

Review of Environmental Health Services fees and charges for 2023/24

Date: 14 March 2023

Report of: Environmental Health Manager

Report to: Chief Officer Elections and Regulatory

Will the decision be open for call in? Yes No

Does the report contain confidential or exempt information? Yes No

Brief summary

The Environmental Health Service provides a range of statutory and discretionary services for which fees and charges are levied. The charges and fees are payable for business activities, including food outlets, tattooists, dog kennels and commercial pest control work, rather than for public services. The Council has powers to charge for certain statutory duties contained within specific legislation relating to that duty. Some charges for statutory duties are set nationally and cannot be decided by the local authority. In addition, The Local Government Act 2003 and Localism Act 2011 includes a general power for local authorities to charge for discretionary services. Charges made under this power are limited to cost recovery.

A review has been undertaken to ensure full cost recovery of statutory duties, and for the Service to continue to provide discretionary functions that do not present an undue cost to the Local Authority.

The review takes into consideration inflation, increases in direct costs and benchmarks the proposed charges and fees with other neighbouring local authorities and core cities.

The proposal is to update and increase the existing fees and charges to reflect current service delivery costs.

Recommendations

- a) The Chief Officer Elections and Regulatory approves the revised fees and charges for 2023/24.

What is this report about?

- 1 The report provides information on the various statutory and discretionary services provided by the Environmental Health Service for which charges and fees are levied. See Appendix A.
- 2 The report provides information on the current charges and fees, the proposed revised charges and fees for 2023/24 and income forecasts for 2023/24. See Appendix B.
- 3 Fees and charges have not been reviewed or increased for at least two years, and longer for some services.
- 4 The review has taken into account a range of cost factors including forecast pay awards for 2023 (between 7% and 5% dependent on pay grade), the annual inflation rate for 2022 (9%), the forecast inflation rate for 2023 (6%) and any cost increases for equipment and materials.
- 5 The proposed increases in the various fees and charges are set out in Appendix B of the report. The level of increase for each service is based on the officer grade and time taken to provide each service, any increased cost of materials (pest control products), how long since each service was last reviewed, and the comparative charges set by other local authorities.
- 6 If approved, the increased fees and charges would come into effect on 1st April 2023.
- 7 A bench marking exercise comparing the proposed fees and charges with those charged by other local authorities has been undertaken. The exercise confirmed that the proposed fees and charges are broadly in line with other local authorities.

What impact will this proposal have?

- 8 The proposal will ensure full cost recovery of statutory duties and for the Service to continue to provide beneficial discretionary services functions that do not present an undue cost to the Council.

How does this proposal impact the three pillars of the Best City Ambition?

Health and Wellbeing

Inclusive Growth

Zero Carbon

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What consultation and engagement has taken place?

Wards affected: All

Have ward members been consulted?

Yes

No

- 10 The Executive Member for Environment & Housing has been consulted on the proposal.

What are the resource implications?

- 11 The implementation of the proposal will not require any additional resources.

What are the key risks and how are they being managed?

- 12 No major risks have been identified. A failure to update the relevant fees and charges could mean that the Council is not able to adequately recover costs for providing services.

What are the legal implications?

- 13 The Council has powers to charge for certain statutory duties where permitted by legislation. The statutory duties identified in this report are confirmed as chargeable.
- 14 The Local Government Act 2003 includes a general power for local authorities to charge for discretionary services. Charges made under this power are limited to cost recovery.
- 15 An Equality Impact Screening Assessment has been completed. A full Equality Impact Assessment is not required for this report. The fees and charges relate to commercial activities and as such do not impact on any protected characteristics or specific groups.

Options, timescales and measuring success

What other options were considered?

- 16 An option not to increase fees and charges was considered. However, taking into account that the current fees and charges have not been reviewed in at least two years, and significant increases in inflationary and direct costs, the current fees and charges no longer represent total cost recovery.

How will success be measured?

- 17 The impact of the revised fees and charges will be monitored and fed into the annual review process.

What is the timetable and who will be responsible for implementation?

- 18 If approved, the revised charges and fees will be implemented on 1st April 2023.

Appendices

Appendix A. Environmental Health Services included within the fees review

Food Hygiene Rating Revisit - A food business can request a revisit for the purposes of re-rating if they have taken action to rectify the non-compliances identified at the time of the original inspection. The enabling legislation is The Local Government Act 2003 and Localism Act 2011.

Food Export Health Certificate – A business wishing to export food products requires the local authority to provide an export certificate. The enabling legislation is The Local Government Act 2003 and Localism Act 2011.

Skin Piercing Registration – Any business offering skin piercing treatments (tattooing, cosmetic piercing, acupuncture etc) is required to register with the local authority. The enabling legislation is Section 14 & 15 Local Government (Miscellaneous Provisions) Act 1982.

Environmental Search – The local authority undertakes conveyancing searches to ascertain whether any past use is likely to have led to contamination. The enabling legislation is The Local Government Act 2003 and Localism Act 2011.

Commercial Pest Control - The service offers businesses within Leeds annual pest control contracts and also the opportunity to book 'one-off' pest control treatments. The enabling legislation is The Local Government Act 2003 and Localism Act 2011.

Animal Welfare Licensing – Any business wishing to work with animals requires a licence from the local authority. These include kennels and catteries, dog breeders, dog day care, pet shops, horse

riding establishments and performing animal shows. The enabling legislation is Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018.

Appendix B.

Current and proposed charges and fees

Services	Statutory/Discretionary	Last reviewed	% increase	Current fee (£) inc. VAT (where applicable)	Proposed fee (£) inc. VAT (where applicable)	Estimated income (£) 2023/24	LA Benchmarking range (£)
Food Hygiene Rating Revisit	Discretionary	2017	7%	215.00	230.00	13,880.00	184 - 293
Food Export Health Certificate	Statutory	2017	10%	61.00	68.00	3,960.00	72 - 85
Skin Piercing Registration	Statutory	2020	7%	219.00	235.00	22,000.00	115 - 244
Environmental Search	Discretionary	2017	10%	60.00	66.00	1,008.00	72 - 108
Commercial Pest Control	Discretionary	2020	10%	Eg: rat treatment 150.00	Eg: rat treatment 165.00	226,970.00	115 - 220
Animal Welfare Licensing	Statutory	2018	7%	Eg: commercial boarding fee (10 dogs) 344.60	Eg: commercial boarding fee (10 dogs) 369.00	28,140.00	330 - 405

Commercial pest control charges breakdown

Pest	Current price inc VAT (£)	Proposed price inc VAT
Rats	150	165
Mice	150	165
Squirrels	150	165
Fleas	185	204
Cockroaches	185	204
Wasps	60	66
Other insects	120	132
Bedbugs	Quotation	Quotation + 10%
Pigeons	Quotation	Quotation + 10%
Moles	Quotation	Quotation + 10%
Annual contract	Quotation	Quotation + 10%

Animal welfare licensing renewal fees breakdown

Licence type	Current fee inc VAT (£)	Proposed fee inc. VAT (7% increase)
Home boarding	344.60	369.00
Commercial boarding (up to 10 cats or dogs)	344.60	369.00
Commercial boarding (11 to 25 cats or dogs)	371.35	398.00
Commercial boarding (above 26 cats or dogs)	424.80	455.00
Day care (up to 10 cats or dogs)	344.60	369.00
Day care (11 to 25 cats or dogs)	424.85	455.00
Day care (above 26 cats or dogs)	424.85	455.00
Dog breeding (1 to 5 dogs)	376.70	404.00
Dog breeding (6 to 10 dogs)	424.85	455.00
Dog breeding (11 or more dogs)	424.85	455.00
Pet sales (small or single species)	344.60	369.00
Pet sales (large or multiple species)	376.70	404.00
Hiring out horses (up to 5)	360.65	386.00
Hiring out horses (6 to 10)	376.70	404.00
Hiring our horses (11 or more)	473.00	507.00
Animal exhibitor and trainer (single species)	205.90	221.00
Animal exhibitor and trainer (multiple species)	238.00	255.00

Background papers

- None