham).*

*"Leave our schools alone. Stop cutting. End austerity" (Stedham).*

*"There are not enough children from Stedham to keep this school open. Save the traffic problems and push the children back to Midhurst as they all come from there" (Stedham).*

*"There are other local schools the children can attend that would give better value for money" (Stedham).*

*"Work with us WSCC don't follow a strategic plan that is not open and honest!!! I have to ask, are you even reading this - or is it a done deal?" (Stedham).*

*"I'd love to see it remain as it is. I do understand however that it's probably not financially viable but sometimes it's more than just money" (Warninglid).*

*"The school hasn't sustained a suitable enrolment level and funds have and will carry on being restricted. The children would be better off being placed into another smaller school thus boosting the numbers and the funding of one school rather than have reduced funding for both schools" (Warninglid).*

*"How can a school that is so loved by so many be closed by the council just to open up another soulless school a few miles away? Just because of big business and the fact that this monster estate is obliged to build one" (Warninglid).*

*"I think that Warninglid Primary School should be relocated because the school provides good education but its present site is unsuitable" (Warninglid).*

*"I don't believe moving will be an issue to existing parents" (Warninglid).*

*"I don't understand why an old school is being closed just to open a new one. I know this consultation is a done deal and the decision has already been made to knock down Warninglid so this is no doubt a waste of my time. We will not be relocating our child to Pease Pottage" (Warninglid).*

*"It's just not financially viable from running costs, the teaching perspective, massive impact on children's academic achievement and I cannot see how they would increase their numbers" (Warninglid).*

School Dec 19	Rec	Y1	Y2	Y3	Y4	Y5
<b>Rumboldswyke</b>	13	18	17			

**Chichester Central Spaces (as at 20th December 2019)**

Central				39	48	25
Space				51	42	65
Jessie Younghusband	30	30	31	31	31	30
Space						
Kingsham Primary *	35	32	54	52	35	39
Space	10	13			10	6
Lancastrian infant	15	28	30			
Space	30	2				
Parklands CP	57	60	60	61	60	61
Space	3					
Portfield Primary	30	29	30	31	29	24
Space		1			1	6
St Richards	46	45	45	45	45	47
Space						
The March	30	30	31	30	27	29
Space					3	1
Free school	60	60	60	60	60	60
Space						
<b>TOTAL SPACE</b>	<b>43</b>	<b>16</b>	<b>25</b>	<b>51</b>	<b>56</b>	<b>78</b>

\*Considering reducing PAN to 30 in September 2020

**Rother Valley/ National Park Spaces - N of Chichester (as at 20th December 2019)**

<b>Stedham</b>	9	5	16	11	22	3
Singleton	8	7	11	11	7	5
<b>Space</b>	2	3			3	5
Bury CEP	10	13	3	5	13	4
<b>Space</b>			7	5		6
Compton & UpMarden	15	15	15	15	15	15
<b>Space</b>	8	11	10	13	13	6
Camelsdale Primary	30	30	30	29	32	30
<b>Space</b>				1		
Duncton CEJ				14	10	17
<b>Space</b>				6	10	3
Easebourne CEP	30	25	50	31	31	32
<b>Space</b>						
Fernhurst Primary	26	27	18	24	30	22
<b>Space</b>	4	3	11	6		8
Fittleworth CEV	20	18	19	20	15	18
<b>Space</b>		2			5	2
Grafham infant	21	16	20			
<b>Space</b>		4				
Harting CEP	20	18	25	13	15	16
<b>Space</b>		2		7	5	4
Hollycombe Primary	11	16	16	12	15	14
<b>Space</b>	4			3		1
Midhurst CEP	30	27	30	30	30	28

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<b>Space</b>		3				2
Northchapel Primary	3	13	10	7	11	9
<b>Space</b>	15	2	5	8	4	6
Petworth CEP	30	29	21	27	25	43
<b>Space</b>		1		3	5	
Rake CEP	16	15	19	13	14	17
<b>Space</b>				2	1	
Rogate CEP	5	8	8	10	10	13
<b>Space</b>	10	7	7	5	5	2
St James CEP	12	10	8	8	7	7
<b>Space</b>	3	5	7	7	8	8
West Dean CEP	14	14	15	13	14	13
<b>Space</b>				1		1
<b>TOTAL SPACE</b>	46	43	47	67	59	54

**Area around Clapham and Patching (as at 20th December 2019)**

Clapham and Patching	5	5	7	8	7	6
St John the Baptist CEP	22	16	24	22	19	20
<b>Space</b>		4			1	0
Ferring CEP	28	28	30	32	30	30
<b>Space</b>	2	2				
ST Margarets CEP	51	58	48	62	72	59
<b>Space</b>	9	2	12			1
East Preston Infant and Junior	90	88	67	80	85	59
<b>Space</b>		2	3	10	5	1
ST Wilfrids	19	27	25	29	32	29
<b>Space</b>	11	3	5	1		1
Laurels Primary	29	24	30	20	27	21
<b>Space</b>	1	6		10	3	7
Goring CE Primary	60	60	60	60	63	60
<b>Space</b>						
Hawthorns Primary	30	24	26	28	19	35
<b>Space</b>		6	4	2	11	
Orchards Junior				113	150	141
<b>Space</b>				7		
Field Place Inf	89	86	100			
<b>Space</b>	31	34	20			
<b>Total</b>	<b>54</b>	<b>59</b>	<b>44</b>	<b>30</b>	<b>20</b>	<b>10</b>

**Note** for Year 6 pupils will have transitioned to Secondary School in September 2020 so



<b>Y6</b>	<b>PAN</b>
	<b>40</b>

46	90
44	
29	30
1	
27	45
18	
	45
60	60
30	30
42	45
2	
30	30
60	60
65	

**19)**

14	15
14	10
8	10
2	
15	15
9	
32	30
13	20
7	
30	30
25	30
5	
14	20
	20
10	20
10	
14	15
1	
30	30

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12	15
3	
34	30
14	15
1	
7	15
8	
13	15
2	
14	14
48	

9	8
14	20
6	
28	30
2	
72	60
61	90
0	
32	30
19	30
11	
62	60
11	30
19	
150	120
	120
38	

a place will not be required in Primary

<b>Cabinet</b>	<b>Ref No: CAB11 19-20</b>
<b>14 January 2020</b>	<b>Key Decision: Yes</b>
<b>Review of Fees and Charges 2020-21</b>	<b>Part I</b>
<b>Report by Director of Finance and Support Services</b>	<b>Electoral Divisions: All</b>
<p><b>Summary</b></p> <p>To support completion of the County Council budget for 2020-21, approval is sought regarding discretionary fees and charges for the next financial year.</p>	
<p><b>West Sussex Plan: Policy Impact and Context</b></p> <p>This proposal is in line with the West Sussex Plan priorities, predominantly 'A Strong, Safe and Sustainable place' and 'A Council that works for the community'</p>	
<p><b>Financial Impact</b></p> <p>The proposals are aligned to support the Council in achieving its 2020-21 revenue budget.</p>	
<p><b>Recommendations</b></p> <ol style="list-style-type: none"> <li>1. That the discretionary fees and charges as set out at Appendix A be approved, to take effect from 1 April 2020 or as otherwise stated within this report.</li> <li>2. That Directors, in consultation with the Director of Finance and Support Services and the relevant Cabinet Member/s, be granted delegated authority to vary fees and charges in-year within their respective portfolios in support of achieving their income budgets, taking account of changes in service costs, the market environment, demand and/or service levels and any statutory constraints.</li> </ol>	

## Proposal

### 1. Background and Context

- 1.1. This report outlines the County Council's approach to setting discretionary fees and charges, which are detailed in Appendix A. To support completion of the County Council budget for 2020-21, there needs to be agreement of the extent to which these fees and charges are changed.
- 1.2. Section 3 of the Localism Act 2011 and Section 93 of the local Government Act 2003 set out the general legal framework regarding charging for services, albeit that various other specific legal provisions and local policy objectives may also influence or dictate the level of fees or income to be generated.

- 1.3. Taking account of the above, the County's fees and charges fall into the following broad categories:
  - a) Fees which are statutory and the charging structure is set by the relevant national body, generally with regulatory responsibility for the service;
  - b) Fees based on cost recovery. This reflecting the general regulatory framework for charging for services, other than through trading undertakings;
  - c) Fees where the County Council uses its specific powers to pursue other financial outcomes or policy objectives through its charging policy, for example, traffic management; and
  - d) Fees where the County Council has taken a clear policy decision to subsidise a service, in setting the related fees and charges.
- 1.4. As a rule, the County Council generally increases fees and charges by the Retail Price Index (RPI) as at September of the prior year (to which the changes is being proposed); for 2020-21, this amounts to a 2.4% increase. This is in line with the County Council's policy to budget for cost inflation. All changes will be implemented from 1 April 2020, unless otherwise stated.
- 1.5. In that context, a summary of the proposed charges and their rationale is set out below by portfolio.
- 1.6 At times it may be necessary to vary fees within the year to account for situations such as changing market environments, increased service costs and change demand. Therefore, delegation to Directors, in consultation with the Director of Finance and Support Services and the relevant Cabinet Member/s, be granted delegated authority to vary fees and charges in-year within their respective portfolios in support of achieving their income budgets is sought.

## **2. Proposal Details**

### **2.1 Adults and Health Portfolio**

#### **Adults**

- 2.1.1 With the exception of the Blue Badge scheme which is a Statutory Fee, the remaining Adults and Health Fees and charges are proposed to be increased in line with RPI.
- 2.1.2 Transport Day services relates to the provision of transport to the day facilities that the County Council operates. As agreed with Members in 2015, the full cost of the service is not recovered from users. This is because the cost that is made is charged against the personal budget that the County Council provides for a customer to meet their care needs. Consequently, any increase in charge over and above inflation may result in a higher personal budget having to be agreed so that the additional cost can be afforded. It should also be noted that a review is separately being

undertaken of transport to day services, partly in context of an objective to promote independent travel. This may lead to a different approach being proposed in due course, including to charging.

### **Coroner's Service Fees**

- 2.1.3 All the Fees and Charges within the Coroner's service are Statutory in nature and as such are set at a national level and will be adjusted once any changes are advised.

## **2.2 Children and Young People Portfolio**

### **Children's**

- 2.2.1 It is proposed that the training for Early years providers will be increased by at least RPI, which is in line with West Sussex County Council's (Council) Fees and Charges costing methodology. However, some will differ from the RPI increase – this is due to a number of the 2020-21 amounts being rounded up as part of this process.
- 2.2.2 The nursery fees chargeable were changed in 2019-20 due to the operational model becoming mornings only. This has changed the cost base and accordingly the fee has been increased by slightly above RPI.
- 2.2.3 Statutory fees in this portfolio include those charged for adoption and fostering cases, where the service will follow national charging guidelines. This ensures, when charging other local authorities for these services, that there is equity in treatment.

## **2.3 Finance Portfolio**

### **Finance**

- 2.3.1 Included in this area are the Fees and Charges relating to the provision of financial services to schools. The three annual School Financial services Service Level Agreement (SLA's) have been increased in line with RPI.
- 2.3.2. The Council's support for the year-end financial closedown will increase by 2.4%. This is an RPI increase rounded down to the nearest pound.
- 2.3.3 Also included are the charges for the rental of the nine plots at the West Sussex Transit Site. These fees were increased by 10% for 2019-20 and as such it felt inappropriate to increase further for 2020-21.
- 2.3.4 The Financial Services provided to schools on an ad-hoc request basis have been reviewed and re-organised to ensure cost effectiveness to the Council and provide more clarity to schools when requesting the Council's services. As such seven Fees have been withdrawn and replaced with four new Fees with a new pricing mechanism.

- 2.3.5 Within this portfolio are the Council's property leases and rents. Whilst any increases are limited due to contractual arrangements, it is Council policy to ensure any new or re-negotiated contracts are at the appropriate Market value at the time.
- 2.3.6 Proposed fees for charging for advertising space in Taste West Sussex and West Sussex Connections, our two print publications, are based on keeping current prices fixed for the next financial year. The full charging rates are rarely achieved given that the market is very competitive and currently the fees appear relatively high compared to the competition. The previous rates were based on the print market and digital development has considerably impacted on the prices that can be achieved.
- 2.3.7 This portfolio has one main statutory area of charging, associated with the Financial Adult Safeguarding service, which will continue to follow national charging guidelines from the Court of Protection.

### **Property Services**

- 2.3.8 This area contains the Fees and Charges the Council charges for property services provided to Schools and Academies. It is proposed that all fees are increased by RPI with some further small adjustments for rounding.

## **2.4 Education and Skills Portfolio**

### **Education and Skills**

- 2.4.1 Included in this area are the Fees and Charges relating to the provision of SLA support the Council provides to schools. For the majority of the services provided the intention is to increase by RPI, however there may be some minor differences to this due to rounding.
- 2.4.2 The SLA's with schools for the provision of Governor services will increase by 2.4%. This is an initial increase by RPI with some further rounding to the nearest pound.
- 2.4.3 The SLA with Schools with outdoor education is proposed to be increased by 2.1% - again an RPI increase but rounded down.
- 2.4.4 The fees charged against the nine Sickness and Maternity schemes provided are to be increased by an average of 2.4%. This is based on an RPI increase then a further rounding to the nearest pound (up and down).
- 2.4.5 It is proposed to increase the Home to School transport service by more than RPI. This is to reflect more closely the commercial bus fares and align with the Council's costs. These costs have also been benchmarked against neighbouring authorities. There are five differing services provided within this range and for 2020-21 increases average 7.5% (including rounding to the nearest pound).
- 2.4.6 It is intended to increase the rates for both full and half day Education Psychology and Behaviour courses by 22.2%. This above inflationary uplift

is based on benchmarking data and also to bring the charges more in line with the school effectiveness charging.

- 2.4.7 There is no increase planned for the charges to schools for the statutory induction for newly qualified teachers. It is thought that any price increase at this stage risk reducing the current subscription numbers.
- 2.4.8 Also included in this portfolio are charges for the provision of both Free school and special school meals – again it is proposed that these charges are increased by 2.4%, in line with RPI.
- 2.4.9 Charges to schools for services provided in converting to academy status is proposed to remain as current. Currently funding for this is provided through a government grant which has not increased.
- 2.4.10 The portfolio includes the Martlet’s restaurant (Chichester County Hall site), it is proposed to increase the fees at an average of 2.4% (RPI)
- 2.4.11 This portfolio includes six statutory charging fee – as such these fees are set externally and the Council will continue to follow national charging guidelines.

## **2.5 Economy and Corporate Resources Portfolio**

### **Law**

- 2.5.1 There are several charges relating to the provision of legal services – it is proposed that the majority of these services be increased by RPI for 2020-21. There are two exceptions to this: the Fee for copy orders and agreements is proposed to increase by 2.5% (£0.15) and Fee for other types of copying to increase by 3% (£0.03).

## **2.6 Fire & Rescue and Communities Portfolio**

### **Fire and Rescue Service**

- 2.6.1 There has been a comprehensive review and Benchmarking exercise carried out in regard to the costs and charges for those services provided by West Sussex Fire & Rescue Service (WSSCC FRS). The outcome of this review was that a number of the fees and charges are no longer required. Of the remaining charges the majority of the services were undervalued and not cost effective, as such it will be necessary to increase the fees by more than RPI.
- 2.6.2 The cost of providing a large vehicle and crew will increase by 30.1% to £414.00 per hour. With the cost for the provision of a smaller vehicle increasing to £354 per hour (122.3% increase). Whilst this is a significant increase these fees only apply to the use of WSSCC FRS assets on commercial and private events and do not affect or influence the use of these assets at local D&B and parish events, which will remain at the discretion of WSSCC FRS and will not be charged for.

- 2.6.3 The cost of providing a pumping appliance with crew will increase by 4.8% to £276.00 per hour. A similar Fee will be withdrawn as on reflection there is no requirement for having two different fees.
- 2.6.4 There is no proposed increase for 2020-21 for the testing of a dry-riser.
- 2.6.5 Providing a copy of a fire report will increase by 62.7% (increase to £108 per report). A similar Fee will be withdrawn as it is no longer required.
- 2.6.6 The charge for a fire investigation interview will increase by 2.7% per hour. This is an RPI increase and then rounded up to the nearest pound. The charge for a standard fire investigation report will increase by RPI. Both these charges may incur further costs, but this will depend on the requirement and materials requested.
- 2.6.7 The charge for the provision of a Fire Crew at special events has now been removed as any charge will be covered by the existing charges for the provision of a large or small vehicle (plus crew).
- 2.6.8 It is proposed that the charge for labour for both the first hour and any subsequent 30 minutes there on will be changed from a fixed fee to a fee dependant on the costs of providing any individual and the rank of that person - ensuring that full costs recovery is achieved.
- 2.6.9 On top of this there are further historical charges that the service believe are no longer required and as such will be removed.
- 2.6.10 The Fire based commercial training provided by the Council was remodelled for 2019-20 following market research and looking at both the prevention agenda and legislative requirements. Given the above RPI charge increase for 2019-20 it is proposed not to increase the rates charged for 2020-21. It is hoped that by maintaining a competitive rate that attendance levels can be maintained and where possible increased.

### **Records Office**

- 2.6.11 The Record Office provides an eclectic range of discretionary services, the majority of which are not subject to specific statutory regulation. All the fees and charges were reviewed as to their appropriateness and whether cost effective. This was carried out by benchmarking the fees against adjacent County Archive and Library Services. As a result, the proposed fees for 2020-21 are as follows:
- 2.6.12 Benchmarking highlighted the following fees and charges requiring an above RPI increase – while the inflation figure looks high, the monetary value increase is relatively low and is shown in brackets.
- Publication fees for film and TV are proposed to increase by 3.2% (£2.00).
  - Image publication fee for Garland Photos (UK Rights) to increase by 3.8% (£1.00)
  - Image publication fee for Garland Photos (World Rights) to increase by 3.9% (£2.00)



- Photograph publication fee in books with print run of between 1 and 1000 to increase by 7.6% (£0.50)
- Photograph publication fee in books with print run of between 1001 and 3000 to increase by 7.8% (£1.00)
- Photograph publication fee in books with print run of between 3001 and 5000 to increase by 10.5% (£2.00)
- Photograph publication fee in books with print run of 5001 and over to increase by 12% (£3.00)
- Photograph publication fee for National Media/periodicals to increase by 8% (£2.00)
- Photograph publication fee for local media are to increase by 7.6% (£0.50)
- Photograph publication fee for other commercial publications are to increase by 2.7% (£1.00)
- The hourly fee for a record office "surgery" to increase by 2.5% (£1.00)
- The Publication fee for each item for the Eric Gill collection is to increase by 4.5% (£0.50)

2.6.13 Due to the relatively low charge the following fees and charges were not increased last year, but in order to maintain cost effectiveness it is proposed to increase them this year by a higher than RPI amount.

- Scanned image A3 to increase by 4.6% (£1.00)
- Scanned image A3 to A1 to increase by 4.5% (£2.00)
- Scanned image A4 to increase by 4.5% (£0.50)
- Supply of a scanned image A3 to A0 to increase by 7.2% (£2.00)
- Supply of a scanned image A4 to A3 to increase by 7.1% (£1.00)
- Supply of a scanned image up to A4 to increase by 7.2% (£0.50)

2.6.14 After benchmarking with other Records offices and Libraries, it was established that a number of services were price sensitive and were priced at the higher end of the market and as such it is proposed that the following Fees and Charges are not increased for 2020-21:

- Half day hire of work room
- The day rate for DIY Photography in the search room
- Per person Fees for Evening talks at the record office.
- The fee per sheet for self-service Microform copying
- The fee per sheet for self-service printing from a computer
- The per sheet cost for A3 and A4 photocopies (both black and white and colour).
- The fee for both Half and full day parking at the record office
- The fee for Genealogical research tours.
- The fee for other searches at the record office
- The fee for orders by post (black and white and colour)

2.6.15 It is also proposed to not increase the fees applicable to the charges made to the coffee time sessions, both daytime and evening tours of the record office, and any out of office talks – these services are deemed key increasing the reputation and understanding of the role of the record office and audience development.

2.6.16 The Fees for certified copies per document are to remain at 2019-20 levels – in order to keep in line with the Church of England Fees

2.6.17 There are also two services relating to Microfilming are to be withdrawn as they are no longer provided.

### **Libraries**

2.6.18 The Library Service has an eclectic range of discretionary fees and charges, all of which are not subject to other specific regulation.

2.6.19 All fees and charges were reviewed against price, sensitivity and customer reaction and as a result the proposals for 2020-21 are detailed below.

2.6.20 Rentals fees for audiobooks, will see an average increase of 3.6% - based on an RPI increase plus further rounding (to include VAT) to the nearest 5 pence due to library machine limitations.

2.6.21 Fees to receive and send (dependant on destination) Faxes will see price increases between 2.5% and 6% (including an element of rounding). Whilst still used by the public, it is a declining service and need to be priced to ensure cost effectiveness.

2.6.22 Fees for non-members and non-residents using public access computers is proposed to increase by 17.6% (£0.30 per hour).

2.6.23 Fees for reserving books had an above inflationary increase last year and as such it is proposed to not increase the fees across the four categories (including reserving books from the British Library).

2.6.24 Fees for reading groups subscriptions increased by RPI last year. It is proposed that the price should not be increased this year.

2.6.25 There is no proposed increase in the rental price of CDs with one line being withdrawn completely (as there is no genre differential applied). This is a declining service with no new CDs having been purchased since 2016. It is hoped by maintaining the same fee that usage with existing stock will continue at a reasonable level.

2.6.26 Fees for replacement membership cards are proposed to rise by £0.05 (2.9%) – this increase is based on RPI with further marginal rounding.

2.6.27 Charges for letters in relation to overdue items (to cover the administration, postal and stationery costs) are also proposed to increase by 2.9% (£0.05). This again is based on RPI and some minor rounding. This is a reducing service as email messages are the preferred communication method where possible. It is also proposed to increase the administration fee for dealing with a lost or damaged book by same RPI (2.9% - £0.05)

2.6.28 Increases of 20% (£0.05) are proposed for both Overdue books, Music CDs and Audio books. The higher than RPI increases relates to the limitations of the self-service kiosks within the library and is the first increase since 2015.

- 2.6.29 Fees for the rental of DVDs will not increase this year, as there is a reducing demand for this service and fees need to remain competitive to retain demand. It is intended to reduce this service in 2020 by ceasing any further DVD purchases.
- 2.6.30 It is not proposed to increase the fee from the current 2019-20 level for the late return of DVDs. This is a declining service and will keep the fee at its current level to try and maintain usage.
- 2.6.31 There was no increase in the Exhibition Booking Fee in 2019-20, however it is proposed to increase the fee from April 2020 by 3.8% per week (£0.50).
- 2.6.32 With the exception A4 Black and White copies, all Photocopying and Printing will remain at existing rates (these rates have remained at the same levels for several years and are still cost effective). However, a review of costs identified it is necessary to increase the cost of both A4 and A3 black and white photocopies by £0.05 per copy. While this is a significant proportionate increase, the price has not increased since 2011. The Council are also restricted to increases in multiples of five pence due to the technology used on the photocopiers.
- 2.6.33 It is proposed that from April 2020 the charge for letting library meeting spaces will be charged at an hourly rate rather than the current two-hour rate. The rate per hour will remain the same.
- 2.6.34 It is not proposed to increase fees for Reference Research in 2019-20 due to price sensitivities and pressure on demand.

### **Registration Service**

- 2.6.35 The registration service provides a wide-ranging set of services for life events. For 2020-21 most of these services are proposed to increase in line with RPI with some minor adjusting rounding carried out which may affect the RPI increase percentage.
- 2.6.36 It is proposed to increase the charges to provide individual citizenship ceremonies of between 5.6% and 21.5%. These above inflation increases are needed to ensure cost recovery and have been benchmarked against other Local Authorities and will be comparable from 2020-21.
- 2.6.37 There is no proposed increase for the provision of a commemorative certificate as this is kept the same as the statutory fees for a similar service.
- 2.6.37 The additional fee for the notice on Marriage on a Saturday is to increase by £2.50 (25.1%) per notice. This fee has not been increased for a number of years due to the relatively low fee amount and this maintains its cost recovery.
- 2.6.38 There has been a change in guidance in regard to the Fees charged where a service or package that includes a registrar for a legal ceremony. A recent HMRC tribunal has advised that only reasonable costs incurred in providing a registrar can be excluded from a VAT charge. All other elements in the

provision of a service or package must charge VAT on all costs with the exception of the reasonable costs for a registrar. As such this change requires the Council to effectively to separate the reasonable costs charged for legal ceremonies when using a West Sussex venue, with the remaining costs being subject to VAT (these are shown in the table in Appendix A).

- 2.6.39 Costs for ceremonies and events carried out in West Sussex venues vary dependant on the category of room (normally based on size).
- 2.6.40 For the use of a West Sussex Category A rooms: The Fees charged for the use of the room, including the attendance of Registrars and the use for non-statutory ceremonies is proposed to be increased by an average of 10.1%. However, these rates are lower than the reasonable costs attributed to the provision of a registrar (as such no VAT will be applicable). The provision of these types of events are carried out in a highly competitive and price sensitive market, where it is likely that a higher charge was made would reduce the use of these rooms. As such it is necessary to keep the fees at a competitive rate rather than charge at a full cost recovery rate.
- 2.6.41 For the use of a West Sussex Category B rooms, it is proposed that the Fees for the use of the room including the attendance of a registrar and the use for non-statutory ceremonies will increase by an average of 2.3% (marginally below RPI). Again, these fees are commercially sensitive, and it is believed that any higher increases would likely have a detrimental effect on future bookings and use. Any Fees that exceed the reasonable costs for the provision of a registrar will be subject to VAT.
- 2.6.42 For the use of a West Sussex Category C rooms, it is proposed that the Fees for the use of the room including the attendance of a registrar and the use for non- statutory ceremonies will increase by an average of 2.5% (marginally above RPI). The commercial nature of these fees and the competitive environment limit the increases available. It is hoped that by maintaining quality and competitive pricing, the use of the Council's venues will increase over time. Again, any Fees that exceed the reasonable costs for the provision of a registrar will be subject to VAT.
- 2.6.43 For the use of a West Sussex Category D rooms: it is not proposed to increase the Fees for the use of the room, the attendance of a registrar and the use for non- statutory ceremonies. Limited by the competitive environment it is believed the rates are at the top of what would be commercially acceptable without impacting usage. As such it is believed that by maintaining the current rate the venues will continue to be used. Again, any Fees that exceed the reasonable costs for the provision of a registrar will be subject to VAT.
- 2.6.44 It is proposed the Fees charged for the attendance of Registrars at an outside venue to register a marriage or civil partnership will increase by an average of RPI. The same RPI increase applies to the Fees applicable to non-Statutory ceremonies such as Baby Naming & Renewal of vows at outside Venues and non-licenced premises.

- 2.6.45 The Fees applicable to venue licencing (marriages and civil partnerships), and any appeals for refusal will increase by an average of 2.3% (marginally below RPI due to rounding to the nearest pound).
- 2.6.46 The Fees for an additional room at religious buildings has been withdrawn as this service is no longer required.
- 2.6.47 It is proposed that the fee for the attendance of a registrar at venue of choice to celebrate a marriage or civil partnership following a statutory ceremony in the West Sussex Register Office will on average be increased by 2.5% (this is an RPI increase then rounded to the nearest pound).
- 2.6.48 The charge for a registrar to attend and register a civil partnership at a religious building is proposed to increase by RPI (2.4%)
- 2.6.49 The Fee for attendance of Registrars at a venue subject to specific partnership arrangement to Register a marriage/civil ceremony is to increase by an average of 28%. Historically this has been kept low to try and increase popularity, however it now believed that the fee should be more in line with that use of a Category A room fee.
- 2.6.50 The posting and packaging charge for copy certificates is being withdrawn as this charge is included within an existing Statutory charge.
- 2.6.51 Edes House is a Grade 1 listed Building which is predominantly used for weddings whose fees and charges are included in the detail above. For all other events being held at Edes House it is proposed to increase the charges in with RPI (2.4%).
- 2.6.52 There are a number of fees and charges within the Registrar Office portfolio which are statutory in nature and as such the Council will continue to follow national guidelines and rates.

### **Gypsy and Travellers**

- 2.6.53 The proposed increases to the Gypsy and Travellers fees are based on RPI with a further small rounding up. The exception to this is the fee charged for single plot rental a Fairplace Hill which will not be increased and is to be maintained at its current 2019-20 rate. The increases proposed are within the restrictions directed by the Mobile Homes Act 1983.

## **2.7 Highways and Infrastructure Portfolio**

### **Highways**

- 2.7.1 The majority of Fees for Highways have increased by RPI with rounding to the nearest pound being responsible for any minor deviations from the 2.4% rate.
- 2.7.2 The charge for Vehicle Crossover Licence (VCO) - residential applications has been withdrawn and split into two different charges covering the approval process i.e. the Application Fee and the Works Permission Fee. The initial application fee will cover officer time and will be an online fee

gathered through the Streetworks team web site. The remainder of the VCO licence fee will be charged to the contractor carrying out the actual works when the licence to work on the Public Highway is offered. There are no new charges just a reassessment of when and how the charges are applied to reduce spurious applications which involve officer time but do not progress to the construction stage. The increase across the two charges for 2020-21 is RPI with rounding, compared to the single element previously.

- 2.7.3 A new Fee is to be introduced for the issue of a letter supporting the legality of a VCO (normally required as part of a house sale).
- 2.7.4 The Fee for surveying and administration costs to the tourist and private directional signs will increase by 2.5%, With the vetting fee being increased by RPI. The charges for design, manufacture and installation of these signs is to be withdrawn, as it is no longer a service the Council provide, with applicants being directed to the contractor.
- 2.7.5 The Licence charge for a moving elevated work platform has increased by 3% - the charge will change from a per day rate to a per 10 working days rate. The admin fees for changing the licence dates will increase by 2.9% (RPI rounded). The charge for any overrun being increased by 2.7% (RPI rounded).
- 2.7.6 There are seven historical Fees and charges to be withdrawn – there have been no requests for these services in a number of years and as such are deemed obsolete. These include: Provision of site drawings; count information, provision of TRANSYT/LINSIG 1/LINSIG 2 and 3 files.
- 2.7.7 The Fees for the licences for Table and charges on the highway have been temporarily removed from this Fees and charges report. A review of the operating model is currently being undertaken and revised charges will be agreed in a separate decision report prior to an April 2020 implementation. In future years it is intended that it will be reintroduced into this report.
- 2.7.8 There are a number of fees and charges within the Highways portfolio which are statutory in nature and as such the Council will continue to follow national guidelines and rates. The exception to this is the fee for a permit to work on the highways – this has been removed from this report pending a separate decision report for implementation from April 2020. It will be re-introduced to this report for 2021-22.

### **Transport**

- 2.7.9 It is proposed to increase the fees for Cycle Training courses by RPI. Rounding to the nearest ten pence will marginally affect the actual increase.
- 2.7.10 The S19 Minibus permit has been benchmarked against other designated issuing bodies and the rate was found to be lower than comparable local authorities. As such it is proposed to increase the permit charge by 20% (£2.50).
- 2.7.11 It is proposed to increase the Experienced Driver Assessment charge by RPI for 2020-21.

- 2.7.12 The charge for the replacement of English National Concessionary Fare bus passes was doubled in 2018-19 to £10.00. It has been benchmarked against neighbouring local authorities and by not increasing in 2020-21 it is in line with their charges.
- 2.7.13 It is not proposed to increase the fee for Disclosure and Barring Service (DBS) checks for external transport staff. The Council are trying to encourage more driver and escorts to volunteer and this charge being a major stumbling block.
- 2.7.14 The Safer Sussex Roads Partnership (SSRP) speed awareness courses are Statutory in nature (Fees set by Sussex police) and as such the Council will follow these guidelines.
- 2.7.15 A new fee has been introduced in October 2019 – the charge for suspending or relocating a bus stop. As a new fee it is not proposed to increase this in 2020-21.

## **2.8 Environment Portfolio**

### **Planning**

- 2.8.1 This portfolio includes a range of fees and charges for the Council's planning services. Benchmarking and reviews are carried out annually to ensure that the costs are appropriate.
- 2.8.2 It is not proposed to increase Pre-Application advice fees. These are normally increased every three years with the next increase expected in 2021/22.
- 2.8.3 Historic Environment Record searches have been reviewed and are proposed to increase to take account of increased costs, cumulative inflation over the last three years (where no increases have been applied) and benchmarking with other local authorities. As such it is proposed to increase the Fees for the following types of search: Householder search – 5.6%; Standard search – 9.0%; Priority search 9.6%; Statutory Undertaker Standard search – 9.3%; Statutory Undertaker Priority Search 12.7%.
- 2.8.4 Advice and Support to Statutory undertakers will be increased by inflation at 2.4%, as will various fees the pre-Application advice.
- 2.8.5 There is no planned increase to the contributions made by the District and Boroughs in relation to the Historic Environment Records – the current SLA is due to be reviewed in 2020-21 and as such if any changes are agreed this will take place from 2021-22.
- 2.8.6 For Section 38 and Section 278 agreements, no increases were made in 2019-20. A review of costs and a benchmarking exercise has taken place which has resulted in a proposed 9% increase in the minimum fee expected.

- 2.8.7 For Local land charges and follow up request there is no proposed increase for 2020-21. These fees are normally increased every three years with the next increase expected in 2021-22.
- 2.8.8 For Section 106 agreement enquiries, Highways Boundary request, Traffic Modelling request and copies of Highway scheme plans are generally increased every three years. These fees are reviewed annually and for 2020-21 it is not proposed to increase the charges.
- 2.8.9 Pre-application fees have been reviewed and it is proposed that after three years of no increases a 10% fee increase should apply.
- 2.8.10 Following a legislative change in September 2019, a new fee will be introduced for the monitoring of Section 106 contributions based on a per trigger basis.
- 2.8.11 Those fees relevant to both County Planning, and Environment and Heritage that are statutory in nature will continue to follow national guidelines.

### **Countryside and Rights of Way**

- 2.8.12 The charge against the Rental of land and fishing rights is governed by a number of existing legal agreements. As such there is no proposed increased planned for 2020-21.
- 2.8.13 The charge for the use and access to various events run on the Council's countryside sites has historically been a variable charge dependant on the type of event. To provide more clarity it is now proposed to split the differing costs out by effectively showing the differing type of events and their respective charges within this report. This has resulted in the removal of one fee and the introduction of six new fees. There has not been an increase last two years on these fees as such there is an above RPI increase this year of 5.8%.
- 2.8.14 For the Rights of Way, the administrative fees relating to additional work required for opposed and unopposed Public path orders have been reviewed and benchmarked to bring in line with a South East average. As a result, the increases proposed are between 2.6% and 17.9%.
- 2.8.15 The additional site inspections charge for Rights of Way applications has increased by 42.9% (£60.00). This above RPI increase reflects the true cost of staff time required to carry out the task.
- 2.8.16 The administrative Fees for the Temporary traffic regulations required for Public Path orders have been reviewed and the proposal is to bring them in line with similar charges across other local authorities in the South East. Consequently, the proposed increase for 2020-21 is between 2.6% and 10%.
- 2.8.17 The licence fee for access across or onto the Council's land is variable in nature and will be charged according to the frequency and type of use. The Council's Land Agents and Valuers will provide advice on appropriate charges for the licences.



- 2.8.18 A new charge is to be introduced for providing advice on Public Path order legislation and procedures to potential applicants and order making authorities – this charge will be made at an hourly rate.

### **Trading Standards**

- 2.8.19 The Weights and Measures charges are proposed to increase by RPI. Rounding to the nearest pound have meant the average increase is 3.1%.
- 2.8.20 The hourly charge for the business support service is to be increased by 2.8% (RPI plus rounding).
- 2.8.21 The Council's Trading Standard service offers a Trading Standards Approval scheme called 'Buy With Confidence' (BWC). This is a discretionary service which is also delivered by other Local Authorities Trading Standard Services. These charges are currently two-tier in nature, with the higher fees applying to customers who have joined the BWC after April 2016. All fees will increase by RPI and rounded.
- 2.8.22 The advertising charges for each edition of the BWC directory have been increased by an average of 2.7% - this was based on an RPI increase plus rounding to the nearest pound (excluding VAT).
- 2.8.23 After reviewing the work carried out it is the intention to increase the fee for carrying out licence variations by 2.8% (£2.40).
- 2.8.24 The Trading Standards service also has a number of statutory charges, set by Health and Safety and Nuclear Fees Regulations (2012) concerning inspection of petroleum storage, explosives storage and the sale of fireworks and as such Council will continue to follow these national regulations.

### **Waste**

- 2.8.25 District and Borough Councils have discretion to provide a waste collection service to local business and recover reasonable costs. In doing so, they are in competition with commercial providers. Most district Councils who offer this service do so with the benefits of the fixed assets to provide household collection already in place. The Council is the waste disposal authority and has a statutory obligation to arrange for commercial waste disposal collected by District Councils (but not by commercial providers who must pay market rates for disposal). The Council recharges the District Councils for the disposal element of the service, and this should, to avoid subsidy, also be recovered in the price paid by commercial customers. As such the charges for trade waste disposal are proposed to increase for 2020-21 by RPI with some minor increases above this for rounding purposes.

- 2.8.26 The exception to this RPI increase is the disposal of Motor Vehicle Tyres. It is proposed that an increase of 25.2% (£1.00) be applied. Whilst this is a higher than RPI increase this is a fee that has remained static for a number of years mainly due to the cost of implementing the change (Signage) and the additional income that would be received.

## **Energy**

- 2.8.27 The SLA for the Schools Energy Management Service will be increased in line with RPI. However, the Fee charged for the School Display Energy Certificate is proposed to increase. The County Council's previous contract for display electricity certificates expired in 2019/20 after three years of below RPI increases. A procurement of the new contract has led to a price increase of 12.2% which reflects the current cost of providing the service.

## **Factors taken into account**

### **3. Consultation**

- 3.1 There are no relevant public or user consultations, but proposals have been discussed with Council stakeholders including Budget holders and Heads of departments.

### **4. Financial (revenue and capital) and Resource Implications**

- 4.1 **Revenue consequences of proposal** – The proposals are aligned to generate income in line with the 2020-21 draft revenue budget and associated increases in relation to inflation. Whilst fees or charges are generally increasing, such increases are considered appropriate and for the most part in line with inflation and the cost in providing the service.

- 4.2 **Capital consequences** – There are no capital consequences of these changes.

- 4.3 **Human Resources, IT and Assets Impact** – It is anticipated that there are no implications within these categories. If subsequent implications are identified each service is comfortable that any requirements can be managed effectively and within existing budgets.

5. **Legal Implications** - Key legal considerations are set out in the report and have been taken account of in developing the proposals.

### **6. Risk Assessment Implications and Mitigations**

- 6.1 The risk of public concern and the Council's reputation has been considered in developing the proposals, as has the risk of a reduced level of demand for discretionary services – particularly if there are viable alternative providers. Benchmarking comparisons, market analysis and an understanding of the cost of providing services have all been drawn on in developing proposals, and in considering risk. There is the potential that the changes will impact

current income levels and reduce net budgets for services. This risk is considered manageable however, through any shortfalls of income being met from within the service, and furthermore the proposed delegations to Officers are also a risk mitigation measure.

## **7. Other Options Considered**

- 7.1 In general terms, alternative options for increasing (or even reducing) various fees and charges by different amounts have been considered in developing these proposals, in context of seeking to achieve a better outcome for the Council and taking account of expected demand and other factors. The proposals are considered to reflect the optimum solution for 2020-21. Nonetheless, further review of charging policy, benchmarking and cost bases will be undertaken to inform future years, with the aim of identifying proposals to increase the Council's income generation opportunities.

## **8. Equality and Human Rights Assessment**

- 8.1 The fees and charges review is designed to ensure that the costs of providing the services are at least covered (unless agreed otherwise). The costs of these discretionary services is therefore not inadvertently subsidised by the general Council tax payer. The decision to increase, maintain or reduce a fee or charge is exclusively based on the financial impact to the Council in providing for those services. The application of a consistent fee for each service, regardless of whether a user shares a protected characteristic, ensures equality of access to the service for all users. Therefore, it is not considered necessary to undertake a full Equality Impact Assessment for these proposals.

## **9. Social Value and Sustainability Assessment**

- 9.1 There are no specific Social value or Sustainability issues associated with this proposal.

## **10. Crime and Disorder Reduction Assessment**

- 10.1 There are no specific implications associated with this proposal.

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**Appendices**

Appendix A

**Background papers**

None

**Adult's Services Fees and Charges**

Service	Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	2020-21 Fee or Charge ex VAT (£)	VAT Type	2020-21 Fee or Charge (inc VAT where applicable) (£)	% Increase	Type of charge
Adult Services	Meeting space letting (1)	8.10	Small Room/Hour	8.29	Exempt (0%)	8.29	2.4%	Cost Recovery
Adult Services	Meeting space letting (1)	10.73	Medium Room/Hour	10.99	Exempt (0%)	10.99	2.4%	Cost Recovery
Adult Services	Meeting space letting (1)	13.58	Large Room/Hour	13.91	Exempt (0%)	13.91	2.4%	Cost Recovery
Adult Services	Care Act 2014: support brokerage	172.26	One off discretionary fee	176.39	Non-business (0%)	176.39	2.4%	Cost Recovery
Adult Services	Care Act 2014: support brokerage	172.26	Review request	176.39	Non-business (0%)	176.39	2.4%	Cost Recovery
Adult Services	Care Act 2014: support brokerage	5.53	Weekly admin fee	5.66	Non-business (0%)	5.66	2.4%	Cost Recovery
Adult Services	Care Act 2014: deferred payment agreements	546.30	set-up one-off fee	559.41	Non-business (0%)	559.41	2.4%	Cost Recovery
Adult Services	Care Act 2014: deferred payment agreements	275.83	one-off fee	282.45	Non-business (0%)	282.45	2.4%	Cost Recovery
Adult Services	Care Act 2014: deferred payment agreements	7.89	Weekly admin fee	8.08	Non-business (0%)	8.08	2.4%	Cost Recovery

Service	Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	2020-21 Fee or Charge ex VAT (£)	VAT Type	2020-21 Fee or Charge (inc VAT where applicable) (£)	% Increase	Type of charge
Adult Services	Transport to Day Services (2)	5.90	Return trip per day	6.04	Non-business (0%)	6.04	2.4%	Subsidised

- (1) Meeting space Letting; the full charge only applies when the use of the room is unrelated to Adult Services. If use is mixed including Adults' services, then the charge is set at 50%
- (2) This charge forms part of a social care customer's personal budget if using an in-house day service. This does not generate any income to the County Council.

**Adult's Services Fees and Charges (Statutory Fees)**

Service	Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	VAT Type	Type of charge
Blue Badge (Disabled Parking) Scheme - Transport	Blue Badge (Disabled Parking) Scheme - Transport	10.00	Fee upon successful application	Outside scope (0%)	Statutory

**Coroner’s Service Fees and Charges (Statutory Fees)**

<b>Fee or Charge</b>	<b>2019-20 Fee or Charge (£)</b>	<b>Per what?</b>	<b>VAT Type</b>	<b>Type of charge</b>
Fee for transcription of an inquest hearing	6.20	Copy consisting of 360 words or less	Outside scope (0%)	Statutory
Fee for transcription of an inquest hearing	13.10	Copy consisting of between 361 and 1439 words inclusive	Outside scope (0%)	Statutory
Fee for transcription of an inquest hearing	0.70	70p for each additional 72 words over 1440 words	Outside scope (0%)	Statutory
Fee for disclosure of a document to an interested party after an inquest	5.00	Document of 10 pages or less	Outside scope (0%)	Statutory
Fee for disclosure of a document to an interested party after an inquest	0.50	Each subsequent page	Outside scope (0%)	Statutory
Fee for disclosure of a document to an interested party after an inquest	5.00	document disclosed in any medium other than paper	Outside scope (0%)	Statutory

**Children's Fees and Charges**

Service	Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	2020-21 Fee or Charge ex VAT (£)	VAT Type	2020-21 Fee or Charge inc VAT (£)	% Increase	Type of charge
Nursery Fees / Playgroup	One 2-year-old child - Nursery Fees / Playgroup	4.76	Hour	4.90	Exempt (0%)	4.90	2.9%	Cost Recovery
Nursery Fees / Playgroup	One 3 or 4-year-old - Nursery Fees / Playgroup	4.64	Hour	4.78	Exempt (0%)	4.78	3.0%	Cost Recovery
Early years providers - Training subscriptions	Early years providers - Training. Bronze bundle - 13 tokens	160.00	Setting	164.00	Exempt (0%)	164.00	2.5%	Cost Recovery
Early years providers - Training subscriptions	Early years providers - Training. Silver Bundle - 30 tokens	350.00	Setting	358.00	Exempt (0%)	358.00	2.3%	Cost Recovery
Early years providers - Training subscriptions	Early years providers - Training. Gold Bundle - 60 tokens	550.00	Setting	563.00	Exempt (0%)	563.00	2.4%	Cost Recovery
Early years providers - Training course fee	Early years providers - Training. Childminder	20.00	Full Day course	20.50	Exempt (0%)	20.50	2.5%	Cost Recovery
Early years providers - Training course fee	Early years providers - Training. Childminder	15.00	Half day course	15.50	Exempt (0%)	15.50	3.3%	Cost Recovery
Early years providers - Training online course	Early years providers - Training. Online courses bundle - 5 logins	25.00	Bundle	25.50	Exempt (0%)	25.50	2.0%	Cost Recovery
Early years providers - Training online course	Early years providers - Training. Online course - 1 login	10.00	Course	10.50	Exempt (0%)	10.50	5.0%	Cost Recovery

**Children's Statutory Fees and Charges**

Service	Fee or Charge	2019-20 Fee or Charge (£)	Per what?	VAT Type	Type of charge
Adoption	Inter- authority adoption fee - one child	27,000.00	Adoption placement	Outside scope (0%)	Statutory
Adoption	Inter- authority adoption fee - two siblings placed together	43,000.00	Adoption placement	Outside scope (0%)	Statutory
Adoption	Inter- authority adoption fee - three siblings placed together	60,000.00	Adoption placement	Outside scope (0%)	Statutory
Adoption	Inter- authority adoption fee - four siblings placed together	68,000.00	Adoption placement	Outside scope (0%)	Statutory
Adoption	Inter- authority adoption fee - five siblings placed together	80,000.00	Adoption placement	Outside scope (0%)	Statutory
Fostering	Fostering Charges	In line with Families for Children IFA Rates.	Child	Outside scope (0%)	Statutory



**Finance Fees and Charges**

Service	Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	2020-21 Fee or Charge ex VAT (£)	VAT Type	2020-21 Fee or Charge (inc VAT where applicable) (£)	% Increase	Type of charge
Schools Financial Services	Schools Financial Services SLA - Section 8 charges. Secondary School	832.00	school, per annum	852.00	Non-business (0%)	852.00	2.4%	Cost Recovery
Schools Financial Services	Schools Financial Services SLA - Section 8 charges. Primary & Nursery School	1,172.00	school, per annum	1,200.00	Non-business (0%)	1,200.00	2.4%	Cost Recovery
Schools Financial Services	Schools Financial Services SLA - Section 8 charges. Special School	1,172.00	school, per annum	1,200.00	Non-business (0%)	1,200.00	2.4%	Cost Recovery
Schools Financial Services	Schools Financial Services - Level 3 services. Year-end financial closedown	141.00	Fixed (3 hours)	144.00	Non-business (0%)	144.00	2.1%	Cost Recovery
Legal	West Sussex Transit Site Plot rental (9 plots)	77.00	Week	77.00	Non-business (0%)	77.00	0.0%	Subsidised
Schools Financial Services	Schools Financial Services - Level 3 services. Sick and absent bursar cover	52.00	hour	Withdrawn and replaced with Pre-booked visits to schools				
Schools Financial Services	Schools Financial Services - Level 3 services. Ad hoc visit	68.00	hour	Withdrawn and replaced with Pre-booked visits to schools				
Schools Financial Services	Schools Financial Services - Level 3 services. Pre-booked peripatetic bursar accounts check	230.00	day (5 hours)	Withdrawn as no longer applicable				
Schools Financial Services	Schools Financial Services - Level 3 services. Pre-booked peripatetic bursar budget prep	230.00	day (5 hours)	Withdrawn as no longer applicable				

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Service	Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	2020-21 Fee or Charge ex VAT (£)	VAT Type	2020-21 Fee or Charge (inc VAT where applicable) (£)	% Increase	Type of charge
Schools Financial Services	Schools Financial Services - Level 3 services. SIMS/FMS onsite training	68.00	hour	Withdrawn and replaced with Pre-booked visits to schools				
Schools Financial Services	Schools Financial Services - Level 3 services. Pre-booked peripatetic bursar – (visit or dial up) Accounts check (half day)	125.00	Half day	Withdrawn and replaced with Pre-booked visits to schools				
Schools Financial Services	Schools Financial Services - Level 3 services. Pre-booked peripatetic bursar – (visit or dial up) Budget Preparation (half day)	125.00	Half day	Withdrawn and replaced with Pre-booked visits to schools				
Schools Financial Services	Pre-booked visits to schools	New	Hours	130.00	Non-business (0%)	130.00	New	Cost Recovery
Schools Financial Services	Pre-booked dial-ups to schools	New	Hour	36.00	Non-business (0%)	36.00	New	Cost Recovery
Schools Financial Services	Training events/workshops	New	Person	50.00	Non-business (0%)	50.00	New	Cost Recovery
Schools Financial Services	Training events/workshops	New	Person	80.00	Non-business (0%)	80.00	New	Cost Recovery
Finance	Capital & infrastructure Property, Leases and Rents	Various	Lease	Various	Various	Various	2.4%	Cost Recovery
West Sussex Connections	Advertising - Option 1 388mm H x 297mm W (full page)	6,554.40	Issue	5,462.00	Standard	6,554.40	0.0%	Cost Recovery

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Service	Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	2020-21 Fee or Charge ex VAT (£)	VAT Type	2020-21 Fee or Charge (inc VAT where applicable) (£)	% Increase	Type of charge
West Sussex Connections	Advertising - Option 2 404mm H x 300mm W (back page)	6,554.40	Issue	5,462.00	Standard	6,554.40	0.0%	Cost Recovery
West Sussex Connections	Advertising - Option 3 140mm H x 274mm W	2684.40	Issue	2,237.00	Standard	2,684.40	0.0%	Cost Recovery
West Sussex Connections	Advertising - Option 4 140mm H x 180mm W	1,814.40	Issue	1,512.00	Standard	1,814.40	0.0%	Cost Recovery
West Sussex Connections	Advertising - Option 5 140mm H x 88mm W	914.40	Issue	762.00	Standard	914.40	0.0%	Cost Recovery
West Sussex Connections	Advertising - Option 6 Event lineage (max 30 words)	78.00	Issue	65.00	Standard	78.00	0.0%	Cost Recovery
Taste West Sussex	Advertising - Back cover - (216mm w x 266mm h)	1,281.60	Issue	1,068.00	Standard	1,281.60	0.0%	Cost Recovery
Taste West Sussex	Advertising - Inside back cover - (216mm w x 266mm h)	1,159.20	Issue	966.00	Standard	1,159.20	0.0%	Cost Recovery
Taste West Sussex	Advertising - Inside front cover - (216mm w x 266mm h)	1,190.40	Issue	992.00	Standard	1,190.40	0.0%	Cost Recovery
Taste West Sussex	Advertising - Full page - (216mm w x 266mm h)	1,006.80	Issue	839.00	Standard	1,006.80	0.0%	Cost Recovery
Taste West Sussex	Advertising - Half page - (182mm w x 114mm h)	549.60	Issue	458.00	Standard	549.60	0.0%	Cost Recovery
Taste West Sussex	Advertising - Quarter page - (89mm w x 114mm h)	304.80	Issue	254.00	Standard	304.80	0.0%	Cost Recovery
Taste West Sussex	Advertising - Eighth page - (89mm w x 55mm h)	183.60	Issue	153.00	Standard	183.60	0.0%	Cost Recovery

**Finance Fees and Charges Statutory Fees**

Service	Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	VAT Type	Type of charge
Finance	FAS -Category I Court making an order appointing a deputy for property and affairs	£745	Client	Outside scope (0%)	Statutory
Finance	FAS - Category II Annual management fee where the net assets of a person under deputyship are below £16,000, must not exceed 3% of that person's net assets on the anniversary of the court order appointing the local authority as deputy. Annual management fee for a public authority deputy (property and affairs) First Year	£775.00 or 3.5% of the client's net assets if the net assets are below	Client	Outside scope (0%)	Statutory
Finance	FAS - Category II Annual management fee where the net assets of a person under deputyship are below £16,000, must not exceed 3% of that person's net assets on the anniversary of the court order appointing the local authority as deputy. Annual management fee for a public authority deputy (property and affairs) Second and Subsequent Years	£650.00 or 3.5% of the client's net assets if the net assets are below £16,000	Client	Outside scope (0%)	Statutory
Finance	Category II Annual management fee for a public authority deputy (health and welfare): taken by the local authority and not exceeding 2.5% of the person's net assets on the anniversary of the court order appointing the local authority as deputy (up to a maximum of £555).	lower of 2.5% of the person's net assets or £555.00	Client	Outside scope (0%)	Statutory
Finance	Category III Annual property management fee to include work involved in preparing property for sale, instructing agents, conveyancers, etc or the ongoing maintenance of property including management and letting of a rental property or properties where the client is a tenant.	300.00	Client	Outside scope (0%)	Statutory
Finance	FAS - Category IV Preparation and lodgement of an annual report or account to the Public Guardian	216.00	Client	Outside scope (0%)	Statutory
Finance	FAS - Category V Preparation of a Basic HMRC income tax return (bank or NS&I interest and taxable benefits)	70.00	Return	Outside scope (0%)	Statutory
Finance	FAS -Category V Preparation of a Complex HMRC income tax return (bank or NS&I interest, taxable benefits, small investment portfolio)	140.00	Return	Outside scope (0%)	Statutory

**Property Fees and Charges**

Service	Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	2020-21 Fee or Charge ex VAT (£)	VAT Type	2020-21 Fee or Charge (inc VAT where applicable) (£)	% Increase	Type of charge
Facilities Management	Schools SLA's (Building and Surveying) and Supplies Service - Nursery	1,354.00	SLA	1,387.00	Non-business (0%)	1,387.00	2.4%	Cost Recovery
Facilities Management	Schools SLA's (Building and Surveying) and Supplies Service - Nursery Number On Roll	3.92	SLA	4.00	Non-business (0%)	4.00	2.0%	Cost Recovery
Facilities Management	Schools SLA's (Building and Surveying) and Supplies Service - Primary	1,354.00	SLA	1387.00	Non-business (0%)	1,387.00	2.4%	Cost Recovery
Facilities Management	Schools SLA's (Building and Surveying) and Supplies Service- Primary Number On Roll	3.92	SLA	4.00	Non-business (0%)	4.00	2.0%	Cost Recovery
Facilities Management	Schools SLA's (Building and Surveying) and Supplies Service - Primary Academy	1,624.80	SLA	1387.00	Standard	1,664.40	2.4%	Cost Recovery
Facilities Management	Schools SLA's and Supplies Service - Primary Academy Number On Roll	4.70	SLA	4.00	Standard	4.80	2.0%	Cost Recovery
Facilities Management	Schools SLA's (Building and Surveying) and Supplies Service - Secondary	1,776.00	SLA	1819.00	Non-business (0%)	1,819.00	2.4%	Cost Recovery
Facilities Management	Schools SLA's (Building and Surveying) and Supplies Service - Secondary Number on Roll	3.03	SLA	3.10	Non-business (0%)	3.10	2.3%	Cost Recovery
Facilities Management	Schools SLA's (Building and Surveying) and Supplies Service- Secondary Academy	2,131.20	SLA	1819.00	Standard	2,182.80	2.4%	Cost Recovery
Facilities Management	Schools SLA's (Building and Surveying) and Supplies Service - Secondary Academy Number on Roll	3.64	SLA	3.10	Standard	3.72	2.3%	Cost Recovery
Facilities Management	Schools SLA's (Building and Surveying) and Supplies Service - Special Schools	1,476.00	SLA	1512.00	Non-business (0%)	1,512.00	2.4%	Cost Recovery

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Service	Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	2020-21 Fee or Charge ex VAT (£)	VAT Type	2020-21 Fee or Charge (inc VAT where applicable) (£)	% Increase	Type of charge
Facilities Management	Schools SLA's (Building and Surveying) and Supplies Service - Special Schools Number on Roll	3.32	SLA	3.40	Non-business (0%)	3.40	2.4%	Cost Recovery
Facilities Management	Schools SLA's (Building and Surveying) and Supplies Service- PRU	1,600.00	SLA	1,639.00	Non-business (0%)	1,639.00	2.4%	Cost Recovery
Facilities Management	Schools SLA's and Supplies Service (Caretaking and Premises) - Nursery	567.00	SLA	580.80	Non-business (0%)	580.80	2.4%	Cost Recovery
Facilities Management	Schools SLA's and Supplies Service (Caretaking and Premises) - Primary	567.00	SLA	580.80	Non-business (0%)	580.80	2.4%	Cost Recovery
Facilities Management	Schools SLA's and Supplies Service (Caretaking and Premises) - Primary Academy	680.40	SLA	580.80	Standard	696.96	2.4%	Cost Recovery
Facilities Management	Schools SLA's and Supplies Service (Caretaking and Premises) - Secondary	1,022.00	SLA	1,047.00	Non-business (0%)	1,047.00	2.4%	Cost Recovery
Facilities Management	Schools SLA's and Supplies Service (Caretaking and Premises) - Secondary Academy	1,226.40	SLA	1047.00	Standard	1,256.40	2.4%	Cost Recovery
Facilities Management	Schools SLA's and Supplies Service (Caretaking and Premises)- Special Schools	604.00	SLA	618.70	Non-business (0%)	618.70	2.4%	Cost Recovery
Facilities Management	Schools SLA's and Supplies Service (Caretaking and Premises)- PRU	604.00	SLA	618.70	Non-business (0%)	618.70	2.4%	Cost Recovery
Facilities Management	Schools SLA's and Supplies Service (Ground Maintenance) - Nursery	331.00	SLA	339.00	Non-business (0%)	339.00	2.4%	Cost Recovery
Facilities Management	Schools SLA's and Supplies Service (Ground Maintenance) - Primary	331.00	SLA	339.00	Non-business (0%)	339.00	2.4%	Cost Recovery
Facilities Management	Schools SLA's and Supplies Service (Ground Maintenance) - Primary Academy	397.20	SLA	339.00	Standard	406.80	2.4%	Cost Recovery

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Service	Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	2020-21 Fee or Charge ex VAT (£)	VAT Type	2020-21 Fee or Charge (inc VAT where applicable) (£)	% Increase	Type of charge
Facilities Management	Schools SLA's and Supplies Service (Ground Maintenance) - Secondary	499.00	SLA	511.00	Non-business (0%)	511.00	2.4%	Cost Recovery
Facilities Management	Schools SLA's and Supplies Service (Ground Maintenance) - Secondary Academy	598.80	SLA	511.00	Standard	613.20	2.4%	Cost Recovery
Facilities Management	Schools SLA's and Supplies Service (Ground Maintenance) - Special Schools	418.00	SLA	428.20	Non-business (0%)	428.20	2.4%	Cost Recovery
Facilities Management	Schools SLA's and Supplies Service (Ground Maintenance) - PRU	418.00	SLA	428.20	Non-business (0%)	428.20	2.4%	Cost Recovery
Facilities Management	Schools SLA's and Supplies Service (Supplies) - Nursery	418.00	SLA	428.20	Non-business (0%)	428.20	2.4%	Cost Recovery
Facilities Management	Schools SLA's and Supplies Service (Supplies) - Primary	418.00	SLA	428.20	Non-business (0%)	428.20	2.4%	Cost Recovery
Facilities Management	Schools SLA's and Supplies Service (Supplies) - Primary Academy	501.60	SLA	428.20	Standard	513.84	2.4%	Cost Recovery
Facilities Management	Schools SLA's and Supplies Service (Supplies) - Secondary	418.00	SLA	428.20	Non-business (0%)	428.20	2.4%	Cost Recovery
Facilities Management	Schools SLA's and Supplies Service (Supplies)- Secondary Academy	501.60	SLA	428.20	Standard	513.84	2.4%	Cost Recovery
Facilities Management	Schools SLA's and Supplies Service (Supplies) - Special Schools	418.00	SLA	428.20	Non-business (0%)	428.20	2.4%	Cost Recovery
Facilities Management	Schools SLA's and Supplies Service (Supplies) - PRU	418.00	SLA	428.20	Non-business (0%)	428.20	2.4%	Cost Recovery

**Education and Skills Fees and Charges**

Service	Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	2020-21 Fee or Charge ex VAT (£)	VAT Type	2020-21 Fee or Charge (inc VAT where applicable) (£)	% Increase	Type of charge
Education & Skills	SLA With Schools - Governor Services: training and support for school governing bodies	1,054.00	Lump sum based on total pupil numbers: <150 pupils	1,079.00	Exempt (0%)	1,079.00	2.4%	Cost Recovery
Education & Skills	SLA With Schools - Governor Services: training and support for school governing bodies	1158.00	Lump sum based on total pupil numbers: =>150 <500 pupils	1,186.00	Exempt (0%)	1,186.00	2.4%	Cost Recovery
Education & Skills	SLA With Schools - Governor Services: training and support for school governing bodies	1,373.00	Lump sum based on total pupil numbers: =>500 <850 pupils	1,406.00	Exempt (0%)	1,406.00	2.4%	Cost Recovery
Education & Skills	SLA With Schools - Governor Services: training and support for school governing bodies	1,478.00	Lump sum based on total pupil numbers: =>850 pupils	1,513.00	Exempt (0%)	1,513.00	2.4%	Cost Recovery
Education & Skills	SLA With Schools - Outdoor Education: Charge to academies, FE colleges etc	1.40	pupil	1.43	Exempt (0%)	1.43	2.1%	Cost Recovery
Education & Skills	SLA With Schools - Free School Meals	N/A	N/A	N/A	Exempt (0%)	N/A	2.4%	Cost Recovery
Education & Skills	SLA With Schools - Special School Meals	N/A	N/A	N/A	Exempt (0%)	N/A	2.4%	Cost Recovery
Education & Skills	Schools Financial Services Sickness Maternity Scheme -Secondary School Teacher	21.00	weighted pupil no.	21.50	Non-business (0%)	21.50	2.4%	Cost Recovery
Education & Skills	Schools Financial Services Sickness Maternity Scheme -Primary School Teacher	35.00	weighted pupil no.	36.00	Non-business (0%)	36.00	2.9%	Cost Recovery



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Service	Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	2020-21 Fee or Charge ex VAT (£)	VAT Type	2020-21 Fee or Charge (inc VAT where applicable) (£)	% Increase	Type of charge
Education & Skills	Schools Financial Services Sickness Maternity Scheme -Nursery, planned places - Teacher	91.00	weighted pupil no.	93.00	Non-business (0%)	93.00	2.2%	Cost Recovery
Education & Skills	Schools Financial Services Sickness Maternity Scheme -Nursery, planned places - Other	46.00	weighted pupil no.	47.00	Non-business (0%)	47.00	2.2%	Cost Recovery
Education & Skills	Schools Financial Services Sickness Maternity Scheme -Caretaker / Bursar	247.00	Flat rate, pro-rated for hours	253.00	Non-business (0%)	253.00	2.4%	Cost Recovery
Education & Skills	Schools Financial Services Sickness Maternity Scheme -Nursery Nurse	197.00	Flat rate, pro-rated for hours	202.00	Non-business (0%)	202.00	2.5%	Cost Recovery
Education & Skills	Schools Financial Services Sickness Maternity Scheme -Special School Teachers	106.00	weighted pupil no.	109.00	Non-business (0%)	109.00	2.8%	Cost Recovery
Education & Skills	Schools Financial Services Sickness Maternity Scheme -Special Nursery Nurses	46.00	weighted pupil no.	47.00	Non-business (0%)	47.00	2.2%	Cost Recovery
Education & Skills	Schools Financial Services Sickness Maternity Scheme -Special Caretaker / Bursar	672.00	Flat rate, pro-rated for hours	688.00	Non-business (0%)	688.00	2.4%	Cost Recovery
Education & Skills	Home to School Transport - Primary school children living within walking distance	224.00	year	245.00	Non-business (0%)	245.00	9.4%	Cost Recovery
Education & Skills	Home to School Transport - Primary school children living beyond walking distance	256.00	year	280.00	Non-business (0%)	280.00	9.4%	Cost Recovery
Education & Skills	Home to School Transport - Secondary school children living within walking distance	344.00	year	371.00	Non-business (0%)	371.00	7.8%	Cost Recovery

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Service	Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	2020-21 Fee or Charge ex VAT (£)	VAT Type	2020-21 Fee or Charge (inc VAT where applicable) (£)	% Increase	Type of charge
Education & Skills	Home to School Transport - Secondary school children living beyond walking distance	387.00	year	420.00	Non-business (0%)	420.00	8.5%	Cost Recovery
Education & Skills	Home to School Transport - Post 16 students (concessionary and SEN)	630.00	year	644.00	Non-business (0%)	644.00	2.2%	Cost Recovery
Education & Skills	SLA with Schools - Education Psychology and behaviour	450.00	Full day course	550.00	Non-business (0%)	550.00	22.2%	Cost Recovery
Education & Skills	SLA With Schools - Education Psychology and behaviour	225.00	half day course	275.00	Non-business (0%)	275.00	22.2%	Cost Recovery
Education & Skills	SLA With Schools - Charges to schools for statutory induction for Newly Qualified Teachers (NQTs)	309.00	NQT FTE	309.00	Exempt (0%)	309.00	0.0%	Cost Recovery
Education & Skills	Charges to Schools for services provided in converting to academy status	8,000.00	School	8,000.00	Exempt (0%)	8,000.00	0.0%	Cost Recovery

Service	Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	2020-21 Fee or Charge ex VAT (£)	VAT Type	2020-21 Fee or Charge (inc VAT where applicable) (£)	% Increase	Type of charge
Education & Skills	Martlets (Catering)	Various	Various		Standard	0.00	2.4%	Cost Recovery

**Education and Skills Statutory Fees and Charges**

Service	Fee or Charge	Current Fee	Per what?	VAT Type	Type of charge
Education & Skills	SLA With Schools -Subscriptions: Charges to schools and academies for subscriptions for pupil data analyses to support school improvement planning	£30 school rate + £0.51 per pupil	Lump sum according to school size plus sum per pupil: Infant/First (YrR to Yr3 & YrR to Yr5)	LA Schools - Outside scope (0%) Academies -Standard Rating (20%)	Statutory
Education & Skills	SLA With Schools -Subscriptions: Charges to schools and academies for subscriptions for pupil data analyses to support school improvement planning	Various	Lump sum according to school size plus sum per pupil: Primary, Middle, First & Middle, Junior < 100 pupils	LA Schools - Outside scope (0%) Academies -Standard Rating (20%)	Statutory
Education & Skills	SLA With Schools -Subscriptions: Charges to schools and academies for subscriptions for pupil data analyses to support school improvement planning	£45 school rate + £0.51 per pupil	Lump sum according to school size plus sum per pupil: Primary, Middle, First & Middle, Junior, Intermediate >100 pupils	LA Schools - Outside scope (0%) Academies -Standard Rating (20%)	Statutory
Education & Skills	SLA With Schools -Subscriptions: Charges to schools and academies for subscriptions for pupil data analyses to support school improvement planning	£2.36 per statemented pupil	Lump sum according to school size plus sum per pupil: Special schools	LA Schools - Outside scope (0%) Academies -Standard Rating (20%)	Statutory
Education & Skills	Fixed Penalty Notice. Charge to Parents for unauthorised absence from School - if paid after 21 days of issue	120.00	parent per child per absence	LA Schools - Outside scope (0%) Academies -Standard Rating (20%)	Statutory
Education & Skills	Fixed Penalty Notice. Charge to Parents for unauthorised absence from School - if paid within 21 days of issue	60.00	parent per child per absence	LA Schools - Outside scope (0%) Academies -Standard Rating (20%)	Statutory

**Legal Services Fees and Charges**

Service	Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	2020-21 Fee or Charge ex VAT (£)	VAT Type	2020-21 Fee or Charge (inc VAT where applicable) (£)	% Increase	Type of charge
Legal	Fee to copy a Common Land or Town or Village Green register entry	23.00	Copy	23.55	Non-business (0%)	23.55	2.4%	Cost Recovery
Legal	Fee for the supply of a definitive map/statement extract	11.00	Copy	11.26	Non-business (0%)	11.26	2.4%	Cost Recovery
Legal	Fee for copy orders/agreements	6.00	Copy	6.15	Non-business (0%)	6.15	2.5%	Cost Recovery
Legal	Fee for other copying – in accordance with the Record Office’s current scale of charges	1.00	Copy	1.03	Non-business (0%)	1.03	3.0%	Cost Recovery
Legal	Fee to process a Highways or CROW Act landowner deposit	393.00	Deposit	402.43	Non-business (0%)	402.43	2.4%	Cost Recovery
Legal	Fee to process a corrective application made under the Commons Act 2006	827.00	Course	846.85	Non-business (0%)	846.85	2.4%	Cost Recovery
Legal	Legal agreements linked to S106 contributions	192.00	Hour	196.61	Non-business (0%)	196.61	2.4%	Cost Recovery

**Fire Service Fees and Charges**

Service	Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	2020-21 Fee or Charge ex VAT (£)	VAT Type	2020-21 Fee or Charge (inc VAT where applicable) (£)	% Increase	Type of charge
Special Services	Major appliance/Large vehicle & crew	318.24	Hour	345.00	Standard	414.00	30.1%	Cost Recovery
Special Services	Major appliance/Small vehicle & crew	159.24	Hour	295.00	Standard	354.00	122.3%	Cost Recovery
Special Services	Pumping Appliance	263.40	Hour	230.00	Standard	276.00	4.8%	Cost Recovery
Special Services	Small Vehicle (e.g. 4wd)	198.96	Hour	225.00	Standard	270.00	35.7%	Cost Recovery
Special Services	Testing of Dry Riser	359.28	Test	299.40	Standard	359.28	0.0%	Cost Recovery
Special Services	Copy of Fire Report	66.36	Report	90.00	Standard	108.00	62.7%	Cost Recovery
Special Services	Fire Investigation Interview	157.68	Hour	135.00	Standard	162.00	2.7%	Cost Recovery
Special Services	Fire Investigation Report (standard)	512.40	Report	437.25	Standard	524.70	2.4%	Cost Recovery
Special Services	Labour - First hour or part thereof	67.10	Hour	Various	Standard	Various	Various	Cost Recovery
Special Services	Labour - Each subsequent 1/2 hour	36.20	Half Hour	Various	Standard	Various	Various	Cost Recovery
Special Services	Event Charges	Various	Hour	350.00	Standard	420.00	N/A	Cost Recovery
Special Services	Replace post & plate and remove existing	105.24	Each	Withdrawn as no longer required				
Special Services	False spindle 1" (25mm)	19.08	Each	Withdrawn as no longer required				
Special Services	False spindle 1 1/2" (32mm)	26.40	Each	Withdrawn as no longer required				
Special Services	Supply Only Hydrant Post	39.48	Each	Withdrawn as no longer required				
Special Services	Supply Only Hydrant Plate	15.84	Each	Withdrawn as no longer required				
Special Services	Supply Only Hydrant Bracket	5.28	Each	Withdrawn as no longer required				
Special Services	Supply Frame & Cover	78.84	Each	Withdrawn as no longer required				
Special Services	Supply Carsnite Yellow Post	32.88	Each	Withdrawn as no longer required				
Special Services	Supply Blank Cap	26.28	Each	Withdrawn as no longer required				
Special Services	Loan of Salvage Sheets	18.96	Day	Withdrawn as no longer required				
Special Services	Loan of Salvage Sheets	94.92	Salvage Sheets	Withdrawn as no longer required				
Special Services	Copy of Fire Report	70.92	Report	Withdrawn as charge standardised as a single charge				
Special Services	Pumping Appliance	135.36	Hour	Withdrawn as charge standardised as a single charge				
Special Services	Loan of Fire Investigation Unit	268.56	To FRS only	Withdrawn as no longer required				

**Appendix A**

Service	Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	2020-21 Fee or Charge ex VAT (£)	VAT Type	2020-21 Fee or Charge (inc VAT where applicable) (£)	% Increase	Type of charge
Commercial Training	Open Course Training - Fire Safety - various	125.00	Exempt (0%)	125.00	Exempt (0%)	125.00	0.0%	Cost Recovery
Commercial Training	On-Site Training - Fire Safety Awareness	350.00	Course	350.00	Exempt (0%)	125.00	0.0%	Cost Recovery
Commercial Training	On-Site Training - Fire Extinguisher	440.00	Course	440.00	Exempt (0%)	350.00	0.0%	Cost Recovery
Commercial Training	On-Site Training - Fire Warden	585.00	Course	585.00	Exempt (0%)	440.00	0.0%	Cost Recovery
Commercial Training	On-Site Training - Manual Handling	585.00	Course	585.00	Exempt (0%)	585.00	0.0%	Cost Recovery
Commercial Training	On-Site Training - Management of Fire Risk	585.00	Course	585.00	Exempt (0%)	585.00	0.0%	Cost Recovery
Commercial Training	Fire Extinguisher maintenance	Various	Extinguisher	Various	Exempt (0%)	585.00	0.0%	Cost Recovery

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**Records Office Fees and Charges**

Service	Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	2020-21 Fee or Charge ex VAT (£)	VAT Type	2020-21 Fee or Charge (inc VAT where applicable) (£)	% Increase	Type of charge
Records Office	Publication fees for film and TV	62.00	photograph	53.33	Standard	64.00	3.2%	Cost Recovery
Records Office	Room Hire of Work Room (up to 12 people)	83.00	full day	84.00	Exempt (0%)	84.00	1.2%	Cost Recovery
Records Office	Publication fees for Garland photos UK rights	26.00	image	22.50	Standard	27.00	3.8%	Cost Recovery
Records Office	Publication fees for Garland photos world rights	52.00	image	45.00	Standard	54.00	3.9%	Cost Recovery
Records Office	Publication fee in books with print run of 1-1000	6.50	photograph	5.83	Standard	7.00	7.6%	Cost Recovery
Records Office	Publication fee in books with print run of 1001-3000	13.00	photograph	11.67	Standard	14.00	7.8%	Cost Recovery
Records Office	Publication fee in books with print run of 3001-5000	19.00	photograph	17.50	Standard	21.00	10.5%	Cost Recovery
Records Office	Publication fee in books with print run of 5001 and over	25.00	photograph	23.33	Standard	28.00	12.0%	Cost Recovery
Records Office	Publication fees for national media/periodicals	25.00	photograph	22.50	Standard	27.00	8.0%	Cost Recovery
Records Office	Record Office 'surgeries'	40.00	hour	34.17	Standard	41.00	2.5%	Cost Recovery
Records Office	Publication fees for other commercial publications	37.00	photograph	31.67	Standard	38.00	2.7%	Cost Recovery
Records Office	Publication fees for local media	6.50	photograph	5.83	Standard	7.00	7.6%	Cost Recovery
Records Office	Publication fees for Eric Gill Collection	11.00	item	9.58	Standard	11.50	4.5%	Cost Recovery
Records Office	Scanned image and print A3	22.00	sheet	19.17	Standard	23.00	4.6%	Cost Recovery
Records Office	Scanned image and print A3-A1	44.00	sheet	38.33	Standard	46.00	4.5%	Cost Recovery
Records Office	Scanned image and print A4	11.00	sheet	9.58	Standard	11.50	4.5%	Cost Recovery
Records Office	Supply of scanned image - A3-A0	28.00	sheet	25.00	Standard	30.00	7.2%	Cost Recovery

**Appendix A**

Service	Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	2020-21 Fee or Charge ex VAT (£)	VAT Type	2020-21 Fee or Charge (inc VAT where applicable) (£)	% Increase	Type of charge
Records Office	Supply of scanned image - A4-A3	14.00	sheet	12.50	Standard	15.00	7.1%	Cost Recovery
Records Office	Supply of scanned image - up to A4	7.00	sheet	6.25	Standard	7.50	7.2%	Cost Recovery
Records Office	Car Parking - full day	7.50	Day	6.25	Standard	7.50	0.0%	Cost Recovery
Records Office	Car Parking - half day	3.75	Half day	3.13	Standard	3.75	0.0%	Cost Recovery
Records Office	Daytime tours of Record Office	36.00	tour	36.00	Exempt (0%)	36.00	0.0%	Cost Recovery
Records Office	Genealogical Research Fees	36.00	tour	30.00	Standard	36.00	0.0%	Cost Recovery
Records Office	Other searches	36.00	hour	30.00	Standard	36.00	0.0%	Cost Recovery
Records Office	Orders by Post (up to 3 colour copies)	8.50	Up to 3 sheets	7.08	Standard	8.50	0.0%	Cost Recovery
Records Office	Orders by Post (up to 5 copies)	6.50	Up to 5 sheets	5.42	Standard	6.50	0.0%	Cost Recovery
Records Office	Evening tours of Record Office	67.00	tour	67.00	Exempt (0%)	67.00	0.0%	Cost Recovery
Records Office	Out of office talks	67.00	talk	55.83	Standard	67.00	0.0%	Cost Recovery
Records Office	Short Research Fee	18.00	30mins	15.00	Standard	18.00	0.0%	Cost Recovery
Records Office	Evening talks at the Record Office	8.00	person	6.67	Standard	8.00	0.0%	Cost Recovery
Records Office	Self-service microform copying	0.45	sheet	0.38	Standard	0.45	0.0%	Cost Recovery
Records Office	Self-service printing from computer	0.45	sheet	0.38	Standard	0.45	0.0%	Cost Recovery
Records Office	A3 and A4 photocopies	0.60	sheet	0.50	Standard	0.60	0.0%	Cost Recovery
Records Office	Coffee Time Sessions	7.50	person	7.50	Exempt (0%)	7.50	0.0%	Cost Recovery
Records Office	Photocopies - A3 colour	3.00	sheet	2.50	Standard	3.00	0.0%	Cost Recovery
Records Office	Photocopies - A4 colour	1.50	sheet	1.25	Standard	1.50	0.0%	Cost Recovery
Records Office	Room Hire of Work Room (up to 12 people)	42.00	half day	42.00	Exempt (0%)	42.00	0.0%	Cost Recovery
Records Office	Certified copies of documents	14.00	Document	11.67	Standard	14.00	0.0%	Cost Recovery
Records Office	DIY Photography in search room	12.00	day	10.00	Standard	12.00	0.0%	Cost Recovery
Records Office	Microfilming - additional charge per frame	3.00	film	2.50	Withdrawn as service no longer provided			
Records Office	Microfilming - per film	62.00	film	51.67	Withdrawn as service no longer provided			

Agenda Item 5b



**Libraries Fees and Charges**

Service	Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	2020-21 Fee or Charge ex VAT (£)	VAT Type	2020-21 Fee or Charge (inc VAT where applicable) (£)	% Increase	Type of charge
Libraries	Audiobooks (up to 8 cassettes/CDs)	1.40	3 weeks	1.45	Non-business (0%)	1.45	3.6%	Cost Recovery
Libraries	Audiobooks (9+ cassettes/CDs)	2.80	3 weeks	2.90	Non-business (0%)	2.90	3.6%	Cost Recovery
Libraries	Audiobooks (Playaway - digital audio)	2.80	3 weeks	2.90	Non-business (0%)	2.90	3.6%	Cost Recovery
Libraries	Fax: to UK	1.96	Per page	1.67	Standard	2.00	2.5%	Cost Recovery
Libraries	Fax: to Europe	2.60	Per page	2.25	Standard	2.70	3.7%	Cost Recovery
Libraries	Fax: to Rest of World	3.20	Per page	2.83	Standard	3.40	6.0%	Cost Recovery
Libraries	Fax: receiving Fax	1.30	Per page	1.13	Standard	1.35	4.2%	Cost Recovery
Libraries	Public Access Computers: charge for non-members using PCs	1.70	Hour	1.67	Standard	2.00	17.6%	Cost Recovery
Libraries	Reservation Fees - books in West Sussex or partnership libraries	1.00	Item	1.00	Non-business (0%)	1.00	0.0%	Cost Recovery
Libraries	Reading groups - subscription	33.00	Year	27.50	Standard	33.00	0.0%	Cost Recovery
Libraries	CDs - pop	1.20	1 Week	Charge withdrawn as there is no genre differential applied				
Libraries	CDs - other	1.20	1 Week	1.20	Non-business (0%)	1.20	0.0%	Cost Recovery
Libraries	Membership card replacement	1.70	Card	1.75	Non-business (0%)	1.75	2.9%	Cost Recovery
Libraries	Overdue Charges (Administration charge for overdue letter)	1.70	Letter	1.75	Non-business (0%)	1.75	2.9%	Cost Recovery
Libraries	Reservation Fees - books reserved directly online	0.60	Item	0.60	Non-business (0%)	0.60	0.0%	Cost Recovery
Libraries	Reservation Fees - books from elsewhere	7.50	Item	7.50	Non-business (0%)	7.50	0.0%	Cost Recovery
Libraries	Reservation Fees - books from British Library	11.00	Item	11.00	Non-business (0%)	11.00	0.0%	Cost Recovery
Libraries	Overdue Charges (Star DVDs)	0.75	Day	0.75	Non-business (0%)	0.75	0.0%	Cost Recovery
Libraries	Overdue Charges (adult books)	0.25	Day	0.30	Non-business (0%)	0.30	20.0%	Cost Recovery
Libraries	Overdue Charges (audio books)	0.25	Day	0.30	Non-business (0%)	0.30	20.0%	Cost Recovery

**Appendix A**

Service	Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	2020-21 Fee or Charge ex VAT (£)	VAT Type	2020-21 Fee or Charge (inc VAT where applicable) (£)	% Increase	Type of charge
Libraries	Overdue Charges (General DVDs)	0.60	Day	0.60	Non-business (0%)	0.60	0.0%	Cost Recovery
Libraries	Overdue Charges (music CDs)	0.25	Day	0.30	Non-business (0%)	0.30	20.0%	Cost Recovery
Libraries	DVDs (General)	2.00	1 Week	2.00	Non-business (0%)	2.00	0.0%	Cost Recovery
Libraries	DVDs (Star and Blu-Ray)	3.00	1 Week	3.00	Non-business (0%)	3.00	0.0%	Cost Recovery
Libraries	Exhibition Booking Fee	13.00	Per week, when items are for sale	13.50	Exempt (0%)	13.50	3.8%	Cost Recovery
Libraries	Photocopying - A4 black and white	0.10	Copy	0.13	Standard	0.15	56.3%	Cost Recovery
Libraries	Photocopying - A3 black and white	0.15	Copy	0.17	Standard	0.20	33.3%	Cost Recovery
Libraries	Photocopying - A4 colour	0.50	Copy	0.42	Standard	0.50	0.0%	Cost Recovery
Libraries	Photocopying - A3 colour	1.00	Copy	0.83	Standard	1.00	0.0%	Cost Recovery
Libraries	Printing: charge for Internet Prints - A4 Black and White	0.20	Page	0.17	Standard	0.20	0.0%	Cost Recovery
Libraries	Printing: charge for Internet Prints - A4 Colour	0.60	Page	0.50	Standard	0.60	0.0%	Cost Recovery
Libraries	Reference Research	18.00	half-hour, after initial free 30 mins	15.00	Standard	18.00	0.0%	Cost Recovery
Libraries	Lettings - Community Use	20.00	2 hours	Charge withdrawn to reduce the charging rate to a single hour				
Libraries	Lettings - SME Business	40.00	2 hours	Charge withdrawn to reduce the charging rate to a single hour				
Libraries	Lettings - Commercial Use	80.00	2 hours	Charge withdrawn to reduce the charging rate to a single hour				
Libraries	Lettings - Crawley Library Meeting Rooms - Community Use	24.00	2 hours	Charge withdrawn to reduce the charging rate to a single hour				
Libraries	Lettings - Crawley Library Meeting Rooms - SME Business Use	48.00	2 hours	Charge withdrawn to reduce the charging rate to a single hour				
Libraries	Lettings - Crawley Library Meeting Rooms - Commercial Use	96.00	2 hours	Charge withdrawn to reduce the charging rate to a single hour				
Libraries	Lettings - Longley Exhibition Room - Community Use	44.00	2 hours	Charge withdrawn to reduce the charging rate to a single hour				
Libraries	Lettings - Longley Exhibition Room - SME Business Use	88.00	2 hours	Charge withdrawn to reduce the charging rate to a single hour				

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Service	Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	2020-21 Fee or Charge ex VAT (£)	VAT Type	2020-21 Fee or Charge (inc VAT where applicable) (£)	% Increase	Type of charge
Libraries	Lettings - Longley Exhibition Room - Commercial Use	176.00	2 hours	Charge withdrawn to reduce the charging rate to a single hour				
Libraries	Lettings - Worthing Library Lecture Theatre - Community Use	44.00	2 hours	Charge withdrawn to reduce the charging rate to a single hour				
Libraries	Lettings - Worthing Library Lecture Theatre - SME Business Use	88.00	2 hours	Charge withdrawn to reduce the charging rate to a single hour				
Libraries	Lettings - Worthing Library Lecture Theatre - Commercial Use	176.00	2 hours	Charge withdrawn to reduce the charging rate to a single hour				
Libraries	Lost and damaged book - admin fee (in addition to replacement cost)	1.70	Book	1.75	Non-business (0%)	1.75	2.9%	Cost Recovery
Libraries	Lettings - Community Use	New	1 hour	10.00	Exempt (0%)	10.00	New	Cost Recovery
Libraries	Lettings - SME Business	New	1 hour	20.00	Exempt (0%)	20.00	New	Cost Recovery
Libraries	Lettings - Commercial Use	New	1 hour	40.00	Exempt (0%)	40.00	New	Cost Recovery
Libraries	Lettings - Crawley Library Meeting Rooms - Community Use	New	1 hour	12.00	Exempt (0%)	12.00	New	Cost Recovery
Libraries	Lettings - Crawley Library Meeting Rooms - SME Business Use	New	1 hour	24.00	Exempt (0%)	24.00	New	Cost Recovery
Libraries	Lettings - Crawley Library Meeting Rooms - Commercial Use	New	1 hour	48.00	Exempt (0%)	48.00	New	Cost Recovery
Libraries	Lettings - Longley Exhibition Room - Community Use	New	1 hour	22.00	Exempt (0%)	22.00	New	Cost Recovery
Libraries	Lettings - Longley Exhibition Room - SME Business Use	New	1 hour	44.00	Exempt (0%)	44.00	New	Cost Recovery
Libraries	Lettings - Longley Exhibition Room - Commercial Use	New	1 hour	88.00	Exempt (0%)	88.00	New	Cost Recovery
Libraries	Lettings - Worthing Library Lecture Theatre - Community Use	New	1 hour	22.00	Exempt (0%)	22.00	New	Cost Recovery
Libraries	Lettings - Worthing Library Lecture Theatre - SME Business Use	New	1 hour	44.00	Exempt (0%)	44.00	New	Cost Recovery
Libraries	Lettings - Worthing Library Lecture Theatre - Commercial Use	New	1 hour	88.00	Exempt (0%)	88.00	New	Cost Recovery

**Registrar's Fees and Charges**

Service	Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	2020-21 Fee or Charge ex VAT (£)	VAT Type	2020-21 Fee or Charge (inc VAT where applicable) (£)	% Increase	Type of charge
Citizenship ceremony	Individually organised Citizenship ceremony for one person at a registration office.	97.00	Ceremony	115.00	Non-business (0%)	115.00	18.6%	Cost Recovery
Citizenship ceremony	Individually organised Citizenship ceremony for a family at a registration office.	142.00	Family Ceremony	150.00	Non-business (0%)	150.00	5.6%	Cost Recovery
Citizenship ceremony	Individually organised Citizenship ceremony for one person at a registration office on a Saturday	107.00	Ceremony	130.00	Non-business (0%)	130.00	21.5%	Cost Recovery
Citizenship ceremony	Individually organised Citizenship ceremony for a family at a registration office on a Saturday	150.00	Family Ceremony	160.00	Non-business (0%)	160.00	6.7%	Cost Recovery
Non-Statutory Ceremonies	Fee for commemorative certificate	11.00	Certificate	9.17	Standard	11.00	0.0%	Cost Recovery
Additional fee for Notice of Marriage given on Saturdays	Additional administration fee for Notice Appointments requested on Saturdays. Added to reflect increased cost of delivery of a Saturday service	10.00	Notice	10.42	Standard	12.50	25.1%	Cost Recovery
Attendance of Registrars in a West Sussex Venue. Cat A room (e.g. Balcony, Chichester ceremony room) To register a marriage/ civil partnership	Monday - Thursday	236.40 (previously VAT Standard rated 20%)	Ceremony	217.00	Non-business (0%)	217.00	10.2%	Cost Recovery

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Service	Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	2020-21 Fee or Charge ex VAT (£)	VAT Type	2020-21 Fee or Charge (inc VAT where applicable) (£)	% Increase	Type of charge
Attendance of Registrars in a West Sussex Venue. Cat A room (e.g. Balcony, Chichester ceremony room) To register a marriage/ civil partnership	Friday	304.80 (previously VAT Standard rated 20%)	Ceremony	280.00	Non-business (0%)	280.00	10.2%	Cost Recovery
Attendance of Registrars in a West Sussex Venue. Cat A room (e.g. Balcony, Chichester ceremony room) To register a marriage/ civil partnership	Saturday / Sunday	338.40 (previously VAT Standard rated 20%)	Ceremony	310.00	Non-business (0%)	310.00	9.9%	Cost Recovery
Attendance of Registrars in a West Sussex Venue. Cat A room (e.g. Balcony, Chichester ceremony room) To register a marriage/ civil partnership	Public Holiday	440.40 (previously VAT Standard rated 20%)	Ceremony	404.00	Non-business (0%)	404.00	10.1%	Cost Recovery
Non statutory Ceremonies such as Baby naming & Renewal of vows in West Sussex Rooms (Cat A)	Monday - Thursday	197.00	Ceremony	181.00	Standard	217.00	10.3%	Cost Recovery
Non statutory Ceremonies such as Baby naming & Renewal of vows in West Sussex Rooms (Cat A)	Friday	254.00	Ceremony	233.00	Standard	280.00	10.1%	Cost Recovery

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Service	Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	2020-21 Fee or Charge ex VAT (£)	VAT Type	2020-21 Fee or Charge (inc VAT where applicable) (£)	% Increase	Type of charge
Non statutory Ceremonies such as Baby naming & Renewal of vows in West Sussex Rooms (Cat A)	Saturday / Sunday	282.00	Ceremony	258.00	Standard	310.00	9.8%	Cost Recovery
Non statutory Ceremonies such as Baby naming & Renewal of vows in West Sussex Rooms (Cat A)	Public Holiday	367.00	Ceremony	337.00	Standard	404.00	10.2%	Cost Recovery
Attendance of Registrars in a West Sussex Venue. Cat B room (e.g. Parlour, Henshall ) To register a marriage/ civil partnership	Monday - Thursday	254.00	Ceremony	260.00	Non-business (0%)	260.00	2.4%	Cost Recovery
Attendance of Registrars in a West Sussex Venue. Cat B room (e.g. Parlour, Henshall ) To register a marriage/ civil partnership	Friday	310.00	Ceremony	305.00	Non-business (0%)	305.00	2.3%	Cost Recovery
As above - VAT element				10.00	Standard	12.00		
Attendance of Registrars in a West Sussex Venue. Cat B room (e.g. Parlour, Henshall ) To register a marriage/ civil partnership	Saturday / Sunday	367.00	Ceremony	351.00	Non-business (0%)	351.00	2.5%	Cost Recovery
As above - VAT element				20.83	Standard	25.00		

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Service	Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	2020-21 Fee or Charge ex VAT (£)	VAT Type	2020-21 Fee or Charge (inc VAT where applicable) (£)	% Increase	Type of charge
Attendance of Registrars in a West Sussex Venue. Cat B room (e.g. Parlour, Henshall) To register a marriage/ civil partnership	Public Holiday	479.00	Ceremony	407.00	Non-business (0%)	407.00	2.3%	Cost Recovery
As above - VAT element				69.17	Standard	83.00		
Non statutory ceremonies such as Baby Naming & Renewal of vows in West Sussex Rooms (Cat B)	Monday - Thursday	254.00	Ceremony	217.00	Standard	260.00	2.5%	Cost Recovery
Non statutory ceremonies such as Baby Naming & Renewal of vows in West Sussex Rooms (Cat B)	Friday	310.00	Ceremony	264.00	Standard	317.00	2.2%	Cost Recovery
Non statutory ceremonies such as Baby Naming & Renewal of vows in West Sussex Rooms (Cat B)	Saturday / Sunday	367.00	Ceremony	313.00	Standard	376.00	2.3%	Cost Recovery
Non statutory ceremonies such as Baby Naming & Renewal of vows in West Sussex Rooms (Cat B)	Public Holiday	479.00	Ceremony	408.00	Standard	490.00	2.2%	Cost Recovery
Attendance of Registrars in a West Sussex Venue. Cat C room (e.g. The Drawing Room) To register a marriage/ civil partnership	Monday - Thursday	444.00	Ceremony	305.00	Non-business (0%)	305.00	2.5%	Cost Recovery
As above - VAT element				125.00	Standard	150.00		

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Service	Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	2020-21 Fee or Charge ex VAT (£)	VAT Type	2020-21 Fee or Charge (inc VAT where applicable) (£)	% Increase	Type of charge
Attendance of Registrars in a West Sussex Venue. Cat C room (e.g. The Drawing Room) To register a marriage/ civil partnership	Friday	493.00	Ceremony	305.00	Non-business (0%)	305.00	2.4%	Cost Recovery
As above - VAT element				166.67	Standard	200.00		
Attendance of Registrars in a West Sussex Venue. Cat C room (e.g. The Drawing Room) To register a marriage/ civil partnership	Saturday / Sunday	604.00	Ceremony	351.00	Non-business (0%)	351.00	2.3%	Cost Recovery
As above - VAT element				222.50	Standard	267.00		
Attendance of Registrars in a West Sussex Venue. Cat C room (e.g. The Drawing Room) To register a marriage/ civil partnership	Public Holiday	666.00	Ceremony	407.00	Non-business (0%)	407.00	2.4%	Cost Recovery
As above - VAT element				229.17	Standard	275.00		
Non statutory ceremonies such as Baby Naming & Renewal of vows in West Sussex Rooms (Cat C)	Monday - Thursday	444.00	Ceremony	379.00	Standard	455.00	2.4%	Cost Recovery
Non statutory ceremonies such as Baby Naming & Renewal of vows in West Sussex Rooms (Cat C)	Friday	493.00	Ceremony	421.00	Standard	505.00	2.5%	Cost Recovery

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**Appendix A**

Service	Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	2020-21 Fee or Charge ex VAT (£)	VAT Type	2020-21 Fee or Charge (inc VAT where applicable) (£)	% Increase	Type of charge
Non statutory ceremonies such as Baby Naming & Renewal of vows in West Sussex Rooms (Cat C)	Saturday / Sunday	604.00	Ceremony	515.00	Standard	618.00	2.3%	Cost Recovery
Non statutory ceremonies such as Baby Naming & Renewal of vows in West Sussex Rooms (Cat C)	Public Holiday	666.00	Ceremony	568.00	Standard	682.00	2.3%	Cost Recovery
Attendance of Registrars in West Sussex Venue Cat C room (e.g. The Drawing Room)	Additional ceremony at venue already paying for one ceremony - i.e. baby naming	93.33	Additional ceremony	96.00	Standard	115.00	2.9%	Cost Recovery
Non statutory ceremonies such as Baby Naming & Renewal of vows in West Sussex Rooms (Cat D)	Monday - Thursday	775.00	Ceremony	645.83	Standard	775.00	0.0%	Cost Recovery
Non statutory ceremonies such as Baby Naming & Renewal of vows in West Sussex Rooms (Cat D)	Friday	826.00	Ceremony	688.33	Standard	826.00	0.0%	Cost Recovery
Non statutory ceremonies such as Baby Naming & Renewal of vows in West Sussex Rooms (Cat D)	Saturday / Sunday	904.00	Ceremony	753.33	Standard	904.00	0.0%	Cost Recovery
Non statutory ceremonies such as Baby Naming & Renewal of vows in West Sussex Rooms (Cat D)	Public Holiday	981.00	Ceremony	817.50	Standard	981.00	0.0%	Cost Recovery

**Appendix A**

Service	Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	2020-21 Fee or Charge ex VAT (£)	VAT Type	2020-21 Fee or Charge (inc VAT where applicable) (£)	% Increase	Type of charge
Attendance of Registrars in a West Sussex Venue. Cat D room (e.g. The Richmond Room Room) To register a marriage/ civil partnership	Monday - Thursday	775.00	Ceremony	305.00	Non-business (0%)	305.00	0.0%	Cost Recovery
As above - VAT element				391.67	Standard	470.00		
Attendance of Registrars in a West Sussex Venue. Cat D room (e.g. The Richmond Room Room) To register a marriage/ civil partnership	Friday	826.00	Ceremony	305.00	Non-business (0%)	305.00	0.0%	Cost Recovery
As above - VAT element				434.17	Standard	521.00		
Attendance of Registrars in a West Sussex Venue. Cat D room (e.g. The Richmond Room Room) To register a marriage/ civil partnership	Saturday / Sunday	904.00	Ceremony	351.00	Non-business (0%)	351.00	0.0%	Cost Recovery
As above - VAT element				460.83	Standard	553.00		
Attendance of Registrars in a West Sussex Venue. Cat D room (e.g. The Richmond Room Room) To register a marriage/ civil partnership	Public Holiday	981.00	Ceremony	407.00	Non-business (0%)	407.00	0.0%	Cost Recovery
As above - VAT element				478.33	Standard	574.00		

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Service	Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	2020-21 Fee or Charge ex VAT (£)	VAT Type	2020-21 Fee or Charge (inc VAT where applicable) (£)	% Increase	Type of charge
Attendance of Registrars at an outside venue to register a marriage / civil partnership	Monday - Thursday	444.00	Ceremony	305.00	Non-business (0%)	305.00	2.5%	Cost Recovery
As above - VAT element				125.00	Standard	150.00		
Attendance of Registrars at an outside venue to register a marriage / civil partnership	Friday	493.00	Ceremony	305.00	Non-business (0%)	305.00	2.4%	Cost Recovery
As above - VAT element				166.67	Standard	200.00		
Attendance of Registrars at an outside venue to register a marriage / civil partnership	Saturday / Sunday	604.00	Ceremony	351.00	Non-business (0%)	351.00	2.3%	Cost Recovery
As above - VAT element				222.50	Standard	267.00		
Attendance of Registrars at an outside venue to register a marriage / civil partnership	Public Holiday	666.00	Ceremony	407.00	Non-business (0%)	407.00	2.4%	Cost Recovery
As above - VAT element				229.17	Standard	275.00		
Non-Statutory ceremonies such as Baby Naming & Renewal of vows at Outside Venues and non-licenced premises	Monday - Thursday	444.00	Ceremony	379.00	Standard	455.00	2.4%	Cost Recovery
Non-Statutory ceremonies such as Baby Naming & Renewal of vows at Outside Venues and non-licenced premises	Friday	492.00	Ceremony	421.00	Standard	505.00	2.7%	Cost Recovery

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Service	Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	2020-21 Fee or Charge ex VAT (£)	VAT Type	2020-21 Fee or Charge (inc VAT where applicable) (£)	% Increase	Type of charge
Non-Statutory ceremonies such as Baby Naming & Renewal of vows at Outside Venues and non-licenced premises	Saturday / Sunday	605.00	Ceremony	515.00	Standard	618.00	2.1%	Cost Recovery
Non-Statutory ceremonies such as Baby Naming & Renewal of vows at Outside Venues and non-licenced premises	Public Holiday	667.00	Ceremony	568.00	Standard	682.00	2.2%	Cost Recovery
Venue Licensing	Licence valid for three years for a venue to hold Marriages & CPs.	1,971.00	License	2,018.00	Non-business (0%)	2,018.00	2.4%	Cost Recovery
Licensing a Religious Building to hold civil partnerships	Licence valid for three years	1,971.00	License	2,018.00	Non-business (0%)	2,018.00	2.4%	Cost Recovery
Venue Licensing	Appeal against a refusal to grant a license.	394.00	Appeal	403.00	Non-business (0%)	403.00	2.3%	Cost Recovery
Licensing a Religious Building to hold civil partnerships	Appeal against a refusal to grant a license.	394.00	Appeal	403.00	Non-business (0%)	403.00	2.3%	Cost Recovery
Venue Licensing	License valid for three years for a venue to hold Marriages & CPs: Fee for Additional room	339.00	Additional room	347.00	Non-business (0%)	347.00	2.4%	Cost Recovery
Licensing a Religious Building to hold civil partnerships	Licence valid for three years: Fee for Additional room	339.00	Additional room	Withdrawn as no longer required				

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Service	Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	2020-21 Fee or Charge ex VAT (£)	VAT Type	2020-21 Fee or Charge (inc VAT where applicable) (£)	% Increase	Type of charge
Attendance of Registrars at venue of choice to celebrate of marriage or civil partnership following statutory ceremony in the West Sussex Register Office	Monday - Thursday	429.00	Ceremony	366.67	Standard	440.00	2.6%	Cost Recovery
Attendance of Registrars at venue of choice to celebrate of marriage or civil partnership following statutory ceremony in the West Sussex Register Office	Friday	476.00	Ceremony	406.67	Standard	488.00	2.5%	Cost Recovery
Attendance of Registrars at venue of choice to celebrate of marriage or civil partnership following statutory ceremony in the West Sussex Register Office	Saturday / Sunday	588.00	Ceremony	501.67	Standard	602.00	2.4%	Cost Recovery
Attendance of Registrars at venue of choice to celebrate of marriage or civil partnership following statutory ceremony in the West Sussex Register Office	Public Holiday	650.00	Ceremony	555.00	Standard	666.00	2.5%	Cost Recovery

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Service	Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	2020-21 Fee or Charge ex VAT (£)	VAT Type	2020-21 Fee or Charge (inc VAT where applicable) (£)	% Increase	Type of charge
Registrar a civil partnership at a religious building	Monday - Thursday	168.00	Ceremony	172.00	Non-business (0%)	172.00	2.4%	Cost Recovery
Registrar to register a civil partnership at a religious building	Friday	226.00	Ceremony	231.00	Non-business (0%)	231.00	2.2%	Cost Recovery
Registrar a civil partnership at a religious building	Saturday / Sunday	254.00	Ceremony	260.00	Non-business (0%)	260.00	2.4%	Cost Recovery
Registrar a civil partnership at a religious building	Public Holiday	338.00	Ceremony	346.00	Non-business (0%)	346.00	2.4%	Cost Recovery
Attendance of Registrars at a venue subject to specific partnership arrangement to Register a marriage/civil partnership	Friday	219.00	Ceremony	279.00	Non-business (0%)	279.00	27.4%	Cost Recovery
Attendance of Registrars at a venue subject to specific partnership arrangement to Register a marriage/civil partnership	Saturday	241.00	Ceremony	310.00	Non-business (0%)	310.00	28.6%	Cost Recovery
Copy Certificates	Postage and Packing	1.00	Application	Withdrawn as now provided through a statutory Fee				
Venue Hire	Edes House	Various	Event	Various	Standard	Various	2.4%	Cost Recovery

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**Registrar's Fees and Charges Statutory Fees**

Service	Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	Type of charge
Registration Service	Search (by public) of indexes, not exceeding 6 successive hours	18.00	Search	Statutory
Registration Service	Registration of a building for the solemnisation of marriages	123.00	Registration	Statutory
Registration Service	Consideration of a correction to the register by the SR	75.00	Correction to a register page	Statutory
Registration Service	Space 17 amendment (change of baby name in first year)	40.00	Amendment to register page	Statutory
Registration Service	Consideration of a reduction in 28-day notice period for marriage or civil partnership (triage arrangement with GRO getting £40 - Total fee to customers is £60)	60.00	Waiver of notice period	Statutory
Registration Service	Complex corrections of a register (triage arrangement with GRO getting £58 - Total fee to customers is £90)	90.00	Complex correction of a register page	Statutory
Registration Service	SR's fee for attesting a notice away from his office for housebound	47.00	Notice	Statutory
Registration Service	SR's fee for attesting a notice away from his office for detained.	68.00	Notice	Statutory
Registration Service	Taking a notice of marriage/Civil Partnership	35.00	Notice	Statutory
Registration Service	Consideration of a divorce/civil partnership document from outside British Isles by the Superintendent Registrar	50.00	Notice	Statutory
Registration Service	Consideration of a divorce/civil partnership document from outside British Isles where this cannot be dealt with by the LA, and is referred to GRO (triage arrangement with GRO getting £47 - Total fee to customer is £75)	75.00	Notice	Statutory
Registration Service	Registrar attending a marriage/civil partnership at a register office	46.00	Ceremony	Statutory
Registration Service	Registrar attending a marriage at a registered building	86.00	Ceremony	Statutory
Registration Service	Registrar attending a marriage / civil partnership at the residence of a housebound person	81.00	Ceremony	Statutory
Registration Service	Registrar attending a marriage/civil partnership of a detained person	88.00	Ceremony	Statutory
Registration Service	SR Attending a marriage at the residence of a housebound person	84.00	Ceremony	Statutory
Registration Service	SR Attending a marriage at the residence of a detained person	94.00	Ceremony	Statutory
Registration Service	Short or Full certificate of Birth, marriage, civil partnership or death	11.00	Certificate	Statutory
Registration Service	Priority Service (within 24 Hours) –charges include cost of certificate	35.00	Certificate issued within 24 Hours	Statutory
Registration Service	Certification of a place of meeting for religious worship	29.00	Certification	Statutory

**Gypsy and Travellers Sites Fees and Charges**

Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	2020-21 Fee or Charge ex VAT (£)	VAT Type	2020-21 Fee or Charge (inc VAT where applicable) (£)	% Increase	Type of charge
Gypsy Roma Traveller Site plot rental – Fairplace Hill (4 X Double pitch plot rental)	102.00	Week	104.50	Exempt (0%)	104.50	2.5%	Subsidised
Gypsy Roma Traveller Site plot rental – Fairplace Hill (5 X Single pitch plot rental)	81.00	Week	83.00	Exempt (0%)	83.00	2.5%	Subsidised
Plot rental all other sites	55.00	Week	56.50	Exempt (0%)	56.50	2.7%	Subsidised
Gypsy Roma Traveller Site plot rental – Fairplace Hill (1 X Single pitch plot rental)	99.69	Week	99.69	Exempt (0%)	99.69	0.0%	Subsidised



**Highways Fees and Charges**

Service	Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	2020-21 Fee or Charge ex VAT (£)	VAT Type	2020-21 Fee or Charge (inc VAT where applicable) (£)	% Increase	Type of charge
Licensing - Highways	Hoarding Application	185.36	Month	190.00	Non-business (0%)	190.00	2.5%	Cost Recovery
Licensing - Highways	Hoarding Application - extension	123.64	Extra months	127.00	Non-business (0%)	127.00	2.7%	Cost Recovery
Licensing - Highways	Hoarding Application - Fine for over run or failure to notify removal complete	233.22	Application	239.00	Non-business (0%)	239.00	2.5%	Cost Recovery
Licensing - Highways	Hoarding Application - Retrospective	294.51	Additional Fee Per license	302.00	Non-business (0%)	302.00	2.5%	Cost Recovery
Licensing - Highways	Scaffold License	185.36	Month	190.00	Non-business (0%)	190.00	2.5%	Cost Recovery
Licensing - Highways	Scaffold License - extension	123.64	Extra months	127.00	Non-business (0%)	127.00	2.7%	Cost Recovery
Licensing - Highways	Scaffold License - Retrospective	294.51	Additional Fee Per license	302.00	Non-business (0%)	302.00	2.5%	Cost Recovery
Licensing - Highways	Special Event Orders S16 (Note: In exceptional circumstances, a fee reduction may be agreeing at the discretion of the Traffic Manager for community events with minimal impact on the network)	2,094.41	Order	2,145.00	Non-business (0%)	2,145.00	2.4%	Cost Recovery
Licensing - Highways	Temporary Traffic Orders: by Notice - only if agreed with Streetworks Section (S14 (2))	418.26	Notice	428.00	Non-business (0%)	428.00	2.3%	Cost Recovery

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Service	Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	2020-21 Fee or Charge ex VAT (£)	VAT Type	2020-21 Fee or Charge (inc VAT where applicable) (£)	% Increase	Type of charge
Licensing - Highways	Temporary Traffic Orders: by Notice followed by full Order (NOTICE + 2nd public notice) (S14 (1))	2,094.41	Order	2,145.00	Non-business (0%)	2,145.00	2.4%	Cost Recovery
Licensing - Highways	Temporary Traffic Orders: by Order (S14 (1))	2,094.41	Order	2,145.00	Non-business (0%)	2,145.00	2.4%	Cost Recovery
Licensing - Highways	Temporary Traffic Orders: Extension	2,094.41	Order	2,145.00	Non-business (0%)	2,145.00	2.4%	Cost Recovery
Licensing - Highways	Vehicle Crossover Licence: Residential Applicants	365.56	Application	Withdrawn as Fee now between application Fees and permission Fee				
Licensing - Highways	Vehicle Crossover Licence - Application Fee	New	Application Fee	154.00	Non-business (0%)	154.00	New	Cost Recovery
Licensing - Highways	Vehicle Crossover Licence - Works Permission Fee	New	Works Permission Fee	221.00	Non-business (0%)	221.00	New	Cost Recovery
Licensing - Highways	Letter to support VCO legality - part of house sale	New	Per Letter	50.00	Non-business (0%)	50.00	N/A	Cost Recovery
Licensing - Highways	Section 50 - New Roads and Street Works Act 1991: Private apparatus in the Highway	572.07	Units of 200m per street	586.00	Non-business (0%)	586.00	2.4%	Cost Recovery
Document Copies - Highways	Local Land charges -Provision of site drawing, electronic	59.64	Number	51.00	Standard	61.20	2.6%	Cost Recovery
Document Copies - Highways	Local Land charges -Provision of controller specification	61.82	Number	53.00	Standard	63.60	2.9%	Cost Recovery
Document Copies - Highways	Local Land charges -Provision of SCOOT, UTC or MOVA data	115.92	Number	99.00	Standard	118.80	2.5%	Cost Recovery
Flood Risk Management/Drainage Advice and Data	Developer enquiries (pre app advice) for housing developments - professional advice over and above risk summary data - one off charge	Various	Hectares of development - banded	Various	Standard	Various	N/A	Cost Recovery

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Service	Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	2020-21 Fee or Charge ex VAT (£)	VAT Type	2020-21 Fee or Charge (inc VAT where applicable) (£)	% Increase	Type of charge
Markings - Highways	Access Protection Lines - road markings to deter parking across private access - per set	157.64	New lines	135.00	Standard	162.00	2.8%	Cost Recovery
Markings - Highways	Access Protection Lines - road markings to deter parking across private access - per set	157.64	Refurbishment	135.00	Standard	162.00	2.8%	Cost Recovery
Licensing - Highways	Moving Elevated Work Platform - Notice required	100.00	Up to 10 working days	103.00	Non-business (0%)	103.00	3.0%	Cost Recovery
Signs - Highways	Tourist & Private Directional signs – survey and admin fees (Design and Manufacture costs in addition to this)	311.15	Application	319.00	Non-business (0%)	319.00	2.5%	Cost Recovery
Signs - Highways	Tourist & Private Directional signs - sign design	Various	Sign	Fee withdrawn as Applicant pays direct to contractor				
Signs - Highways	Tourist & Private Directional signs - manufacture and installation	Various	Sign	Fee withdrawn as Applicant pays direct to contractor				
Temp Signs - Highways	Temporary Direction signs (new developments) - first 5 signs	547.38	Up to 5 signs	561.00	Non-business (0%)	561.00	2.5%	Cost Recovery
Temp Signs - Highways	Temporary Direction signs (new developments) - additional signs	109.48	Additional sign	112.00	Non-business (0%)	112.00	2.3%	Cost Recovery
TROs - Highways	TROs required as a consequence of development or another promoter	7,663.27	TRO	7,847.00	Non-business (0%)	7,847.00	2.4%	Cost Recovery
Licensing - Highways	Skip License - initial 14-day license	60.00	14 days	62.00	Non-business (0%)	62.00	3.3%	Cost Recovery
Licensing - Highways	Skip License - 14-day extension	60.00	14 days	62.00	Non-business (0%)	62.00	3.3%	Cost Recovery

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Service	Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	2020-21 Fee or Charge ex VAT (£)	VAT Type	2020-21 Fee or Charge (inc VAT where applicable) (£)	% Increase	Type of charge
Licensing - Highways	Skip License - Over run fee cost recovery	90.00	license	92.00	Non-business (0%)	92.00	2.2%	Cost Recovery
Licensing - Highways	Skip License - Retrospective	100.00	Application	103.00	Non-business (0%)	103.00	3.0%	Cost Recovery
Licensing - Highways	Materials on a Highway - Licence to temporarily deposit building materials etc, excavate (non-apparatus) etc OVER 24-hours: 1 to 5 days	88.00	Licence 1 to 5 days	90.00	Non-business (0%)	90.00	2.3%	Cost Recovery
Flood Risk Management/Drainage Advice and Data	Developer enquiries for housing developments - current flood risk summary held by the County Council - one off charge	300.00	Enquiry	256.00	Standard	307.20	2.4%	Cost Recovery
Signs - Highways	Tourist & Private Directional signs - non-refundable vetting fee	125.00	Application	128.00	Non-business (0%)	128.00	2.4%	Cost Recovery
Licensing - Highways	Moving Elevated Work Platform - Over run fee	150.00	day	154.00	Non-business (0%)	154.00	2.7%	Cost Recovery
Licensing - Highways	Moving Elevated Work Platform - Admin fee for change of date	35.00	One off	36.00	Non-business (0%)	36.00	2.9%	Cost Recovery
Licensing - Highways	Scaffold - Fine for over run or failure to notify removal complete	233.22	Application	239.00	Non-business (0%)	239.00	2.5%	Cost Recovery
Licensing - Highways	Materials on a Highway - Licence to temporarily deposit building materials - Over run per day	35.00	day	36.00	Non-business (0%)	36.00	2.9%	Cost Recovery

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Service	Fee or Charge	2019-20 Fee/ Charge (inc VAT where applicable) (£)	Per what?	2020-21 Fee or Charge ex VAT (£)	VAT Type	2020-21 Fee or Charge (inc VAT where applicable) (£)	% Increase	Type of charge
Licensing - Highways	Vehicle Crossover Licence: Developer Applications - 1 to 5 Properties (Dwellings) on site or equivalent commercial site development	546.00	Application	559.00	Non-business (0%)	559.00	2.4%	Cost Recovery
Licensing - Highways	Vehicle Crossover Licence: Developer Applications - 6 to 25 (Dwellings) Properties on site or equivalent commercial site development	1,092.00	Application	1,118.00	Non-business (0%)	1,118.00	2.4%	Cost Recovery
Licensing - Highways	Vehicle Crossover Licence: Developer Applications - 25+ Properties (Dwellings) on site or equivalent commercial site development	2,729.00	Application	2,794.00	Non-business (0%)	2,794.00	2.4%	Cost Recovery
Licensing - Highways	Temporary Direction signs (new developments) - unauthorised sign removal	100.00	Each sign removal	103.00	Non-business (0%)	103.00	3.0%	Cost Recovery
Traffic Signals	Temporary switch off for pedestrian crossing	596.64	Each	611.00	Non-business (0%)	611.00	2.4%	Cost Recovery
Traffic Signals	Temporary switch off for signalised junction	777.27	Each	796.00	Non-business (0%)	796.00	2.4%	Cost Recovery
Document Copies - Highways	Local Land charges -Provision of site drawing up to A3	36.44	Number	Fee Withdrawn as no longer required				
Document Copies - Highways	Local Land charges -Provision of site drawing over A3	59.64	Number	Fee Withdrawn as no longer required				
Document Copies - Highways	Local Land charges -Provision of count information, classified up to 2 years old	123.64	Number	Fee Withdrawn as no longer required				
Document Copies - Highways	Local Land charges -Provision of count information, unclassified or older than 2 years	61.82	Number	Fee Withdrawn as no longer required				

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Service	Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	2020-21 Fee or Charge ex VAT (£)	VAT Type	2020-21 Fee or Charge (inc VAT where applicable) (£)	% Increase	Type of charge
Document Copies - Highways	Local Land charges - Provision of TRANSYT file	98.28	Number					Fee Withdrawn as no longer required
Document Copies - Highways	Local Land charges - Provision of LINSIG 1 file	37.48	Number					Fee Withdrawn as no longer required
Document Copies - Highways	Local Land charges - Provision of LINSIG 2/3 file	61.82	Number					Fee Withdrawn as no longer required
Table & Chairs - Highway	Table & Chairs on the Highway - Annual Fee	520.00	Year					Fee Withdrawn for this report as a full review of operating model is underway and revised charges to be agreed separately before April 1st implementation
Table & Chairs - Highway	Table & Chairs on the Highway – Following Years	520.00	Later Years					Fee Withdrawn for this report as a full review of operating model is underway and revised charges to be agreed separately before April 1st implementation

**Highways Fees and Charges Statutory Charges**

Service	Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	VAT Type	Type of charge
Inspections - Highways	Streetworks Sample Inspections	50.00	Inspection	Outside scope (0%)	Statutory
Inspections - Highways	S74 Streetworks Charges	Various	Day	Outside scope (0%)	Statutory
Inspections - Highways	3rd Party Streetworks Report Inspections	50.00	Inspection	Outside scope (0%)	Statutory
Inspections - Highways	Defect inspection fees	47.50	Inspection	Outside scope (0%)	Statutory
Inspections - Highways	Fixed Penalty Notices - Working without a valid permit: Discounted when paid within 29-days	300.00	Discounted Fine	Outside scope (0%)	Statutory
Inspections - Highways	Fixed Penalty Notices - Working without a valid permit	500.00	Fine	Outside scope (0%)	Statutory
Inspections - Highways	Fixed Penalty Notices - fines for incorrect Streetworks notices: Discounted when paid within 29-days	80.00	Discounted Fine	Outside scope (0%)	Statutory
Inspections - Highways	Fixed Penalty Notices - fines for incorrect Streetworks notices	120.00	Fine	Outside scope (0%)	Statutory
Street Works Permit Scheme	Permit to work on the Highways				Withdrawn from this report for a separate decision on this Statutory Charge

**Transport Fees and Charges**

Service	Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	2020-21 Fee or Charge ex VAT (£)	VAT Type	2020-21 Fee or Charge (inc VAT where applicable) (£)	% Increase	Type of charge
Road Safety	Cycle Training Course - complete beginner	34.50	1 Hour Session	35.30	Exempt (0%)	35.30	2.3%	Cost Recovery
Road Safety	Cycle Training Course - beginner/road riding	40.00	1.5 Hour Session	41.00	Exempt (0%)	41.00	2.5%	Cost Recovery
Transport Bureau - Transport	Minibus Permit S19	12.50	Permit	15.00	Non-business (0%)	15.00	20.0%	Cost Recovery
Road Safety	Experienced Driver Assessment	46.50	Hour	47.60	Exempt (0%)	47.60	2.4%	Cost Recovery
Road Safety	Cycle Training Course - advanced	45.00	2 Hour	46.10	Exempt (0%)	46.10	2.4%	Cost Recovery
Transport	English National Concessionary Travel Scheme - replacement bus pass	10.00	Pass	10.00	Exempt (0%)	10.00	0.0%	Cost Recovery
Transport Bureau	Transport DBS – DBS Checks for external transport staff	70.00	Check	70.00	Non-business (0%)	70.00	0.0%	Cost Recovery
Local Transport Improvements	Bus Stop Suspension / Relocation	200.00	Bus stop site	200.00	Exempt (0%)	200.00	0.0%	Cost Recovery

**Transport Fees and Charges Statutory Charges**

Service	Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	2020-21 Fee or Charge ex VAT (£)	VAT Type	Type of charge
SSRP - Transport/Road Safety	Driver Awareness - National Speed Awareness Course	90.00	Course	90.00	Exempt (0%)	Statutory
SSRP - Transport/Road Safety	Driver Awareness -National Motorway Awareness Course	90.00	Course	90.00	Exempt (0%)	Statutory
SSRP - Transport/Road Safety	Driver Awareness - What's Driving Us Course	95.00	Course	95.00	Exempt (0%)	Statutory
SSRP - Transport/Road Safety	Driver Awareness -National Driver Awareness Course - Safe & Considerate Driving Course	185.00	Course	185.00	Exempt (0%)	Statutory

**Planning Fees and Charges**

Service	Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	2020-21 Fee or Charge ex VAT (£)	VAT Type	2020-21 Fee or Charge (inc VAT where applicable) (£)	% Increase	Type of charge
County Planning	Pre-application advice fees	Various	Meeting or site visit and written response, or written response only	Various	Standard	Various	0.0%	Cost Recovery
Environment & Heritage	Historic Environment Record - searches	108.00	householder Search	95.00	Standard	114.00	5.6%	Cost Recovery
Environment & Heritage	Historic Environment Record - searches	174.00	Standard Search	158.00	Standard	189.60	9.0%	Cost Recovery
Environment & Heritage	Historic Environment Record - searches	276.00	priority Search	252.00	Standard	302.40	9.6%	Cost Recovery
Environment & Heritage	Historic Environment Record - searches	180.00	Statutory Undertaker Standard Search	164.00	Standard	196.80	9.3%	Cost Recovery
Environment & Heritage	Historic Environment Record - searches	360.00	Statutory Undertaker Priority Search	338.00	Standard	405.60	12.7%	Cost Recovery
Environment & Heritage	Advice and support to statutory undertakers	102.00	Hours	87.00	Standard	104.40	2.4%	Cost Recovery
Environment & Heritage	Pre-application advice fees	Various	Written response or meeting/site visit & written response	Various	Standard	Various	2.4%	Cost Recovery
Environment & Heritage	Contribution by district and borough councils to maintenance of the HER	3,000.00	Annual fee	3,000.00	Non-business (0%)	3,000.00	0.0%	Cost Recovery
Implementation	s38 & s278 Highway Agreements	Various	Agreement	Various	Non-business (0%)	Various	9.0%	Cost Recovery
Monitoring and Records	Local Land Charge Fees	24.00	Search	20.00	Standard	24.00	0.0%	Cost Recovery
Monitoring and Records	Local Land Charge search follow-up	Various	Request	Various	Standard	Various	0.0%	Cost Recovery



## Appendix A

Service	Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	2020-21 Fee or Charge ex VAT (£)	VAT Type	2020-21 Fee or Charge (inc VAT where applicable) (£)	% Increase	Type of charge
Monitoring and Records	Highway Boundaries information	Various	Request	Various	Standard	Various	0.0%	Cost Recovery
Monitoring and Records	s106 Agreement enquiries	54.00	Hour	45.00	Standard	54.00	0.0%	Cost Recovery
Planning and Transport Policy	Access to traffic modelling	Various	Request	Various	Standard	Various	0.0%	Cost Recovery
Planning and Transport Policy	Copies of highway scheme plans	Various	Plan	Various	Standard	Various	0.0%	Cost Recovery
Highways Development Management	Pre-application advice fees	Various	Written response or meeting/site visit & written response	Various	Standard	Various	10.0%	Cost Recovery
Monitoring and Records	Monitoring of s106 contributions	N/A	Per trigger	200.00	Outside scope (0%)	200.00	N/A	Cost Recovery

### **Planning Fees and Charges Statutory Charges**

Service	Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	VAT Type	Type of charge
County Planning	Planning Application fees	Various	Application	Non-business (0%)	Statutory
County Planning	Fees Monitoring site visits	Various	Site visit	Non-business (0%)	Statutory
County Planning	Discharge of Conditions	116.00	Request	Non-business (0%)	Statutory
Environment & Heritage	Higher Stewardship Level advice	35.00	Mid-Tier 0-30ha	Outside scope (0%)	Statutory
Environment & Heritage	Higher Stewardship Level advice	70.00	Mid-Tier 31-75 ha	Outside scope (0%)	Statutory
Environment & Heritage	Higher Stewardship Level advice	140.00	Mid-Tier 76-150 ha	Outside scope (0%)	Statutory
Environment & Heritage	Higher Stewardship Level advice	280.00	Mid-Tier 150+ ha	Outside scope (0%)	Statutory
Environment & Heritage	Higher Stewardship Level advice	52.00	High Tier 0-30ha	Outside scope (0%)	Statutory
Environment & Heritage	Higher Stewardship Level advice	105.00	High Tier 31-75 ha	Outside scope (0%)	Statutory
Environment & Heritage	Higher Stewardship Level advice	210.00	High Tier 76-150 ha	Outside scope (0%)	Statutory
Environment & Heritage	Higher Stewardship Level advice	420.00	High Tier 150+ ha	Outside scope (0%)	Statutory

**Rights of Way and Countryside Fees and Charges**

Service	Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	2020-21 Fee or Charge ex VAT (£)	VAT Type	2020-21 Fee or Charge (inc VAT where applicable) (£)	% Increase	Type of charge
Countryside Facilities	Rental of land and fishing rights	Various	Agreement	Various	Exempt (0%)	Various	0.0%	Cost Recovery
Countryside Facilities	Various events run on Countryside sites	Various	Event	Removed from list - Split in to 6 separate charges below				Cost Recovery
Countryside Services	Bushcraft	New	Per Person	21.00	Exempt (0%)	21.00	New	Cost Recovery
Countryside Services	Family Bushcraft	New	Per Family	63.50	Exempt (0%)	63.50	New	Cost Recovery
Countryside Services	All guided walks/night hike/food for free with/without hot drink	New	Per person	6.50	Exempt (0%)	6.50	New	Cost Recovery
Countryside Services	Craft events e.g. Christmas Wreaths (includes materials/drinks)	New	Per Person	21.00	Exempt (0%)	21.00	New	Cost Recovery
Countryside Services	Hire of BCP Countryside Centre with refreshments hourly charge (All potential bookings must be checked and agreed with the duty ranger first)	New	Per Hour (minimum 2-hour Charge)	21.00	Exempt (0%)	21.00	New	Cost Recovery
Countryside Services	Schools and hire of Forest School area (per child)	New	Per Child	2.10	Exempt (0%)	2.10	New	Cost Recovery
Rights of Way	Unopposed Public Path Orders administrative fees	1,950.00	Order	2,300.00	Non-business (0%)	2,300.00	17.9%	Cost Recovery
Rights of Way	Opposed Public Path Orders administrative fees - legal and case officer support to Public Inquiry (in addition to the fee stated as "Unopposed Public Path Order").	1,140.00	Order	1,300.00	Non-business (0%)	1,300.00	14.0%	Cost Recovery

**Appendix A**

Service	Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	2020-21 Fee or Charge ex VAT (£)	VAT Type	2020-21 Fee or Charge (inc VAT where applicable) (£)	% Increase	Type of charge
Rights of Way	Opposed Public Path Orders administrative fees - where objections withdrawn following officer correspondence, so Order can be confirmed as unopposed (in addition to the fee stated as "Unopposed Public Path Order").	390.00	Order	400.00	Non-business (0%)	400.00	2.6%	Cost Recovery
Rights of Way	Un/Opposed Public Path Orders administrative fees - additional Order(s) in addition to the fee stated as "Unopposed Public Path Order" and "Opposed Public Path Order" fee as applicable)	390.00	Order	400.00	Non-business (0%)	400.00	2.6%	Cost Recovery
Rights of Way	Un/Opposed Public Path Orders administrative fees - additional site inspections by case officer prior to determining application (in addition to the fee stated as "Unopposed Public Path Order" and "Opposed Public Path Order" fee as applicable).	140.00	Site Visit plus associated costs	200.00	Non-business (0%)	200.00	42.9%	Cost Recovery
Rights of Way	Public Path Orders administrative fees - Temporary Traffic Regulation Order (path closure) (6-month Orders)	1,950.00	Path order	2,000.00	Non-business (0%)	2,000.00	2.6%	Cost Recovery
Rights of Way	Public Path Orders administrative fees - Temporary Traffic Regulation Order (path closure) (Extensions)	1,950.00	Path order	2,000.00	Non-business (0%)	2,000.00	2.6%	Cost Recovery
Rights of Way	Public Path Orders administrative fees - Temporary Traffic Regulation Order (path closure) (21 days emergency/unplanned Orders)	500.00	Path order	550.00	Non-business (0%)	550.00	10.0%	Cost Recovery

**Appendix A**

Service	Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	2020-21 Fee or Charge ex VAT (£)	VAT Type	2020-21 Fee or Charge (inc VAT where applicable) (£)	% Increase	Type of charge
Rights of Way	Public Path Orders administrative fees - Temporary Traffic Regulation Order (path closure) (5 days planned works Orders)	500.00	Path order	550.00	Non-business (0%)	550.00	10.0%	Cost Recovery
Countryside Services	Licence fee for access across or on to COUNCIL land	Various	Application	Various	Non-business (0%)	Various	Various	Cost Recovery
Rights of Way	Charge for advice on PPO legislation and procedures to potential applicants and Order Making Authorities	New	Per hour	28.00	Exempt (0%)	28.00	New	Cost Recovery

Agenda Item 5b

**Trading Standards Fees and Charges**

Service	Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	2020-21 Fee or Charge ex VAT (£)	VAT Type	2020-21 Fee or Charge (inc VAT where applicable) (£)	% Increase	Type of charge
Trading Standards	Weights and Measures Act 1985 - Inspector of Weights and Measures	86.40	Hour	74.00	Standard	88.80	2.8%	Cost Recovery
Trading Standards	Weights and Measures Act 1985 - Support Officer	55.20	Hour	47.50	Standard	57.00	3.3%	Cost Recovery
Trading Standards	Hourly charge for demand led discretionary business support services	86.40	Hour	74.00	Standard	88.80	2.8%	Cost Recovery
Trading Standards	Buy with Confidence Membership - Annual Membership fee for 1-5 staff	165.60	Year	142.00	Standard	170.40	2.9%	Cost Recovery
Trading Standards	Buy with Confidence Membership - Annual Membership fee for 6-20 staff	276.00	Year	236.00	Standard	283.20	2.6%	Cost Recovery
Trading Standards	Buy with Confidence Membership - Annual Membership fee for 21+ staff	331.20	Year	283.00	Standard	339.60	2.5%	Cost Recovery
Trading Standards	Application Fee 1 - 5 employees (2016 Membership onwards)	150.00	Application	128.00	Standard	153.60	2.4%	Cost Recovery
Trading Standards	Annual Fee 1 - 5 employees (2016 Membership onwards)	300.00	Year	256.00	Standard	307.20	2.4%	Cost Recovery
Trading Standards	Application Fee 6 - 20 employees (2016 Membership onwards)	200.40	Application	171.00	Standard	205.20	2.4%	Cost Recovery
Trading Standards	Annual Fee 6 - 20 employees (2016 Membership onwards)	450.00	Year	384.00	Standard	460.80	2.4%	Cost Recovery
Trading Standards	Application Fee 20 - 49 employees (2016 Membership onwards)	249.60	Application	213.00	Standard	255.60	2.4%	Cost Recovery
Trading Standards	Annual Fee 20 - 49 employees (2016 Membership onwards)	600.00	Year	512.00	Standard	614.40	2.4%	Cost Recovery
Trading Standards	Full page - (120mm w x 186mm h)	483.60	Edition	413.00	Standard	495.60	2.5%	Cost Recovery

**Appendix A**

Service	Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	2020-21 Fee or Charge ex VAT (£)	VAT Type	2020-21 Fee or Charge (inc VAT where applicable) (£)	% Increase	Type of charge
Trading Standards	Half page - (120mm w x 90mm h)	340.80	Edition	291.00	Standard	349.20	2.5%	Cost Recovery
Trading Standards	Quarter page - (57mm w x 90mm h)	217.20	Edition	186.00	Standard	223.20	2.8%	Cost Recovery
Trading Standards	Eighth page - (57mm w x 42mm h)	122.40	Edition	105.00	Standard	126.00	2.9%	Cost Recovery
Trading Standards	Variation of a licence (other than name or address)	86.40	Hour	74.00	Standard	88.80	2.8%	Cost Recovery

Agenda Item 5b

**Trading Standards Fees and Charges Statutory Fees**

Service	Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	VAT Type	Type of charge
Trading Standards	Band A - under 2500 litres	44.00	year	Outside scope (0%)	Statutory
Trading Standards	Band B - 2500 -50000 litres	60.00	year	Outside scope (0%)	Statutory
Trading Standards	Band C - over 50,000 litres	125.00	year	Outside scope (0%)	Statutory
Trading Standards	Licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed	185.00	1 year	Outside scope (0%)	Statutory
Trading Standards	Licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed	243.00	2 years	Outside scope (0%)	Statutory
Trading Standards	Licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed	304.00	3 years	Outside scope (0%)	Statutory
Trading Standards	Licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed	374.00	4 years	Outside scope (0%)	Statutory
Trading Standards	Licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed	423.00	5 years	Outside scope (0%)	Statutory
Trading Standards	Renewal of licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed	86.00	1 year	Outside scope (0%)	Statutory
Trading Standards	Renewal of licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed	147.00	2 years	Outside scope (0%)	Statutory
Trading Standards	Renewal of licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed	206.00	3 years	Outside scope (0%)	Statutory
Trading Standards	Renewal of licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed	266.00	4 years	Outside scope (0%)	Statutory
Trading Standards	Renewal of licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed	326.00	5 years	Outside scope (0%)	Statutory
Trading Standards	Licence to store explosives where no minimum separation distance or a 0 metres minimum separation distance is prescribed	109.00	1 year	Outside scope (0%)	Statutory
Trading Standards	Licence to store explosives where no minimum separation distance or a 0 metres minimum separation distance is prescribed	141.00	2 years	Outside scope (0%)	Statutory
Trading Standards	Licence to store explosives where no minimum separation distance or a 0 metres minimum separation distance is prescribed	173.00	3 years	Outside scope (0%)	Statutory

**Appendix A**

Service	Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	2020-21 Fee or Charge ex VAT (£)	VAT Type
Trading Standards	Licence to store explosives where no minimum separation distance or a 0 metres minimum separation distance is prescribed	206.00	4 years	Outside scope (0%)	Statutory
Trading Standards	Licence to store explosives where no minimum separation distance or a 0 metres minimum separation distance is prescribed	238.00	5 years	Outside scope (0%)	Statutory
Trading Standards	Renewal of licence to store explosives where no minimum separation distance or a 0 metres minimum separation distance is prescribed	54.00	1 year	Outside scope (0%)	Statutory
Trading Standards	Renewal of licence to store explosives where no minimum separation distance or a 0 metres minimum separation distance is prescribed	86.00	2 years	Outside scope (0%)	Statutory
Trading Standards	Renewal of licence to store explosives where no minimum separation distance or a 0 metres minimum separation distance is prescribed	120.00	3 years	Outside scope (0%)	Statutory
Trading Standards	Renewal of licence to store explosives where no minimum separation distance or a 0 metres minimum separation distance is prescribed	152.00	4 years	Outside scope (0%)	Statutory
Trading Standards	Renewal of licence to store explosives where no minimum separation distance or a 0 metres minimum separation distance is prescribed	185.00	5 years	Outside scope (0%)	Statutory
Trading Standards	Varying the name of licensee or address of site	35.00	variation	Outside scope (0%)	Statutory
Trading Standards	Transfer of licence or replacement licence if lost	35.00	transfer	Outside scope (0%)	Statutory
Trading Standards	All year sale of fireworks	500.00	annual	Outside scope (0%)	Statutory

Agenda Item 5b



**Waste Fees and Charges**

Service	Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	2020-21 Fee or Charge ex VAT (£)	VAT Type	2020-21 Fee or Charge (inc VAT where applicable) (£)	% Increase	Type of charge
Waste Recycling	Co-mingled Recyclate	124.00	Tonne	105.83	Standard	127.00	2.4%	Cost Recovery
Waste Disposal	Trade Waste	173.00	Tonne	147.50	Standard	177.00	2.3%	Cost Recovery
Waste Recycling	Green Waste	72.00	Tonne	61.67	Standard	74.00	2.8%	Cost Recovery
Waste Recycling	WEEE Category A	170.00	Tonne	145.00	Standard	174.00	2.4%	Cost Recovery
Waste Recycling	WEEE Category B	477.00	Tonne	407.08	Standard	488.50	2.4%	Cost Recovery
Waste Recycling	WEEE Category C	477.00	Tonne	407.08	Standard	488.50	2.4%	Cost Recovery
Waste Recycling	WEEE Category D	477.00	Tonne	407.08	Standard	488.50	2.4%	Cost Recovery
Waste Recycling	WEEE Category E	170.00	Tonne	145.00	Standard	174.00	2.4%	Cost Recovery
Waste Recycling	Single Stream Recyclate	14.50	Tonne	12.42	Standard	14.90	2.8%	Cost Recovery
HWRS Non-Household	Motor Vehicle Tyre	4.00	Tyre	4.17	Standard	5.00	25.2%	Cost Recovery

**Energy Fees and charges**

Fee or Charge	2019-20 Fee or Charge (inc VAT where applicable) (£)	Per what?	2020-21 Fee or Charge ex VAT (£)	VAT Type	2020-21 Fee or Charge (inc VAT where applicable) (£)	% Increase	Type of charge
Schools Display Energy Certificates - SLA	49.00	Per certificate	55.00	Non-business (0%)	55.00	12.2%	Cost Recovery
Schools Display Energy Certificates - SLA Academy	58.80	Per certificate	55.00	Standard	66.00	12.2%	Cost Recovery
Schools Energy Management Service - SLA. Band 1	330.00	1-5 meters	338.00	Non-business (0%)	338.00	2.4%	Cost Recovery
Schools Energy Management Service - SLA. Band 1. Academy	396.00	1-5 meters	338.00	Standard	405.60	2.4%	Cost Recovery
Schools Energy Management Service - SLA. Band 2	385.00	6-9 meters	394.00	Non-business (0%)	394.00	2.3%	Cost Recovery
Schools Energy Management Service - SLA. Band 2. Academy	462.00	6-9 meters	394.00	Standard	472.80	2.3%	Cost Recovery
Schools Energy Management Service - SLA. Band 3	479.00	10+ meters	490.00	Non-business (0%)	490.00	2.3%	Cost Recovery
Schools Energy Management Service - SLA. Band 3. Academy	574.80	10+ meters	490.00	Standard	588.00	2.3%	Cost Recovery



## Forward Plan of Key Decisions

The County Council must give at least 28 days' notice of all key decisions to be taken by members or officers. The Plan describes these proposals and the month in which the decisions are to be taken over a four-month period. Decisions are categorised according to the [West Sussex Plan](#) priorities of:

- **Best Start in Life** (those concerning children, young people and schools)
- **A Prosperous Place** (the local economy, infrastructure, highways and transport)
- **A Safe, Strong and Sustainable Place** (Fire & Rescue, Environmental and Community services)
- **Independence in Later Life** (services for older people or work with health partners)
- **A Council that Works for the Community** (finances, assets and internal Council services)

The most important decisions will be taken by the Cabinet sitting in public. The [schedule of monthly Cabinet meetings](#) is available on the website. The Forward Plan is updated regularly and key decisions can be taken on any day in the month if they are not taken at Cabinet meetings. The [Plan](#) is available on the County Council's website and from Democratic Services, County Hall, West Street, Chichester, PO19 1RQ, all Help Points and the main libraries in Bognor Regis, Crawley, Haywards Heath, Horsham and Worthing. [Published decisions](#) are also available via the website.

A key decision is one which:

- Involves expenditure or savings of £500,000 or more (except treasury management); and/or
- Will have a significant effect on communities in two or more electoral divisions in terms of how services are provided.

The following information is provided for each entry in the Forward Plan:

<b>Decision</b>	A summary of the proposal.
<b>Decision By</b>	Who will take the decision - if the Cabinet, it will be taken at a Cabinet meeting in public.
<b>West Sussex Plan priority</b>	Which of the five priorities in the West Sussex Plan the proposal affects.
<b>Date added</b>	The date the proposed decision was added to the Forward Plan.
<b>Month</b>	The decision will be taken on any working day in the month stated. If a Cabinet decision, it will be taken at the Cabinet meeting scheduled in that month.
<b>Consultation/ Representations</b>	How views and representations about the proposal will be considered or the proposal scrutinised, including dates of Select Committee meetings.
<b>Background Documents</b>	The documents containing more information about the proposal and how to obtain them (via links on the website version of the Forward Plan). Hard copies are available on request from the decision contact.
<b>Author</b>	The contact details of the decision report author
<b>Contact</b>	Who in Democratic Services you can contact about the entry

### Finance, assets, performance and risk management

Each month the Cabinet Member for Finance reviews the Council's budget position and may take adjustment decisions. A similar monthly review of Council property and assets is carried out and may lead to decisions about them. These are noted in the Forward Plan as 'rolling decisions'.

Each month the Cabinet will consider the Council's performance against its planned outcomes and in connection with a register of corporate risk. Areas of particular significance may be considered at the scheduled Cabinet meetings.

Significant proposals for the management of the Council's budget and spending plans will be dealt with at a scheduled Cabinet meeting and shown in the Plan as strategic budget options.




For questions contact Helena Cox on 033022 22533, email [helena.cox@westsussex.gov.uk](mailto:helena.cox@westsussex.gov.uk).

**Published: 2 January 2020**

## Forward Plan Summary

### Summary of all forthcoming executive decisions in West Sussex Plan priority order

Decision Maker	Subject Matter	Date
 <b>Best Start in Life</b>		
Cabinet Member for Education and Skills	Replacement All Weather Pitch at The Weald Community School, Billingshurst	January 2020
Cabinet	Small Schools Proposals	January 2020
Cabinet Member for Education and Skills	Southwater Infant and Junior Schools - Additional Funding Replacement Accommodation	January 2020
Director of Finance and Support Services	Award of Contract for the expansion of Manor Green Primary School, Crawley	January 2020
Cabinet	Woodlands Meed College Site, Burgess Hill - Allocation of Funding for Project Delivery	January 2020
Cabinet Member for Education and Skills	School Funding 2020/21	January 2020
Cabinet Member for Education and Skills	Admission Arrangements for Community and Voluntary Controlled Schools in West Sussex and the Coordinated Scheme of Admissions	February 2020
Cabinet	Adoption of the West Sussex Children First Strategic Approach	March 2020
Cabinet Member for Education and Skills	Provision of new school hall at Thorney Island Primary School	April 2020
 <b>A Prosperous Place</b>		
Leader	Endorsement of bids to Coast to Capital LEP: West Sussex Full Fibre Programme	January 2020
Director of Highways, Transport and Planning	Concessionary Travel Scheme - award of bus pass manufacture and administration contract	January 2020
Cabinet Member for Economy and Corporate Resources	Crawley Growth Programme: Approval of amendments to project funding allocations	January 2020
Cabinet Member for Highways and Infrastructure	Transport for the South East: response to consultation on draft Transport Strategy	January 2020
Acting Executive Director Place Services	Worthing Public Realm Works - Adur and Worthing Growth Programme	February 2020
Director of Highways, Transport and Planning	Adur and Worthing Agency Agreement for Parking Services	February 2020
Cabinet Member for Highways and Infrastructure	Highways and Transport Delivery Programmes 2020/21	February 2020

 <b>A Strong, Safe and Sustainable Place</b>		
Director of Public Health	Contract for Provision of Children, Young People and Adults, who use Alcohol and / or Drugs, their Families and Carers extension	January 2020
Executive Director People Services	Hospital Discharge Care Service Award of Contract	January 2020
Cabinet Member for Adults and Health	Procurement of Accommodation Based Support for Alcohol/Drug Recovery	January 2020
Acting Executive Director Place Services	Worthing Community Hub Award of Contract	February 2020
Acting Executive Director Place Services	Electric Vehicle Charging Procurement and Contract Award	March 2020
Cabinet Member for Adults and Health	Supported Living Services Procurement	March 2020
 <b>Independence in Later Life</b>		
Cabinet Member for Adults and Health	Adults' Services Improvement - Next Steps	January 2020
Cabinet Member for Adults and Health	Commissioning of Care and Support at Home	January 2020
Director of Public Health	Local Healthwatch and Independent Complaints Advocacy Service Award of Contract	January 2020
Cabinet Member for Adults and Health	Review of In-house Residential Care	February 2020
Executive Director Adults and Health	Extension of the Community Equipment Service Contract	February 2020
 <b>A Council that works for the Community</b>		
Cabinet Member for Finance, Leader	Total Performance Monitor (Rolling Entry)	Between April 2019 and March 2020
Cabinet Member for Finance	Property Review (Rolling Entry)	Between April 2019 and March 2020
Cabinet Member for Economy and Corporate Resources	Procurement "Soft" Facilities Management Services Contract	January 2020
Acting Executive Director Place Services	Award of Contract for Self Service Library Kiosks	January 2020
Cabinet	Procurement of Agency Worker Recruitment Contract	January 2020
Cabinet	Approval of the County Council's Revenue Budget 2020/21 and Capital Programme 2020/21 to 2023/24	January 2020
Cabinet	Development Agreements: New Monk's Farm	February 2020
<b>Strategic Budget Options 2020/21</b>		
Cabinet	Review of Fees and Charges	January 2020
Cabinet	Reduction in the Post-16 Support Service	January 2020

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