



RUNNYMEDE BOROUGH COUNCIL

REGULATORY COMMITTEE

27 JANUARY 2005

APPENDIX 'A'

DRAFT REVENUE ESTIMATES 2005/06

REGULATORY FUNCTIONS

ANNUAL ESTIMATES 2005/06

1. INTRODUCTION

- 1.1 The report sets out draft estimates for licensing and regulatory functions.

Format of Estimates

- 1.2 As well as the detailed financial estimates, information is given on the service levels and on stated policy aspirations. The aim is to allow Members and other users to compare the level of the budget to qualitative and quantitative output measures.

Council Policy

- 1.3 The Council approved the Financial Forecast for the following five years in October 2004. The Forecast is a key financial planning tool and it sets out the medium term financial strategy of the Council. The Forecast also sets out the financial impact of anticipated changes in budgetary provision at service level.
- 1.4 Members will be aware that the Council faces considerable financial challenges over the next few years. The financial strategy of the Council requires new savings of £964,000 a year being achieved by 2007/08. The Forecast also identifies further savings of £550,000 needed by 2007/08 to avoid the possibility of Council Tax capping. These savings targets are combined with stepped increases in Council Tax.
- 1.5 The Council resolved that Members would identify service areas that should be examined in detail with a view to achieving the savings target. Officers would then be instructed to bring forward reports on the service areas identified. These estimates have been compiled on the basis of approved policy only and do not speculate on further proposals that may be brought forward.
- 1.6 Tables set out in section 5 of this report identify additional spending commitments and new savings identified since the publication of the Forecast.

Staff Costs – Pensions

- 1.7 The Pension Fund actuary has completed his triennial review of the Pension Fund. A full report on the results of the review will be made to the Corporate Management Committee on 3 February. In summary, the Actuary has calculated that the ongoing employers contribution rate will increase to 12.5% of employee's pensionable pay from April 2005. The rate for the previous 3 years was 10.0%. This factor alone will increase the overall salary costs by 2.1%.
- 1.8 The 2005/06 estimates assume a local inflationary pay increase of 3% effective from July 2005. Taken with the additional cost of the employers pension contributions, this increases staff costs by 5.5%. Where appropriate allowance has also been made in the estimates for staff progression through the pay scales awarded via the performance related pay scheme. This means that for some services the cost of staffing in 2005/06 is substantially more than for 2004/05, even though there have been no changes in personnel or staff numbers.

Support Service Costs

- 1.9 The Best Value Accounting Code of Practice requires the cost of overheads to be allocated to those services that use that overhead. To fully comply with these accounting rules, new recharges for Runnymede On-Line (the Council's Website and Internal Intranet) and the Safer Runnymede CCTV equipment have been charged to services for the first time. These allocations do not increase the overall costs of the Council's services, as the corresponding service budgets will reduce by the total of allocations made.

2. REVISED ESTIMATES 2004/05

- 2.1 The revised estimates for 2004/05 have been prepared on a similar basis to the original estimates.
- 2.2 There are no major income or expenditure variations on the original budget during the current year.

3. DRAFT ESTIMATES FOR 2005/06

- 3.1 Basis of Estimates
The draft estimates are presented at estimated 2005/06 prices and, unless a different assumption is appropriate in specific cases, allow for anticipated general price inflation of 2.5% and pay inflation of 3%.

4. FEES AND CHARGES FOR 2005/06

- 4.1 Council Policy
As part of the resolutions that accompanied the approval of the Financial Forecast, the Council also required each Committee to consider increasing the contribution that users make to the cost of services (where it is lawful to do so) when undertaking their next review of fees and charges. The proposals in this section of the report are made in accordance with this resolution.
- 4.2 Licence Fees and Charges
The Council is entitled to recover the full costs of providing all licensing functions, something at present it does not achieve. In an attempt to help meet the Council's savings targets and move towards a position of full recovery of costs of the service from the fees charged, licensing charges were increased substantially in 2004/05. These increases were justified because the Council has become more proactive in visiting premises. In light of the fact that these charges were increased substantially in 2004/05, it is proposed to limit the increases for 2005/06 to inflation only unless otherwise stated below.
- 4.3 Taxi Licensing
Following a report on the introduction of a banding system for Private Hire Operator Licences to the Regulatory Committee in September 2004, charges for Operator Licences were revised with effect from 4 November 2004. It is therefore proposed not to increase these costs in 2005/06.

5. COMPARISON WITH THE FINANCIAL FORECAST

- 5.1 There have been no additional spending commitments or new savings identified since the publication of the Forecast:
- 5.2 The estimate submissions from all service committees will be used to update the Forecast so that Members can monitor progress and adjust the savings target as necessary. A report on this exercise will be made to the meeting of the Corporate Management Committee on 3 February 2005.

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TAXI LICENSING

BUDGET FOR THE YEAR ENDING 31st MARCH 2006

	<u>2003/04</u> Actual £	<u>2004/05</u> Estimate £	<u>2004/05</u> Probable £	<u>2005/06</u> Estimate £
<u>EXPENDITURE</u>				
<u>Employees</u>				
Salaries	29,100	40,900	40,900	45,800
Training and Recruitment	1,014	1,500	1,500	1,500
<u>Premises Related Expenses</u>				
Taxi Bay Rentals, etc	964	2,300	2,300	2,300
<u>Transport Related Expenditure</u>				
Travelling and Subsistence	901	900	900	1,400
<u>Supplies and Services</u>				
Furniture & Equipment	434	1,000	1,000	1,000
General Office Expenses	1,505	1,500	1,500	1,500
Communication and Computing	1,736	1,800	2,100	2,100
Consultants and Fees	16	0	0	0
<u>Support Services</u>				
Financial Services	2,650	2,000	2,000	2,100
Information Technology	5,000	7,000	7,600	7,500
Personnel Services	700	1,000	1,000	1,300
Office Accommodation	6,700	9,600	9,600	10,300
Legal and Admin Services	2,600	2,700	2,700	3,500
Technical Support Services	700	600	600	500
Gross Expenditure	54,020	72,800	73,700	80,800
<u>INCOME</u>				
Taxi Licences	55,268	58,700	58,700	60,500
Gross Income	55,268	58,700	58,700	60,500
Net Expenditure / (Surplus)	(1,248)	14,100	15,000	20,300

TAXI LICENSING

SERVICE DESCRIPTION

Budget Manager:	Head of Environmental Protection - Mr D Speight
Service Function:	Taxi and Private hire vehicle and driver registration and inspection.
Legal Status	Local Government (Miscellaneous Provisions) Acts 1982 (mandatory) and miscellaneous other Acts
Policy Objectives	To meet statutory responsibilities in a cost effective manner. To examine incentives to encourage provision of taxis capable of transporting disabled people. To apply the Best Value Performance Plan approved January 2002.

BUDGET VARIATIONS

	<u>2004/05</u> Probable £	<u>2005/06</u> Estimate £
2004/05 Original Estimate	14,100	14,100
Allowance For Inflation		1,400
<u>Employees</u>		
Increase in the amount of staff time involved in carrying out this service		2,900
Other Net Changes	900	1,900
2004/05 Probable Outturn	15,000	
2005/06 Estimate		20,300

SERVICE STATISTICS

	<u>2003/04</u> Actual	<u>2004/05</u> Estimate	<u>2004/05</u> Probable	<u>2005/06</u> Estimate
Vehicle Licences issued	261	240	262	240
Driver Licences issued	264	240	232	245

OTHER LICENCES

BUDGET FOR THE YEAR ENDING 31st MARCH 2006

	<u>2003/04</u> Actual £	<u>2004/05</u> Estimate £	<u>2004/05</u> Probable £	<u>2005/06</u> Estimate £
<u>EXPENDITURE</u>				
<u>Employees</u>				
Salaries	4,700	5,300	5,300	4,000
<u>Supplies and Services</u>				
General Office Expenses	0	200	200	200
<u>Support Services</u>				
Legal and Admin Services	3,400	4,000	4,000	4,800
Gross Expenditure	8,100	9,500	9,500	9,000
<u>INCOME</u>				
Fees and Licences	6,357	6,300	6,300	6,500
Gross Income	6,357	6,300	6,300	6,500
Net Expenditure / (Surplus)	1,743	3,200	3,200	2,500

OTHER LICENCES

SERVICE DESCRIPTION

Budget Manager:	Head of Environmental Protection - Mr D Speight Committee Section Manager - Mr B. Fleckney (part) **
Service Function:	Licensing of animal welfare licensing; caravan site licensing; Registration under lotteries and amusement legislation **
Legal Status	Local Government (Miscellaneous Provisions) Acts 1982 (mandatory) and miscellaneous other Acts
Policy Objectives	To meet statutory responsibilities in a cost effective manner. To examine incentives to encourage provision of taxis capable of transporting disabled people. To apply the Best Value Performance Plan approved January 2002.

BUDGET VARIATIONS

	<u>2004/05</u> Probable £	<u>2005/06</u> Estimate £
2004/05 Original Estimate	3,200	3,200
Allowance For Inflation		300
<u>Employees</u>		
Reduction in the amount of staff time involved in carrying out this service		(1,600)
Other Net Changes	0	600
2004/05 Probable Outturn	3,200	
2005/06 Estimate		2,500

SERVICE STATISTICS

	<u>2003/04</u> Actual	<u>2004/05</u> Estimate	<u>2004/05</u> Probable	<u>2005/06</u> Estimate
Animal Health Welfare Licences - total issued	15	20	20	20

FEES AND CHARGES

TAXI LICENCES

	2004/05 £	2005/06 £
<u>Taxi and Hackney Carriage Licensing Fees (Outside Scope of VAT)</u>		
Hackney Carriage/Private Hire Vehicle Licence	136.00	140.00
Temporary Hackney Carriage/Private Hire Vehicles for period of 14 days extendable to 28 days when the licence is for a replacement vehicle provided by a specialist company while accident damage repair is carried out on a licensed Hackney Carriage or Private Hire Vehicle.	40.00	45.00
Change of vehicle during the licensing period (i.e. transfer to replacement vehicle for balance of licence period - existing plate must be returned)	75.00	77.00
Change of vehicle licence type during the licensing period (eg. from Hackney Carriage to Private Hire)	75.00	77.00
Change of ownership of a licensed vehicle during the licensing period	75.00	77.00
Change of vehicle registration number during the licensing period (if not part of change of ownership)	75.00	77.00
Hackney Carriage Drivers Licence (New application)	165.00	170.00
Private Hire Drivers Licence (New application)	165.00	170.00
Joint fee for preceding 2 items (New application)	215.00	221.00
Hackney Carriage Drivers Licence (Renewal)	85.00	88.00
Private Hire Drivers Licence (Renewal)	85.00	88.00
Joint Fee for preceding 2 items (Renewal)	125.00	129.00
Change of drivers licence during the licensing period (eg. from Private Hire to Hackney Carriage drivers licence)	65.00	67.00
Private Hire Operators Licence 1 - 5 vehicles	140.00	140.00
Private Hire Operators Licence 6 - 20 vehicles	200.00	200.00
Private Hire Operators Licence 21 - 50 vehicles	260.00	260.00
Private Hire Operators Licence Over 50 vehicles	400.00	400.00
Failure to keep appointment/comply with renewal procedures	45.00	45.00
Charge for self adhesive vehicle licence plate	10.00	10.00
Driver's Badge Deposit	50.00	50.00
Copy of Licence	25.00	25.00
Criminal Records Bureau Check (Set by CRB)	29.00	33.00

Any change of vehicle during the licensing period will be charged at the appropriate vehicle license rate. Credit will not be given for unexpired period of vehicle or drivers licences if the licence is surrendered.

Taxi and Private Hire Vehicles with Disabled Access

The vehicle licence fee in respect of a Hackney Carriage / Private Hire Vehicle converted or acquired and capable of carrying a disabled passenger in a wheelchair is set at £nil for a period of five years from the date of acquisition or conversion until twenty such vehicles are provided.

Where a saloon vehicle licensed either as a Hackney Carriage or Private Hire vehicle is acquired or provided with a swivel passenger seat the licence fee in respect of that vehicle be set at £nil for a period of one year from the date of acquisition or adaptation.

FEES AND CHARGES

OTHER LICENCES

	2004/05 £	2005/06 £
<u>Annual Licence Fees</u>		
<u>Plus Vet fees if Veterinary Inspections are necessary</u>		
Animal Boarding Establishments	130.00	130.00
Dog Breeders	80.00	90.00
Combined Animal Boarding and Dog Breeding	160.00	164.75
Riding Establishments	150.00	155.00
Riding Establishments (Provisional)	90.00	93.00
Dangerous Wild Animals	250.00	257.00
Pet Shops	130.00	134.00
Late Night Refreshment Houses	250.00	258.00
Game Dealers	25.00	26.00
Butchers (set by statute)	100.00	100.00
<u>Registration Fees</u>		
Ear Piercing, Electrolysis, Tattooing and Acupuncture		
- Practitioners	75.00	78.00
- Premises	80.00	83.00
Sex Establishments	1,500.00	1,500.00
<u>Lotteries and Amusements Act & Gaming Act licences</u>		
Registration of a Society to promote a lottery		
- Initial Application Fee	35.00	35.00
- Annual	17.50	17.50
Amusements with prizes permit	32.00	32.00
Gaming Permit for all cash machines and amusement with prizes machines under section 34 (5E) of the Act.	155.00	160.00
<u>Betting, Gaming and Lotteries Act 1963</u>		
Registration of Pools Promoter under Schedule 2 of the Act	275.00	283.25