

Stoke-on-Trent and Staffordshire Fire and Rescue Authority

15 February 2017

Fees and Charges 2017/18

**Report of the Chief Fire Officer/Chief Executive and
Director of Finance, Assets and Resources**

Summary

The purpose of this report is to seek approval for the adoption of the Authority's list of fees and charges for 2017/18

This report covers the charging proposals for the following goods and services, detailed within **Appendix 1**:-

- a) Special services charges. This includes charges for pumping appliances, lift releases and effect entry. This is not an exhaustive list
- b) Other charges. This includes fees for fire reports and hydrant inspections
- c) Catering and conferencing facilities
- d) Training fees. This covers the provision of commercial fire safety training and driving Courses.

Increases have been based upon the Consumer Price Index (CPI) average for 2016, 0.1%. Charges for conference facilities remained unchanged.

Recommendations

- a) It is recommended that Members approve the list of fees and charges for 2017/18 shown in **Appendix 1**
- b) In the event of a greater than forecast increase in the base costs of providing the goods and/or services it is recommended that the relevant fees and charges be reviewed and reported back
- c) That the Chief Fire Officer/Chief Executive is authorised to use discretion to alter these charges in light of commercial and/or economic considerations

Financial Implications

The revised fees and charges are all reflected in the 2017/18 budget that is being considered by the Authority as part of the agenda.

Legal Implications

There are no direct implications arising from this report.

Equality and Diversity

There are no specific equalities implications arising from this report.

Risk Implications

As these fees and charges do not give rise to profit there is no risk of breaching legislation restricting local authorities' trading activities.

Increasing the fees and charges more than that recommended may make the goods and/or services uncompetitive.

Protective Security Implications

Protective security implications have been given due consideration when establishing the revenue budget for 2017/18.

Procurement and Social Value impact

The procurement and social value implications have been given due consideration when establishing the budget for 2017/18.

Consultation and Engagement undertaken

The budget proposals for 2017/18 have been compiled from a zero base following extensive consultation with budget managers, Directors and Members of the Authority.

Other implications

None

Background

Under the provisions of the Financial Regulations the Chief Fire Officer/Chief Executive is required to review the fees and charges made for the provision of goods and services on an annual basis.

The Fire and Rescue Services Act 2004 allows the Authority to charge for specific parts of the service to specific persons. Additionally, the basis of such a charge may be made at full cost recovery and in some cases there may be scope for charging more than total cost.

The fees and charges shown in **Appendix 1** have been calculated by one of the following principles:

- Increased to ensure the Authority's costs are recovered
- Increased by the Consumer Price Index average for 2016 (January 2016 to December 2016) – 0.1%
- Held at 2016/17 levels
- Officially notified to the Authority
- or are subject to prior agreement
- Aligned with West Midlands charges – Fire Investigation

Catering events will be priced on application.

The provision of commercial fire safety training fully supports local businesses in helping them to ensure that legal compliance is achieved and maintained. We provide a comprehensive range of courses that can be delivered in-house or at an external location to accommodate the client.

In 2016/17 the estimated full year's total income received from each category, as outlined within this report, is as follows:

- a) Special Services Charges - £18k
- b) Other Charges - £20k
- c) Catering and conferencing facilities - £6k
- d) Training fees - £80k

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Staffordshire Fire & Rescue Service

Fees and Charges for April 2017 to March 2018

	Current (Net of VAT) £	Charges from 1 st April 2017 (Net of VAT) £	VAT Status
(a) Special Service Charges			
Attendance per Appliance per hour* (Including crew) <i>*£296.70 for the first hour and £74.18 per ¼ hour thereafter. E.g. between 1-6 mins round down, or 7-15 mins round up to the nearest ¼ hour interval.</i>	296.40	296.70	Standard
Professional services per hour <i>Eg Officer interviews, provision of advice</i>	78.15	78.25	Standard
Fire investigation Interviews <i>£100.10 per hour or part hour</i>	100.00	100.10	Standard
Fire Investigator detailed Fire report	350.00	350.35	Standard
(b) Other charges			
Extract of Fire reports	81.20	81.30	Exempt
Photographic/digital images	Price on Application	P.O.A	Standard
<u>Private Hydrants</u>			
Inspection (& certificate)	65.00	65.10	Standard
Repair category 1 (cover & frame)	153.80	153.95	Standard
Repair category 2 (rebuild chamber)	357.80	358.16	Standard
Marker plate	73.10	73.20	Standard
Marker post (Painted)	17.90	17.95	Standard
Identification Marker	11.20	11.22	Standard
Thermoplastic "H"	13.50	13.52	Standard
False spindle	19.80	19.82	Standard
Replace plastic outlet with metal	191.85	192.04	Standard

c) Conference Suite
Scale of Charges from 1st April 2017

Room Hire Only
Monday – Friday
Whole-day
£

Conference Suite

Room 1	284.00
Room 2	194.00
Room 3 - break out area	148.00
Room 4 (VDR)	194.00
Rooms 1 and 2	400.00
Rooms 1, 2 and 3	500.00

Catering Charges

Catering provide a range of buffets starting from £4.50 per person, including beverages. Prices will be quoted to clients on request taking into account their requirements, location and current food costs.

Charges quoted are subject to VAT at prevailing rates

A 50% charge of the total cost of the Room Hire Booking will be made if a cancellation is not received within 10 working days of the date of the hire.

Half day rates will be charged on a 25% reduction on a whole day rate.

The full charge for catering will be made if a cancellation is not received within 48 hours of the date of the hire. A charge of 25% of the total food cost will be made if the cancellation falls in the period of 5 working days to 48 hours prior to the booking.

The full cost of any damage or breakages inclusive of any consequential financial losses which such damage may incur whilst repairs or replacement of equipment is arranged, will be charged to the hirer.

(d) Training Fees

	Current	1st April 2017
	(per person) £	(person) £
<u>Held at FSHQ/Community Stations</u>		
<u>Mixed Company attendance.</u>		
<u>Course Type</u>		
FAA Level 2 Award in Fire Safety (QCF) OFQUAL accredited (One Day)	150.00	150.00
FAA Level 1 Award in Fire Safety (QCF) OFQUAL accredited (One Day) (1/2 day)	75.00	75.00
Level 2 First Aid in the Workplace	N/A	75.00

The above charges are exempt from VAT.

Training course fees are flexible and dependant on the particular circumstances of the client and the delivery method etc. The majority of courses are now run at the clients own premises and are priced accordingly.