

23 December 2024

SCRUTINY COMMITTEE - 8 JANUARY 2025

A meeting of the Scrutiny Committee will be held at 6pm on Wednesday 8 January 2025 in the Council Chamber at the Town Hall, Rugby.

Members of the public may view the meeting via the livestream on the Council's website.

Mannie Ketley Executive Director

AGENDA

PART 1 – PUBLIC BUSINESS

1. Minutes

To approve the minutes of the meeting held on 19 November 2024.

- 2. Actions arising from the minutes of the meeting held on 19 November 2024.
- 3. Apologies

To receive apologies for absence from the meeting.

4. Declarations of Interest

To receive declarations of:

- (a) non-pecuniary interests as defined by the Council's Code of Conduct for Councillors;
- (b) pecuniary interests as defined by the Council's Code of Conduct for Councillors;
- (c) notice under Section 106 Local Government Finance Act 1992 non-payment of Community Charge or Council Tax.

Note: Members are reminded that they should declare the existence and nature of their non-pecuniary interests at the commencement of the meeting (or as soon as the interest becomes apparent). If that interest is a pecuniary interest, the Member must withdraw from the room unless one of the exceptions applies.

Membership of Warwickshire County Council or any Parish Council is classed as a non-pecuniary interest under the Code of Conduct. A Member does not need to declare this interest unless the Member chooses to speak on a matter relating to their membership. If the Member does not wish to speak on the matter, the Member may still vote on the matter without making a declaration.

- 5. Fees and Charges 2025/26.
- 6. Draft People Strategy.
- 7. Overview and Scrutiny Work Programme.

Membership of the Committee:

Councillors Timms (Chair), S Edwards, Freeman, Hassell, Lawrence, New, Parker, Sayani and Srivastava.

If you have any general queries with regard to this agenda please contact Linn Ashmore, Democratic Services Officer on 01788 533522 or email linn.ashmore@rugby.gov.uk. Any specific queries concerning reports should be directed to the listed contact officer.

Agenda No 2

AGENDA MANAGEMENT SHEET

Report Title: Actions arising from the minutes of the meeting

held on 19 November 2024

Name of Committee: Scrutiny Committee

Date of Meeting: 8 January 2025

Contact Officer: Linn Ashmore, Democratic Services Officer

linn.ashmore@rugby.gov.uk

Summary: The report details the outcomes and actions from

the minutes of the meeting held on 19 November

2024.

Financial Implications: There are no financial implications arising from

this report.

Risk Management

Implications:

There are no risk management implications

arising from this report.

Environmental Implications: There are no environmental implications arising

from this report.

Legal Implications: There are no legal implications arising from this

report.

Equality and Diversity: No new or existing policy or procedure has been

recommended.

Scrutiny Committee – 8 January 2025

Matters arising from the minutes of the meeting held on 19 November 2024

Public Report of the Chief Officer – Legal and Governance

Summary

The report details the outcomes and actions from the minutes of the meeting held on 19 November 2024.

1. MINUTES OF THE MEETING HELD ON 19 NOVEMBER 2024

- 1.2 The minutes of the last meeting are available to download via the following link Minutes Scrutiny Committee 19 November 2024
- 1.3 A summary of the outcomes and actions is as follows:

Minute 16 - Community Safety Annual Report

Action – A copy of the performance report for Q2 was circulated by email to the Committee following the meeting.

Action – an item on the new strategic priorities for the 2025-2029 plan period has been included in the work programme for April.

Minute 17 – Draft Homelessness Strategy

Outcome – the revised draft Strategy, incorporating the feedback from the Committee, will be submitted to Cabinet on 3 March 2025.

Minute 19 – Overview and Scrutiny Work Programme

Outcome – a call will be made to all councillors for suggestions of any topics for review by scrutiny will be held following the budget setting process.

2. RECOMMENTATION

2.1 The committee is asked to note the report and make any recommendations for further action.

Name of I	vieeting:	Scrutiny Committee		
Date of M	eeting:	8 January 2025		
Subject N 19 Novem		Matters arising from t	he minutes of the r	neeting held on
	BACKGROUND BACKGROUND	PAPERS APPLY PAPERS	☐ YES	⊠ NO
Doc No	Title of Docu	ment and Hyperlink		

Agenda No 5

AGENDA MANAGEMENT SHEET

Report Title: Fees and Charges 2025/26

Name of Committee: Scrutiny Committee

Date of Meeting: 8 January 2025

Contact Officer: Jon Illingworth, Chief Finance Officer

Jon.illingworth@rugby.gov.uk

Summary: The report details the draft 2025/26 fees and

charges proposal.

Financial Implications: There are no direct financial implications arising

from this report.

Risk Management

Implications:

There are no risk management implications

arising from this report.

Environmental Implications: There are no environmental implications arising

from this report.

Legal Implications: There are no legal implications arising from this

report.

Equality and Diversity: No new or existing policy or procedure has been

recommended.

Scrutiny Committee – 8 January 2025

Fees and Charges 2025/26

Public Report of the Chief Officer - Finance and Performance

Summary

The report details the proposed fees and charges for 2025/26.

1. FEEs & CHARGES

- 1.1 As part of the Council's fees and charges policy which can be found within the Medium-Term Financial Strategy (MTFS), the charges levied by the Council need to be approved annually as part of the budget setting process. A schedule of fees and charges is attached at Appendix A to this report. These fees and charges take into account the guidance set out in the Council's policy.
- 1.2 The new MTFS which officers are producing will have an amended fees and charges policy which states that in the event of inflation being lower than the government's 2% target, consideration will be given to an addition 1% increase based on the fact that salaries and goods and services procured by officers often have a higher than CPI increase.
- 1.3 The proposed fees and charges schedule includes a comparison of 1.7% which was CPI in September 2024 and 2.7% taking account of the extra 1%
- 1.4 However, there are exceptions:
 - where fees are set nationally by government and therefore not within the authority's control – examples of this include certain licensing fees and planning fees
 - Using the principles of the Councils commercialisation pillars, a variation is required.
 - The fees and charges for the trade waste service have not been published in the schedule due to the commercially sensitive nature of the activity.

- 1.5 It should also be noted that because fees are rounded to the nearest £0.10 there could be variations to the percentage increase.
- 1.6 The fees and charges schedule will be initially presented to Cabinet on 20 January and then finally recommended to Council for approval on 13 February.

2. CONCLUSION

2.1 The committee is asked to consider the fees and charges and provide feedback as required.

Name of M	Meeting:	Scrutiny Committee		
Date of M	eeting:	8 January 2025		
Subject M	_	Fees and Charges 202	25/26	
DO ANY E	BACKGROUND	PAPERS APPLY	☐ YES	$oxed{oxed}$ NO
LIST OF E	BACKGROUND	PAPERS		
Doc No	Title of Docur	ment and Hyperlink		
Doc No	Title of Docur	ment and Hyperlink		
Doc No	Title of Docur	ment and Hyperlink		

	Current Fees			M 1ST APRIL oproved Fee				
	2024/25 Fees C	Increase to be applied 2025/26	PROPOSED 2025/26 Fees Including Sept 1.7% CPI Increase		PROPOSED 2025/26 Fees Including Sept CPI 1.7% +1% Increase	Reviewed by Budget Manager for 2025/26	VAT Type	VAT Included
FIGURE AND WELL DEING	£	Yes/No	£ A		Ε	Yes/No	v/((1)ps	
LEISURE AND WELLBEING								
Rugby Art Gallery and Museum (RAGM)	450.50							
Floor One Gallery artist exhibition hire 2 weeks Public Liability Insurance administration fee (Floor One Gallery)	152.50 32.40	Yes Yes	155.10 33.00		156.60 33.30	Yes Yes	VAT Exempt VAT Exempt	Excluded Excluded
Children's workshops - 2 hours	12.50	Yes	12.70		12.80	Yes	VAT Exempt	Excluded
Children's workshops - 10 - 4 Baby Splats	31.20 6.80	Yes Yes	31.70 6.90		32.00 7.00	Yes Yes	VAT Exempt	Excluded
Fripontium - Roman Britain school workshop	124.60	Yes	126.70		128.00	Yes	VAT Exempt	Excluded
Roman Day Arts Award 'Discover in a Day' school session per child	267.90 8.60	Yes Yes	272.50 8.70		275.10 8.80	Yes Yes	VAT Exempt VAT Exempt	Excluded Excluded
Sketch book journey school workshop Historic loans box hire	124.60 8.60	Yes Yes	126.70 8.70		128.00 8.80	Yes Yes	VAT Exempt VAT Exempt	Excluded Excluded
Magic Carpet Draw, Draw, Draw	143.30 124.60	Yes Yes	145.70 126.70		147.20 128.00	Yes Yes	VAT Exempt VAT Exempt	Excluded Excluded
Rugby Collection	118.40	Yes	120.40		121.60	Yes	VAT Exempt	Excluded
Archaeological archive deposits, per box: .arge box - £330.30 (up to 255mm x 405mm x 225mm) Small box - £165.15 (up to 268mm x 405mm x 80mm)	330.30 165.15	No No	330.30 165.15		339.20 169.60	Yes Yes	VAT at 20% VAT at 20%	Excluded Excluded
Centre supervisor to stay after hours (hourly rate)	51.90	Yes	52.80		53.30	Yes	VAT at 20%	Excluded
Gallery Assistant (per hour)	38.80	Yes	39.50		39.80	Yes	VAT at 20%	Excluded
Education Room 1 - hire charges Per hour	29.30	Yes	29.80		30.10	Yes	VAT Exempt	Excluded
National Charities/Education .ocal Groups/Charities/Education	23.50 20.50	Yes Yes	23.90 20.80		24.10 21.10	Yes Yes	VAT Exempt VAT Exempt	Excluded Excluded
Education Room 2 - hire charges Per hour	20.70	Yes	21.10		21.30	Yes	VAT Exempt	N/A
National Charities/Education Local Groups/Charities/Education	16.60 14.40	Yes Yes	16.90 14.60		17.00 14.80	Yes Yes	VAT Exempt VAT Exempt	N/A N/A
Note: Room Hire							•	
FULL day room hire offers a 5% discount Refreshments can be provided at an additional cost please contact service directly for details								
Rugby Open fee - single artwork	8.30	Yes	8.40		8.50	Yes	VAT at 20%	Included
Rugby Open fee - three artworks Rugby Open late collection of artwork fee (per artwork per day)	21.70 6.00	Yes Yes	22.10 6.10		22.30 6.20	Yes Yes	VAT at 20% VAT at 20%	Included Included
Rugby Open commission on artwork sales	25% commission		25% commission		25% commission	Yes	VAT at 20%	Included
The Benn Hall								
Monday - Thursday per hour								
Main Hall	45.00	No	45.80		46.20	Yes	VAT Exempt	N/A
Rokeby Room Bar	30.00 25.00	No No	30.50 25.40		30.80 25.70	Yes Yes	VAT Exempt VAT Exempt	N/A N/A
Whole Building	75.00	No	76.30		77.00	Yes	VAT Exempt	N/A
Friday 9-5 per hour	75.00	No	70.00		77.00	Yes		
Main Hall Rokeby Room	75.00 50.00	No	76.30 50.90		51.40	Yes	VAT Exempt VAT Exempt	N/A N/A
Bar Whole Building	25.00 125.00	No No	25.40 127.10		25.70 128.40	Yes Yes	VAT Exempt VAT Exempt	N/A N/A
Friday from 5pm, Saturday, Sunday & Bank Holidays per hour Whole Building Only £125								
Use of Kitchen Facilities for the provision of:-								
Tea/Coffee/Squash/Biscuits All other catering per hour	45.00 30.00	No No	45.80 30.50		46.20 30.80	Yes Yes	VAT Exempt VAT Exempt	N/A N/A
Show Packages	30.00	140	50.50		30.00	165	VAT Exempt	IN/A
Monday - Wednesday	500.00	Yes	508.50	520.00	513.50	Yes	VAT Exempt	N/A
Thursday to Sunday	700.00	Yes	711.90	820.00	718.90	Yes	VAT Exempt	N/A
NOTE: a) Preparation time, if required, must be arranged at time of booking.								
Please note this cannot always be guaranteed. Sports and Recreation								
Jse of Community Sports Coach	20.90	Yes	21.30		21.50	Yes	VAT Exempt	N/A
Jse of Community Sports Coach Jse of a Play Ranger	20.90	Yes	21.30		21.50	Yes	VAT Exempt	N/A N/A
Jse of On Track Sports Leaders	20.90	103	21.30		21.50	103	VAT Exempt	IN/A
Schools (PPA/Lunch) Sport Specific	20.90 25.40	Yes Yes	21.30 25.80		21.50 26.10	Yes Yes	VAT Exempt VAT Exempt	N/A N/A
Mentoring Small Group Work	25.40	Yes Yes	25.80 25.80 38.70		26.10 26.10 39.10	Yes Yes	VAT Exempt VAT Exempt VAT Exempt	N/A N/A N/A
Youth Club	38.10 21.40	Yes	21.80		22.00	Yes	VAT out of Scope	N/A
Sport Leader Courses Boxing Leader Courses	38.10 38.10	Yes Yes	38.70 38.70		39.10 39.10	Yes Yes	VAT Exempt VAT Exempt	N/A N/A
Parks								
Caldecott Park - to be fixed with the café leaseholder								
Special Events on Parks and Open Spaces			price on					
Sports Tournaments	price on application		price on application		price on application	Yes	VAT Exempt	N/A
Charitable Events Og Shows - per opening day	no charge 366.50	Yes	no charge 372.70		no charge 376.40	Yes Yes	N/A VAT Exempt	N/A N/A
Fairs/Circuses - per operating day -airs/Circuses - per setting up day	486.30 138.60	Yes Yes	494.60 141.00		499.40 142.30	Yes Yes	VAT Exempt VAT Exempt	N/A N/A
Returnable deposit for new fair/circus operator Commercial Events	384.10 488.70	Yes Yes	390.60 497.00		394.50 501.90	Yes Yes	VAT Exempt VAT Exempt	N/A N/A
Filming rights (per day)	259.60	Yes	264.00 price on		266.60 price on	Yes	VAT Exempt	N/A
ce Cream Licence	price on application	Yes	application		application	Yes	VAT at 20%	N/A
Sports Pitches								
SPORTS PITCHES ARE HIRED PER SESSION (not including time spent changing)								

	FEES AND CHAR Current Fees	<u>61-61-11</u>		oproved Fe				
s	2024/25 Fees C	Increase to be applied 2025/26 Yes/No	PROPOSED 2025/26 Fees Including Sept 1.7% CPI Increase £		PROPOSED 2025/26 Fees Including Sept CPI 1.7% +1% Increase £		VAT Type	VAT Included
and sign the current Terms and Condition of Hire Matches must be completed by 9pm Monday to Saturday and by 6pm on Sunday			A					
Rugby Football: 1 session is deemed to last up to 100 minutes Football: 1 session is deemed to last up to 120 minutes Cricket: 1 session is deemed to last up to 4 hours Changing Facilities: where booked will be charged per pitch session as above								
This is an unattended service provided to specific clubs/teams by prior agreement. An attended service is available for a casual booking - additional charge payable								
Where an all day booking is made, morning is deemed to be one session, afternoon one session and evening one session. Each session will be charged as detailed.								
Senior pitch hire Football, Rugby, Cricket, Gaelic Football (Block Booking, sports teams or coaches) Football, Rugby, Cricket, Gaelic Football (Single Booking)	39.90 39.90	Yes Yes	45.80 54.96		41.00 41.00		VAT Exempt VAT at 20%	Excluded Included
Intermediate pitch hire						12-		
Football (Block Booking, sports teams or coaches) Football, Rugby, Cricket, Gaelic Football (Single Booking)	31.70 31.70	Yes Yes	35.70 42.84		32.60 32.60		VAT Exempt VAT at 20%	Excluded Included
Junior pitch hire Football, Rugby (Block Booking, sports teams or coaches) Football, Rugby, Cricket, Gaelic Football (Single Booking)	31.70 31.70	Yes	35.70 42.84		32.60 32.60		VAT Exempt VAT at 20%	Excluded Included
Mini pitch hire Football (Block Booking, sports teams or coaches) Football, Rugby, Cricket, Gaelic Football (Single Booking)	15.30 15.30	Yes Yes	17.90 21.48		15.70 15.70		VAT Exempt VAT at 20%	N/A Included
UNAUTHORISED USE OF FACILITIES - DOUBLE FEE PAYABLE						100	7711 01 2070	morado
Training (per training session) (Block Booking, sports teams or coaches)	12.90	Yes	12.30		13.20	Yes	VAT Exempt	N/A
Training (per training session) (Single Booking) Changing Rooms (subject to change as facilities are refurbished) Changed per session as above. Changing rooms are opened as for Football/Cricket, 30 minutes before kick-off, Rugby/Gaelic 60 minutes before kick-off and early opening price on application.	12.90	Yes	14.76		13.20	Yes	VAT at 20%	Included
Unattended regular use through the season on specified number of occasions (minimum 10)								
Seniors per room per occasion (no refunds unless cancelled by Council)	27.00	Yes	27.50		27.70	Yes	VAT Exempt	N/A
Juniors per room per occasion (no refunds unless cancelled by Council)	18.80	Yes	19.10		19.30	Yes	VAT Exempt	N/A
Juniors Weekly access to toilets only (For season- dates as agreed)	305.50	Yes	310.70		313.70	Yes	VAT Exempt	N/A
Unattended casual use (less than 10 occasions) Seniors £18.00 per room per occasion Juniors £12.50 per room per occasion	22.30 15.30	Yes Yes	22.70 15.60		22.90 15.70		VAT at 20% VAT at 20%	Included
Attended Service Additional £25 payable	Additional £25 payable		Additional £25 payable		Additional £25 payable		VAT Exempt	N/A
Late Booking Charges Each Pitch (Including VAT)	12.90	Yes	13.10		13.20		VAT at 20%	Included
Changing room(s) (plus VAT as appropriate) Professional Trainers (per hour)	12.90 17.60	Yes Yes	13.10		13.20		VAT at 20% VAT Exempt	Excluded N/A
GROWTH AND INVESTMENT Planning Services								
Pre-application Charges								
Householder Extensions or Outbuildings Other Commercial Development	106.00 Price on application	Yes	107.80	110.00 price on application	108.90 price on application			Included
1-4 Dwellings, Agriculture, Change of Use or other Minor Development Proposals	460.00	Yes	467.80	470.00	472.40			Included
Additional Meeting or Advice Notice in regard to above	140.00	Yes	142.40	145.00	143.80	Yes		Included
5-9 Dwellings; or any development with 500m2 to 999m2 of Floor Space Additional Meeting or Advice Notice in regard to above	1,235.00 140.00	Yes Yes	1,256.00 142.40	1,260.00 145.00	1,268.30 143.80			Included Included
10 to 49 dwellings; or any development up to 0.49; or 1,000 to 4,999 m2 of floor space Additional Meeting or Advice Notice in regard to above	2,820.00 590.00	Yes Yes	2,867.90 600.00	2,870.00 600.00	2,896.10 605.90			Included
50 to 99 dwellings; or development 0.5 to 0.99ha or 5,000 to 9,999 m2 of floor space	4,345.00	Yes	4,418.90	4,420.00	4,462.30			Included
Additional Meeting or Advice Notice in regard to above	590.00	Yes	600.00	600.00	605.90	Yes		Included
100-199 Dwellings or development 1ha to 2ha	5,500.00	Yes	5,500.00	price on application price on	5,648.50	Yes		Included
Additional Meeting or Advice Notice in regard to above	1,055.00	Yes	1,055.00	application	1,083.50	Yes		Included
200+ Dwellings; or development greater than 2 ha; or gross floor area greater than 10,000m2	6,460.00	Yes	6,569.80	price on application price on	6,634.40			Included
Additional Meeting or Advice Notice in regard to above	1,055.00	Yes	1,072.90	application	1,083.50	Yes		Included

	FEES AND CHAR Current Fees	U-8 EFF		m 1ST APRIL				
	2024/25 Fees C	Increase to	PROPOSED 2025/26 Fees Including Sept 1.7% CPI	oproved ree	PROPOSED 2025/26 Fees Including Sept CPI 1.7% +1%	Reviewed by Budget		VAT
5		be applied 2025/26	Increase £		Increase £	Manager for 2025/26	VAT Type	Included
	-	Yes/No	A		L	Yes/No		
Planning Performance Agreements								
Major strategic developments where a Planning Performance Agreement (PPA) is required: to be negotiated on a case by case basis	price on application			price on application	price on application	Yes		Included
Planning Application Fees - set nationally	Available on line via							
A Guide to the Fees for Planning Applications in England	national Planning Portal webiste							
Plan Printing – Size A0 + (per copy)	10.50	Yes	10.70	10.70	10.80	Yes	VAT at 20%	Included
Size A0 Size A1	7.80 5.35	Yes Yes	7.90 5.40	7.90 5.40	8.00 5.50	Yes Yes	VAT at 20% VAT at 20%	Included
Size A2 Size A3	2.50 1.20	Yes Yes	2.50 1.20	2.50 1.20	2.60 1.20	Yes Yes	VAT at 20% VAT at 20%	Included Included
Size A4	1.20	Yes	1.20	1.20	1.20	Yes	VAT at 20%	Included
Planning Decision Notices (including appeal decisions) Per copy	19.40	Yes	19.70	20.00	19.90	Yes	VAT at 20%	Included
Miscellaneous Documentation First copy from each file	1.20	Yes	1.20	1.20	1.20	Yes	VAT at 20%	Included
Subsequent copies (black and white) per side Subsequent copies (colour) per side	0.11 0.22	Yes Yes	0.10 0.20	0.11 0.22	0.10 0.20	Yes Yes	VAT at 20% VAT at 20%	Included
Section 106 Agreements & Unilateral Undertakings								
- for any obligation related to Affordable Housing which contains eliqibility criteria	590.00	Yes	600.00	600.00	605.90	Yes		
- for each obligation which only seeks a monetary contribution	590.00	Yes	600.00	600.00	605.90	Yes		
- 5% of the total financial contribution per obligation where additional			,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		555.60			
ongoing monitoring is required over and above just a monetary contribution								
Any large scale developments (such as 350 dwellings or more, or 15,000 square metres gross or more, including Sustainable Urban Extensions, will be subject to bespoke monitoring fee arrangements								
Additional monitoring fees for Section 106 Agreements, Unilateral								
- Site inspection fee	235	Yes	235.00	240.00	241.30	Yes		
Site inspection fee Approval of details/documents, including conditions per submission/compliance request	350	Yes	350.00	360.00	359.50	Yes		
- Deed of variation per s106/UU topic	695.00	Yes	695.00	710.00	713.80	Yes		
Monitoring in relation to discounted market affordable housing dwellings						100		
(per dwelling)	N/A	Yes	500.00	500.00	500.00	Yes		
Confirmation Planning Enforcement Notice or other such formal enforcement matter has been complied with or request to be withdrawn (per notice/matter) from a property/site	N/A	Yes	250.00	250.00	250.00	Yes		
Biodiversity net gain (BNG) monitoring for all new applicable development sites in relation to onsite and offsite BNG and Habitat Banks	N/A	Yes	price on application dependent on size of site	price on application dependent on size of site	price on application dependent on size of site	Yes		
Building Control								
Danaing Control								
From 1st April 2015 regulatory activities will be undertaken by Warwick								
From 1st April 2015 regulatory activities will be undertaken by Warwick District Council as a shared partnership.								
From 1st April 2015 regulatory activities will be undertaken by Warwick District Council as a shared partnership. Please visit www.warwickdc.gov.uk for further information. Land Charges Additional Questions each	44.90 28.70	Yes Yes	48.00 29.20	45.90 23.10	46.10 29.50	Yes Yes	VAT at 20% VAT at 20%	
From 1st April 2015 regulatory activities will be undertaken by Warwick District Council as a shared partnership. Please visit www.warwickdc.gov.uk for further information. Land Charges	44.90 28.70 128.00	Yes Yes Yes	48.00 29.20 136.80	45.90 23.10 130.50	46.10 29.50 131.50	Yes Yes Yes	VAT at 20% VAT at 20% VAT at 20%	Included
From 1st April 2015 regulatory activities will be undertaken by Warwick District Council as a shared partnership. Please visit www.warwickdc.gov.uk for further information. Land Charges Additional Questions each Additional Parcels each	28.70	Yes	29.20	23.10	29.50	Yes	VAT at 20%	Included
From 1st April 2015 regulatory activities will be undertaken by Warwick District Council as a shared partnership. Please visit www.warwickdc.gov.uk for further information. Land Charges Additional Questions each Additional Parcels each Con29 Con29 O - Optional Enquiries, except ones listed below Con29 O - Optional Enquiry 22	28.70 128.00	Yes	29.20 136.80	23.10 130.50	29.50 131.50	Yes Yes	VAT at 20% VAT at 20%	Included Included
From 1st April 2015 regulatory activities will be undertaken by Warwick District Council as a shared partnership. Please visit www.warwickdc.gov.uk for further information. Land Charges Additional Questions each Additional Parcels each Con29 Con29 O - Optional Enquiries, except ones listed below Con29 O - Optional Enquiry 22 "We DO NOT answer Questions 4 & 16	28.70 128.00 21.30	Yes Yes Yes	29.20 136.80 22.80	23.10 130.50 21.90	29.50 131.50 21.90	Yes Yes Yes	VAT at 20% VAT at 20% VAT at 20%	Included Included
From 1st April 2015 regulatory activities will be undertaken by Warwick District Council as a shared partnership. Please visit www.warwickdc.gov.uk for further information. Land Charges Additional Questions each Additional Parcels each Con29 Con29 O - Optional Enquiries, except ones listed below Con29 O - Optional Enquiry 22 "We DO NOT answer Questions 4 & 16 Dither CON29 questions Question 1.1 j. k. l	28.70 128.00 21.30 23.00	Yes Yes Yes Yes Yes	29.20 136.80 22.80 24.60	23.10 130.50 21.90 23.40	29.50 131.50 21.90 23.60	Yes Yes Yes Yes Yes	VAT at 20%	Included Included Included Included
From 1st April 2015 regulatory activities will be undertaken by Warwick District Council as a shared partnership. Please visit www.warwickdc.gov.uk for further information. Land Charges Additional Questions each Additional Parcels each Con29 Con29 O - Optional Enquiries, except ones listed below Con29 O - Optional Enquiry 22 "We DO NOT answer Questions 4 & 16 Other CON29 questions Question 1.1 j. k. i Question 3.7	28.70 128.00 21.30 23.00 20.60 40.30 17.90	Yes	29.20 136.80 22.80 24.60 21.90 42.90 19.20	23.10 130.50 21.90 23.40 21.00 41.10 18.30	29.50 131.50 21.90 23.60 21.20 41.40 18.40	Yes Yes Yes Yes	VAT at 20% VAT at 20% VAT at 20% VAT at 20%	Included Included Included Included Included Included
From 1st April 2015 regulatory activities will be undertaken by Warwick District Council as a shared partnership. Please visit www.warwickdc.gov.uk for further information. Land Charges Additional Questions each Additional Parcels each Con29 Con29 O - Optional Enquiries, except ones listed below Con29 O - Optional Enquiry 22 "WP DO NOT answer Questions 4 & 16 Other CON29 questions Question 1.1 j. k, 1 Question 2 Question 3.7 Question 3.9 Ouestion 3.9	28.70 128.00 21.30 23.00 20.60 40.30 17.90 6.00 6.30	Yes	29.20 136.80 22.80 24.60 21.90 42.90 19.20 6.60 6.90	23.10 130.50 21.90 23.40 21.00 41.10 18.30 6.30 6.60	29.50 131.50 21.90 23.60 21.20 41.40 41.40 6.20 6.50	Yes	VAT at 20%	Included
From 1st April 2015 regulatory activities will be undertaken by Warwick District Council as a shared partnership. Please visit www.warwickdc.gov.uk for further information. Land Charges Additional Questions each Additional Parcels each Con29 Con29 O - Optional Enquiries, except ones listed below Con29 O - Optional Enquiry 22 "We DO NOT answer Questions 4 & 16 Other CON29 questions Question 1.1 j. k, I Question 2 Question 3.7 Question 3.8	28.70 128.00 21.30 23.00 20.60 40.30 17.90 6.00	Yes	29.20 136.80 22.80 24.60 21.90 42.90 19.20 6.60	23.10 130.50 21.90 23.40 21.00 41.10 18.30 6.30	29.50 131.50 21.90 23.60 21.20 41.40 18.40 6.20	Yes	VAT at 20%	Included
From 1st April 2015 regulatory activities will be undertaken by Warwick District Council as a shared partnership. Please visit www.warwickdc.gov.uk for further information. Land Charges Additional Questions each Additional Parcels each Con29 Con29 O - Optional Enquiries, except ones listed below Con29 O - Optional Enquiry 22 "We DO NOT answer Questions 4 & 16 Other CON29 questions Question 1.1 j. k, l Question 3.7 Question 3.7 Question 3.9 Question 3.11 Question 3.11 Question 3.13	28.70 128.00 21.30 23.00 20.60 40.30 17.90 6.00 6.30 19.40	Yes	29.20 136.80 22.80 24.60 21.90 42.90 19.20 6.60 6.90 19.70	23.10 130.50 21.90 23.40 21.00 41.10 18.30 6.30 6.60 19.80	29.50 131.50 21.90 23.60 21.20 41.40 18.40 6.20 6.50 19.90	Yes	VAT at 20%	Included
From 1st April 2015 regulatory activities will be undertaken by Warwick District Council as a shared partnership. Please visit www.warwickdc.gov.uk for further information. and Charges Additional Questions each Additional Parcels each Con29 Con29 O - Optional Enquiries, except ones listed below Con29 O - Optional Enquiry 22 We DO NOT answer Questions 4 & 16 Other CON29 questions Question 1.1 j. k, i Question 3.7 Question 3.7 Question 3.9 Question 3.9 Question 3.11 Question 3.13 Rugby Outdoor Market	28.70 128.00 21.30 23.00 20.60 40.30 17.90 6.00 6.30 19.40	Yes	29.20 136.80 22.80 24.60 21.90 42.90 19.20 6.60 6.90 19.70	23.10 130.50 21.90 23.40 21.00 41.10 18.30 6.30 6.60 19.80	29.50 131.50 21.90 23.60 21.20 41.40 18.40 6.20 6.50 19.90	Yes	VAT at 20%	Included
From 1st April 2015 regulatory activities will be undertaken by Warwick District Council as a shared partnership. Please visit www.warwickdc.gov.uk for further information. and Charges Additional Questions each Additional Parcels each Con29 Con29 O - Optional Enquiries, except ones listed below Con29 O - Optional Enquiry 22 We DO NOT answer Questions 4 & 16 Other CON29 questions Question 1.1 j. k, I Question 2 Question 3.7 Question 3.8 Question 3.9 Question 3.11 Question 3.13 Rugby Outdoor Market Rugby Market Daily Pitch Fee (payable to CJ Events)	28.70 128.00 21.30 23.00 20.60 40.30 17.90 6.00 6.30 19.40	Yes	29.20 136.80 22.80 24.60 21.90 42.90 19.20 6.60 6.90 19.70 2.10	23.10 130.50 21.90 23.40 21.00 41.10 18.30 6.30 6.60 19.80 2.10	29.50 131.50 21.90 23.60 21.20 41.40 18.40 6.20 6.50 19.90 2.00	Yes	VAT at 20%	Included
From 1st April 2015 regulatory activities will be undertaken by Warwick District Council as a shared partnership. Please visit www.warwickdc.gov.uk for further information. Land Charges Additional Questions each Additional Parcels each Con29 Con29 O - Optional Enquiries, except ones listed below Con29 O - Optional Enquiry 22 CWP DO NOT answer Questions 4 & 16 Other CON29 questions Question 1.1 j. k, 1 Question 3.7 Question 3.7 Question 3.9 Question 3.91 Question 3.11 Question 3.13 Rugby Outdoor Market Rugby Market Daily Pitch Fee (payable to CJ Events)	28.70 128.00 21.30 23.00 20.60 40.30 17.90 6.00 6.30 19.40	Yes	29.20 136.80 22.80 24.60 21.90 42.90 19.20 6.60 6.90 19.70 2.10	23.10 130.50 21.90 23.40 21.00 41.10 18.30 6.30 6.60 19.80 2.10	29.50 131.50 21.90 23.60 21.20 41.40 18.40 6.20 6.50 19.90 2.00	Yes	VAT at 20%	Included
From 1st April 2015 regulatory activities will be undertaken by Warwick District Council as a shared partnership. Please visit www.warwickdc.gov.uk for further information. Land Charges Additional Questions each Additional Parcels each Con29 Con29 O - Optional Enquiries, except ones listed below Con29 O - Optional Enquiry 22 CWP DO NOT answer Questions 4 & 16 Other CON29 questions Question 1.1 j. k, 1 Question 3.7 Question 3.7 Question 3.9 Question 3.91 Question 3.11 Question 3.13 Rugby Outdoor Market Rugby Market Daily Pitch Fee (payable to CJ Events)	28.70 128.00 21.30 23.00 20.60 40.30 17.90 6.00 6.30 19.40	Yes	29.20 136.80 22.80 24.60 21.90 42.90 19.20 6.60 6.90 19.70 2.10	23.10 130.50 21.90 23.40 21.00 41.10 18.30 6.30 6.60 19.80 2.10	29.50 131.50 21.90 23.60 21.20 41.40 18.40 6.20 6.50 19.90 2.00	Yes	VAT at 20%	Included
From 1st April 2015 regulatory activities will be undertaken by Warwick District Council as a shared partnership. Please visit www.warwickdc.gov.uk for further information. Land Charges Additional Questions each Additional Parcels each Con29 Con29 O - Optional Enquiries, except ones listed below Con29 O - Optional Enquiry 22 "We DO NOT answer Questions 4 & 16 Other CON29 questions Question 1.1 j. k, 1 Question 3.7 Question 3.7 Question 3.8 Question 3.11 Question 3.11 Question 3.13 Rugby Outdoor Market Rugby Market Daily Pitch Fee (payable to CJ Events) REGULATION AND SAFETY Bereavement Services Adult rates apply to persons aged 18 or over	28.70 128.00 21.30 23.00 20.60 40.30 17.90 6.00 6.30 19.40	Yes	29.20 136.80 22.80 24.60 21.90 42.90 19.20 6.60 6.90 19.70 2.10	23.10 130.50 21.90 23.40 21.00 41.10 18.30 6.30 6.60 19.80 2.10	29.50 131.50 21.90 23.60 21.20 41.40 18.40 6.20 6.50 19.90 2.00	Yes	VAT at 20%	Included
From 1st April 2015 regulatory activities will be undertaken by Warwick District Council as a shared partnership. Please visit www.warwickdc.gov.uk for further information. and Charges Additional Questions each Additional Parcels each Con29 Con29 O - Optional Enquires, except ones listed below Con29 O - Optional Enquiry 22 We DO NOT answer Questions 4 & 16 Other CON29 questions Question 1.1 j, k, I Question 2 Question 3.7 Question 3.7 Question 3.8 Question 3.9 Question 3.11 Rugby Outdoor Market Rugby Market Daily Pitch Fee (payable to CJ Events) REGULATION AND SAFETY Bereavement Services Adult rates apply to persons aged 18 or over Rainsbrook Crematorium	28.70 128.00 21.30 23.00 20.60 40.30 17.90 6.00 6.30 19.40	Yes	29.20 136.80 22.80 24.60 21.90 42.90 19.20 6.60 6.90 19.70 2.10	23.10 130.50 21.90 23.40 21.00 41.10 18.30 6.30 6.60 19.80 2.10	29.50 131.50 21.90 23.60 21.20 41.40 18.40 6.20 6.50 19.90 2.00	Yes	VAT at 20%	Included
From 1st April 2015 regulatory activities will be undertaken by Warwick District Council as a shared partnership. Please visit www.warwickdc.gov.uk for further information. and Charges Additional Questions each Additional Parcels each Con29 Con29 O - Optional Enquires, except ones listed below Con29 O - Optional Enquiry 22 We DO NOT answer Questions 4 & 16 Other CON29 questions Question 1.1 j. k, 1 Question 2 Question 3.7 Question 3.9 Question 3.9 Question 3.11 Question 3.13 Rugby Outdoor Market Rugby Market Daily Pitch Fee (payable to CJ Events) REGULATION AND SAFETY Bereavement Services Adult rates apply to persons aged 18 or over tainsbrook Crematorium Cremation Fees -inclusive of medical referee fees, unwitnessed scattering of ashes and environmental levy (where applicable)	28.70 128.00 21.30 23.00 20.60 40.30 17.90 6.00 6.30 19.40 1.90	Yes	29.20 136.80 22.80 24.60 21.90 42.90 19.20 6.60 6.90 19.70 2.10	23.10 130.50 21.90 23.40 21.00 41.10 18.30 6.60 19.80 2.10	29.50 131.50 21.90 23.60 21.20 41.40 18.40 6.20 6.50 19.90 2.00 28.80	Yes	VAT at 20%	Included Inc
From 1st April 2015 regulatory activities will be undertaken by Warwick District Council as a shared partnership. Please visit www.warwickdc.gov.uk for further information. and Charges Additional Questions each Additional Parcels each Con29 Con29 O - Optional Enquiries, except ones listed below Con29 O - Optional Enquiry 22 We DO NOT answer Questions 4 & 16 Other CON29 questions Question 1, 1, k, 1 Question 1, 2 Question 3, 2 Question 3, 3 Question 3, 13 Question 3, 11 Question 3, 13 Rugby Outdoor Market Rugby Market Daily Pitch Fee (payable to CJ Events) REGULATION AND SAFETY Bereavement Services Adult rates apply to persons aged 18 or over Ambigue of Safets and environmental levy (where applicable) Child - up to 24 weeks gestation Child - up to 24 weeks gestation Child - Up to 24 weeks gestation Child - Torm 24 weeks gestation up to and including 1/ years or age	28.70 128.00 21.30 23.00 20.60 40.30 17.90 6.00 6.30 19.40	Yes	29.20 136.80 22.80 24.60 21.90 42.90 19.20 6.60 6.90 19.70 2.10	23.10 130.50 21.90 23.40 21.00 41.10 18.30 6.30 6.60 19.80 2.10	29.50 131.50 21.90 23.60 21.20 41.40 18.40 6.20 6.50 19.90 2.00	Yes	VAT at 20%	Included
From 1st April 2015 regulatory activities will be undertaken by Warwick District Council as a shared partnership. Please visit www.warwickdc.gov.uk for further information. and Charges Additional Questions each Additional Parcels each Con29 Con29 O - Optional Enquiries, except ones listed below Con29 O - Optional Enquiry 22 We DO NOT answer Questions 4 & 16 Other CON29 questions Question 1, 1 j, k, 1 Question 2 Question 3,7 Question 3,8 Question 3,9 Question 3,11 Question 3,13 Rugby Outdoor Market Rugby Market Daily Pitch Fee (payable to CJ Events) REGULATION AND SAFETY Bereavement Services Adult rates apply to persons aged 18 or over Alansbrook Crematorium Cremation Fees -inclusive of medical referee fees, unwitnessed cattering of ashes and environmental levy (where applicable) Child - up to 24 weeks gestation Childer's Funcal Funcil FREC)	28.70 128.00 21.30 23.00 20.60 40.30 17.90 6.00 6.30 19.40 1.90 28.00	Yes	29.20 136.80 22.80 24.60 21.90 42.90 19.20 6.60 6.90 2.10	23.10 130.50 21.90 23.40 21.00 41.10 18.30 6.80 2.10 28.50	29.50 131.50 21.90 23.60 21.20 41.40 18.40 6.20 6.50 19.90 2.00 28.80	Yes	VAT at 20%	Included Inc
From 1st April 2015 regulatory activities will be undertaken by Warwick District Council as a shared partnership. Please visit www.warwickdc.gov.uk for further information. and Charges Additional Questions each Additional Parcels each Con29 Con29 O - Optional Enquiries, except ones listed below Con29 Con29 O - Optional Enquiry 22 We DO NOT answer Questions 4 & 16 Cher CON29 questions Question 1.1 j. k, 1 Question 1.2 question 3.8 Question 3.7 Question 3.8 Question 3.11 Question 3.13 Rugby Outdoor Market Rugby Market Daily Pitch Fee (payable to CJ Events) REGULATION AND SAFETY Bereavement Services Adult rates apply to persons aged 18 or over tainsbrook Crematorium Cremation Fees -inclusive of medical referee fees, unwitnessed scattering of ashes and environmental levy (where applicable) Child - up to 24 weeks gestation Child - up to 24 weeks gestation Child - trom 24 weeks gestation up to and incuding 1 / years or age Nb. this is not to be paid by the family but will be claimed from the	28.70 128.00 21.30 23.00 20.60 40.30 17.90 6.00 6.30 19.40 1.90 28.00	Yes	29.20 136.80 22.80 24.60 21.90 42.90 19.20 6.60 6.90 21.10 28.50	23.10 130.50 21.90 23.40 21.00 41.10 18.30 6.30 6.60 19.80 2.10 28.50	29.50 131.50 21.90 23.60 21.20 41.40 18.40 6.20 6.50 19.90 2.00 28.80	Yes	VAT at 20% VAT be 20% VAT at 20% VAT be	Included Inc
From 1st April 2015 regulatory activities will be undertaken by Warwick District Council as a shared partnership. Please visit www.warwickdc.gov.uk for further information. Land Charges Additional Questions each Additional Parcels each Con29 Con29 O - Optional Enquiries, except ones listed below Con29 O - Optional Enquiry 22 "We DO NOT answer Questions 4 & 16 Other CON29 questions Question 1.1 j, k, 1 Question 2 Question 3.7 Question 3.8 Question 3.9 Question 3.9 Question 3.11 Question 3.13 Rugby Outdoor Market Rugby Market Daily Pitch Fee (payable to CJ Events) REGULATION AND SAFETY Bereavement Services Adult rates apply to persons aged 18 or over Rainsbrook Grematorium Cremation Fees -inclusive of medical referee fees, unwitnessed scattering of ashes and environmental levy (where applicable) Child - up to 24 weeks gestation Child - up to 24 weeks gestation Child - up to 24 weeks gestation up to and incuding 1 / years or age (Nb. this is not to be paid by the family but will be claimed from the Children's Funeral Fund by RBC) Adult - service 9.00am - 4.00pm	28.70 128.00 21.30 23.00 20.60 40.30 17.90 6.00 6.30 19.40 1.90 28.00	Yes	29.20 136.80 22.80 24.60 21.90 42.90 19.20 6.60 6.90 2.10	23.10 130.50 21.90 23.40 21.00 41.10 18.30 6.80 2.10 28.50	29.50 131.50 21.90 23.60 21.20 41.40 18.40 6.20 6.50 19.90 2.00 28.80	Yes	VAT at 20%	Included
From 1st April 2015 regulatory activities will be undertaken by Warwick District Council as a shared partnership. Please visit www.warwickdc.gov.uk for further information. Land Charges Additional Questions each Additional Parcels each Con29 Con29 O - Optional Enquiries, except ones listed below Con29 O - Optional Enquiry 22 "We DO NOT answer Questions 4 & 16 Other CON29 questions Question 1.1 j, k, I Question 3.2 Question 3.7 Question 3.8 Question 3.9 Question 3.9 Question 3.11 Question 3.13 Rugby Outdoor Market Rugby Market Daily Pitch Fee (payable to CJ Events) REGULATION AND SAFETY Bereavement Services Adult rates apply to persons aged 18 or over Rainsbrook Grematorium Cremation Fees -inclusive of medical referee fees, unwitnessed scattering of ashes and environmental levy (where applicable) Child - up to 24 weeks gestation Unitio - from 24 weeks gestation up to and incuding 1 / years or age (NB. this is not to be paid by the family but will be claimed from the Children's Funeral Fund by RBC) Adult - service 9.00am - 4.00pm Adult - no service 8.15am - 8.25am (no music, minister or family present)	28.70 128.00 21.30 23.00 20.60 40.30 17.90 6.00 6.30 19.40 1.90 28.00	Yes	29.20 136.80 22.80 24.60 21.90 42.90 19.20 6.60 6.90 21.10 28.50	23.10 130.50 21.90 23.40 21.00 41.10 18.30 6.30 6.60 19.80 2.10 28.50	29.50 131.50 21.90 23.60 21.20 41.40 18.40 6.20 6.50 19.90 2.00 28.80	Yes	VAT at 20%	N/A N/A

	FEES AND CHAR Current Fees	W-01-11-1		oproved Fe				
	2024/25 Fees C	Increase to be applied	PROPOSED 2025/26 Fees Including Sept 1.7% CPI	oproved re	PROPOSED 2025/26 Fees Including Sept CPI 1.7% +1%	Reviewed by Budget Manager for		VAT
s	£	2025/26 Yes/No	Increase £		Increase £	2025/26 Yes/No	VAT Type	Included
Saturday cremation 10.00am - 12 noon - strict rotation	758.00	Yes	A 770.90	770.00	778.50	Yes	VAT Exempt	N/A
Saturday interment of cremated remains (am only)	320.00	Yes	325.40	325.00	328.60	Yes	VAT Exempt	N/A
Saturday scattering of cremated remains (am only)	128.00	Yes	130.20	130.00	131.50	Yes	VAT Exempt	N/A
Scattering of ashes when cremation has taken place at Rainsbrook Scattering of ashes when cremation has taken place elsewhere	53.00 106.00	Yes Yes	new 107.80	55.00 108.00	54.40 108.90	Yes Yes	VAT Exempt VAT Exempt	N/A N/A
Wooden casket/biodegradable casket Biobox - Small	75.00	Yes	76.30	80.00 6.00	77.00 0.00	Yes Yes	VAT Exempt VAT Exempt	N/A N/A
Biobox - Large	15.00	Yes		16.00	15.40	Yes	VAT Exempt	N/A
Forwarding cremated remains by post (inland) Audio recording of services	price on application 75.00	Yes Yes	76.30	80.00	77.00	Yes Yes	VAT at 20% VAT at 20%	Included
DVD recording of service Download link (Add on)	75.00 25.00	Yes Yes	76.30	80.00 30.00	77.00 25.70	Yes Yes	VAT at 20%	Included
Download link (stand alone)	20.00	100	new	60.00	60.00	Yes		
Slideshow / Visual Tribute (price dependant on number of photos chosen and family tribute)	90.00-140.00	N/A	82.50-110	50.00-150.00	50.00-150.00	Yes	VAT at 20%	Included
Virtual Memorial Service Bespoke tributes	price on application	N/A	new from	80.00 100.00	0.00			
Webcast Use of Rainsbrook Ceremony Room (for a memorial service- no	90.00	Yes	91.50	95.00	92.40	Yes	VAT at 20%	Included
cremation)	352.00	Yes	358.00	360.00	361.50	Yes	VAT Exempt	N/A
Bearer's fee (advance booking only) Late arrival / overrun per 15 minutes past the booked time)	58.00 352.00	Yes Yes	59.00 358.00	40.00 360.00	59.60 361.50	Yes Yes	VAT Exempt VAT Exempt	N/A N/A
Late cancellation	110.00	Yes	new	115.00	113.00	Yes	VAT Exempt	N/A
Late paperwork Retention of ashes (per month, after first three months)	37.00 27.00	Yes Yes	new	40.00 27.00	38.00 27.70	Yes Yes	VAT Exempt VAT Exempt	N/A N/A
Duplicate Cremation certificate	16.00	Yes	new	16.00	16.40	Yes	VAT Exempt	N/A
Family history search Administration of a Cremation (where no FD is used)	53.00	Yes	new	55.00 50.00	54.40 50.00	Yes Yes	VAT Exempt VAT Exempt	N/A N/A
Additional work (administration fee/non compliance				50.00	50.00	Yes	VAT Exempt	N/A
Memorial Items								
Book of Remembrance Two line entry	90.00	Yes	91.50	100.00	92.40	Yes	VAT at 20%	Included
Five line entry	150.00	Yes	152.60	160.00	154.10	Yes	VAT at 20%	Included
Five line entry with emblem Eight line entry	210.00 230.00	Yes Yes	213.60 233.90	220.00 240.00	215.70 236.20	Yes Yes	VAT at 20% VAT at 20%	Included
Eight line entry with emblem	270.00	Yes	274.60	280.00	277.30	Yes	VAT at 20%	Included
Memorial Tree (Bronze Plaque only, 10 year lease)	550.00	Yes	559.40	600.00	564.90	Yes	VAT at 20%	Included
Memorial Barbican Plaque (5 year lease)	500.00 550.00	Yes Yes	508.50	550.00	513.50 564.90	Yes Yes	VAT at 20% VAT at 20%	Included
Memorial Bench (Bronze Plaque only, 10 year lease) Granite Memorial Package (50 year lease, inclusive price)	2,670.00	Yes	559.40 2,715.40	600.00 2,750.00	2,742.10	Yes	VAT at 20% VAT Exempt	N/A
Granite Memorial additional charges Memorial Kerb (10 year lease)	80.00-700.00 800.00	Yes Yes	813.60	85.00-750.00 800.00	85.00-750.00 821.60	Yes	VAT at 20%	Included
Tree of Life (10 year lease)	590.00	Yes	600.00	650.00	605.90	Yes	VAT at 20%	Included
Memorial Boulder (10 year lease) Armed Forces Plaque	750.00 600.00	Yes Yes	762.80 610.20	800.00 700.00	770.30 616.20	Yes Yes	VAT at 20% VAT at 20%	Included
Bespoke Memorial	from	N/A		150.00	150.00	Yes	VAT at 20%	Included
Transfer of ownership Reservation fee: Granite Memorial Annual Charge for Space only	100.00 120.00	Yes Yes	122.00	100.00 130.00	102.70 123.20	Yes	VAT at 20%	Included
Rugby Borough Council Cemeteries								
Road Cemetery, Whinfield Cemetery, Watts Lane Cemetery, Clifton Road Cemetery								
Burial Charges Non-residents of Rugby are subject to triple fees in respect of Exclusive Right of Burial and Interment fees								
Purchase of Exclusive Right of Burial for 50 years	2000.00	Yes	2,034.00	2,100.00	2,054.00	Yes	VAT out of Scope	N/A
Reservation Fee	n/a					Yes	VAT out of Scope	N/A
Adult's Plot - Watts Lane Green Burial area (single depth only) Reservation Fee	2000.00 n/a	Yes	2,034.00	2,100.00	2,054.00	Yes Yes	VAT out of Scope VAT out of Scope	N/A N/A
Interment fees - preparation and backfilling of grave Children - up to 24 weeks gestation - private arrangement	no charge			From no charge to 150.00	From no charge to 150.00			
Children - up to 24 weeks gestation - shared grave				150.00	150.00			
Children -from 24 weeks gestation up to 17 yrs (N.B. this is not to be paid by the family but will be claimed from the Children's Funeral Fund) – all	420.00		427.10	450.00				
areas including Cloverleaf Memorial Garden Adult grave	1010.00	Yes Yes	1,027.20	1,050.00	431.30 1,037.30	Yes Yes	VAT out of Scope	N/A
Stepped single grave - for burial without coffin	1060.00	Yes	1,078.00	1,100.00	1,088.60	Yes	VAT out of Scope	N/A
Weekend surcharge - Saturday 9.30am to 12.00 noon (when agreed) Construction of vault	770.00 price on application	Yes	783.10 price on	785.00	790.80 price on	Yes	VAT out of Scope	N/A
	F		application		application	Yes	VAT out of Scope	N/A
nterment of Cremated Remains in a Cemetery								
Purchase of Exclusive Right of Burial for 50 yrs Cremation plot for 2 caskets (most plots are this size)	770.00	Yes	783.10	800.00	790.80	Yes	VAT out of Scope	N/A
Cremation plot for 4 caskets (Croop Hill Cemetery) Reservation Fee - ashes plot	890.00 420.00	Yes Yes	905.10 427.10	950.00 450.00	914.00 431.30	Yes Yes	VAT out of Scope VAT out of Scope	N/A N/A
	420.00		127.10	.00.00	401.30		, out or occupe	14//
Rugby Borough Council Cemeteries Interment fees (ashes)- preparation and backfilling of grave								
Children -from 24 weeks gestation up to 17 yrs (N.B. this is not to be paid by the family but will be claimed from the Children's Funeral Fund)	420.00			450.00				
Adult - interment of cremated remains	420.00	Yes Yes	427.10	450.00	431.30 431.30	Yes	VAT out of Scope	N/A
Adult - strewing of cremated remains under turf	235.00	Yes	239.00	250.00	241.30	Yes	VAT out of Scope	N/A
Scattering of ashes on the surface is not permitted								
Use of Cemetery Chapel at Watts Lane or Croop Hill Cemeteries On site appointment at cemeteries	120.00 50.00	Yes Yes	122.00 new	250.00 50.00	123.20 51.40	Yes Yes	VAT out of Scope	N/A
Jse of Rainsbrook Ceremony Room (no cremation)	352.00	Yes	300.00	360.00	361.50	Yes	VAT Exempt	N/A
Cemetery Memorial Tree with bronze plaque (10 year lease) Cemetery Memorial Bench	550.00 price on application	Yes	559.40	580.00	564.90	Yes Yes	VAT out of Scope VAT at 20%	N/A N/A
Family History Search - Detailed genealogy research	55.00	Yes	55.90	56.00	56.50	Yes	VAT out of Scope	N/A
Exhumation Plaque on Whinfield Memorial Scrolls	price on application 250.00	Yes	254.30	300.00	256.80	Yes Yes	VAT out of Scope VAT out of Scope	N/A N/A
Plaque on Watts Lane Memorial Book	250.00	Yes	254.30	300.00	256.80	Yes	VAT out of Scope	N/A N/A
Plaque on Child in Hand Memorial at Clifton Road	250.00	Yes	254.30	300.00	256.80	Yes	VAT out of Scope	N/A
Transfer of ownership of reserved grave to non resident (2 x EROB charge)	4000.00	Yes		4,100.00	4,108.00			
Fransfer of ownership	100.00	Yes		100.00 50.00	102.70 51.40			
Administration charge	50.00	Yes		50.00	51.40			
Memorial Permit Fees								
Memorial Permit Fees Main Cemetery Areas (purchased graves only)								

	FEES AND CHAR	GES EFFE						
	Current Fees		PROPOSED	pproved F	PROPOSED			
	2024/25 Fees C	Increase to be applied 2025/26	2025/26 Fees Including Sept 1.7% CPI Increase		2025/26 Fees Including Sept CPI 1.7% +1% Increase		VAT Type	VAT Included
5	£	Yes/No	£		£	Yes/No		
Up to 5'6" high x 3'0" wide x 1'6" deep for Whinfield Cemetery, Watts Lane, Croop Hill and Clifton Road - Rainsbrook Cemetery up to 3ft tall	295.00							
Vase		Yes	300.00	350.00	303.00	Yes	VAT out of Scope	N/A
Up to 1'3" high and 1'0" diameter Plaque/tablet - Main Cemetery Section	180.00	Yes	183.10	200.00	184.90	Yes	VAT out of Scope	N/A
Up to 2'0" (h) x 2'6" (w) x 1'6" (d) Plaque/tablet - Whinfield Cremation Section	180.00 180.00	Yes Yes	183.10 183.10	200.00 200.00	184.90 184.90		VAT out of Scope	N/A
Up to 2'0" (h) x 2'0" (w) x 2'0" (d) Plaque/tablet - Watts Lane Cremation Section						Yes	VAT out of Scope	N/A
Up to 2'0" (h) x 2'3" (w) x 2'0" (d) Plaque/tablet - Croop Hill Cremation Section	180.00	Yes	183.10	200.00	184.90	Yes	VAT out of Scope	N/A
Up to 1'6" (h) x 1'6" (w) x 3'0" (d)	180.00	Yes	183.10	200.00	184.90	Yes	VAT out of Scope	N/A
Added inscription to any memorial Replacement of existing memorial where no amendment to previous	180.00 50.00	Yes	183.10 new	200.00 50.00		Yes	VAT out of Scope	N/A
Approval (erbstones including headstone (where permitted)	550.00	Yes Yes	559.40	600.00	51.40		VAT out of Scope	N/A N/A
Kerbstones only (where permitted)	355.00	Yes Yes	361.00 1,017.00	400.00 5,000.00	364.60	Yes	VAT out of Scope	N/A
Oversized headstone	1,000.00	Yes	1,017.00	5,000.00	1,027.00	Yes	VAT out of Scope	N/A
Cloverleaf Memorial Garden								
Contact Bereavement Services 01788 533715 Pest Control								
Domestic Pest Control								
Rats - up to 3 visits Mice - up to 3 visits	65.09 112.04	Yes Yes	65.80 113.40		66.80 115.10		VAT at 20% VAT at 20%	Included
Redbugs - up to 2 visits Fleas - up to 2 visits	150.45 123.77	Yes Yes	152.50 125.30		154.50 127.10	Yes	VAT at 20%	Included
Cockroaches - up to 3 visits	123.77 150.45	Yes Yes	125.30 152.50		127.10 154.50		VAT at 20% VAT at 20%	Included
Wasps and Hornets - up to 2 visits General charge	94.96	No	96.10		97.50		VAT at 20%	Included
Additional wasp nest (no concessions) Squirrels- up to 3 visits	11.74 107.77	No Yes	11.90 109.10		12.10 110.70		VAT at 20% VAT at 20%	Included
Commercial Pest Control								
Wasps (non contract)	130.17	Yes	131.80		133.70	Yes	VAT at 20%	Included
Wasps (contract)	103.50	Yes	104.70		106.30		VAT at 20%	Included
	Pay per hour							
Winimum charge 1 hour, charged per 30 minutes thereafter.	71				0.00			
Bedbugs, fleas and cockroaches	130.17	Yes	131.00		133.70	Yes	VAT at 20%	Included
Rats and Mice	123.77	Yes	125.00		127.10	Yes	VAT at 20%	Included
Contracts (additional treatment over and above agreed contracts terms and conditions)								
Bedbugs, fleas and cockroaches Rats and Mice	103.50 98.16	Yes Yes	104.30 99.00		106.30 100.80		VAT at 20% VAT at 20%	Included Included
Miscellaneous	Pay per hour		0.00		0.00			
Fumigation void premises	99.60	Yes	100.40		102.30	Yes	VAT at 20%	Included
House clearance Key collections (Rugby area only)	62.30 62.30	Yes	63.10 62.30		64.00 64.00		VAT at 20% VAT at 20%	Included
Reclamation of Stray Dogs						100	7711 dt 2070	moradou
Untagged First Offence	95.00	No	96.60		97.60		VAT out of Scope	N/A
Subsequent Offence Tagged	105.00	No	106.80		107.80		VAT out of Scope	N/A
First Offence Subsequent Offence	70.00 90.00	No No	71.20 91.50		71.90 92.40		VAT out of Scope VAT out of Scope	N/A N/A
Kennel costs (per day) subject to third party increases	14.40	No	14.60		14.80		VAT at 20%	Included
Note: A day includes part days and is applied from the day of acceptance into the kennel.								
Micro-chipping is a service provided by the Councils Stray Dog Kennels Provider								
Licences and Permits								
Animal Licences								
House to House Licence	no charge		no charge		no charge	Yes	VAT out of Scope	N/A
Pet Shops/Selling of animals								
1 Year Licence 2 Year Licence	195.00 320.00	No No	195.00 320.00		200.30 328.60		VAT out of Scope VAT out of Scope	N/A N/A
3 Year Licence Renewal	467.00 145.00	No No	467.00 145.00		479.60 148.90	Yes	VAT out of Scope	N/A
	145.00	110	145.00		140.90	163	VAT out of Scope	N/A
Animal Boarding Establishments (large establishments- 7 and over)	***	KI.				V	MAT	
Year Licence ? Year Licence	210.00 367.00	No No	210.00 367.00		215.70 376.90	Yes	VAT out of Scope VAT out of Scope	N/A N/A
3 Year Licence Renewal	525.00 160.00	No No	525.00 160.00		539.20 164.30		VAT out of Scope VAT out of Scope	N/A N/A
Animal Boarding Establishments (small establishments- 6 and							,	
under) 1 Year Licence	180.00	No	180.00		104.00	Vec	VAT out of Sees	NI/A
2 Year Licence	315.00	No No	315.00		184.90 323.50	Yes	VAT out of Scope VAT out of Scope	N/A N/A
3 Year Licence Renewal	450.00 130.00	No No	450.00 130.00		462.20 133.50		VAT out of Scope VAT out of Scope	N/A N/A
Dog day care								
Year Licence	175.00 300.00	No No	175.00 300.00		179.70 308.10		VAT out of Scope VAT out of Scope	N/A N/A
Year Licence								N/A N/A
3 Year Licence	425.00	No	425.00		436.50		VAT out of Scope	
3 Year Licence Renewal		No No	425.00 130.00		436.50 133.50		VAT out of Scope VAT out of Scope	N/A
Year Licence Renewal Hiring of horses (plus annual vet's fee- payable separately) Year Licence Year Licence	425.00					Yes		

		GES EFFE		M 1ST APRIL 2	025			
	Current Fees 2024/25 Fees C	Increase to be applied	PROPOSED 2025/26 Fees Including Sept 1.7% CPI	pproved Fees	PROPOSED 2025/26 Fees Including Sept CPI 1.7% +1%	Reviewed by Budget Manager for		VAT
s	f	2025/26 Yes/No	Increase £		Increase £	2025/26 Yes/No	VAT Type	Included
Downwell.	470.00		Α				VAT and of Course	N/A
Renewal Breeding of Dogs (plus vet's fee- payable separately)	170.00	No	170.00		174.60	Yes	VAT out of Scope	N/A
1 Year Licence	240.00	No	240.00		246.50	Yes	VAT out of Scope	N/A
2 Year Licence 3 Year Licence	420.00 600.00	No No	420.00 600.00		431.30 616.20	Yes Yes	VAT out of Scope VAT out of Scope	N/A N/A
Renewal	190.00	No	190.00		195.10	Yes	VAT out of Scope	N/A
Licences Keeping or training animals for exhibition (3 year licence)	180.00	No	180.00		184.90	Yes	VAT out of Scope	N/A
Keeping or training animals for exhibition (renewal)	130.00	No	130.00		133.50	Yes	VAT out of Scope	N/A
Re-rating visits Variation of a licence	175.00 130.00	No No	175.00 130.00		179.70 133.50	Yes Yes	VAT out of Scope VAT out of Scope	N/A N/A
Dangerous Wild Animals Act (excluding vet fees)	315.00	No	315.00		323.50	Yes	VAT out of Scope	N/A
Zoo Licence (excluding vet fees) Skin Piercing etc., Acupuncture, tattooing, electrolysis and ear piercing	625.00	No	625.00		641.90	Yes	VAT out of Scope	N/A
(per practitioner) Skin Piercing etc., Acupuncture, tattooing, electrolysis and ear piercing	165.00	No	167.80		169.50	Yes	VAT out of Scope	N/A
(temporary	40.00	No	40.70		41.10	Yes	VAT out of Scope	N/A
events e.g. conventions and guest tattooists. Limited to 2 weeks and only if								
registered with another local authority - proof required.) Ear piercing only (per practitioner)	85.00	No	86.40		87.30	Yes	VAT out of Scope	N/A
Food Premises Registration Sex Establishment Licence	no charge 4700.00		4,779.90		4,826.90		VAT out of Scope VAT out of Scope	N/A N/A
Hypnotism Pavement Licence	100.00 60.00	No No	100.00 60.00		102.70 61.60	Yes Yes	VAT out of Scope VAT out of Scope	N/A N/A
Note: all animal licenses may be subject to further vet fees in accordance								
with the relevant legislation. All fees stated exclude vet fees.								
Pollution Prevention and Control								
The fee charging regime for these industries will change with effect from								
1st April. The charging regime is set by Government annually. The new regime is risk based and full details								
are available on request or can be found at www.defra.gov.uk/environment/ppc/localauth/fees-								
risk/fees.htm								
Lotteries and Amusement Initial	40.00	No	40.00		41.10	Yes	VAT out of Scope	N/A
Renewal	20.00	No	20.00		20.50	Yes	VAT out of Scope	N/A
Licensing Act 2003								
Main Application Fee - per Rateable Band Band A	100.00	No	100.00		102.70	Yes	VAT out of Scope	N/A
Band B Band C	190.00 315.00	No No	190.00 315.00		195.10 323.50	Yes Yes	VAT out of Scope VAT out of Scope	N/A N/A
Band D Band E	450.00 635.00	No No	450.00 635.00		462.20 652.10	Yes Yes	VAT out of Scope VAT out of Scope	N/A N/A
Band D X (2)	900.00	No	900.00		924.30	Yes	VAT out of Scope	N/A
Band E X (3)	1,905.00	No	1,905.00		1,956.40	Yes	VAT out of Scope	N/A
Main Annual Charge Band A	70.00	No	70.00		71.90	Yes	VAT out of Scope	N/A
Band B Band C	180.00 295.00	No No	180.00 295.00		184.90 303.00	Yes Yes		N/A N/A
Band D Band E	320.00 350.00	No No	320.00 350.00		328.60 359.50	Yes Yes		N/A N/A
Band D X (2) Band E X (3)	640.00 1,050.00	No No	640.00 1,050.00		657.30 1,078.40	Yes Yes	VAT out of Scope	N/A N/A
Variation	1,000.00		,,		1,1	100	TITL OUT OF GOODS	1471
Band A	100.00	No	100.00		102.70		VAT out of Scope	N/A
Band B Band C	190.00 315.00	No No	190.00 315.00		195.10 323.50	Yes Yes	VAT out of Scope	N/A N/A
Band D Band E	450.00 635.00	No No	450.00 635.00		462.20 652.10		VAT out of Scope VAT out of Scope	N/A N/A
Personal Licences, Temporary Events and Other Fees								
Application for a grant or renewal of personal licence Temporary event notice	37.00 21.00	No No	37.00 21.00		38.00 21.60	Yes Yes	VAT out of Scope VAT out of Scope	N/A N/A
Theft, loss etc. of premises licence or summary Application for a provisional statement where premises being built etc.	10.50 varies	No No	10.50 varies		10.80 varies	Yes Yes	VAT out of Scope	N/A N/A
Notification of change of name or address	10.50	No	10.50		10.80	Yes		N/A
Application to vary licence to specify individual as premises supervisor	23.00	No	23.00		23.60	Yes		N/A
Application for transfer of premises licence Theft, loss etc. of certificate or summary	23.00 10.50	No No	23.00 10.50		23.60 10.80	Yes Yes	VAT out of Scope	N/A N/A
Notification of change of name alteration of rules of club Change of relevant registered address of club	10.50 10.50	No No	10.50 10.50		10.80 10.80	Yes Yes	VAT out of Scope	N/A N/A
Theft, loss etc. of temporary event notice Theft, loss etc. of personal licence	10.50 10.50	No No	10.50 10.50		10.80 10.80	Yes Yes		N/A N/A
Duty to notify change of name or address Right of freeholder etc. to be notified of licensing matters	10.50 21.00	No No	10.50 21.00		10.80 21.60	Yes Yes	VAT out of Scope	N/A N/A
Interim Authority notice following death etc. of licence holder	23.00	No	23.00		23.60	Yes		N/A
Licences								
Fees for Scrap Metal Dealers Act 2013 scrap metal licence applications and incidental costs								
Scrap metal dealer site licence application fee Scrap metal dealer site licence renewal fee	350.00 250.00	No No	350.00 250.00		359.50 256.80	Yes		N/A
Scrap metal dealer site licence variation fee	90.00	No No	90.00		92.40	Yes Yes	VAT out of Scope	N/A N/A
Scrap metal dealer collector licence fee Scrap metal dealer collector renewal fee	250.00 230.00	No	250.00 230.00		256.80 236.20	Yes Yes	VAT out of Scope	N/A N/A
Scrap metal dealer collector variation fee Replacement licence	90.00 30.00	No No	90.00 30.00		92.40 30.80	Yes Yes		N/A N/A
Fees for Mobile Homes Act 2013 licence applications and incidental costs								
Application	250.00	No	254.30		256.80	Yes	VAT out of Scope	N/A
Annual fee 2 to 10 residential units Annual fee 11 to 30 residential units	150.00 220.00	No No	152.60 223.70		154.10 225.90	Yes Yes	VAT out of Scope	N/A N/A
Annual fee 31+ residential units	300.00	No	305.10		308.10	Yes	VAT out of Scope	N/A
Compliance notice Transfer of licence	335.00 72.00	No No	340.70 73.20		344.00 73.90	Yes		N/A N/A
Variation of licence	215.00	No	218.70		220.80	Yes	VAT out of Scope	N/A
Fees only apply to relevant mobile homes sites. If exempt, licence fee £nil, no annual fee, compliance								
notices do not apply and transfer or variation fees £nil.								

	FEES AND CHAR	GES EFFE			025			
	Current Fees			pproved Fees	proposes			
	2024/25 Fees C	Increase to be applied 2025/26	PROPOSED 2025/26 Fees Including Sept 1.7% CPI Increase		PROPOSED 2025/26 Fees Including Sept CPI 1.7% +1% Increase	Reviewed by Budget Manager for 2025/26	VAT Type	VAT Included
	£	Yes/No	£		£	Yes/No		
Gambling Act permit fees								
Licensed premises gaming machines permits: Grant	150.00	No	150.00		154.10	Yes	VAT out of Scope	N/A
Existing operator grant Variation	100.00 100.00	No No	100.00 100.00		102.70 102.70	Yes Yes	VAT out of Scope VAT out of Scope	N/A N/A
Transfer	25.00	No	25.00 50.00		25.70	Yes	VAT out of Scope	N/A
Annual fee Change of name	50.00 25.00	No No	25.00		51.40 25.70	Yes Yes	VAT out of Scope	N/A N/A
Copy of permit	15.00	No	15.00		15.40	Yes	VAT out of Scope	N/A
Licensed premises automatic notification process On Notification	50.00	No	50.00		51.40	Yes	VAT out of Scope	N/A
Club gaming permits								
Grant	200.00	No	200.00		205.40		VAT out of Scope	N/A
Grant (club premises certificate holder) Existing operator grant	100.00 100.00	No No	100.00 100.00		102.70 102.70	Yes Yes	VAT out of Scope VAT out of Scope	N/A N/A
/ariation Renewal	100.00 200.00	No No	100.00 200.00		102.70 205.40		VAT out of Scope VAT out of Scope	N/A N/A
Renewal (club premises certificate holder)	100.00	No	100.00		102.70	Yes	VAT out of Scope	N/A
Annual fee Copy of permit	50.00 15.00	No No	50.00 15.00		51.40 15.40	Yes Yes	VAT out of Scope VAT out of Scope	N/A N/A
Club machine permits								
Grant	200.00	No	200.00		205.40	Yes		N/A
Grant (club premises certificate holder) Existing operator grant	100.00 100.00	No No	100.00 100.00		102.70 102.70	Yes Yes	VAT out of Scope VAT out of Scope	N/A N/A
ariation denewal	100.00 200.00	No No	100.00 200.00		102.70 205.40	Yes Yes	VAT out of Scope	N/A N/A
enewal (club premises certificate holder)	100.00	No	100.00		102.70	Yes	VAT out of Scope	N/A
nnual fee opy of permit	50.00 15.00	No No	50.00 15.00		51.40 15.40	Yes Yes	VAT out of Scope VAT out of Scope	N/A N/A
amily entertainment centre gaming machine permits								
Grant	300.00	No	300.00		308.10		VAT out of Scope	N/A
enewal xisting operator grant	300.00 100.00	No No	300.00 100.00		308.10 102.70	Yes Yes	VAT out of Scope	N/A N/A
change of name copy of permit	25.00 15.00	No No	25.00 15.00		25.70 15.40	Yes Yes	VAT out of Scope	N/A N/A
	10.00	110	10.00		10.10	103	VAT out of deope	1975
rize gaming permits Grant	300.00	No	300.00		308.10	Yes	VAT out of Scope	N/A
enewal xisting operator grant	300.00 100.00	No	300.00 100.00		308.10 102.70	Yes	VAT out of Scope	N/A
change of name	25.00	No No	25.00		25.70	Yes Yes	VAT out of Scope	N/A N/A
Copy of permit	15.00	No	15.00		15.40	Yes	VAT out of Scope	N/A
Gambling Act Licences								
Converted Casino								
lon-conversion provisional statement lon-conversion application	no charge no charge	No No	no charge no charge		no charge no charge	Yes Yes		N/A N/A
st Annual fee Innual fee	2,400.00 2,400.00	No No	2,400.00 2,400.00		2,464.80 2,464.80	Yes Yes	VAT out of Scope VAT out of Scope	N/A N/A
'ary licence	1,600.00 1,080.00	No	1,600.00		1,643.20 1,109.20	Yes	VAT out of Scope	N/A
Transfer licence Reinstatement of licence	1,080.00	No No	1,080.00 1,080.00		1,109.20	Yes Yes	VAT out of Scope VAT out of Scope	N/A N/A
Provisional	no charge	No	no charge		no charge	Yes	VAT out of Scope	N/A
lingo								
Non conversion provisional statement Non conversion application	960.00 2,800.00	No No	960.00 2,800.00		985.90 2,875.60	Yes	VAT out of Scope VAT out of Scope	N/A N/A
st annual fee	800.00 800.00	No No	800.00 800.00		821.60 821.60	Yes Yes	VAT out of Scope VAT out of Scope	N/A N/A
'ary Licence	1,400.00	No	1,400.00		1,437.80	Yes	VAT out of Scope	N/A
Transfer Licence Reinstatement of licence	960.00 960.00	No No	960.00 960.00		985.90 985.90	Yes	VAT out of Scope VAT out of Scope	N/A N/A
Provisional	2,800.00	No	2,800.00		2,875.60	Yes	VAT out of Scope	N/A
Gambling Act Permit Fees								
Adult Gaming Centre								
Non conversion provisional statement Non conversion application	960.00 1,600.00	No No	960.00 1,600.00		985.90 1,643.20	Yes Yes	VAT out of Scope VAT out of Scope	N/A N/A
st annual fee	800.00 800.00	No	800.00				VAT out of Scope	N/A
innual fee ary licence		Ne			821.60 821.60	Yes		NI/A
	800.00	No No	800.00 800.00		821.60 821.60	Yes Yes	VAT out of Scope VAT out of Scope	N/A N/A
ansfer licence			800.00 800.00 960.00 960.00		821.60 821.60 985.90 985.90	Yes	VAT out of Scope	
ansfer licence einstatement of licence	800.00 960.00	No No	800.00 800.00 960.00		821.60 821.60 985.90	Yes Yes Yes	VAT out of Scope VAT out of Scope VAT out of Scope VAT out of Scope	N/A N/A
ansfer licence instatement of licence ovisional ack betting	800.00 960.00 960.00 1,600.00	No No No No	800.00 800.00 960.00 960.00 1,600.00		821.60 821.60 985.90 985.90 1,643.20	Yes Yes Yes Yes Yes	VAT out of Scope VAT out of Scope VAT out of Scope VAT out of Scope VAT out of Scope	N/A N/A N/A N/A
ansfer licence einstatement of licence ovisional ack betting on conversion provisional statement	800.00 960.00 960.00	No No No	800.00 800.00 960.00 960.00		821.60 821.60 985.90 985.90	Yes Yes Yes Yes Yes	VAT out of Scope VAT out of Scope	N/A N/A N/A N/A
ansfer licence inistatement of licence ovisional ack betting on conversion provisional statement on conversion application t annual fee	800.00 960.00 960.00 1,600.00 790.00 2,050.00 830.00	No No No No No No	800.00 800.00 960.00 960.00 1,600.00 790.00 2,050.00 830.00		821.60 821.60 995.90 985.90 1,643.20 811.30 2,105.40 852.40	Yes Yes Yes Yes Yes Yes Yes Yes Yes	VAT out of Scope	N/A N/A N/A N/A N/A N/A
ansfer licence inistatement of licence ovisional ack betting n conversion provisional statement n conversion application t annual fee nual fee nual fee	800.00 960.00 960.00 1,600.00 790.00 2,050.00 830.00 1,050.00	No No No No No No No	800.00 800.00 960.00 960.00 1,600.00 790.00 2,050.00 830.00 1,050.00		821.60 821.60 985.90 985.90 1.643.20 811.30 2.105.40 852.40 852.40	Yes Yes Yes Yes Yes Yes Yes Yes	VAT out of Scope	N/A N/A N/A N/A N/A N/A N/A N/A
ansfer licence instatement of licence ovisional ack betting on conversion provisional statement on conversion application t annual fee unual fee ry licence	800.00 960.00 960.00 1,600.00 790.00 2,050.00 830.00 1,050.00 790.00	No No No No No No No No	800.00 800.00 960.00 960.00 1,600.00 790.00 830.00 830.00 1,050.00 790.00		821.60 821.60 985.90 985.90 1,643.20 811.30 2,105.40 852.40 1,078.40 811.30	Yes	VAT out of Scope	N/A N/A N/A N/A N/A N/A N/A N/A
ansfer licence instatement of licence ovisional ack betting n conversion provisional statement n conversion application t annual fee ry licence ansfer Licence instatement of licence	800.00 960.00 960.00 1,600.00 790.00 2,050.00 830.00 1,050.00	No No No No No No No	800.00 800.00 960.00 960.00 1,600.00 790.00 2,050.00 830.00 1,050.00		821.60 821.60 985.90 985.90 1.643.20 811.30 2.105.40 852.40 852.40	Yes	VAT out of Scope	N/A N/A N/A N/A N/A N/A N/A N/A
ansfer licence instatement of licence ovisional ack betting n conversion provisional statement n conversion application t annual fee nual fee rup licence ansfer Licence einstatement of licence ovisional etting (other)	800.00 960.00 960.00 1,600.00 790.00 2,050.00 830.00 1,050.00 790.00 790.00	No No No No No No No No No No	800.00 800.00 960.00 960.00 1,600.00 790.00 830.00 1,050.00 790.00 2,100.00		821.60 821.60 985.90 985.90 1.643.20 811.30 2,105.40 852.40 1.078.40 811.30 811.30	Yes	VAT out of Scope	N/A N/A N/A N/A N/A N/A N/A N/A N/A N/A
ansfer licence instatement of licence ovisional ack betting or conversion provisional statement or conversion application t annual fee inual fee inual fee inual fee invilicence instatement of licence visional withing (other) or conversion provisional statement	800.00 960.00 960.00 1,600.00 790.00 2,050.00 830.00 830.00 1,050.00 790.00 2,100.00	No No No No No No No No No No	800.00 800.00 960.00 960.00 1,600.00 790.00 830.00 830.00 1,050.00 790.00 2,100.00		821.60 821.60 985.90 985.90 1,643.20 811.30 2,105.40 852.40 1,078.40 811.30 2,156.70	Yes	VAT out of Scope	N/A N/A N/A N/A N/A N/A N/A N/A N/A
ansfer Licence instatement of licence ovisional ack betting n conversion provisional statement n conversion application t annual fee rual fee ry licence ansfer Licence instatement of licence visional titing (other) n conversion provisional statement n conversion application t annual fee	800.00 960.00 960.00 1,600.00 790.00 2,050.00 830.00 830.00 790.00 2,100.00 1,050.00 790.00 2,100.00	No No No No No No No No No No No	800.00 800.00 960.00 960.00 1,600.00 790.00 2,050.00 830.00 1,050.00 790.00 2,100.00 1,000.00 2,500.00 500.00		821.60 821.60 985.90 985.90 1,643.20 811.30 2,105.40 852.40 1,078.40 811.30 2,156.70	Yes	VAT out of Scope	N/A
ansfer licence instatement of licence bvisional ack betting n conversion provisional statement n conversion application i annual fee nual fee ry licence ansfer Licence instatement of licence visional tting (other) n conversion provisional statement n conversion provisional statement n conversion application a mutal fee nual fee nual fee nual fee y licence	800.00 960.00 1,600.00 1,600.00 790.00 2,050.00 830.00 1,050.00 790.00 2,100.00 1000.00 2500.00 500.00 500.00	No N	800.00 800.00 960.00 960.00 1,600.00 790.00 830.00 1,050.00 790.00 2,100.00 2,100.00 1,050.00 500.00 500.00 1,050.00		821.60 821.60 985.90 985.90 1.643.20 811.30 2,105.40 852.40 1.078.40 811.30 2,156.70 1.027.00 2,567.50 513.50 513.50	Yes	VAT out of Scope	N/A
ansfer licence inistatement of licence ovisional ack betting n conversion provisional statement n conversion application t annual fee nurul fee sury licence ansfer Licence inistatement of licence ovisional setting (other) nn conversion provisional statement on conversion provisional statement on conversion application t annual fee licence ansfer licence ansfer licence ansfer licence ansfer licence	800.00 960.00 1,600.00 790.00 2,050.00 830.00 830.00 790.00 790.00 2,100.00 1000.00 2500.00 500.00 1250.00	No N	800.00 800.00 960.00 960.00 1,600.00 790.00 830.00 830.00 790.00 790.00 790.00 2,100.00 1,000.00 2,500.00 500.00 1,250.00		821.60 821.60 985.90 985.90 1.643.20 811.30 2.105.40 852.40 1.078.40 811.30 2.156.70 1.027.00 2.567.50 513.50 1.283.80 1.027.00	Yes	VAT out of Scope	N/A
ansfer licence instatement of licence bvisional ack betting n conversion provisional statement n conversion application t annual fee nual fee ry licence ansfer Licence instatement of licence bvisional ttting (other) n conversion provisional statement n conversion application t annual fee ry licence ansfer Licence instatement of licence bvisional	800.00 960.00 1,600.00 1,600.00 790.00 2,050.00 830.00 1,050.00 790.00 2,100.00 1000.00 2500.00 500.00 500.00	No N	800.00 800.00 960.00 960.00 1,600.00 790.00 830.00 1,050.00 790.00 2,100.00 2,100.00 1,050.00 500.00 500.00 1,050.00		821.60 821.60 985.90 985.90 1.643.20 811.30 2,105.40 852.40 1.078.40 811.30 2,156.70 1.027.00 2,567.50 513.50 513.50	Yes	VAT out of Scope	N/A
ansfer licence instatement of licence pvisional ack betting n conversion provisional statement n conversion application t annual fee nual fee ry licence ansfer Licence instatement of licence pvisional ttting (other) n conversion provisional statement n conversion provisional statement n conversion application t annual fee rual fee ry licence ansfer licence instatement of licence principle of the provisional statement n conversion application annual fee rual fee ricence instatement of licence prisional	800.00 960.00 960.00 1,600.00 790.00 2,050.00 830.00 1,050.00 790.00 2,100.00 1000.00 500.00 500.00 1250.00 1000.00	No N	800.00 800.00 960.00 960.00 1,600.00 790.00 830.00 830.00 790.00 790.00 2,100.00 1,050.00 500.00 500.00 1,250.00 1,000.00 1,250.00		821.60 821.60 985.90 985.90 1.643.20 811.30 2.105.40 852.40 1.078.40 811.30 2.156.70 1,027.00 2.567.50 513.50 513.50 1,283.80	Yes	VAT out of Scope	N/A
ansfer licence inistatement of licence ovisional ack betting no conversion provisional statement no conversion application t annual fee ry licence ansfer Licence inistatement of licence ovisional stiting (other) no conversion provisional statement no conversion application t annual fee ry licence ansfer licence inistatement of licence ovisional stiting (other) t annual fee ry licence ansfer licence inistatement of licence ovisional stiting to the conversion application t annual fee ry licence ovisional smily Entertainment Centre on conversion provisional statement	800.00 960.00 960.00 1,600.00 790.00 2,050.00 830.00 1,950.00 790.00 2,100.00 1000.00 2500.00 1250.00 1250.00 1250.00 1250.00	No N	800.00 800.00 960.00 960.00 790.00 2,050.00 830.00 790.00 2,100.00 1,050.00 790.00 1,050.00		821.60 821.60 985.90 985.90 1.643.20 811.30 2,105.40 852.40 852.40 811.30 2,156.70 1,027.00 2,567.50 513.50 1,283.80 1,027.00 2,567.50	Yes	VAT out of Scope	N/A
ansfer licence inistatement of licence ovisional ack betting on conversion provisional statement on conversion application t annual fee unual fee uny licence ansfer Licence inistatement of licence ovisional stiting (other) on conversion provisional statement on conversion application t annual fee unual	800.00 960.00 960.00 1,600.00 790.00 2,050.00 830.00 1,050.00 790.00 2,100.00 2500.00 500.00 1250.00 1000.00 1250.00 1000.00 1250.00 1000.00 1790.00 1790.00 1790.00 1790.00 1790.00 1790.00 1790.00 1790.00 1790.00 1790.00	No N	800.00 800.00 960.00 960.00 1,600.00 790.00 830.00 830.00 790.00 2,100.00 1,000.00 2,500.00 1,000.00 1,000.00 1,250.00 1,000.00 1		821.60 821.60 985.90 985.90 1.643.20 811.30 2,105.40 852.40 852.40 811.30 2,156.70 1,027.00 2,567.50 513.50 1,283.80 1,027.00 2,567.50 1,284.60 811.30	Yes	VAT out of Scope	N/A
ansfer licence initiatement of licence ovisional ack betting on conversion provisional statement on conversion application tannual fee mual fee rily licence ansfer Licence distatement of licence ovisional withing (other) on conversion application tannual fee mual fee rily licence ansfer licence distatement of licence ovisional must receive the conversion application tannual fee mual fee rily licence ansfer licence distatement of licence ovisional multip Entertainment Centre on conversion application tannual fee multip Entertainment Centre on conversion provisional statement on conversion application tannual fee	800.00 960.00 1,600.00 1,600.00 2,050.00 830.00 830.00 790.00 2,100.00 790.00 2,100.00 1050.00 500.00 500.00 12500.00 1000.00 2500.00	No N	800.00 800.00 960.00 960.00 1,600.00 790.00 830.00 830.00 1,050.00 790.00 2,100.00 1,000.00 1		821.60 821.60 985.90 985.90 1,643.20 811.30 2,105.40 852.40 852.40 1,078.40 811.30 2,156.70 1,027.00 2,567.50 513.50 1,227.00 1,027.00 2,567.50	Yes	VAT out of Scope	N/A
ansfer licence initiatement of licence ovisional ack betting no conversion provisional statement no conversion application t annual fee ry licence ansfer Licence inistatement of licence ovisional setting (other) no conversion provisional statement no conversion application t annual fee ry licence inistatement of licence ovisional setting (other) no conversion application t annual fee ry licence inistatement of licence ovisional multi per licence inistatement of licence ovisional multi per licence on conversion provisional statement on conversion provisional statement on conversion provisional statement on conversion provisional statement on conversion application t annual fee run conversion application t annual fee	800.00 960.00 960.00 1,600.00 2,050.00 830.00 1,050.00 790.00 2,100.00 790.00 2,100.00 2,100.00 2,100.00 2,100.00 2,100.00 1,050.	No N	800.00 800.00 960.00 960.00 790.00 830.00 830.00 790.00 2,050.00 790.00 2,100.00 1,050.00 790.00 2,100.00 1,050.00 1,050.00 1,050.00 1,050.00 1,050.00 1,050.00 1,050.00 1,050.00 1,050.00 1,050.00 1,050.00 1,050.00 1,050.00 800.00 1,050.00 800.00 1,050.00 800.00 1,050.00 800.00 1,050.00 800.00 1,050.00 800.00		821.60 821.60 985.90 985.90 1.643.20 811.30 2.105.40 852.40 852.40 811.30 2.156.70 1,027.00 2,567.50 513.50 1,283.80 1,027.00 2,567.50 811.30 1,027.00 2,567.50	Yes	VAT out of Scope	N/A
ansfer licence inistatement of licence ovisional ack betting no conversion provisional statement no conversion application t annual fee invalide en	800.00 960.00 960.00 1,600.00 790.00 2,050.00 830.00 1,050.00 790.00 2,100.00 2,100.00 2500.00 500.00 1250.00 1000.00 2500.00 1700.00	No N	800.00 800.00 960.00 960.00 1,600.00 790.00 830.00 790.00 2,050.00 790.00 2,100.00 1,000.00 2,500.00 1,000.00 1,250.00 1,000.00 1,250.00 1,000.00 1,250.00 1,000.00 1,000.00 1,000.00 2,500.00 1,000.00 1,000.00 2,500.00 1,000.00 830.00 625.00 625.00 830.00		821.60 821.60 985.90 985.90 1.643.20 811.30 2.105.40 852.40 852.40 811.30 2.156.70 1.027.00 2.567.50 513.50 1.283.80 1.027.00 2.567.50 811.30 1.694.60 641.90 641.90	Yes	VAT out of Scope	N/A
ansfer licence inistatement of licence ovisional ack betting on conversion provisional statement on conversion application it annual fee mutual fee ansfer Licence inistatement of licence ovisional etting (other) on conversion provisional statement on conversion provisional statement on conversion application it annual fee mutual fee mutu	800.00 960.00 1,600.00 2,050.00 830.00 830.00 830.00 790.00 2,100.00 790.00 2,100.00 2,100.00 2500.00 500.00 1000.00 2500.00 1000.00 2500.00 1000.00 2500.00 1000.00 2500.00 1000.00 2500.00 1000.00 2500.00 1000.00 2500.00	No N	800.00 800.00 960.00 960.00 790.00 830.00 830.00 830.00 2,050.00 830.00 2,100.00 2,100.00 2,500.00 1,000.00 2,500.00 1,250.00 1,250.00 1,250.00 1,250.00 1,250.00 1,250.00 1,250.00 1,250.00 1,250.00 1,000.00 1,000.00 1,000.00 2,500.00 790.00 625.00 830.00 790.00 790.00		821.60 821.60 985.90 985.90 1.643.20 811.30 2.105.40 852.40 852.40 811.30 2.156.70 1.027.00 2.567.50 513.50 1.283.80 1.027.00 2.567.50 811.30 1.694.60 641.90 641.90 8852.40 811.30	Yes	VAT out of Scope	N/A
ransfer licence einstatement of licence rovisional rack betting on conversion provisional statement on conversion application st annual fee nual fee any licence einstatement of licence rovisional etting (other) on conversion provisional statement on conversion provisional statement on conversion provisional statement on conversion provisional statement est annual fee nual fee any licence einstatement of licence evisional etting (other) on conversion provisional statement on conversion provisional statement on conversion provisional statement on conversion provisional statement on conversion application stamual fee nual fee enrous fer licence einstatement of licence einstatement einstatement on conversion application st annual fee enrous fer licence einstatement einstatement einstatement of licence einstatement einstatement of licence einstatement einstatement of licence einstatement of licence einstatement einstatement of licence einstatement einstatement of licence einstatement of licence einstatement einstatement of licence einstatement ein	800.00 960.00 1,600.00 9790.00 2,050.00 830.00 1,050.00 7990.00 2,100.00	No N	800.00 800.00 960.00 960.00 960.00 1,600.00 790.00 830.00 830.00 790.00 2,100.00 1,000.00 2,500.00 500.00 1,250.00 1,000.00 2,500.00 1,000.00 2,500.00 1,000.00 1,000.00 2,500.00 1,000		821.60 821.60 985.90 985.90 985.90 1,643.20 811.30 2,105.40 852.40 852.40 811.30 2,156.70 1,027.00 2,567.50 513.50 1,283.80 1,027.00 2,567.50 513.50 1,283.80 1,027.00 2,567.50 811.30 1,694.60 641.90 651.90 852.40 811.30 1,694.60 513.50 513.50	Yes	VAT out of Scope	N/A
ary include carrisates include carrisates include carrisates include carrisates include carrisates	800.00 960.00 960.00 1,600.00 2,050.00 830.00 1,050.00 830.00 1,050.00 790.00 2,100.00 1000.00 2500.00 1000.00 1250.00 1000.00 1250.00 1000.00 1000.00 1000.00 1000.00 1000.00 1000.00 1000.00 1000.00 1000.00 1000.00 1,650.00 625.00 830.00 790.00 1,650.00 1,650.00	No N	800.00 800.00 960.00 960.00 1,600.00 790.00 830.00 830.00 790.00 1,050.00 1,050.00 1,050.00 1,050.00 1,050.00 1,050.00 1,050.00 1,050.00 1,050.00 1,050.00 1,000.00 1		821.60 821.60 985.90 985.90 985.90 1.643.20 811.30 2.105.40 852.40 852.40 811.30 2.156.70 1.027.00 2.567.50 513.50 1.283.80 1.027.00 2.567.50 811.30 1.694.60 641.90 852.40 811.30 811.30	Yes	VAT out of Scope	N/A

	Current Fees	OLO EIII		M 1ST APRIL 20 pproved Fees	J25			
	2024/25 Fees C	Increase to be applied 2025/26	PROPOSED 2025/26 Fees Including Sept 1.7% CPI Increase		PROPOSED 2025/26 Fees Including Sept CPI 1.7% +1% Increase	Reviewed by Budget Manager for 2025/26	VAT Type	VAT Include
	-	Yes/No	Ā		_	Yes/No		
/ehicle Licence- New (valid for one year)	200.00	No	200.00		205.40		VAT out of Scope	N/A
/ehicle Licence- Renewal (valid for one year) /ehicle Licence- if vehicle six years + (valid for 6 months)	190.00 100.00	No No	190.00 100.00		195.10 102.70	Yes Yes		
ransfer of Vehicle Licence	190.00	No	190.00		195.10	Yes	VAT out of Scope	N/A
Replacement Vehicle Plate	20.00	No	20.00		20.50	Yes	VAT out of Scope	N/A
Replacement Vehicle Plate Bracket	10.00	No	10.00		10.30	Yes		
DBS checks	50.00	No	50.00		51.40	Yes	VAT out of Scope	N/A
Knowledge Test	40.00	No	40.00		41.10		VAT out of Scope	N/A
JVLA check 'ransfer of Proprieter 'ehicle Safety Check (Carried out by Rugby Borough Council Work	10.00 10.00	No No	10.00 10.00		10.30 10.30	Yes Yes		
Pervices) /ehicle Safety Check (carried out by Rugby Borough Council work) /ehicle Safety Check cancellation fee	50.00 10.00	No No	50.00 10.00		51.40 10.30	Yes		Include
Private Hire Vehicles	10.00	NO	10.00		10.30	Yes		
Hivate fine venicles								
/ehicle Licence- New (valid for one year)	200.00	No	200.00		205.40	Yes	VAT out of Scope	N/A
/ehicle Licence- Renewal (valid for one year)	190.00	No	190.00		195.10	Yes	VAT out of Scope	
/ehicle Licence- if vehicle six years + (valid for 6 months)	100.00	No	100.00		102.70	Yes	VAT out of Scope	
ransfer of Vehicle Licence perator's Licence:	190.00	No	190.00		195.10	Yes Yes	VAT out of Scope VAT out of Scope	
New Applications (valid for 5 years):							VAT out of Scope	
-4 Vehicles	790.00	No	790.00		811.30	Yes	VAT out of Scope	N/A
i-9 Vehicles	860.00	No	860.00		883.20	Yes	VAT out of Scope	N/A
0-19 Vehicles	970.00	No	970.00		996.20	Yes	VAT out of Scope	N/A
0+ Vehicles Application Renewal (valid for 5 years)	1,130.00	No	1,130.00		1,160.50 0.00	Yes	VAT out of Scope	
-4 Vehicles	790.00	No	790.00		811.30	Voc	VAT out of Scope	N/A
i-10 Vehicles	860.00	No	860.00		883.20		VAT out of Scope	N/A
0 or more Vehicles	970.00	No	970.00		996.20			
00 Hibre Vehicles	1,130.00	No	1,130.00		1,160.50		VAT out of Scope VAT out of Scope	N/A
Driver's Licence - Dual Hackney and PHV Licence:	1,130.00	INO	1,130.00		1,160.50	res	VAT out of Scope	
New Application (Valid for 3 years)	480.00	No	480.00		493.00	Yes	VAT out of Scope	N/A
Application Renewal (Valid for 3 years)	480.00	No	480.00		493.00	Yes	VAT out of Scope	N/A
ransfer of Vehicle Licence	190.00	No	190.00		195.10	Yes	VAT out of Scope	N/A
Replacement Vehicle Plate	20.00	No	20.00		20.50	Yes	VAT out of Scope	N/A
Replacement Vehicle Plate Bracket	10.00	No	10.00		10.30	Yes	VAT out of Scope	
Knowledge Test	40.00	No	40.00		41.10	Yes	VAT out of Scope	N/A
Replacement Operators License	10.00	No	10.00		10.30	Yes	VAT out of Scope	
ransfer of Proprieter	10.00	No	10.00		10.30	Yes	VAT out of Scope	
Replacement of Dual Drivers License/PHV License (Badge)	20.00	No	20.00		20.50	Yes	VAT out of Scope	
/ehicle Safety Check (Carried out by Rugby Borough Council Work Services)	50.00	No	50.00		51.40	Yes	VAT out of Scope	N/A
/ehicle Safety Check cancellation fee	10.00	No	10.00		10.30	Yes	VAT out of Scope	
Car Parks and Parking								
Off Street Parking								
John Barford Car Park		NI:				.,	\/A=	
Up to 3 hours Up to 5 hours	1.00 2.50	No No	1.00 2.50		1.00 2.60	Yes Yes	VAT at 20% VAT at 20%	Include
Up to 11 hours Sunday	5.00 1.00	No No	5.00 1.00		5.10 1.00	Yes Yes	VAT at 20% VAT at 20%	Include
Railway Terrace/Gas Street/Old Market Place								
Up to 3 hours Up to 5 hours	1.00 4.00	No No	1.00 4.00		1.00 4.10	Yes Yes	VAT at 20% VAT at 20%	Include
Up to 11 hours Sunday	10.00 no charge	No No	10.00 no charge		10.30 no charge	Yes Yes	VAT at 20% VAT at 20%	Include
Chestnut Field/North Street/Little Church Street/Evreux Way					100)/4 T . 000/	
Up to 2 hours Up to 3 hours	1.00 1.30	No No	1.00		1.00 1.30	Yes Yes	VAT at 20% VAT at 20%	Includ
Sunday	1.00	No	1.00		1.00	Yes	VAT at 20%	Includ
Vestway Up to 5 hours	2.50	No	2.50		2.60	Yes	VAT at 20%	Includ
Up to 11 hours Sunday	5.00 no charge	No No	5.00 no charge		5.10 no charge	Yes Yes	VAT at 20% VAT at 20%	Include
lewbold Road		NI:					VAT -1 6001	In at a
Up to 3 hours Up to 5 hours (weekdays only)	1.00 4.00	No No	1.00 4.00		1.00 4.10	Yes Yes	VAT at 20% VAT at 20%	Include
Up to 11 hours Saturday up to 11 hours	10.00 3.00	No No	10.00		10.30 3.10	Yes Yes	VAT at 20% VAT at 20%	Include
Sunday	no charge	No	no charge		no charge	Yes	VAT at 20%	Includ
Penalty Charges								
Penalty charge Penalty charge if paid within 14 days	50.00 or 70.00 25.00 or 35.00	No No	50.00 or 70.00 25.00 or 35.00		50.00 or 70.00 25.00 or 35.00	Yes Yes	VAT out of Scope VAT out of Scope	Exclud Exclud
ar Parks and Parking								

	FEES AND CHAR	GES EFFE	CTIVE FRO	M 1ST APR	IL 2025				
	Current Fees			pproved Fo					
			PROPOSED 2025/26 Fees			PROPOSED 2025/26 Fees	Davidson diba		
	2024/25 Fees C	Increase to	Including Sept			Including Sept	Reviewed by Budget		
		be applied 2025/26	1.7% CPI Increase			CPI 1.7% +1% Increase	Manager for 2025/26	VAT Type	VAT Included
S	£	Yes/No	£			£	Yes/No	VAIType	moradou
3 months	120.00	No	A 120.00			123.20	Yes	VAT at 20%	Included
6 months Yearly	215.00 400.00	No No	215.00 400.00			220.80 410.80	Yes Yes	VAT at 20% VAT at 20%	Included
	400.00	140	400.00			0.00	163	VAT dt 2070	IIIciaaca
Railway Terrace/Gas Street/Old Market Place 3 months	180.00	No	180.00			0.00 184.90	Yes	VAT at 20%	Included
6 months	325.00	No	325.00 615.00			333.80	Yes	VAT at 20%	Included
Yearly	615.00	No	615.00			631.60 0.00	Yes	VAT at 20%	included
Other Charges						0.00			
Vehicles over 3 tonnes/Coaches	not permitted	No	not permitted			not permitted	Yes	VAT at 20%	Included
Caravan/trailers and towing vehicles used for exhibitions, trade etc. (per space)	10.00	No	10.00			10.30	Yes	VAT at 20%	Included
Enforcement Charges									
Fixed Penalty Fines The Council has, where possible, determined to set its own level of fines									
within the standard range									
of penalties. The general formula is adopted to set the default penalty level to be the maximum possible									
within the range for that offence. However, this penalty is DISCOUNTED to									
the minimum penalty possible within the range, IF the penalty is paid within 10 days in the case of Public									
Space Protection Orders									
and Fly tipping, and 7 days for all other listed offences.			2024/25						
			Charges to be						
			reviewed for 2025/26						
			Penalty	Maximum	Discount				
Depositing Litter		No	500.00	2,500.00	50.00		Yes	VAT out of Scope	N/A
Graffiti and fly posting		No	500.00	2,500.00			Yes	VAT out of Scope	N/A
Nuisance parking Fly tipping		No No	100.00 1,000.00	2,500.00 unlimited			Yes Yes	VAT out of Scope VAT out of Scope	N/A N/A
Exposing vehicles for sale on a road		No No	100.00 100.00	2,500.00 2,500.00	no discount		Yes Yes	VAT out of Scope VAT out of Scope	N/A N/A
Repairing vehicles on a road Abandoning a vehicle		No	200.00	2,500.00			Yes	VAT out of Scope	N/A N/A
Jnauthorised distribution of free printed matter Failure to furnish documentation (Waste Carriers Licence)		No No	80.00 300.00	2,500.00 unlimited			Yes Yes	VAT out of Scope VAT out of Scope	N/A N/A
Failure to produce authority (Waste Transfer Note)		No	300.00	unlimited			Yes	VAT out of Scope	N/A
Failure to comply with a Public Space Protection Order		No	100.00	2,500.00	75.00		Yes	VAT out of Scope	N/A
Failure to comply with a Community Protection Notice (Individual)		No	100.00	2,500.00	50.00		Yes	VAT out of Scope	N/A
Failure to comply with a Community Protection Notice (Business)		No	100.00	unlimited	no discount		Yes	VAT out of Scope	N/A
Failure to comply with noise warning notice (licenced)		No	500	unlimited	no discount		Yes	VAT out of Scope	N/A
Failure to comply with a Public Space Protection Order (Dogs)		No	100	1000	50		Yes	VAT out of Scope	N/A
Landlords Implementation of the Smoke and Carbon Monoxide Alarm (England)									
Regulations 2015 on 1st April 2015 will									
result in penalty charges being issued against landlords where they have breached their legal duties in relation									
to offences under the regulations which require landlords to provide smoke									
alarms and carbon monoxide alarms in rented properties:									
	If Paid Within 14 Days			Charges Imposed	If Paid Within 14 Days				
	14 Days				14 Days				
First Offence Second Offence	750.00 n/a	No No		1,000.00 2,000.00	750.00 n/a		Yes Yes	VAT out of Scope VAT out of Scope	N/A N/A
Third Offence (and all Consequent Offences)	n/a	No		5,000.00	n/a		Yes	VAT out of Scope	N/A
Enforcement Charges									
-									
Officer Rates									
For reclaiming officer costs when investigating matters that result in a									
egal proceeding being instituted etc.									
Category A - salary grade D and below	58.50	Yes	59.50			60.10	Yes	VAT out of Scope	N/A
Category B - salary grade E to F	77.10	Yes	78.40			79.20	Yes	VAT out of Scope	N/A
Category C - salary grade G Category D - Heads of Service or above	98.50 117.20	Yes Yes	100.20 119.20			101.20 120.40	Yes Yes	VAT out of Scope VAT out of Scope	N/A N/A
	20		7.0.20			.20.10	163	cut or occipe	14//
Administration charges for works in default etc.:									
For each property or person responsible, minimum fee to apply	74.00	Va-	70.00			70.00	V	VAT and of C	NI/*
until hourly rate and associated costs exceed this figure	71.00	Yes	72.20			72.90	Yes	VAT out of Scope	N/A
Any associated letters, reports etc.	14.90	Yes	15.20			15.30	Yes	VAT out of Scope	N/A
Officers statement for solicitors (minimum 1 hour)	officer rates		officer rates			officer rates	Yes	VAT out of Scope	N/A
Mileage charged at current casual user rates									
Note: Fees and Charges marked with an asterisk '*' are set by									
national legislation and									
will be amended as and when specified charges are amended									
will be amended as and when specified charges are amended									
	Exempt								
	Exempt								
Housing Private Housing Inspection and Assessment for Immigration and other									
Housing Private Housing Inspection and Assessment for Immigration and other	250.00	No	254.30			256.80	No	VAT out of Scope	N/A
Housing Private Housing Inspection and Assessment for Immigration and other		No	254.30			256.80	No	VAT out of Scope	N/A
Housing Private Housing Inspection and Assessment for Immigration and other purposes		No	254.30			256.80	No	VAT out of Scope	N/A
Housing Private Housing Inspection and Assessment for Immigration and other purposes		No	254.30			256.80	No	VAT out of Scope	N/A
Private Housing Inspection and Assessment for Immigration and other purposes House in Multiple Occupation Licence fee (valid for 5 years):		No	254.30			256.80	No No	VAT out of Scope VAT out of Scope	N/A
Housing Private Housing Inspection and Assessment for Immigration and other purposes House in Multiple Occupation Licence fee (valid for 5 years):	250.00		254.30				No	VAT out of Scope	N/A
Housing Private Housing Inspection and Assessment for Immigration and other purposes House in Multiple Occupation Licence fee (valid for 5 years): Where Landlord approaches Council:		No No	254.30			256.80 1,398.80			
Housing Private Housing Inspection and Assessment for Immigration and other purposes House in Multiple Occupation Licence fee (valid for 5 years): Where Landlord approaches Council: 1-6 occupants	250.00		254.30				No	VAT out of Scope	N/A

	FEES AND CHAR	GES EFFE	CTIVE ERO	M 1ST APR	IL 2025				
	Current Fees			pproved Fo					
			PROPOSED			PROPOSED			
	2024/25 Fees	Increase to	2025/26 Fees Including Sept			2025/26 Fees Including Sept	Reviewed by Budget		
	С	be applied	1.7% CPI			CPI 1.7% +1%	Manager for		VAT
s	£	2025/26 Yes/No	Increase £			Increase £	2025/26 Yes/No	VAT Type	Include
			A						
Surcharge where Landlord is found to be running an unlicensed HMO									
in additionto relevant application fee)	500.00	Yes	900.00			513.50	No	VAT out of Scope	N/A
Renewal of an HMO Licence (valid for 5 years)	1177.00	No	493.00			1,208.80	No	VAT out of Scope	N/A
Copy of Licence	34.00	Yes	34.60			34.90	No	VAT out of Scope	N/A
Variation of Licence	205.00	Yes	208.50			210.50	No	VAT out of Scope	N/A
Revoking licence	205.00	Yes	208.50			210.50	No	VAT out of Scope	N/A
Service of Hazard awareness notice	0.00						No	VAT out of Scope	N/A
Service of formal notice/order	629.00	Yes	639.70			646.00	No	VAT out of Scope	N/A
Additional notices/orders for multiple hazards	63.00	Yes	64.10			64.70	No	VAT out of Scope	N/A
DBS check	50.00	No	50.90			51.40	No	VAT out of Scope	N/A
	30.00	140	30.50			31.40	INO	VAT out of Scope	IN/A
Public Registers and other information									
All public registers can be viewed in person free of charge and attempts are being made to make									
some or all of these available on the internet.									
	price on application		price on application			price on application		VAT out of Scope	N/A
Complete copies of list of Registered Food Premises Partial copies of the list of Registered Food Premises	320.00 0.00	No	325.40			328.60	Yes Yes	VAT out of Scope VAT out of Scope	N/A N/A
Copies of or from other Public Registers:									
Complete premises files (printed, plus photocopying charge)	40.00	No No	40.70			41.10	Yes	VAT out of Scope	N/A
Partial extracts form premises file (per request, plus copying) Printed copies of Air Quality Assessment Reports etc	20.00 51.00	No No	20.30 51.90			20.50 52.40	Yes Yes	VAT out of Scope VAT out of Scope	N/A N/A
nformation may be available in an electronic format. Prices available on									
equest.									
OPERATIONS AND TRADED Waste Collection									
	22.20	Vac	24.40			0.00	Vee	VAT out of Coops	NI/A
Bulky Waste Collection - up to 3 items Each Additional Item:	33.30	Yes	34.10			34.20	Yes	VAT out of Scope	N/A
Up to a maximum of 6 Over 6 household items or any number of garden items (sheds, play	6.80	Yes	6.80 price on			7.00 price on	Yes	VAT out of Scope	N/A
equipment) Cancellation Fee	price on application 4.40	Yes	application 4.60			application 4.50	Yes Yes	VAT out of Scope	N/A
Sanodiatori 1 oo	1.10	100	1.00	rounded to		0.00	163	VAT out of Geope	1973
Domestic Garden Waste Collection (annual subscription)- charge per bin	45.00	No	46.00	nearest £1		47.00	Yes	VAT out of Scope	N/A
Fords Monte		Ni-	price on			price on		V4.T	
Trade Waste	price on application 2.50 per bin per	No	application 2.50 per bin per			application 2.50 per bin per	Yes	VAT out of Scope	N/A
Emptying of Litter/Dog Waste Bin not on the Public Highway	empty	Yes	empty			empty	Yes		
Miscellaneous Street Cleansing Services									
Minor Road Closures	price on application	N/A	price on			price on application	Yes		
	price on application		application price on			price on	Yes		
Event Bin Hire	price on application	N/A	application price on			application price on			
Post Event Clearance	price on application	N/A	application price on			application price on	Yes		
Private Road/Carpark Sweeping	price on application	N/A	application			application	Yes		
liscellaneous Highways Services			price on			price on	Van		
it a wall mount street nameplate	price on application	N/A	application			application price on	Yes	VAT out of Scope	N/A
nstall a floor mount street nameplate	price on application	N/A	price on application			application price on	Yes		
Remove a street nameplate	price on application	N/A	price on application			application	Yes		
Remove old street nameplate & install new at same time	price on application	N/A	price on application			price on application	Yes		
ix a nameplate leg	price on application	N/A	price on application			price on application	Yes		
Propped Kerb Installation	price on application	N/A	price on application			application	Yes		
dousehold Driveway Installation	price on application	N/A	price on application			application	Yes		
		N/A	price on application			price on application	Yes		
nstall post mount litter bin	price on application		price on			price on application	Yes		
	price on application								
nstall steel floor mount bin on existing pad	price on application	N/A	application price on			price on	Yes		
nstall steel floor mount bin on existing pad nstall new concrete pad for floor mount litter bin			application price on application			price on application price on	Yes		
nstall steel floor mount bin on existing pad nstall new concrete pad for floor mount litter bin	price on application	N/A	application price on application price on application			application price on application	Yes		
nstall steel floor mount bin on existing pad nstall new concrete pad for floor mount litter bin nstall floor mount litter bin and concrete pad	price on application	N/A N/A	application price on application price on application price on application application			application price on application price on application			
nstall steel floor mount bin on existing pad nstall new concrete pad for floor mount litter bin nstall floor mount litter bin and concrete pad Total installation cost for cast iron floor mount bin	price on application price on application price on application	N/A N/A N/A	application price on application price on application price on			application price on application price on	Yes		
nstall steel floor mount bin on existing pad nstall new concrete pad for floor mount litter bin nstall floor mount litter bin and concrete pad Fotal installation cost for cast iron floor mount bin nstall cast iron floor mount bin on existing pad	price on application price on application price on application price on application price on application	N/A N/A N/A N/A	application price on			application price on application price on application price on application price on	Yes Yes		
nstall steel floor mount bin on existing pad nstall new concrete pad for floor mount litter bin nstall floor mount litter bin and concrete pad Total installation cost for cast iron floor mount bin nstall cast iron floor mount bin on existing pad Remove a bin	price on application	N/A N/A N/A N/A N/A	application price on			application price on application price on application price on application price on application price on	Yes Yes Yes		
Install steel floor mount bin on existing pad Install new concrete pad for floor mount litter bin Install floor mount litter bin and concrete pad Install installation cost for cast iron floor mount bin Install cast iron floor mount bin on existing pad Install cast iron floor mount bin on existing pad Install cast iron floor mount bin on existing pad Install cast iron bin	price on application	N/A N/A N/A N/A N/A	application price on			application price on	Yes Yes Yes		
nstall post mount litter bin nstall steel floor mount bin on existing pad nstall new concrete pad for floor mount litter bin nstall floor mount litter bin and concrete pad Fotal installation cost for cast iron floor mount bin nstall cast iron floor mount bin on existing pad Remove a bin Remove a cast iron bin nstall post in concrete for dog waste bin	price on application	N/A N/A N/A N/A N/A N/A	application price on			application price on	Yes Yes Yes Yes Yes Yes Yes		
Install steel floor mount bin on existing pad Install new concrete pad for floor mount litter bin Install floor mount litter bin and concrete pad Install installation cost for cast iron floor mount bin Install cast iron floor mount bin on existing pad Install cast iron floor mount bin on existing pad Install cast iron floor mount bin on existing pad Install cast iron bin	price on application	N/A N/A N/A N/A N/A	application price on application			application price on application	Yes Yes Yes Yes Yes		

	Current Fees	<u> </u>	CTIVE FRO	proved F				
	2024/25 Fees C	Increase to be applied 2025/26	PROPOSED 2025/26 Fees Including Sept 1.7% CPI Increase	•	PROPOSED 2025/26 Fees Including Sept CPI 1.7% +1% Increase	Reviewed by Budget Manager for 2025/26	VAT Type	VAT Included
5	Ł	Yes/No	£ A price on		£ price on	Yes/No		
Install a bench on existing pad	price on application	N/A	application price on		application price on	Yes		
Assemble and install a bench on existing pad	price on application	N/A	application		application price on	Yes		
Lay a concrete pad for a standard new bench	price on application	N/A	price on application		application price on	Yes		
Install a new bench and concrete pad	price on application	N/A	price on application		application	Yes		
Install slabs on concrete for bench installation	price on application	N/A	price on application		price on application	Yes		
Remove a bench	price on application	N/A	price on application		price on application	Yes		
Install 1 bike hoop in existing hard surface	price on application	N/A	price on application		price on application	Yes		
Construct a pad (tarmac) and install 3 bike hoops	price on application	N/A	price on application		price on application	Yes		
COMMUNITIES & HOMES								
Housing Services								
Replacement access fobs	15.00	Yes	15.30		15.40	Yes	VAT at 20%	Included
Welfare Services								
Lifeline Personal Alarm Service - weekly charge	5.50	Yes	5.60		5.60	Yes	VAT at 20%	Excluded
Lifeline Pendant	1.00	Yes	1.00		1.00	Yes	VAT at 20%	
Fall Detector GSM Sim Card	2.00 1.20	Yes Yes	2.00 1.20		2.10 1.20	Yes Yes	VAT at 20% VAT at 20%	
Some residents may qualify for a VAT exemption.								
Emergency Housing								
Housing Guest Bedroom Charges (Including VAT)	17.60	Yes	17.90		18.10	Yes	VAT at 20%	Excluded
Mobile Homes								
Pitch Fees	148.64	Yes	151.20		152.70	Yes	VAT at 20%	N/A
Street Naming and Numbering								
Add a name to an existing address - Price per address	31.20	Yes	31.70		32.00	Yes	VAT at 20%	Included
Change an existing address - Price per address	31.20	Yes	31.70		32.00	Yes	VAT at 20%	Included
Register a new address - Price per address New Addresses on Large Developments - Price per 2 - 5 plots	31.20 124.60	Yes Yes	31.70 126.70		32.00 128.00	Yes Yes	VAT at 20% VAT at 20%	Included
New Addresses on Large Developments - Price per 6 - 10 plots	249.30	Yes	253.50		256.00	Yes	VAT at 20%	Included
New Addresses on Large Developments - Price per 11 - 19 plots New Addresses on Large Developments - Price per 20+ plots	373.80 498.50	Yes Yes	380.20 507.00		383.90 512.00	Yes Yes	VAT at 20% VAT at 20%	Included Included
plots	18.70	Yes	19.00		19.20	Yes	VAT at 20%	Included
Register a new Street - Price per street Rename an existing street - Price per street	124.60 249.30	Yes Yes	126.70 253.50		128.00 256.00	Yes Yes	VAT at 20% VAT at 20%	Included Included
+ a per address charge - Price per address	31.20	Yes	31.70		32.00	Yes	VAT at 20%	Included
		1						
FINANCE, PERFROMANCE, LEGAL AND GOVERNANCE								
Legal Services								
Legal Services Copy Document – S106 Agreement: Bilateral Agreement or								
Copy Document – S106 Agreement: Bilateral Agreement or Unilateral Undertaking*	77.70	Yes	79.00		79.80	Yes	VAT at 20%	Included
Copy Document – S106 Agreement: Bilateral Agreement or Unilateral Undertaking* Copy Document – S106 Agreement: Supplemental Deed or Deed of Variation*	77.70 40.30	Yes Yes	79.00 41.00		79.80 41.40	Yes Yes	VAT at 20% VAT at 20%	Included
Copy Document – S106 Agreement: Bilateral Agreement or Unilateral Undertaking* Copy Document – S106 Agreement: Supplemental Deed or Deed of Variation* Copy Document – TPO*	40.30 40.30	Yes Yes	41.00 41.00		41.40 41.40	Yes Yes	VAT at 20% VAT at 20%	Included Included
Copy Document – S106 Agreement: Bilateral Agreement or Unilateral Undertaking* Copy Document – S106 Agreement: Supplemental Deed or Deed of Variation* Copy Document – TPO* Ex-Council House Consent Ex-Council House Consent	40.30	Yes	41.00 41.00 79.00 116.90		41.40	Yes	VAT at 20%	Included
Copy Document – S106 Agreement: Bilateral Agreement or Unilateral Undertaking* Copy Document – S106 Agreement: Supplemental Deed or Deed of Variation* Copy Document – TPO* Ex-Council House Consent Ex-Council House Consent: Retrospective Copy Document – Lease or Shared Ownership Lease	40.30 40.30 77.70 114.90 76.90	Yes Yes Yes Yes	41.00 41.00 79.00 116.90 78.20		41.40 41.40 79.80 118.00 79.00	Yes Yes Yes Yes Yes	VAT at 20%	Included Included Included Included
Copy Document – S106 Agreement: Bilateral Agreement or Unilateral Undertaking* Copy Document – S106 Agreement: Supplemental Deed or Deed of Variation* Copy Document – TPO* Ex-Council House Consent Ex-Council House Consent: Retrospective Copy Document – Lease or Shared Ownership Lease Copy Document – Enforcement Notices Copy Document – Smoke Control Order	40.30 40.30 77.70 114.90 76.90 23.00 38.10	Yes Yes Yes Yes Yes Yes Yes Yes	41.00 41.00 79.00 116.90 78.20 23.40 38.70		41.40 41.40 79.80 118.00 79.00 23.60 39.10	Yes Yes Yes	VAT at 20% VAT at 20% VAT at 20% VAT at 20%	Included Included Included Included
Copy Document – S106 Agreement: Bilateral Agreement or Unilateral Undertaking* Copy Document – S106 Agreement: Supplemental Deed or Deed of Variation* Copy Document – TPO* Ex-Council House Consent Ex-Council House Consent: Retrospective Copy Document – Lease or Shared Ownership Lease Copy Document – Enforcement Notices Copy Document – Smoke Control Order Ex-Council House Deed of Postponement	40.30 77.70 114.90 76.90 23.00 38.10 77.70	Yes	41.00 41.00 79.00 116.90 78.20 23.40 38.70 79.00		41.40 41.40 79.80 118.00 79.00 23.60 39.10 79.80	Yes	VAT at 20%	Included Included Included Included Included Included Included Included
Copy Document – S106 Agreement: Bilateral Agreement or Unilateral Undertaking* Copy Document – S106 Agreement: Supplemental Deed or Deed of Variation* Copy Document – TPO* Ex-Council House Consent Ex-Council House Consent: Retrospective Copy Document – Lease or Shared Ownership Lease Copy Document – Enforcement Notices Copy Document – Smoke Control Order	40.30 40.30 77.70 114.90 76.90 23.00 38.10	Yes Yes Yes Yes Yes Yes Yes Yes	41.00 41.00 79.00 116.90 78.20 23.40 38.70		41.40 41.40 79.80 118.00 79.00 23.60 39.10	Yes Yes Yes Yes Yes Yes Yes Yes Yes	VAT at 20%	Included Included Included Included Included Included
Copy Document – S106 Agreement: Bilateral Agreement or Unilateral Undertaking* Copy Document – S106 Agreement: Supplemental Deed or Deed of Variation* Copy Document – TPO* Ex-Council House Consent Retrospective Copy Document – Lease or Shared Ownership Lease Copy Document – Enforcement Notices Copy Document – Smoke Control Order Ex-Council House Deed of Postponement Ex-Council House Letter of Compliance	40.30 40.30 77.70 114.90 76.90 23.00 38.10 77.70	Yes	41.00 41.00 79.00 116.90 78.20 23.40 38.70 79.00		41.40 41.40 79.80 118.00 79.00 23.60 39.10 79.80	Yes	VAT at 20%	Included Included Included Included Included Included Included Included Included
Copy Document – S106 Agreement: Bilateral Agreement or Unilateral Undertaking* Copy Document – S106 Agreement: Supplemental Deed or Deed of Variation* Copy Document – TPO* Ex-Council House Consent Retrospective Ex-Council House Consent Retrospective Copy Document – Lease or Shared Ownership Lease Copy Document – Enforcement Notices Copy Document – Smoke Control Order Ex-Council House Deed of Postponement Ex-Council House Letter of Compliance Leasehold Enquiries Certificate of Existence * Standard turnaround for copies is 1-3 working days. However, if any of	40.30 77.70 114.90 76.90 23.00 38.10 77.70 114.90	Yes	41.00 41.00 79.00 116.90 78.20 23.40 38.70 79.00 79.00		41.40 41.40 79.80 118.00 79.00 23.60 39.10 79.80 79.80	Yes	VAT at 20%	Included
Copy Document – S106 Agreement: Bilateral Agreement or Unilateral Undertaking* Copy Document – S106 Agreement: Supplemental Deed or Deed of Variation* Copy Document – TPO* Ex-Council House Consent: Retrospective Ex-Council House Consent: Retrospective Copy Document – Lease or Shared Ownership Lease Copy Document – Enforcement Notices Copy Document – Smoke Control Order Ex-Council House Deed of Postponement Ex-Council House Letter of Compliance Leasehold Enquiries Certificate of Existence * Standard turnaround for copies is 1-3 working days. However, if any of the above documents require	40.30 77.70 114.90 76.90 23.00 38.10 77.70 114.90	Yes	41.00 41.00 79.00 116.90 78.20 23.40 38.70 79.00 79.00		41.40 41.40 79.80 118.00 79.00 23.60 39.10 79.80 79.80	Yes	VAT at 20%	Included
Copy Document – S106 Agreement: Bilateral Agreement or Unilateral Undertaking* Copy Document – S106 Agreement: Supplemental Deed or Deed of Variation* Copy Document – TPO* Ex-Council House Consent Retrospective Copy Document – Lease or Shared Ownership Lease Copy Document – Enforcement Notices Copy Document – Smoke Control Order Ex-Council House Deed of Postponement Ex-Council House Deed of Postponement Ex-Council House Deed of Postponement Certificate of Existence * Standard turnaround for copies is 1-3 working days. However, if any of the above documents require expediting straight away, an additional £30.00 is added to each.	40.30 77.70 114.90 76.90 23.00 38.10 77.70 114.90	Yes	41.00 41.00 79.00 116.90 78.20 23.40 38.70 79.00 79.00		41.40 41.40 79.80 118.00 79.00 23.60 39.10 79.80 79.80	Yes	VAT at 20%	Included
Copy Document – S106 Agreement: Bilateral Agreement or Unilateral Undertaking* Copy Document – S106 Agreement: Supplemental Deed or Deed of Variation* Copy Document – TPO* Ex-Council House Consent Ex-Council House Consent: Retrospective Copy Document – Lease or Shared Ownership Lease Copy Document – Enforcement Notices Copy Document – Smoke Control Order Ex-Council House Deed of Postponement Ex-Council House	40.30 77.70 114.90 76.90 23.00 38.10 77.70 114.90	Yes	41.00 41.00 79.00 116.90 78.20 23.40 38.70 79.00 79.00		41.40 41.40 79.80 118.00 79.00 23.60 39.10 79.80 79.80	Yes	VAT at 20%	Included
Copy Document – S106 Agreement: Bilateral Agreement or Unilateral Undertaking* Copy Document – S106 Agreement: Supplemental Deed or Deed of Variation* Copy Document – TPO* Ex-Council House Consent Ex-Council House Consent Retrospective Copy Document – Lease or Shared Ownership Lease Copy Document – Enforcement Notices Copy Document – Enforcement Notices Copy Document – Smoke Control Order Ex-Council House Deed of Postponement Ex-Council House Deed of Postponement Ex-Council House Deed of Postponement Certificate of Existence * Standard turnaround for copies is 1-3 working days. However, if any of the above documents require expediting straight away, an additional £30.00 is added to each. Copy documents will be emailed out to customers where possible. A number of copy documents are available on the Council's publicly accessible registers and customers are requested to check these	40.30 77.70 114.90 76.90 23.00 38.10 77.70 114.90	Yes	41.00 41.00 79.00 116.90 78.20 23.40 38.70 79.00 79.00		41.40 41.40 79.80 118.00 79.00 23.60 39.10 79.80 79.80	Yes	VAT at 20%	Included
Copy Document – S106 Agreement: Bilateral Agreement or Unilateral Undertaking* Copy Document – S106 Agreement: Supplemental Deed or Deed of Variation* Copy Document – TPO* Ex-Council House Consent: Retrospective Copy Document – Lease or Shared Ownership Lease Copy Document – Enforcement Notices Copy Document – Smoke Control Order Ex-Council House Deed of Postponement Ex-Council House Letter of Compliance Leasehold Enquiries Certificate of Existence * Standard turnaround for copies is 1-3 working days. However, if any of the above documents require expediting straight away, an additional £30.00 is added to each. Copy documents will be emailed out to customers where possible. A number of copy documents are requested to check these registers prior banking a request for a copy document. Where the	40.30 77.70 114.90 76.90 23.00 38.10 77.70 114.90	Yes	41.00 41.00 79.00 116.90 78.20 23.40 38.70 79.00 79.00		41.40 41.40 79.80 118.00 79.00 23.60 39.10 79.80 79.80	Yes	VAT at 20%	Included
Copy Document – S106 Agreement: Bilateral Agreement or Unilateral Undertaking* Copy Document – S106 Agreement: Supplemental Deed or Deed of Variation* Copy Document – TPO* Ex-Council House Consent Ex-Council House Consent: Retrospective Copy Document – Lease or Shared Ownership Lease Copy Document – Enforcement Notices Copy Document – Enforcement Notices Copy Document – Smoke Control Order Ex-Council House Deed of Postponement Ex-Council House De	40.30 77.70 114.90 76.90 23.00 38.10 77.70 114.90	Yes	41.00 41.00 79.00 116.90 78.20 23.40 38.70 79.00 79.00		41.40 41.40 79.80 118.00 79.00 23.60 39.10 79.80 79.80	Yes	VAT at 20%	Included
Copy Document – S106 Agreement: Bilateral Agreement or Unilateral Undertaking* Copy Document – S106 Agreement: Supplemental Deed or Deed of Variation* Copy Document – TPO* Ex-Council House Consent Ex-Council House Consent: Retrospective Copy Document – Lease or Shared Ownership Lease Copy Document – Enforcement Notices Copy Document – Smoke Control Order Ex-Council House Deed of Postponement Ex-Council House	40.30 77.70 114.90 76.90 23.00 38.10 77.70 114.90	Yes	41.00 41.00 79.00 116.90 78.20 23.40 38.70 79.00 79.00		41.40 41.40 79.80 118.00 79.00 23.60 39.10 79.80 79.80	Yes	VAT at 20%	Included
Copy Document – S106 Agreement: Bilateral Agreement or Unilateral Undertaking* Copy Document – S106 Agreement: Supplemental Deed or Deed of Variation* Copy Document – TPO* Ex-Council House Consent: Retrospective Copy Document – Lease or Shared Ownership Lease Copy Document – Enforcement Notices Copy Document – Enforcement Notices Copy Document – Smoke Control Order Ex-Council House Deed of Postponement Ex-Council House Deed of Postponement Ex-Council House Deed of Postponement Certificate of Existence * Standard turnaround for copies is 1-3 working days. However, if any of the above documents require expediting straight away, an additional £30.00 is added to each. Copy documents will be emailed out to customers where possible. A number of copy documents are available on the Council's publicity accessible registers and customers are requested to check these registers prior to making a request for a copy document. Where the Council has already scanned a copy document in and holds an electronic version that can be emailed to the customer, an administration charge of £15 will be made rather than the fee shown	40.30 77.70 114.90 76.90 23.00 38.10 77.70 114.90	Yes	41.00 41.00 79.00 116.90 78.20 23.40 38.70 79.00 79.00		41.40 41.40 79.80 118.00 79.00 23.60 39.10 79.80 79.80	Yes	VAT at 20%	Included
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EXECUTIVE DIRECTOR		Yes/No	A			-	Yes/No		
EXECUTIVE DIRECTOR									
reedom of Information Request									
Freedom of Information and Environmental Information Regulation equests are charged for in just two cases:-									
- where the cost of answering the enquiry goes over £450; and - where there are costs for preparing the information e.g. printing, hotocopying, postage, providing information in other formats (CD-ROM, audio cassette, translation)									
The time spent dealing with the above is calculated at £25 per hour. With the majority of requests the costs will be less than £450 and we will nake no charge for the work involved.	25.00		25.40			25.70		VAT out of Scope	N/A
f however, the cost of dealing with your request goes over £450 we will contact you to discuss the information									
ou have requested and the cost of providing it. If you still want the nformation in a format that is going to take he cost over that limit, then we will charge you the full amount.									
- Photocopying or printing material;									
Postage; Producing material in a different format when requested e.g. CD Rom, udio cassette;									
Providing extracts of databases; Translating the material into a different language where requested;									
Allowing you to reasonable time to inspect a record containing the iformation (FOI only);									
10p per A4 sheet for printing or photocopying, black and white; 20p per A3 sheet for printing of photocopying, black and white; 92p per A4 sheet for printing or photocopying, colour;									
£1.24 per A3 sheet for printing or photocopying, colour; Postage costs - documents will be sent by second class mail unless									
pecified otherwise; Any costs involving staff time will be charged at £25 per hour.									
Ve can charge for these costs in all cases, whether or not we can also harge for the prescribed costs.									
the total cost is less than £10, there is no charge.									

Agenda No 6

AGENDA MANAGEMENT SHEET

Report Title: People Strategy

Name of Committee: Scrutiny Committee

Date of Meeting: 8 January 2025

Contact Officer: Judith Hicks - Human Resources Manager

Judith.hicks@rugby.gov.uk

Summary: A copy of the People Strategy is attached for

review by the committee prior to submission to

Cabinet.

Financial Implications: There are no financial implications as a result of

this report

Risk Management/Health

and Safety Implications:

There are no risk management or Health and Safety implications as a result of this report.

Environmental Implications: There are no Environmental implications as a

result of this report

Legal Implications: There are no Legal implications as a result of this

report.

Equality and Diversity: No new or existing policy or procedure has been

recommended

Scrutiny Committee - 8 January 2025

People Strategy

Public Report of the Deputy Executive Director

Summary

1.0 Introduction

1.1

The Council recognises that following a period of review and consultation, the need to focus on strengthening people management practices, introducing performance development reviews, enhancing leadership capability and investing in learning & development is essential if the Council is to deliver the corporate strategy. Following consultation with the Chief Executive, Leadership Team and Management Team, it was agreed that the Council required a People Strategy to give clear direction to this work.

2.0 Strategy Development and Consultation

2.1

The People Strategy 2023 – 2026 (Appendix 1) has been developed by analysis of data, conversations and insights from people managers, external benchmarking and good practice from other local authorities. The draft strategy has been reviewed by the All Leaders Steering Group (A.L.S.G) in August 2023 and then by the Local Government Association (LGA) Corporate Peer Challenge team in October 2023 and its inclusion in their key recommendations has given assurance that the correct priorities have been identified. The strategy was then drafted after input and consultation with employees, unions via JUCF, employee briefings, leadership, management team and focus groups.

1.2

Input has also been received from West Midlands Employers, LGA corporate peer challenge team, senior legal officer and feedback acted upon. Following the May 2024 elections, the strategy has been shared with portfolio holders, leaders and other elected members of the new administration. In December 2024, the chair of the Scrutiny Committee has also offered valuable and insightful feedback.

3.0 Key areas of focus

3.1

During a Scrutiny committee pre-meeting the following points were highlighted for inclusion in this report:

Are the overall priorities / ambitions aligned with Elected Members expectations?

Extensive consultation to date, as well as input from the current administration indicates that the priorities are evidence led and will support the delivery of the corporate strategy.

Is the annual delivery plan appropriate to make progress?

The current delivery plan for 2024/25 is on track in key areas, with some relating to leadership capability planned to continue during 2025/26. The creation of the annual delivery plan is scheduled to be devised in February 2025. The work relating to leadership capability, culture and climate will continue throughout 2025/26

Do the performance indicators give members assurance that progress is being made?

The KPI's relating to turnover and sickness absence are challenging, but achievable. A 25% reduction in sickness absence by April 2025 should demonstrate progress. Other KPI's are on track to be achieved.

How would scrutiny committee like to be kept updated on the delivery of the strategy and action plan?

Regular updates on a quarterly or monthly basis can be provided by the Human Resources Manager. The frequency and format can be agreed by the committee.

3.2

What progress against the current objectives has been delivered?

1. Attract, recruit and retain the best people to work for us.

The appointment of a Talent & Resourcing Business Partner in July 2024 has ensured that RBC now has direct accounts with key jobs boards, an RBC Linked-In Jobs account and has seen an uplift in the number of applicants since August. Current data shows 80% of vacancies are filled within 65 days. Updated copy for adverts, job profiles and enhanced promotion of RBC employee benefits has been delivered. A dedicated jobs landing page will be on the RBC website by early 2025. All key Hiring Managers have attended and passed Safer Recruitment and Recruitment and Selection training for all Hiring Managers will commence in

February 2025. We are on track to increase the number of apprentices by 15% and further work to develop the way the organisation recruits apprentices and utilises the apprenticeship levy is continuing.

2. <u>Develop and implement a performance management process to cascade</u> through the organisation

All people managers have been supported and accessed guidance to lead a PDR as part of the pilot. A series of focus groups have feedback key learnings from the pilot which will inform phase 3 (all colleagues) launch in April 2025.

There is an increased and ongoing need to support people managers and all colleagues with the drafting of S.M.A.R.T objectives, having coaching conversations and planning for the cascading of PDR's and alignment of corporate and directorate objectives with individual objectives.

Key dates for the launch of phase 3 have been planned for February 2025 and documentation for front-line colleagues PDRs have been designed. Phase 3 focus groups are planned for January 2025.

3. Enhance the learning and development programme to engage and deliver impact.

We are on track to go live with a new e-learning platform in February 2025 and a revised programme, informed by the 2024 learnings, for 2025/26 will be launched in December 2024 and communicated across the organisation during 2025. Future Leaders launched in August 2024, and we now have circa 30 Future Leaders invested in the programme. Our work with Leadership Team to deliver development interventions has paused following the May elections, but this work will accelerate during Q4 and into 2025/26

4. <u>Develop leadership capability to ensure we become a people focused organisation to shift culture and climate</u>

The majority of people managers have attended the mandatory programmes with behaviours and capability around people management strengthening as a result. Attendance at the optional sessions is increasing, and engagement targets are on track for April 2025. We continue to deliver Dignity at Work sessions for all colleagues (following people managers during 2023/2024) and all people policies are now updated and published. Dedicated sessions are planned for Leadership Team and Elected Members during 2025.

5. <u>Support proactive health and wellbeing activities to improve employee</u> attendance and strengthen absence management

The focus to ensure that workload is manageable continues, through clear priorities and S.M.A.R.T. objectives in PDRs. The work and profile of the MHFA continues to grow, with data showing a decline in lost days due to mental health related absence since January 2023.

This is the impact of; new training for managers and colleagues, proactive offering of counselling services, updated absence management procedures, documentation, recording of sickness absence on I-Trent, new Attendance Improvement Plans, long term cases being resolved by HR Business Partners and the deployment of 12 MHFA.

Key metrics measuring sickness absence rates continue to indicate an improving situation.

6. <u>Enhance HR systems, processes, policies and reporting to support managers and employees.</u>

Following the rollout across the organisation, culminating at WSU, all people managers are now using I-Trent to record sickness absence. The project to deliver a new LMS (e-learning) is on track to go live in February 2025. The new people policies have a dedicated SharePoint page, new process charts are being finalised and the mental health pages have been updated.

I-Trent is being utilised to capture completed PDRs and absence management related forms have been designed, using a new I-Trent module. In addition, all DBS checks are now completed online, resulting in efficient onboarding and robust preemployment checks.

4.0 Conclusion

4.1

The People Strategy's 2023 – 2026 ambitions and strategic priorities will place people at the heart of the Council's corporate strategy, delivering the outcomes for residents. The People Strategy is aimed at enabling our people to drive excellence in everything we do. The strategy details our priorities, and its implementation, via the service delivery action plan will ensure that we are truly fit for the future. Its alignment with the HR KPIs will ensure we can clearly measure progress. This strategy will help enhance the Council's resilience and strengthen our ability to deliver services and respond to any future challenges by developing the agility, knowledge, skills, competence and behaviours of all our people.

4.2

The committee is asked to review the People Strategy and make any necessary recommendations to Cabinet.

Name of Meeting:	Scrutiny Committee						
Date of Meeting:	8 January 2025						
Subject Matter:	People Strategy 2023 - 2026						
Originating Department:	Executive Director's C	Office					
DO ANY BACKGROUND		☐ YES	⊠ NO				
Doc No Title of Docum	nent and Hyperlink						

Rugby Borough Council – People Strategy 2023 – 2026





Contents

- 1 Forword
- 2. Introduction by Chief Executive
- 3. Rugby Borough Council our Values
- 4. People priorities our ambition for the future and 2024/2025 priorities

Our Ambitions

- ✓ Attracting and retaining the best people to work for us
- ✓ Developing truly effective individual performance management processes
- ✓ Offering high quality and relevant learning & development opportunities to our people
- ✓ Delivering great leadership development interventions to shift culture and climate
- ✓ Supporting our colleagues to be happy, healthy and here
- ✓ Creating the conditions in which being the best you can be is noticed, rewarded and celebrated

Our 2024/2025 strategic priorities

- ✓ Attract, recruit and retain the best people to work for us
- ✓ Develop and implement a performance management process to cascade through the organization
- ✓ Enhance the learning and development programme to engage and deliver impact
- ✓ Develop leadership capability to ensure we become a people focused organization
- ✓ Support proactive health and wellbeing activities to improve employee attendance and strengthen absence management
- ✓ Enhance HR systems, processes, policies and reporting to support managers and employees

5. Summary

1. Foreword

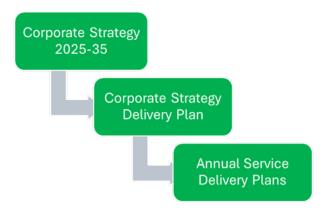
Welcome to the Rugby Borough Council People Strategy. We will use this strategy to give clear direction to the work that we need to deliver to ensure our people are able to perform at their best, work together and enable them to deliver the Corporate Strategy for the residents of the Borough. The Corporate Strategy identified four priority outcomes:

Rugby Borough Council Corporate Strategy 2025 -2035

Our Strategic Priorities

- 1. To support and enable people to live healthier, longer and more independent lives.
- 2. To deliver a thriving economy that brings boroughwide investment and regenerates Rugby Town Centre.
- 3. To protect the environment and deliver a borough that is adapting to the changing climate.
- 4. To reduce inequalities and improve housing.

This people strategy will support our work to become a responsible, effective and efficient organisation. It will ensure everyone understands what success looks like and that we become more efficient in all aspects of people management. A HR Service Delivery Plan with key milestones, dates, lead officers and measures ensures delivery of the strategy.





Our people are at the heart of our corporate outcomes, delivering the corporate strategy. The council's people strategy 2023 – 2026 is aimed at enabling our people to drive excellence in everything we do. Our strategy details our priorities, and its implementation will ensure we achieve the outcomes we desire. Placing our people at the forefront of the Council's priorities will ensure that we are truly the best organisation we can be.

Essentially, this strategy will help enhance the Council's resilience and strengthen our ability to deliver services and respond to any future challenges by developing the agility, knowledge, skills, competence and behaviours of all our people.

2. Introduction

"Rugby Borough is a thriving community that deserves excellent services and to attract and develop the very best employees to deliver services for our residents. Our people are key to our success as a Council and vital in our ongoing desire to put customers first in everything we do. For me, it is an exciting time to see our People Strategy brought to life and placed at the heart of our corporate strategy."

"Our people are our greatest asset and this strategy enables us to focus on the people who deliver excellence for our residents. Our strategy will make sure we create the right culture to support the right people to do the right things at the right time."

Mannie Ketley – Chief Executive

3. Rugby Borough Council – our Values and our Operating Principles



Our values are key to us achieving our corporate priorities through our people. They give us direction and clarity regarding the "how" our priorities are delivered. The behaviours we expect of each other in our interactions with both colleagues and residents will help us create a culture where our people feel supported and valued.

Our target operating model is that:

- ✓ We are a modern organisation with optimised ways of working.
- ✓ We continue to be a financially sustainable organisation that adopts best practice and commercial principles.
- ✓ Transformation of processes and services make best use of resources.
- ✓ We are the best organisation we can be, and everyone knows what success looks like.
- ✓ Our customers are proud of what we do.
- ✓ We have a culture of innovation and staff are empowered to make decisions about their work.
- ✓ Our communities are empowered, and we support them to achieve their aspirations.
- ✓ We are an employer of choice with a focus on health and wellbeing

4. People Priorities - Our ambition for the future

The focus for all our people managers across the Council will be directed towards our ambition to ensure we attract, retain, support and develop people who are passionate about delivering local services to our residents.

People metrics will demonstrate our success. We anticipate reduced levels of sickness absence, lower levels of staff turnover along with insightful employee engagement survey results and feedback from focus groups, employee briefings and exit interviews to further shape our decisions.

The Ambitions for 2023 – 2026

2023/2024

The Foundation Year

Ensuring compliance, efficient and effective processes, building the team and resolving legacy issues.

2024/2025

The Leadership and Performance Year

Implement and measure a performance management process, develop leadership capability at people manager level and enhance coaching skills.

2025/2026

The Development and Growth Year:

Ensure our people are valued, rewarded and offered opportunities for growth and development.

Throughout 2023 – 2026 Rugby Borough Council will focus on our people ambitions:

- ✓ Attracting and retaining the best people to work for us
- ✓ Developing truly effective individual performance management processes
- ✓ Offering high quality and relevant learning & development opportunities to our people
- ✓ Delivering great leadership development interventions to shift culture and climate
- ✓ Supporting our colleagues to be happy, healthy and here
- ✓ Creating the conditions in which being the best you can be is noticed, rewarded and celebrated

2024/2025 Strategic Priorities

- 1. Attract, recruit and retain the best people to work for us
- 2. Develop and implement a performance management process to cascade through the organisation
- 3. Enhance the learning and development programme to engage and deliver impact
- 4. Develop leadership capability to ensure we become a people focused organization
- 5. Support proactive health and wellbeing activities to improve employee attendance and strengthen absence management
- 6. Enhance HR systems, processes, policies and reporting to support managers and employees

1. Attract, recruit and retain the best people to work for us We are an employer of choice with a focus on health & wellbeing

The council's ambition to deliver for the residents and drive excellence in everything we do starts with, and is reliant on, the talent we bring into and retain within the Council. This includes a proactive and positive approach to building career pathways and apprenticeships for those looking to learn and progress. To attract the best possible talent, we need to become *an employer of choice* and develop our employer brand. We will proactively engage with candidates and recruit those who fit with our values, assessing professional expertise and competence.

Outcomes - Recruitment and retention

The council will place equal emphasis and importance on retaining existing staff, offering equal opportunities to all and progression for those who wish to realise their true potential. The Council's staff turnover of 15% in 2023/2024 is higher than we would like it to be, and we want to see this reduce to 13.4% (LGA workforce survey) in 2024/2025.

Actions - Recruitment and retention

- ✓ Prioritise this vital work by recruiting a Talent & Resourcing Business Partner
- ✓ Ensure all relevant hiring managers attend and pass Safer Recruitment accredited training
- ✓ Update and enhance the recruitment landing page on our website
- ✓ Deliver and evaluate recruitment and selection training for all hiring managers
- ✓ Implement a new onboarding module on our HR system
- Ensure onboarding, induction and initial objective setting support new employees to settle
- ✓ Evaluate the effectiveness of current recruitment campaigns and develop new methods of attracting candidates
- ✓ Develop our relationship with Opus People Solutions to ensure our temporary worker attraction is effective.

Success Criteria - Recruitment and retention

- ✓ Staff turnover will reduce from 15% to 13.4% by the end of 2024/2025
- ✓ Hiring Managers attend recruitment and selection training and satisfaction indicators exceed 85%
- √ 85% of vacancies are offered and accepted within the timeline of 65 days
- ✓ We increase the number of apprentices recruited by 15% in 2024/2025

2. Develop and implement a performance management process to cascade through the organisation *We are the best organization we can be and everyone knows what success looks like*

The approach to introducing performance management throughout the organisation during 2024/2025 is all about creating the conditions in which being the best you can be is recognized and valued. Our value of Driving Excellence indicates the direction; everyone understands what is expected of them and is clear on what their individual priorities are and how they ensure the delivery of the overall strategic priorities.

Outcomes – Recognising excellent people through performance management

With S.M.A.R.T. objectives for office-based colleagues and standards for our front-line colleagues, we will ensure that everyone has clarity of purpose and is able to celebrate successes, while understanding that their achievements are aligned with corporate priorities.

By introducing Performance Development Reviews (PDRs) we will give people clear direction and the scope and freedom to do what is right and necessary to deliver the outcome. Individuals will be managed so they can use their professional knowledge and experience to ensure the impact of their work.

Actions – Recognising excellent people through performance management

- ✓ Design a performance management process that supports and recognises colleagues, while giving clear direction and objectives to deliver outcomes
- ✓ Consult, facilitate focus groups and act upon feedback from colleagues and unions to further inform performance management processes
- ✓ Support, guide and train all people managers to be confident to implement performance management within their service areas
- ✓ Capture completed PDRs on I-Trent, evaluate and report by December 2024

Success Criteria – Recognising excellent people through performance management

- ✓ 100% of people managers will have accessed support, guidance, briefings or training to allow them to deliver a PDR by 1st October 2024
- ✓ 100% of people managers will have agreed to their performance objectives in a review with their manager by 1st December 2024.
- ✓ 85% of people managers can demonstrate evidence of behaviours aligned to the values indicators

The principles of our approach to Performance Development Reviews (PDRs)

Our PDRs will be the time that performance objectives are agreed, and progress will be reviewed 6 monthly and then at the end of the financial year. Quality performance reviews will also allow the opportunity to gather evidence of emerging talent, identify learning needs, improve succession planning and constructively address capability issues.

Our PDRs will have:

- ✓ Simple to use [relevant and robust but not overly complex or time consuming] documents
- ✓ An Evidence based approach based upon the learnings from the pilot
- ✓ Assessment of performance in the role and driving excellence to achieve outcomes
- ✓ Our CANDO values built in and supporting behaviours which align with the values indicator framework
- ✓ Consistent overall assessment grading: Outstanding, Exceeds Expectations, Meets Expectations, Requires Development and Below Expectations
- ✓ Objectives that are expected to be S.M.A.R.T. and linked to corporate priorities
- ✓ Standards for front line workers that will be relevant, achievable and measurable
- ✓ To ensure that ongoing 1-2-1s are embedded as part of the performance management cycle.
- ✓ Evidence based talent identification and development

3. Enhance the learning and development programme to engage and deliver impact — We are a modern organisation with optimized ways of working

As a learning organisation, the Council will support all employees to acquire knowledge and innovate to develop their strengths and thrive in their role.

The Council is committed to providing employees, agency workers and occasional workers with access to appropriate learning and development opportunities that will help them grow and maintain the knowledge, skills and experience necessary to perform their role. In the Drive for Excellence, we need to adopt a continuous improvement approach, which means we must support all colleagues to be open to learning new methods of working and proactively engaging with all learning opportunities. Employees will be focused on their own development, which will help them meet the needs of our customers and work towards achieving our priorities.

Outcomes – offering learning and develop opportunities to our people

- ✓ Create a culture that encourages and supports continuous employee learning, feedback and coaching
- ✓ Recognise the learnings that come from reflection, harnessing those learnings to improve service delivery
- ✓ Value, learn from and disseminate the wealth of experience and knowledge that exists in the organization

Actions – offering learning and develop opportunities to our people

- ✓ Procure, launch and promote a modern e-learning platform
- ✓ Design, deliver and evaluate the 2024/25 learning & development programme
- ✓ Launch the Future Leaders Development Programme during the summer of 2024
- ✓ Design, deliver and evaluate a series of workshops to support the PDR rollout during 2024
- ✓ Further embed the practices and behaviours explored in Owning & Driving Performance
- ✓ Work with the leadership team to identify appropriate leadership development interventions

Success criteria – offering learning and development opportunities

- ✓ User reports from e-learning platform show completion of modules increases by 25%
- ✓ Evaluations from L&D programmes indicate at least 85% satisfaction
- ✓ Increase the reach of the L&D programme across the council, resulting in a 20% increase in those attending the sessions

4. Develop leadership capability to ensure we become a people focused organisation to shift culture and climate We have a culture of innovation and people are empowered to make decisions about their work

The Council will continue to enhance and develop our leadership capability by offering key interventions for leaders at all grades and across the council. The Council will offer bespoke leadership courses focusing on self-leadership, enhanced self-awareness and reflection as key tools to further embed modern leadership behaviours.

We will continue our work to ensure all people managers have the necessary knowledge and skills to Nurture People and effectively deliver through their teams. Supported by improved processes, updated policies and coaching opportunities our people managers will effectively enthuse and engage their teams, while directing the priorities and managing performance to deliver the outcomes.

Outcomes – developing leadership capability to become a people focused organisation

- ✓ All people managers are implementing their learning from attending the mandatory programmes
- ✓ All people managers have a Personal Development Plan to support their own areas for development
- ✓ All people policies are published and briefed to all colleagues and people managers are confident implementers of the policy
- ✓ Dignity At Works sessions are offered across the organisation and result in improved relationships and respect across the Council

Actions – developing leadership capability to become a people focused organisation

- ✓ Design and deliver a leadership development programme for selected people managers
- ✓ Continue to work with Leadership Team to focus on bespoke areas for development
- ✓ Design and launch an employee engagement survey in November 2024, led by the HR team
- ✓ Create a "Our People Stories" campaign to highlight our people, their skills and enhance our employer brand
- ✓ Continue to roll out Dignity at Work briefing sessions for all employees

Success criteria – developing leadership capability to become a people focused organization

- ✓ All employees have regular 1-2-1's with their manager
- ✓ Colleague's concerns being resolved at an informal stage, results in a 25% reduction in the number of formal grievances by April 2025
- ✓ 85% of colleagues attend the Dignity At Work briefing session during 2024/25
- ✓ 100% of selected people managers attend the leadership development programme

5. Support proactive health and wellbeing activities to improve employee attendance and strengthen absence management We are an employer of choice with a focus on health and wellbeing

The Council wants all our employees to enjoy work and thrive in their roles. It is recognized that since the pandemic there has been an increase nationally in people experiencing poor mental health and absence from work due to sickness. Rugby Borough Council has been impacted by high levels of sickness absence and this strategy is aimed at increasing employee attendance, initiating new wellbeing interventions to support our employees and ensuring that updated absence management procedures are adhered to.

Outcomes – supporting our employees to be healthy, happy and here.

- ✓ As part of the PDR, agreed priorities will ensure workload is managed and employees feel both challenged but engaged in delivering the outcomes required
- ✓ People managers role model effective calendar management, prioritization and work life balance to ensure their teams wellbeing is prioritized
- ✓ Meeting etiquette and regular breaks for all employees are adhered to, to support good mental health.
- ✓ Updated absence management procedures are implemented to ensure employees can return to work and remain healthy
- ✓ Mental health First Aiders can support employees to manage their mental health
- ✓ Wellbeing Champions are accessible to employees, as part of the Employee Network

Actions – supporting our employees to be healthy, happy and here

- ✓ MHFA engage with employees and regular events and socials promote their role
- ✓ Employee Network is established and Wellbeing Champions support employees to thrive
- ✓ Measure engagement and impact of the Health & Wellbeing course and Building Resilience course
- ✓ Resources and support accessible by employees via the Mental Health sharepoint page and notice boards.
- ✓ Digitise Welcome Back Form (previously Return to Work) on I-Trent to allow reporting and highlight trends
- ✓ Launch new Wellbeing Plans with people managers
- ✓ Utilise new courses available from Occupational Health provider focusing on key areas

Success criteria – supporting our employees to be healthy, happy and here

- ✓ Reduce sickness absence rates by 25% from the current levels of 15.47 FTE days per employee by April 2025
- ✓ Short Term Sickness from 4.51 FTE to 3.38 FTE days per employee by April 2025
- ✓ Long Term Sickness from 10.96 FTE to 8.22 FTE days per employee by April 2025
- ✓ A 10% reduction in the number of employees being absent due to poor mental health over a rolling 12-month period
- ✓ Increased number of employees accessing support from our MHFA during 2024/2025

6. Enhance HR systems, processes, policies and reporting to support managers and employees *Transformation of processes and services make the best use of resources*

To allow people managers to lead their teams effectively, they require access to systems and digitised forms that allow them to manage their people, lead their teams and access up to date information efficiently. All people managers and the HR Business Partners who support them require people metrics to understand issues and emerging trends in their teams. We have begun a three-year project to enhance, update and streamline our existing systems and digitise some processes.

Outcomes – enhance HR systems, processes, policies and reporting to support managers and employees

- ✓ All absence reporting across all service areas will be recorded in I-Trent by May 2024 to allow for robust sickness absence monitoring
- ✓ A new Learning Management System (e-learning) will be used by employees to access training in an efficient and self-service environment
- ✓ All people managers will be confident users of the new I-Trent leavers questionnaires, Welcome Back forms and welfare meeting forms
- ✓ All people managers will have access to and support in analysing HR data reports for their service area
- ✓ All polices and guidance will be accessible via the new HR SharePoint page

Actions – enhance HR systems, processes, policies and reporting to support managers and employees

- ✓ Design and publish a new HR SharePoint page
- ✓ Recording of PDRs will be integrated into I-Trent
- ✓ Deliver the procurement and implementation of new LMS e-learning platform to all employees
- ✓ New digitized forms created on I-Trent: RTW, Leavers Questionnaire and Welfare Meetings

Success criteria – enhance HR systems, processes, policies and reporting to support managers and employees

- ✓ Key HR metrics will be captured and reported against in I-Trent
- ✓ A 100% of all DBS checks will be processed online using the new portal

- ✓ Launch of the new LMS results in increased usage from employees
- 5. Summary

Our people are at the heart of everything we do, and this strategy will help them to deliver positive outcomes for residents. The strategy is challenging but achievable, with key Ambitions identified for 2023 – 2026. This will address the key challenges in developing people management at Rugby Borough Council. The Ambitions are reflected in annual priorities and the HR delivery action plan will ensure outcomes are achieved.

We have consulted and engaged with Elected Members and colleagues at employee briefings, focus groups and through ongoing dialogue with management team and leadership team. We will continue to provide updates on our progress and celebrate our successes with colleagues.

EQUALITY IMPACT ASSESSMENT (EqIA)

Context

- The Public Sector Equality Duty as set out under section 149 of the Equality Act 2010 requires Rugby Borough Council when making decisions to have due regard to the following:
 - eliminating unlawful discrimination, harassment and victimisation, and other conduct prohibited by the Act,
 - advancing equality of opportunity between people who share a protected characteristic and those who do not,
 - fostering good relations between people who share a protected characteristic and those who do not, including tackling prejudice and promoting understanding.
- 2. The characteristics protected by the Equality Act are:
 - age
 - disability
 - gender reassignment
 - marriage/civil partnership
 - pregnancy/maternity
 - race
 - religion/belief
 - sex/gender
 - sexual orientation
- 3. In addition to the above-protected characteristics, you should consider the crosscutting elements of the proposed policy, such as impact on social inequalities and impact on carers who look after older people or people with disabilities as part of this assessment.
- 4. The Equality Impact Assessment (EqIA) document is a tool that enables RBC to test and analyse the nature and impact of what it is currently doing or is planning to do in the future. It can be used flexibly for reviewing existing arrangements but in particular should enable identification where further consultation, engagement and data is required.
- 5. The questions will enable you to record your findings.
- 6. Where the EqIA relates to a continuing project, it must be reviewed and updated at each stage of the decision.
- 7. Once completed and signed off the EqIA will be published online.
- 8. An EqlA must accompany all **Key Decisions** and **Cabinet Reports**.
- 9. For further information, refer to the EqIA guidance for staff.
- 10. For advice and support, contact: Rebecca Ewers Corporate Equality and Diversity Officer rebecca.ewers@rugby.gov.uk 01788 533509



Equality Impact Assessment

Service Area	Human Resources
Policy/Service being assessed	People Strategy 2023 - 2026
Is this a new or existing policy/service?	New
If existing policy/service please state date of last assessment	
EqIA Review Team – List of members	Judith Hicks, Frankie O'Neill, Miranda Fair, Martin North, HR BPs
Date of this assessment	16 th December 2024
Signature of responsible officer (to be signed after the EqIA has been completed)	JHicks

A copy of this Equality Impact Assessment report, including relevant data and information to be forwarded to the Corporate Equality and Diversity Officer.



Details of Strategy/ Service/ Policy to be analysed

Stage 1 – Scoping and Defining	
(1) Describe the main aims, objectives and purpose of the Strategy/Service/Policy (or decision)?	The ambitions outlined in the strategy will ensure a focus on strengthening people management practices, introducing performance development reviews, enhancing leadership capability and investing in learning & development is essential if the Council is to deliver the corporate strategy.
(2) How does it fit with Rugby Borough Council's Corporate priorities and your service area priorities?	The people strategy ambitions are directly aligned with the annual priorities in the HR service delivery plan to ensure actions, with measures and dates, deliver the outcomes stated in the strategy. This will ensure that the organisation and it's people are better able to support the deliver of the corporate strategy.



(3) What are the expected outcomes you are hoping to achieve?	Our 2023 – 2026 Ambitions Attracting and retaining the best people to work for us Developing truly effective individual performance management processes Offering high quality and relevant learning & development opportunities to our people Delivering great leadership development interventions to shift culture and climate Supporting our colleagues to be happy, healthy and here Creating the conditions in which being the best you can be is noticed, rewarded and celebrated
	Our 2024/2025 strategic priorities Attract, recruit and retain the best people to work for us Develop and implement a performance management process to cascade through the organization Enhance the learning and development programme to engage and deliver impact Develop leadership capability to ensure we become a people focused organization Support proactive health and wellbeing activities to improve employee attendance and strengthen absence management Enhance HR systems, processes, policies and reporting to support managers and employees
 (4) Does or will the policy or decision affect: Customers Employees Wider community or groups 	Primarily employees.

Appendix 2

Stage 2 - Information Gathering	As a minimum you must consider what is known about the population likely to be affected which will support your understanding of the impact of the policy, e.g. service uptake/usage, customer satisfaction surveys, staffing data, performance data, research information (national, regional and local data sources).
(1) What does the information tell you about those groups identified?	Our data shows that turnover is higher than we would want, and our aim is for turnover to reduce from 15.1% (2023/24 Q4) to 13.4% by April 2025 (Q1 2025/26) Our data also indicates that sickness absence should be reduced by 25% by April 2025. Applying indicates that there are distinct patterns but WSLI do have high levels of
	2025. Analysis indicates that there are distinct patterns but WSU do have high levels of sickness absence, which we are focusing on. Our learning & development metrics clearly show increased satisfaction rates and we will continue to develop our L&D offering to upskill employees to both aid retention and increase development across the organisation. Satisfaction rates have risen from 85%
	to 99% (2024/25 Q2) and our focus for 2025/26 will be on engagement. Our recruitment data shows that appointment rates have increased from 77% roles filled within 65 days to 80% (2024/25 Q2) Our target is 85% by April 2025.



(2) Have you consulted or involved those groups that are likely to be affected by the strategy/ service/policy you want to implement? If yes, what were their views and how have their views influenced your decision?	The People Strategy 2023 – 2026 (Appendix 1) has been developed by analysis of data, conversations and insights from people managers, external benchmarking and good practice from other local authorities. The draft strategy has been reviewed by the All Leaders Steering Group (A.L.S.G) in August 2023 and then by the Local Government Association (LGA) Corporate Peer Challenge team in October 2023 and its inclusion in their key recommendations has given assurance that the correct priorities have been identified. The strategy was then drafted after input and consultation with employees, unions via JUCF, employee briefings, leadership, management team and focus groups. Input has also been received from West Midlands Employers, LGA corporate peer challenge team, senior legal officer and feedback acted upon. Following the May 2024 elections, the strategy has been shared with portfolio holders, leaders and other elected members of the new administration. In December 2024, the chair of the Scrutiny Committee has also offered valuable and insightful feedback.		
(3) If you have not consulted or engaged with communities that are likely to be affected by the policy or decision, give details about when you intend to carry out consultation or provide reasons for why you feel this is not necessary.			
Stage 3 – Analysis of impact	There are no negative impact improving health and wellbeir		<u> </u>
(1) <u>Protected Characteristics</u> From your data and consultations is there any positive, adverse or negative impact identified for any particular group, which could amount	RACE	DISABILITY	GENDER
to discrimination?	MARRIAGE/CIVIL PARTNERSHIP	AGE	GENDER REASSIGNMENT



Appendix 2

If yes, identify the groups and how they are affected.	RELIGION/BELIEF	PREGNANCY MATERNITY	SEXUAL ORIENTATION
(2) <u>Cross cutting themes</u> (a) Are your proposals likely to impact on social inequalities e.g. child poverty, geographically disadvantaged communities? If yes, please explain how?	No		
(b) Are your proposals likely to impact on a carer who looks after older people or people with disabilities? If yes, please explain how?	No		
(3) If there is an adverse impact, can this be justified?	There is no adverse impact		
(4) What actions are going to be taken to reduce or eliminate negative or adverse impact? (This should form part of your action plan under Stage 4.)	N/A		
(5) How does the strategy/service/policy contribute to the promotion of equality? If not, what can be done?	Yes, our focus on Dignity at V throughout 2024/24 and 2025 behaviour changes amongst	5/26 will help to ensure a grea	ater awareness and positive
(6) How does the strategy/service/policy promote good relations between groups? If not, what can be done?	The extensive consultation has extended across the organisation. The L&D programme brings together all employees to share experiences and foster greater understanding; particularly during our EDI and Dignity at Work sessions. Our work to implement PDRs across the organisation will help to ensure that all employees have the chance to share their development needs, demonstrate their skills and will help promote equality of opportunity.		



(7) Are there any obvious barriers to
accessing the service? If yes how can they be
overcome?

Communication and engagement with all colleagues regarding PDRs and L&D is an ongoing communication project and our focus on this will increase in 2025/26. The outcomes from the employee engagement survey will help inform this work.

Stage 4 – Action Planning, Review and Monitoring					
If No Further Action is required then go to – Review and Monitoring	No further action	is required.			
(1) Action Planning – Specify any changes or improvements that can be made to the service or policy to mitigate or eradicate negative or adverse impact on specific groups, including resource implications.	EqIA Action Plan				
	Action	Lead Officer	Date for completion	Resource requirements	Comments
(2) Review and Monitoring State how and when you will monitor policy and Action Plan	Scrutiny will help Assurance meeti	•	and feedback. C	Quarterly data will	be reported at LT

Please annotate your policy with the following statement:

'An Equality Impact Assessment on this policy was undertaken on (16th December 2024) and will be reviewed on (April 2025).'



Agenda No 7

AGENDA MANAGEMENT SHEET

Report Title: Overview and Scrutiny Work Programme

Name of Committee: Scrutiny Committee

Date of Meeting: 8 January 2025

Contact Officer: Linn Ashmore, Democratic Services Officer

linn.ashmore@rugby.gov.uk

Summary: The report details the current overview and

scrutiny forward work programme.

Financial Implications: There are no financial implications arising from

this report.

Risk Management

Implications:

There are no risk management implications

arising from this report.

Environmental Implications: There are no environmental implications arising

from this report.

Legal Implications: There are no legal implications arising from this

report.

Equality and Diversity: No new or existing policy or procedure has been

recommended.

Scrutiny Committee – 8 January 2025

Overview and Scrutiny Work Programme

Public Report of the Chief Officer – Legal and Governance

Summary

The report details the current overview and scrutiny forward work programme. The Committee is asked to consider and agree the content.

1. OVERVIEW AND SCRUTINY WORK PROGRAMME

- 1.1 The Chair and Vice-Chair attended Scrutiny Committee Pre-Meetings with the relevant members of Leadership Team and key officers to discuss the following topics:
 - Budget Setting and Finance and Performance monitoring
 - People Strategy
 - Customer Service Journey
 - Local Plan
 - Resources for Growth and Investment
- 1.2 These items are included in the revised Overview and Scrutiny Work Programme attached at Appendix 1 for consideration by the Committee.
- 1.3 An exercise will be carried to call for suggested items from all Members for consideration for inclusion in the 2025/26 forward work programme to be held following budget setting in February.

2. FORWARD PLAN

2.1 The topics currently listed in the Forward Plan for the period February 2025 to May 2025 are available to download via the website – <u>Forward Plan</u>.

3. CONCLUSION

3.1 The committee is asked to consider and agree the future work programme.

Name of M	Meeting:	Scrutiny Committee		
Date of M	Date of Meeting: 8 January 2025			
Subject M	latter:	Overview and Scruting	y Work Programme	
DO ANY E	BACKGROUND	PAPERS APPLY	☐ YES	⊠ NO
LIST OF E	BACKGROUND	PAPERS		
Doc No	Title of Docum	nent and Hyperlink		

Overview and Scrutiny Work Programme

Item	Description	Meeting Date
Motions referred to scrutiny	Motions from Council to be included on the next available meeting agenda.	All Meetings
Forward work programme and potential scrutiny topics	To discuss potential scrutiny topics and agree the work programme.	All Meetings
Corporate Strategy Action Plans	The strategies and action plans that feed into the delivery of the Corporate Strategy. The Chief Executive and Leader of the Council to attend.	January 2026
Crime and Disorder	Annual overview to scrutinise decisions made, and actions taken, by the responsible authorities that make up the Rugby Community Safety Partnership in connection with the discharge of their crime and disorder functions.	September 2025
Overview and Scrutiny Annual Report	An overview of the work carried out by scrutiny during 2024/25.	March 2025
Annual review of Member training and development	Annual overview.	March 2025
Crime and Disorder	Proposed priorities for the Community Safety Partnership Board Plan period	April 2025
Customer Service Journey	Customer Engagement and Consultation Strategy Customer Charter Digitisation Programme Telephony System Digital Exclusion Communication	27 January 2025
Local Plan	Overview of progress and timescales of the production of the next Local Plan	27 January 2025
Resources for Growth and Investment	Report on resources for Growth and Investment: Town Centre Regeneration Economic Strategy South West Rugby Design Code	27 January 2025
People Strategy	To review the People Strategy prior to consideration by Cabinet.	8 January 2025
Budget Setting Process	Fees and Charges	8 January 2025

Appendix 1

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Finance and Performance	Review of quarterly finance and performance reports prior to consideration by Cabinet	TBC