

Memorandum for the Social and Community Development Committee

REVIEW OF FEES AND CHARGES

Decision Sought

Committee is asked to agree the proposed increases in fees and charges as set out in the table below and in the attached draft Legal Notices for the statutory fees.

Background and Considerations

1. As part of the 2021-2024 MTEF budget process, Directorates have been asked to review statutory and discretionary fees and charges in accordance with SHG's Charging Policy 2013.
2. Fees for Archives research are non-statutory. Two different fees are applied, one for residents (currently £19.75 per hour) and one for non-residents (currently £43.60 per hour), with additional fees charges for research in excess of 7 hours. It is proposed that these are increased in line with inflation for year 1 as set out in the MTEF guidelines; that is 2.6%.
3. Statutory fees falling under the remit of the SCDC are those for Charities Fees, Liquor Regulations Fees and Gaming Machines Regulations. These fees were last increased in April 2020.
4. The table below shows current and proposed fees for Archives Research, Gaming Machine Licences, Liquor Licences and Charities fees. Committee is asked to consider and agree the proposed new fees for implementation from 1 April 2021, subject to endorsement by Executive Council of the statutory fees.

FEE	CURRENT FEE	PROPOSED FEE	STATUTORY/ NON- STATUTORY
<u>Archives Research Fee</u>	£43.60 minimum charge for non-residents , plus additional charge of £21.75 per hour for research in excess of 2 hours	£44.75 minimum charge for non-residents , plus additional charge of £22.30 per hour for research in excess of 2 hours	Non statutory

	<p>£19.75 for residents, plus additional charge of £3.35 per hour or part thereof to the nearest 30 minutes for research in excess of 7 hours</p> <p>£1 for each image photographed using personal photographic equipment</p> <p>£2 for each image taken and printed by Archives staff</p>	<p>£20.25 for residents, plus additional charge of £3.45 per hour or part thereof to the nearest 30 minutes for research in excess of 7 hours</p> <p>£1 for each image photographed using personal photographic equipment</p> <p>£2 for each image taken and printed by Archives staff</p>	
<p><u>Gaming Machine Regulations</u></p> <p>Fee payable for grant or renewal of Licence for each machine</p> <p>Fee payable for the transfer of a licence</p>	<p>£1,060</p> <p>£61.75</p>	<p>£1,087.50</p> <p>£63.35</p>	<p>Statutory</p>
<p><u>Liquor Regulations</u></p> <p>For the grant, renewal, removal or transfer of a licence per application</p> <p>Application for special order of exemption</p>	<p>£16.10</p> <p>£10.80 plus £5.20 for each occasion (after the first) included in the same application</p>	<p>£16.50</p> <p>£11.10 plus £5.20 for each occasion (after the first) included in the same application</p>	<p>Statutory</p>

For issue of a Community Centre Licence	£48.35	£49.60	
For issue of a Liquor Sales Licence	£107.50	£110.30	
For issue of an occasional liquor licence	£10.75	£11.00	
For issue of any other licence, including liquor sales, tavern, hotel, restaurant, club	£134.10	£137.55	
<u>Charities Fees</u>			Statutory
Inspection of Register of Charities	£1.08	£1.10	
Registration of a Charity	£10.75	£11.00	

Financial Implications

It is anticipated that approval of these proposed increases will have minor positive financial implications for SHG in that additional revenue will be achieved.

Economic Implications

This modest assumed increase in revenue will not have any significant economic implications.

Consistency with Investment Policy Principles

Not applicable.

Public/Social Impact

Unlikely to be any significant adverse public reaction.

Environmental Impact

None.

Previous Consultation/Committee Input

Not applicable, although these increases are being proposed in accordance with SHG's Charging Policy 2013 and as per instructions to Directors as part of the MTEF 2021-24 process; increases in Statutory fees will need to be endorsed by Executive Council.

Public Reaction

These are modest increases so there is unlikely to be any adverse reaction from the public.

Publicity - If endorsed, the revised Legal Notices will be publicised on the SHG website; the Archives research fees will be published there, as well as being issued as a Public Notice.

Support to 10-Year Plan: Altogether Wealthier

Corporate Support

11th November 2020