

## Delegated Decision

19 March 2019

### Annual Review of Fees & Charges 2019/20 – Transformation and Partnerships



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#### Electoral division(s) affected:

Countywide

#### Purpose of the Report

- 1 To set out details of the proposed fees and charges to be levied by the Transformation and Partnerships Service (TAP) for 2019/20.

#### Executive summary

- 2 Following review, we propose that fees and charges in respect of the County Record Office remain unchanged, other than for the research service.
- 3 In respect of Communications and Marketing it is proposed that fees and charges are increased by 1.5% (subject to rounding), in line with the Medium Term Financial Plan's inflationary assumptions.

#### Recommendation

- 4 The Director of Transformation and Partnerships has approved the fees and charges for 2019/20 in the schedules attached, at Appendix 2.

#### Background

- 5 The Constitution provides delegated powers to each Corporate Director, in consultation with their respective Portfolio Holders to introduce, review or amend fees and charges.
- 6 Fees and charges should be reviewed at least annually and adjusted where appropriate. Increases in fees and charges are necessary to take into account current and future pressures on budgets and the need to achieve Medium Term Financial Plan (MTFP) savings through maximising service income, as well as reducing expenditure. However, the difficult economic climate means that careful consideration must be given to increasing prices in all discretionary generating areas.

- 7 In accordance with the MTFP model an inflationary increase of 1.5% has been assumed for all 2019/20 income and expenditure “price” budgets. Separate provisions are made for pay inflation. It is for service groupings to decide how this inflation is applied, for example if a service wishes to not apply a 1.5% increase to a certain charge, this needs to be offset by savings elsewhere. Some fees are determined by outside bodies and some elements of discretionary fees have other restrictions imposed that limit the services discretion to amend the fee level.
- 8 TAP has a limited amount of activity that can generate fees and charges income. The County Record Office located within Transformation has a budget of £30,000 for fees and charges. The remaining £21,000 fees and charges budget is in Communications and Marketing and relates to advertising in County Council publications.

### **Strategic Context**

- 9 The County Council’s Fees and Charges Policy is built around the following key principles:
  - (a) Develop an entrepreneurial approach so that charges, whether new or reviewed, are properly considered and consistent;
  - (b) Compliance with the Local Government Act 2003, which gives wide general powers to provide and charge for “discretionary services”;
  - (c) Adherence to the financial duty to ensure income does not exceed cost;
  - (d) Charges may be set so that different people are charged different amounts and in different areas to satisfy local needs and objectives (a service can also continue to be provided free);
  - (e) The income derived from charging will normally be used to offset the costs of providing the service being charged for, including support service costs.
- 10 As a general principle, all proposals put forward to alter charges must be affordable, equitable and sustainable. These principles have been applied with regards to price increases throughout this report.

### **Statutory / Regulatory & Discretionary Charges**

- 11 The Council is able to charge for certain statutory services, with the fee being determined by the Council, in accordance with regulatory restrictions to ensure no “undue profit” is being generated from the charging policy applied.
- 12 Other fees and charges are set at the discretion of the Council, with only reputational and market conditions being a factor in the decision on the charge that is appropriate. The charges levied in TAP are all discretionary.

### **Transformation - Durham County Record Office**

- 13 Archives can be donated as a gift or can be deposited on long term loan. In the latter case, ownership remains with the depositor, and no charge is made for storage. The County Record Office is open for the public to view these archives for which no charge is made.
- 14 The County Record Office provides additional services for which a charge is made with a current budget of £30,000 :
  - (a) Provision of copies of archives in a range of sizes and formats. E-mail is the preferred method of delivery, post only in exceptional circumstances;
  - (b) Use of own digital camera on some archives;
  - (c) Provision of a research service for people who are unable to visit in person;
  - (d) Delivery of workshops to schools, higher education establishments and community groups, either as a visit to the County Record Office or in their locality;
  - (e) Provision of a digitisation / microfilming service for the County Council, external organisations and individuals;
  - (f) Provision of a conservation service for the County Council, external organisations and individuals;
  - (g) For 2019/20 “Quick Search” will continue for short specific searches, even if staff cannot find a document then a charge is made.
- 15 The charges are reviewed annually by the County Archivist. The implementation of the online shop has been successful and resulted in some efficiency gains on staff time spent creating copies, etc. For 2019/20 it is proposed that charges are not increased from 2018/19 levels (other than for the research service). To avoid excessive time being spent by staff in the search room seeking and handling change,

charges inclusive of VAT need to be round figures (e.g. £5.00). It is proposed that the charge for the research service should be increased from £26.67 to £29.17 (£32.00 to £35.00 inclusive of VAT). This charge (an increase of 9.37%) is in line with neighbouring authorities' archiving services.

### **Communication and Marketing – Advertising Income**

- 16 The Communications and Marketing Team generate income through providing advertising opportunities in various County Council publications and sponsorship for Durham County News.
- 17 Durham County News is produced in March, June, September and November. It is a 32 page magazine containing news, events, features and competitions keeping the residents of County Durham up-to-date with what the County Council is doing and what is going on in the County. The County Council's "Guide to Summer Fun" is produced in July and distributed to 234,000 homes across the County. It is an A5, 48 page publication containing details of events during the summer months, plus various coupons and competitions.
- 18 For 2019/20 we have taken the decision to increase prices in line with the Medium Term Financial Plan's inflationary assumptions (1.5% subject to rounding). See Appendix 2 for details of charges.

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## **Appendix 1: Implications**

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### **Legal Implications**

The proposals in this report comply with the restrictions on charging applicable to the Council.

### **Finance**

The financial impact of any price increases will be reflected in the revised income budgets for 2019/20.

### **Consultation**

None.

### **Equality and Diversity / Public Sector Equality Duty**

The sensitive pricing of services, particularly in discretionary service areas, is essential in the current economic climate.

### **Human Rights**

None.

### **Crime and Disorder**

None.

### **Staffing**

There are currently no staffing implications.

### **Accommodation**

None.

### **Risk**

Sensitivity of competition where discretionary charges are made.

### **Procurement**

None.

## Appendix 2: Proposed Fees and Charges at 1 April 2019

<b>Transformation</b>	<b>Unit</b>	<b>2018/19 Actual Charge</b>	<b>2019/20 Proposed Charge</b>
		<b>£</b>	<b>£</b>
<b>County Record Office</b>			
Photocopies A3/A4 Self-service reader-printer	per copy	0.42	0.42
Photocopies A3/A4 Copies made by staff-order made and collected in Durham County Records Office	per copy	0.42	0.42
Photocopies A3/A4 Copies made by staff and sent by 2nd class post	per copy	4.17	4.17
Quick Search and provision of single standard copy	per copy	4.17	4.17
Quick Search and provision of high quality colour digital copy	per copy	10.00	10.00
Quick Search and provision of certified copy	per copy	10.00	10.00
Digital Copies Document ordered via online shop	per copy	4.17	4.17
Digital Copies Document up to A3 plus postage	per copy	5.00	5.00
Digital Copies Document up to A1 (4 x A3) plus postage	per copy	10.00	10.00
Digital Copies Document over A1 (4 x A3) plus postage	per copy	16.67	16.67
Digital copy Ordnance Survey Plans (County Series) and Tithe Plans	per copy	10.00	10.00
A3 black & white extract Ordnance Survey Plans (County Series) and Tithe Plans	per copy	4.17	4.17
Use of customers own digital camera	per day	12.50	12.50
Research Service	per hour	26.67	29.17
Standard talk/visit	per talk/visit	50.00	50.00
Customised talk/visit	per talk/visit	83.33	83.33
Development/delivery of projects/workshops	per hour	41.67	41.67
Digitisation/Microfilming	per hour	41.67	41.67
Digitisation/Microfilming	per day	250.00	250.00
Reproduction of documents held in Durham County Records Office	per image	25.00	25.00
Conservation	per hour	41.67	41.67
Conservation	per day	250.00	250.00

**Note:** The above charges exclude VAT which is chargeable at a rate of 20%

## Appendix 2: Proposed Fees and Charges at 1 April 2019

<b>Communications and Marketing</b>	<b>Unit</b>	<b>2018/19 Actual Charge</b>	<b>2019/20 Proposed Charge</b>
<b>Durham County News</b>		<b>£</b>	<b>£</b>
Full page - internal	1 advert	2,230.00	2,260.00
Full page - internal	2 adverts	4,160.00	4,220.00
Full page - internal	3 adverts	6,090.00	6,180.00
Full page - back	1 advert	2,840.00	2,880.00
Full page - back	2 adverts	5,480.00	5,560.00
Full page - back	3 adverts	8,120.00	8,240.00
Half Page	1 advert	1,115.00	1,130.00
Half Page	2 adverts	2,030.00	2,060.00
Half Page	3 adverts	3,040.00	3,085.00
Quarter Page	1 advert	605.00	615.00
Quarter Page	2 adverts	1,115.00	1,130.00
Quarter Page	3 adverts	1,620.00	1,645.00
Strip Advert	1 advert	305.00	310.00
Strip Advert	2 adverts	600.00	610.00
Strip Advert	3 adverts	880.00	890.00
<b>Summer Fun</b>			
Full page -internal	1 advert	2,230.00	2,260.00
Full page– back page	1 advert	2,840.00	2,880.00
Half page	1 advert	1,115.00	1,130.00
Quarter page	1 advert	610.00	620.00
Strip advert	1 advert	305.00	310.00
<b>Our guide to our Services</b>			
Full page -internal	1 advert	2,230.00	2,260.00
Full page– back page	1 advert	2,840.00	2,880.00
Half page	1 advert	1,115.00	1,130.00
Quarter page	1 advert	610.00	620.00
Strip advert	1 advert	305.00	310.00
<b>Sponsorship of County Durham News</b>			
Sponsorship	1 Year	8,120.00	8,240.00

**Note:** The above charges exclude VAT which is chargeable at a rate of 20%.

**Appendix 2: Proposed Fees and Charges at 1 April 2019**

<b>Partnership and Community Engagement</b>	<b>Unit</b>	<b>2018/19 Actual Charge</b>	<b>2019/20 Proposed Charge</b>
<b>No fees and charges identified.</b>		<b>£</b>	<b>£</b>

<b>Strategy</b>	<b>Unit</b>	<b>2018/19 Actual Charge</b>	<b>2019/20 Proposed Charge</b>
<b>No fees and charges identified.</b>		<b>£</b>	<b>£</b>