

**Report of** Finance Manager

**Report to** Director of Environment and Housing

**Date:** October 2014

**Subject:** Miscellaneous Charges Review - 2014/15

Are specific electoral Wards affected? If relevant, name(s) of Ward(s): Various	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

### Summary of main issues

Following the integration of the Arms Length Management Organisations (ALMOs) with the Council, this report seeks the Director of Environment and Housing approval to standardise the miscellaneous fees and charges made for services provided. Previously the charges made for these services by the ALMOs and the Council may have varied marginally, this report seeks to standardise the charges for Housing Leeds. The details of the proposed charges are shown as detailed in the body of this report. The charges relate to services provided for both Housing Revenue Account and Housing General Fund services.

### Recommendations

That the Director approves the standardisation of fees and charges as detailed in the table at paragraph 3.2 to this report.

#### 1. Purpose of the Report

The Council's Financial Procedures on fees and charges, require that Departments at least annually review charges made for services provided. This report seeks the Director of Environment and Housing approval to harmonise the charges for 2014/15.

#### 2 Background Information

The Department makes charges for a number of ad-hoc services which it provides in to tenants and members of the public. This report provides brief details of those services and the charges which are currently made and the proposed charge for the remainder of 2014/15. Detailed below is a brief description of the types of charges raised.

## 2.1 Housing Management:

**2.1.1 Rent References.** Officers within Housing Leeds receive requests from tenants to provide references to enable them to acquire mortgages, or for the purpose of moving into a Private Rented property. The charge is for the officers time and overheads associated with the provision of these references.

### 2.1.3 Communal Entrance Keys

Charges are made for communal entrance door keys which are lost or damaged.

### 2.1.4 Environment and Housing: Recharges - Staff Time

Staff can be required to attend Court, supervise works following the issue of Statutory Notices, or provide training to external bodies.

## 2.3 Sheltered Housing Communal Rooms

**2.3.1** A number of the Sheltered Housing schemes have communal rooms which are sometimes let to external clubs/groups for meetings. A charge can be levied against the organisation based upon an hourly rate.

**2.3.2** A number of the Sheltered Housing schemes have guest rooms for use by tenants relatives. A small charge is made for use of these facilities.

## 3. Finance

**3.1** The income for the charges for the administration functions undertaken is estimated at approximately £15,000 per annum

<b>3.2 Table 1</b>			
<b>Service Type</b>	<b>Unit</b>	<b>Charge Frequency</b>	<b>Proposed Charge 2014/15 (excl Vat)</b>
<b>Housing Management</b> Rent References Key Fob Multi Lock	Administration per case		£53.50 £ 6.00 £10.00
<b>Home Ownership</b> Leasehold Solicitors/ Other enquiries	- Administration per case (excl VAT)		£73.50
<b>Home Ownership – Right to Buy enquiries, Postponements</b>	- Administration per case (excl VAT)		£99.00
<b>Immigration Letters</b>	- Administration per case (excl VAT)		£48.29
<b>Washer tokens</b>	-	Each	£1.07
<b>Dryer tokens</b>	-	Each	£1.07
<b>Retrospective permission</b>	- Administration per case (excl VAT)		£43.65
<b>Retrospective permission with a Surveyor</b>	- Administration per case (excl VAT)		£48.29

<b>Replacement heating cards</b>	-	Each	£5.57
<b>Staff Time</b>	- Clerical/Administrative (Sc1-6)	Hourly	£36.00
	- Supervisory (SO1- PO6)	Hourly	£64.00
<b>Sheltered Housing</b>	- Small Room	Hourly	£10.05
	- Large Room	Hourly	£15.70
	- Guest Room	Nightly	£10.90

#### **4. Corporate Considerations**

##### **4.1 Consultation and Engagement**

There has been no consultation undertaken in respect of the changes in the miscellaneous charges. A review of the charges has been undertaken to ensure all customers are charged the same fee across the city.

##### **4.2 Equality Diversity / Cohesion Integration**

It is not considered that there are any equality; diversity; cohesion or integration issues.

The charges will be applied to all customers of the Council who receive the services detailed in this report. This is a review to standardise the charges for the remainder of 2014/15 and an equality screening has been conducted and concluded that there were no equality, diversity, cohesion or integration issues to take into account and is submitted with this report.

##### **4.3 Council Policy and City Priorities**

This contributes towards the City's policy regarding the spending of money wisely.

##### **4.4 Resources and Value for Money**

The fees have been reviewed to standardise the charges. The fees and charges will also be subject to an annual review as part of the budget setting exercise.

##### **4.5 Legal Implications, Access to Information and Call In**

There are no legal implications and the decision is a delegated decision under the Officer Delegated Decisions (Exec Functions) and is one which is not considered to be subject to call-in.

##### **4.6 Risk Management**

There are no risks identified.

#### **5 Conclusion**

##### **5.1** The proposed fees are to be adopted city wide with immediate effect

#### **6. Recommendation**

##### **6.1** The Director of Environment and Housing is requested to approve standardisation of the fees and charges as detailed in Table 1, paragraph 3.2 of this report.

#### **7. Background Papers**

None

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<sup>1</sup> The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.