

CABINET MEMBER DECISION RECORD TEMPLATE

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

Decision Ref. No:
Responsible Officer:
Sarah Hendey, Business Services Manager, Planning, Transport & Regulation
Subject:
Increase in charges for the Street Naming and Numbering Function discretionary elements of service
Decision taken:
To approve the increase in charges for discretionary elements of the Street Naming and Numbering function
Reasons for the decision:
Charges have been in place since February 2012 but not increased since then although the cost of resourcing the service has risen over time. Proposed charges reflect the fact that no increase in charges has been applied since February 2012.
Call-in and Urgency:
Subject to the usual Council call-in procedures
Background:
<p>The Council charges for providing additional associated discretionary services and ancillary work undertaken in relation to Street Naming & Numbering. These require a significant administrative effort in terms of consultation, liaison with enquirers and others such as occupiers, developers and Royal Mail and preparation of schedules listing agreed changes to addresses and new addresses created. These are used within the Council, by utility companies, emergency services and others.</p> <p>The cost of providing the Street Naming and Numbering service is borne by the Service Unit. The schedule of proposed charges reflects a partial cost recovery basis only, bearing in mind that some elements of the service are provided free of charge. Business Services staff time costs for the service in 2014-15 financial year were £32400, based on number of hours spent on the function. This excludes travelling costs for officers undertaking site visits but does include staff time spent in providing statutory elements of the service and in maintaining the National Land & Property Gazetteer.</p> <p>Statutory obligations and confirmation of address to householders will remain free of charge.</p> <p>A significant number of councils are charging for discretionary services and a sample is attached at Appendix B.</p>
Options - and reasons for rejection:
<p>Option1: The Council decides to continue with the present situation unaltered and provide the service in accordance with current levels of charging.</p>

Option2 :

The Council agrees to implement an increase in the scale of charges applied for elements of the Street Naming and Numbering function as shown below in Appendix A which depicts current and proposed charges.

Consultations undertaken:

- **Consultation:** The Consultation and Engagement section advised that external consultation on the proposals was not practical owing to the following;
- Small sums of money in terms of the increase
- Small number of people affected who would be difficult to identify for consultation
- Cost of consultation would be disproportionate compared to the increase in revenue

Finance/Resource Implications:

The proposed increase in charges for street naming and numbering is estimated to generate a gross increase in income of a range of percentages depending upon category of charge. Based on 2014-15 financial year's activity when income received was £15,351.66 this would achieve an estimated increase of £1688.68 plus an additional £900 for the new charging category (shown at Appendix A) created giving an estimated overall increase of £2588.68. There are no additional costs required to generate this income beyond the costs already being borne by the Council to deliver the service. This income will therefore be of benefit to the service budget, as a partial recovery of the costs of providing the Street Naming & Numbering service.

Name: FERISER TASDELEN

Date: 24/08/15

Signature:  (of Chief Finance Officer)

Deputy S151 Officer.

Legal implications:

The Council has the power to charge for discretionary services on the basis that it does this on a cost recovery basis.

Name: TANTA GUYER

Date: 24/08/15


Signature:  (Monitoring Officer)

Risk assessment:

As this is low risk no detailed risk assessment has been undertaken and the proposals are unlikely to affect take up.

Name: SARAH HENDEY

Date: 17/8/15

Signature:  (of Officer completing assessment)

Impact Assessments:

Environmental impact checklist was completed and indicated that there was no impact, positive or negative.

Information for/not for publication:

For publication

Background papers:

- Appendix A Proposed increase to charges for Street Naming & Numbering services.
- Appendix B Sample of other Councils' charges

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 MIKE GREENE

(Print name) Cabinet Portfolio

TRANSPORT

Signed



Date of decision: 20/8/15

Date of publication of record of decision: (to be inserted by Democratic Services)

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:

-insert
date-

Note - See separate guidance on recording decisions at Appendix 1.

APPENDIX 1

Guidance

1.0 Recording the decision

1.1 Upon making an executive decision the Cabinet Member must arrange for the Democratic Services Manager to be provided with

- a signed copy of the completed Record of Decision; and
- a copy of the completed Record of Decision with the signatures redacted¹

within 2 working days of the date of taking the decision together with a copy of any report upon which the decision was made.

1.2 The Democratic Services Manager will maintain a record of all signed decisions referred to in paragraph 1.1, including any report upon which each decision was made and subject to any requirement for confidentiality, will ensure that the redacted version of the decision is published by the Council on its web site. S/he will also ensure that the public has the right to copy or to be provided with a copy of any part of that record upon payment of a reasonable copying and administrative charge.

1.3 It is essential that the contents of the Record of Decision are clear in conveying the decision taken – that is it will not be sufficient to state that the recommendations in a report were agreed. The form and accompanying report must set out:

- a record of the decision;
- the reasons for the decision;
- details of any alternative options considered and rejected;
- a record of any conflict of interest declared by the decision maker; and
- in relation to any such declaration, a note of any dispensation granted by the Monitoring Officer.

1.5 The Delegated Record of Decision template includes a section for the recording of interests by Cabinet Members. It is important that where Cabinet Members involved in making decisions have a registrable interest this is declared on the form to preserve the integrity of the process.

1.6 Before signing the decision notice the Cabinet Member should ensure that the Corporate Communications Manager is informed about the proposed

decision so that consideration can be given to any associated media management issues.

The reason for this is that signatures are considered to be personal data and along with other personal information which is already in the public domain – that is the name of the Councillor and their home address - this would provide sufficient information for some form of identity theft. Whilst the risks of this happening are low, the Council needs to mitigate and remove any potential risks from this happening and safeguard the identity of

Appendix A Proposed increase to charges for Street Naming & Numbering services

Category	Current Charge (No VAT)	Proposed Charge (No VAT)	Percentage increase
Property Renumbering	£65	£70	7.6%
Conversion or new development 1 Plot	£55	£65	18%
Conversion or new development 2-5 Plots	£110	£125	13.6%
Conversion or new development 6-10 Plots	£220 applicable to 6-25 plots	£250	13.6%
Conversion or new development 11-25 Plots; new category	As for 6-10 above	£400	81.8%
Conversion or new development 26-75 Plots	£550	£610	11%
Development 76 + Plots	£770	£850	10.4%
Changes to Development Schedule after Notification 1-5 Units	£70	£50 per dwelling	Different method of calculating charges
Changes to Development Schedule after Notification 5+Units	£155	Included in above, to be deleted	Included in above, to be deleted

New road name or existing road name change Residents' request to change road name	£110 £220	£120 £200 + £20 per property	9% Different method of calculating charges
Confirmation of address	No charge	No charge	No charge
Annual fee to utilities/other services for regular update of changes	£500	£550	10%

Appendix B Sample of other Council Charges

Council Name	Renaming/ numbering existing property	Conversion of existing property into flats	New housing development	Alteration to dev.t schedule after issuing	Naming or re- naming road
Exeter CC	£50	£75 + £15 per unit	£75 + £15 per additional dwelling	£75 + £15 per dwelling	
L. B. of Bexley	£60 -1 unit + £40 for each additional unit to 50-	£60 -1 unit + £40 for each additional unit to 50	£60 -1 unit + £40 for each additional unit to 50		£330 Council, £500 applicant
Ashfield D.C.	£51	£34 per plot	£34 per plot for first 5, then £11 per additional plot Naming a block/building- £113	£51 per plot	Residents request £200 + £51 per plot £113 new road
Uttlesford D.C.	£72 Change of building name e.g. flats £154		Existing road; 1 dwelling £102, 2- 10 dwellings £175, over 10 £205 + £20 each additional		£52 + £20.50 per prop Residents request £257 + £20 per property
Mendip D.C.	£75 £102.5	Single new property £102.50	Single new prop £102.5, up to 10 plots £153.80, over 10 plots £153.80 +		Residents request £153.80 + additional £10 per property

			additional £10 per plot		
East Devon D.C.	£129	Provision at £129		£129 per address for rework	
North Dorset			£86.50 1 st plot + £10.50 per plot	£50 per property	£113 per road, Residents' request £227
Weymouth & Portland B. C.	As for new dev.t		1-10 £15 per unit, over 10 £10 per unit. Naming building £50		£50
Wiltshire C.C.	£52.50	£115.50 1 st address, £42 each additional address	£115.50 first address + £42 for each add. address		
Gloucester CC	£35		£100 per street + 1-5 £50 per plot, 6-25 £45 per plot, block of flats £100 + £20 per unit		New road £100 + £20 per dwelling
Chorley B.C.	£25	£25?	1-5 £25 per plot, 6-10 £20 per plot, 11-50 £15 per plot, 50+ £10 per plot	£25 per plot	Res req £100 + £25 per household
Eden D.C.	£40	£40 + £12 per unit		£118 + £12 per prop	£221+ £40 per prop res req
Braintree D. C.	£40		1 unit £40, 2-5 £30 per unit, 6-25 £25 per unit, 26-75 £20 per unit		New name £50, res request £100 + £25 per prop
Winchester CC	£60		Naming block £100 + £15 per plot, 1-2 plots £60, 3-5	£15 per plot	

			£100, 6-10 £190, 11-20 £336		
Stafford B.C.	Name £63 Number £248.50	£248.50	1 £155, 2-5 £375, 6-25 £190 per phase + £16.20 per prop	£29.70 per plot	£186, Res req £375 + £21.55 per prop
Swindon B.C.	New prop £60	?	1 £60 + £10 per prop	£50 per prop	Amend/rename £1000
St. Albans C & DC	£200	£200	1-5 plots £140, to 25 plots £280, over 25 plots £460		£130, res request £450
South Hams D.C.	£21 name		£36 per property		£37 per prop
Blackpool B.C.	£50 name, £50 renumber		£50 per plot	£50 per plot	£50 per household
Ealing London Borough	£100 capped at £5000		Building naming £100 capped at £5000		£250 capped at £5000
East Herts D.C.	Name £50	1-5 units £75, 5+ units £100	1 plot £50, 2-5 £100, 6-25 £200, 26-75 £500, 76+ £700 Building name £150		£150, res req £200 + £35 per prop
Wycombe D.C.	Name £50		1-5 plots £38 max £122, 6-25 £240, 26-75 £600, 76+ £840 Building name £153		£153, res req £ 204 + £38 per prop
Lichfield D.C.	Renumber £205 Name £50	Single to multiple £310, Sub division to flats £205	£150, 2-5 £310, 6- 25 £155-£15 per plot, 25+ £310- £10 per plot	£25 per plot affected	£155, res req £310 + £20 per prop., Naming £500 inc. 2 weeks' press adverts

Knowsley Met. B. C	£95 per prop	£55 per prop	£55 per plot	£70 per change	£210 inc residents' request
Isle of Wight D.C	Name £49.62	?	1-5 plots £37.34, 6-10 £222, 11-20 £258.82, 21-30 £296.67, 31-50 £306.9, 51-100 £431.71	£36.32 per plot	Res request £245.52 + £48.52 per prop Rename £245.52 +£36.32 per plot
Bath & NE Somerset	£50	£50	10+ plots £100 per plot	Hourly rate of £30	Any work over statutory req for SN&N hourly rate of £30
Fareham & Gosport	£100		1-5 £200, 5-20 £200 +£10, 21-100 £400 + £5	£15 per property	£200 + £5 per property
Adur & Worthing	£50		£150 per phase + £20 per plot, £100 per building name	£200 per phase	£200 + £20 per property
Torbay	£40.95	£40.95 per address	Street £178.70 + Prop £38.10 per plot		£178 per street
Eastbourne	£25	£50 + £10 per unit	£50 + £10 per unit	£100 + £25 per unit	Residents request £200 + £20 per prop
South Somerset	£100	£100 + £10 per additional address	£100 + £10 per additional address		£100 + £10 per additional address

EINA Screening Record

Title of Policy/Service/Project	Increase in charges for Street Naming & Numbering discretionary element of service
Date of screening	8 June 2015
Service Unit	Planning, Transport & Regulation
Lead Responsible Officer	Sarah Hendey
Job Title	Business Services Manager
Members of the Assessment Team	Tony Smikle, Peter Scott

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 only impact for all groups referred to in the Council's Equality & Diversity strategy would be a potential negative financial impact if using a discretionary service for which an increase in charge is proposed.

Issue: Increase in charges for Street Naming & Numbering discretionary element of service

Meeting Date: <date of Cabinet meeting>

Accountable Manager: Mike Holmes

Impact Assessor: Sarah Hendey 01202 451359, sarah.hendey@bournemouth.gov.uk

Key	
+	Balance of positive Impacts
?	Balanced or unclear impacts
-	Balance of negative impacts
n/a	Not applicable

Impact Criteria	Impact	Comments
Natural resources impact on use of natural resources – for example energy, water, raw materials	N/A	
Quality of environment contribution to safe and supportive environments for living, recreation and working	N/A	Clear and logical addressing of properties enables emergency and other services to locate properties
Bio-diversity protects and improves wildlife and habitats	N/A	

Waste and pollution effects on air, land and water from waste and emissions	N/A	
Council Priority and Objectives for Improving our Environment: <ul style="list-style-type: none"> • Reduce traffic congestion • Improve streetscene • Improve recycling & energy management • Respond to climate change • Improve quality of existing space 	N/A	As above

Please complete and save your checklist, and email a copy to Lee Green, Environment Strategy and Sustainability Manager @ lee.green@bournemouth.gov.uk

If you would like help in completing this checklist or would like to request a change, again contact Lee Green by email or call on 01202 451144.



G2 Initial Risk Assessment

PROJECT NAME:

PROJECT NUMBER: To be obtained from PMO

PROJECT RISK LEVEL: *

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) Effort	1-4 people (FTE) <input checked="" type="radio"/> 5-10 people (FTE) <input type="radio"/>	11+ people (FTE) <input type="radio"/>
3) Business Impact	Service Unit/Service <input checked="" type="radio"/> More than 1 SU <input type="radio"/>	Council/External <input type="radio"/>
4) Priority	Desirable <input checked="" type="radio"/> Highly Desirable <input type="radio"/>	Essential <input type="radio"/>
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"/>
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"/>
		Risk Score 10

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

