

## **Council (Council Tax)**

### **Summons and Agenda**

**Date:** Thursday 23 February 2023

**Time:** 6.30 pm

**Venue:** Harrow Arts Centre, 171 Uxbridge Road, Pinner,  
HA5 4EA

**All Councillors are hereby summoned to attend the Council Meeting for the transaction of the business set out.**



Hugh Peart  
Director of Legal and Governance Services

**Despatch Date:** [Wednesday 15 February 2023]

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# Useful Information

## Joining the Meeting virtually

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The Harrow Arts Centre can be found using [Google Map directions to Harrow Arts Centre](#).

The venue is accessible to people with special needs. If you have specific requirements, please contact the officer listed on the front page of this agenda.

You will be admitted on a first-come-first basis and directed to seats.

Please:

- (1) Stay seated.
- (2) Access the meeting agenda online at [Browse meetings - Council – Harrow Council](#)
- (3) Put mobile devices on silent.
- (4) Follow instructions of the Security Officers.
- (5) Advise Security on your arrival if you are a registered speaker.

## Filming / recording

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**Agenda publication date: Wednesday 15 February 2023**

## **Prayers**

Monsignor Vincent G Brady of St Luke's Church, Pinner, will open the meeting with Prayers.

### **1. Council Minutes (Pages 7 - 36)**

That the minutes of the meeting held on 24 November 2022 be taken as read and signed as a correct record.

### **2. Declarations of Interest**

To receive declarations of disclosable pecuniary or non pecuniary interests, arising from business to be transacted at this meeting, from all Members of the Council.

### **3. Procedural Motions (Pages 37 - 40)**

To receive and consider any procedural motions by Members of the Council in relation to the conduct of this Meeting. Notice of such procedural motions, received after the issuing of this Summons, will be tabled.

### **4. Petitions**

To receive any petitions to be presented:

- (i) by a representative of the petitioners;
- (ii) by a Councillor, on behalf of petitioners;
- (iii) by the Mayor, on behalf of petitioners.

### **5. Public Questions**

A period of up to 15 minutes is allowed for members of the public to ask questions of members of the Executive, Portfolio Holders and Chairs of Committees, of which notice has been received no later than 3.00 pm two clear working days prior to the day of this Meeting. Any such questions received will be tabled.

### **6. Leader and Portfolio Holder Announcements**

To receive a presentation from the Leader of the Council and Portfolio Holders on business since the last ordinary meeting, followed by a question and answer session. The item is allotted 20 minutes.

### **7. Constitution Update (Pages 41 - 46)**

Report of the Director of Legal and Governance Services

### **8. Corporate Plan 2023 - 2026 (To Follow)**

Recommendation I: Cabinet  
(16 February 2023)

9. **Revenue Budget 2023/24 and Medium Term Financial Strategy 2023/24 to 2025/26**  
(To Follow)

Recommendation II: Cabinet  
(16 February 2023)

10. **Housing Revenue Account Budget 2023/24 and Medium Term Financial Strategy 2024/25 to 2025/26, Housing Revenue Account Capital Programme 2023/24 to 2027/28 and HRA Business Plan** (To Follow)

Recommendation III: Cabinet  
(16 February 2023)

11. **Treasury Management Strategy Statement Including Annual Investment Strategy for 2023/24 and Capital Strategy for 2023/24** (To Follow)

Recommendation IV Cabinet  
(16 February 2023)

12. **Capital Programme 2023/24 to 2025/26** (To Follow)

Recommendation V: Cabinet  
(16 February 2023)

13. **Statutory Officer Roles** (To Follow)

Report of the Director of Legal and Governance Services.

14. **Non-Executive fees and charges for 2023-24** (Pages 47 - 64)

Report of the Chief Executive

15. **Revised Statement of Licensing Policy (Licensing Act 2003)** (Pages 65 - 68)

Recommendation I: Licensing and General Purposes Committee  
(8 February 2023)

16. **Information Report - Decisions taken under the Urgency Procedure - Executive**  
(Pages 69 - 72)

Report of the Director of Legal and Governance Services

17. **Information Report - Remuneration Packages of £100,000 or greater** (To Follow)

Report of the Chief Executive.

18. **Questions with Notice**

A period of up to 15 minutes is allowed for asking written questions by Members of Council of a member of the Executive or the Chair of any Committee:-

- (i) of which notice has been received at least two clear working days prior to the day of this Meeting; or

- (ii) which relate to urgent matters, and the consent of the Executive Member or Committee Chair to whom the question is to be put has been obtained and the content has been advised to the Director of Legal and Governance Services by 12 noon on the day of the Council Meeting.

Any such questions received will be tabled.

19. **Motions**

No Motions have been notified.

**Data Protection Act Notice**

The Council will record the meeting and will place the recording on the Council's website.

**[Note:** The questions and answers will not be reproduced in the minutes.]

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# **COUNCIL 23 FEBRUARY 2023**

## **MINUTES**

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# Council

## Minutes

### 24 November 2022

**Present:** Councillor Janet Mote (The Worshipful the Mayor)

Councillor Ramji Chauhan (The Deputy Mayor)

**Councillors:**

Ghazanfar Ali	Hitesh Karia
Dan Anderson	Eden Kulig
David Ashton	Kuha Kumaran
Marilyn Ashton	Jean Lammiman
Peymana Assad	Jerry Miles
Christopher Baxter	Vipin Mithani
June Baxter	Amir Moshenson
Philip Benjamin	Phillip O'Dell
Govind Bharadia	Paul Osborn
Nicola Blackman	Nitin Parekh
Simon Brown	Mina Parmar
Salim Chowdhury	Varsha Parmar
Kandy Dolor	Anjana Patel
Dean Gilligan	Pritesh Patel
Matthew Goodwin-Freeman	Kanti Rabadia
Stephen Greek	Aneka Shah-Levy
Chetna Halai	Rekha Shah
Susan Hall	Norman Stevenson
Graham Henson	Samir Sumaria
Maxine Henson	Krishna Suresh
Stephen Hickman	Sasi Suresh
Thaya Idaikkadar	Yogesh Teli
Ameet Jogia	Zak Wagman
Rashmi Kalu	Antonio Weiss

**Apologies received:** Councillor Shahania Choudhury  
Councillor Nitesh Hirani  
Councillor Asif Hussain  
Councillor Natasha Proctor

**Joined Virtually:** Councillor David Perry

## PRAYERS

The meeting opened with Prayers offered by Monsignor Vincent G Brady of St Luke's Church, Pinner.

### 40. Council Minutes

**RESOLVED:** That the minutes of the Extraordinary and ordinary Council meetings held on 29 September 2022 be taken as read and signed as correct records.

### 41. Electronic Voting

The Mayor announced that electronic voting would be trialled during the meeting. Members would be asked to vote in the usual way via a show of hands and then should use the electronic voting device to indicate their vote.

### 42. Declarations of Interest

The following interests were declared:

#### Item 14 – Police and Community Safety Motion

Councillor Stephen Greek declared a pecuniary interest in that he was employed by the Greater London Authority and would leave the room for the discussion and vote on this item.

Councillor Susan Hall declared a pecuniary interest in that she was a member of the Greater London Authority and would leave the room for the discussion and vote on this item.

#### Item 14 – Free School Meals Motion

Councillor Stephen Hickman declared an interest in that he was a teacher in a Harrow school and would leave the room for the discussion and vote on this item.

Councillor Jean Lammiman declared a non-pecuniary interest in that she was a governor at Shaftesbury School.

### 43. Procedural Motions

Councillor Graham Henson advised Council that he would second the amendment to the Police and Community Safety Motion set out in the Tabled Documents.

### 44. Petition - Keep Harrow's parks free to use

In accordance with the Council's Petition Scheme, Council received a petition containing over 2,000 signatures as follows

- (i) Petition submitted by Hugh Brown containing over 2,000 signatures stating

“We the undersigned, call on Harrow Council to halt its plans to charge for the use of tennis courts, and commit to ensuring our parks and the facilities within them remain free for all to enjoy.”

- (ii) Debate was held on the content of the petition.

**RESOLVED: That the petition be referred to the Corporate Director of Place for consideration.**

#### **45. Petitions**

In accordance with Rule 10, the following petitions were received:

- (i) Petition submitted by Councillor Nitin Parekh containing 15 signatures in relation to fly tipping in Torbridge Close.
- (ii) Petition submitted by Councillor Nitin Parekh containing 36 signatures in relation to fly tipping, street cleansing, anti-social behaviour and flooding in Methuen Close and Overbrook Walk.

[The petitions stood referred to the Corporate Director, Place].

#### **46. Public Questions**

To note that two questions from members of the public had been received and the recording was on the Council's website.

#### **47. Leader and Portfolio Holder Announcements**

- (i) The Leader of the Council, Councillor Paul Osborn, introduced the item highlighting the Administration's achievements, challenges and plans since the last ordinary meeting.
- (ii) Other Members spoke and/ asked questions of the Leader of the Council which were duly responded to.

#### **48. Presentation Ceremony - Honorary Alderman Camilla Bath**

There was a presentation ceremony for Honorary Alderman Camilla Bath, who was conferred with the title of Honorary Alderman at the Extraordinary Council meeting held on 29 September 2022.

Honorary Alderman Bath was robed by the mace-bearer and presented with her medallion of office and scroll of appreciation by the Worshipful The Mayor.

Members of Council spoke to congratulate Honorary Alderman Bath and she returned thanks.

#### **49. Long Service Award - Councillor Jerry Miles**

Council had previously agreed, by Resolution 192 on 18 July 1985, that Members who completed 25 years' service with the Council be presented with framed, illuminated copy resolutions of appreciation. Councillor Jerry Miles had completed 25 years' service as a Member of the Authority in September 2022, and the resolution of appreciation had been adopted by Council on 29 September 2022.

The Mayor, Councillor Janet Mote, on behalf of the Council, now formally congratulated Councillor Jerry Miles and presented him with a framed, illuminated copy resolution to mark his long service achievement. Councillors Peymana Assad, Rashmi Kalu, Paul Osborn and Anjana Patel spoke in appreciation of Councillor Jerry Miles' service

Councillor Jerry Miles returned thanks for his presentation.

#### **50. Council Vision and Priorities**

**RESOLVED: That the Vision and Priorities be approved.**

#### **51. Health and Wellbeing Board Terms of Reference**

**RESOLVED: That the Council's Constitution be updated with the revised terms of reference, as attached at Appendix 1, the Health and Wellbeing Board Procedure Rules, as attached at Appendix 2 to these minutes, and the proposed quorum for the Board which required at least one member of the Council and one member of the North West London Integrated Care Board to be present.**

#### **52. Scrutiny Work Programme 2022/23**

**RESOLVED: That the Scrutiny Work Programme 2022-26 be endorsed.**

#### **53. Questions with Notice**

To note that three questions from Councillors to the Portfolio Holders had been received and that the recording was on the Council's website.

#### **54. Motions**

##### **(i) "Police and Community Safety Motion**

##### **Motion in the names of Councillor Paul Osborn and Councillor Anjana Patel**

Harrow Council notes the recent reforms and improvements to the police across England and Wales since 2019. This council is grateful for the 3,109 more police officers in London, as a part of the over 15,300 more police officers in England and Wales recruited since 2019 and calls on the government to continue its drive to have recruited an extra 20,000 police officers by 2023.

This Council notes:

- The change to national policy that will see every report of home burglary having a police visit, ensuring that every victim of such an invasive crime will be given the attention they deserve
- Residents' concern about the impact that illegal and disruptive protests have had on our country in recent years
- That the Police, Crime, Sentencing and Courts Act has strengthened the power that police have tackling such action
- The further positive impacts of the Police, Crime, Sentencing and Courts Act on dealing with sexual offences, including extending the scope of the offences in the Sexual Offences Act 2003, providing greater powers for the management of sex offenders and toughening around child sex offences
- The substantial increase of police funding to £16.9 billion, part of which will be used to give every police officer a £1,900 uplift in their salary this year
- Under Mayor Sadiq Khan's tenure at City Hall 38 police stations have been closed, reducing the visibility of local policing
- Mayor Khan has increased his office budget by over 60% since 2016 and now costs the London taxpayer over £6 million

This Council resolves to:

- Cooperate with the government on future funding for our local police service
- Support officers new to the area through providing forums for them to meet with residents
- Provide resources for residents to keep in contact with new police officers in the area
- Call on Mayor Khan to slash his office budget and reinvest the funding in further extra policing."

A tabled amendment was received. In accordance with Council Procedure Rule 17.11, Councillor Paul Osborn raised a point of order stating that the amendment should be ruled out due to Council Procedure Rule 17.6.1. The Mayor stated that, having taken advice from the Monitoring Officer, the amendment was ruled out.

**RESOLVED: That the Motion, as set out above, be adopted.**

[Note: Councillors Stephen Greek and Susan Hall left the room for the discussion and vote on this item].

(ii) **“Motion - Free School Meals**

**Motion in the names of Councillor Rashmi Kalu and Councillor Asif Hussain**

Council acknowledges that we are in the midst of a cost of living crisis that is affecting households right across our borough. Families are really struggling, which is having an awful impact on children who are not getting the food they need to grow up healthy.

Given the scale of the challenge, Free School Meals guarantee children a hot, nutritious meal every lunchtime. They help hard-working families save money, and support pupils to learn and concentrate at school.

**Council Notes:-**

- The financial burden food costs place on families, particularly those on lower incomes.
- The evidence from the voluntary sector and community and faith groups, who are supplying food to an increasing number of Harrow residents.
- The evidence of the growing number of Harrow primary schools offering food parcels to the families in their communities.
- Reports from school leaders that more children are bringing in an unsatisfactory lunch with many going without.
- Currently only pupils in reception and KS1 are entitled to universal Free School Meals in Harrow. Given the cost of living crisis, this Council is deeply concerned that Nursery children in our maintained schools and nurseries are excluded from this offer and that the eligibility is set too low for many families who are struggling to benefit (currently £7,400).
- The existing commitment to supporting less well-off families with cost of food during school holidays through the recent and welcome funding from central government via the Household support fund, however this is only short term with no guarantee for the future.
- Currently there are 800,000 children in England who are living in poverty but don't qualify for Free School Meals.
- Children of parents who receive Working Tax Credits do not qualify for free school meals.
- The recent Government report published on the 29th September, with the Resolution Foundation estimating that absolute poverty will increase by over 3 million people between 2021/22 and 2022/23, including 1 million children.

**Council believes that:-**

- We should do all we can to help children living in poverty to achieve and thrive.
- That ensuring our youngest students are included in our Free

School Meal offer is a critical tool to achieving the longer-term benefits a healthy start in life brings and that it is right that the potential of such a scheme be explored.

**This Council resolves to:**

- Call upon the Leader of the Council to:
  - Publish a detailed assessment of the issues and costs associated with an extension of Harrow’s Free School meal offer to include all 3 and 4 year olds in maintained nursery and primary schools in the Borough, given the importance of this, to do so by the end of November 2022;
  - Include the assessment in the development of the 2023 Council Budget as part of the budget setting process.
  - Implement the Auto-enrolment to free school meals.”

A tabled amendment was received put to the vote and was carried. Upon the meeting moving to the vote on the substantive Motion it was carried.

**RESOLVED:** That the Motion, as amended and as set out below, be agreed:

**“Free School Meals**

The Council has previously declared a cost of living emergency, which is affecting households right across our borough, due to Putin’s illegal war in Ukraine and the ongoing economic fallout of the Covid pandemic. Families are really struggling, which is having an awful impact on children who are not getting the food they need to grow up healthy. The Council and the government have provided significant support to help Harrow’s residents.

Free School Meals guarantee children a hot, nutritious meal every lunchtime. They help hard-working families save money, and support pupils to learn and concentrate at school.

**Council Notes:-**

- The financial burden food costs place on families, particularly those on lower incomes.
- The evidence from the voluntary sector and community and faith groups, who are supplying food to an increasing number of Harrow residents.
- The evidence of the growing number of Harrow primary schools offering food parcels to the families in their communities.
- Reports from school leaders that more children are bringing in an unsatisfactory lunch with many going without.
- Currently only pupils in reception and KS1 are entitled to

universal Free School Meals in Harrow. Given the cost of living crisis, this Council is deeply concerned that Nursery children in our maintained schools and nurseries are excluded from this offer and that the eligibility is set too low for many families who are struggling to benefit (currently £7,400).

- The welcome and massive commitment to supporting less well-off families with cost of food during school holidays through the central government's Household Support Fund. This has resulted in Harrow receiving £4.5 million over the last 18 months and we are projected to receive a further £3 million in 2023/24.
- Children of parents who receive Working Tax Credits do not qualify for free school meals.
- The Conservative government has implemented a number of measures to ease the cost of living, including:
  - A £150 Council Tax rebate and a £400 discount to energy bills in the autumn.
  - £326, the first of two cost of living payments, was automatically paid into 7 million bank accounts in July 2022 as part of the government's £37 billion support package. The second instalment of £324 was paid to qualifying residents in October 2022.
  - The government confirmed at the Autumn Statement that working age benefits would be uprated by 10%. On average, a family on Universal Credit will benefit by around £600.
  - The government will provide an additional cost of living payment of £900 to households on means tested benefits in 2023/24.
- Harrow Council's new Conservative administration are introducing policies which will save residents money and supporting those in need:
  - 1 Hour of free on street parking commenced in August 2022.
  - 1 Hour of free parking in Council owned car parks will be available from January 2023.
  - In January 2023, the Council will introduce a free bulky waste collection service for residents.
  - Extended holiday free school meals through to Easter 2023. The Council transferred £753,817 to schools for them to provide free school meals vouchers for approximately 6,500 households with children during the school holidays.
  - Has supported Help Harrow and the London Community



Kitchen to continue providing crucial food provision for those in need.

**Council believes that:-**

- We should do all we can to help children living in poverty to achieve and thrive.
- That ensuring our youngest students are included in our Free School Meal offer is a critical tool to achieving the longer-term benefits a healthy start in life brings and that it is right that the potential of such a scheme be explored.
- The government deserves credit for the extensive support Harrow Council has received.

**This Council resolves to:**

- Call upon the Leader of the Council to:
  - Publish a detailed assessment of the issues and costs associated with an extension of Harrow's Free School meal offer to include all 3 and 4 year olds in maintained nursery and primary schools in the Borough, given the importance of this, to do so by the end of December 2022;
  - Include the assessment in the development of the 2023 Council Budget as part of the budget setting process.
  - Continue with the Auto-enrolment for free school meals."

[Note: Councillor Stephen Hickman left the room for the discussion and voting on this item].

**(Close of Meeting:** All business having been completed, the Mayor declared the meeting closed at 9.33 pm).

### Health and Wellbeing Board

#### 1. Accountability

The Health and Wellbeing Board is set up in accordance with section 194 of the Health and Social Care Act 2012 which makes provision for the Council to establish a Health and Wellbeing Board as a Committee of the Council appointed under section 102 of the Local Government Act 1972. The Council can choose to delegate decision making powers to the Health and Wellbeing Board. Any recommendations are subject to the agreement of the Leader of the Council if they are not covered by the delegated authority.

Members of the Board will be required to abide by the Code of Conduct.

#### 2. Purpose of the Board

2.1. The Health and Wellbeing Board has 3 main functions:

- to assess the needs of the local population and lead the statutory joint strategic needs assessment
- to promote integration and partnership across areas, including through promoting joined up commissioning plans across NHS, social care and public health
- to support joint commissioning and pooled arrangements, where all parties agree this makes sense

The Board covers both adult and children's issues.

2.2. The purpose of the Board is to improve health and wellbeing for the residents of Harrow and reduce inequalities in outcomes. The Board will hold partner agencies to account for delivering improvements to the provision of health, adult and children's services social care and housing services.

2.3. Scrutiny of the Board's activities will be performed by the Council's Health Scrutiny Committee.

#### 3. Key Responsibilities

3.1. The key responsibilities of the Health and Wellbeing Board shall be:

- 3.1.1. To agree health and wellbeing priorities for Harrow
- 3.1.2. To develop the joint strategic needs assessment
- 3.1.3. To develop a joint health and wellbeing strategy
- 3.1.4. To promote joint commissioning

- 3.1.5. To ensure that Harrow Council and the Integrated Care Board's commissioning plans have had sufficient regard to the Joint Health and Wellbeing strategy
- 3.1.6. To consider how to best use the totality of resources available for health and wellbeing, subject to the governance processes of the respective partner organisations as appropriate
- 3.1.7. To oversee the quality of commissioned health services
- 3.1.8. To provide a forum for public accountability of NHS, public health, social care and other health and wellbeing services
- 3.1.9. To monitor the outcomes of the public health framework, social care framework and NHS framework introduced from April 2013)
- 3.1.10. To authorise Harrow's Integrated Care Board's annual assessment
- 3.1.11. To produce a Pharmaceutical Needs Assessment and revise every three years
- 3.1.12. Undertake additional responsibilities as delegated by the local authority or the Integrated Care Board e.g. considering wider health determinants such as housing, or be the vehicle for lead commissioning of learning disabilities services.

#### **4. Membership**

- 4.1. The Chair of the Board will be nominated by the Leader of Harrow Council; or a nominated deputy.
- 4.2. The voting membership will be:
  - Members of the Council nominated by the Leader of the Council
  - Chair of the Harrow Integrated Care Board (vice chair)
  - Representatives of each Integrated Care Board in Harrow
  - Integrated Care Board Accountable Officer or nominee
  - Representative of Healthwatch Harrow
  - Representatives from the NHS
- 4.3. The following Advisors will be non-voting members:
  - Director of Public Health
  - Chief Officer, Voluntary and Community Sector
  - Senior Officer of Harrow Police
  - Chair of the Harrow Safeguarding Children and Adult Board
  - Chief Operating Officer – Integrated Care Board
  - Corporate Director, People
  - Director Adult Social Services

- 4.4. The voluntary and community sector representative shall be nominated by the Voluntary Community Sector Forum on an annual basis.
- 4.5. Board Members are appointed annually. Board Members shall each name a reserve who will have the authority to make decisions in the event that they are unable to attend a meeting.
- 4.6. Board members shall sign a register of attendance at each meeting and should not normally miss more than one meeting within a financial year.
- 4.7. A representative from the North West London Integrated Care Board will serve as the vice chair of the Health and Wellbeing Board.
- 4.8. Key providers in Harrow will be invited to attend meetings as required depending on the subject under discussion.
- 4.9. Other agencies and organisations will be invited as the Integrated Care Partnership (ICP) develops to enable good outcomes to be delivered for Harrow's citizens.

#### **4.10. Participation of the NHS England**

- 4.10.1. NHS England must appoint a representative to join Harrow's Health and Wellbeing Board for the purpose of participating in the Boards preparation of the JSNA and JHWS.
- 4.10.2. The Health and Wellbeing Board can request the participation of the NHS England representative when the Health and Wellbeing Board is considering a matter that relates to the exercise or proposed exercise of the commissioning functions of NHS England in relation to Harrow.

#### **4.11. Meeting Frequency**

- 4.11.1. The Board shall meet bi monthly subject to review
- 4.11.2. An extraordinary meeting will be called when the Chair considers this necessary and/or in the circumstances where the Chair receives a request in writing by 50% of the voting membership of the Board

#### **4.12. Health and Wellbeing Board Executive**

- 4.12.1. The purpose of the Health and Wellbeing Board Executive is to:
  - Develop and deliver a programme of work based on the Joint Commissioning priorities and the Joint Health and Wellbeing Strategy
  - Shape future years joint commissioning
  - Shape the agenda for future HWB meetings

- Engage and understand the views of different organisations (including providers)
  - Bring together a collective view of partners and providers to the bi-monthly Health and Wellbeing Board
  - Share Commissioning Intentions and common priorities
  - Govern and quality assure the Health and Wellbeing Board work programme
  - Be aware and discuss emerging policy and strategy
  - Problem Solving
- 4.12.2. The meetings of the Executive will be scheduled to meet before the Board.
- 4.12.3. Membership will consist of senior officer representatives from both the Council and North West London Integrated Care Board, including the Directors of Adults, Children's, and Public Health services, , GP Clinical Directors, and finance officers.
- 4.12.4. The chairing of the Executive will alternate between the council's Corporate Director of People Services a representative of the North West London Integrated Care Board.

#### **4.13. Local Safeguarding Boards**

- 4.13.1. The Council's two Local Safeguarding Boards have a horizontal link to the Health and Wellbeing Board and include:
- 4.13.1.1. Local Safeguarding Adults Board
  - 4.13.1.2. Harrow Local Children's Safeguarding Board

#### **4.14. Conduct of Meetings**

- 4.14.1. Meetings of the Board will be held in public except where the public are excluded from the meeting by resolution in accordance with Access to Information Act.
- 4.14.2. The quorum of the Board shall be 50% of the voting membership – however there must be attendance of at least one voting member from both the Council and the North West London Integrated Care Board. Should the quorum not be secured the meeting will not take place.
- 4.14.3. Decisions shall be made on the basis of a show of hands of a majority of voting members present. The Chair will have a second or casting vote.

- 4.14.4. Each meeting will have provision for the public to ask questions. There will be a total limit of 15 minutes for the asking and answering of public questions.
- 4.14.5. Harrow Council Democratic Services will service the meetings including the preparation and circulation of agenda and the production of minutes.
- 4.14.6. Minutes of the meetings will be available on the website of the council.
- 4.14.7. The Chair shall sign off the minutes as a true and accurate record of the meeting.
- 4.14.8. Agendas and supporting papers will be available on the website of the council at least five working days before the meeting.

## Health and Wellbeing Board Procedure Rules

### 1. Application of these Rules

- 1.1 These rules apply to the Harrow Health and Wellbeing Board which was set up in accordance with S102 Local Government Act 1972 and S194 Health and Social Care Act 2012.

### 2. Appointment of Reserves

Members of the Board shall each have a named Reserve who will have the authority to make decisions in the event that they are unable to attend a meeting. The Reserve will not be able to exercise any special powers or duties exercisable by the person for whom they are reserving.

#### 2.1 Reserving

2.1.1 Reserve Members may attend meetings in that capacity only:

- 2.1.1.1 to take the place of an ordinary Member for whom they are a reserve;
- 2.1.1.2 where the ordinary Member will be absent for the whole of the meeting;
- 2.1.1.3 where the meeting notes at the start of the meeting at the item 'Reserves' that the Reserve Member is or will be attending as a reserve; and
- 2.1.1.4 if a Reserve Member whose intention to attend has been noted arrives after the commencement of the meeting, then that Reserve Member can only act as a Member from the start of the next item of business on the agenda after his/her arrival.

2.1.2 For the purposes of section 2.1.1.2 only, a meeting adjourned to another day shall be treated as a new meeting.

2.1.3 If a Reserve Member is in attendance at a meeting the ordinary member for whom they are substituting shall not be entitled to attend that meeting and take part as an ordinary member of that body.

### **3. Attendance of Members at Committees**

#### **3.1 No right to speak**

3.1.1 Any Member of the Council may attend meetings of the Board or its sub-committees and panels. Subject to 3.2 below, Councillors who are not ordinary members or attending Reserve Members of the Board or its sub-committees may not speak at meetings unless the Board or sub-committee agrees that the Member concerned may speak, or, the Member has been invited to the Board or sub-committee to speak.

#### **3.2 Motions referred to the Board or its sub-committees.**

3.2.1 **A Member of the Council who has proposed a motion which has been referred to the Board or sub-committee, shall be given at least three clear working days notice of the meeting at which the motion will be considered, by the Monitoring Officer. If the Member attends the meeting but is not an ordinary Member or attending Reserve member of the Board or sub-committee, he or she shall have an opportunity to explain the motion to the Board or sub-committee.**

### **4. Appointment of Sub-Committees**

The Board may establish sub-committees with such terms as they consider necessary for the proper discharge of the functions of the Board.

### **5. Charing Board Meetings**

The Chair will be nominated by the Leader of the Council and appointed by Harrow Council.

#### **5.1 Vice Chair of the Board**

The Vice-Chair will be appointed by the North West London Integrated Care Group.



## **5.2 Absence of Chair at Meetings of the Board**

- 5.2.1 In the absence of the Chair, the Vice-Chair shall preside.
- 5.2.2 If after 15 minutes since the identified start time neither the Chair or Vice-Chair are present then the meeting shall elect a Chair for that meeting as its first order of business after the noting of Reserve Members.
- 5.2.3 Where the Chair and Vice-Chair have both submitted apologies in advance of the meeting to the Monitoring Officer then the first order of business shall be to elect a Chair for the meeting after the noting of Reserve Members.

## **6. Business not on the Agenda**

### **6.1 Business not on the agenda may only be considered where:**

- 6.1.1 the Access to Information Procedure Rules in Part 4G of the Constitution have been complied with; or
- 6.1.2 the Chairman makes an announcement that does not require a decision to be taken; or
- 6.1.3 a member of the Board or any Statutory Officer has requested that an item be placed on the agenda for the meeting at any time before the start of the meeting and the Chair agrees to the item being included on the grounds of urgency and the Board agreeing to consider that item of business. The grounds of urgency and the circumstances giving rise to the request must be recorded in the minutes of the meeting.
- 6.1.4 If there is a request to add an agenda item to an agenda after the statutory deadline for publication, that item may only be considered if the Chair agrees, subject to consultation with the Vice-Chair (if reasonably practicable), and the Board agreeing to consider that item of business, by virtue of the special circumstances set out either in the report or on the supplemental agenda, that the item should be considered as a matter of urgency and specified in the minutes of the meeting.

## **7. Time and Place of Meetings**

- 7.1.1 Meetings of the Board shall take place at the venue stated on the agenda. Following consultation with the Vice-Chair and subject to compliance with the Local Government (Access to Information) Act 1985, the Chair shall have the power to alter the venue, day and time if they believe it to be appropriate for the conduct of the business of the Board.**

## **8. Cancellation of Meetings**

- 8.1 The Head of Paid Service and or the Monitoring Officer may cancel a meeting of the Board either before or after the agenda for the meeting has been issued provided that reasons for the cancellation are given.**

## **9. Calling of Special Meetings**

- 9.1 Those listed below may request the Monitoring Officer to call committee, sub-committee or panel meetings in addition to ordinary scheduled meetings:**

- 9.1.1** the Board by resolution;
- 9.1.2** the Chair of the Board. The Chair must, before requesting the Monitoring Officer to call a special meeting, consult with the Vice-Chair;
- 9.1.3** at least one-third of the members of the Board, if they have signed a requisition presented to the Chair of the Board and they have refused to call a meeting or has failed to call a meeting within five clear working days of the presentation of the requisition;

## **10. Business**

- 10.1 Business at special meetings of the Board shall be restricted to:**

- 10.1.1** the election of a person to preside if the Chair and Vice Chair are absent;
- 10.1.2** any item of business specified by the Board, Chair or Monitoring Officer or Statutory Officer when calling the meeting;

10.1.3 any deputations relating to items of business on the agenda which the Chair agrees to hear.

## **11. Notice of and Summons to Meetings**

11.1 **The Monitoring Officer will give notice to the public of the time and place of any meeting in accordance with the Access to Information Procedure Rules set out in Part 4G of the Constitution. At least five clear working days before a meeting, the Monitoring Officer will send an agenda front sheet by post to every member of the Board. The agenda will give the date, time and place of the meeting and specify the business to be transacted and will be accompanied by all relevant reports.**

### **Quorum**

11.2 **The quorum of a meeting will be 50% of the voting membership. However at least one voting member from both the Council and the North West London Integrated Care Board must be in attendance. Should the quorum not be secured the meeting will not take place.**

11.3 **If, after 15 minutes from the advertised time of the start of the meeting, or such other longer period as the Chair may decide, a quorum is not present, the meeting will not take place. Nor will there be an informal meeting. The Chair may announce the time and date that the meeting will be convened.**

11.4 **During any meeting, if the Chair counts the number present and declares there is not a quorum present, then the meeting will adjourn immediately. Remaining business will be considered at a time and date fixed by the Chair. If they do not fix a date, the remaining business will be considered at the next ordinary meeting of the Board.**

## **12. Duration of Meetings**

### **12.1 Commencement and Closure**

Meetings of the Board will commence at the time stated on the agenda.

### **12.2 Determining Business Upon Closure**

12.2.1 **At the time of closure the Chair will advise the Board that:**

- 12.2.1.1 **any speech commenced and then in progress shall be concluded;**
- 12.2.1.2 **the Chair will put any motion or recommendation then under consideration to the vote without further discussion;**
- 12.2.1.3 **any remaining business before the Board shall be put to the vote without discussion or further amendment.**

## **13. Petitions**

### **13.1 Presentation of Petitions**

13.1.1 Petitions relating to a function of the Board shall be presented to the appropriate meeting of the Board. If the petitioners request that the petition be presented at a meeting of the Board this can be done in the following ways:

- 13.1.1.1 a representative of the petitioners may attend, at the time stated for the start of the Board meeting, and request to read the petition to the meeting;
- 13.1.1.2 the petitioners may approach a Member of the Board and ask them to read the petition on their behalf;
- 13.1.1.3 the petitioners may send the petition to the Monitoring Officer who will arrange for the Chair to read the petition.

13.1.2 The person presenting the petition may only read the terms of the petition and may not make any further comments. That person will have one minute to read the terms of the petition unless the Chair determines that this time limit should be extended or reduced.

### **Deputations**

13.2 **The Board may receive a deputation on any matter appearing on the relevant agenda.**

13.3 Requests for deputations must be in writing and supported by the signatures of at least 10 residents or representatives of local organisations or businesses in Harrow. The signatories must clearly state their names and

addresses/qualifying business address. The request must explain why a deputation is required.

- 13.4 The request must be given to the Monitoring Officer at least two clear working days before the day of the meeting, although the Board can waive this requirement on the grounds of urgency.
- 13.5 The deputation to the meeting must consist of not more than four people. Those persons nominated to speak should also be signatories to the original written request to make a deputation. All may speak but the total length of the speeches from the deputation must not exceed 10 minutes.
- 13.6 **The time allowed for questioning of the deputation by Members of the Board will be 10 minutes.**
- 13.7 **The deputation shall be heard immediately before the relevant item on the agenda. The Chair has complete discretion to move any items that are subject to a deputation on the agenda.**
- 13.8 **The Board shall receive no more than two deputations per meeting.**
- 13.9 **No deputation shall be received by the Board within 6 months after a deputation has appeared before it on the same or a similar subject.**
- 13.10 Members of the Board and advisers (in that capacity) shall not be signatories to, lead or form part of any deputation.
- 13.11 **Members of staff may lead or join deputations only in their capacity as local electors and on issues other than those affecting their employment with the Council or North West London Integrated Care Board.**

## **14. Public Questions**

### **14.1 General**

14.1.1 Members of the public may question the Chair of the Board at meetings. Questioners will not be allowed to address the Board generally on a matter, they may only ask questions relating to matters within the terms of reference of the Board. Questions relating to individual cases and/or matters relating to staffing and conditions of service will not be permitted.

## 14.2 Time Limit for Questions

14.2.1 There will be a total limit of 15 minutes for the asking and answering of public questions. Once this time limit has been reached, no further questions can be asked but a questioner can complete a question or a supplemental question and the respondent can complete a reply. Unless the Chair permits otherwise, a reply to a question shall not exceed three minutes. If the Board member answering believes that a longer response is necessary an oral summary will be given and a full reply shall be completed in writing.

## 14.3 Order and Notice of Questions

14.3.1 Questions will be asked in the order notice of them was received, except that the Chair may group together similar questions.

14.3.2 A question may only be asked if notice has been given in writing, by fax or by electronic mail to the Monitoring Officer at [publicquestions@harrow.gov.uk](mailto:publicquestions@harrow.gov.uk) no later than 3.00 pm two clear working days before the day of the meeting. Each question must be submitted by the questioner, identifying their name, address, and where appropriate email address, and state that the question is to the Chair of the Board.

14.3.3 **Without prejudicing 14.3.2 above, where a report is circulated after the normal Board despatch by supplemental agenda a question may be asked, if notice has been given in writing, by fax or by electronic mail to the Monitoring Officer at [publicquestions@harrow.gov.uk](mailto:publicquestions@harrow.gov.uk) no later than 3.00 pm ONE clear working day before the day of the meeting. Each question must be emailed from the questioner's email address, give the name and address of the questioner and state that the question is to the Chair of the Board.**

14.3.4 The Chair of the Board may arrange for another Member of the Board to answer on his or her behalf.

14.3.5 The Council takes no responsibility for questions which are sent and fail to reach the correct e-mail address, postal address or fax number.

#### 14.4 Number of Questions

14.4.1 At any one meeting no person may submit more than one question. A questioner will be allowed to ask a supplementary question directly relating to the content of the answer given to the written question. The Chair may reject a supplemental question if it falls within any of the categories in paragraph 14.5 below.

#### 14.5 Scope of Questions

14.5.1 The Monitoring Officer may reject a written question if it:

14.5.1.1 would risk defamation of an individual or is frivolous or offensive; or

14.5.1.2 does not relate to a matter to which the Council has powers or duties; or

14.5.1.3 does not relate to a matter which affects the London Borough of Harrow; or

14.5.1.4 would require the disclosure of confidential or exempt information; or

14.5.1.5 is substantially the same as a question which has been put at any meeting of the Board in the last six months.

14.5.1.6 is within the invalid categories referred to at 14.1 above.

No invalid questions will be circulated.

#### 14.6 Record of Public Questions

14.6.1 **The Monitoring Officer will make written questions available for public inspection and will immediately send a copy of the written question to the person to whom it is to be put. If a question is rejected, reasons for rejection will be given to the questioner by the Monitoring Officer.**

14.6.2 Copies of all valid questions will be circulated to all Members of the Board and made available to the public at the meeting.

## **14.7 Asking the Question at the Meeting**

14.7.1 The Chair will invite the questioner to put the question and will respond to the question unless another Member has been nominated to answer on his or her behalf.

14.7.2 If a questioner, who has submitted a written question, is unable to be present, they may ask the Chair to put the question on their behalf.

14.7.3 The Chair may either:

14.7.3.1 ask the question on the questioner's behalf; or

14.7.3.2 indicate that a written reply will be given; or

14.7.3.3 decide, in the absence of the questioner, that the question will not be dealt with.

## **14.8 Written Answers**

14.8.1 Any written question, which cannot be dealt with during public question time because of lack of time, will be dealt with by written answer. A copy of any written answer shall be given to the Monitoring Officer who will send it to the questioner and all Members of the Board.

## **14.9 Reference of a Question to another Body**

14.9.1 Unless the Chair decides otherwise, no discussion will take place on any question, but any Member may propose that a matter raised by a question be referred to the appropriate body of Harrow Council or the North West London Integrated Care Board. Such a proposal will be voted on without discussion.

## **15. Confidential Business**

**15.1 All reports, other documents, information, discussions and proceedings of the Board which are marked Exempt under Schedule 12A of the Local Government Act 1972, or Confidential must be treated as such by all Members of the Board. Members of the public will not have access to these papers and discussions. Confidential or exempt items will be marked as such and the relevant part of Schedule 12A will be specified on the document. Confidential and/or exempt items will be discussed in**



**'Part II' of the Board meeting following a resolution to exclude the press and public.**

**16. Voting**

**16.1 Majority**

16.1.1 Any matter will be decided by a simple majority of those Members of the Board voting and seated in the room at the time the question was put. Voting shall be by a show of hands.

**16.2 Chair's Casting Vote**

16.2.1 If there is an equal number of votes for and against, the Chair will have a second or casting vote. There will be no restriction on how the Chair chooses to exercise a casting vote.

**16.3 Individual Recorded Vote and Explanation for Vote**

16.3.1 If, immediately before the vote is taken, any Member of the Board present at the meeting requests that his or her vote be recorded as voting for or against or not voting, it shall be so recorded in the minutes.

16.3.2 A recording of a vote or abstention in the minutes of the meeting shall be made without explanation save that in cases where it is necessary for the avoidance of ambiguity a brief note may be added at the Member's request explaining that Member of the Board's reason for voting or not voting.

**16.4 Voting on Appointments**

16.4.1 If there are more than two people nominated for any position to be filled by the Board and of the votes given there is not a majority in favour of one person, the name of the person having the least numbers of votes shall be disregarded and a fresh vote shall be taken and so on until a majority of votes is given to one person.

## **17. Minutes**

### **17.1 Signing the Minutes of the Board**

17.1.1 The Chair will sign the minutes of the proceedings at the next meeting. The Chair will move that the minutes of the previous meeting be signed as a correct record. The only aspect of the minutes that may be discussed is their accuracy.

### **17.2 Minutes of Decisions of the Board**

17.2.1 Minutes of the Board shall be published on the Council's intranet and website.

## **18. Record of Attendance**

18.1 **All Members of the Board present during the whole or part of a meeting must, before the conclusion of every meeting, sign their names in the attendance document provided.**

## **19. Exclusion of the Public**

19.1 **Members of the public and press may only be excluded either in accordance with the Access to Information Procedure Rules in Part 4G of the Constitution of London Borough of Harrow or under Rule 24 of Part 4B of the Constitution (Disturbance by the Public).**

## **20. Members' Conduct**

### **20.1 Precedence of Chair**

20.1.1 When the Chair speaks during a debate, any Member of the Board speaking at the time must stop speaking. The meeting must be silent.

### **20.2 Member not to be heard further**

20.2.1 If a Member of the Board persistently disregards the ruling of the Chair by behaving improperly or offensively or deliberately obstructs business, the Chair may move that the Member be not heard further during the consideration of that item of business. If seconded, the motion will be voted on without discussion.

## **20.3 Member of the Board to leave the Meeting**

20.3.1 If the Member of the Board continues to behave improperly after such a motion is carried, the Chair may move that either the Member leave the meeting or that the meeting is adjourned for a specified period. If seconded, the motion will be voted on without discussion.

## **20.4 General Disturbance**

20.4.1 If there is a general disturbance, making business impossible, the Chair may adjourn the meeting for as long as they think necessary.

## **21. Disturbance by the Public**

### **21.1 Removal of Member of the Public**

21.1.1 If a member of the public interrupts proceedings, the Chair will warn the person concerned. If they continue to interrupt, the Chair will order their removal from the meeting room.

### **21.2 Clearance of Part of a Meeting Room**

21.2.1 If there is a general disturbance in any part of the meeting room open to the public, the Chair may call for that part to be cleared.

### **21.3 Adjournment**

21.3.1 Following an order by the Chair for one or more members of the public to leave the meeting room, if they deem it necessary in the interests of public safety and for the safety of Members and officers present, the Chair may adjourn the meeting for as long as they think necessary.

21.3.2 If it is considered expedient so to do, the Chair with the agreement of the Members of the Board present may adjourn the meeting for such duration as is considered appropriate.

## **22. Suspension and Amendment of Board Procedure Rules**

### **22.1 Suspension**

22.1.1 **All of these Board Procedure Rules except the Rules on Reserving (2), Individual Recorded Vote and Explanation for Vote (16.3), Exclusion of the Public (21), Suspension and amendment**

**of Board Procedure Rules (22), may be suspended by motion on notice or without notice if at least one half of all members of the Board are present and where such a motion is carried by a majority of those present. Suspension may be for one or more items of business during the course of the meeting when the suspension is agreed but may not extend beyond that meeting.**

**22.2 Amendment**

22.2.1 The Board Procedure Rules may only be changed by the Council.

**23. Ruling of the Chair on Interpretation of these Rules**

**23.1 The Chair's ruling on the interpretation or application of any of the Board Procedure Rules is final.**

**COUNCIL**  
**23 FEBRUARY 2023**

**PROCEDURAL MOTION**

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**ITEMS 7 - 11 Corporate Plan 2023 - 2026**

**Revenue Budget 2023/24 and Medium Term Financial Strategy 2023/24 to 2025/26**

**Housing Revenue Account Budget 2023/24 and Medium Term Financial Strategy 2024/25 to 2025/26, Housing Revenue Account Capital Programme 2023/24 to 2027/28 and HRA Business Plan**

**Treasury Management Strategy Statement Including Annual Investment Strategy for 2023/24 and Capital Strategy for 2023/24**

**Capital Programme 2023/24 to 2025/26**

This note reflects a consensus between the Political Groups on the procedures that will apply for the determination of all the above items.

**OPENING** The Leader will move the Council report, and Cabinet Recommendations and the Mayor will then request any amendments.

**AMENDMENTS** Any amendments will then be moved and seconded.

**JOINT DEBATE** The Council will hold one comprehensive debate on Items 7 - 11, and so **all** amendments will be considered together.

**ADJOURNMENT** Should significant amendments be received, the Mayor may propose an adjournment of up to thirty minutes to allow Members to read and assimilate them.

**EXTENDED SPEECHES** Up to three identified Members of each Group will be allowed a total of **15 minutes** to talk to the items and respond to any amendments. The order will be as follows:

- (1) Conservative (15 minutes)
- (2) Labour (15 minutes)

Further to this, one speaker from the Administration and one from the Opposition Group will have 5 minutes each during the debate.

**DEBATING RULES** All other speakers will be restricted to the usual **3 minutes**.

To conclude the debate the Groups will be allocated **1 winding-up speech of 5 minutes**, in the following order:

- (1) Labour
- (2) Conservative

**VOTING ON AMENDMENTS** Following the final winding-up speech, the Council will immediately move to voting on the amendments. **NO** further debate will take place between the voting on the amendments.

The amendments will be voted on in the following order:

- (1) Labour
- (2) Conservative

One separate vote will be taken on each amendment. If any amendment is carried it becomes the substantive proposal.

Following votes on each amendment, the Council Meeting will have either:

- if an amendment has been carried, a new substantive proposal on the Corporate Plan, Budget, Council Tax, Housing Revenue Account Budget and Medium Term Financial Strategy, Treasury Management Strategy Statement, Capital Programme; or
- if no amendment has been carried, the original Recommendations.

#### **DETERMINATION OF ITEMS 7 – 11**

A new substantive Budget/Council Tax proposal (if an amendment has been carried) or the Cabinet Recommendation (if not amended) will be put to a formal vote of the Council for adoption, without further debate. A record of all Members voting on the Budget will be taken. Separate votes will be taken on each of the remaining items.

#### **SUSPENSION OF COUNCIL RULES**

The procedures set out above vary the rules regarding the moving of a recommendation from the Executive and the rules of debate. Council will be assumed to have endorsed, under Rule 26.1, the partial suspension of the relevant rules for the limited purposes of items 7 – 11 on the Summons, to enable them to be taken as a single item.

#### **Voting Procedure**

In accordance with Council Procedure Rule 19.4, the vote of each Member present has to be recorded.



**COUNCIL**  
**23 FEBRUARY 2023**

**CONSTITUTION UPDATE**

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## Report for: Council

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<b>Date of Meeting:</b>	23 February 2023
<b>Subject:</b>	Constitution Update
<b>Responsible Officer:</b>	Hugh Peart, Director of Legal & Governance Services
<b>Exempt:</b>	No
<b>Wards affected:</b>	All Wards
<b>Enclosures:</b>	None

## Section 1 – Summary and Recommendations

---

This report sets out a proposal to amend the constitution to formally adopt electronic voting as a formal voting method.

### Recommendations:

That:

- (1) Council amend the Council, Committee, Health and Well-being and Executive Procedure Rules as set out in paragraph 2.4 of this report; and
- (2) The amendments take effect immediately and apply to all remaining agenda items at this meeting.

## Section 2 – Report

- 2.1 Since November 2022, the Council have been trialling the use of electronic voting system at formal Member level meetings via a software system provided by *Public-I*.

- 2.2 It is now being proposed that the use of electronic voting be formalised within the Council's Constitution, to allow its use for formal decisions in addition to the usual show of hands.
- 2.3 This issue was considered by the Constitution Review Working Group at a meeting held on 6 February 2023.
- 2.4 Following consideration by the Constitution Review Working Group, it is therefore proposed that the Council (Rule 19.1), Committee (Rule 19.1) and Health and Wellbeing (Rule 16.1) be amended as set out below:

*Unless required by Statute or this Constitution provides otherwise, any matter will be decided by a simple majority of those Members voting and seated in the room at the time the question was put. Voting will normally be via the use of an electronic voting system but can also be done via a show of hands ~~Voting shall be by a show of hands.~~*

***Where electronic voting is conducted, any Member may request that a vote by show of hands is conducted to confirm the decision.***

- 2.5 It is not proposed to change the rules on voting for the Executive Procedure Rules, as the current wording allows flexibility for the use of electronic voting is required.

## **Legal Implications**

- 3.1 Section 39 of Schedule 12 of the Local Government Act 1972 provides that all decisions made at formal Member level meetings shall be decided by a majority of the members of the authority voting.
- 3.2 It also provides that in the case of an equality of votes, the person chairing the meeting shall have a second or casting vote.

## **Financial Implications**

- 4.1 The adoption of the electronic voting method is being contained within existing budgets.

## **Risk Management Implications**

5.1 The proposed amendments to the Constitution allow for flexibility in the way that votes are conducted at formal Member level meetings and retain the use. This mitigates

Risks included on corporate or directorate risk register? **No**

Separate risk register in place? **No**

The relevant risks contained in the register are attached/summarised below. **n/a**

## **Equalities implications / Public Sector Equality Duty**

Was an Equality Impact Assessment carried out? **No**

If no, state why an EqIA was not carried out below:

There are no equalities implications with the suggested proposal.

## **Council Priorities**

The suggested proposal contributes towards all of the Council's corporate priorities by allowing for an alternative voting method at formal Member level meetings where important decisions are made relating to the borough.

## **Section 3 - Statutory Officer Clearance**

**Statutory Officer: Dawn Calvert**

Signed by the Chief Financial Officer

**Date: 10/02/2023**

**Statutory Officer: Jessica Farmer**

Signed on behalf of the Monitoring Officer

**Date: 10/02/2023**

## **Mandatory Checks**

**Ward Councillors notified: NO\***, as it impacts on all Wards

## **Section 4 - Contact Details and Background Papers**

**Contact:** Vishal Seegoolam, Democratic, Electoral & Registration Services Manager, 020 8424 1158

**Background Papers:** None.

If appropriate, does the report include the following considerations?

- |                 |     |
|-----------------|-----|
| 1. Consultation | NO  |
| 2. Priorities   | YES |

**COUNCIL**  
**23 FEBRUARY 2023**

**NON-EXECUTIVE FEES AND CHARGES FOR**  
**2023-24**

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## Report for: Council

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<b>Date of Meeting:</b>	23 February 2023
<b>Subject:</b>	Non-Executive fees and charges for 2023-24
<b>Responsible Officer:</b>	Patrick Flaherty – Chief Executive
<b>Exempt:</b>	No
<b>Wards affected:</b>	All wards
<b>Enclosures:</b>	Appendix 1 - Fees and Charges 2023-2024

## Section 1 – Summary and Recommendations

---

This report sets out the proposed fees and charges for licences/applications for those matters listed in this report, and as set out in appendix 1.

### Recommendations:

Council is requested to:

1. Approve and set the fees and charges listed in Appendix 1 for the financial year 2034-24.
2. authorise the Director of Finance to amend fees and charges in year and agree new fees and charges, following consultation with the Corporate Director of Place and the relevant Portfolio Holder.

## Section 2 – Report

### 2.1 Background & Current Situation

2.1.1 The following fees & charges (amongst others) are covered in this report:

- Fees for applications for Special Treatment Licensing under the London Local Authorities Act 1991
- Fees for licence applications for Houses in Multiple Occupation and Selective Licensing under the Housing Act 2004
- Charges for notifications for Skip Licences, Materials on Highway, Hoarding and scaffolding licences under the Highways Act 1980
- Fees for applications under Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 – including pet shops, dog breeders etc.
- Fees for applications for Hypnotism, Sex Shops, Sexual Entertainment Venues, Poisons and Scrap Metal & Motor Salvage Operators licences.
- Street Trading Fees and charges
- Other non-executive fees covered by the Environmental Services

2.1.2 The fees and charges in Appendix 1 were historically considered by the Licensing & General Purposes Committee, as the above relate to non-executive functions. As the Licensing & General Purposes Committee no longer has regular meetings, and usually only meets once annually to agree sub-committees membership, approval of these fees and charges rests with full Council.

### 2.2 Statutory Fees

2.2.1 The requirement or ability to levy a fee/charge for those items listed in Appendix 1 are provided for in statute, either being set down as a fixed amount (*statutory prescribed*) that the Council cannot vary/set, or by providing the authority with the power to set a fee/charge in accordance with the requirements of the legislation (eg. up to a maximum amount, or cost recovery only, or reasonable cost etc) (*statutory discretionary*). Fees noted in Appendix 1 as ‘statutory prescribed’ are for noting only.

2.2.2 The majority of Licensing Act 2003 regime fees were originally set via the Licensing Act 2003 (Fees) Regulations 2005 and are prescribed. In

a number of cases these fees do not reflect the actual cost of administering the regime but the Council cannot change these.

2.2.3 The Gambling Act 2005 sets out maximum fees for gambling premises licences and fees for permits, notifications and lotteries, and were set in 2007 when the Act came into effect. The authority can set its fees in accordance with these up to the maximum permitted level.

2.2.4 Section 32 of the London Local Authorities Act 1990 permits the council to set fees and charges in respect of street trading licences on a cost recovery basis. In respect of some offences relating to street trading, fixed penalty notices can be issued, and the penalty levels are agreed through London Councils.

## **2.3 European Services Directive**

2.3.1 The European Union Services Directive (2006/123/EC), brought into effect in the UK by the Provision of Services Regulations 2009, requires that fees & charges set under an authorisation scheme have to be reasonable and proportionate to the cost of the procedures and formalities of it and should not exceed these costs.

2.3.2 Following a ruling by the European Court of Justice in the case of *Hemming v Westminster City Council*, it is now clear that fees charged in accordance with a scheme that falls under the provisions of the Services Directive cannot at the outset cover more than just the cost of administering and processing the application (to grant a licence for example). Whilst the cost of enforcing the regime can be recovered, this cannot be wrapped up into one fee at the outset. Therefore, such fees and charges are split into:

- a. The costs of the application process; and
- b. On the application being successful, a further fee to cover the costs of the management and enforcement of the licensing regime.

2.3.3. It is no longer permitted to seek one fee incorporating both application and enforcement costs, and the fees need to be split and the second charge only due for applications which are successful (i.e. granted).

2.3.4 While the UK has now formally left the EU, the principles remain the same and the EU Services Directive is transferred across into UK legislation, so the requirements must still be met.

2.3.5 Therefore, a number of the fees and charges within Appendix 1 are now split into two parts - the administration fee, and the management and enforcement fee. This is not applicable to all, whereby this aspect is left blank on the schedule.

2.3.6 The fees are reflective of the costs for each aspect, and it can be noted that the greater part of the overall fee is usually the cost of the administration of the application (Part 1 of the fee), which includes initial inspections in a lot of licensing regimes

## **2.4 Discretionary Fees**

- 2.4.1 It is recognised that discretionary fees are set at a level that ensures cost recovery but must also not distract from the Council's goal to be more business friendly.
- 2.4.2 With statutory discretionary fees, these would always remain within the fee range or requirements set out under legislation.

## **2.5 Main Options**

### **Approve the recommended fees and charges**

- 2.5.1 The fees and charges set out for approval have been reviewed and varied, where appropriate, to reflect the cost in administering the process. Their approval will therefore ensure recovery of costs.

## **2.6 Other options considered**

### **Do not approve the recommended fees and charges**

- 2.6.1 The Council needs to set its fees and charges for the forthcoming financial year and the proposed amounts stated in the Appendix are to ensure cost recovery as far as possible. This option is therefore not recommended.

## **2.7 Legal Implications**

- 2.7.1 As noted earlier, a number of fees and charges are prescribed by statute (eg. Licensing Act 2003 (Fees) Regulations 2005), as a set amount (in which case it is noted as '*statutory prescribed*' in the appendix). For other fees and charges the relevant legislation may provide that a charge can be made for providing the service but the amount of the charge is discretionary, within the remit of the legislation, often limited to cost recovery only, or a reasonable amount, or within a range/maximum amount. The authority therefore sets the amount of the charge accordingly. These are noted as '*statutory discretionary*' in the appendix.
- 2.7.2 Some of the regimes in the appendix are covered by the European Services Directive and the Provision of Services Regulations 2009, which implements the Directive. As noted earlier this requires that fees charged in relation to authorisations must be reasonable and proportionate to the cost of the process, and the European Court of Justice ruling in the Hemming v Westminster City Council case which

confirmed that a fee covering the administration costs of processing an application should be charged separately from the charge (to successful applicants) for enforcing the regime. It is not possible to charge one fee at the outset and then refund unsuccessful applicants the enforcement part of the fee. The two must be charged separately.

- 2.7.3 The Local Authorities (Functions & Responsibilities) Regulations 2000 sets out what fees and charges cannot be set by the Executive (i.e. Cabinet) as the functions to which they relate are non-Executive functions. The fees and charges in Appendix 1 are those that Council should set, with the exception of those which are prescribed, and therefore for information only.

## **2.8 Financial Implications**

- 2.8.1 The fees and charges for approval are set to recover total cost of administering the licensing functions as per legislation and guidance. Many of the charges are being increased by 10% to take account of the level of inflationary cost increases as measured by the Retail Price Index.

- 2.8.2 The Charging Policy provides guidance on the factors to consider when reviewing charges. Where possible, and consistent with the Council's service priorities, charges are increased to ensure a move towards full cost recovery. The general practice has been to increase fees and charges by a % to cover the September RPI increase and an additional 1 to 2% towards full cost recovery. However, given that the September 2022 RPI was 12.6%, this would mean setting a standard increase of around 15%. Given the current economic climate and challenges already faced by residents, the proposed increases are between 7 and 10% (rounded up or down as appropriate) which is less than September Retail Price Index of 12.6%.

## **2.9 Risk Management Implications**

- 2.9.1 Fees/charges need to be set correctly so as to comply with the requirements of the Provision of Services Regulations 2009, based on the EU Services Directive. Failure to do this could result in the Authority levying a fee that is subsequently considered to have been set unlawfully.
- 2.9.2 Reference to recent case law around fees and charges under the Provision of Services Regulations 2009 is covered above and has been taken into account in the splitting of the fees and charges to ensure compliance.
- 2.9.3 Risks included on corporate or directorate risk register? **No**  
Separate risk register in place? **No**

The relevant risks contained in the register are attached/summarised below.

**N/A**

The following key risks should be taken into account when agreeing the recommendations in this report:

<b>Risk Description</b>	<b>Mitigations</b>	<b>RAG Status</b>
Failure to agree fees and charges mean they are not updated for 2023-24 and Council will not be able to recover costs, putting more financial burden on the organisation	The previous 2022-23 fees and charges shall remain applicable	
Fees/charges need to be set correctly so as to comply with the requirements of the Provision of Services Regulations 2009, based on the EU Services Directive. Failure to do this could result in the Authority levying a fee that is subsequently considered to have been set unlawfully.	Legislative requirement set out in appendix for fees, and confirmed by legal as part of clearance for report	
Fees and charges do not comply with recent case law around fees and charges under the Provision of Services Regulations 2009	Fees and charges split as per the requirement and checked by both legal and finance to ensure in place and accurate	
Fees and charges are not reasonable and proportionate to the cost of the procedures and formalities of it and exceed these costs.	Breakdown of costs carried out, to be able to demonstrate cost to Council and therefore fee level	
Fees and charges are set below the cost of the procedures and formalities meaning the Council is not covering all costs	Breakdown of costs carried out, to be able to demonstrate cost to Council and therefore fee level	

## **2.10 Equalities Implications / Public Sector Equality Duty**

2.10.1 Section 149 of the Equality Act 2010 created the public sector equality duty.

Section 149 states:-

(1) A public authority must, in the exercise of its functions, have due regard to the need to:

- (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
- (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

2.10.2 The relevant protected characteristics are age, race, disability, gender reassignment, pregnancy and maternity, religion or belief, sex and sexual orientation.

2.10.3 Fees and charges are kept under regular review to ensure that they are justifiable, fair and, where appropriate, comparable with neighboring Councils.

2.10.4 When making decisions in relation to service provision, the Council must take account of the equality duty and in particular any potential impact on protected groups. Each proposal has been prepared in accordance with the Council's charging policy regarding fees and charges.

2.10.5 Some charges will not increase in 2023/24 and some will be reduced. In others, the level of charge is set by Government and not within the Council's control.

2.10.6 Many of the charges where increases are proposed relate to discretionary services such as hiring playing fields and rooms at the arts centre and would not be considered as essential goods that would contribute to a calculation of increases in the cost of living. It is not possible to calculate the percentage increase across the board as this would depend on the number of times each service was accessed. A number of the charges are being increased by between 7% and 10%, reflecting that most services do not currently recover their full costs. This is in the context of inflation as measured by the Retail Price Index being 12.6% as at September 2022. The difference in most cases represents a small movement towards full cost

## **2.11 Council Priorities**

2.11.1 Good financial accountability and appropriately set fees ensures that costs are fully recovered for services provided. This ensure that resources can be given to compliance and enforcement to ensure that the Borough remains clean and safe.

## **Section 3 - Statutory Officer Clearance**

**Statutory Officer: Dawn Calvert**

Signed by the Director of Finance and Assurance

**Date 06/02/23**

**Statutory Officer: Baljeet Virdee**

Signed on behalf of the Monitoring Officer

**Date: 08/02/2023**

**Chief Officer: Dipti Patel**

Signed by the Corporate Director

**Date: 08/02/2023**

## **Mandatory Checks**

**Ward Councillors notified: NO, as it impacts on all Wards**

## **Section 4 - Contact Details and Background Papers**

**Contact: Emma Phasey – Head of Licensing and Enforcement.**

If appropriate, does the report include the following considerations?

- |                 |     |
|-----------------|-----|
| 1. Consultation | NO  |
| 2. Priorities   | YES |



	Agreed charges 2022/23					Proposed charges 2023/24					2023/24		13/02/23 14:32		
	Basic	VAT	Total	Administration Fee	Management and Enforcement Fee	Basic	VAT	Total	Administration Fee	Management and Enforcement Fee	Budget Manager	% change	Legislation giving power to charge	Basis for charging	For Noting only/Non Cabinet Approval
<b>18. Licences for Projections over the Highway Section 177 Highways Act 1980 (outside scope of VAT)</b>															
The Council issues licences for canopies and any other projection over the highway, and incurs ongoing administration/inspection costs for which an initial lump sum of £500 is normally charged.											Jan Slaney				
Application for Licence for a building to overcall the highway	295.20		295.20			324.70		324.70			Jan Slaney	10%	Section 177 Highways Act 1980	Statutory Discretionary	
Application for permission to overcall the highway with construction equipment (not cranes - covered elsewhere)	295.10		295.10			324.60		324.60			Jan Slaney	10%	Section 177 Highways Act 1980	Statutory Discretionary	
Application to change a structure projecting over or under the highway (additional charges per 21. Tables & Chairs on the Highway licence (please note planning permission is likely to be needed))	65.10		65.10			71.60		71.60			Jan Slaney	10%	Section 177 Highways Act 1980	Statutory Discretionary	
Issue of licence (subject to successful application)	541.00		541.00	373.00	168.00	541.00		541.00	373.00	168.00	Emma Phasey	0%	S 32, London Local Authorities Act 1990	Statutory Discretionary	Non Executive Licensing - Council Approval Required
Annual renewal of licence (subject to successful application)	541.00		541.00	373.00	168.00	541.00		541.00	373.00	168.00	Emma Phasey	0%	S 32, London Local Authorities Act 1990	Statutory Discretionary	
Pavement Licence	100.00		100.00	100.00		100.00		100.00	100.00		Emma Phasey	0%	S 1, Building and Planning Act 2020	Statutory Discretionary	
<b>22. Adding or changing a name of an existing property or address (exempt VAT)</b>											Jan Slaney				
A charge to make amendments to the National Land and Property Gazetteer											Jan Slaney				
Minimum charge (up to one hour of officer time)	68.60		68.60			75.50		75.50			Jan Slaney	10%	S93 - Local Government Act / Localism Act 2011	Discretionary	
Any period of time in excess of one hour to the nearest half an hour (hourly rate shown)	115.50		115.50			127.10		127.10			Jan Slaney	10%	S93 - Local Government Act / Localism Act 2011	Discretionary	
<b>41. Condemnation Certificate for Food Considered Unfit for Human Consumption (outside scope of VAT)</b>											Emma Phasey				
The fee is per half hour. The fee reflects the cost of undertaking the service with two officer visits.	161.80		161.80			178.00		178.00			Emma Phasey	10%	s45 Food Safety Act 1990	Statutory Discretionary	
<b>42. Amendments to Registers (outside scope of VAT)</b>											Emma Phasey				
Where a fee can be charged, the fee reflects the cost of undertaking the service	72.00		72.00			79.20		79.20			Emma Phasey	10%	s45 Food Safety Act 1990	Statutory Discretionary	
<b>45. Copies of entries on Public Register</b>											Emma Phasey				
Data Extraction	15.30		15.30			16.80		16.80			Emma Phasey	10%	Data Protection (Charges and Information) Regulations 2018	Discretionary	
Copy charge per A4 page	0.12	0.02	0.15			0.17	0.03	0.20			Emma Phasey	13%	Section 93 Local Government Act 2003 / section 3 Localism Act 2011	Discretionary	
<b>46. Copies of entries on Food Premises Register (exempt VAT)</b>											Emma Phasey				
a) Single entry (up to 100 entries)	14.70		14.70			16.20		16.20			Emma Phasey	10%	S93 - Local Government Act / Localism Act 2011	Discretionary	
b) Part Register (100 entries)	417.90		417.90			459.70		459.70			Emma Phasey	10%	S93 - Local Government Act / Localism Act 2011	Discretionary	
c) Part Register (200 entries)	839.00		839.00			922.90		922.90			Emma Phasey	10%	S93 - Local Government Act / Localism Act 2011	Discretionary	
d) Part/Whole Register	1,394.40		1,394.40			1,533.80		1,533.80			Emma Phasey	10%	S93 - Local Government Act / Localism Act 2011	Discretionary	
<b>47. Environmental Information (regulations)</b>											Emma Phasey				
** Note: Access to this information is in most circumstances free of charge. However reasonable charges can be made for supplying additional information. Charges, where levied, will be chiefly for the copying of documents, officer time to provide more detailed work including, for example the review or preparation of reports, letter, opinions, etc. The Council also receives periodic requests for information, which do not fall under the remit of the above regulations. The same fee is applied to reflect the cost of provision of this service. The charging structure includes the waiver of fees for provision of information to individuals and organisations of a registered charity. In this way the charging structure is not intended to deter such persons or bodies with a genuine interest in the local environment.											Emma Phasey		Reg 8, Environmental Information Regulations 2004	Statutory Discretionary	
Minimum charge:											Emma Phasey				
Allowing one hour of officer time	26.30		26.30			115.00		115.00			Emma Phasey	337%	Reg 8, Environmental Information Regulations 2004	Statutory Discretionary	
Every hour or part hour thereafter	26.30		26.30			115.00		115.00			Emma Phasey	337%	Reg 8, Environmental Information Regulations 2004	Statutory Discretionary	
Fees for copies:											Emma Phasey				
A4 photocopy (where copying has to be put out to a commercial company, fees are the commercial copy costs plus any costs to the council)	0.11	0.02	0.14			0.12	0.02	0.15			Emma Phasey	7%	Reg 8, Environmental Information Regulations 2004	Statutory Discretionary	
<b>48. Health, Safety and Environmental Information per hour or part hour</b>											Emma Phasey				
Provision of a statement of fact or provision of information with regard to civil/statutory investigations undertaken by the Council. The Health & Safety at work act permits a fee to be charged for the provision of this information	102.90		102.90			115.20		115.20			Emma Phasey	12%	S 57, Health & Safety at Work Act 1974	Statutory Discretionary	
<b>49. Immigration Employment Requests</b>											Emma Phasey				
** Note: The service (principally food team) receives an increasing number of requests from business that are seeking immigration clearance for employees entering the UK for employment purposes. The request requires official notification that the business is registered and or licensed with the council and is trading within its area.											Emma Phasey				
Standard Fee	107.50		107.50			115.00		115.00			Emma Phasey	7%	S93 - Local Government Act / Localism Act 2011	Discretionary	
Every hour or part hour thereafter if visits required	107.50		107.50			115.00		115.00			Emma Phasey	7%	S93 - Local Government Act / Localism Act 2011	Discretionary	
<b>50. Health Certificates</b>											Emma Phasey				
Companies requests for health certificates for foods being exported outside the EC (outside scope of VAT)	139.40		139.40			153.30		153.30			Emma Phasey	10%	S93 - Local Government Act / Localism Act 2011	Discretionary	
<b>51. Service of Hazard Awareness Notice</b>											Emma Phasey				
Charge per hour of work involved	99.00		99.00			115.00		115.00			Emma Phasey	16%	S 49, Housing Act 2004	Statutory Discretionary	
<b>52. Prohibition/Emergency Prohibition Orders</b>											Emma Phasey				
Charge per hour of work involved	99.00		99.00			115.00		115.00			Emma Phasey	16%	S 49, Housing Act 2004	Statutory Discretionary	
<b>55. Local Authority Pollution Control</b>											Emma Phasey				
<b>55a. Application Fee</b>											Emma Phasey				Non Executive Licensing - Council Approval Required
Standard Process	1,579.00		1,579.00			1,642.20		1,642.20			Emma Phasey	4%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Additional fee for operating without a permit	1,137.00		1,137.00			1,182.50		1,182.50			Emma Phasey	4%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
PVRI, SWOBs and Dry Cleaners Reduced Fee Activities	148.00		148.00			155.40		155.40			Emma Phasey	5%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
PVR I & II combined	246.00		246.00			255.80		255.80			Emma Phasey	4%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Other Reduced Fee Activities	346.00		346.00			363.30		363.30			Emma Phasey	5%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Reduced fee activities: Additional fee for operating without a permit	68.00		68.00			70.70		70.70			Emma Phasey	4%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Standard Mobile Plant for the 1 <sup>st</sup> & 2 <sup>nd</sup> applications	1,579.00		1,579.00			1,642.20		1,642.20			Emma Phasey	4%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
For the 3 <sup>rd</sup> to 7 <sup>th</sup> applications	943.00		943.00			980.70		980.70			Emma Phasey	4%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
For the 8 <sup>th</sup> and subsequent applications	477.00		477.00			491.30		491.30			Emma Phasey	3%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Where an application for any of the above is for a combined Part B and waste application, add an extra £297 to the above amounts						279.00		279.00			Emma Phasey	7%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	

	Agreed charges 2022/23					Proposed charges 2023/24					2023/24		13/02/23 14:32		
	Basic	VAT	Total	Administration Fee	Management and Enforcement Fee	Basic	VAT	Total	Administration Fee	Management and Enforcement Fee	Budget Manager	% change	Legislation giving power to charge	Basis for charging	For Noting only/Non Cabinet Approval
<b>55b. Annual Subsistence Charge</b>											Emma Phasey				
Standard process Low	739.00		739.00			768.60		768.60			Emma Phasey	4%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Additional amounts charged where a permit is for a combined Part B and waste installation	99.00		99.00			104.00		104.00			Emma Phasey	5%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Standard process Medium	1,111.00		1,111.00			1,166.60		1,166.60			Emma Phasey	5%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Additional amounts charged where a permit is for a combined Part B and waste installation	149.00		149.00			156.50		156.50			Emma Phasey	5%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Standard process High	1,672.00		1,672.00			1,738.90		1,738.90			Emma Phasey	4%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Additional amounts charged where a permit is for a combined Part B and waste installation	198.00		198.00			207.90		207.90			Emma Phasey	5%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Reduced fee activities Low	76.00		76.00			79.00		79.00			Emma Phasey	4%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Reduced fee activities Med	151.00		151.00			158.60		158.60			Emma Phasey	5%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Reduced fee activities High	227.00		227.00			236.10		236.10			Emma Phasey	4%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
PVR I & II combined Low	108.00		108.00			113.40		113.40			Emma Phasey	5%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
PVR I & II combined Medium	216.00		216.00			226.80		226.80			Emma Phasey	5%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
PVR I & II combined High	326.00		326.00			342.30		342.30			Emma Phasey	5%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Other Reduced Fee Activities Low	218.00		218.00			228.90		228.90			Emma Phasey	5%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Other Reduced Fee Activities Medium	349.00		349.00			366.50		366.50			Emma Phasey	5%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Other Reduced Fee Activities High	524.00		524.00			550.20		550.20			Emma Phasey	5%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Standard Mobile Plant 1st & 2nd permits Low	618.00		618.00			624.20		624.20			Emma Phasey	1%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Standard Mobile Plant 1st & 2nd permits Medium	989.00		989.00			1,038.50		1,038.50			Emma Phasey	5%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Standard Mobile Plant 1st & 2nd permits High	1,484.00		1,484.00			1,558.20		1,558.20			Emma Phasey	5%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Standard Mobile Plant 3rd to 7th permits Low	368.00		368.00			386.40		386.40			Emma Phasey	5%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Standard Mobile Plant 3rd to 7th permits Medium	590.00		590.00			619.50		619.50			Emma Phasey	5%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Standard Mobile Plant 3rd to 7th permits High	884.00		884.00			928.20		928.20			Emma Phasey	5%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Standard Mobile Plant 8th and subsequent permits Low	189.00		189.00			190.90		190.90			Emma Phasey	1%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Standard Mobile Plant 8th and subsequent permits Medium	302.00		302.00			314.10		314.10			Emma Phasey	4%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Standard Mobile Plant 8th and subsequent permits High	453.00		453.00			471.10		471.10			Emma Phasey	4%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Late payment fee	50.00		50.00			52.00		52.00			Emma Phasey	4%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Where a Part B installation is subject to reporting under the E-PRTR Regulation, add an extra £99 to the above amounts	0.00		0.00			104.00		104.00			Emma Phasey	4%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016		
<b>55c Transfer and Surrender</b>											Emma Phasey				
Standard process transfer	162.00		162.00			169.00		169.00			Emma Phasey	4%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Standard process partial transfer	476.00		476.00			497.00		497.00			Emma Phasey	4%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
New operator at low risk reduced fee activity (extra one-off subsistence charge)	75.00		75.00			78.00		78.00			Emma Phasey	4%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Reduced fee activities: partial transfer	45.00		45.00			47.00		47.00			Emma Phasey	4%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
<b>55d Temporary Transfer for mobiles</b>											Emma Phasey				
First transfer	51.00		51.00			53.00		53.00			Emma Phasey	4%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Repeat following enforcement or warning	51.00		51.00			53.00		53.00			Emma Phasey	4%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
<b>55e Substantial Changes s10 &amp; s11</b>											Emma Phasey				
Standard Process	1,005.00		1,005.00			1,050.00		1,050.00			Emma Phasey	4%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Standard process where the substantial change results in a new PPC activity	1,579.00		1,579.00			1,650.00		1,650.00			Emma Phasey	4%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Reduced Fee Activities	98.00		98.00			102.00		102.00			Emma Phasey	4%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
<b>55f LA-IPPC Fees &amp; Charge (Local Authority Integrated Pollution, prevention and control.)</b>											Emma Phasey				
Application	3,218.00		3,218.00			3,218.00		3,218.00			Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Additional fee for operating without a permit	1,137.00		1,137.00			1,137.00		1,137.00			Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Annual Subsistence Low Risk	1,384.00		1,384.00			1,384.00		1,384.00			Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Annual Subsistence Medium Risk	1,541.00		1,541.00			1,541.00		1,541.00			Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Annual Subsistence High Risk	2,233.00		2,233.00			2,233.00		2,233.00			Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Substantial Variation	1,309.00		1,309.00			1,309.00		1,309.00			Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Transfer	225.00		225.00			225.00		225.00			Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Partial Transfer	668.00		668.00			668.00		668.00			Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	
Surrender	668.00		668.00			668.00		668.00			Emma Phasey	0%	Regulation 66, Environmental Permitting (England and Wales) Regulations 2016	Statutory Discretionary	

	Agreed charges 2022/23					Proposed charges 2023/24					2023/24		13/02/23 14:32		
	Basic	VAT	Total	Administration Fee	Management and Enforcement Fee	Basic	VAT	Total	Administration Fee	Management and Enforcement Fee	Budget Manager	% change	Legislation giving power to charge	Basis for charging	For Noting only/Non Cabinet Approval
<b>56. Application for a new premises or club premises licence or to vary a premises or a club premises licence</b>															
Non domestic Rateable Value Band															Non Executive Licensing - Council Approval Required
Band A	100.00		100.00			100.00		100.00			Emma Phasey	0%	Regulation 4 & Schedule 2, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Band B	190.00		190.00			190.00		190.00			Emma Phasey	0%	Regulation 4 & Schedule 2, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Band C	315.00		315.00			315.00		315.00			Emma Phasey	0%	Regulation 4 & Schedule 2, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Band D	450.00		450.00			450.00		450.00			Emma Phasey	0%	Regulation 4 & Schedule 2, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Band E	635.00		635.00			635.00		635.00			Emma Phasey	0%	Regulation 4 & Schedule 2, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
<b>57. Application fee for Premises exclusively or primarily in the business of selling alcohol for consumption on the premises</b>															Non Executive Licensing - Council Approval Required
Band D	900.00		900.00			900.00		900.00			Emma Phasey	0%	Regulation 4 & Schedule 2, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Band E	1,905.00		1,905.00			1,905.00		1,905.00			Emma Phasey	0%	Regulation 4 & Schedule 2, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
<b>58. Annual renewal fee for premises or club premises licence</b>															Non Executive Licensing - Council Approval Required
Band A	70.00		70.00			70.00		70.00			Emma Phasey	0%	Regulation 5 and Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Band B	180.00		180.00			180.00		180.00			Emma Phasey	0%	Regulation 5 and Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Band C	295.00		295.00			295.00		295.00			Emma Phasey	0%	Regulation 5 and Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Band D	320.00		320.00			320.00		320.00			Emma Phasey	0%	Regulation 5 and Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Band E	350.00		350.00			350.00		350.00			Emma Phasey	0%	Regulation 5 and Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
<b>58A. Annual renewal fee for Premises exclusively or primarily in the business of selling alcohol for consumption on the premises</b>															
Band D	640.00		640.00			640.00		640.00			Emma Phasey	0%	Regulation 5 and Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Band E	1,050.00		1,050.00			1,050.00		1,050.00			Emma Phasey	0%	Regulation 5 and Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
<b>59. Exceptionally large events</b>															Non Executive Licensing - Council Approval Required
Number in attendance at any one time															
5,000 to 9,999	1,000.00		1,000.00			1,000.00		1,000.00			Emma Phasey	0%	Regulation 4 & Schedule 3, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
10,000 to 14,999	2,000.00		2,000.00			2,000.00		2,000.00			Emma Phasey	0%	Regulation 4 & Schedule 3, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
15,000 to 19,999	4,000.00		4,000.00			4,000.00		4,000.00			Emma Phasey	0%	Regulation 4 & Schedule 3, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
20,000 to 29,999	8,000.00		8,000.00			8,000.00		8,000.00			Emma Phasey	0%	Regulation 4 & Schedule 3, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
30,000 to 39,999	16,000.00		16,000.00			16,000.00		16,000.00			Emma Phasey	0%	Regulation 4 & Schedule 3, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
40,000 to 49,999	24,000.00		24,000.00			24,000.00		24,000.00			Emma Phasey	0%	Regulation 4 & Schedule 3, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
50,000 to 59,999	32,000.00		32,000.00			32,000.00		32,000.00			Emma Phasey	0%	Regulation 4 & Schedule 3, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
60,000 to 69,999	40,000.00		40,000.00			40,000.00		40,000.00			Emma Phasey	0%	Regulation 4 & Schedule 3, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
70,000 to 79,999	48,000.00		48,000.00			48,000.00		48,000.00			Emma Phasey	0%	Regulation 4 & Schedule 3, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
80,000 to 89,999	56,000.00		56,000.00			56,000.00		56,000.00			Emma Phasey	0%	Regulation 4 & Schedule 3, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
90,000 and over	64,000.00		64,000.00			64,000.00		64,000.00			Emma Phasey	0%	Regulation 4 & Schedule 3, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
<b>60. Personal Licences, Temporary Events &amp; Other Fees</b>															Non Executive Licensing - Council Approval Required
Application for a grant of personal licence	37.00		37.00			37.00		37.00			Emma Phasey	0%	Regulation 8 & Schedule 6, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Theft, loss etc. of premises licence or summary	10.50		10.50			10.50		10.50			Emma Phasey	0%	Regulation 8 & Schedule 6, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Application for a provisional statement where premises being built etc	315.00		315.00			315.00		315.00			Emma Phasey	0%	Regulation 8 & Schedule 6, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Notification of change of name or address	10.50		10.50			10.50		10.50			Emma Phasey	0%	Regulation 8 & Schedule 6, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Application to vary licence to specify individual as premises supervisor	23.00		23.00			23.00		23.00			Emma Phasey	0%	Regulation 8 & Schedule 6, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Application for transfer of premises licence	23.00		23.00			23.00		23.00			Emma Phasey	0%	Regulation 8 & Schedule 6, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Interim authority notice following death etc of licence holder	23.00		23.00			23.00		23.00			Emma Phasey	0%	Regulation 8 & Schedule 6, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Theft, loss etc of certificate or summary	10.50		10.50			10.50		10.50			Emma Phasey	0%	Regulation 8 & Schedule 6, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Notification of change of name or alteration of rules of club	10.50		10.50			10.50		10.50			Emma Phasey	0%	Regulation 8 & Schedule 6, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Change of relevant registered address of club	10.50		10.50			10.50		10.50			Emma Phasey	0%	Regulation 8 & Schedule 6, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Temporary Event Notice	21.00		21.00			21.00		21.00			Emma Phasey	0%	Regulation 8 & Schedule 6, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Theft, loss etc of temporary event notice	10.50		10.50			10.50		10.50			Emma Phasey	0%	Regulation 8 & Schedule 6, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Theft, loss etc of personal licence	10.50		10.50			10.50		10.50			Emma Phasey	0%	Regulation 8 & Schedule 6, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Duty to notify change of name or address	10.50		10.50			10.50		10.50			Emma Phasey	0%	Regulation 8 & Schedule 6, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Right of freeholder etc to be notified of licensing matters	21.00		21.00			21.00		21.00			Emma Phasey	0%	Regulation 8 & Schedule 6, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
<b>61. Gambling Act 2005</b>															Non Executive Licensing - Council Approval Required
Betting Premises (Other) Licence Application															
- New	3,000.00		3,000.00			3,000.00		3,000.00			Emma Phasey	0%	Regulation 5 & Schedule 1	Statutory Prescribed	
- Annual fee	600.00		600.00			600.00		600.00			Emma Phasey	0%	Regulation 8 & Schedule 1	Statutory Prescribed	

	Agreed charges 2022/23				Proposed charges 2023/24					2023/24		13/02/23 14:32			
	Basic	VAT	Total	Administration Fee	Management and Enforcement Fee	Basic	VAT	Total	Administration Fee	Management and Enforcement Fee	Budget Manager	% change	Legislation giving power to charge	Basis for charging	For Noting only/Non Cabinet Approval
- Variation	1,500.00		1,500.00			1,500		1,500			Emma Phasey	0%	Regulation 11 & Schedule 1	Statutory Prescribed	
- Transfer	1,200.00		1,200.00			1,200		1,200			Emma Phasey	0%	Regulation 12 & Schedule 1	Statutory Prescribed	
<b>62. Bingo Premises Licence</b>															
- New	3,500.00		3,500.00			3,500		3,500			Emma Phasey	0%	Gambling (Premises Licence Fees) (Eng & Wales) Regs 2007	Statutory Prescribed	Non Executive Licensing - Council Approval Required
- Annual fee	1,000.00		1,000.00			1,000		1,000			Emma Phasey	0%	Regulation 5 & Schedule 1	Statutory Prescribed	
- Variation	1,750.00		1,750.00			1,750		1,750			Emma Phasey	0%	Regulation 11 & Schedule 1	Statutory Prescribed	
- Transfer	1,200.00		1,200.00			1,200		1,200			Emma Phasey	0%	Regulation 12 & Schedule 1	Statutory Prescribed	
<b>62A. Adult Gaming Centres</b>															
- New	2,000.00		2,000.00			2,000.00		2,000.00			Emma Phasey	0%	The Gambling (Premises Licence Fees) (England & Wales) Regulations 2007	Statutory Prescribed	
- Annual fee	1,000.00		1,000.00			1,000.00		1,000.00			Emma Phasey	0%	Regulation 5 & Schedule 1	Statutory Prescribed	
- Variation	1,000.00		1,000.00			1,000.00		1,000.00			Emma Phasey	0%	Regulation 8 & Schedule 1	Statutory Prescribed	
- Transfer	1,200.00		1,200.00			1,200.00		1,200.00			Emma Phasey	0%	Regulation 11 & Schedule 1	Statutory Prescribed	
											Emma Phasey	0%	Regulation 12 & Schedule 1	Statutory Prescribed	
<b>62B. Gaming Machines &amp; Lotteries</b>															
Small Society Lotteries application for a new licence	40.00		40.00			40.00		40.00			Emma Phasey	0%	Regulation 3 Small Society Lotteries (Registration of Non-Commercial Societies) Regulations 2007	Statutory Prescribed	
Small Society Lotteries annual fee	20.00		20.00			20.00		20.00			Emma Phasey	0%	Regulation 5 Small Society Lotteries (Registration of Non-Commercial Societies) Regulations 2007	Statutory Prescribed	
Notification of gaming machines in alcohol licensed premises	50.00		50.00			50.00		50.00			Emma Phasey	0%	Regulation 3 Gaming Machines in Alcohol Licensed Premises (Notification Fees) (England and Wales) Regulations 2007	Statutory Prescribed	
Notification of more than two machines	100.00		100.00			100.00		100.00			Emma Phasey	0%	Regulation 3 Gaming Machines in Alcohol Licensed Premises (Notification Fees) (England and Wales) Regulations 2007	Statutory Prescribed	
Annual fee	50.00		50.00			50.00		50.00			Emma Phasey	0%	Regulation 5 Gambling Act 2005 (Licensed Premises Gaming Machine Permits) (England and Wales) Regulations 2007	Statutory Prescribed	
Club Gaming Permits	200.00		200.00			200.00		200.00			Emma Phasey	0%	Regulation 8 Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007	Statutory Prescribed	
Annual Fee	50.00		50.00			50.00		50.00			Emma Phasey	0%	Regulation 12 Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007	Statutory Prescribed	
Club Machine Permits	100.00		100.00			100.00		100.00			Emma Phasey	0%	Regulation 8 Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007	Statutory Prescribed	
Annual fee	50.00		50.00			50.00		50.00			Emma Phasey	0%	Regulation 12 Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007	Statutory Prescribed	
<b>67. Annual renewal fees for large events</b>															
76a LA 2003 Premises/Clubs											Emma Phasey				Non Executive Licensing - Council Approval Required
Additional annual fees for capacities 5000 - 9999	500.00		500.00			500.00		500.00			Emma Phasey	0%	Regulation 5(4) & Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Additional annual fees for capacities 10000 - 14999	1,000.00		1,000.00			1,000.00		1,000.00			Emma Phasey	0%	Regulation 5(4) & Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Additional annual fees for capacities 15000 - 19999	2,000.00		2,000.00			2,000.00		2,000.00			Emma Phasey	0%	Regulation 5(4) & Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Additional annual fees for capacities 20000 - 29999	4,000.00		4,000.00			4,000.00		4,000.00			Emma Phasey	0%	Regulation 5(4) & Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Additional annual fees for capacities 30000 - 39999	8,000.00		8,000.00			8,000.00		8,000.00			Emma Phasey	0%	Regulation 5(4) & Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Additional annual fees for capacities 40000 - 49999	12,000.00		12,000.00			12,000.00		12,000.00			Emma Phasey	0%	Regulation 5(4) & Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Additional annual fees for capacities 50000 - 59999	16,000.00		16,000.00			16,000.00		16,000.00			Emma Phasey	0%	Regulation 5(4) & Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Additional annual fees for capacities 60000 - 69999	20,000.00		20,000.00			20,000.00		20,000.00			Emma Phasey	0%	Regulation 5(4) & Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Additional annual fees for capacities 70000 - 79999	24,000.00		24,000.00			24,000.00		24,000.00			Emma Phasey	0%	Regulation 5(4) & Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Additional annual fees for capacities 80000 - 89999	28,000.00		28,000.00			28,000.00		28,000.00			Emma Phasey	0%	Regulation 5(4) & Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Additional annual fees for capacities 90000 and over	32,000.00		32,000.00			32,000.00		32,000.00			Emma Phasey	0%	Regulation 5(4) & Schedule 5, Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
<b>68. Special Treatments</b>															
Grant of a new licence											Emma Phasey				Non Executive Licensing - Council Approval Required
Band A - Ear piercing only	235.00		235.00	135.00	100.00	258.00		258.00	158.00	100.00	Emma Phasey	10%	s.7(6) London Local Authorities Act 1991	Statutory Discretionary	
Band B - Aromatherapy, body massage, Champissage (Indian Head massage), Fairbairn therapy/Tangent therapy, facials (basic only), Thermo auricular therapy (Hopi ear candles), holistic/remedial/therapeutic massage, infra red, manicure (NOT NAIL EXTENSION), Marma therapy, Metamorphic Technique, pedicure, Polarity therapy, Qi Gong, Reiki, Reflexology, Shiatsu, Sports massage, Thai massage and all treatments in Band A.	461.00		461.00	361.00	100.00	507.00		507.00	407.00	100.00	Emma Phasey	10%	s.7(6) London Local Authorities Act 1991	Statutory Discretionary	
Band B (Domestic) - Aromatherapy, body massage, Champissage (Indian Head massage), Fairbairn therapy/Tangent therapy, facials (basic only), Thermo auricular therapy (Hopi ear candles), holistic/remedial/therapeutic massage, infra red, manicure (NOT NAIL EXTENSION), Marma therapy, Metamorphic Technique, pedicure, Polarity therapy, Qi Gong, Reiki, Reflexology, Shiatsu, Sports massage, Thai massage and all treatments in Band A.	210.00		210.00	110.00	100.00	231.00		231.00	131.00	100.00	Emma Phasey	10%	s.7(6) London Local Authorities Act 1991	Statutory Discretionary	
Band C - Acupressure, Acupuncture, Bowen Technique, Colour therapy, Electrolysis, Advance electrolysis, Endermologie, Faradism, Foot Detox, Galvanism, Gyrotary Massage - GS, High Frequency, Korean Hand Therapy, Manual lymphatic drainage, Micro current therapy (non surgical face lifts), Micropigmentation (Semi Permanent Makeup), Moxibustion, Nail extensions, NAEI, Reflexology, Sclerotherapy, Stone therapy, Trichology, Tui-na, Ultra sonic and all treatments in Band A and B.	705.00		705.00	580.00	125.00	775.50		775.50	650.50	125.00	Emma Phasey	10%	s.7(6) London Local Authorities Act 1991	Statutory Discretionary	
Band C (Domestic) - Acupressure, Acupuncture, Bowen Technique, Colour therapy, Electrolysis, Advance electrolysis, Endermologie, Faradism, Foot Detox, Galvanism, Gyrotary Massage - GS, High Frequency, Korean Hand Therapy, Manual lymphatic drainage, Micro current therapy (non surgical face lifts), Micropigmentation (Semi Permanent Makeup), Moxibustion, Nail extensions, NAEI, Reflexology, Sclerotherapy, Stone therapy, Trichology, Tui-na, Ultra sonic and all treatments in Band A and B.	320.00		320.00	210.00	110.00	352.00		352.00	242.00	110.00	Emma Phasey	10%	s.7(6) London Local Authorities Act 1991	Statutory Discretionary	
Band D - Body piercing, beading, Bio Skin Jetting, Tattooing, Tattoo removal, Steam & Sauna Baths, Spa, Jacuzzi, Floatation tank, Hydrotherapy, Thalassotherapy & Ultra violet Tanning (Sun beds) and all treatments in Band A, B & C.	930.00		930.00	795.00	135.00	1,023.00		1,023.00	923.00	100.00	Emma Phasey	10%	s.7(6) London Local Authorities Act 1991	Statutory Discretionary	
Band D (Domestic) - Body piercing, beading, Bio Skin Jetting, Tattooing, Tattoo removal, Steam & Sauna Baths, Spa, Jacuzzi, Floatation tank, Hydrotherapy, Thalassotherapy & Ultra violet Tanning (Sun beds) and all treatments in Band A, B & C.	420.00		420.00	310.00	110.00	462.00		462.00	352.00	110.00	Emma Phasey	10%	s.7(6) London Local Authorities Act 1991	Statutory Discretionary	
Band E - Laser and intense pulse light treatments	800.00		800.00	670.00	130.00	880.00		880.00	750.00	130.00	Emma Phasey	10%	s.7(6) London Local Authorities Act 1991	Statutory Discretionary	
Band E (Domestic) - Laser and intense pulse light treatments	800.00		800.00	670.00	130.00	880.00		880.00	750.00	130.00	Emma Phasey	10%	s.7(6) London Local Authorities Act 1991	Statutory Discretionary	
Variation of licence	105.00		105.00			115.00		115.00			Emma Phasey	10%	s.7(6) London Local Authorities Act 1991	Statutory Discretionary	
<b>69. Pet Shops</b>															
New/variation for selling of animals (pets shops etc)	480.00		480.00	380.00	100.00	688.00		688.00	450.00	238.00	Emma Phasey	43%	Regulation 13 Animal Welfare (Licensing of Activities Involving Animals) England Regulations 2018	Statutory Discretionary	Non Executive Licensing - Council Approval Required

	Agreed charges 2022/23					Proposed charges 2023/24					2023/24		13/02/23 14:32		
	Basic	VAT	Total	Administration Fee	Management and Enforcement Fee	Basic	VAT	Total	Administration Fee	Management and Enforcement Fee	Budget Manager	% change	Legislation giving power to charge	Basis for charging	For Noting only/Non Cabinet Approval
Renewal for selling of animals (pets shops etc)	0.00		0.00	0.00	0.00	604.00		604.00	366.00	238.00	Emma Phasey	NEW			
reassessment of star rating visit	200.00		200.00	200.00		250.00		250.00	250.00		Emma Phasey	25%	Regulation 13 Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
Note: Plus fee for approved veterinary or other specialist inspection, fee structure aligned to Department of Business Innovation & Skills Guidance											Emma Phasey		Regulation 13 Animal Welfare (Licensing of Activities involving animals) England Regulations 2018		
<b>70. Sex Entertainment Venue</b>											Emma Phasey				Non Executive Licensing - Council Approval Required
Annual Licence New Grant	4,870.00		4,870.00	2,000.00	2,870.00	5,357.00		5,357.00	2,487.00	2,870.00	Emma Phasey	10%	Local Government Miscellaneous Provisions Act 1982, Part II, Sched 3, Para 19.	Statutory Discretionary	
Renewal	4,015.00		4,015.00	2,000.00	2,015.00	4,417.00		4,417.00	2,217.00	2,200.00	Emma Phasey	10%	Local Government Miscellaneous Provisions Act 1982, Part II, Sched 3, Para 19.	Statutory Discretionary	
Variation (in combination with renewal)	1,314.50		1,314.50	1,314.50		1,446.00		1,446.00	1,446.00		Emma Phasey	10%	Local Government Miscellaneous Provisions Act 1982, Part II, Sched 3, Para 19.	Statutory Discretionary	
Variation (mid term)	2,494.80		2,494.80	2,494.80		2,744.00		2,744.00	2,744.00		Emma Phasey	10%	Local Government Miscellaneous Provisions Act 1982, Part II, Sched 3, Para 19.	Statutory Discretionary	
Transfer	860.00		860.00	860.00		946.00		946.00	946.00		Emma Phasey	10%	Local Government Miscellaneous Provisions Act 1982, Part II, Sched 3, Para 19.	Statutory Discretionary	
<b>71. Sex Shops</b>											Emma Phasey				Non Executive Licensing - Council Approval Required
Initial application	2,829.00		2,829.00	1,829.00	1,000.00	3,112.00		3,112.00	2,000.00	1,112.00	Emma Phasey	10%	Local Government Miscellaneous Provisions Act 1982, Part II, Sched 3, Para 19.	Statutory Discretionary	
Renewal	1,440.00		1,440.00	440.00	1,000.00	1,584.00		1,584.00	750.00	834.00	Emma Phasey	10%	Local Government Miscellaneous Provisions Act 1982, Part II, Sched 3, Para 19.	Statutory Discretionary	
Application to transfer a sex shop licence	708.00		708.00	708.00		779.00		779.00	779.00		Emma Phasey	10%	Local Government Miscellaneous Provisions Act 1982, Part II, Sched 3, Para 19.	Statutory Discretionary	
<b>72. Breeding Establishments for Dogs (NOT USED)</b>											Emma Phasey				Non Executive Licensing - Council Approval Required
<b>74. Immigration Inspections (outside scope of VAT)</b>											Emma Phasey				Non Executive Licensing - Council Approval Required
** Note: The Council responding to requests, provides a letter to the British High Commission in respect of accommodation being fit for purpose.											Emma Phasey				
Inspection of property and provision of report for immigration purposes (within 10 working days).	185.90		185.90	185.90		205.00		205.00	205.00		Emma Phasey	10%	S93 - Local Government Act / Localism Act 2011	Discretionary	
Inspection of property and provision of report for immigration purposes (within 3 working days).	266.70		266.70	266.70		294.00		294.00	294.00		Emma Phasey	10%	S93 - Local Government Act / Localism Act 2011	Discretionary	
<b>75. Scrap Metal and Salvage (outside scope of VAT)</b>											Emma Phasey				Non Executive Licensing - Council Approval Required
Scrap Metal dealers site licence/renewal	637.00		637.00	400.00	237.00	701.00		701.00	401.00	300.00	Emma Phasey	10%	Schedule 1, para 6 Scrap Metal Dealers Act 2013	Statutory Discretionary	
Scrap Metal dealers collectors licence/renewal	355.00		355.00	200.00	155.00	392.00		392.00	200.00	192.00	Emma Phasey	10%	Schedule 1, para 6 Scrap Metal Dealers Act 2013	Statutory Discretionary	
Variation of site licence	555.00		555.00	555.00		611.00		611.00	611.00		Emma Phasey	10%	Schedule 1, para 6 Scrap Metal Dealers Act 2013	Statutory Discretionary	
Variation of site licence (minor variation)	109.00		109.00	109.00		120.00		120.00	120.00		Emma Phasey	10%	Schedule 1, para 6 Scrap Metal Dealers Act 2013	Statutory Discretionary	
Variation of collectors licence	285.00		285.00	285.00		314.00		314.00	314.00		Emma Phasey	10%	Schedule 1, para 6 Scrap Metal Dealers Act 2013	Statutory Discretionary	
Variation of collectors licence (minor variation)	109.00		109.00	109.00		120.00		120.00	120.00		Emma Phasey	10%	Schedule 1, para 6 Scrap Metal Dealers Act 2013	Statutory Discretionary	
<b>76. Highways Enforcement (outside scope of VAT)</b>											Jan slaney				Non Executive Licensing - Council Approval Required
Where a non-licensed skip is found, a retrospective application fee of twice the standard is applied.											Jan slaney				
Skip (per month)	64.10		64.10			70.50		70.50			Jan slaney	10%	Skip licences - Highways Act 1980 s139 and Local Authorities (Transport Charges) Regulations 1998/948 Article 3, 4 and Schedule 1	Statutory Discretionary	
Skip Renewal (per month)	64.10		64.10			70.50		70.50			Jan slaney	10%	Skip licences - Highways Act 1980 s139 and Local Authorities (Transport Charges) Regulations 1998/948 Article 3, 4 and Schedule 1	Statutory Discretionary	
** Note: The deposit required from builders, developers, etc for the positioning of materials on the highway is £200. This deposit is fully or partially refunded, depending on any necessary repairs or reinstatement works. The change reflects increases in costs of works by contractors and protects the council if costs exceed the current amount of the deposit.											Jan slaney		As above		
<b>77. Building Materials on the Highway (outside scope of VAT)</b>											Jan slaney				Non Executive Licensing - Council Approval Required
** Note: Where building material is identified that does not have a permit the council may issue a permit whether or not prosecution is deemed appropriate. The fee for such a 'retrospective' application is twice the initial fee. The fee for a 'retrospective' renewal application is twice the renewal fee. Officers will exercise discretion to make the standard charge where there is evidence that the company genuinely endeavoured to apply for the permit in advance or is a genuine emergency.											Jan slaney				
Deposit (subject to highway damage)	591.20		591.20			650.30		650.30			Jan slaney	10%	Skip licences - Highways Act 1980 s171 and Local Authorities (Transport Charges) Regulations 1998/948 Article 3, 4 and Schedule 1	Statutory Discretionary	
First month	117.10		117.10			128.80		128.80			Jan slaney	10%	Skip licences - Highways Act 1980 s171 and Local Authorities (Transport Charges) Regulations 1998/948 Article 3, 4 and Schedule 1	Statutory Discretionary	
Renewal (per month)	105.50		105.50			116.10		116.10			Jan slaney	10%	Skip licences - Highways Act 1980 s171 and Local Authorities (Transport Charges) Regulations 1998/948 Article 3, 4 and Schedule 1	Statutory Discretionary	
<b>78. Housing of Multiple Occupation</b>											Emma Phasey				Non Executive Licensing - Council Approval Required
HMO Application	1,475.30		1,475.30	1,000.00	475.30	1,623.00		1,623.00	1,000.00	475.30	Emma Phasey	10%	s63(3) and (7) Housing Act 2004	Statutory Discretionary	
HMO Renewal	1,046.90		1,046.90	750.00	296.90	1,150.00		1,150.00	450.00	700.00	Emma Phasey	10%	s63(3) and (7) Housing Act 2004	Statutory Discretionary	
HMO Renewal with material change	1,475.30		1,475.30	1,000.00	475.30	1,623.00		1,623.00	923.00	700.00	Emma Phasey	10%	s63(3) and (7) Housing Act 2004	Statutory Discretionary	
New Application (self contained) (per unit)	304.50		304.50	204.50	100.00	335.00		335.00	204.50	100.00	Emma Phasey	10%	s63(3) and (7) Housing Act 2004	Statutory Discretionary	
Renewal Application (self contained)	217.40		217.40	117.40	100.00	239.00		239.00	117.40	100.00	Emma Phasey	10%	s63(3) and (7) Housing Act 2004	Statutory Discretionary	
Renewal Application (self contained) with material change (per unit)	304.50		304.50	204.50	100.00	335.00		335.00	204.50	100.00	Emma Phasey	10%	s63(3) and (7) Housing Act 2004	Statutory Discretionary	
(a) Selective Licensing											Emma Phasey				
Selective Licensing Application	610.00		610.00	510.00	100.00	671.00		671.00	571.00	100.00	Emma Phasey	10%	s87(3) & (7) Housing Act 2004	Statutory Discretionary	
<b>79. Hypnotism events</b>											Emma Phasey				Non Executive Licensing - Council Approval Required
Capacity (maximum permitted) number of persons up to 2000	359.10		359.10	359.10		384.20		384.20	384.20		Emma Phasey	7%	s2A Hypnotism Act 1952	Statutory Discretionary	
Note: Additional charges for extension of hours beyond 11pm, 10% of scale fee plus 1% for each day of extension. Prices for larger cassettes on application											Emma Phasey		s2A Hypnotism Act 1952	Statutory Discretionary	
<b>80. Animal Boarding Establishment</b>											Emma Phasey				Non Executive Licensing - Council Approval Required
Animal Boarding Establishment (Kennel/Cattery)											Emma Phasey		Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
New/Renewal application Single or combined species	452.00		452.00	312.00	140.00	673.00		673.00	435.00	238.00	Emma Phasey	49%	Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
Renewal application combined species	0.00		0.00			604.00		604.00	366.00	238.00	Emma Phasey	NEW	Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
New application Single species	0.00		0.00			588.00		588.00	350.00	238.00	Emma Phasey	NEW	Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
Renewal application Single species	0.00		0.00			519.00		519.00	281.00	238.00	Emma Phasey	NEW	Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
reassessment of star rating visit	200.00		200.00	200.00		250.00		250.00	250.00		Emma Phasey	25%	Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
Home Boarder											Emma Phasey			Statutory Discretionary	
New/Renewal application	250.00		250.00	150.00	100.00	485.00		485.00	247.00	238.00	Emma Phasey	94%	Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
Renewal application	0.00		0.00			451.00		451.00	213.00	238.00	Emma Phasey	NEW	Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
reassessment of star rating visit	200.00		200.00	200.00		250.00		250.00	250.00		Emma Phasey	25%	Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	

	Agreed charges 2022/23					Proposed charges 2023/24					2023/24		13/02/23 14:32		
	Basic	VAT	Total	Administration Fee	Management and Enforcement Fee	Basic	VAT	Total	Administration Fee	Management and Enforcement Fee	Budget Manager	% change	Legislation giving power to charge	Basis for charging	For Noting only/Non Cabinet Approval
Franchisee arrangers Licence											Emma Phasey			Statutory Discretionary	
New/Renewal application			200.00	200.00				200.00	200.00				Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
New /Renewal application and Assessment of Home boarder Franchisee	200.00		200.00					Discontinued						Statutory Discretionary	
New /Renewal application and Assessment of Home boarder Franchisee	200.00		200.00					Discontinued				0%			
Assessment of a hobby host as part of a franchisee licence	100.00		100.00	100.00		214.00		214.00	214.00		Emma Phasey	114%	Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
reassessment of star rating visit	200.00		200.00	200.00				Discontinued			Emma Phasey	0%	Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
Dog Day Care											Emma Phasey			Statutory Discretionary	
New/Renewal licence inspection	250.00		250.00	200.00	50.00	568.00		568.00	200.00	50.00	Emma Phasey	127%	Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
Renewal application						549.00		549.00			Emma Phasey	New		Statutory Discretionary	
reassessment of star rating visit	200.00		200.00	200.00		250.00		250.00	250.00		Emma Phasey	25%	Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
Dog Breeding Establishment											Emma Phasey				
New applicant vet inspection with kennel units	480.00		480.00			751.60		751.60	513.60	238.00	Emma Phasey	57%	Regulation 12, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
Renewal applicant with kennel units	0.00		0.00			634.00		634.00	396.00	238.00	Emma Phasey	New	Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
New application breeding in a domestic dwelling	0.00		0.00			634.00		634.00	396.00	238.00	Emma Phasey	New	Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
Renewal application breeding in a domestic dwelling	0.00		0.00			482.00		482.00	244.00	238.00	Emma Phasey	New	Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
reassessment of star rating visit	200.00		200.00	200.00		250.00		250.00	250.00		Emma Phasey	25%	Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
All licences											Emma Phasey		Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
Variation to animal welfare licence	50.00		50.00	50.00				Discontinued			Emma Phasey	0%	Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
Transfer to animal welfare licence	50.00		50.00	50.00				Discontinued			Emma Phasey	0%	Regulation 13, Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
<b>81. Dangerous wild animals</b>											Emma Phasey				
<b>Dangerous Wild Animals</b>											Emma Phasey				
New applicant vet inspection commercial / outside premises	325.00		325.00	325.00		548.00		548.00	548.00		Emma Phasey	69%	Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
Renewal applicant vet inspection commercial / outside premises	265.00		265.00	265.00		506.00		506.00	506.00		Emma Phasey	91%	Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
New applicant vet inspection domestic dwelling	250.00		250.00	250.00		499.00		499.00	499.00		Emma Phasey	100%	Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
Renewal applicant vet inspection domestic dwelling	180.00		180.00	180.00		420.00		420.00	420.00		Emma Phasey	133%	Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
DWA on location - 1st hour including travel and report writing	120.00		120.00	120.00				Discontinued			Emma Phasey	0%	Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
DWA on location visit additional charge per hour	50.00		50.00	50.00				Discontinued			Emma Phasey	0%	Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
Complaint Visit 1st hour including travel and report writing	120.00		120.00	120.00				Discontinued			Emma Phasey	0%	Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
Complaint visit additional charge per hour	50.00		50.00	50.00				Discontinued			Emma Phasey	0%	Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
<b>82. Performing Animals</b>											Emma Phasey				
<b>New/Renewal fo performing animals</b>	380.00		380.00	300.00	80.00	465.00		465.00	465.00		Emma Phasey	22%	Regulation 13 Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
Renewal for circus animals for exhibit on location	0.00		0.00			397.00		397.00	397.00		Emma Phasey	New	Regulation 13 Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
<b>83a. Riding Establishments</b>											Emma Phasey				
new renewal for hiring our horses < 15 horses	600.00		600.00	500.00	100.00			Discontinued			Emma Phasey	0%	Regulation 13 Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
new renewal for hiring our horses 15 - 29 horses	700.00		700.00	600.00	100.00			Discontinued			Emma Phasey	0%	Regulation 13 Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
new renewal for hiring our horses Over 30 horses	800.00		800.00	700.00	100.00			Discontinued			Emma Phasey	0%	Regulation 13 Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
<b>83b. Pet Vending/Sale of Pets (NOT USED)</b>											Emma Phasey				Non Executive Licensing - Council Approval Required
<b>84. Scaffolding Licence</b>											Ian Slaney				Non Executive Licensing - Council Approval Required
** Note: The fee for scaffolding found without a licence requiring a 'retrospective' application is twice the initial first month fee. The fee for a 'retrospective' extension to the application is twice the subsequent month fee.											Ian Slaney				
<b>Residential</b>											Ian Slaney				
Up to 10 square metres (first month)	188.00		188.00	141.00	47.00	206.80		206.80	159.80	47.00	Ian Slaney	10%	s.169 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3.4 and Schedule 1	Statutory Discretionary	
10-15 square metres (first month)	216.30		216.30	169.30	47.00	237.90		237.90	190.90	47.00	Ian Slaney	10%	s.169 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3.4 and Schedule 1	Statutory Discretionary	
More than 15 square metres (first month)	267.80		267.80	220.80	47.00	294.60		294.60	247.60	47.00	Ian Slaney	10%	s.169 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3.4 and Schedule 1	Statutory Discretionary	
Up to 10 square metres (subsequent months)	149.10		149.10	102.10	47.00	164.00		164.00	117.00	47.00	Ian Slaney	10%	s.169 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3.4 and Schedule 1	Statutory Discretionary	
10-15 square metres (subsequent months)	171.20		171.20	124.20	47.00	188.30		188.30	141.30	47.00	Ian Slaney	10%	s.169 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3.4 and Schedule 1	Statutory Discretionary	
More than 15 square metres (subsequent months)	216.30		216.30	169.30	47.00	237.90		237.90	190.90	47.00	Ian Slaney	10%	s.169 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3.4 and Schedule 1	Statutory Discretionary	
<b>Commercial</b>											Ian Slaney				
Up to 15 square metres (first month)	216.30		216.30	47.00	169.30	237.90		237.90	68.60	169.30	Ian Slaney	10%	s.169 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3.4 and Schedule 1	Statutory Discretionary	
More than 15 square metres (first month)	255.00		267.80	47.00	220.80	294.60		294.60	73.80	220.80	Ian Slaney	10%	s.169 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3.4 and Schedule 1	Statutory Discretionary	
Up to 15 square metres (subsequent months)	171.20		171.20	47.00	124.20	188.30		188.30	64.10	124.20	Ian Slaney	10%	s.169 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3.4 and Schedule 1	Statutory Discretionary	
More than 15 square metres (subsequent months)	216.30		216.30	47.00	169.30	237.90		237.90	68.60	169.30	Ian Slaney	10%	s.169 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3.4 and Schedule 1	Statutory Discretionary	
Refundable deposit based on the area covered / enclosed by the structure - less than 15 metres squared	590.60		590.60	590.60		649.70		649.70	649.70		Ian Slaney	10%	s.169 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3.4 and Schedule 1	Statutory Discretionary	
Refundable deposit based on the area covered / enclosed by the structure - more than 15 metres squared	1,181.30		1,181.30	1,181.30		1,299.40		1,299.40	1,299.40		Ian Slaney	10%	s.169 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3.4 and Schedule 1	Statutory Discretionary	
Additional charges per hour eg for attending site meeting	105.00		105.00	105.00		115.50		115.50	115.50		Ian Slaney	10%	s.169 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3.4 and Schedule 1	Statutory Discretionary	
<b>85. Hoarding Licence</b>											Ian Slaney				Non Executive Licensing - Council Approval Required
** Note: Where hoarding is identified that does not have a licence the council may issue a licence whether or not prosecution is deemed appropriate. The fee for such a 'retrospective' application is twice the initial first month fee. The fee for a 'retrospective' extension to the application is twice the subsequent month fee. Officers will exercise discretion to make the standard charge where there is evidence that the company genuinely endeavoured to apply for the licence in advance or there was a genuine emergency.											Ian Slaney				

	Agreed charges 2022/23				Proposed charges 2023/24					2023/24		13/02/23 14:32			
	Basic	VAT	Total	Administration Fee	Management and Enforcement Fee	Basic	VAT	Total	Administration Fee	Management and Enforcement Fee	Budget Manager	% change	Legislation giving power to charge	Basis for charging	For Noting only/Non Cabinet Approval
Up to 15 metres in length (first month)	216.30		216.30	169.30	47.00	237.90		237.90	190.90	47.00	Ian Slaney	10%	s.172-3 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
More than 15 metres in length (first month)	255.00		267.80	220.80	47.00	294.60		294.60	247.60	47.00	Ian Slaney	10%	s.172-3 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
Up to 15 metres in length (subsequent months)	171.20		171.20	124.20	47.00	188.30		188.30	141.30	47.00	Ian Slaney	10%	s.172-3 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
More than 15 metres in length (subsequent months)	216.30		216.30	169.30	47.00	237.90		237.90	190.90	47.00	Ian Slaney	10%	s.172-3 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
Refundable deposit based on the area covered / enclosed by the structure - less than 15 metres in length	590.60		590.60	590.60		649.70		649.70	649.70		Ian Slaney	10%	s.172-3 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
Refundable deposit based on the area covered / enclosed by the structure - more than 15 metres in length	1,181.30		1,181.30	1,181.30		1,299.40		1,299.40	1,299.40		Ian Slaney	10%	s.172-3 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
Additional charges per hour eg for attending site meeting	104.00		104.00	104.00		114.40		114.40	114.40		Ian Slaney	10%	s.172-3 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
86. Crane (Lifting Equipment) Licence (NOT USED)											Emma Phasey				Non Executive Licensing - Council Approval Required
Where a non-licensed crane is found, a retrospective application fee of twice the standard is applied											Ian Slaney				
Licence Administration Fee	255.00		267.80	220.80	47.00	294.60		294.60	247.60	47.00	Ian Slaney	10%	s.169/s.179 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
Deposit	590.60		590.60			649.70		649.70			Ian Slaney	10%	s.169/s.179 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
87. Advertising Board Licence											Ian Slaney				Non Executive Licensing - Council Approval Required
Permission for a A1 (637 (width) x 1100 (height) x 800 (depth) mm) size advertising board on the public highway. No other sizes permitted											Ian Slaney				
Permit per year	165.90		165.90	118.90	47.00	182.50		182.50	135.50	47.00	Ian Slaney	10%	s.115F(1) Highways Act 1980	Statutory Discretionary	
Penalty for non compliance under Highways Act 1980 and Planning legislation to recover all costs associated with the removal	cost recovery		cost recovery			cost recovery		cost recovery			Ian Slaney		s.115K(3) Highways Act 1980	Statutory Discretionary	
90. Street Naming and Numbering											Ian Slaney				
Adding alias/name	220.90		230.90			243.00		243.00			Ian Slaney	10%	s.65 Towns Improvement Clauses Act 1847	Statutory Discretionary	
Application for numbering property per property	220.90		230.90			243.00		243.00			Ian Slaney	10%	s.65 Towns Improvement Clauses Act 1847	Statutory Discretionary	
Application for naming a road (applicant choice of name adhering to SNN policy with LFB approval)	£257.46 plus £36.65 per property		£257.46 plus £36.65 per property			£283.20 plus £40.32 per property		£283.20 plus £40.32 per property			Ian Slaney		s.65 Towns Improvement Clauses Act 1847	Statutory Discretionary	
Naming or renaming of house or block of flats (applicants choice of name adhering to SNN Policy and approval of LFB)	220.90		220.90			243.00		243.00			Ian Slaney	10%	s.65 Towns Improvement Clauses Act 1847	Statutory Discretionary	
Naming or renaming of commercial premises (applicants choice of name adhering to SNN Policy and approval of LFB)	220.90		220.90			243.00		243.00			Ian Slaney	10%	s.65 Towns Improvement Clauses Act 1847	Statutory Discretionary	
Numbering: 1 plot	127.60		127.60			140.40		140.40			Ian Slaney	10%	s.65 Towns Improvement Clauses Act 1847	Statutory Discretionary	
Numbering: 2-20 plots	£65.00 per unit		£65.00 per unit			£71.5 per unit		£71.5 per unit			Ian Slaney	10%	s.65 Towns Improvement Clauses Act 1847	Statutory Discretionary	
Numbering: 21-50 plots	£1,287.30+ £25.70 per unit		£1,287.30+ £25.70 per unit			£1,430.00 + £28.27 per unit		£1,430.00 + £28.27 per unit			Ian Slaney	11%	s.65 Towns Improvement Clauses Act 1847	Statutory Discretionary	
Numbering: over 50 plots	£2,066.40 + £19.40 per unit		£2,066.40 + £19.40 per unit			£2,278.01 + £21.34 per unit		£2,278.01 + £21.34 per unit			Ian Slaney	10%	s.65 Towns Improvement Clauses Act 1847	Statutory Discretionary	
Certificate of naming/numbering/historic documents	109.88		109.88			120.88		120.88			Ian Slaney	10%	s.65 Towns Improvement Clauses Act 1847	Statutory Discretionary	
93. Hourly rates for Environmental Health Officers											Emma Phasey				
Relating to enforcement, works in default, serving of statutory notice:											Emma Phasey				
a) Divisional Director per hour or part thereof	277.50		277.50			296.90		296.90			Emma Phasey	7%	SB, Environmental Protection Act 1990	Statutory Discretionary	
b) Service Manager per hour or part thereof	207.90		207.90			222.50		222.50			Emma Phasey	7%	SB, Environmental Protection Act 1990	Statutory Discretionary	
c) Team Leader per hour or part thereof	139.40		139.40			149.20		149.20			Emma Phasey	7%	SB, Environmental Protection Act 1990	Statutory Discretionary	
d) Enforcement Officers	104.00		104.00			115.00		115.00			Emma Phasey	11%	SB, Environmental Protection Act 1990	Statutory Discretionary	
e) Consultation fee for any application permit or licence per hour (min 1 hour)	104.00		104.00			115.00		115.00			Emma Phasey	11%		Discretionary	Will be subject to a charging policy that sets out per hour and part hour
f) Premise consultation per hour (minimum 1 hour)	104.00		104.00			115.00		115.00			Emma Phasey	11%	SB, Environmental Protection Act 1990	Discretionary	
109. Street Trading											Emma Phasey				
Licence Administration fee (Applicable to all Licensing types, including variations and cancellations)	50.00		50.00	0.00	50.00	50.00		50.00	0.00	50.00	Emma Phasey	0%	S 32, London Local Authority Act (1990) as amended	Statutory Discretionary	
Standalone street trading unit licence (e.g. stall)											Emma Phasey				
Up to 7 days (per trader)	21.00		21.00	0.00	21.00	21.00		21.00	0.00	21.00	Emma Phasey	0%	S 32, London Local Authority Act (1990) as amended	Statutory Discretionary	
Up to 2 months (per trader)	206.00		206.00	110.00	96.00	206.00		206.00	110.00	96.00	Emma Phasey	0%	S 32, London Local Authority Act (1990) as amended	Statutory Discretionary	
2 to 6 months (per trader)	458.00		458.00	266.00	192.00	458.00		458.00	266.00	192.00	Emma Phasey	0%	S 32, London Local Authority Act (1990) as amended	Statutory Discretionary	
7 to 12 months (per trader)	633.00		633.00	345.00	288.00	633.00		633.00	345.00	288.00	Emma Phasey	0%	S 32, London Local Authority Act (1990) as amended	Statutory Discretionary	
Market on the footway only	1,491.00		1,491.00	1,092.00	399.00	1,491.00		1,491.00	1,092.00	399.00	Emma Phasey	0%	S 32, London Local Authority Act (1990) as amended	Statutory Discretionary	
Front of Shop Displays (connected with business)- based on a standard single shop front											Emma Phasey		S 32, London Local Authority Act (1990) as amended	Statutory Discretionary	
6 Month Licence	312.00		312.00	218.00	94.00	312.00		312.00	218.00	94.00	Emma Phasey	0%	S 32, London Local Authority Act (1990) as amended	Statutory Discretionary	
1 Year Licence (15% discount)	541.00		541.00	373.00	168.00	541.00		541.00	373.00	168.00	Emma Phasey	0%	S 32, London Local Authority Act (1990) as amended	Statutory Discretionary	

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**COUNCIL**  
**23 FEBRUARY 2023**

**LICENSING AND GENERAL PURPOSES**  
**COMMITTEE**  
**RECOMMENDATION**  
**(8 FEBRUARY 2023)**

**RECOMMENDATION I**

**Revised Statement of Licensing**  
**Policy (Licensing Act 2003)**

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# Licensing and General Purposes Committee (Special)

## Minutes

### 8 February 2023

**Present:**

**Chair:** Councillor Susan Hall

**Councillors:** Dan Anderson Rashmi Kalu  
June Baxter Amir Moshenson  
Ramji Chauhan Phillip O'Dell  
Shahania Choudhury Varsha Parmar  
Matthew Goodwin-Freeman Kanti Rabadia  
Chetna Halai Samir Sumaria

**Absent:** Councillor Dean Gilligan Councillor Maxine Henson

**5. Attendance by Reserve Members**

**RESOLVED:** To note that there were no Reserve Members in attendance.

**6. Declarations of Interest**

**RESOLVED:** To note that there were no declarations of interests.

**Recommended Item**

**7. Revised Statement of Licensing Policy (Licensing Act 2003)**

Members received a report which set out the proposed revised Statement of Licensing Policy.

The officer outlined the content of the report which advised that the Council, in its role as licensing authority for Harrow under the Licensing Act 2003, was required to publish and keep under review a Statement of Licensing Policy.

She advised that the proposed policy before Members contained minor changes to the existing policy including an update to the scheme of delegation, more information in relation to representations and temporary events and the removal and replacement of obsolete terminology and previous organisation names.

Members sought clarification on the amendments as the changes made to the policy could not be clearly seen. The officer advised that the sections on Representations and Temporary Event Notices (TEN) had been expanded and that paragraph 12.6 was an addition to ensure that applicants provided adequate information on the TEN to enable an adequate assessment to be made. The officer undertook to provide Members with a tracked change version of the revised policy so that the amendments made could be clearly seen and noted the comment that some definitions might also be helpful.

In terms of numbers of people permitted to attend a temporary event and the restrictions on the number of TEN an individual could apply for the officer advised that there were restrictions on both the number an individual and the premises could request. The Licensing team would make an assessment using the TEN criteria to determine the number permitted to attend.

A Member commented that there had only been 4 responses received to the public consultation which, given the size of Harrow, was a low response rate. The Member questioned the consultation process and was advised that consultation letters had been sent to licence holders and whilst accepting that the response rate was low this was not uncommon.

In response to a Member's query as to what residents could do if there were concerns about a licensed premises as many of the complaints he received were about this issue, the officer advised the approach taken was set out in the Act. The Licensing Team were focussed on proactive work but did not receive many complaints. She indicated that there may be a need to ensure that there was clear signposting for residents in terms of making complaints. Residents could submit their concerns via a webform which would then be allocated to a Licensing Officer to deal with as soon as possible, but within 5 working days, with an escalation to the police if appropriate.

Following requests from Members, the officer undertook to provide details of the number of licensing applications currently being dealt with, how many were received on annual basis and how many had been closed. The officer advised that there were specific timescales within the Act in terms of applications and these were met by the team. Applications would only be submitted to a Licensing Panel if there were representations that could not be resolved by the team.

**Resolved to RECOMMEND** (unanimously): To Council

That the revised Statement of Licensing Policy be approved.

**COUNCIL**  
**23 FEBRUARY 2023**

**INFORMATION REPORT - DECISIONS TAKEN UNDER  
THE URGENCY PROCEDURE - EXECUTIVE**

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**Report for: Council**

**Date of Meeting:** 23 February 2023

**Subject:** **Information Report - Decisions taken under the Urgency Procedure - Executive**

**Responsible Officer:** Hugh Peart – Monitoring Officer

**Exempt:** No

**Section 1 – Summary and Recommendations**

This report sets out details of decisions taken under the Urgency procedure by the Leader since the meeting of the Council on 24<sup>th</sup> November 2022.

**For Information**

**Report**

In accordance with Committee Procedure Rule 47.6 set out in Part 4 of the Council’s Constitution, any Executive decisions taken as a matter of urgency are reported to the next available meeting of the Council.

Since the Council meeting on 24<sup>th</sup> November 2022, one such decision was taken, the details of which are below:

Subject	Decision Maker	Reason for Urgency
The Mayor of London’s Decision to Extend the Ultra-Low Emission Zone to the London Borough of Harrow	Leader	The report related to the expansion of the Ultra-Low Emission Zone into Harrow and noted that if Legal Proceedings were to be issued, the London Borough of Hillingdon, who are liaising with

		other London Boroughs, requested confirmation of Harrow's intentions by 2 <sup>nd</sup> February 2023. The decision was therefore urgent in order to meet the above deadline.
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As the decision was deemed urgent, the agreement of the Chair of the Overview and Scrutiny Committee was obtained that the decision would not be subject to the call-in procedure.

### **General Exception, Special Urgency and Private Meetings**

In accordance with Rule 17 of the Access to Information Procedure Rules, the Chair of the Overview and Scrutiny Committee agreed that the key decision in relation to the following report to the Leader, which had not been included on the Key Decision Schedule, could be taken:

<b>Subject</b>	<b>Decision Maker</b>	<b>Reason for Urgency</b>
The Mayor of London's Decision to Extend the Ultra-Low Emission Zone to the London Borough of Harrow	Leader	At the time of the publication of the Key Decision Schedule, it was not envisaged that a Leader's Decision meeting would be required, and the decision could not wait until the next scheduled meeting of Cabinet on 16 <sup>th</sup> February 2023.

Since the last report to Council it has been necessary to seek the agreement of the Chair of the Overview and Scrutiny Committee for the Leader to meet in private in order to consider one of the appendices to the above-mentioned report.

### **Contact Details and Background Papers**

Alison Atherton, Senior Professional Democratic Services  
e-mail: [alison.atherton@harrow.gov.uk](mailto:alison.atherton@harrow.gov.uk)

**Background Papers:**  
Council's Constitution

Report considered by the Leader on 1 February 2023