

Dear Members

Cabinet

A meeting of the Cabinet will be held on **Thursday 3 November 2022 at 6.30pm** in the **Craddock Room, Civic Centre, Riverside, Stafford** to deal with the business as set out on the agenda.

Please note that this meeting will be recorded

Members are reminded that contact officers are shown at the top of each report and members are welcome to raise questions etc in advance of the meeting with the appropriate officer.



Head of Law and Administration

CABINET - 3 NOVEMBER 2022

Chair - Councillor P M M Farrington

AGENDA

- 1 Minutes of 6 October 2022 as circulated and published on 7 October 2022
- 2 Apologies
- 3 Councillors' Question Time (if any)
- 4 Proposals of the Cabinet Members (as follows):-

	Page Nos
(a) ENVIRONMENT PORTFOLIO	
(i) Proposals for an Increase in Fares: Hackney Carriage Vehicles	3 - 10
(b) RESOURCES PORTFOLIO	
(i) Fees and Charges Review 2023	11 - 75
(ii) Strategic Risk Register	76 - 109
(c) CLIMATE CHANGE PORTFOLIO	
(i) Climate Change and Green Recovery - Annual Update	110 - 127
(d) COMMUNITY PORTFOLIO	
(i) Minimum Energy Efficiency Standards (MEES) in the Private Rented Sector - Penalty Charges	128 - 131

Membership

Chair - Councillor P M M Farrington

P M M Farrington	- Leader
F Beatty	- Economic Development and Planning Portfolio
J M Pert	- Deputy Leader and Community Portfolio
J K Price	- Climate Change Portfolio
R M Smith	- Resources Portfolio
C V Trowbridge	- Leisure Portfolio
M J Winnington	- Environment Portfolio

Agenda Item 4(a)(i)

Cabinet Date:	3 November 2022
Contact Officer:	Julie Wallace
Telephone Number:	01785 619605
Ward Interest:	All
Report Track:	Cabinet Briefing 06/10/2022 Cabinet 03/11/2022
Key Decision:	Yes
Submission by:	Councillor Mark Winnington Portfolio

Proposals for an Increase in Fares: Hackney Carriage Vehicles.

1 Purpose of Report

- 1.1 To ask Cabinet to approve a request from the Stafford Taxi Association on behalf of the Hackney Carriage proprietors for an increase in fares.

2 Proposal of Cabinet Member

- 2.1 That:
- (a) the revised scale of charges set out in **APPENDIX 1** for Hackney Carriages licensed by the Council be approved.
 - (b) the revised charges be implemented from Monday 7 November 2022.

3 Key Issues and Reasons for Recommendations

- 3.1 It is the responsibility of Cabinet to consider the maximum tariff rates to be consulted on for Hackney Carriages within Stafford Borough and the need to advertise them.
- 3.2 Section 65 of the Local Government (Miscellaneous Provisions) Act 1976 states that a "District Council may fix the rates or fares within the district as well for time and distance, and all other charges in connection with the hire of a vehicle".

- 3.3 The Council last set the fares for licensed Hackney Carriages, in 2020. Since this time there has been a significant and sustained increase in the price of fuel, cost of vehicles and other operational costs including insurance and maintenance that are associated with running a Hackney Carriage vehicle.

4 Relationship to Corporate Business Objectives

- 4.1 To improve the quality of life of local people by providing a safe, clean, attractive place to live and work and encouraging people to be engaged in developing strong communities that promote health and wellbeing.

5 Report Detail

- 5.1 Representatives of the Hackney Carriage trade approached the Council and put forward a proposal for an increase in the fares that they can charge customers in response to their increased operational costs.
- 5.2 The local authority controls the maximum fares charged by hackney carriages. This is enforced through the use of a meter for all journeys, which measures a combination of time and distance travelled.
- 5.3 Fare scales should be designed with a view to practicality. The Department of Transport sees it as good practice to review the fare scales at regular intervals, including any graduation of the fare scale by time of day or day of the week. Authorities may wish to consider adopting a simple formula for deciding on fare revisions as this will increase understanding and improve the transparency of the process. The Department also suggests that in reviewing fares, authorities should pay particular regard to the needs of the travelling public, with reference both to what it is reasonable to expect people to pay but also to the need to give taxi drivers sufficient incentive to provide a service when it is needed. It is accepted that there may well be a case for higher fares at times of higher demand.
- 5.4 Taxi fares are set at a maximum and, in principle, are open to downward negotiation between passenger and driver. Although at ranks, or for on-street hailing, this could result in confrontation or unreasonable customer expectations. However, local licensing authorities can make it clear that published fares are a maximum, especially in the context of telephone bookings, where the customer benefits from competition.
- 5.5 Members of the Taxi trade have requested that the fares be increased as set out in **APPENDIX 1** which, in effect, is an extra 40p on the starting rate of the journey; there are no other changes requested within the mileage tariffs.
- 5.6 The current hackney tariff can be found in **APPENDIX 2**. This tariff was last increased in June 2020.

5.7 In order to assess the application for a fare increase, officers have carried out a fare comparison exercise with neighbouring authorities. This is set out in **APPENDIX 3**.

5.8 A check has also been made against the national Hackney Fare Table produced by "Private Hire and Taxi Monthly Limited" every month. The calculation is based on a 2-mile hackney carriage fare on Tariff 1. This shows that, as of September 2022, the rates for our adjacent or nearby Local Authority areas are as follows:

- Tamworth have just been granted a fare rise which will rank them between 72 - 73 at £7.12.
- Cannock Chase have just had their new fare rate approved at £6.40 which will rank them between 170 - 187 out of 355 authorities.
- East Staffordshire is currently ranked at 237 at £6.00 but have just received a request for a fare rise from their taxi trade.
- Lichfield is currently ranked at 270 at £6.00.
- South Staffordshire at £5.10 is ranked 334, however their taxi trade has just been outsourced to Wolverhampton City Council so it may be liable to change in the near future. Wolverhampton is ranked at 124 at £6.80.
- Newcastle under Lyme at £5.55 is ranked 309.
- Stoke-on-Trent UA is ranked 270th at £5.90.
- Staffordshire Moorlands is ranked 330 at £5.20.
- If the tariffs proposed by the trade are adopted, the maximum fare in Stafford District for a two-mile Tariff 1 journey would be £6.50, which would mean that the fares would be the same as authorities ranked 161 – 166 out of the 355 authorities listed.
- The National average for Tariff 1 is £6.55

It should be noted that 174 authorities have recently increased their fares and many more are looking to increase but have yet to do so.

5.9 For Tariff 2, the proposed increase remains at 50% for Bank Holidays and between 00:00 hrs and 07:00 hrs.

5.10 In considering any fare increase, Members should consider both the impact on the customer **and** the need to ensure that there is an adequate supply of taxis (by ensuring that drivers can make a living).

For the trade in general, the key costs are fuel, vehicle purchase, maintenance, insurance, and labour. For Tariff 2, the hire charge ideally needs to be not so high as to deter people using taxis (the purpose being to get them safely home at night) but also set at a level which provides an incentive to hackney carriage drivers plying their trade. Public safety is an

important consideration in support of the night-time economy, which can be sensitive to price increases.

- 5.11 There has been a significant loss of licensed drivers following the Covid-19 pandemic, due to various factors such as illness, better pay in other sectors and the effect of inflation. Two members of the trade have sadly died from Covid-19 within the last 2 years. The overall decline of taxi drivers throughout the trade in the Borough is 26.7%. There has been a reduction of 10.8% specifically relating to our Hackney Carriage licensed vehicles.
- 5.12 During the consultation period there have been no objections received from the Public and only one comment out of 199 consultees within the taxi trade. The comment made several criticisms regarding the cost of living and asked for a higher rise than requested.
- 5.13 The Hackney Carriage trade represents an important part of the local economy of the Borough, providing employment opportunities and contributing to the efficient and safe operation of the public transport network.

6 Implications

6.1 Financial

The Council incurred costs of £415.80 + VAT for advertising as per legislative requirements.

6.2 Legal

The key legislative provisions are contained in the Local Government (Miscellaneous Provisions) Act 1976 (as amended) within this report.

6.3 Human Resources

None

6.4 Human Rights Act

None

6.5 Data Protection

None

6.6 Risk Management

None

6.7 Community Impact Assessment Recommendations

Impact on Public Sector Equality Duty:

The fare structure specifically excludes extra charges being made for the carriage of wheelchairs. The law also prevents charging extra for the carrying of assistance dogs.

Wider Community Impact:

There will be an impact on the wider community because an increase in taxi fares will compound the effects of the current cost of living crisis. However there is also a need to ensure that an effective taxi trade is retained, in part for reasons of public safety.

7 Previous Consideration

7.1 The last increase in fares was made in mid-2020.

8 Background Papers

8.1 Comparative data as referenced in the report.

Stafford Borough Council

Local Government (Miscellaneous Provisions) Act 1976

Hackney Carriage Fares

Notice is hereby given that the Borough Council of Stafford in the exercise of its powers under Section 65 of the Local Government (Miscellaneous Provisions) Act 1976 has made the following revised table of fares in respect of the hire of Hackney Carriages in the Borough of Stafford.

Hiring Charges	Tariff 1	Tariff 2
For the first 410 yards, or part thereof	£3.10	£4.15
For each subsequent 168.7 yards, up to 1 mile	£0.20	£0.30
After a distance of 1 mile, 227 yards up to 4 miles	£0.20	£0.30
Waiting Time throughout the journey (per 40 seconds)	£0.20	£0.30

Tariff 1 Normal charge (for any hiring where Tariff 2 does not apply)

Tariff 2 Only hires that start between

- Midnight and 07:00 hours on any day or
- 18:00 hours and 23:00 hours on Christmas Eve, New Year's Eve or
- Any public bank holiday

All Journeys	Extra Charges
When more than 4 persons are carried an extra 50% of the metered fare will be charged	-
On Christmas Day, Boxing Day and New Year's Day, fares will have a 100% extra charge; this will also apply after 23:00 hours on Christmas Eve and New Year's Eve	-
Soiling Charge	£60

Stafford Borough Council

Local Government (Miscellaneous Provisions) Act 1976

Hackney Carriage Fares

Notice is hereby given that the Borough Council of Stafford in the exercise of its powers under Section 65 of the Local Government (Miscellaneous Provisions) Act 1976 has made the following revised table of fares in respect of the hire of Hackney Carriages in the Borough of Stafford.

Hiring Charges	Tariff 1	Tariff 2
For the first 410 yards, or part thereof	£2.70	£3.75
For each subsequent 168.7 yards, up to 1 mile	£0.20	£0.30
After a distance of 1 mile, 227 yards up to 4 miles	£0.20	£0.30
Waiting Time throughout the journey (per 40 seconds)	£0.20	£0.30

Tariff 1 Normal charge (for any hiring where Tariff 2 does not apply)

Tariff 2 Only hires that start between

- Midnight and 07:00 hours on any day or
- 18:00 hours and 23:00 hours on Christmas Eve, New Year's Eve or
- Any public bank holiday

All Journeys	Extra Charges
For each person in excess of two to four per journey	20p
When more than 4 persons are carried an extra 50% of the metered fare will be charged	-
On Christmas Day, Boxing Day and New Year's Day, fares will have a 100% extra charge; this will also apply after 23:00 hours on Christmas Eve and New Year's Eve	-
Soiling Charge	£60

APPENDIX 3

RECENT RANKING IN PHTM (Private Hire and Taxi Monthly)

POSITION	COUNCIL - TARIFF ONE	2 MILE FARE
166	TAMWORTH	£6.10
179	EAST STAFFORDSHIRE	£6.00
211	STAFFORD	£5.90
230	LICHFIELD	£5.80
251	CANNOCK CHASE	£5.70
273	WOLVERHAMPTON	£5.60
276	NEWCASTLE- UNDER- LYME	£5.55
323	STAFFS MOORLANDS	£5.20
328	SOUTH STAFFORDSHIRE	£5.10
336	STOKE ON TRENT UA	£4.95

PROPOSED CHANGES FOR STAFFORD (IF INCREASED)

POSITION	COUNCIL - TARIFF ONE	2 MILE FARE
72/73	TAMWORTH	£7.12
124	WOLVERHAMPTON	£6.80
161-166	STAFFORD	£6.50
170-187	CANNOCK CHASE	£6.40
246	EAST STAFFORDSHIRE	£6.00
270	STOKE ON TRENT UA	£5.90
282	LICHFIELD	£5.80
309	NEWCASTLE-UNDER-LYME	£5.55
330	STAFFS MOORLANDS	£5.20
334	SOUTH STAFFORDSHIRE	£5.10

Agenda Item 4(b)(i)

Cabinet Date:	3 November 2022
Contact Officer:	Tim Willis
Telephone Number:	01543 464720
Ward Interest:	Nil
Report Track:	Cabinet 03/11/2022 Council 22/11/2022
Key Decision:	Yes
Submission by:	Councillor R M Smith, Resources Portfolio

Fees and Charges Review 2023

1 Purpose of Report

- 1.1 The purpose of this report is to propose to the Council the Fees and Charges for 2023.

2 Proposal of Cabinet Member

- 2.1 That the proposed Fees and Charges for 2023 be recommended to Council for approval, specifically the new charges in paragraph 5.5 and the increases above 12.3% in paragraph 5.6.

3 Key Issues and Reasons for Recommendations

- 3.1 The report sets out the proposed changes to Fees and Charges for 2023. In accordance with the revised financial regulations agreed by Council on the 16 September 2019 the following items are included:
- Where a new charge has been introduced.
 - The proposed increase is above the annual level of inflation.
 - Where the power to set fees and charges has been specifically reserved by the Council.
- 3.2 In addition, this report includes those fees and charges where no increase is proposed for 2023, for noting.

4 Relationship to Corporate Business Objectives

4.1 This report supports all of the Council's Corporate Priorities.

5 Report Detail

5.1 The process for setting fees and charges from 1 January 2023 reflects the revised financial regulations as agreed by Council on 16 September 2019. This set out the criteria for fees and charges which would be reported to Cabinet and Council for approval as follows:

- Where a new charge has been introduced.
- The proposed increase is above the annual level of inflation.
- Where the power to set fees and charges has been specifically reserved by the Council.

5.2 For 2023, inflation - as defined in financial regulations - is the Retail Prices Index, which currently stands at 12.3%. However, in general, where officers have delegated authority, charges will rise by approximately 5%, allowing for rounding.

5.3 Certain fees are set by reference to external bodies or set by legislation/regulations. These are included in the full list of published fees and charges but are not referred to in this report.

5.4 Fees and charges are also set after bearing in mind market conditions and the local economy. As a result, some charges where the Council has the power to vary them will not rise, the most significant of which are:

- All car parking charges are frozen.
- All Hackney Carriage and private hire licences and associated charges such as vehicle plates, knowledge test and administration fees. These remain frozen on the basis that taxi costs have risen significantly and demand has fallen.
- The garden waste service charge and additional bin charge is frozen.
- All markets charges frozen on the basis of a challenging trading environment and the fact that the number of market stalls/sites has fallen. This includes the Market Square hire, Farmers' Markets and street trading licences.

5.5 Charges for new services are as set out below.

- The following animal welfare regulation licence charges were levied in 2022 but were omitted from the published list last year, so are included for completion:
 - Reinspection of establishment £115.00
 - Variation to licence £63.00

- Exhibition Licence 3 years £136.50
- Additional Charge after licence is granted £73.50

New charges are:

- Animal welfare regulation administration fee for additions/amendments of licence £10.50.
- Hackney Carriage and private vehicle hire, electric/hybrid/plug-in vehicle licences £200.00 - this is a discounted fee compared to the standard charge of £230.00, consistent with the Council's objectives in relation to climate change.
- Crematorium, display of photographs/videos via tribute link £10.00.

5.6 Proposed increases above the threshold of 12.3% are as follows:

- Some sport and recreation charges are proposed to increase above 12.3%, these are attached as an **APPENDIX**. These proposed increases reflect significantly higher costs (particularly energy), the desire to achieve greater cost recovery and in keeping with the contract with Freedom Leisure.
- Section 106 agreement deed of variation charge is proposed to increase from £424.36 to £566.00 which represents a 33.4% increase. This level of charge is comparable to Cannock Chase District Council.

5.7 A full copy of Fees and Charges will be available on the Members' portal before the Council meeting and published on the website once approved by Council.

6 Implications

6.1 Financial

Fees and charges are an important source of income to the Council. As costs rise with inflation, if income from fees and charges does not rise proportionately, this will add to the 2023-24 budget gap - the difference between projected expenditure and income. The Council currently projects a budget gap of £2 million for 2023-24.

6.2 Legal

As set out in the report.

6.3 Human Resources

As set out in the report.

6.4 Human Rights Act

As set out in the report.

6.5 Data Protection

As set out in the report.

6.6 Risk Management

The risk issues contained in this report are not strategic and therefore should not be included in the Strategic Risk Register.

The level of income generated by the Council from fees and charges is a key risk as a number of the Council's main income streams are sensitive to adverse economic conditions and can vary significantly as a result.

6.7 Community Impact Assessment Recommendations

Impact on Public Sector Equality Duty:

6.8 Wider Community Impact:

7 Previous Consideration

Nil

8 Background Papers

File available in Financial Services.

**Stafford Borough Council
Leisure Portfolio - Client
Fees and Charges Proposed Charges 2023**

APPENDIX

OUTDOOR SPORT AND RECREATION	£ - p	VAT	Date Set	PROPOSED CHARGE	
				01-Jan-23 £ - p	Increase %
RIVERWAY FLOODLIT SYNTHETIC PITCH					
Hire of Pitch					
Hourly rates inclusive of floodlighting					
<u>Peak Times</u>					
Full pitch	60.50	E or S	01/01/22	70.00	15.7
School use	21.00	E or S	01/01/22	24.00	14.3
Part pitch (one third)	40.00	E or S	01/01/22	45.00	12.5
School use	16.70	E or S	01/01/22	19.00	13.8
<u>Off Peak Times</u>					
Full pitch	41.00	E or S	01/01/22	47.00	14.6
School use	21.00	E or S	01/01/22	24.00	14.3
Part pitch (one third)	30.30	E or S	01/01/22	35.00	15.5
School use	16.70	E or S	01/01/22	19.00	13.8
OTHER SPORT AND RECREATION					
Bowls					
Per hour					
Adults	4.60	S	01/01/22	5.20	13.0
Concessionary rate	2.30	S	01/01/22	2.60	13.0
Season tickets					
Adults	78.00	S	01/01/22	87.00	11.5
Concessionary rate	39.00	S	01/01/22	43.00	10.3
<u>Teams</u>					
Per session					
Adults	72.00	E or S	01/01/22	80.00	11.1
Concessionary rate	36.00	E or S	01/01/22	40.00	11.1
Per season (each week)					
Adults	410.00	E	01/01/22	470.00	14.6
Concessionary rate	205.00	E	01/01/22	230.00	12.2
Per season (alternate weeks)					
Adults	205.00	E	01/01/22	230.00	12.2
Concessionary rate	102.50	E	01/01/22	115.00	12.2
Pavilions					
Per session	14.20	E or S	01/01/22	15.75	10.9
Per season					
Alternate weeks	66.00	E or S	01/01/22	72.00	9.1
Weekly	132.00	E or S	01/01/22	150.00	13.6

VAT

**Stafford Borough Council
Leisure Portfolio - Client
Fees and Charges Proposed Charges 2023**

OUTDOOR SPORT AND RECREATION continued...	£ - p	VAT	Date Set	PROPOSED CHARGE	
				01-Jan-23 £ - p	Increase %
Grass Pitches					
Football Pitch					
Per match					
Adults	70.00	S	01/01/22	78.00	11.4
Concessionary rate	34.00	S	01/01/22	43.00	26.5
Per season - Per team					
Adults	467.00	E	01/01/22	530.00	13.5
Concessionary rate	233.50	E	01/01/22	265.00	13.5
Dressing Room Supplement					
Per match					
	39.00	S	01/01/22	43.00	10.3
Per season - Per team					
	272.00	E	01/01/22	300.00	10.3
Tennis					
Per court (per hour)					
Adults	5.70	S	01/01/22	6.50	14.0
Concessionary rate	2.85	S	01/01/22	3.30	15.8
Club bookings	by	S	01/01/13	by	-
	negotiation			negotiation	
Multi-Games Area					
Per hour					
	5.50	E or S	01/01/22	6.30	14.5

Fees and Charges

2023



CONTENTS

	Pages
Community Portfolio	1 - 3
Environment Portfolio	4 - 30
Leisure - Client Portfolio	31 - 34
Planning & Regeneration Portfolio	35 - 46
Resources Portfolio	47 - 50
V.A.T Information and Key	51 - 52
Index	53 - 57

CONTENTS

	Page
Weekly Charges	
Garage Rents	2
Glover Street Itinerant Site	2
Licence Fees	
Houses in Multiple Occupation	2
Register of Licences	2
Non-Statutory Housing Inspections	2
Housing Standards Cost Recovery	2
Licensing and Inspection of Mobile Homes Sites	3
Smoke and Carbon Monoxide Alarm (England) Regulations 2015	3
Letting Agency Work and Property Management Work (Requirement to Belong to a Scheme etc) (England) Order 2014 Penalty Charge	3
The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020 Penalty Charge	3

WEEKLY CHARGES	£ - p	VAT	<u>Notes</u>
Garage Rents			
Weekly rent	11.89	S	
Glover Street Itinerant Site			
Weekly pitch fee (52 week basis)	See note	E	<i>The fee to be set by Rent Officer Assessment.</i>
Single plot	3 x weekly	E	
Refundable deposit	pitch fee		
LICENCE FEES			
Houses In Multiple Occupation			<i>The cost for the licence fee is set to cover the costs to the council for the administering and issuing of the licence and maintaining the appropriate register. Costs for enforcement are charged for and recovered separately.</i>
(a) Fee for 5 Year Licence			
(i) Standard fee for first application for properties with up to 8 bedrooms/bedsits	742.46	NB	
(ii) Renewals/subsequent applications where there are no changes	639.06	NB	
(b) Fee for 5 Year Licence for Accredited Landlords (10% discount)			
(i) Standard fee for first application for properties with up to 8 bedrooms/bedsits	668.37	NB	
(ii) Renewals/subsequent applications	575.14	NB	
(c) Additional Fees (no discounts available on additional charges)			
(i) Fee for each additional bedroom/bedsi (for properties with 9 or more units)	28.12	NB	
(ii) Return of incomplete application	57.92	NB	
Register Of Licences			
Providing a copy of a HMO licence register by email	27.85	NB	
Non-Statutory Housing Inspections			
Per Inspection	183.58	S	
Housing Standards - Cost Recovery			
Officer time - per hour	49.53	NB	

LICENCE FEES continued...	£ - p	VAT	Notes
Licensing and Inspection of Mobile Homes Sites			
(a) New caravan site licence fee	633.28	NB	
(b) Amendment of existing licence	425.51	NB	
(c) Transfer of existing licence	499.05	NB	
(d) Fit and Proper Person Register			https://www.staffordbc.gov.uk/mobile-homes-register-fit-and-proper-persons
Application fee	all		
Annual Fee	available		
Appointment of Manager	online		
Smoke and Carbon Monoxide Alarm (England) Regulations 2015 Penalty Charge			
Maximum Penalty	5,000.00	NB	<i>Penalty Charge schemes are published online.</i> www.staffordbc.gov.uk
Letting Agency Work and Property Management Work (Requirement to Belong to a Scheme etc) (England) Order 2014 Penalty Charge			
Maximum Penalty	5,000.00	NB	
The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020 Penalty Charge			
Maximum Penalty	30,000.00	NB	

**Stafford Borough Council
Environment Portfolio
Fees and Charges 2023**

CONTENTS

Pest Control

Domestic Premises	6
Commercial Premises	6
PestPort Scheme	6

General Health Services

Keys for Toilets for the Disabled	6
Assisted Funerals under the Public Health Control of Disease Act 1985	6
Stray Dogs	6
Private Water Supply	7
Work in Default of Statutory Notices	7
Discretionary Investigation Works	7
Food Hygiene Training	7
Charge for Re-Visit for FHRS	8
Contaminated Land Enquiry	8
Issuing of Export Certification	8
Factual Statements	8
Food Premises Registration	8

Licence Fees

Pre-Application Form Checking Service	9
Animal Welfare Regulation Licence	9
Zoo Licence	9
Dangerous Wild Animals	9
Acupuncture	9
Tattooing	9
Electrolysis	9
Ear Piercing	9
Sex Establishments	10
Street Trading	10
Motor Salvage Operator Registration	10
Scrap Metal Site	11
Scrap Metal Collectors	11
Hackney Carriage and Private Hire	11-12
Air Pollution Authorisation	12-14
Liquor Licences	15-17
Lotteries	17

**Stafford Borough Council
Environment Portfolio
Fees and Charges 2023**

CONTENTS continued...

	Page
Premises Licence Fees	
Casinos	18
Bingo Club	18
Betting Premises (exc Tracks)	18
Tracks	19
Family Entertainment Centres	19
Adult Gaming Centres	19
Permits	20-21
Waste Collection Service	
Special Collections	22
Civic Amenity Collection Sites	22
Green Bin Replacement Charge	22
Blue or Brown Bin Replacement Charge	22
Garden Waste Recycling Charge	22
Commercial Refuse Services	22
Bereavement Services	
Cremation Fees	23-24
Memorials	25-26
Purchase of Graves	27
Interment Fees	28
Headstones, Monuments etc.	29
Exhumation	29
Grave Maintenance	29
Miscellaneous	
Allotments	30

	£ - p	VAT	Notes	
PEST CONTROL				
Domestic Premises				
Disinfestation of rats	81.80	S	<i>This becomes an hourly charge when the infestation is associated with the keeping of fowl. A 50% reduction in the charges applied to people on means tested benefits, including their spouses or partners for the treatment of rats and mice.</i>	
Disinfestation of mice	81.80	S		
Pest identification and advice charge	40.90	S		
Nuisance insects, wasps and ants	76.60	S		
Additional premium for priority wasp treatment	39.90	S		
Cockroaches, cluster flies, fleas and bedbugs minimum 1 hours treatment	81.80	S		
Moles minimum 1 hours treatment	81.80	S		
Squirrels minimum 1 hours treatment	114.50	S		
Commercial Premises				
Stafford Borough Council offers a wide range of Pest Control services for commercial premises	*	S		<i>Please contact 01785 619000 to arrange a quotation.</i>
PestPort Scheme				
Annual premium	144.85	S	<i>The scheme offers householders the opportunity to take out a form of pest control insurance. Participating householders can claim up to three treatments for any category of pest covered by the scheme. The Head of Operations is authorised to negotiate a price for multiple pestport contracts with landlords or residential accommodation.</i>	
GENERAL HEALTH SERVICES				
Public Conveniences				
Key for access to toilets for the disabled	at cost	NB	<i>The charge is approximately £2.50 per key.</i>	
Assisted Funerals under the Public Health Control of Diseases Act 1985				
Fees for Undertaker and Cremation	at cost	NB		
Administration fee per funeral	447.00	NB		
Stray Dogs				
Statutory collection fee	25.00	NB	<i>The Head of Operations or an officer delegated by the Head of Operations is authorised to waive such charges for stray dogs in cases of extreme hardship or where the mental health of the client would be affected. Cost of Kennelling will also include any boarding fees charged by the kennels and any vet bills incurred.</i>	
Additional recovery fee from kennels	26.25	NB		
Cost of Kennelling	at cost	NB		

GENERAL HEALTH SERVICES continued...	£ - p	VAT	Notes
Private Water Supply			
Carry out initial Risk Assessment (applies to non single domestic supplies) Cost recovery basis according to time taken			<i>All charges are subject to a statutory maximum. The Risk Assessment Fee will be charged on cost recovery basis up to the maximum.</i>
maximum fee (max £500)	420.00	ZR	
minimum fee	69.00	ZR	<i>The Head of Operations or an officer</i>
per hour or part thereafter	34.25	ZR	<i>delegated by the Head of Operations is</i>
Sampling charge - each visit (max £100)	62.75	ZR	<i>authorised to waive 50% of the cost of</i>
Investigation into failure of water supply to comply with regulations (max £100)	86.50	ZR	<i>private water supply sampling charges</i>
Authorisations for water supply to deviate from prescribed standards where not a risk to health (max £100)	86.45	ZR	<i>where in receipt of Housing or Council Tax</i>
Analysis of all samples listed below to be added to the sampling visit charge stated above:			<i>Benefit or where the supply serves a</i>
Small supplies i.e. domestic only serving up to 50 persons (Section 10) (max £25)	25.00	ZR	<i>charitable or voluntary body.</i>
Single domestic supplies (Section 10) (max £25)	25.00	ZR	
Check monitoring of large supplies or where commercial/public premises supplied	69.00	ZR	
(Schedule 2) (max £100)	Plus		
Audit monitoring of large supplies or where commercial/public premises supplied	Analysts Fee		
(Schedule 1) (max £500)	69.00	ZR	<i>Charged according to parameters tested.</i>
	Plus		
	Analysts Fee		
Work in Default of Statutory Notices Served			
(a) Cost of works	at cost	NB	<i>The Head of Operations or an officer</i>
(b) Officer time overseeing works - per hour	50.00	NB	<i>delegated by the Head of Operations is</i>
(c) Administration charge - per property	25.00	NB	<i>authorised to waive such charges for</i>
Note in the case of charges under (a) and (b) where more than one property is involved charges are divided pro rata per property			<i>works in default in case of extreme</i>
			<i>hardship or where the mental health of the</i>
			<i>client would be affected</i>
Environmental and Health Service			
Discretionary Investigation Work	295.00	S	
Food Hygiene Training			
CIEH Level 2 - Food Safety in Catering			<i>Where a request is received to run a</i>
Course fee	76.00	E	<i>course for a large group of employees from</i>
Re-sit fee	43.50	E	<i>the same company or organisation, the</i>
			<i>Head of Operations or an officer delegated</i>
			<i>by the Head of Operations is authorised to</i>
			<i>calculate the charges to be made for such</i>
			<i>a block booking on the basis that the</i>
			<i>course is not run at a loss to the council.</i>

GENERAL HEALTH SERVICES continued...	£ - p	VAT	<u>Notes</u>
Charge for Re-Visit for FHRS			
Charge for rating re-visit for FHRS	198.50	NB	
Contaminated Land Enquiry			
Fee per enquiry	147.00	NB	<i>The fee is set by reference to all Staffordshire local authorities and as such is reviewed from time to time by consensus of those authorities.</i>
Issuing of Export Certification			
Food Manufacturers	69.00	NB	
Factual Statements			
Food Safety Act 1990	150.00	NB or S	
Health and Safety at Work Act 1974	150.00	NB or S	
Environmental Protection Act 1990	150.00	NB or S	
Food Premises Registration			
One copy of the registration entry for a premises made by the proprietor of those premises	no charge	-	
One copy of any entry in the register other than that covered above	16.00	NB	
List of premises in a particular category + 50p per entry in category	63.00	NB	
One copy of the full register	240.00	NB	

LICENCE FEES	£ - p	VAT	Notes
Pre-Application Form Checking Service Checking of application forms prior to submission for all licence applications	24.90	NB	<i>Incomplete applications will be returned. To ensure no delay the applicant can pay for a review.</i>
Animal Welfare Regulation Licence (Riding Establishments, Animal Boarding Establishments, Dog Breeding and Pet Shops) 1, 2 or 3 year Licence	190.00	NB	<i>Now chargeable under the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018. The charges shown exclude any vet fees.</i>
Additional Charge after licence is granted	115.00	NB	<i>This is for enforcement costs.</i>
Reinspection	115.00	NB	
Variation	63.00	NB	
Exhibition Licence 3 years	136.50	NB	<i>The Head of Operations be delegated to determine the application fee (plus any veterinary fee at cost) and enforcement costs based on cost recovery.</i>
Additional Charge after licence is granted	73.50	NB	
Administration fee for additions/ amendments of licence	10.50	NB	
Zoo Licence First licence (for 4 years)	645.00	NB	<i>The charge shown excludes any vet fees.</i>
Renewal of licence (further 6 years)	645.00	NB	
Inspection fee	at cost	NB	
Dangerous Wild Animals Annual fee	160.00	NB	<i>The charge shown excludes any vet fees.</i>
Acupuncture Registration Fee premises	187.00	NB	
each person	187.00	NB	
Tattooing Registration Fee premises	187.00	NB	
each person	187.00	NB	
Electrolysis Registration Fee premises	92.50	NB	
each person	92.50	NB	
Ear Piercing Registration Fee premises	92.50	NB	
each person	56.00	NB	

LICENCE FEES continued...	£ - p	VAT	Notes
Sex Establishments			
New Applications			
(a) Application fee	1,990.00	NB	
(b) If application is refused a refund of the compliance cost is given	(92.50)	NB	
(c) If application is approved an additional cost is payable to cover the compliance costs against non-licenced premises	241.00	NB	
Renewals			
(a) Application fee	1,150.00	NB	
(b) If application does not require committee approval then a refund is given	(435.00)	NB	
(c) If application is refused a refund of the compliance cost is given	(92.50)	NB	
(d) If application is approved an additional cost is payable to cover the compliance costs against non-licenced premises	241.00	NB	
Transfer of Licence			
(a) Application fee	1,060.50	NB	
(b) If application does not require committee approval then a refund is given	(437.50)	NB	
Street Trading			
A500 road sites annual fee per site	6,376.00	NB	<i>The Head of Operations is authorised to negotiate annually any future fees for: a) the street trading consent on the A500 on the basis of the previous years charge plus an increase in line with the retail price index as at 1st January each year; b) recognised street consent zones containing multiple pitches within Stafford Town Centre.</i>
Other sites per day of permitted trading	25.00	NB	
Motor Salvage Operator Registration			
(a) Licence for 3 years	385.00	NB	
(b) Renewal	385.00	NB	
(c) Variation	385.00	NB	
(d) Name Change	40.00	NB	
(e) Replacement Licence/ID Badge	20.00	NB	
(f) Change of Site	92.50	NB	

LICENCE FEES continued...	£ - p	VAT	Notes
Scrap Metal Licence Fees			<i>The Scrap Metal Dealers Act 2013 came into force in December 2013.</i>
Scrap Metal Site Licence			
(a) Licence for 3 years	385.00	NB	
(b) Renewal	385.00	NB	
(c) Variation	385.00	NB	
(d) Name Change	40.00	NB	
(e) Replacement Licence/ID Badge	20.00	NB	
(f) Change of Site	92.50	NB	
Scrap Metal Collectors Licence			
(a) Licence for 3 years	198.50	NB	
(b) Renewal	198.50	NB	
(c) Variation	198.50	NB	
(d) Name Change	40.00	NB	
(e) Replacement Licence/ID Badge	20.00	NB	
Hackney Carriage and Private Hire			
Drivers' Licences			
(a) Dual 1 year licence	80.00	NB	
(b) Dual 3 year licence	190.00	NB	
(c) Medical examination fee	100.00	NB	<i>The medical examination fee is set by</i>
(d) Disclosure and Barring Service	40.00	NB	<i>Staffordshire County Council and</i>
(e) Replacement Badge	10.00	NB	<i>subsequently paid over to the Occupational</i>
(f) Replacement Licence	10.00	NB	<i>Physician.</i>
(g) Knowledge Test	40.00	NB	<i>The Criminal Records Bureau search is in</i>
(h) Knowledge Test resit	20.00	NB	<i>respect of new applicants.</i>
Vehicle Licences			
(a) Each licence	230.00	NB	
(b) Administration fee for late production of vehicle insurance documents	50.00	NB	
(c) Annual licence condition compliance inspection	10.00	NB	
(d) Replacement Licence (copy)	20.00	NB	
(e) Electric/Hybrid/Plug-In Vehicles (incentivisation)	200.00	NB	
Vehicle Plates			
(a) Replacement internal and external	50.00	NB	
(b) Replacement inside plate	5.00	NB	

LICENCE FEES - PRESCRIBED BY GOVT
continued...

£ - p

VAT Notes

				<i>These fees are set by DEFRA and were set on 01/08/2017.</i>
(b) Annual Subsistence Charge				<i>If a permit is for a combined Part B and waste application then:</i>
(i) Standard process	- Low	772.00	NB	<i>add £99</i>
	- Medium	1,161.00	NB	<i>add £149</i>
	- High	1,747.00	NB	<i>add £198</i>
(ii) Reduced fee activities	- Low	79.00	NB	
	- Medium	158.00	NB	<i>Where a Part B installation is subject to reporting under the E-PRTE Regulation,</i>
	- High	237.00	NB	<i>add an extra £99 to the fees.</i>
(iii) PVR I & II combined	- Low	113.00	NB	
	- Medium	226.00	NB	
	- High	341.00	NB	<i>Subsistence charges can be paid in four equal quarterly instalments paid on 1st April, 1st July, 1st October and 1st January. This would increase the charge by £38.</i>
(iv) Vehicle refinishers	- Low	228.00	NB	
	- Medium	365.00	NB	
	- High	548.00	NB	
(v) Mobile screening and crushing plant	- Low	626.00	NB	
	- Medium	1,034.00	NB	
	- High	1,551.00	NB	
(a) for the third to seventh permits	- Low	385.00	NB	
	- Medium	617.00	NB	
	- High	924.00	NB	
(b) eighth and subsequent permits	- Low	198.00	NB	
	- Medium	314.00	NB	
	- High	473.00	NB	
(vi) where a direction has been issued under regulation 33 whereby a local authority is to exercise Environment Agency functions in respect of a single permit covering	- Low	104.00	NB	
	- Medium	156.00	NB	
	- High	207.00	NB	
(a) Part B activities and waste operations; or				
(b) solvent emission activities and waste operations; or				
(c) Part B activities, solvent emission activities and waste operations,				
then an additional subsistence charge is payable				

LICENCE FEES - PRESCRIBED BY GOVT £ - p VAT Notes
continued...

Air Pollution Authorisation continued...

These fees are set by DEFRA and were set on 01/08/2017.

(c) Transfer and Surrender

(i) Standard process transfer	169.00	NB
(ii) Standard process partial transfer	497.00	NB
(iii) New operator at low risk - reduced fee activity	78.00	NB
(iv) Surrender: all Part B activities	no charge	-
(v) Reduced fee activities - transfer	no charge	-
(vi) Reduced fee activities - partial transfer	47.00	NB

(d) Temporary Transfer for Mobiles

(i) First transfer	53.00	NB
(ii) Repeat following enforcement or warning	53.00	NB

(e) Substantial Change

(i) Standard process	1,050.00	NB
(ii) Standard process where the substantial change results in a new PPC activity	1,650.00	NB
(iii) Reduced fee activities	102.00	NB

LICENCE FEES - PRESCRIBED BY GOVT
continued...

£ - p VAT Notes

Liquor Licences

Premises and Club Premises Certificate Fees

Fee levels are set centrally by the Secretary of State for Digital, Culture, Media and Sport.

Main application fee

Band	Rateable Value Range	Fee (£)	VAT	Notes
A	£0 - £4,300	100.00	NB	<i>The range of amounts from A to E represent the rateable value of the relevant premises.</i>
B	£4,301 - £33,000	190.00	NB	
C	£33,001 - £87,000	315.00	NB	
D	£87,001 - £125,000	450.00	NB	
E	£125,001 +	635.00	NB	

Variation fee

Band	Rateable Value Range	Fee (£)	VAT
A	£0 - £4,300	100.00	NB
B	£4,301 - £33,000	190.00	NB
C	£33,001 - £87,000	315.00	NB
D	£87,001 - £125,000	450.00	NB
E	£125,001 +	635.00	NB

Multiplier Fee for Premises Licence, exclusively selling alcohol

Band	Rateable Value Range	Fee (£)	VAT
A	£0 - £4,300	no charge	NB
B	£4,301 - £33,000	no charge	NB
C	£33,001 - £87,000	no charge	NB
D	£87,001 - £125,000	900.00	NB
E	£125,001 +	1,905.00	NB

Annual renewal fee

Band	Rateable Value Range	Fee (£)	VAT
A	£0 - £4,300	70.00	NB
B	£4,301 - £33,000	180.00	NB
C	£33,001 - £87,000	295.00	NB
D	£87,001 - £125,000	320.00	NB
E	£125,001 +	350.00	NB

Exclusively or primarily selling alcohol annual fee

Band	Rateable Value Range	Fee (£)	VAT
A	£0 - £4,300	no charge	-
B	£4,301 - £33,000	no charge	-
C	£33,001 - £87,000	no charge	-
D	£87,001 - £125,000	640.00	NB
E	£125,001 +	1,050.00	NB

LICENCE FEES - PRESCRIBED BY GOVT £ - p VAT Notes
continued...

Personal Licences, Temporary Events and Other Fees

Minor variations	89.00	NB
Application for a grant or renewal of personal licence	37.00	NB
Temporary event notice	21.00	NB
Theft, loss etc. or premises licence or summary	10.50	NB
Application for a provisional statement where premises being built etc.	315.00	NB
Notification of change of name or address	10.50	NB
Application to vary licence to specify individual as premises supervisor	23.00	NB
Application for transfer of premises licence	23.00	NB
Interim authority notice following death etc. of licence holder	23.00	NB
Theft, loss etc. of certificate or summary	10.50	NB
Notification of change of name or alteration of rules of club	10.50	NB
Theft, loss etc. of temporary event notice	10.50	NB
Theft, loss etc. of personal licence	10.50	NB
Duty to notify change of name or address	10.50	NB
Right of freeholder etc. to be notified of licensing matters	21.00	NB

LICENCE FEES - PRESCRIBED BY GOVT
continued...

£ - p VAT Notes

Additional Fees

Exceptionally large events of a temporary nature that require premises licences are to be charged as per the number of people.

Number of people:

5,000 - 9,999	1,000.00	NB
10,000 - 14,999	2,000.00	NB
15,000 - 19,999	4,000.00	NB
20,000 - 29,999	8,000.00	NB
30,000 - 39,999	16,000.00	NB
40,000 - 49,999	24,000.00	NB
50,000 - 59,999	32,000.00	NB
60,000 - 69,999	40,000.00	NB
70,000 - 79,999	48,000.00	NB
80,000 - 89,999	56,000.00	NB
90,000 and over	64,000.00	NB

Liquor Licences - Additional Fees (Renewal)

Number of people

5,000 - 9,999	500.00	NB
10,000 - 14,999	1,000.00	NB
15,000 - 19,999	2,000.00	NB
20,000 - 29,999	4,000.00	NB
30,000 - 39,999	8,000.00	NB
40,000 - 49,999	12,000.00	NB
50,000 - 59,999	16,000.00	NB
60,000 - 69,999	20,000.00	NB
70,000 - 79,999	24,000.00	NB
80,000 - 89,999	28,000.00	NB
90,000 and over	32,000.00	NB

Lotteries

Registration fee	40.00	NB
Annual renewal	20.00	NB

PREMISES LICENCE FEES

£ - p

VAT **Notes***These charges are due under The Gambling Act 2005.***Bingo Club**

Transitional Fast-Track Application	262.60	NB
Transitional Non Fast-Track Application	1,531.25	NB
New Application	3,063.80	NB
Annual Fee	874.60	NB
Application to Vary	1,531.25	NB
Application to Transfer	1,050.60	NB
Application for Re-instatement	1,050.60	NB
Application for Provisional Statement	3,063.80	NB
Licence Application-provisional statement holders	1,050.60	NB
Copy Licence	20.60	NB
Notification of Change	43.25	NB

Betting Premises (excluding Tracks)

Transitional Fast-Track Application	262.60	NB
Transitional Non Fast-Track Application	1,313.25	NB
New Application	2,626.50	NB
Annual Fee	525.30	NB
Application to Vary	1,313.25	NB
Application to Transfer	1,050.60	NB
Application for Re-instatement	1,050.60	NB
Application for Provisional Statement	2,626.50	NB
Licence Application-provisional statement holders	1,050.60	NB
Copy Licence	20.60	NB
Notification of Change	43.25	NB

PREMISES LICENCE FEES continued...	£ - p	VAT	Notes
			<i>These charges are due under The Gambling Act 2005</i>
Tracks			
Transitional Fast-Track Application	262.60	NB	
Transitional Non Fast-Track Application	1,093.90	NB	
New Application	2,187.90	NB	
Annual Fee	874.60	NB	
Application to Vary	1,093.90	NB	
Application to Transfer	831.30	NB	
Application for Re-instatement	831.30	NB	
Application for Provisional Statement	2,187.90	NB	
Licence Application-provisional statement holders	831.30	NB	
Copy Licence	20.60	NB	
Notification of Change	43.25	NB	
Family Entertainment Centres			
Transitional Fast-Track Application	262.60	NB	
Transitional Non Fast-Track Application	874.60	NB	
New Application	1,750.60	NB	
Annual Fee	656.60	NB	
Application to Vary	874.60	NB	
Application to Transfer	831.30	NB	
Application for Re-instatement	831.30	NB	
Application for Provisional Statement	1,750.60	NB	
Licence Application-provisional statement holders	831.30	NB	
Copy Licence	20.60	NB	
Notification of Change	43.25	NB	
Adult Gaming Centres			
Transitional Fast-Track Application	262.60	NB	
Transitional Non Fast-Track Application	874.60	NB	
New Application	1,750.60	NB	
Annual Fee	874.60	NB	
Application to Vary	874.60	NB	
Application to Transfer	1,050.60	NB	
Application for Re-instatement	1,050.60	NB	
Application for Provisional Statement	1,750.60	NB	
Licence Application-provisional statement holders	1,050.60	NB	
Copy Licence	20.60	NB	
Notification of Change	43.25	NB	

PREMISES LICENCE FEES continued... £ - p VAT Notes

PERMITS

These fees are set by the Secretary of State and the Licensing Authority has no discretion to change them.

FEC Gaming Machine

Application Fee	300.00	NB
Renewal Fee	300.00	NB
Transitional Application Fee	100.00	NB
Change of Name	25.00	NB
Copy of Permit	15.00	NB

Prize Gaming

Application Fee	300.00	NB
Renewal Fee	300.00	NB
Transitional Application Fee	100.00	NB
Change of Name	25.00	NB
Copy of Permit	15.00	NB

Alcohol Licence Premises

Notification of 2 or less gaming machines **50.00** NB

More than 2 machines

Application Fee	150.00	NB
Annual Fee	50.00	NB
Transitional Application Fee	100.00	NB
Change of Name	25.00	NB
Copy of Permit	15.00	NB
Variation	100.00	NB
Transfer	25.00	NB

Club Gaming Permit

Application Fee	200.00	NB
Annual Fee	50.00	NB
Renewal Fee	200.00	NB
Transitional Application Fee	100.00	NB
Copy of Permit	15.00	NB
Variation	100.00	NB
Notification of Change	43.25	NB

PERMITS continued...	£ - p	VAT	<u>Notes</u>
Club Gaming Machine Permit			
Application Fee	200.00	NB	
Annual Fee	50.00	NB	
Renewal Fee	200.00	NB	
Transitional Application Fee	100.00	NB	
Copy of Permit	15.00	NB	
Variation	100.00	NB	
Club Fast-Track for Gaming Permit or Gaming Machine Permit			
Application Fee	100.00	NB	
Annual Fee	50.00	NB	
Renewal Fee	200.00	NB	

WASTE COLLECTION SERVICE	£ - p	VAT	<u>Notes</u>
DOMESTIC REFUSE			
Special Collections			
Domestic (per collection)	51.00	NB	<i>The charge provides for the removal of a maximum of 3 bulky waste items or 6 refuse sacks of domestic waste.</i>
Civic Amenity Collection Sites			
(a) 1 hour duration at a single location	111.00	S	<i>Additional items will be charged pro rata. Parishes requesting more than one location on the same Saturday morning will be limited to a maximum of two locations.</i>
(b) 2 hour duration at a single location	153.00	S	
(c) 3 hour duration	243.00	S	
Green Bin Replacement Charge			
(missing or damaged)			<i>The charge is for the replacement of a missing or damaged green bin with a similar 240 litre bin. There is no charge if the replacement is a 180 litre bin.</i>
Charge for replacement with 240 litre green bin	42.00	NB	
Charge for replacement with 180 litre green bin	no charge	-	
Blue or Brown Bin Replacement Charge			
(missing or damaged)			
Charge for replacement of either bin	10.50	NB	
Garden Waste Recycling			
Garden waste service - one bin	36.00	NB	
Delivery of each additional garden waste bin	25.00	NB	
COMMERCIAL REFUSE			
Please contact the Waste Management Team on 01785 619000			

BEREAVEMENT SERVICES£ - p VAT Notes**STAFFORD CREMATORIUM****Cremation Fee**

(a) Adult)				
(b) Environmental Levy)	840.00	E		
(c) Child up to 12 months of age		263.00	E		
(d) Child 12 months to 16 years		525.00	E		
(e) Witnessed scattering		42.00	E		
(f) Basic Cremation Charge (The fee is inclusive of the current environment fee. Services must be booked on or before 9.30am, no mourners in attendance, no organist is supplied and an option to 'hold over' must be granted)		349.00	E		
(g) Surcharge for Saturday		611.00	E		
(h) Special Cremation		119.00	E		
(i) Late arrival fee - Funeral Director This is a fee payable by the Funeral Director for arrival after the designated time and service exceeding the designated time		61.00	E		

Cremation Fee

The fee includes the use of the chapel, waiting room, Medical Referee's fee, use of the music engine, certificate of cremation, the scattering of the cremated remains within the area designated as the gardens of remembrance (should the applicant wish to witness the scattering an additional fee is required) and all attendance after the coffin is placed on the catafalque.

(c) and (d) The identified costs for children are not paid by family, however, SBC claims for the cost shown in Fees and Charges directly through the Governments Children's Funeral Fund for England. More information can be found at:

www.gov.uk/child-funeral-costs

Regulation 16 of the Cremation Regulations 2008 provides as follows

After the cremation of the remains of a deceased person the cremated remains shall be given into the charge of the person who applied for the cremation if they so desire. If not they shall be retained by the Cremation Authority and, in the absence of any special arrangements for their final disposal, will be interred in a burial ground or in land adjoining the crematorium reserved for the burial of the cremated remains or shall be scattered thereon. In the case of cremated remains left temporarily in the charge of the Cremation Authority and not removed within a reasonable time, a fortnights notice shall be given to the person who applied for the cremation before the remains are interred or scattered.

BEREAVEMENT SERVICES continued...

£ - p

VAT Notes**STAFFORD CREMATORIUM continued..****Fee for Burial of Cremated Remains**

			<u>Fee for the Burial of Cremated Remains</u>
Tixall Road Cemetery			<i>There are specific areas set aside for the</i>
(a) Exclusive right of burial (Two Caskets)	693.00	E	<i>burial of cremated remains at Tixall Road,</i>
(b) Replacement of memorial tablet and first four lines of inscription for 75 years	169.00	S	<i>Eccleshall Road and Stone Cemeteries.</i>
(c) Purchase of memorial tablet on Gazebo Garden plot and first four lines of inscription for 75 years	760.00	S	<i>These are family plots which can contain up</i>
(d) Each extra line of inscription	29.00	S	<i>to four cremated remains interments. The fee</i>
(e) Cover slab for flower container	66.00	S	<i>is for the purchase of the grave only and does</i>
(f) Black granite vase	166.00	S	<i>not include any monumental works or the cost</i>
(g) Inscription on vase (per letter)	2.00	S	<i>of the actual interments</i>
(h) Replacement vase tin	10.50	S	
(i) Blank plaque in Rowan Garden	73.50	S	
(j) Crests/Motifs	58.00	S	
(k) Photo plaque	182.00	S	
(l) Replacement Plaque on the Gazebo Garden incl the first four lines of inscription	368.00	S	
(m) Repaint or gilding of existing plaque	42.00	S	
Tixall Road, Eccleshall Road & Stone Cemeteries			
(a) Exclusive right of burial (Four Caskets)	992.00	E	
Burial Only			
(a) Interment Fee	400.00	E	

BEREAVEMENT SERVICES continued...	£ - p	VAT	Notes
STAFFORD CREMATORIUM continued..			
Containers			
(a) Caskets	81.00	E	<i>Assistance with the Cremation Fee In cases of hardship, the Council has resolved to assist those individuals responsible for the payment of cremation fees to Stafford Borough Council. These are individuals who fall into the poverty trap outside the eligibility for state qualifying benefits and those in low income groups who have been removed in recent years from being eligible for state benefits and funeral costs. The Citizens Advice Bureau has therefore agreed to undertake an assessment of any individual referred to the organisation who might find it difficult to pay for cremation fees. If after considering various methods of financial support, such as from the Social Fund and/or charitable organisations, there is no available assistance, and in the opinion of the Citizens Advice Bureau the cremation fees are causing considerable financial hardship, then all the relevant information will be passed on to the Council. On consideration of the circumstances and at the discretion of both the Head of Operations and the Head of Finance the Council will assist the individual by a reduction of £80 on the cremation fee.</i>
(b) Polytainer and bag or box	24.00	E	
(c) Babytainers/bags	7.00	E	
(d) Scatter tube-Large	10.00	E	
(e) Scatter tube-medium & small	6.00	E	
(f) Posting of cremated remains in polytainer including packing and 24hr special delivery postage cost	at cost	E	
(g) Keepsake Urns	24.00	E	
(h) Large Keepsake Urns	93.00	E	
Books of Remembrance			
(a) 2 line entry (minimum)	60.00	S	
(b) 5 line entry	122.00	S	
(c) 8 line entry	195.00	S	
(d) Memorial Cards - incl. 2 line entry	15.50	S	
(e) Miniature Book - incl. 2 line entry	70.00	S	
(f) Each additional line	2.50	S	
(g) Additional designs i.e. crests, badges, flowers etc.	54.00	S	
(h) Token entries	12.00	S	
Digital Book			
(a) First viewing card	23.00	S	
(b) Additional cards	20.00	S	
(c) Additional entry to an existing card	15.50	S	
(d) Each additional memorial screen up to a maximum of four	54.50	S	
Recordia Panels - Per Inscription			
(a) For a period of 5 years	194.00	S	
(b) Renewal fee for a further 5 years	98.00	S	
(c) Double panel for a 5 year period	345.00	S	
(d) Renewal fee for a further 5 years	171.00	S	
(e) Additional designs i.e. crests, badges, flowers etc.	49.00	S	

BEREAVEMENT SERVICES continued...	£ - p	VAT	<u>Notes</u>
STAFFORD CREMATORIUM continued...			
Dovecote Memorial			
(a) For a period of 7 years	435.00	S	
(b) Renewal fee for a further 7 years	220.00	S	
(c) Replacement plaque	89.00	S	
Memorial Seats - Existing Seats Only			
Rotunda Style			
(a) For a 10 year period	645.00	S	
(b) Renewal fee for a further 10 years	322.00	S	
(c) Additional Plaque	160.00	S	
Bench Style			
(a) For a 10 year period	1,207.00	S	
(b) Renewal fee for a further 10 years	603.00	S	
(c) Additional Plaque	158.00	S	
Memorial Trees - Existing Trees Only			
(a) Replacement plaque	91.00	S	
(b) Renewal fee for further 25 years	593.00	S	
(c) Renewal fee for a further 10 years	341.00	S	
Memorial Tree with Biodegradable Urn			
(a) Biodegradable urn containing cremated remains	243.00	S	
Baby Memorial Wall			
(a) For a period of 10 years	226.00	S	
(b) Renewal fee for a further 10 years	113.00	S	
(c) Replacement plaque	73.00	S	
Sanctum			
(a) Purchase price	956.00	S	
(b) Additional lease per annum	28.50	S	
(c) Additional inscription per letter	2.00	S	
(d) Witness placing within	42.00	S	
Scattering of Remains From Other Crematoria	63.00	E	

BEREAVEMENT SERVICES continued...	£ - p	VAT	Notes
STAFFORD AND STONE CEMETERIES			<u>Stafford and Stone Cemeteries</u>
Purchase of exclusive right of burial in an earthen grave (6ft 6ins x 4ft) for a period of 75 years	1,449.00	NB	<i>The fees, payments and sums payable for all the cemeteries services apply only to those residing in the Stafford Borough area. For those not resident in the Borough the fee is multiplied by two and a half. Single fees apply if an elderly person dies outside the Borough within two years of leaving.</i>
Purchase of exclusive right of burial in a preformed earthen grave at Eccleshall Road Cemetery (7ft x 3ft 6ins) for a period of 75 years	1,875.00	NB	<i>There is limited availability of Eccleshall Road and Stone Cemeteries.</i>
Purchase of exclusive right of burial in a walled grave (8ft x 4ft) for a period of 75 years	1,449.00	NB	
Supply and fix of brickwork at above	at cost	NB	
Purchase of the exclusive right of burial in a double woodland burial plot inclusive of the first interment and tree	1,449.00	NB	
Purchase of the exclusive right of burial in a single woodland burial plot inclusive of the first interment and tree	1,296.00	NB	
Purchase of the exclusive right of burial within the Rainbow Garden	892.00	NB	
Premium Charge for any Purchased In Reserve Grave	640.00	NB	<i>The additional fee payable where a grave is pre purchased and any subsequent interment is not imminent.</i>
Transfer of Exclusive Right of Burial	81.00	NB	
Transfer of Above to Spouse	no charge	-	
Short Notice Fee	53.50	NB	
where notice given for a burial does not comply with the 48 hours notice rule			
Late Arrival Fee - Funeral Director	56.50	NB	<i>This is a fee payable by the Funeral Director for arrival after the designated time.</i>
Use of Chapel for Burial Services (including the use of the organ)	116.50	NB	
Saturday Funerals surcharge for funerals held on a Saturday	612.00	NB	

BEREAVEMENT SERVICES continued...	£ - p	VAT	Notes
STAFFORD AND STONE CEMETERIES			
continued...			
Sound Recording of Service onto CD (outsourced)	50.00	S	
DVD/Blu-Ray/USB Stick Service Recording	56.50	S	
Live Link (Web casting)	62.00	S	
Use of Screen for Display of Photographs/ Videos Throughout the Service			
(a) Single photograph	12.50	S	Single photo displayed on the TV.
(b) Simple slideshow	42.00	S	A slideshow run on a loop on the TV.
(c) Professional photo tribute	81.00	S	Video/still photo tribute displayed on the TV.
(d) Family supplied video formatting	20.50	S	Own video can be played on the TV but has to
(e) Tribute Link	10.00	S	be formatted to run on the system.
INTERMENT FEES			
Graves with Exclusive Burial Rights Granted (private grave spaces)			
At a depth not exceeding 5ft.			
(a) Adult	1,113.00	NB	(b) and (c) The identified costs for children are not paid by family, however, SBC claims for the cost shown in Fees and Charges directly through the Governments Children's Funeral Fund for England. More information can be found at: www.gov.uk/child-funeral-costs
(b) Child 24 weeks to 9 years (Rainbow Garden)	540.00	NB	
(c) Child 9 years to 18 years	1,113.00	NB	
At a depth not exceeding 7ft.			
(a) Adult	1,186.00	NB	
(b) Child 24 weeks to 9 years (Rainbow Garden)	577.00	NB	
(c) Child 9 years to 18 years	1,186.00	NB	
Graves with no Exclusive Burial Rights Granted (common unpurchased grave spaces)			
(a) Adult	1,180.00	NB	
(b) Child 24 weeks to 9 years (Rainbow Garden)	932.00	NB	
(c) Child 9 years to 18 years	1,180.00	NB	
Burial in a Walled Grave or Vault	312.00	NB	

BEREAVEMENT SERVICES continued...	£ - p	VAT	Notes
STAFFORD AND STONE CEMETERIES continued...			<u>Graves with no Exclusive Burial Rights</u> <u>Granted (common unpurchased grave spaces)</u> The Borough Council has a statutory obligation obligation to provide public (unpurchased, common) grave spaces in its cemeteries and the use of wooden coffins would only be allowed. It should also be understood that as the exclusive right of burial in these public grave spaces is vested with the Borough Council, these grave spaces may be re-used if required at a future date. Likewise any memorial that has been erected will be removed unless the Exclusive Right to Erect a Memorial has been purchased from the Council.
Right to Erect the following:-			
Headstones			
(a) Not exceeding 2ft 6ins in height	199.00	NB	
(b) Exceeding 2ft 6ins but not more than 4ft in height	226.00	NB	
Kerbstones or Border Sets (Eccleshall Rd and Stone cemetery) enclosing a space not exceeding 6ft 6ins by 3ft.	194.00	NB	
Plaque, Vase, Tablet or Monument in the Form of a Reclining Cross permitted only at Eccleshall Road and Stone cemetery and then if within an existing kerb set	66.00	NB	The Right to Erect any monument or gravestone will be for an initial period of 30 years after which time an additional payment will be required. The fee will cover checking that the initial erection of the memorial is in accordance with appropriate procedures and the subsequent inspections thereafter.
Additional Inscriptions	48.00	NB	
Searches and Extracts			
Fees for searches of the Registers and for copies and extracts taken :			
(a) Each search covering a period of more than one year	31.50	NB	
(b) Each certified copy of an entry of burial as per the register	14.50	S	
Exhumation			
Disinterment cremated remains	466.00	S	
Disinterment Full Earthen			
(a) 5 Feet depth	1,715.00	S	
(b) 7 Feet depth	1,715.00	S	
Grave Maintenance - per annum			In partnership with Hearts and Flowers, the service is aimed at the infirm or for people who live a distance from the Crematorium. For further details please contact the Crematorium.
(a) Gold	189.00	S	
(b) Silver	122.00	S	
(c) Bronze	93.50	S	

MISCELLANEOUS

£ - p VAT Notes

Allotments

Licences to use access roads at rear
of allotments (new agreements)

82.00

E

*Allotment sites include :
Alliance Street, Meadow Road, Pitt Street,
Sandon Road and Stone Road.*

**Stafford Borough Council
Leisure Portfolio - Client
Fees and Charges 2023**

CONTENTS

	Page
Outdoor Sport & Recreation	
Riverway Synthetic Pitch	32
Victoria Park - Hire Of Facilities	32-33
Bowls	33-34
Grass Pitches	34
Tennis	34
Multi-Games Area	34
Miscellaneous Parks Activities	34
Sponsorship of Carpet Beds and Flower Beds in Victoria Park and Stonefield Park	34

Leisure Portfolio - Client Fees and Charges 2023

OUTDOOR SPORT AND RECREATION	£ - p	VAT	<u>Notes</u>
RIVERWAY FLOODLIT SYNTHETIC PITCH			<u>All charges represent the maximum amount chargeable</u>
Hire of Pitch			<u>VAT - Exempt or Standard Rated</u>
Hourly rates inclusive of floodlighting			<i>The letting of facilities for playing any sport or for taking part in any physical recreation is normally standard rated for VAT purposes.</i>
Peak Times			<i>However a block booking of 10 or more sessions of the same sport by a school, club, association or organisation representing affiliated clubs or constituent</i>
Full pitch	70.00	E or S	<i>associations, such as a local league, is exempt from VAT.</i>
School use	24.00	E or S	<i>Where charges are shown with a VAT indicator of "E or S" the charge shown includes VAT.</i>
Part pitch (one third)	45.00	E or S	
School use	19.00	E or S	
Off Peak Times			
Full pitch	47.00	E or S	
School use	24.00	E or S	
Part pitch (one third)	35.00	E or S	
School use	19.00	E or S	
 VICTORIA PARK, STAFFORD			
 Education Room/Bowls Pavilion			
Commercial Hire			<i>VAT - Exempt or Standard rated</i>
Weekday (Mon to Friday)			<i>Lets for a period of over 24 hours are also Exempt.</i>
One Hour	21.00	E or S	
Half Day (4 Hours)	42.00	E or S	
Full Day (8 Hours)	78.75	E or S	
Weekend/Bank Holiday (Sat/Sun)			
One Hour	31.50	E or S	
Half Day (4 Hours)	63.00	E or S	
Full Day (8 Hours)	94.50	E or S	
Charity/Not for Profit			
Weekday (Mon to Friday)			
One Hour	10.50	E or S	
Half Day (4 Hours)	21.00	E or S	
Full Day (8 Hours)	42.00	E or S	
Weekend/Bank Holiday (Sat/Sun)			
One Hour	15.75	E or S	
Half Day (4 Hours)	31.50	E or S	
Full Day (8 Hours)	47.25	E or S	

Leisure Portfolio - Client Fees and Charges 2023

OUTDOOR SPORT AND RECREATION	£ - p	VAT	<u>Notes</u>
			<u>All charges represent the maximum amount chargeable</u>
VICTORIA PARK, STAFFORD continued ...			
Events Space			
Weekday (Mon to Friday)			VAT - Exempt or Standard rated
Per Day	210.00	E or S	See notes on page 32.
Weekend/Bank Holiday (Sat/Sun)			Also, if the letting is of a defined area for
Per Day	420.00	E or S	holding an event, the letting is exempt from
Charity/Not for Profit			VAT.
Weekday (Mon to Friday)			
Per Day	105.00	E or S	
Weekend/Bank Holiday (Sat/Sun)			
Per Day	210.00	E or S	
Set up and close down days before and after event if required	*	E or S	* 50% of daily hire charge VAT - Exempt or Standard rated Providing that the hirer does not have a choice over who completes any repairs/
Repairs/Cleansing			cleaning, then these fees will be part of the initial hire and follow the same treatment as the letting.
Repairing any damages to buildings/grounds resulting from event	at cost	E or S	
Cleansing litter/debris resulting from event	at cost	E or S	
Other Facilities including use of horticultural green house	subject to negotiation	E or S	If the letting is of a defined area, the letting is exempt from VAT
OTHER SPORT AND RECREATION			
Bowls			
Per hour			Season Tickets can be purchased for inclusive use of the greens at Riverway, Victoria Park and Stonefield Park.
Adults	5.20	S	
Concessionary rate	2.60	S	
Season tickets			Pay and play use of the bowling greens is limited to supervised parks only.
Adults	87.00	S	
Concessionary rate	43.00	S	
Teams			All sessions will be for a maximum of 4 hours duration or part thereof.
Per session			
Adults	80.00	E or S	
Concessionary rate	40.00	E or S	<u>Concessionary Rate</u>
Per season (each week)			Juniors (16 or under), students in full time education within the Borough
Adults	470.00	E	people on means tested benefits (together with their spouses or partners)
Concessionary rate	230.00	E	and pensioners (over the age of 60) are eligible for a concessionary discount of 50%.
Per season (alternate weeks)			
Adults	230.00	E	
Concessionary rate	115.00	E	

Leisure Portfolio - Client Fees and Charges 2023

OUTDOOR SPORT AND RECREATION	£ - p	VAT	<u>Notes</u>
continued...			<i>All charges represent the maximum amount chargeable</i>
Bowls cont...			<i><u>Concessionary Rate</u></i>
Pavilions			<i>Juniors (16 or under), students in full time education within the Borough</i>
Per session	15.75	E or S	<i>people on means tested benefits (together with their spouses or partners) and pensioners (over the age of 60) are eligible for a concessionary discount of 50%.</i>
Per season			
Alternate weeks	72.00	E or S	
Weekly	150.00	E or S	
Grass Pitches			<i>Annual/seasonal charges applied will be those in force at the commencement of the hire period.</i>
Football Pitch			
Per match			
Adults	78.00	S	
Concessionary rate	43.00	S	<i><u>VAT - Exempt or Standard Rated</u></i>
Per season - Per team			<i>The letting of facilities for playing any sport or for taking part in any physical recreation is normally standard rated for VAT purposes.</i>
Adults	530.00	E	
Concessionary rate	265.00	E	<i>However a block booking of 10 or more sessions of the same sport by a school, club, association or organisation representing affiliated clubs or constituent associations, such as a local league, is exempt from VAT.</i>
Dressing Room Supplement			
Per match	43.00	S	
Per season - Per team	300.00	E	
Tennis			
Per court (per hour)			
Adults	6.50	S	<i>Where charges are shown with a VAT indicator of "E or S" the charge shown includes VAT</i>
Concessionary rate	3.30	S	
Club bookings	by	S	
	negotiation		
Multi-Games Area			
Per hour	6.30	E or S	
Miscellaneous Parks Activities			
Circus - per day	subject	E	
Fun fair - per day	to	E	
Miscellaneous hire - per event	negotiation	E	
Sponsorship of Carpet Beds and Flower Beds in Victoria Park and Stonefield Park	subject	S	
	to		
	negotiation		

CONTENTS

	Page
Administration Charges	
Administration Fee on Rechargeable Works	36
Planning and Building Control	
Planning Printing Charges	36
Advice on BC & DC Developments	36
Additional Fee for Complex Enquiries and to Cover Site Visits	36
Pre 1974 Planning Information	36
Decision Notice or Appeal Decision Completion Certificate	36
Section 106 Agreement	37
Tree Preservation Orders	37
Other Notices	37
High Hedges Legislation	37
Housing Monitor	37
Stafford Borough Local Plan	37
The Plan for Stafford Borough	37
Planning Application Fees	37
Building Regulation Charges	37
Street Naming and Numbering	38
Local Land Charges	39
Parking Services	
Stafford	
Short Stay	40-42
Long Stay	40-42
Variable Stay	40-42
Season Tickets - Long Stay	40-42
Stone	
Short Stay	43
Variable Stay	43
Season Tickets - Long Stay	43
Penalty for Contraventions	44
Ancillary Charges	
Season Ticket	
Replacement	44
Change of Details	44
Dispensation to Park (waiver)	44
Rent of Space on Town Centre Car Parks for Advertising	44
Town Centre Services	
Hire of Display Areas in Market Square, Stafford	45
Markets	
Stall Rents	46
Storage Charges	46
Electricity Supply	46
Farmers Market	46

ADMINISTRATION CHARGES	£ - p	VAT	Notes
Administration Fee on Rechargeable Works	17.50%		<i>VAT - NB or S</i>
(payment by invoice in arrear)			
Minimum fee £25.00	charge on	NB or S	<i>The charges shown are inclusive</i>
Maximum fee £150.00	all costs		<i>of VAT. However VAT is to be</i>
			<i>deducted where the plans are to be</i>
			<i>used for non-business activities.</i>
PLANNING			
Planning Printing Charges			
Black and White Copies			
A4 per sheet up to 10 copies	1.25	S	
per sheet thereafter	0.10	S	
A3	1.85	S	
A2	2.55	S	
A1	2.75	S	
A0	3.15	S	
Colour Copies			
A4 per sheet up to 10 copies	1.65	S	
per sheet thereafter	0.25	S	
A3	1.90	S	
A2	2.95	S	
A1	3.40	S	
A0	3.95	S	
Advice on existing BC & DC developments			
per half hour	29.00	NB	
minimum charge	29.00	NB	
Additional Fee for Complex Enquiries and to Cover Site Visits			
per half hour	29.00	NB	
minimum charge	57.50	NB	
Pre 1974 Planning Information	*	NB	<i>As per planning printing charges on page 36</i>
Decision Notice or Appeal Decision Completion Certificate			
Available via Public Access & Comino interactive	no charge	-	
SBC to supply	*	S	<i>As per planning printing charges on page 36</i>

**Stafford Borough Council
Planning Portfolio
Fees and Charges 2023**

PLANNING continued...	£ - p	VAT	Notes
Section 106 Agreement			
Available via Public Access & Comino interactive SBC to supply	no charge *	- S	³ As per planning printing charges on page 36
Tree Preservation Orders	*	S	³ As per planning printing charges on page 36
Other Notices	*	S	³ As per planning printing charges on page 36
High Hedges Legislation Investigation of Complaint	500.00	NB	<i>This charge is set by Council Resolution. For persons in receipt of Council Tax benefit the charge is reduced to £250.00</i>
Housing Monitor	20.82	NB	
Stafford Borough Local Plan	58.95 +p&p	Z	
The Plan for Stafford Borough	57.32 +p&p	Z	
Planning Application Fees	available at www.staffordbc.gov.uk	NB	<i>As laid down in the Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) England Regulations 2012</i>
BUILDING CONTROL			
Building Regulation Charges Full Plans Submission or Building Notice	available at www.staffordbc.gov.uk	S	<i>These are nationally set fees. The charges are as laid down in Stafford Borough Council's Building Control Scheme of Changes and may be subject to further review during the year</i>

STREET NAMING AND NUMBERING	£ - p	VAT	Notes
New Build or Redevelopment			
(a) Number and name new properties			<i>Numbering is a statutory obligation as set out in section 17 to 19 of the Public Health Act 1925 and the Staffordshire Act 1983 Part II section 7.</i>
2-5 New Developments	480.00	NB	
6-25 New Developments - per phase	245.00	NB	
plus - per plot	21.00	NB	
25+ New Developments - per phase	480.00	NB	
plus - per plot	14.75	NB	
(b) Changes to development layout after notification - per plot affected	38.50	NB	
(c) Additional Charge for naming of a street	247.00	NB	
(d) Street Name plates if Council erects the sign	625.00	NB	
(e) Separate single residential dwelling on existing street	235.00	NB	
Existing Properties and/or Streets			
(a) Adding or changing of house or building name	81.50	NB	
(b) Rename of Street where requested by residents	480.00	NB	
plus - per property	28.00	NB	
(c) House or building renumbering (inc sub division into flats)	325.00	NB	
(d) Research into Archive - set as a minimum of (where not part of statutory function)	235.00	NB	
(e) Confirmation of postal addresses for solicitors or conveyancers and all consultees - per enquiry	39.50	NB	
(f) Photo copies of any legal documentation relating to street naming and numbering orders	*	NB	<i>' As per planning printing charges on page 36</i>

**Stafford Borough Council
Planning Portfolio
Fees and Charges 2023**

LOCAL LAND CHARGES	£ - p	VAT	Notes
(a) One Parcel of Land (including official LLC1)	101.40	S/NB	
(b) Each additional parcel	9.40	NB	
(c) LLC1	9.40	NB	
(d) Standard Enquiries Con29R	92.00	S	
(e) Separately Priced Enquiries			
Highways	38.25	NB	
Planning	44.00	NB	
Building Regulations	44.00	NB	
Environmental	44.00	NB	
(f) Con29 Optional			
each printed enquiry	24.00	S	
each additional enquiry	24.00	S	
(g) Personal Search	no charge	NB	

PARKING SERVICES - STAFFORD	£ - p	VAT	Notes
Short Stay Parking			
Broad Street and Doxey Road			<i>Christmas Day - no charge</i>
Monday to Saturday 8am to 6pm			
Up to 1 hour	1.10	S	
Up to 2 hours	1.70	S	
Up to 3 hours	2.60	S	
Up to 4 hours	3.20	S	
Evening Charge - Park after 6pm out before 8am the following day	1.00	S	
(Hourly charge applies if parked before 6pm)			
Sunday All day 8am to 8am Monday	1.00	S	
Long Stay Parking - All Day			
Gaol Road and North Walls			
Monday to Saturday 8am to 6pm for up to 24 hours	4.40	S	
Evening Charge - Park after 6pm out before 8am the following day	1.00	S	
(Hourly charge applies if parked before 6pm)			
Sunday All day 8am to 8am Monday	1.00	S	
Long Stay Parking - Doxey Road			
1 day	4.40	S	
2 days	8.80	S	
3 days	13.20	S	
4 days	17.60	S	
5 days	22.00	S	
Variable Stay Parking			
Windmill and Victoria Park			<i>Free parking for the registered disabled on variable stay car parks for a maximum of 4 hours, advertised charges will then apply for the additional hours</i>
Monday to Saturday 8am to 6pm			
Up to 1 hour	1.10	S	
Up to 2 hours	1.70	S	
Up to 3 hours	2.60	S	
Up to 4 hours	3.20	S	
Up to 5 hours	4.20	S	
Up to 6 hours	5.50	S	
Over 6 hours to 8 hours	6.50	S	
24 hours	7.50	S	
Evening Charge - Park after 6pm out before 8am the following day	1.00	S	
(Hourly charge applies if parked before 6pm)	1.00	S	
Sunday All day 8am to 8am Monday			

PARKING SERVICES - STAFFORD continued...	£ - p	VAT	Notes
Variable Stay Parking			<i>Parking for registered disabled is chargeable on Waterfront Multi-Storey and Riverside Undercroft car parks</i>
Waterfront Multi Storey			
Monday to Saturday 6.30am to 6.00pm			
Up to 1 hour	1.10	S	
Up to 2 hours	2.10	S	
Up to 3 hours	3.10	S	
Up to 4 hours	3.70	S	
Up to 5 hours	4.20	S	
Up to 6 hours	5.50	S	
Over 6 hours to 8 hours	6.50	S	
Over 8 hours to close	8.50	S	
Evening Charge - Park after 6pm out before 12 midnight (Hourly charge applies if parked before 6pm)	1.00	S	
Sunday all day 6.30am to 12.00 midnight	1.00	S	
Overnight parking by arrangement (addition to daily fee due)	6.50	S	<i>Vehicles are locked in overnight and released at opening times the following day.</i>
Lost/damaged token (in addition to daily fee due)	14.40	S	
Out of hours call out (in addition to daily fee due)	150.00	S	
Variable Stay Parking			<i>Parking for the registered disabled on the Civic Centre and South Walls car parks will be restricted to a maximum of 4 hours free parking, advertised charges will then apply for additional hours.</i>
Civic Centre and South Walls			
Monday to Saturday 6.30am to 6.00pm			
Up to 1 hour	Short Stay	1.10	S
Up to 2 hours	Short Stay	2.10	S
Up to 3 hours	Short Stay	3.10	S
Up to 4 hours	Short Stay	4.00	S
Up to 5 hours	Long Stay	6.00	S
Up to 6 hours	Long Stay	8.00	S
Up to 8 hours	Long Stay	10.00	S
Up to 24 hours	Long Stay	12.00	S
Evening Charge - Park after 6pm out before 6.30am following day (Hourly charge applies if parked before 6pm)		1.00	S
Sunday all day 6.30am to 12.00 midnight		1.00	S

PARKING SERVICES - STAFFORD continued...	£ - p	VAT	Notes
Riverside Undercroft			<i>Parking for registered disabled is chargeable on Waterfront Multi-Storey and Riverside Undercroft car parks.</i>
Monday to Saturday 7am to 6.00pm			
Up to 1 hour short stay	1.10	S	
Up to 2 hours short stay	2.10	S	
Up to 3 hours short stay	3.10	S	
Up to 4 hours short stay	4.00	S	
Up to 5 hours Long stay	6.00	S	
Up to 6 hours Long stay	8.00	S	
Over 6 hours to 8 hours Long stay	10.00	S	
Over 8 hours to close Long stay	12.00	S	
Monday to Saturday park after 6pm to midnight (Hourly charge applies if parked before 6pm)	1.00	S	
Sunday all day 6.30am to 12.00 midnight	1.00	S	
Overnight parking by arrangement (in addition to daily fee due)	6.50	S	
Lost/damaged token (in addition to daily fee due)	14.40	S	
Out of hours call out (in addition to daily fee due)	150.00	S	
Season Tickets - Long Stay Parking			
North Walls and Windmill			<i>Season Tickets issued for North Walls, Windmill, Gaol Road and Doxey Road car parks are not valid for use on the Waterfront Multi-Storey Car Park.</i>
Monthly	55.00	S	
3 Monthly	150.00	S	
6 Monthly	265.00	S	
Annually	450.00	S	
Gaol Road, Doxey Road, Fairway and Riverway			<i>Season Tickets for Gaol Road and Doxey Road car parks are not valid for use on North Walls and Windmill car park</i>
Monthly	47.00	S	
3 Monthly	130.00	S	
6 Monthly	225.00	S	
Annually	385.00	S	
Waterfront Multi-Storey Car Park (Long Stay Section)			<i>Season Tickets issued for Waterfront Multi-Storey are valid for use on this car park only.</i>
Annually	510.00	S	
Monthly Top Up	53.00	S	
Initial Deposit (refundable) for Monthly Top Up Card	10.00	S	
			<i>The Head of Operations is authorised to negotiate the fee where an application is received which contains a request for multiple season tickets.</i>
			<i>10% administration fee will be applied to all payments made other than by credit or debit card for the purchase of season tickets.</i>

PARKING SERVICES continued...	£ - p	VAT	Notes
PARKING SERVICES - STONE			<i>Monday to Saturday inclusive.</i>
Short Stay Parking			<i>Christmas Day - no charge</i>
Crown Street			
Monday to Saturday 8am to 6.00pm			
Up to 1 hour	0.70	S	
Up to 2 hours	1.20	S	
Up to 4 hours	2.40	S	
Evening Charge - Park after 6pm out before 8am the following day (Hourly charge applies if parked before 6pm)	1.00	S	
Sunday all day 8am to 8am Monday	1.00	S	
Variable Stay Parking			
Christchurch Way			
Monday to Saturday 8am to 6.00pm			
Up to 1 hour	0.70	S	
Up to 2 hours	1.20	S	
Up to 4 hours	2.40	S	
All Day	3.50	S	
Evening Charge - Park after 6pm out before 8am the following day. (Hourly charge applies if parked before 6pm)	1.00	S	
Sunday all day 8am to 8am Monday	1.00	S	
Season Tickets - Long Stay Parking			
Christchurch Way			
Monday to Saturday 8am to 6.00pm			
Monthly	47.00	S	<i>The Head of Operations is authorised to negotiate the fee where an application is received which contains a request for multiple season tickets</i>
3 Monthly	130.00	S	
6 Monthly	225.00	S	
Annually	385.00	S	

PARKING SERVICES continued...	£ - p	VAT	Notes
PENALTY FOR CONTRAVENTIONS			
Lower Level Charges			These charges are made under The Traffic Management Act 2004 and are dependent on the seriousness of the contravention.
Penalty Charge Notice (PCN)	50.00	E	
Charge - if paid within 14 days	25.00	E	
Charge - if paid within 28 days After notice to owner	50.00	E	
Charge - if paid after 28 days After issue of charge certificate plus £5 administration charge	75.00	E	The charges are set as part of a national pricing regime.
Higher Level Charges			
Penalty Charge Notice (PCN)	70.00	E	
Charge - if paid within 14 days	35.00	E	
Charge - if paid within 28 days After notice to owner	70.00	E	
Charge - if paid after 28 days After issue of charge certificate plus £5 administration charge	105.00	E	
ANCILLARY CHARGES			
Replacement of lost season ticket	12.00	S	<i>10% administration fee will be applied to all payments made other than by credit or debit card for the purchase Season Tickets.</i>
Change of details on season ticket	12.00	S	
Dispensation to park (waiver) Per week/per location and multiples thereof	16.50	S	
Rent of space on town centre car parks for advertising and/or trading	subject to negotiation	S	

TOWN CENTRE SERVICES	£ - p	VAT	Notes
MARKET SQUARE, STAFFORD			
Hire of Display Areas			<i>Rate reflects booking for whole square, 1/2 rate and 1/4 rate for commercial and not-for-profit activities apply if 1/2 and 1/4 space is booked</i>
Saturday Charges - Per Day			
Charities	18.50	E	
Not-for-profit Activities	219.40	E	
Commercial Activities (maximum charge)	427.50	E	
Friday Charges - Per Day			
Charities	18.50	E	
Not-for-profit Activities	119.00	E	
Commercial Activities	241.00	E	
Sunday to Thursday Charges - Per Day			
Charities	18.50	E	
Not-for-profit Activities	109.20	E	
Commercial Activities	219.40	E	
Weekly Rates	negotiable		
Cancellation Charges			
Within 14 Days of event	100%	E	
More than 14 Days before an event - an administration charge will be applied	44.80	E	
Hire of Area in Front of Santander Bank	112.27	E	

MARKETS		£ - p	VAT	Notes
ST. JOHN'S MARKET, STAFFORD				
Stall Rents				
Per week - Category	Market Café	470.00	E	<i>VAT (Fuel & Power Notice No.701/19) Supplies of fuel and power are subject to the standard rate of vat (S) unless there is a provision for the reduced rate (P) for qualifying use. Qualifying use is for supplies to domestic and charity non-business use as well as supplies of small quantities of fuel and power known as de-minimus supply. A de-minimus supply is one of not more than 33 kilowatt hours per day or 1000 kilowatt hours per month Currently S (standard rate) = 20% and P (reduced rate) = 5%</i>
	AA	151.50	E	
	A	132.50	E	
	B	118.00	E	
	C	99.00	E	
	D	86.00	E	
	E	72.50	E	
Per day - Casual Rate		26.25	E	
Storage Charges				
Per square metre per week				
(a) Ground floor at rear of stalls		2.30	E	
(b) First floor storage		1.57	E	
(c) Refrigerated storage		2.40	E	
Electricity Supply				
Per unit		0.20	* P or S	
FARMERS MARKET				
(a) Rent of one marquee (one stall)		91.40	S	
(b) Rent of half of marquee (half a stall)		45.70	S	
(c) Each additional table		5.30	S	

CONTENTS

	Page
Legal Fees	
Section 106 Agreement	48
Road Closures	48
Disposals	48
New Leases	48
Miscellaneous	48
General Charges	
Copy Charges	48
Recording of Committee Meetings	48
Electoral Registration	
Sale of Register	49
Marked Electoral Register and Other Election Lists	49
Sale of List of Overseas Voters	49
Copy of a Return or Declaration of Expenses	49
Stone Area Office	
Letting of Council Chamber	50
Civic Centre	
Letting of Civic Suite	50
The Saltings Mobile Homes Site	50

LEGAL FEES	£ - p	VAT	<u>Notes</u>
Section 106 Agreements			
Minimum set fee			
Per new agreement	1,114.00	NB	
Deed of Variation	566.00	NB	
Householder Application	445.50	NB	
Checking of Unilateral Undertaking	445.50	NB	
Additional costs - per hour	206.00	NB	
Road Closures			
Legal Fees - Per order	127.00	NB	
Disposals			
Freehold	462.00	*	* VAT rate E, S or NB Legal fees will follow the VAT
Long Leases	588.00	*	treatment of the transaction. The nature of the land transaction will
New Leases			
Land	682.50	*	need to be ascertained in the first instance before the VAT treatment
Other Premises	682.50	*	of the legal fees is confirmed.
Renewal of Leases	420.00	*	
Miscellaneous			
Licences to Occupy	472.50	E or S	
Right of Way Easements and Deeds of Grant	367.50	E or S	
Other Licences	472.50	E or S	
Public Footpath Diversion Orders	1,680.00	E or S	
GENERAL CHARGES			
Copy Charges			
Per single copy	*	S	Copying facilities are restricted to documents purely in connection with Council business * Set by print room, costed according to paper costs
Recording of Committee Meetings			
Per copy	10.00	S	
	+p&p		

ELECTORAL REGISTRATION	£ - p	VAT	<u>Notes</u>
Sale of Register			<i>The charges shown are set by the Representation of People Regulations 2001</i>
(a) Data	£20.00 plus £1.50 per 1,000 entries	NB	
(b) Printed	£10.00 plus £5.00 per 1,000 entries	NB	
Marked Electoral Register and Other Election Lists			
(a) Data	£10.00 plus £1.00 per 1,000 entries	NB	
(b) Printed	£10.00 plus £2.00 per 1,000 entries	NB	
Sale of List of Overseas Voters			
(a) Data	£20.00 plus £1.50 per 100 entries	NB	
(b) Printed	£10.00 plus £5.00 per 100 entries	NB	
Copy of a Return or Declaration of Expenses (or accompanying document-Regulation 10(3))	20p per side of document	NB	

STONE AREA OFFICE	£ - p	VAT	<u>Notes</u>
Letting of Council Chamber			
During office hours per hour	12.55	E	<i>Office hours Monday to Friday 8.00am to 5.00pm</i>
Outside office hours per hour	25.75	E	<i>Outside office hours Monday to Friday 5.00pm onwards</i>
CIVIC CENTRE			
Letting of Civic Suite			
Hourly rate (maximum charge) (minimum hire of 2 hours)			
Craddock Room	36.00	S	
Walton Room	31.00	S	
Chetwynd Room	20.00	S	
Refreshments			
Tea / Coffee (per person attending)	0.50	S	
Sandwiches / Buffet	At cost + £10.00 Admin fee	S	
THE SALTINGS MOBILE HOMES SITE			
Coming-on fee	1,113.00	E	
Weekly licence fee			<i>Rents on Mobile Home Sites can only be increased in accordance with any increase in RPI.</i>
Single plot	31.05	E	
Double plot	40.98	E	
Refundable deposit	357.00	E	

VALUE ADDED TAX

The schedules of fees and charges indicates the V.A.T. status of individual charges. The following sets out an explanation of the V.A.T. liability in respect of the various categories.

Basically there are 4 categories for V.A.T purposes with which the supply of goods and/or services are grouped. As a general rule V.A.T. should be applied at the "Standard rate (S)" – currently 20% [fuel rate (P) – currently 5%] unless the supply falls within one of the other 3 categories, for which no V.A.T. is applied. These categories are shown as (i) to (iii) below:-

- (i) Zero Rated (ZR) - No V.A.T. to be applied to the supply of goods or services but a registered trader can reclaim tax on supplies to him which he/she incurs for the purpose of making zero rated supplies.

This is shown in the booklet by the letters "ZR". It can include food, books, sewerage and water services, banknotes, clothing and footwear.

- (ii) Exempt (E) - No V.A.T. is to be applied on the supply of goods or services and a registered trader cannot recover any tax paid on supplies to him.

This is shown in the booklet by the letter "E". It includes insurances, banking and rents.

- (iii) Non-Business (NB) - There are special rules relating to local authorities in this category in that their statutory and other non-business activities will be outside the scope of the tax and any V.A.T. falling on purchases by them for goods or services for these activities would not be deductible under the normal mechanism. In order to avoid the tax on these purchases burdening the Council Taxpayer special arrangements are made.

This is shown in the booklet by the letters "NB". For public authorities non-business items are those for which they have a statutory monopoly or are enshrined within legislation. In these cases the supplies are outside the scope of V.A.T.

To reiterate, any supplies not falling within categories (i) to (iii) above must be treated as standard-rated. These are shown in the booklet by the letter "S" and are shown inclusive of V.A.T.

INDEX

<u>Description</u>	<u>Page Number</u>
A	
Acupuncture - Licence Fees	9
Additional Fee for Complex Enquiries and to Cover Site Visits	36
Administration Fee on Rechargeable Works	36
Adult Gaming Centres - Premises Licence Fees	19
Advice on existing BC & DC Developments	36
Air Pollution Authorisation - Licence Fees	12-14
Allotments	30
Animal Welfare Regulation Licence - Licence Fees	9
Assisted Funerals Under The Public Health Control of Diseases Act 1985	6
B	
Bereavement Services	
Burial of Cremated Remains	24
Caskets and Urns etc.	25
Chapel use for Burial Services	27
Cremation Fees	23-24
DVD/Blu-Ray/USB Stick Service Recording	28
Exhumation	29
Grave Maintenance	29
Headstones etc.	29
Interment Fees	28
Late Arrival Fees-Funeral Director	27
Live Link (web casting)	28
Memorials	25-26
Purchase of Grave	27
Purchase of Exclusive Rights of Burial	27
Remembrance Books and Panels	25
Saturday Funerals	27
Scattering of Remains From Other Crematoria	26
Searches and Extracts	29
Short Notice Fees	27
Sound Recording of Service onto CD	28
Use of Screen for Display of Photographs/Video	28
Betting Premises (Excluding Tracks) - Premises Licence Fees	18
Bin Replacement Charge - Blue or Brown	22
Bin Replacement Charge - Green	22
Bingo Club - Premises Licence Fees	18
Bowls	33-34
Building Regulation Charges	37
Burial of Cremated Remains - Bereavement Services	24
C	
Casinos - Premises Licence Fees	18
Caskets, Urns, etc. - Bereavement Services	25
Charge for Re-Visit of FHRS	8
Change of Details on Season Ticket	44
Chapel use for Burial Services - Bereavement Services	27
Civic Amenity Collection Sites	22
Civic Centre - Letting of Civic Suite	50
Commercial Refuse	22
Community Portfolio Contents Page	1
Contaminated Land Enquiry	8
Copy Charges	48
Cremation Fees - Bereavement Services	23-24

INDEX

<u>Description</u>	<u>Page Number</u>
D	
Dangerous Wild Animals - Licence Fees	9
Discretionary Investigation Work	7
Dispensation to Park (waiver)	44
Disposals - Legal Fees	48
Domestic Refuse	22
DVD/Blu-Ray/USB Stick Service Recording - Bereavement Services	28
E	
Ear Piercing - Licence Fees	9
Electoral Registration Charges	49
Electrolysis - Licence Fees	9
Environmental Portfolio Contents Page	4-5
Exhumation	29
F	
Factual Statements	8
Family Entertainment Centres - Premises Licence Fees	19
Farmers Market	46
Food Hygiene Training	7
Food Premises Registration	8
G	
Gaming and Gaming Machine - Permits	20-21
Garage Rents	2
Garden Waste Recycling	22
Glover Street Itinerant Site	2
Grass Pitches	34
Grave Maintenance	29
H	
Hackney Carriage & Private Hire - Licence Fees	11-12
Headstones etc. - Bereavement Services	29
High Hedges Legislation	37
Hire of Area in Front of Santander Bank	45
Houses in Multiple Occupation	2
Housing Inspections	2
Housing Standards	2
I	
Interment Fees - Bereavement Services	28
Issuing of Export Certification	8
L	
Late Arrival Fees-Funeral Director - Bereavement Services	27
Legal Fees	48
Leisure Portfolio Contents Page	31
Letting Agency Work & Property Management Work Order 2014 Penalty Charge	3
Licence Fees	
Acupuncture	9
Air Pollution	12-14
Animal Welfare Regulation Licence	9
Dangerous Wild Animals	9
Ear Piercing	9
Electrolysis	9

INDEX

<u>Description</u>	<u>Page Number</u>
L continued	
Licence Fees continued	
Hackney Carriage & Private Hire	11-12
Houses in Multiple Occupation	2
Housing Inspections	2
Housing Standards	2
Letting Agency Work & Property Management Work Order 2014 Penalty Charge	3
Liquor	15-17
Lotteries	17
Mobile Homes Site-Licensing and Inspection	3
Motor Salvage Operator Registration	10
Pre-Application Form Checking Service	9
Premises and Club Premises Certificate	15-17
Premises Licence Fees	18-19
Register Of Licence Copy Charge	2
Scrap Metal Collectors Licence	11
Scrap Metal Site Licence	11
Sex Establishments	10
Smoke and Carbon Monoxide Alarm (England) Regulations 2015	3
Street Trading	10
Tattooing	9
Temporary Events and Other Fees	16
The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020 Penalty Charge	3
Zoo Licence	9
Liquor - Licence Fees	15-17
Live Link (Web Casting) - Bereavement Services	28
Local Land Charges	39
Lotteries	17
M	
Market Square - Hire of Areas	45
Markets	46
Memorials - Bereavement Services	25-26
Miscellaneous - Legal Fees	48
Miscellaneous Parks Activities	34
Mobile Homes Site-Licensing and Inspection	3
Motor Salvage Operator Registration - Licence Fees	10
Multi-Games Area	34
N	
New Leases - Legal Fees	48
P	
Parking Charges - Ancillary Charges	
Change of Details on Season Ticket	44
Dispensation to Park (waiver)	44
Rent of Space on Town Centre Car Parks	44
Replacement of Lost Season Ticket	44
Parking Charges - Penalty for Contraventions	44
Parking Charges - Stafford	40-42
Parking Charges - Stone	43
Permits - Gaming & Gaming Machines	20-21
Pest Control	6
PestPort Scheme	6

INDEX

<u>Description</u>	<u>Page Number</u>
P continued	
Plan for Stafford Borough	37
Planning and Building Control	
Additional Fee for Complex Enquiries and to Cover Site Visits	36
Advice on existing BC & DC Developments	36
Building Regulation Charges	37
Decision Notice or Appeal Decision Completion Certificate	36
High Hedges Legislation	37
Housing Monitor	37
Local Land Charges	39
Other Notices	37
Pre 1974 Planning Information	36
Plan for Stafford Borough	37
Planning Application Fees	37
Planning Printing Charges	36
Section 106 Agreement	37
Stafford Borough Local Plan	37
Street Naming and Numbering	38
Tree Preservation Orders	37
Planning and Regeneration Portfolio Contents Page	35
Pre-Application Form Checking Service	9
Premises and Club Premises Certificate - Licence Fees	15-17
Premises Licence Fees	
Adult Gaming Centres	19
Casinos	18
Bingo Club	18
Betting Premises (Excluding Tracks)	18
Tracks	19
Family Entertainment Centres	19
Private Water Supply	7
Public Conveniences - Keys for Disabled Toilets	6
Purchase of Grave - Bereavement Services	27
Purchase of Exclusive Rights of Burial - Bereavement Services	27
R	
Recording of Committee Meetings	48
Remembrance Books and Panels - Bereavement Services	25
Rent of Space on Town Centre Car Parks	44
Replacement of Lost Season Ticket	44
Resources Portfolio Contents Page	47
Riverway Floodlit Synthetic Pitch	32
Road Closures - Legal Fees	48
Room Hire - Civic Centre	50
Room Hire - Stone Area Office	50
S	
Saltings Mobile Homes Site	50
Saturday Funerals - Bereavement Services	27
Scattering of Remains From Other Crematoria - Bereavement Services	26
Scrap Metal - Licence Fees	
Collectors Licence	11
Site Licence	11
Searches and Extracts - Bereavement Services	29
Section 106 Agreement - Legal Fees	48
Section 106 Agreement - Planning	37
Sex Establishments - Licence Fees	10

INDEX

<u>Description</u>	<u>Page Number</u>
S Continued	
Short Notice Fees - Bereavement Services	27
Smoke and Carbon Monoxide Alarm (England) Regulations 2015	3
Sound Recording of Service onto CD - Bereavement Services	28
Special Waste Collections	22
Sponsorship of Carpet Beds and Flower Beds in Victoria and Stonefield Parks	34
St. John's Market, Stafford	46
Stone Area Office - Letting of Council Chamber	50
Stray Dogs	6
Street Naming and Numbering	38
Street Trading - Licence Fees	10
T	
Tattooing - Licence Fees	9
Temporary Events and Other Fees - Licence Fees	16
Tennis	34
The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020 Penalty Charge	3
Tracks - Premises Licence Fees	19
Tree Preservation Orders	37
U	
Use of Screen for Displaying Photographs/Video - Bereavement Services	28
V	
VAT Information	51-52
Victoria Park - Hire Of Facilities	32-33
W	
Waste Collection Services	22
Work in Default of Statutory Notices Served	7
Z	
Zoo Licence Fees	9

Agenda Item 4(b)(ii)

Cabinet Date: 3 November 2022
Contact Officer: Stephen Baddeley
Telephone Number: 01543 464415
Ward Interest: Nil
Report Track: Cabinet 03/11/2022
Audit & Accounts 16/11/2022
Key Decision: No
Submission by: Councillor R M Smith, Resources Portfolio

Strategic Risk Register

1 Purpose of Report

- 1.1 To set out details of the Council's Strategic Risk Register as at 30 September 2022

2 Proposal of Cabinet Member

- 2.1 That Cabinet approves the draft Strategic Risk Register and considers the progress made in the identification and management of the strategic risks.

3 Key Issues and Reasons for Recommendations

All Strategic Risks and associated action plans have been reviewed and the Council's current risk profile is summarised in the table below:-

Risk Status	Number of Risks 1 April 2022	Number of Risks 30 Sept 2022
Red (High)	3	3
Amber (Medium)	5	5
Green (Low)	0	0
TOTAL	8	8

4 Relationship to Corporate Business Objectives

- 4.1 This report supports the Council's Corporate Priorities as follows:-

- (a) Risk management is a systematic process by which key business risks/opportunities are identified, prioritised and controlled so as to contribute towards the achievement of the Council's aims and objectives.
- (b) The strategic risks set out in the Appendices have been categorised against the Council's priorities.

5 Report Detail

5.1 The Accounts and Audit Regulations 2015 state that:-

"A relevant body must ensure that it has a sound system of internal control which:-

- (a) facilitates the effective exercise of its functions and the achievement of its aims and objectives;
- (b) ensures that the financial and operational management of the authority is effective; and
- (c) includes effective arrangements for the management of risk."

5.2 Risk can be defined as uncertainty of outcome (whether positive opportunity or negative threat). Risk is ever present and some amount of risk-taking is inevitable if the council is to achieve its objectives. The aim of risk management is to ensure that the council makes cost-effective use of a risk process that has a series of well-defined steps to support better decision making through good understanding of risks and their likely impact.

Management of Strategic Risks/Opportunities

5.3 The Council's approach to risk management (including its risk appetite) is set out in the Risk Management Policy and Strategy (March 2016).

5.4 Central to the risk management process is the identification, prioritisation and management of strategic risks/opportunities. Strategic Risks are those that could have a significant impact on the Council's ability to deliver its Corporate Business Plan Objectives.

5.5 The risk register has been updated as at 30 September 2022 and a summary is attached as **APPENDIX 1**.

5.6 The risk summary illustrates the risks/opportunities using the "traffic light" method i.e. :-

RED	risk score 12 and above (action plan required to reduce risk and/or regular monitoring)
AMBER	risk score 5 to 10 (action plan required to reduce risk)
GREEN	risk score below 5 (risk tolerable, no action plan required)

5.7 As part of this review -

- Risk C1 “*The funding available to the Council from central Government resulting from changes to Business Rates, New Homes Bonus etc. will not be known until the autumn at the earliest. This together with increases in inflation and interest rates makes accurate budget planning difficult, resulting in a risk of over commitment of financial resources or inappropriate use of reserves.* Has had its risk score increased from 12 (Red) to a 20 (Red) to recognise the risks increasing due to increased costs of fuel and uncertainties over future financial settlements.

6 Implications

6.1 Financial

Nil

6.2 Legal

Nil

6.3 Human Resources

Nil

6.4 Human Rights Act

Nil

6.5 Data Protection

Nil

6.7 Risk Management

As set out in the report and appendices

6.8 Community Impact Assessment Recommendations

Impact on Public Sector Equality Duty:

The Borough Council considers the effect of its actions on all sections of our community and has addressed all of the following Equality Strands in the production of this report, as appropriate:-

Age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation

Wider Community Impact:

No wider community impact.

7 Previous Consideration

Nil

8 Background Papers

File available in Internal Audit and Risk Section

Stafford Borough Council
Summary of the Strategic Risk Register as at 30 September 2022

Summary of Red Risks

Risk No.	Risk Description	Risk Impact / Consequences	Risk Date	Gross Risk Score	Residual (Net) Risk Score April April 2022	Residual (Net) Risk Score September 2022	Direction of Travel
C1	The funding available to the Council from central Government resulting from changes to Business Rates, New Homes Bonus etc. will not be known until the autumn at the earliest. This together with increases in inflation and interest rates makes accurate budget planning difficult, resulting in a risk of over commitment of financial resources or inappropriate use of reserves.	This could result in the Council being unable to achieve the objectives and priorities of the Council, to provide desired levels of service and have an impact on major redevelopment proposals	May 2020	20 RED	12 RED	20 RED	↑
C2	The economy of the Borough is adversely impacted limiting the ability to deliver the Economic Growth Strategy for the Borough	This could potentially lead to business failure or inability to grow; failure to secure investment in infrastructure and major projects; adverse impacts on the rural economy; unemployment; and adverse impacts on town centres and the wider visitor economy	May 2020	15 RED	15 RED	15 RED	↔

Risk No.	Risk Description	Risk Impact / Consequences	Risk Date	Gross Risk Score	Residual (Net) Risk Score April April 2022	Residual (Net) Risk Score September 2022	Direction of Travel
C5	The Council's key contractors remain sustainable and continue to provide value for money	This could result in additional cost to the Council and may limit the delivery of the services	May 2020	20 RED	15 RED	15 RED	↔

Summary of Amber Risks

Risk No.	Risk Description	Risk Impact / Consequences	Risk Date	Gross Risk Score	Residual (Net) Risk Score April April 2022	Residual (Net) Risk Score September 2022	Direction of Travel
C4	Failure to work in partnership to sustain support to vulnerable residents.	Existing service provision may not meet the need because of the increases in the range of vulnerabilities that people are experiencing.	May 2020	12 RED	9 AMBER	9 AMBER	↔
C6	Reduced Organisational resilience may lead to reduced resources to support Council's service delivery and transformation in the aftermath of the pandemic	This could result in projects being delayed or not delivered. There is also a risk to employees' health & wellbeing.	May 2020	20 RED	9 AMBER	9 AMBER	↔

Risk No.	Risk Description	Risk Impact / Consequences	Risk Date	Gross Risk Score	Residual (Net) Risk Score April 2022	Residual (Net) Risk Score September 2022	Direction of Travel
C7	Failure to repel or recover from a Cyber-attack including targeted ransomware, malware, and Distributed Denial of Service (DDoS) attacks. The move to home working has increased the vulnerability to malware issues.	This could result in the Council not being able to deliver services	May 2020	20 RED	9 AMBER	9 AMBER	↔
38b	Failure to minimise the impact on the environment from the construction and operation of HS2	This could result in a reduction in the air quality, excessive noise/vibration from the construction activities which may have an impact on people's health and wellbeing	2014	15 RED	10 AMBER	10 AMBER	↔
40b	Failure to deliver Westbridge Park Open Space transformation	This could affect the Council's ability to deliver its Health and Wellbeing agenda, which may impact on people's health.	2016	20 RED	6 AMBER	6 AMBER	↔

GREEN RISKS

There are no current Green Risks

DELETED RISKS

Risk No.	Risk Description	Risk Impact / Consequences	Risk Date

↓	Risk has decreased	↔	Risk level unchanged	↑	Risk has increased
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Ref No:	C1
Risk:	The funding available to the Council from central Government resulting from changes to Business Rates, New Homes Bonus etc. will not be known until the autumn at the earliest. This together with increases in inflation and interest rates makes accurate budget planning difficult, resulting in a risk of over commitment of financial resources or inappropriate use of reserves.
Risk Owner:	Head of Finance
Cabinet Member:	Cllr Mike Smith
Overall Progress Summary:	<p>The medium-term financial stability of the Council is dependent upon its ability to set a 2023-24 budget that does not draw upon reserves, and the impact of changes arising from the future funding regime for local government. Details in relation to the implementation of 50% Business Rates Retention and Fair Funding and Business Rates Reset are still awaited.</p> <p>The funding available to the Council from central Government resulting from changes to Business Rates, New Homes Bonus etc. will not be known until the autumn at the earliest. This together with increases in inflation and interest rates makes accurate budget planning difficult, resulting in a risk of over commitment of financial resources or inappropriate use of reserves.</p> <p>A consultation document in relation to the Future of New Homes Bonus was published in February 2021 (a response from the Council was submitted in advance of the closing date). The Council is awaiting details of the financial Settlement for 2023-24, including New Homes Bonus, to be provided by Central Government, likely in the Autumn. Even under the existing New Homes Bonus rules, there will be a loss to the Council in 2023-24 compared to 2022-23 as a result of a past multi-year award dropping out in 2023-24.</p> <p>It is therefore clear that the Government's plans for reviews of Business Rates, New Homes Bonus and Fair Funding have a potentially significant impact on the Budget and Medium-Term Financial Strategy (MTFS); and currently there is little information as to outcomes. This uncertainty creates financial risk for the Council. This could result in savings being delivered, in anticipation of a poor Settlement, that are not required; or conversely, sub-optimal decisions taken in haste to balance the Budget if the Settlement is worse than expected.</p> <p>In addition to Government policy, there are risks related to inflation and interest rates, both of which have risen since the last financial plan, with predictions they will be more persistent than previously thought by</p>

	<p>economists. The Council's ability to increase its income in line with rising expenditure is restricted, even if it is willing to do so. Therefore this places a further potential burden on the Budget and MTFS.</p> <p>The rapidly rising cost of living will have a direct impact on our residents and businesses. This, in turn, has the potential to place additional burdens on already stretched Council services. It may also lead to reduced income from fees and charges as residents limit their discretionary spending, and non-payment of Council Tax and Business Rates.</p> <p>A paper on Good Financial Management was agreed in March, to reinforce budgetary control. A paper on Financial Planning 2022-26 has been discussed informally with Cabinet, designed to start implementing measures required to set a balanced 2023-24 Budget.</p>
Links to Corporate Business Plan	<p>Objective 4</p> <p>To be a well-run, financially sustainable, and ambitious organisation, responsive to the needs of our customers and communities and focussed on delivering our objectives</p>
Consequences of Risk:	<ul style="list-style-type: none"> • Unable to provide desired levels of service • Short term action necessary to deliver savings that require the suspension or termination of services and priorities • Diminished reserves that enforce risk aversion and failure to invest
Gross Risk Score (Without Controls in Place)	Likelihood: 4 Impact: 5 Total Score: 20 - RED
Key Controls in Place:	<ul style="list-style-type: none"> • Medium term financial plan in place • Annual Financial Plan and Medium-Term Financial Strategy 2022-25 in place • The Revenue Budget for 2022-23 was approved and financial planning for 2023-26 has begun • Working Balances maintained • Savings plan being undertaken to re-align resources to Corporate Plan • Corporate Budget Monitoring in place, with approval of the paper on Good Financial Management • Evaluation of consultations on changes to government funding regimes
Residual/Net Risk Score (i.e. with controls in place)	Likelihood: 4 Impact: 5 Total Score 20 - RED

Actions Planned	Timescale/ Person Responsible	Progress/Comments
Update Financial Plan in relation to the deferral of 50% Business Rates Retention and Fair Funding by a year	Head of Finance	Reflected in Financial Plan reported to Cabinet and Council. Scenarios developed reflecting potential treatment of growth and levy Details awaited of new timescale for implementation
Refresh Medium Term Financial Plan based upon alternative scenarios of short /medium- and long-term impact of in relation to external funding sources	Head of Finance	Ongoing Financial planning paper 2022-26 considered internally in June 2022. Updated high-level Financial Plan 2023-26 to be drafted for informal Cabinet in September 2022. Budget report to be drafted for formal Cabinet on 1 December 2022.
Lobby Ministry of Housing, Communities and Local Government (MHCLG) via MP/ District Councils Network (DCN) and Local Government Association (LGA) re financial impact of proposals on SBC	Chief Executive / Head of Finance and Leader	Ongoing contact with M.P.s, DCN, West Midland Chief Executives, LGA and directly with ministers.
Determine feasibility of extending Business Rates Pool into 2023-24 Liaise with Staffordshire & Stoke-on-Trent Business Rate Pool Members re options to maintain viable pool for 2023-24 Include Pool proposals in Financial Plan 2023-26	Head of Finance	Pool Established for 2022-23. Future Pooling is dependent on Government proposals in its review of Business Rates.

Actions Planned	Timescale/ Person Responsible	Progress/Comments
Draft a plan for budget savings to ensure that resources are aligned to the Council's priorities and are operating as efficiently as they can be	Chief Executive / Head of Finance	To be implemented in 2022-23 to form part of 2023-24 Budget Process

Ref No:	C2
Risk:	The economy of the Borough is adversely impacted limiting the ability to deliver the Economic Growth Strategy for the Borough
Risk Owner:	Head of Development
Cabinet Member:	Cllr Beatty
Overall Progress Summary:	Immediate and longer terms interventions identified and being implemented; minor disruption to major projects and Future High Streets Fund bid updated to reflect impact of Covid-19. Local Plan progression under regular review. Emerging pressures linked to global supply chain issues and costs of goods, services and labour impacting on contracts/delivery.
Links to Corporate Business Plan	Objectives 1, 2, 3
Consequences of Risk:	<ul style="list-style-type: none"> • The Council's ability to deliver the objectives as set out in the Economic Growth Strategy is adversely impacted potentially leading to business failure or inability to grow; failure to secure investment in infrastructure and major projects; adverse impacts on the rural economy; unemployment; and adverse impacts on town centres and the wider visitor economy; • Adverse impact on growth in revenue from Business Rates and Council Tax • Failure to maximise the economic benefits associated with HS2 related development • Increase in demand on Housing and Revenues services
Gross Risk Score (Without Controls in Place)	Likelihood: 3 Impact: 5 Total Score: 15 - Red
Key Controls in Place:	<ul style="list-style-type: none"> • Project plans and governance arrangements for the Garden Community, Stafford Town Centre Transformation and Stafford Station Gateway projects • SGRIP group well established and key stakeholders are represented and engage fully • Visitor Economy Strategy being developed by the Staffordshire Destination Management Partnership hosted by Staffordshire County Council • The Economic Growth and Strategic Projects Team has a dedicated Enterprise Growth Manager working directly with the private sector and dedicated Project Managers to implement the major schemes • Homes England are fully appraised of emerging development schemes that will require additional Government funding to attract private investment and tackle viability issues

	<ul style="list-style-type: none"> • The new Local Plan remains ambitious and will act as a portfolio for development; key evidence base studies are being updated to reflect recent economic changes • Investment Plan to draw down and guide implementation of £4.6m UKSPF allocation prepared and submitted for approval; • Bidding for external funding e.g. LUF2, and putting in place plans to utilise separate funding allocations to support programmes/projects.
Residual/Net Risk Score (i.e. with controls in place)	Likelihood: 3 Impact: 5 Total Score: 15 - Red

Actions Planned	Timescale/Person Responsible	Progress/Comments
Deliver the opportunities for growth through the new Local Plan process	2022-23 Strategic Planning and Placemaking Manager	The first stage of the new Local Plan was consulted upon in February and March 2020. An updated timetable was published in November 2021 for the Local Plan process. Regulation 18 Preferred Options document due to be considered by Cabinet on 6 th October and if approved will be subject of a consultation exercise. The results of this will duly inform the Reg 19 Draft Plan in 2023.
Continue with major projects as programmed but keep timescales under review	In accordance with individual project plans Economic Growth and Strategic Projects Manager	Scheduled works under review to identify potential delays. Emerging issues with supply chain for construction and costs associated with same – being kept under review and considered within procurement exercises. Internal and external stakeholders engaged early to minimise delays as programmes progress.

Actions Planned	Timescale/Person Responsible	Progress/Comments
Future High Street Fund programme to be delivered	2021-2024 Economic Growth and Strategic Projects Manager	Programme governance in place and inception meetings took place April 2021. Ongoing programme monitoring taking place via the Programme Delivery Team and Project Board
Implementation of a discretionary financial support grant scheme (funded by Government) to mitigate the impacts of Covid 19	Until March 2022 Economic Growth and Strategic Projects Manager Completed	The Additional Restrictions Grant allocations paid out in full, completed by March 2022.

Ref No:	C4
Risk:	Failure to work in partnership to sustain support to vulnerable residents
Risk Owner:	Head of Development/ Interim Head of Corporate Business and Partnerships
Cabinet Member:	Cllr Pert
Overall Progress Summary:	<ul style="list-style-type: none"> • The Community Wellbeing Partnership and other organisations including parish councils and community groups continue to support vulnerable residents in the borough and services commissioned have been sustained. • The council is supporting a local CIC to set up a food distribution HUB that will work in partnership with foodbanks across the borough. • Work is underway to look at what local support taking place to support residents with the cost of living increase. • Council webpages continue to be updated and they now encompass a broad range of signposting information for residents under the 'Talk to Us' pages and also information for community groups and parish councils. • A comprehensive evaluation of activities has been conducted which has informed response activities during the lockdown. Meetings are taking place with partner organisations including parish councils and community groups – who continue to support vulnerable residents in the borough. • The council assumed the role of anchor organisation for the borough until the end of March 2022; vulnerable residents are signposted to local provision, Council webpages have been updated and now encompass a broad range of signposting information for residents under the 'Talk to Us' pages and also information for community groups and parish councils. • Webinars have been specifically designed for community groups, parish councillors and elected members based on their feedback received during the evaluation of the Community HUB; these remain available on line to watch again. • There is an open invitation to parish councils to ask for support from SBC when they are developing their resources. The Stepping Stones programme supports people in regaining their confidence to exercise at home, increase strength and mobility and independently leave the

	house to go on a short walk, with encouragement to share and engage with others online and in person. Involvement with parish councils with setting up walks in their local area and published walk guides are being prepared.
Links to Corporate Business Plan	<p>Objective : 1 and 2</p> <ul style="list-style-type: none"> • To deliver sustainable economic and housing growth to provide income and jobs • To improve the quality of life of local people by providing a safe, clean, attractive place to live and work and encouraging people to be engaged in developing strong communities that promote health and wellbeing.
Consequences of Risk:	<ul style="list-style-type: none"> • Potential of core support services being withdrawn, for example, substance misuse services, domestic abuse, mental health, impacting on a person's health and wellbeing and potentially on their housing situation. • Vulnerable people at risk of not receiving help and support therefore increasing issues such as poverty, poor housing conditions, homelessness, rough sleeping, family breakdown, loneliness and isolation, suicide, safeguarding issues relating to child abuse, domestic abuse, exploitation, mental health, drugs and alcohol, self-medicating, anti-social behaviour • Relationships with partners at risk because of failure to deliver services because of financial and resource difficulties therefore affecting community confidence and resilience • Socio- economic impact in terms of job losses, closure of premises and the level of funding available for community groups may impact on reductions in service provision, increases in support needs, tenancies not being sustained, increases in hazards for health
Gross Risk Score (Without Controls in Place)	Likelihood: 4 Impact: 3 Total Score: 12 - RED

<p>Key Controls in Place:</p>	<ul style="list-style-type: none"> • Community Wellbeing Partnership in place that can escalate any issues to Local Strategic Partnership • Locality Deal Funding allocation in place for a three-year period • Commissioned services in place to support with mental health and substance misuse, antisocial behaviour, and domestic abuse. • Service level agreements in place with voluntary sector organisations. • Representation at County, Regional and National level multi-agency partnership meetings in respect of Voluntary Sector, Parish Councils, Community Safety, Economic Growth, Housing, DFG's, Rough Sleeping and Homelessness, Anti-social Behaviour, Earned Autonomy, Food Bank Forum, Domestic Abuse; • Needs assessments in place for health, community safety, homelessness that identify areas of concern in the Borough to enable the targeting of resources • Multi-agency place based model of support in place in Doxey, Rising Brook and Highfields • Multi-agency Vulnerability HUB in place • Parish Council Forum in place • Continued financial support for businesses in place until March 2022 and ongoing involvement in County-wide redundancy task force • VCSE organisations such as Rising Brook Baptist Church and Stone Community HUB supporting residents with food parcels and prescriptions. • Food schemes and food banks in place, foodbank forum meets on a regular basis • Additional support for DFG delivery being put in place. • Proactive work to identify those at risk of eviction, when ban is fully lifted. • Additional units of refuge accommodation operational • Multi-agency strategies in place for Community Safety and Wellbeing, Economic Growth
<p>Residual/Net Risk Score (i.e. with controls in place)</p>	<p>Likelihood: 3 Impact: 3 Total Score: 9 - AMBER</p>

Actions Planned	Timescale/Person Responsible	Progress/Comments
Community Wellbeing Partnership in place that meets on a bimonthly basis	Ongoing Corporate Partnerships Officer	<p>The partnership has recently received the community safety strategic assessment refresh that includes a number of recommendations for consideration. Work is underway to look at what services are required to support this utilising the Locality Deal Funding allocated to the council from the Staffordshire Commissioner.</p> <p>Locality Deal Funding from the Staffordshire Commissioner extended from 12 months to 3 years commencing April 2022 this will provide sustainability in terms of commissioning.</p>

Actions Planned	Timescale/Person Responsible	Progress/Comments
Multi-agency Vulnerability HUB is in place and meets on a weekly basis.	On-going Community Safety Lead	The HUB receives referrals that relate to a broad range of vulnerabilities that are being experienced by individuals and provides the opportunity for partners to discuss the issues and to identify appropriate support and action.
Service Level Agreements in place that support six voluntary sector organisations and also two additional schemes in place that provide funding to community groups.	On-going Corporate Business Officer	Service Level Agreements monitored on a quarterly basis. Panels set up and in place for sports grants and the small grants scheme.

<p>Housing Options prepared for increase in demand as a result of backlog of evictions from the pandemic, the cost of living increases impact on housing security and, the impact of Ukrainian refugee resettlement feeds through into the homelessness service.</p>	<p>September 2020 onwards Health and Housing Manager</p>	<p>Early options support for households who have been identified as being in rent arrears prior to action being taken. Enhanced training of options officers with partner agencies to ensure they are prepared to deal with the changing caseload (for example repossessions). Additional support for Citizens Advice around housing debt and representation at possession proceedings. Staff undertaking mediation training to ensure greatest chance of keeping people in their properties. <i>The service is looking to use the Homeless Prevention Fund flexibly to respond to the challenges as they arise. With rising emergency accommodation demand, the team are exploring the option of taking on additional temporary accommodation. The corporate work on food distribution hubs and</i></p>
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Actions Planned	Timescale/Person Responsible	Progress/Comments
		<p>Warm Spaces will provide some support many residents who are being impacted adversely by the cost of living increases. The team are supporting Ukrainian refugees who are no longer able to stay in their current homes, they are mediating with hosts and family members to try and ensure smooth move on, rather than crisis moves. Where this isn't possible the team are supporting the families to progress through the homelessness application process if they are unable to find their own accommodation.</p>

Actions Planned	Timescale/Person Responsible	Progress/Comments
<p>Warmer Homes Stafford (WHS) commissioned service to be prepared for increased demand as economic impact of the pandemic, combined with spiralling costs in the energy market for home heating and as temperatures decline with the onset of winter create additional challenges for vulnerable residents living in cold homes.</p>	<p>Ongoing Health and Housing Manager</p>	<p>WHS delivery partner and fuel poverty charity Beat the Cold have successfully secured a further contract to March 2025. They have increased their staff numbers to manage the significant upturn in enquiries made to the service. The Council have a project ongoing to improve the energy efficiency of properties in the private rented sector with EPCs of F or G, this will have a positive impact on tenants in these properties. The Council are also working with Housing Plus on delivery of the Social Housing Decarbonisation Fund programme, looking to improve the energy efficiency of a number of their worst performing properties in regards to thermal efficiency.</p>

Ref No:	C5
Risk:	The Council's key contractors remain sustainable and continue to provide value for money
Risk Owner:	Head of Operations
Cabinet Member:	Cllr Smith
Overall Progress Summary:	<ul style="list-style-type: none"> • Risk is not at the same level with all contractors. • We are concentrating on the monitoring and financial support to the Leisure contractor which currently carries the highest risk. • Services being re-introduced following the lifting of Government Covid-19 restrictions/return of work force. • Prioritisation of service reintroduction on “open book” process. • The other emergent issue has been the significant increase in energy prices coupled with rising inflation arising from marked increases in the prices of fuel, goods and services. <p>Mitigation of this risk over the past two years has largely sat outside the control of the Council as Covid-19 restrictions has been a national issue and the response depended on the Government's plans for easing lockdown and providing support to businesses. During the periods of lockdown and associated restrictions the Council has worked with its contractors to support them in implementing their recovery plans (in accordance with Cabinet Office Action Note PPN04/20 Procurement Policy Note - Recovery and transition from COVID –19). However, the recent and forecast rises in energy prices, taken together with rising inflation, has emerged as a significant risk, particularly to the Leisure contractor. At the time of writing, the Government had announced plans to provide a level of support to the business community but any detailed proposals to support this sector were awaited.</p>
Links to Corporate Business Plan	<p>Objective 2:</p> <ul style="list-style-type: none"> • To improve the quality of life of local people by providing a safe, clean, attractive place to live and work and encouraging people to be engaged in developing strong communities that promote health and wellbeing <p>Objective 4:</p> <ul style="list-style-type: none"> • To be a well-run, financially sustainable, and ambitious organisation, responsive to the needs of our customers and communities and focussed on delivering our objectives

Consequences of Risk:	<ul style="list-style-type: none"> • Varying degree of risk dependant on contract • Potential for an individual contract failure resulting in a defined Council service not being delivered • Financial loss • Reputational damage locally and nationally
Gross Risk Scout (Without Controls in Place)	Likelihood: 4 Impact: 5 Total Score: 20 - RED
Key Controls in Place:	<ul style="list-style-type: none"> • Regular engagement with key personnel associated with each contractor • Regular discussion at Leadership Team and Cabinet level • “Open book” financial monitoring introduced on selected contracts • Corporate Budget Monitoring • Contract monitoring • Sharing of information with other authorities who have same contractors
Residual/Net Risk Score (i.e. with controls in place)	Likelihood: 3 Impact: 5 Total Score: 15 - RED

Actions Planned	Timescale/Person Responsible	Progress/Comments
All contracts being monitored by appropriate Head of Service/Service Manager.	Monthly/Quarterly Contract meetings take place between Council officers and representatives of major contractors Heads of Service Service Managers Contracts and Procurement Manager	Regular virtual meetings with contractors. Contracts exhibiting greatest risk are additionally being monitored by the Council’s Contract and Procurement Manager

Actions Planned	Timescale/Person Responsible	Progress/Comments
Assistance with financial management being offered by the Council to individual contractors	On-going open book process with Freedom Leisure Chief Executive Head of Finance Head of Operation Chief Accountant	Management payments being made in advance to assist with cash flow. Additional payments may be made subject to an "Open book" process to assist cashflow. Workshop planned with Leisure contractor to review service delivery in light of external financial pressures.
Information sharing with other Councils and Local Government Association	Responses given when requested to Government Departments and network partners Heads of Service Contracts and Procurement Manager	Contact with other Councils that have contracts with SBC contractors

Ref No:	C6
Risk:	Reduced Organisational resilience may lead to reduced resources to support Council's service delivery and transformation.
Risk Owner:	Chief Executive
Cabinet Member:	Cllr Smith
Overall Progress Summary:	The majority of services are operating normally. However some services are experiencing capacity issues due to vacancies and problems in recruiting new staff and others have taken on additional duties over the last few months e.g. support for Ukrainian families. The Council currently has a number of interim Heads of Service covering key work areas. This is temporary pending the decision on whether to proceed with shared services. Officer capacity continues to be reviewed and work prioritised. Going forward, the management structure will be reviewed as part of the development of a business case for further sharing of services and a Chief Executive with Cannock Chase Council.
Links to Corporate Business Plan	Objective 4: <ul style="list-style-type: none"> To be a well-run, financially sustainable and ambitious organisation, responsive to the needs of our customers and communities and focussed on delivering our objectives
Consequences of Risk:	<ul style="list-style-type: none"> Service delivery/Projects impacted by delays, reduced quality of delivery or projects not delivered Increased costs due to delays and project inertia Customer expectation not met and satisfaction levels with service delivery reduced Inability to recruit appropriately qualified individuals in some specialist areas to support organisational delivery Increased risk to employees' health, safety and wellbeing due to volume of work and increased pressures Failure to meet health and safety standards could lead to prosecution. Failure to embed legacy of efficiency gains from pandemic working practices
Gross Risk Scout (Without Controls in Place)	Likelihood: 3 Impact: 5 Total Score: 15- RED
Key Controls in Place:	<ul style="list-style-type: none"> Continuing Sickness Absence and Welfare Monitoring by Managers in line with Council Policies

	<ul style="list-style-type: none"> • Co-ordinated support and guidance to managers and employees by Human Resources • Use of Occupational Health, external Counselling support services and on-line employee assistance programme • Regular discussion at Leadership Team & Management meetings. • Delivery Plan in place for each of the corporate business objectives. • Regular performance reports submitted to scrutiny. • Organisation business flow in place, discussed at Leadership Team.
Residual/Net Risk Score (i.e. with controls in place)	Likelihood: 3 Impact: 3 Total Score 9- Amber

Actions Planned	Timescale/Person Responsible	Progress/Comments
Monitor the performance and delivery of the Corporate Business Plan	Interim Head of Corporate Business and Partnerships Ongoing	Delivery Plans are being monitored by Leadership Team, Cabinet and the three Scrutiny Committees. In addition there is an organisation business flow in place that is discussed at Leadership Team on a regular basis.
Continued monitoring of impact of health and wellbeing of staff.	Interim Head of HR – on-going	This activity remains a priority. on-going absence and well-being reporting via Managers/HR Services
Development of shared services business case	Chief Executive Deputy Chief Executive Head of Human Resources/ Interim Head of Corporate Business and Partnerships November 2022	Stage 2 of the business case for shared services will consider capacity and resilience of management structures for the future. Proposals will be developed for consideration by Cabinet and Council.

Ref No:	C7
Risk:	Failure to repel or recover from cyber-attack including targeted ransomware, malware and Distributed Denial of Service attacks
Risk Owner:	Head of Technology
Cabinet Member:	Cllr Smith
Overall Progress Summary:	Work has been completed and actions are in progress. However, the environment means that new risks and challenges are always developing, and attacks are becoming more sophisticated. The Technology Infrastructure Team has achieved Cyber Essentials Plus. About Cyber Essentials - NCSC.GOV.UK
Links to Corporate Business Plan	Objective 4: <ul style="list-style-type: none"> To be a well-run, financially sustainable and ambitious organisation, responsive to the needs of our customers and communities and focussed on delivering our objectives
Consequences of Risk:	<ul style="list-style-type: none"> Data, Systems and Applications inaccessible Inability to deliver Council services Cybercrime/ Fraud/ Ransom demands/ Financial harm Reputational damage locally and nationally Data Loss and breach of Data Protection Act (DPA) Financial Loss
Gross Risk Scout (Without Controls in Place)	Likelihood: 4 Impact: 5 Total Score: 20 - RED
Key Controls in Place:	<ul style="list-style-type: none"> Information Risk Management Regime – Assess the risks to our information assets, effective governance structure, Leadership Team engagement with cyber risk, produce supporting information management policies. Secure configuration – Corporate policies and processes to develop secure baseline builds Network Security – Protection and secured perimeter of external security threats and untrusted networks Managing user privileges – All users of ICT systems provided with privileges suitable for their role

	<ul style="list-style-type: none"> • User education and awareness – Security policies that describe acceptable and secure use of ICT assets • Incident management – Incident response and disaster recovery capabilities that address the full range of incidents that can occur
Residual/Net Risk Score (i.e. with controls in place)	Likelihood: 3 Impact: 3 Total Score 9 - AMBER

Actions Planned	Timescale/Person Responsible	Progress/Comments
Cyber Security Group being created	June 2022 Head of Technology	
Information Risk Management- Continuous review and work on our information risk management regime	Ongoing/ Head of Technology	Policies under review.
Monitoring – External and Internal checks. Threat and vulnerability assessment and remediation including Annual IT Health Check by CLAS approved consultant with remedial work carried out	Ongoing/ Head of Technology	Annual Health check completed in November 2021. Follow-up check is planned for November 2022.
Application Security Assessment and Remediation action taken	Annually Head of Technology	The health check will produce an action plan to feed into this.
Limit the access to critical systems and data by non-corporate devices.	Head of Technology	Almost all remote connections to the network are now via corporate laptops.
Exploring options to improve security for sharing information with external partners	Ongoing Head of Technology	Further use of Teams to provide secure access to data for our partners.
The move to home working has increased the vulnerability to malware issues. The use of cloud technology has reduced the likelihood due to the data being segregated across systems and devices.	On-going Head of Technology	Email mailboxes are now held in the cloud. Data files will also be moved during 2022/23
Laptops and servers will use Protective Domain Name Service.	Dec 22 Systems Manager	Complete - for internal laptops In progress - for remote

Ref No:	38b
Risk:	Failure to minimise the impact on the environment from the construction and operation of HS2
Risk Owner:	Head of Operations and Head of Development
Cabinet Member:	Cllr Winnington and Cllr Beatty
Overall Progress Summary:	<p>Information obtained by officer's participation in HS2 working groups to address noise, environmental, air quality and planning elements of the route alignment, during construction and subsequent operation, has assisted them in providing an input into the Council's petitioning document. Continued liaison between the Council's Development Manager and Regulatory Services Manager has enabled better shared understanding of the issues/risks; and the use of appropriate mechanisms to try and address the areas of concern.</p> <p>The hybrid bill has received Royal Assent</p> <p>Officers are now working closely with HS2 on the processing of relevant planning proposals and the mechanism associated with section 61 notices under the Control of Pollution Act 1974 which require contractors to state mitigation measures for adverse effects of the construction phase.</p> <p>Section 61 notices have been received by Officers and reviewed, negotiated and subsequently approved.</p>
Links to Corporate Business Plan	<p>Objective 2:</p> <ul style="list-style-type: none"> • To improve the quality of life of local people by providing a safe, clean, attractive place to live and work and encouraging people to be engaged in developing strong communities that promote health and wellbeing
Consequences of Risk:	<ul style="list-style-type: none"> • A reduction in the air quality from the construction activities. This could arise directly from the construction sites and indirectly from changes in the volume, composition, and location of traffic on the highway network. • Excessive levels of Noise and vibration from construction and operation activities could lead to a significant effect on the residential amenity to domestic premises close to the proposed line. • The negative effects associated with the off-site disposal to landfill of solid waste that will be generated by the construction and operation of the proposed scheme. • The adverse effect of contaminant mobilisation.

Gross Risk Scout (Without Controls in Place)	Likelihood: 3 Impact: 5 Total Score: 15 - RED
Key Controls in Place:	<ul style="list-style-type: none"> • Lead officers across Operations and Development nominated • Close working relationship with Staffordshire County Council and other District Council's in Staffordshire on the route • Partnership in forums and working groups to maintain influence with major construction leads
Residual/Net Risk Score (i.e. with controls in place)	Likelihood: 2 Impact: 5 Total Score 10 - AMBER

Actions Planned	Timescale/Person Responsible	Progress/Comments
Continued participation in HS2a Environmental Health Sub-Group covering Noise, Air Quality and land contamination implications	Attendance at Quarterly meetings Regulatory Services Manager	Have attended and participated in all scheduled meetings
As we receive Section 61 Notices the Council has provided a response and approval	Section 61 notices are received on an on-going basis Regulatory Services Manager Head of Development	All section 61 notices received have been reviewed and approved following negotiation with the applicant. Significant increase in submission of such Notices anticipated in Qs 3 & 4.

Ref No:	40b
Risk:	Failure to deliver Westbridge Park Open Space transformation
Risk Owner:	Head of Development
Cabinet Member:	Cllr Trowbridge
Overall Progress Summary:	Tilling Drive development mainly complete though certain outstanding reinstatement works to be carried out. Engagement with contractor taking place. . Works on compensatory sporting provision are complete and balance of sale receipt now received and forms part of Stone Leisure budget. Conversations are ongoing with Alleynes School.
Links to Corporate Business Plan	Objective 2: <ul style="list-style-type: none"> To improve the quality of life of local people by providing a safe, clean, attractive place to live and work and encouraging people to be engaged in developing strong communities that promote health and wellbeing.
Consequences of Risk:	<ul style="list-style-type: none"> Reputational damage Impact on delivery of Health and Wellbeing agenda. Unable to deliver corporate plan objectives
Gross Risk Scout (Without Controls in Place)	Likelihood: 4 Impact: 3 Total Score: 12 - RED
Key Controls in Place:	<ul style="list-style-type: none"> Programme Board in operation which manages financial and legal controls Project Plan in place and continually monitored and reviewed. Professional experts brought in as required (Consultants) A detailed consultation exercise has been completed on the future play and leisure needs for Stone and a Masterplan for Westbridge Park developed. Cabinet approved the revised Stone Leisure Strategy in October 2021 with work on the detailed designs now to commence. Tender exercises undertaken for both the main works and wheeled sports elements, Preferred bidders identified and engagement taking place with both parties in respect of outstanding pre works matters, design, planning etc.

STAFFORD BOROUGH COUNCIL - STRATEGIC RISK REGISTER AS AT 30 SEPTEMBER 2022

Residual/Net Risk Score (i.e. with controls in place)	Likelihood: 2 Impact: 3	Total Score: 6 - AMBER
Actions Planned	Timescale/Person Responsible	Progress/Comments
Following development of the Masterplan for Westbridge Park detailed designs and a funding strategy to be developed for Phase 2 of the Stone Leisure Strategy.	Q4 2020-21 to Q3 2022-23 Head of Development/Leisure Projects Manager	Tender process for main works and wheeled sports element undertaken and preferred bidders identified. Engagement taking place between SBC and respective bidders to address outstanding matters prior to entering into contract.
Discussions to be had with Alleynes school about support available following their failed bid for Department of Education funding to decommission the swimming pool and alternative use for the space.	Q1-2 / Head of Development & Chief Executive	The Council and the School are in discussion concerning the future use of the former pool building and other facilities.

Agenda Item 4(c)(i)

Cabinet Date:	3 November 2022
Contact Officer:	Tracy Redpath
Telephone Number:	01785 619195
Ward Interest:	None
Report Track:	Cabinet 03/11/2022 Council 22/11/2022
Key Decision:	No
Submission by:	Councillor J Price Climate Change Portfolio

Climate Change and Green Recovery - Annual Update

1 Purpose of Report

- 1.1 To provide an update on the activities that have been undertaken by the Council in relation to climate change and green recovery.

2 Proposal of Cabinet Member

- 2.1 That the progress is noted and that the report is submitted to council in November as the annual update on climate change and green recovery.

3 Key Issues and Reasons for Recommendations

- 3.1 It was agreed that a progress report be submitted to full council to outline the activities that have taken place to deliver against the council's climate change objectives. The full report is contained in section 5 and it details the work that has been undertaken by officers for each of the climate change and green recover objectives.

4 Relationship to Corporate Business Objectives

- 4.1 Climate change and green recovery are cross-cutting issues that contribute and support the over-arching vision and business objectives contained in the Corporate Business Plan.

5 Report Detail

5.1 The council has recognised that it has an important role in responding to the threat of climate change and in response to this formulated a Climate Change and Green Recovery Strategy that was approved in 2020. The strategy outlined what the commitments would be over the next 20 years with a focus upon:

- Reducing emissions from our own activities
- Working in partnership
- Mitigating and adapt to climate change
- Continuing to implement our green recovery objectives.

5.2 A considerable amount of progress has been made over the 12-month period in relation to the delivery of our climate change objectives and the following paragraphs contain a thematic summary of this progress.

5.3 **Climate Change Commitment:** The Leader of the Council reaffirmed his commitment to climate change earlier in the year and implemented a new cabinet position with the sole responsibility for climate change. The cabinet member for climate change has overall responsibility for the delivery of the council's Climate Change and Green Recovery Strategy and for working across the cabinet portfolios to ensure that climate change is integrated into all council activities.

5.4 **Reducing emissions from our own activities:** Members will recall that a carbon audit was commissioned last year to audit the carbon balance of our council activities. This audit is currently being refreshed and the figures from last year, along with this years, will be utilised to determine the target reductions that need to be achieved. In addition to this work:

- Feasibility studies have been commissioned to explore the viability of installing renewable energy infrastructure on council owned assets.
- LED lighting and movement sensors - a five-year programme of works has commenced to replace the existing lighting at the Waterfront Car Park.
- Green energy - the council has made arrangements to switch to a UK Renewable energy tariff and will run on electricity backed by renewable generation
- Contracted services - colleagues continue to work with both Freedom Leisure and Veolia to explore carbon reduction strategies
- Electrical Vehicle Charging: The council has installed a further 12 electrical vehicle charging points this year and will be working to produce a local strategy that will feed into the overall climate change strategy.

5.5 **Working in Partnership:** This is quite a broad area of work for the council as it recognises that we cannot achieve carbon reductions on our own, it is everyone's responsibility to do whatever they can to protect our planet. The

broad areas of work under this objective relate to: the Staffordshire Sustainability Board; Local Area Energy Planning and also the activities of the community panel. The next few paragraphs will provide a summary of the progress made.

5.6 The council is now a member of the Staffordshire Sustainability Board set up in the latter part of 2021. The Board comprises of representatives from each council within Staffordshire with a sustainability / climate change portfolio and includes support from council officers, directors and additional council staff as and when required. The Stafford Borough representatives are Cllr Price and Tracy Redpath. The purpose of the board is to facilitate discussion and updates on relevant environmental sustainability issues and to debate matters affecting multiple authorities and decide outcomes and objectives for collective projects. There are a number of initiatives that have been implemented since April which are:

- Nature Recovery Declaration has been developed and agreed by cabinet and work is underway to incorporate all of the elements into the relevant council policies and plans
- Vision and Base Pledge has been developed and agreed by cabinet. The base pledge contains ten broad principles of how the council can work collaboratively to achieve its climate change objectives.
- Carbon Literacy Training is currently being commissioned and this will be rolled out to elected members and staff.
- The Board are also working collectively on Active Travel; Biodiversity/Nature Recovery; Taxi Licensing; Behavioural Change.

5.7 Local Area Energy Planning: Over the past eight months the council has been involved in a multi-agency project and a partnership of Stafford, Cannock and Lichfield being carried out by Innovate UK and led by Burro Happold supported by Engie and Se2. It is looking at how areas can reach carbon neutral by preparing a robust feasibility study that can be used as an evidence base, open opportunities for funding projects and feed into the national picture for central government. It consists of a whole system approach that will look at energy systems and energy flow that will determine which pathways and solutions are the best fit for our local area and which areas we need to prioritise. A draft feasibility study has now been produced and will be available once it has been finalised and agreed by cabinet.

5.8 Community Panel: A community panel was set up earlier in the year and now consists of 15 members who are passionate about climate change and green recovery. The panel meets on a bi-monthly basis and is co-chaired by two members of the panel. As well as being active on a number of other community groups, members of the panel are working tirelessly over the past few months and are currently formulating and implementing projects relating to:

- Plastic and Waste Reduction
- Food and Farming
- Biodiversity and Wellbeing
- Raising Awareness

All of the projects are being designed in a way so that they can be easily replicated across communities in the borough.

- 5.9 **Climate Change Mitigation and Adaptation:** A considerable amount of work has been undertaken in relation to climate change mitigation and adaptation. A risk-based assessment of the vulnerabilities to weather and the climate was undertaken which informed the formulation of a Stafford Borough Climate Change Adaptation Strategy. The strategy has been designed using best practice guidance from Sustainability West Midlands who are leading the way on adaptation work across the region. The strategy has been subject to a full public consultation and was approved by cabinet in September but is currently subject to call-in procedures.
- 5.10 **Green Recovery:** One of the main areas of success under this objective has been the success of the funding application for £4.1 million to develop the Stafford Brookes Project in partnership with Staffordshire Wildlife Trust, the Environment Agency and National Highways. In addition to this a new Local Nature Reserve was declared by the council earlier in the year and as part of that up to 750 trees have been planted on it by council staff and volunteers including members of the community panel. A further 250 trees have also been planted at Westbridge in Stone. Work has also progressed in relation to the preparation of the Preferred Options Stage of the new Local Plan and also in the development of a countywide Local Nature Recovery Strategy that will lead to Biodiversity Net Gain requirements as part of the Environment Act 2022.
- 5.11 **Cost of Living Crisis:** The impact of the rise in the cost of living is already being seen as disposable income is tightening to an extent that families are already having to take difficult decisions to either heat their home or feed their families. This situation will be challenging for the majority, but in particular, those households who are particularly vulnerable. The council has been allocated a limited amount of funding from the Department for Business, Energy and Industrial Strategy (BEIS) to proactively target private rented accommodation to improve energy efficiency and/or reduce/remove fuel poverty, through measures installed and advice provided. The feasibility study that will be produced as part of the Local Area Energy Planning Project will look at what opportunities are available to improve the fabric of existing housing and also what renewable energy source are most suitable for that area.

5.12 **Benchmarking:** During the 12-month period the council has participated in the West Midlands self-assessment sustainability benchmarking exercise. The benchmark comprises of nine main themes:

- Carbon reduction
- Resource efficiency
- Clean and active travel
- Clean air and water
- Natural Environment
- Sustainable growth
- Social equity and health
- Sustainable energy use
- Adapting to climate change

21 local authorities out of 32 responded to the request and Stafford Borough was ranked 9 overall indicating improvements made in social equity and health; sustainable energy use; resource efficiency; carbon reduction; leadership and governance and adapting to climate change. This exercise has just been undertaken once again and we are anticipating the results very soon.

6 Implications

6.1 Financial

The full financial implications associated with the council being able to achieve its climate change objectives are unknown. It is anticipated that the feasibility studies that have been commissioned will be able to provide a substantial enough evidence base to determine the level of financial contribution required for those projects. It is also worth noting that the authority does not have a high value of unallocated capital funding with which to finance the actions required arising from the review so it is likely any actions required will require alternative methods of finance.

6.2 Legal

None

6.3 Human Resources

None

6.4 Human Rights Act

None

6.5 Data Protection

6.7 Risk Management

6.8 Community Impact Assessment Recommendations

Impact on Public Sector Equality Duty:

There are no known impacts.

Wider Community Impact:

Wider community impact will be addressed through the individual project plans that will be developed.

7 Previous Consideration

None

8 Background Papers

Corporate Business and Partnerships

SBC Climate Change and Green Recovery Delivery Plan 2022 onwards

Ref	We will:	Performance Indicators (Reported to Scrutiny)	Annual Target	Outcome	Resources Budgets/ Sources of funding
1	Reduce emissions from our own activities (Strategic Lead: Interim Head of Corporate Business and Partnerships)	% reduction in emissions	To be set	To continue to reduce our carbon emissions, enabling us to reach carbon neutrality by 2040 at the latest	Staff time £8,500 feasibility studies
Ref	Actions	Milestone	Timescale	Owner	Working with
1.1	Audit the carbon balance of our council activities for 2022/23	Carbon Audit completed and target reduction set	May - December 2022	Corporate Business	All service areas
1.2	Continue with the work in relation to Organisational Development and Hybrid working	Hybrid working model formalised and implemented	March 2023	Organisational Development Group	All service areas
1.3	Embed climate change objectives into council and partnership policies and plans.	Review Procurement Regulation and include guidance on sustainable procurement	March 2023	Governance Law and Administration	All service areas
1.4	Explore the feasibility to extend the solar array and install battery storage at Riverway Depot, Waterfront car park and other council owned car parks and land	Options appraisals secured for the installation of solar arrays on council owned car parks and land	December 2022	Operations	Corporate Assets
		Options appraisal secured for the installation of battery storage on council owned car parks and land	December 2022	Operations	Corporate Assets
1.5	Install LED lighting and movement sensors to Waterfront car park	A five-year programme of replacement in place. As and when the existing lights fail – one full floor each year – assuming sufficient % lighting failures.	To commence in 2022, with the entire site completed by May 2025	Corporate Assets	Appointed contractor

1.6	Passive Infrared Sensors and LED lighting to continue to be installed in office and circulation areas	Infrared Sensors and LED lighting installed in Block A of the Civic Centre	October 2022	Corporate Assets	Electrical team
1.7	Explore the potential to install renewable energy infrastructure on rooftops of council owned buildings. To include solar panels and battery storage.	Engineering surveys to take place on suitability – completed for detailed appraisal.	March 2023	Corporate Assets	Engineer/solar specialist
1.8	Investigate the feasibility of moving to a zero carbon utility tariff	Details on charges and tariff received from CCS for financial calculation and appraisal. Increased cost implication will need approval.	November 2022	Corporate Assets	Crown commercial
1.9	Work with Freedom Leisure to explore the feasibility of further reducing carbon emissions at Freedom Leisure managed buildings and facilities.	Annual audits undertaken on all Leisure Centres operated by Freedom Leisure to identify and plan for correction of inefficient technologies, building equipment, systems and practices to optimize energy and resource efficiency.	March - September 2022	Freedom Leisure	Corporate Business, Freedom Leisure Operations
		Environmental Sustainability Teams set up at each Freedom Leisure site who will support the sharing of information, monitoring of activities and reporting improvements.	March - June 2022	Freedom Leisure	
		Environmental Awareness training undertaken for Freedom Leisure staff to ensure they are aware of the impact of their actions and decisions on the	Management 100% by July 2022 All staff	Freedom Leisure	

		environmental footprint of the organisation.	85% by December 2022		
		Environmental Sustainability Performance Site Plans undertaken (aligned with findings of audits and Councils targets)	October 2022	Freedom Leisure	
1.10	Work with Freedom Leisure to explore the feasibility of further reducing carbon emissions at Freedom Leisure managed buildings and facilities.	Meaningful and verifiable measuring and reporting of energy use, waste and resource management, water use and carbon emissions at facility level implemented.	June - September 2022	Freedom Leisure	Corporate Business, Freedom Leisure Operations
		Waste audits completed and practices identified to minimise waste generation and increase recycling.	October 2022 - March 2023	Freedom Leisure	
		Environmental Sustainability Performance Scorecards implemented per site.	October 2022 - March 2023		
1.11	Work with Veolia to explore future carbon reduction strategies that can be included in the waste contract when it is due for retender in 2028	Incorporate the contents of Veolia's Carbon Reduction Plan into future carbon reduction plans produced by the Council	March 2023	Operations	Veolia
1.12	Explore options for reducing emissions from staff and member travel. To include the feasibility of electric pool bikes and electric vehicles for lease car scheme.	To be developed		HR	
1.13	Increase the rate of carbon sequestration across Stafford Borough through tree planting schemes at Fairway Local Nature	Work in partnership with BIFOR to devise a Tree Planting Strategy which will see an increase in carbon	December 2022	Operations	Strategic Planning and Placemaking, Corporate Business

	Reserve and Westbridge Park and implementing garden top bus shelters.	sequestration whilst enhancing biodiversity			
1.14	Investigate the opportunity for council owned land to be utilised for carbon offsetting	Explore the potential for tree planting on council owned landfill sites Explore the potential for tree planting on small parcels of council owned land	March 2023 March 2023	Operations; Development; Law and Admin	Corporate Business
1.15	Work with business to promote more sustainable practices to improve their carbon footprint	Work in partnership with Staffordshire Chamber of Commerce to help local businesses increase their sustainability	March 2023	Development	Corporate Business, Staffordshire Chamber of Commerce, Town Centre Partnership
1.16	Work towards eliminating the use of peat compost in the landscaping activities of the council	Perform a trial looking at how the use of peat-free compost impacts the growth of flowers in council owned spaces	December 2022	Operations	

Ref	We will:	Performance Indicators (Reported to Scrutiny)	Annual Target	Outcome	Resources Budgets/ Sources of funding
2	<p>Work in partnership to raise awareness of and identify opportunities to implement sustainable low carbon initiatives and promote community action on reducing emissions</p> <p>(Strategic Lead: Interim Head of Corporate Business and Partnerships)</p>	Narrative updates reported to Resources Scrutiny on a quarterly basis	Not applicable	All stakeholders aware of how they can reduce carbon emissions from their own activities Community involved and participating in the development of initiatives and schemes Vulnerable residents supported	Staff time
Ref	Actions	Milestone	Timescale	Owner	Working with
2.1	Work in partnership to determine best practice and increase awareness of climate change in our council, communities, businesses, and contractors	Participation in Staffordshire Sustainability Board and countywide officer groups.	On-going	Corporate Business	Corporate Business and Partnerships working with Centre for Alternative Technology, Keele University, residents, Staffordshire Climate Change Working Group. Communications, Climate Change and Green Recovery Group
		Countywide nature recovery declaration developed and agreed	March - April 2022	Corporate Business and Development	

		Nature recovery declaration incorporated into relevant council policies and plans.	May - March 2023	Corporate Business	
		Countywide vision and base pledge developed and agreed.	January - June 2022	Corporate Business	
		Vision and base pledge actions incorporated into relevant council policies and plans.	July - March 2023	Corporate Business	
		Roll out carbon literacy training to elected members and staff	Ongoing	Corporate Business	All service areas; elected members;
		Investigate the feasibility of local area energy planning for Stafford Borough	Ongoing	Corporate Business	Burro Happold; SE2; Midland Energy HUB; Energy Systems Catapult; Lichfield District Council; Cannock Chase District Council
2.2	To encourage local communities to transition to a low carbon lifestyle.	Develop information packs that promote and raise awareness of carbon neutral/energy efficient schemes, how to reduce single use plastics and live more sustainably and healthy	March 2023	Corporate Business	Elected members; Community groups Climate Change Panel Communications
		Develop community campaigns that promote environmental sustainability and encourage carbon reduction	March 2023	Corporate Business	Communications Elected members; Community groups Climate Change Panel
2.3	Continue work to support residents who are in financial difficulty and are vulnerable with energy efficiency measures	Secure funding to enable the delivery of Annual contract targets for volume of households supported to improve energy efficiency and/or reduce/remove	March 2023	Health and Housing	Specialist energy agent, Staffordshire County Council, Community

		fuel poverty, through measures installed and advice provided.			Wellbeing Partnership
2.4	Work in partnership with the county council, local businesses, and the community to increase the provision of electric vehicle charging points across the Borough	Continue to work in partnership with the County Council to produce a masterplan which will inform the deployment of electric vehicle infrastructure in the Borough that included provision in rural areas	Ongoing	Corporate Business and Operations	Staffordshire County Council, Corporate Business, Strategic Planning and Placemaking Car Parking Manager, Economic Development, Environmental Health
		Continue to install electric vehicle charging points on council owned car parks	Ongoing	Corporate Business and Operations	Staffordshire County Council, Corporate Business, Strategic Planning & Placemaking Car Parking Manager, Economic Development, Environmental Health

Ref	We will:	Performance Indicators (Reported to Scrutiny)	Target	Outcome	Resources Budgets/ Sources of funding - Cost Centre Staff time
3	Refresh the Climate Change Adaptation Strategy (Strategic Lead: Interim Head of Corporate Business and Partnerships)	Narrative updates reported to Resources Scrutiny on a quarterly basis	Not applicable	1. Integration of climate change principles into the procurement process to timescale 2. Identification of relevant campaigns to timescale 3. Progress of Adaptation Strategy 4. Deployment of climate change adaptation measures 5. Publication of Adaptation Strategy	Staff time
Ref	Actions	Milestones	Timescales	Owner	Working with
3.1	Implement and monitor the Climate Change Adaptation Action Plan	Integrate the findings of the Climate Change Committee's Independent Assessment of UK Climate Risk report and embed measures to increase the delivery of nature-based solutions to climate adaptation into the Council's Climate Change Adaptation Plan	April 2022	Corporate Business	Corporate Business and Partnerships Staffordshire County Council Businesses Community groups Voluntary Sector Communications Operations
		Draft Adaptation Strategy to be agreed for public consultation	April 2022	Corporate Business	

		Draft Climate Change Adaptation Strategy to be agreed and implemented.	July 2022 Currently subject to call in procedures	Corporate Business	
3.2	Work with council services and partners to ensure vulnerabilities and opportunities not yet addressed are featured in strategies and action plans	Embed individual adaptation measures for each service area into relevant policies and plans	July 2022 - March 2023	Corporate Business	
3.3	Update the risk-based assessment of vulnerabilities to weather and climate - now and in the future.	Revise the risk-based assessment of vulnerabilities to weather and climate on annual basis	September 2022	Corporate Business	
3.4	Increase public awareness relating to the importance of Climate Change Adaptation	Run a communications campaign on the council's website and social media focusing on climate adaptation	July - December 2022	Corporate Business	Communications
3.5	Monitor the progress being made against the targets outlined in the Climate Change Adaptation Plan	Quarterly reports to cabinet and relevant scrutiny committee	Ongoing	Corporate business	Corporate Business Communications Law and Administration Elected members

Ref	We will:	Performance Indicators (Reported to Scrutiny)	Target Frequency of Reporting	Outcome	Resources Budgets/ Sources of funding
4	<p>Follow the Lawton Principles of delivering more, bigger, better and connected habitats</p> <p>(Strategic Leads: Head of Development and Head of Operations)</p>		Quarterly narrative update	<p>1. Enhance existing habitats throughout the Borough.</p> <p>2. Seek opportunities to create new habitats.</p> <p>3. Ensure connectivity through a network of high-quality connected habitats throughout the Borough.</p> <p>4. Well managed Blue and Green infrastructure</p>	Local Plan budget
Ref	Actions	Milestones	Timescales	Owner	Working with
4.1	Developing delivery of Biodiversity Net Gain to support Local Nature Recovery Strategy.	Progress a local approach based on detailed government guidance when available	July 2022	Strategic Planning and Placemaking	Ecology and Landscape Officer, Principal Planning Officer, Strategic Planning and Placemaking working with Wildlife Trust and Environment Agency, Freedom Leisure, Sport England, Allotment Associations, Operations Community Groups

4.2	Investigate green network enhancements in Stafford and Stone	Stafford Brook project bid – if successful progress with governance and project management arrangements	July 2022	Strategic Planning and Placemaking	Ecology and Landscape Officer, Principal Planning Officer, Strategic Planning and Placemaking working with Wildlife Trust and Environment Agency, Freedom Leisure, Sport England, Allotment Associations, Operations Community Groups
4.3	Integrate climate change policies within New Local Plan	Integrate climate change policies into the Preferred Options document	June - July 2022	Strategic Planning and Placemaking	Ecology and Landscape Officer, Principal Planning Officer, Strategic Planning and Placemaking working with Wildlife Trust and Environment Agency, Freedom Leisure, Sport England, Allotment Associations, Operations Community Groups
4.4	Continue to deliver Cannock Chase SAC projects	New memorandum of understanding and developer contribution approach implemented	April 2022	Strategic Planning and Placemaking	Ecology and Landscape Officer, Principal Planning Officer, Strategic Planning and Placemaking

					working with Wildlife Trust and Environment Agency, Freedom Leisure, Sport England, Allotment Associations, Operations Community Groups
4.5	Work in partnership to improve air quality for the Borough and Southern Staffordshire SAC's	Assess air quality/nitrogen dioxide and monitor and review the quality to determine whether national air quality objectives are being met		Strategic Planning and Placemaking, Operations	Ecology and Landscape Officer, Principal Planning Officer, Strategic Planning and Placemaking working with Wildlife Trust and Environment Agency, Freedom Leisure, Sport England, Allotment Associations, Operations Community Groups

Agenda Item 4(d)(i)

Cabinet Date:	3 November 2022
Contact Officer:	Chris Butcher
Telephone Number:	01785 619583
Ward Interest:	Nil
Report Track:	Cabinet 03/11/2022 (Only)
Key Decision:	No
Submission by:	Councillor J M Pert, Community Portfolio

Minimum Energy Efficiency Standards (MEES) in the Private Rented Sector - Penalty Charges

1 Purpose of Report

- 1.1 To advise on and request adoption of a proposed scheme of penalty charges to support enforcement activity around minimum energy efficiency standards in the private rented sector by the Council's Health and Housing Team.

2 Proposal of Cabinet Member

- 2.1 To adopt the scheme of penalty charges relating to domestic minimum energy efficiency in the private rented sector.

3 Key Issues and Reasons for Recommendations

- 3.1 The Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015 requires that landlords of privately rented properties ensure that properties they let are of reasonable energy efficiency standards.
- 3.2 The Council's Health and Housing Team is targeting the worst performing domestic properties in terms of energy efficiency in the Borough. We will do this by encouraging the installation of improvement measures and by supporting landlords and tenants with the provision of information and advice on the required standards and support to access funding for improvement measures where available.
- 3.3 Where necessary, we will take enforcement action against landlords who do not take action themselves.

- 3.4 The law allows for Councils to issue financial penalties to landlords who have failed in their legal duties. Councils are free to set their own penalty charge schemes.
- 3.5 The recommended scheme of financial penalties follows a previously agreed template.

4 Relationship to Corporate Business Objectives

- 4.1 Work to improve the energy efficiency of domestic properties contributes to Corporate Business Objective 2 *“To improve the quality of life of local people by providing a safe, clean and attractive place to live and work and encouraging people to be engaged in developing resilient communities that promote health and wellbeing”*.

5 Report Detail

- 5.1 The landlords of privately rented domestic properties are required to obtain an Energy Performance Certificate and provide a copy to their tenants. EPCs set out the broad efficiency of the property taking into account the type of heating, wall and roof construction, known insulation and energy efficient lighting. It derives a value displayed as a designated letter within the range A-G, with A rated properties being the most efficient.
- 5.2 The Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015 sets minimum efficiency standards for privately rented properties which means that landlords must not let out properties with EPCs of “F” or “G”, unless they hold an exemption that is recorded on a national database. These are known as Minimum Energy Efficiency Standards or “MEES” requirements.
- 5.3 The Health and Housing Team has obtained the list of “F and G” rated properties that suggests there are around between 400 - 500 such privately rented properties in the Borough.
- 5.4 The initial work will involve reviewing and filtering the list of properties accepting that some will have changed tenure or ownership. A scheme of targeted engagement will then roll out to the remaining properties following up where necessary with further letters and site visits.
- 5.5 It is anticipated that much of the engagement work will result in action without need for sanction.
- 5.6 Advice, information and support will be simultaneously offered to affected tenants, who will be directed to the Council’s energy advice service, Warmer Homes Stafford.

- 5.7 The law allows local authorities to impose financial penalties on landlords who let out properties that are rated as F or G. Whilst this is far from the starting point for proactive investigation and enforcement of the MEES requirements, it is important that officers are able to utilise all available powers as needed. This work targets the worst performing properties for energy efficiency and it is considered important to take action on behalf of tenants who would otherwise be subject to unreasonable additional pressures to home heating costs and the negative health effects of living in a cold home.
- 5.8 On 5 August 2021 Cabinet agreed a template for determining the value of penalty charges for Housing Standards related legislation where there is no other statutory scheme in place. Officers have reviewed MEES Penalty charge schemes in place by other local authorities and have concluded there is no reason to deviate from the agreed format. There is no national model or statutory guidance that would merit a different methodology and by using the same format as with penalty charges for other pieces of housing standards legislation, there is consistency that is more readily explainable to landlords, tenants and agents.
- 5.9 A link to the minutes of the relevant Cabinet and decision made therein is included here [Cabinet Minutes - 5 August 2021 \(staffordbc.gov.uk\)](https://staffordbc.gov.uk/cabinet-minutes-5-august-2021)
- 5.10 If agreed, the scheme of penalty charges for failing to comply with this legislation will be published on our website, and contained within the Fees and Charges policy alongside other similar penalty charges.
- 5.11 If the recommendation is not taken forward, it will mean that officers working on this project and in addressing failing properties in the future would lack the regulatory rigor that otherwise assists with the informal and assistance-based approach that we hope will encourage landlords to engage and comply.

6 Financial

Any penalty issued would be recovered as a civil debt similar in the way other such penalties are currently dealt with. There would be no direct financial costs to the Council for introducing penalty notices other than officer time.

6.1 Legal

The Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015 are in force, made as per sections 43 to 45 of the Energy Act 2011.

The Head of Development already has appropriate delegations under the Energy Act 2011, set out in the Council's Scheme of Delegations, and these allow authorised officers to take enforcement action to address concerns around minimum energy efficiency standards in the private rented sector. The Regulations give the Council power to issue Penalty Notices where there is a

breach of the Regulations, and set out the requirements for the contents of Penalty Notices.

6.2 Human Resources

6.3 Human Rights Act

6.4 Data Protection

6.5 Risk Management

6.6 Community Impact Assessment Recommendations

Impact on Public Sector Equality Duty:

This will be targeted specifically at private landlords who own rented properties with the poorest energy efficiency. Improving energy efficiency in the private rented sector will positively impact on the health and wellbeing of tenants. There is no equalities data at present on those tenants who will benefit from this legislation, this can be monitored as part of the works.

Wider Community Impact:

The private rented sector makes up a significant and valuable section of the housing market in the borough. Poorly insulated and heated rented homes increases the risk of poor health outcomes in all ages but particularly those who are elderly or with underlying health outcomes. This in turn increases pressure on health and social care services. Tenants of poorly insulated homes will have to spend more of their income on heating. For those on low incomes this may mean greater reliance on food banks or similar support.

6.7 Previous Consideration

Nil

7 Background Papers

Financial Penalties for Housing Standards Offences, Cabinet, 5 August 2021
[Cabinet Minutes - 5 August 2021 \(staffordbc.gov.uk\)](https://www.staffordbc.gov.uk/cabinet-minutes-5-august-2021)