

CABINET MEMBER DECISION RECORD TEMPLATE

This form should be used to record Executive decisions taken by Cabinet Members

Decision Ref. No:
Responsible Officer: Gary Powell – Head of Traffic Management
Subject: Transport Services Fees and Charges 2016
Decision taken: To approve the proposed fees and charges listed in the attached table
Reasons for the decision: To approve the level of charging for services provided by the Transport Service, as attached, in order to ensure costs to the Council are fully met by the applicant.
Call-in and Urgency: This decision is subject to the councils call in procedure
Background: The Transport department provides a number of services, such as provision of Temporary Traffic Orders to outside agencies and issuing of licences for permission to carry out certain functions on the highway, such as place a skip or scaffolding. Some of the current charges do not cover the cost of providing these services. Therefore, it is proposed to increase the fees and charges, in order to ensure the Council's costs are fully met by the applicant and not subsidised by the tax payer. In setting the charges, regard was given to the level of charges set by other comparative local authorities.
Options - and reasons for rejection: As detailed in the record of decision
Consultations undertaken: Consultation with internal teams to determine the cost of providing services. Consultation with other comparative local authorities to determine their current fees and charges. No other consultation has been carried out, as this is not required by legislation or deemed necessary, as the charges remain low and comparable with other authorities and are increased to ensure all cost to the Council is met.
Finance/Resource Implications: The proposed fees and charges have been set to ensure the Council is covering its costs in providing the services described above. The anticipated increase in income would be approximately £14k, although this assumes that demand remains at similar levels to 2014-15 and 2015-16. As the fee is set on a cost recovery basis, any fall in income should be offset by a comparable fall in expenditure.
Name: <u>A. Richards</u> Signature: (of Chief Finance Officer) Date: <u>8/3/16</u> <div style="border: 1px solid red; width: 200px; height: 30px; margin-left: 100px; margin-top: 10px;"></div>

Legal implications:

The services and various licences provided are done so under current highway legislation.

Name: TAMIA COURT

Signature: (of Monitoring Officer)

Date: 7/3/16

Risk assessment:

An initial risk assessment has been completed and has been classed as low risk.

Name: Gary Powell

Signature:

Date: 10/3/16

Impact Assessments:

An Equality and Diversity Impact has been undertaken and is enclosed in the background papers.

Information for/not for publication:

This decision is to be published

Background papers:

Initial Risk assessment
EINA

Any conflict of interest declared by a Cabinet Member who is consulted by the Member taking the decision	Name of Cabinet Member	Nature of interest	Details of any dispensation granted by the Monitoring Officer
Yes/No* (*Delete as appropriate)			

Decision taken by:

Councillor MIUS GREENE

(Print name) Cabinet Portfolio

TRANSPORT, SUSTAINABILITY AND CARBON MANAGEMENT

Signed:

Date of decision: 10/3/16

Date of publication of record of decision: (to be inserted by Democratic Services) 11/3/16

Date decision effective - that is 5 working days after the date of publication of the record of decision unless the decision is called-in for consideration by the relevant Overview and Scrutiny Panel: 18/3/16

	Skips Application	Scaffold Application	Hoarding Licence	Café Licence	Stopping Up the highway	Section 115 (licences on the highway)	Section 171 Materials licence	Traffic Regulation Order (TRO)	Temporary TRO's
Current charges	£60.00	£60.00	£60.00	£180 £65 renewal	At cost	£60.00	£60.00	£200 to £3000, depends on type of TRO	£325 up to 5 days, £1450 for over 5days
Proposed charges	£80.00	£80.00	£80.00	£200 £80 renewal	At cost	£80.00	£80.00	£200 to £3000, depends on type of TRO	£325 up to 5 days, £1450 for over 5days
	Tourism Signing	Disabled Parking Bays	Residents only parking permit	Accident Data	Traffic Data	Traffic Surveys	Section 50 Licence new apparatus	Section 50 Licence existing apparatus	Overall licence
Current charges	£75 Application fee Signs provided at cost	£255.00	£50/annum (limited) £100/annum (permit holders only)	£75 (per site)	£75.00	Ad-hoc traffic surveys, to cost, minimum charge £200	£400.00	£250.00	£275.00
Proposed charges	£80 Application fee Signs provided at cost	£250 (general) £375 (permit bay) £150 (conversion)	£50/annum (limited) £100/annum (permit holders only)	From £100 depending on the request and locations	£80.00	Ad-hoc traffic surveys, to cost, minimum charge £200	£400 * to include traffic survey apparatus placed by others (inc. DCC)	£250.00	£300.00

EINA Screening Record

Title of Policy/Service/Project	Fees and Charges for Transport services
Date of screening	04/05/2016
Service Unit	Planning, Transport & Regulation
Lead Responsible Officer	Gary Powell
Job Title	Head of Traffic Management
Members of the Assessment Team	Gary Powell, Ian Kalra

If the answers to the following questions are Yes or Don't know, then a full EINA will need to be carried out.

Is there likely to be a positive or negative impact in terms of equalities?	No
Does it involve a significant commitment of resources?	No

It is not necessary at the screening stage to identify adverse or differential impact

It is important to remember that even when it is decided that a policy/service/project does not require an EINA, it remains subject to the general duties. Not carrying out a full EINA places our council at greater risk of legal challenge because it cannot use the EINA process to meet our Public Duties around equality. It also means, more importantly, that opportunities may have been missed to promote equality.

If you have answered no to the questions above and do not intend to carry out an EINA, please explain why?

The proposal is to vary fees and charges that are already in place, in order to ensure that the full costs to the council of providing these services are met by the applicant. It does not have an impact on equalities.



G2 Initial Risk Assessment

PROJECT NAME: Transport Fees and Charges 2014

PROJECT NUMBER: To be obtained from PMO

PROJECT RISK LEVEL: LOW *

Table 1 - Suggested criteria on which to score the type of project (please tick appropriate category)				Score			
CRITERIA							
1) Duration of Project	0-6 months	<input checked="" type="radio"/>	7-12 months	<input type="radio"/>	Above 1 year	<input type="radio"/>	2
2) Effort	1-4 people (FTE)	<input checked="" type="radio"/>	5-10 people (FTE)	<input type="radio"/>	11+ people (FTE)	<input type="radio"/>	1
3) Business Impact	Service Unit/Service	<input type="radio"/>	More than 1 SU	<input type="radio"/>	Council/External	<input checked="" type="radio"/>	10
4) Priority	Desirable	<input checked="" type="radio"/>	Highly Desirable	<input type="radio"/>	Essential	<input type="radio"/>	1
5) Costs &/or Savings	Up to £250k	<input checked="" type="radio"/>	£251k-£500k	<input type="radio"/>	Over £501k or if project is to be funded through prudential borrowing	<input type="radio"/>	2
6) Risk Impact	Low Impact - Minor service disruption/inconvenience, minor injury, small financial loss, isolated service user complaint.	<input checked="" type="radio"/>	Medium Impact - Service disruption, More serious injury or financial loss, adverse media coverage, numerous service user complaints	<input type="radio"/>	High Impact - Significant or total service disruption, major disabling injury or fatality, high or catastrophic financial loss, adverse national media coverage, ministerial intervention in service running.	<input type="radio"/>	1
						Risk Score	17

A numerical rating is applied to each cell (see Table 1) For example a 'Priority' of 'Highly Desirable' is worth 3 points and a 'Cost' of '£501-£1m' is worth 5 points. Totalling the points scored for each 'criteria' gives a project score. This score is then mapped against a project-risk status in Table 1 below:

Table 1 - Risk Status	Points Total
Project Risk Rating	
Low	Between 10-18
Medium	Between 19-35
High	36+