

## Review of Fees and Charges

### Report by Hillary Kelly, Head of Service (Governance and Transformation Projects)

#### 1 Purpose of Report

The purpose of this report is to seek approval for the proposed price increases for 2014, for the remainder of chargeable Council services ie those which were not previously approved at Council on 4 February 2014.

Furthermore, this report presents to Council the revised Corporate Charging Framework and Corporate Charging Strategy, incorporating the approach to harmonisation and the concessions policy for 2014/15, for approval.

#### 2 Background

##### 2.1 Reports

As part of the Councils transformation programme, it was agreed to undertake a corporate review of Fees and Charges.

The Council has to date considered the following reports on this topic:

Date	Report	Agreed
25 Sep 2012	Review of Fees and Charges. Report by Director Corporate Resources	The Council agreed to combine the items and meantime to remit the matter for consideration at a seminar of the Council to which all members be invited
4 Dec 2012	Seminar of Midlothian Council	Minute of seminar submitted to Council on 18 December 2012 and that a detailed report be submitted to the Council meeting on 5 February 2013
18 Dec 2012	Review of Fees and Charges for Adult Services. Report by Director Communities and Wellbeing	To note the consultation. To introduce the proposed changes with effect from 1 April 2013 in respect of Community Alarm Service Telecare Care at Home Services
5 Feb 2013	Review of Fees and Charges. Report by Director Corporate Resources	To not the revised fees and charges and changes to timescales outlined.
5 Feb 2013	Commercial Waste Collection; Trade Waste Charges 2013/14. Report by Director Corporate Resources	To approve the revised Trade Waste Charging arrangements and the revised arrangements with effect from 1 April 2013.
17 Dec 2013	Review of Fees and Charges Report by Director Resources	To refer the report to a Cross Party Working Group to examine proposals in detail and to report back in early course

Date	Report	Agreed
04 February 2014	Review of Fees and Charges Report by Director Resources	To approve in principle the revisions to fees and charges detailed (for "commercial" charges). To note plans for consultation To receive a further report

### **3 Detailed position**

#### **3.1 Cross Party Working Group**

##### **3.1.1** The Cross Party Working Group continued its work following the report to Council in February 2014 including undertaking a comprehensive review of the Corporate Charging Strategy and Charging Framework. This was updated by officers to reflect best practice as detailed in the Accounts Commission report *"How councils work: an improvement series for councillors and officers - Charging for services: are you getting it right?"* published in October 2013.

In order to inform this review, officers provided information and proposals to the Cross Party Working group, relating to concessionary charges, along with options for a consistent approach to the application of concessions.

In addition, proposals were made in relation to harmonisation of charges across Council services, including the consistent application of room rates, moving away from the previous "per capita" rate charged for some facilities.

The Group made recommendations which are outlined in this report regarding proposed fees and charges for the remaining services, which are largely "non-commercial" in nature.

Furthermore the Group reviewed and updated the remaining non-commercial charges, taking into account the proposed harmonisation, concessions policy and outlines proposals to be considered by Council today (see appendix 4).

##### **3.1.2 Financial modelling and affordability assessment**

In support of the deliberations, the Cross Party Working Group considered a range of financial modelling illustrations and options, demonstrating the potential projected financial implications on various categories of service users, as well as the potential impact on the Council budget.

The Strategy aims to adhere to the main principles of viability, fairness and consistency, whilst also acknowledging the "cost" (i.e. lost income) of offering subsidies and concessions to certain user groups.

## **3.2 Outline of the main changes in the Charging Strategy**

The following summarises the main changes:

- Charges have been harmonised between Sport and Leisure and Education/CLD facilities, addressing previous inconsistencies;
- The proposed charging method is consistent, more straightforward and therefore more transparent for service users;
- Proposed charges all based on a straightforward hourly room rate/pitch rate, addressing the previous inconsistency between some facilities charging certain types of groups a “per capita” rate and others a room rate.

## **3.3 Consultation exercise**

3.3.1 A comprehensive programme of consultation has been undertaken in May 2014 with the service users of both indoor and outdoor leisure and recreation facilities. This consultation used a variety of methods including workshops, focus groups, one to one interviews and online feedback.

Questions were asked regarding the approach to the strategy, the concessions policy, the fairness and consistency, as well as the categories of concessionary groups and the level of subsidy to be afforded to these groups.

The main areas of concern, highlighted through the consultation exercise were:

- Significant increases for some after-school clubs, out of school care and playgroups, allowing for the proposal of a 95% concession on the room rate;
- Significant increases in cost for some groups/organisations.

The detailed feedback from this was presented to the Cross Party Working Group on 21 May 2014.

3.3.2 Following due consideration, the Cross Party Working Group agreed to a number of amendments to the draft Corporate Charging Strategy including the harmonisation and Concessions Policy. These revisions take account of the feedback and offer some additional assistance to those service users who were most likely to experience a negative impact.

These further changes include:

- Specific phasing in for the “category 2” users (*voluntary/ charitable/ non-profit making organisations providing out of school services for children*) of the proposed 5% charge, imposing a 2% charge in year one, 3% in year two, 4% in year three;
- Phasing in the implementation of other new or increased charges over three years, for those groups suffering significant increases e.g. those moving from free to 50%; and
- Changing the concession rate from previously proposed 75% charge to a 50% charge for “category 3” users (*voluntary, charitable and non-profit making organisations not falling into category 2*).

### **3.4 Implementation Timescales**

It is proposed by the Cross Party Working Group that new charges will come into effect from August 2014 and be increased in August each year thereafter.

This implementation date does not impact on the “commercial” charges approved by Council in February 2014 eg trade waste, licensing and planning charges, which will continue to be reviewed from April each year.

It is proposed that the review of all charges however will be carried out at the same time, as part of the Councils annual budget setting process.

### **3.5 Ongoing Guidance**

Officers are developing comprehensive operational guidance for staff to ensure consistency in interpretation and application of policy going forward. This will be available in the next few weeks subject to Council decisions and application of the charging strategy and concessions policy will be monitored for consistency.

## **4 Future Work and Proposals/Recommendations**

- 4.1** It is proposed that a Systems Thinking Review of room booking across the Council be undertaken, as the present systems are inconsistent. For example some facilities are booked directly through schools, others through leisure facilities and some through Community Learning and Development. A large proportion of rooms/halls are recorded on the “Condeco” booking system, but a number of other facilities are not. These arrangements should be explored, and will ensure a consistent and straightforward process for customers and improve efficiency.

- 4.2** Online booking and payment facilities not only make the process easier for the customer, but also increase the revenue which can be collected, through ensuring payment up-front and withdrawal of service for non-payment. It is recommended that the payment online functionality of the Condeco room-booking software system is utilised and it is proposed that officers give further consideration to implementing this system, in conjunction with 4.1 above.
- 4.3** In addition, work should continue to accommodate up-front and online payments for all fees and charges where possible. This approach reduces the need for invoicing after the point of service and then subsequent collection and recovery costs. This will be picked up as part of the Customer Service strategy and it is intended to move progressively to a pay up front.
- 4.4** The use of pavilions is unavoidable for many groups, where alternative local facilities are not available. These assets are generally more expensive for the council to operate owing to the nature of them being isolated and having to be specifically opened up by caretakers, supervised and locked up after use.

Without inflating the cost to service users, it is not possible to cover the cost of providing these facilities within the proposed fee structure. Accordingly it is proposed that officers undertake a review of possible options in this regard. Options might include Community Asset Transfer, shared responsibilities with community groups, trusted key-holder arrangements etc.

## **5 Report Implications**

### **5.1 Resource**

The following tables summarise the estimated financial impact on the Council of the proposals outlined in this report.

Table 1 illustrates the overall impact in implementing the price increases/decreases for the various services as detailed in Appendix 4, including the harmonisation of charges for rooms/pitches and the proposed concessions policy.

It should be noted that this estimate is calculated using usage data for the previous financial year and is based on projections and estimates, assuming that room usage remains approximately the same. This illustration also takes into account the proposed harmonised room/pitch rates as set out in the Appendix.

**Table 1: Financial Impact**

Directorate	Service	Estimated Budget impact for 2014/15 (part year)	Estimated Budget impact for 2015/16 (and thereafter)
Education, Communities and Economy	Impact of Price Increases:		
	CLD	£500	£800
	Libraries	£1,200	£1,800
	Education	£3,400	£5,100
	Education Music Tuition	£3,700	£5,500
	Impact of Concessions for Groups	£3,200	£9,250
	Total for Directorate	£12,000	£22,450
Resources	Sport and Leisure		
	Impact of Concessions for Groups	-£27,100	-£40,600
	Total for Directorate	-£27,100	-£40,600
<b>Income Reduction</b>		-£15,100	-£18,150

The introduction of the proposed concessions policy, specifically including the phasing in of increases for service users suffering significant increases in cost, will have a direct impact on Council income. This estimated impact is illustrated in Table 2:

**Table 2: Impact of Phased Concessions**

	Charge	2014/15	2015/16	2016/17	2017/18	2018/19
Category 1 Groups (Free Lets)	Nil	(950)	(1,450)	(1,450)	(1,450)	(1,450)
Category 2 Groups (voluntary/ charitable/ non-profit making organisations providing out of school services for children)	5%	3,900	8,900	13,600	18,300	19,850
Category 3 Groups (voluntary, charitable and non-profit making organisations not falling into category 2)	50%	(26,850)	(38,800)	(36,650)	(35,900)	(35,900)
<b>Annual Reduction in Income</b>		<b>(23,900)</b>	<b>(31,350)</b>	<b>(24,500)</b>	<b>(19,050)</b>	<b>(17,500)</b>

The Council's General Reserve, which is the uncommitted element of Reserves, was £11.964 million as reported to Council on today's agenda. A prudent level of uncommitted reserves is seen to be between 2% and 4% of net expenditure which equates to between approximately £4 million and £8 million. The General Reserve shown comfortably exceeds this level. However there will be substantial one-off costs associated with the current Early Release Scheme and the reserve may also be required as a buffer to offset any slippage in the achievement of planned savings.

The recommendations in this report if approved by Council would commit revenue resources which would otherwise be invested in maintaining service delivery and will increase the budget gap in 2014/15 by £15,100 and £18,150 in 2015/16.

## **5.2 Risk**

There is a risk that some individuals and groups will be impacted by proposed increases in fees. Work has been undertaken to review this impact and to ensure that it is in accordance with the charging strategy and charging objectives. The proposal to implement revised charges on a phased basis will in part mitigate this risk.

Conversely, the failure to charge appropriately for services presents a risk that the Council will fail to maximise and benefit from legitimate revenue income available.

## **5.3 Single Midlothian Plan and Business Transformation**

Themes addressed in this report:

- ☐ Community safety
- ☒ Adult health, care and housing
- ☐ Getting it right for every Midlothian child
- ☐ Improving opportunities in Midlothian
- ☒ Sustainable growth
- ☒ Business transformation and Best Value
- ☐ None of the above

## **5.4 Key Priorities within the Single Midlothian Plan**

The proposals in this report aim to meet all of the Council's key priorities, by ensuring that the framework for charging is fair and consistent and that concessions are offered to the groups meeting the key priorities.

## **5.5 Impact on Performance and Outcomes**

Under the Local Government in Scotland Act 2003, councils have a duty to provide Best Value in the service they deliver to their customers. Within this duty, councils are required to demonstrate sound management of their resources.

## **5.6 Adopting a Preventative Approach**

This is not directly applicable, although use of sport, leisure and community facilities is believed to contribute to healthier lives and therefore wider benefits to the community.

## **5.7 Involving Communities and Other Stakeholders**

As outlined above, a comprehensive programme of consultation has been undertaken with the service users of both our indoor and outdoor leisure and recreation facilities and feedback from this has formed part of the final proposals. The final proposals presented to Council have been developed by the Cross Party Working Group.

## **5.8 Ensuring Equalities**

The draft Corporate Charging Strategy including Harmonisation and Concessions Policy aims to address the issue of equalities and ensure that appropriate concessionary rates are applied to particular groups of service users, to ensure fairness. This has been considered as part of the consultation with service users.

The focusing of subsidies on Midlothian residents is considered to be a proportionate approach to ensure the legitimate aim of delivering the best possible service to Midlothian residents and encouraging the use of such facilities and services whilst at the same time permitting non-Midlothian residents to take advantage of Midlothian facilities and services at the non-subsidised rate.

A full Equalities impact assessment has been carried out and is appended to this report as Appendix 3.

## **5.9 Supporting Sustainable Development**

The development of a consistent approach to the consideration of charges ensures that the viability of services can be maintained.

## **5.10 IT Issues**

IT issues in this report relate to the maintenance of the corporate database of charges. The updating and maintenance is reflected in the Resources Directorate work programme.



## 6 Recommendations

Council is requested to:

- a) Consider the revised Charging Framework and Charging Strategy including harmonised charges and concessions policy as proposed by the Cross Party Working Group;
- b) Note that in future all fees and charges will be reviewed in accordance with the principles and timescales set out in this strategy, and that increases for “commercial” charges will be effective from April each year and other charges including room/pitch hire will be effective from August each year;
- c) Approve the proposed revisions to fees and charges as detailed in Appendix 4;
- d) Consider the Cross Party Working Groups phased implementation of the new charge, for user groups suffering significant increases as a result of the revised charging structure, specifically for “category 2” users (*voluntary/charitable/non-profit making organisations providing out of school services for children*) over four years ie charging 2%, 3%, 4% then 5% charge, and over three years for other significant increases;
- e) Agree to commit £15,100 from the Council's General Reserve to implement the additional costs of the proposed concessions policy and allow phasing of increased charges;
- f) Agree the additional cost of the proposed concessions policy and phasing of charges, which increase the budget gap by £18,150 in 2015/16.
- g) Endorse the proposal to undertake a review of room booking systems, to ensure more efficient and consistent booking process and to consider implementing the functionality within the room booking software to administer online payments;
- h) Endorse the proposal to undertake a review of Pavilions, with a view to increasing community ownership/responsibility for these assets where a justifiable business case exists.
- i) Endorse the proposal to progressively move to upfront payment of charges for services.

**05 June 2014**

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### **Background Papers:**

Appendix 1 – Corporate Charging Framework  
Appendix 2 – Corporate Charging Strategy including Harmonisation and Concessions Policy  
Appendix 3 – Equalities Impact Assessment  
Appendix 4 - Proposed rates/increases for non-commercial fees and charges

### **Declaration Box**

**Instructions: This box must be completed by the author of the report. The box will be copied and saved by the Council Secretariat who will delete it from the report prior to photocopying the agenda.**

**Title of Report: Review of Fees and Charges**

**Meeting Presented to: Midlothian Council**

**Author of Report: Hillary Kelly**

*I confirm that I have undertaken the following actions before submitting this report to the Council Secretariat (Check boxes to confirm):-*

- ☒ *All resource implications have been addressed. Any financial and HR implications have been approved by the Head of Finance and Human Resources.*
- ☒ *All risk implications have been addressed.*
- ☒ *All other report implications have been addressed.*
- ☒ *My Director has endorsed the report for submission to the Council Secretariat.*

*For Cabinet reports, please advise the Council Secretariat if the report has an education interest. This will allow the report to be located on the Cabinet agenda among the items in which the Religious Representatives are entitled to participate.*

*Likewise, please advise the Council Secretariat if any report for Midlothian Council has an education interest. The Religious Representatives are currently entitled to attend meetings of the Council in a non-voting observer capacity, but with the right to speak (but not vote) on any education matter under consideration, subject always to observing the authority of the Chair.*



# **Midlothian Council**

## **Corporate Charging Framework**

<b>Author</b>	Fees and Charges Cross Party Working Group
<b>Owner</b>	Head of Finance and Integrated Service Support
<b>Date</b>	June 2014
<b>Version</b>	<b>2.0</b>

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## **1 Introduction**

This document gives guidance on a corporate approach to setting charges within Midlothian Council.

This document should be read in conjunction with the Corporate Charging Strategy, which outlines the basic principles involved and includes:

- The fundamental principles to apply when setting charges
- The standardisation of the charge setting process and harmonisation of charges across the Council
- The requirement to identify the objectives of charging
- The requirement to apply an annual inflationary increase with separate reporting of exceptions.
- The various concessions in place across the Council and the need to harmonise concessions
- The requirement to plan and monitor marketing activity
- The requirement to regularly update and maintain the Register of Charges

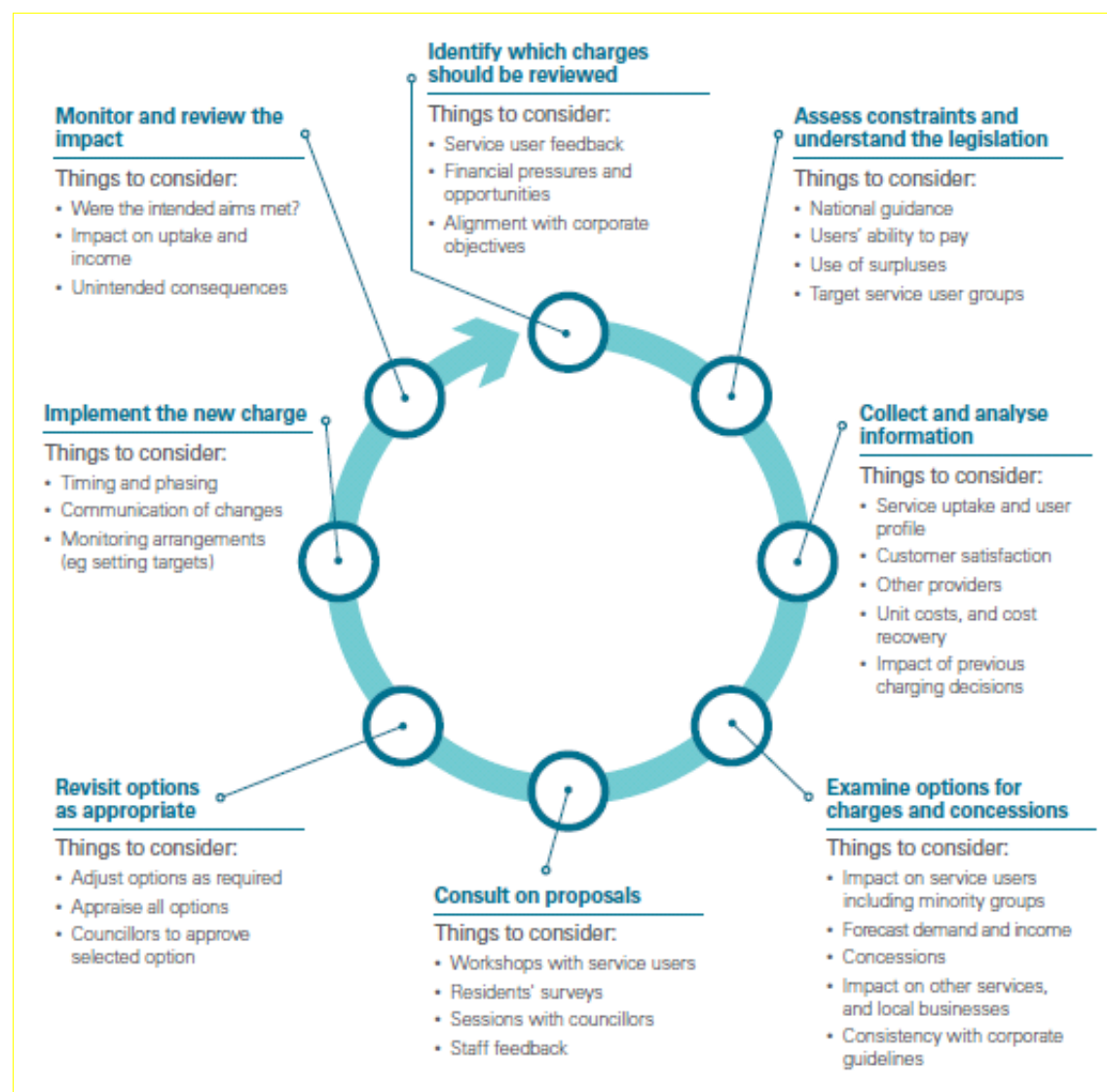
## **2 Corporate Charging Framework**

There are many elements which come into play when deciding whether to charge for a service and what the level of that charge should be.

The following diagram, Cycle for Managing Changes<sup>1</sup> shows the various stages that a directorate or service should go through in setting the fee or charge for a service. For each stage in the diagram there is corresponding guidance in the section after (please see reference numbers).

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<sup>1</sup> *Charging for services: are you getting it right?* How councils work: an improvement series for councillors and officers, Accounts Commission, October 2013.



**Figure 1: Cycle for Managing Charges**

## **2.1 Identify which charges should be reviewed**

- Service user feedback
- Financial pressures and opportunities
- Alignment with corporate objectives

### Determine which services are/should be charged for

Some services have statutory charges that are set by the government, similarly there are some services which cannot by law be charged for, such as the lending of library books. When reviewing charges for a service, any legislation relating to the service must be considered, as it may rule out the need for any further work in setting or revising charges.

In addition, those services which are delivered to everyone in an area should generally be seen as being funded through Council Tax and should not be charged for.

Aside from those charges influenced by legislation or delivered to the majority of council citizens, charges could, in theory, be set for all discretionary services provided.

### Identify the objective of charging

Of the discretionary services, there may be existing charges set for the service(s) in question. If there is not, that does not mean that introducing a charge should be disregarded. Priorities for a service may have changed since charges for it were last reviewed, and identifying what the priorities are and how charging can be used to contribute to the delivery of that priority is central when setting charges. Service user feedback may also be helpful in identifying which charges should be reviewed.

The objective of a charge may be even more straightforward than this. A “commercial” service which is being run at a loss could introduce or increase a charge to ensure that all, or at least most, costs are recovered. This can then mean resources are freed-up to expand a service or can be reinvested elsewhere to improve service delivery.

Another potential charging objective could be to discourage the use of a service, if there are more effective alternatives. The introduction of a nominal fee for special waste collections could be used to deter people from using the service and towards using recycling facilities for example

It is essential that the reason for introducing the charge is clear. This will help later on when determining the level of the charge, and in advising service users of the rationale behind charging decisions.

Consider the Council's core principles:

1. Communities are partners in service design and delivery: It may be beneficial to 'co-produce' a review of charges with stakeholders. Beginning the equality impact assessment at this stage will help identify potential impact on a variety of stakeholders.
2. Services are targeted and focused: Can this charge be used to support preventative approaches, or to improve local access to services?
3. Best Value services are delivered through partnership working: It may be appropriate to discuss and develop charging proposals with partners.

## **2.2 Assess constraints and understand the legislation**

- National guidance
- Users' ability to pay
- Use of surpluses
- Target service user groups

Charging legislation varies across services. What relevant national guidance is available in relation to this charge? Guidance commonly promotes reasonable charges, which take account of the users' ability to pay and which do not generate surplus income.

## **2.3 Collect and analyse information**

- Service uptake and user profile
- Customer satisfaction
- Other providers
- Unit costs, and cost recovery
- Impact of previous charging decisions

### Consider the costs of service provision

Depending on the objective of charging, the costs for delivering a service will have to be considered. While it would be best practice for Services to know the accurate recharge rate/unit cost for the services they delivered, this often is not the case. Where no unit cost information exists, services wishing to recover costs will have to take into account the total cost of all inputs, cash and non-cash, used in supplying the service. i.e. direct and indirect costs, including depreciation, insurance etc should be included.

The cost of collecting income for a service should also be identified, if for example, an invoice would have to be raised and sent to the customer. If it later transpires that demand for the service is below a certain point, it may not be worthwhile to levy a charge if the process of recouping the fee costs more than would be received as a result.



Consider whether there is scope to reduce costs of delivery of the service (eg by finding efficiencies) rather than increasing charges.

#### Consider information on service users

The following needs to be considered when determining charges for a service:

- Who are the service users?
- How often is the service used?
- When (days and times of day) is the service used? When is there excess demand for the service? When is there excess supply of the service?
- How has charging affected their demand for the service in the past?
- How much do residents/ businesses value the service and how much would they be willing to pay for it?
- Are there other providers of the same or similar services which users could switch to?
- What is the ability and willingness of service users to pay?
- What is the impact of changing charges in terms of equalities and accessibility?
- What is the impact of changing charges in terms of supporting preventative services?
- Consider the impact of fees and charges across all council services, ie, multiple impacts on particular service users.

If current demand for the service is very low, the fundamental question of whether the Council should provide the service at all must be asked. Instead of the Council providing a particular service, it could 'sign-post' users to external service providers.

## **2.4 Examine options for charges and concessions**

- Impact on service users including minority groups
- Forecast demand and income
- Concessions
- Impact on other services, and local businesses
- Consistency with corporate guidelines.

#### Options

There may be several charging options available to deliver the same objective. For example, if the objective was to increase the use of a golf driving range at times that are normally quiet, the charges for use at the off-peak time could be reduced and/or the charges for busy times could be increased to discourage use at those times. Concessionary discounts could be applied to encourage particular groups of customers to use a service.

In the first instance, the current Register of Charges should be consulted to see what the existing charges are for each service and also the charges set for similar services in other parts of the Council.

There are three common pricing structures which can be applied either individually or in some combination when setting charges. These are: cost-based pricing; competition-based pricing and demand-based pricing.

The basics of cost-based pricing are outlined above (3.3). Given the difficulties associated with identifying the unit cost of a service, it may be an idea to consider charging in terms of units of input (such as per hour for pest control services for example), rather than units of measured output (e.g. the removal of a wasps nest). Where an accurate unit cost is available, charges could be set according to output.

Competition-based pricing involves using other providers' prices as a guide for setting the service's charge. It may not necessarily mean setting charges at an identical level to other organisations providing the same service, but rather that charges are set which make sense given local comparisons with private providers of the same service, or national comparisons with other local authorities for example. Again the objective of the charge will have some bearing on the level of charges being considered, as will the quality of the service being offered in comparison to that of other providers.

Setting charging levels based on demand for a service is largely concerned with the extent to which customers value a service, and what they perceive to be value for money with regard to that service. Where a service is over-subscribed at certain times of the day or the week, while at other times is undersubscribed, and particularly where price is the central concern to service users, introducing an off-peak discount, say mid-week or day-time, should increase the demand for the service at that time and perhaps divert some of that demand from the busier times.

Once all potential options for charging have been identified, they should be appraised against a set of criteria which reflect the objective of the charging, to determine which would achieve the desired outcome, bearing in mind the potential impact of charging on groups of customers.

### Assess the impact

It is vital when significantly changing the charging structure for services, that no one group of people is disproportionately affected. To this end, the service should carry out an Equalities Impact Assessment to ensure that proposed changes will not have a detrimental effect.

Further detail on Equalities Impact Assessments can be obtained from the Corporate Improvement Team.

The sustainability impact of any charging decisions should also be considered.

#### Forecast demand and potential income

Depending on the objective of the proposed charge, the demand for the service and subsequent income received must be estimated to ensure charges will have the desired effect. By having accurate and up-to-date user information, future demand and income can be more effectively forecasted. For services which customers value highly, their sensitivity to price changes will be less, and increases in charges will not necessarily lead to a huge drop in demand. Conversely, for services which are not valued so highly by customers, an increase in the cost of those services may result in a shift in demand away from the Council, towards alternative, and cheaper, providers.

### **2.5 Consult on proposals**

- Workshops with service users
- Residents' surveys
- Sessions with councillors
- Staff feedback

Consultation with service users is key to ensuring transparency and accountability in decision-making. The views of service users must be taken into account when proposing significant changes to the charging structure as they may show that previous analysis of demand or impact to be inaccurate, or they may strengthen the findings.

### **2.6 Revisit options as appropriate**

- Adjust options as required
- Appraise all options
- Councillors to approve selected option

Use the consultation results to re-consider the options.

### **2.7 Implement the new charge**

- Timing and phasing
- Communication of changes
- Monitoring arrangements (e.g. setting targets)

Informed by the results of the previous stages, service managers will be in a position to introduce a charge, increase/decrease an existing charge, introduce a concessionary scheme – whatever option has been determined to be the best in meeting objectives without detrimentally affecting any particular groups of customers.

## **2.8 Monitor and review the impact**

- Were the intended aims met?
- Impact on uptake and income
- Unintended consequences

The extent to which charges are serving their purpose, with regard to the objective which they were intended to deliver, or priority they were to contribute to, should be monitored on a regular basis. The income received from charges should be monitored as part of the Service's own budget management.

Generally, charges should be reviewed annually as part of budget-setting. However, there may be other reasons why they should be reviewed more frequently or at other times of year, such as the service being subject to a review, or the charges not having the desired effect.

- When considering whether to engage in promotional activity services should consider the objectives for offering discounts. It would be perverse to offer discounts and increase the take up of a service if the increased activity would lead to increased costs to the Council.
- Discounts should not be offered to promote social inclusion, this should be delivered by means of applying the concessions policy
- Services that engage in running promotions should prepare a plan of promotional activity identifying timing and duration of each promotion, the target increase in activity and the cost of running the promotion. Financial Services will give assistance in assessing the financial impact. These plans will form a basis for monitoring the success of the promotion in achieving the stated objectives.
- Once the promotion is complete an assessment should be made of the actual impact of the promotion, in terms of increased numbers of service users, increased resources required during the promotional period and the actual increases in income. Also consider any unintended consequences. This assessment should be used to report the success of the promotion and to inform the development of future promotional activity.



## **Midlothian Council Corporate Charging Strategy (including harmonisation and concessions policy)**

<b>Author</b>	Fees and Charges Cross Party Working Group
<b>Owner</b>	Head of Finance and Integrated Service Support
<b>Date</b>	June 2014
<b>Version</b>	<b>7.0</b>

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## **PART 1**

### **1 Introduction**

This document sets out a corporate approach to setting fees and charges within Midlothian Council.

Under the Local Government in Scotland Act 2003, councils have a duty to provide Best Value in the services they deliver to their customers. Charging is one of the key ways in which Midlothian Council can ensure Best Value in its services.

#### **1.1 Background**

A Best Value Review of Income from Charges highlighted a lack of consistency across the Council with regard to charging. Cabinet endorsed the Review Team's proposal that a Corporate Charging Strategy be introduced to ensure uniformity in setting fees and charges, concessionary policies etc. With regard to Midlothian Council's Financial Strategy, Audit Scotland also recommended that the Council consider the introduction of a high level charging and income generation policy to set the framework within which individual services should operate.

On 6 January 2009 Cabinet endorsed the introduction of the Corporate Charging Strategy. This was reviewed in November 2010 to include information on marketing, concessions and the register of charges and detailed guidance for Council Officers was provided by way of a separate Corporate Charging Framework. It is noted however that some inconsistency unfortunately continued.

Both the Corporate Charging Strategy and Corporate Charging Framework have now been further reviewed in February 2014, for general update and specifically to take account of the October 2013 Accounts Commission report "*Charging for services: are you getting it right?*"

#### **1.2 Objectives**

The aims of this strategy are to enable Midlothian Council to:

- Explain the basis for its fees and charges to the public, demonstrating an equitable and consistent approach.
- Set fees and charges which support the Council's corporate and service priorities.
- Optimise the use of fees and charges and the income that accrues from them.
- Forecast accurately the impact that any changes to fees and charges would have on the demand for services and on target groups.

Services should use this strategy and the Corporate Charging Framework as a guide when determining charges as part of the annual budget-setting process for the forthcoming financial year, and for any other ad hoc consideration of service charges.

### **1.3 Authority to Set and Amend Charges**

In normal circumstances charges should be reviewed on an annual basis and authority to vary charges, cease charges or introduce new charges lies with Cabinet. Exceptions are:

- where the charge is the direct recovery of costs incurred, effectively a “pass through charge”, Cabinet approval will not automatically be required for change;
- where the charge is to be increased in line with inflation, authority will be included in the budget setting report and a separate report will not be required.

### **1.4 Monitoring of Charging Framework, Charging Strategy and concessions policy**

The framework, strategy and policy will be reviewed every three years to ensure they remain relevant and comply with Council policies. The Register of Charges will be reviewed and updated annually as part of the Budget Setting process, ensuring that charges are appropriate and meet their intended objectives.

## **2 Principles**

A key element of this strategy is that the Council should set equitable prices for chargeable services, which support the Single Midlothian Plan and service priorities whilst promoting social inclusion.

### **2.1 Fundamental Principles**

- Councillors will take the lead role in setting charges by overseeing the Strategy and concessions policy and being involved in regularly reviewing these. The Council should be transparent in its use of charging so that the public are aware of what services they need to pay for and how much they will cost;
- Charges will be set according to the principles of viability, fairness and consistency<sup>2</sup>: (see table 1 below)

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<sup>2</sup> Based on Sandwell Council guiding principles, set out in ‘Charging for services: are you getting it right? How councils work: an improvement series for councillors and officers’, Accounts Commission, October 2013.



- All services must adhere to this policy and the principles outlined here. Any exceptions must have Cabinet approval. There must be a standardisation across Council services and each Head of Service is responsible for ensuring that this is adhered to in their own area;
- How fees and charges are used can have a positive impact on service delivery and therefore should not be automatically considered detrimental or controversial;
- The reason for levying a charge, and the basis on which the charge should be levied, must be considered against the Single Midlothian Plan, Council Transformation Strategy and preferred principles of service delivery. Charges should first and foremost be set in accordance with legislative or regulatory requirements and be set to deliver policy objectives, and not simply as a means to generate funding. Charges may be set to positively support preventative approaches to service delivery and improve local accessibility of services. It is important to monitor and review the impact of charging decisions as to whether key objectives and principles are being supported;
- In setting charges, services should be aware of the legislative context, compare with other providers and take into account the impact on service users. Services should have good financial information to manage their charges effectively and should understand the contribution that charges make to their overall financial position.

**Table 1:**

<b>Viability</b>	<b>Fairness</b>	<b>Consistency</b>
The Council will aim to achieve an appropriate level of income from fees and charges by ensuring that charges to users reflect the full cost of the service provision, unless otherwise required.	Fees and charges should be set at a level that is fair to users and council tax payers. Services received by commercial organisations should always pay the full cost, unless otherwise required, and concessions should be available to groups determined by the Council as being unable to pay the full charge.	Concessions for target groups should be consistent across the authority's services in terms of who is eligible.
The decision to subsidise a service by either not charging for it at all or by charging at less than full cost should be a conscious choice, not an accident of history.	Significant price increases should be phased in over time to reduce the impact on service users.	Charges for similar services or activities should be consistent across the authority.
Charging levels should take account of market demand, competition from other service providers and comparisons with charges made by other comparable local authorities.	A tough stance should be taken on fee dodging so that other users do not pay more to compensate for non-payers.	Decisions about whether and how much to charge should be consistent with the achievement of the Single Midlothian Plan, Council Transformation Strategy and core principles.

## **2.2 Subsidised Services**

When a service directly contributes to delivery of a Council objective, its provision may be financed fully or partly by Council Tax income (i.e. all Council Tax payers will contribute) and therefore subsidised so that users do not have to pay the full cost of the service.

Applying an across-the-board subsidy to all users should not be used as a means to promote social inclusion – this should be delivered by the application of concessions.

Where services have significant use by residents from outwith Midlothian, and charges are at a subsidised level then services should operate a two tier pricing policy so that the subsidy is directed at Midlothian residents.

### **2.3 Restrictions to Charges**

In addition to subsidised services, charging levels will be restricted for those services where:

- charges would not be cost effective to collect;
- the Council cannot legally impose a charge for provision of a service, eg personal care;
- a charge or the basis of a charge is set in statute, e.g. elderly residential care; or
- an arms length organisation has control over setting charges.

### **2.4 Other Charging Objectives**

Where fees or charges are not restricted in these ways, charges for each council service should be set at a level where they will contribute to each service's financial objective and the overall financial objective of the Council. Options are:

- Recovery of full cost.
- Partial recovery of full cost.
- Recovery of the marginal cost (the extra cost of providing each additional unit of service)

Alternatively, charges may be set to reflect market rates, or to promote, control or limit uptake.

In all instances a degree of tolerance should be applied for administrative efficiency, such as rounding up or down of a cost for simplicity which may result in a small surplus or deficit. Services provided on a "commercial basis" must secure full cost recovery.

Charging is a legitimate way to ration or manage service usage and to reduce the cost to the Council Tax payer of providing the service (e.g. leisure services).

Determining the partial recovery of costs in these circumstances will need careful consideration and the service should seek Cabinet approval when proposing significant amendments.

## **2.5 Setting Charges**

The introduction of new charges or material changes to existing charges should be brought forward for consideration as part of the annual corporate and financial planning process. It is the responsibility of the Head of Finance and Integrated Service Support to ensure this is carried out.

Tolerance in setting charges and annual increases is acceptable e.g. £1.17 rounded up to £1.20.

Service users will be informed of any decisions to amend/increase charges with as much advance notice as possible, after consultations have been undertaken in line with the Corporate Charging Framework.

## **2.6 Harmonisation of charges**

Charges are made for use of indoor facilities, including classrooms, meeting rooms, small and large halls etc. Charges are also applied in relation to bookings of outdoor leisure facilities, including grass pitches, 2G/3G pitches, changing rooms etc.

Some of these are within Leisure Centres and are operationally managed by Sport & Leisure and others are within school or community premises and operationally managed by Education/Schools or Community Learning and Development (CLD). Some facilities are now of course shared, covering a number of functions.

Historically, Sport & Leisure charges and Education/Schools/CLD charges have been determined independently, leading to inconsistency. The charging by Sport and Leisure has traditionally been more commercial in nature i.e. ensuring that costs were covered, whereas the approach by Education/Schools/CLD has been more targeted at affordability and maximising accessibility for customers.

**In order to adopt a transparent and consistent approach to charging for facilities, it is necessary to adopt a fully harmonised model of charging.**

### **2.6.1 Rooms and halls (indoor facilities)**

A list of available premises is detailed in Appendix 1, along with opening times, availability and priority use.

ALL bookings for use of these facilities in ALL Midlothian Council premises will be charged in accordance with two criteria – firstly, size and secondly, any concession eligibility.

Broadly speaking, size criteria will be as follows:

Size	classrooms, meeting rooms	small halls	medium halls	large halls	pavilions
Example		eg standard activity halls and gyms	eg single size games hall	double sized gyms eg Lasswade Centre	
Room area (m <sup>2</sup> )	0-60m <sup>2</sup>	61-300m <sup>2</sup>	301-600m <sup>2</sup>	601+ m <sup>2</sup>	All sizes

The appropriate rate of concession (see section 2.8 and Part 2, section 4.1 for details), where appropriate, will then be applied.

## 2.6.2 Pitches and changing rooms

Historically in some cases, changing facilities and floodlights were included in the charge and in others, they were charged separately. There have also been different charging approaches for bookings relating to training or for matches on grass pitches - this price differential between training and matches is attributable to the additional maintenance required for a match i.e. grass-cutting and pitch-marking. In future, there will be no such distinction and the cost of grounds maintenance will be absorbed and spread evenly across all charges. Likewise, the costs of floodlights (where available) will be absorbed and distributed. The price for changing facilities is however charged separately, as many organisations/groups choose not to use these.

From 2014/15, there will be a consistent and harmonised charge for the same service regardless where it is accessed. These are set out in the Register of Charges, as follows:

Facility	
11-A-Side Grass Pitch	All venues, both leisure and education
7-A-Side Grass Pitch	All venues, both leisure and education
11-A-Side 3G pitch	All venues, both leisure and education
7-A-Side 3G pitch	All venues, both leisure and education
5-A-Side 3G training Area	All venues, both leisure and education
Off Pitch Training Area	All venues, both leisure and education
11-A-Side 2G Astro turf	All venues, both leisure and education
7-A-Side 2G Astro turf	All venues, both leisure and education
5-A-Side 2G Astro turf	All venues, both leisure and education
Pavilion Changing Rooms	All venues, both leisure and education

### **2.6.3 Miscellaneous charges**

Miscellaneous charges are made for items such as photocopying, printing, laminating and use of images. These are predominantly services provided in libraries, however some are also provided in other council facilities. Historically, each venue has agreed charges independently, again leading to inconsistency.

From 2014/15, there will be a consistent and harmonised charge for the same service regardless where it is delivered. Again, these are set out in the Register of Charges.

## **2.9 Inflationary Increases**

Budget projections assume an annual inflationary increase. Each year charges will be reviewed following the principles laid out in section 2 of this document and the guidance laid out in the Corporate Charging Framework. This will be done on a cross-council basis, to ensure no move away from harmonisation. Proposals will be developed and brought forward for approval, where any price variations are greater or less than the appropriate rate of inflation as determined by Head of Finance and Integrated Service Support. These proposals should include information on the charging objective for each charge and the expected impact on demand of the price variation.

## **2.10 Concessionary charging**

Applying concessionary pricing is an effective way of ensuring that services are made available equally to service users from all socio-economic backgrounds. In applying concessions reference should be made to **Part 2** of this document, which sets out the full details of the Council's Concessionary Charging Policy and the categories of service users who will benefit from a range of reduced rates. This policy takes into account the various charging objectives above and is reviewed on a regular basis and approved by Elected Members.

## **2.11 Marketing/Promotions**

Heads of Service have the authority to approve promotional activity within their Service in order to increase the take-up of services or to encourage retention. This activity should be planned and monitored and should not impair the Service's ability to achieve its budget. Promotional activity may take the form of offering discounts and special offers. It should be borne in mind that this will have a cost, whether the actual cost of gifts or prizes, marketing materials, or reductions in income per session.

## **2.12 Register of Charges**

Midlothian Council Finance Team will maintain the Register of Charges which will be made available to the public on the Council's website.

## **3 Other Information**

### **3.1 Payment methods offered**

Midlothian Council will provide a range of convenient and cost effective methods of payment for services, including cash, cheque or debit card in our offices, as well as the option of bank transfer or Direct Debit, where bookings for frequent/regular use of a facility is booked and invoiced. Advice on payment methods will be provided at the time of booking.

### **3.2 Resources and Help**

If you have any queries about the policy or would like to provide comments, please provide feedback through Midlothian Council website on [www.midlothian.gov.uk](http://www.midlothian.gov.uk) .

## **PART 2**

### **4 Concessionary charging**

Midlothian Council offers concessionary rates to certain categories of service users, for the use of a range of Council facilities. These are listed in the Concessions Policy below. The policy is aimed at groups, organisations and teams, rather than individual use of facilities. Concessions for individuals are set out in a separate “Access to Midlothian” document.

The Concessions policy covers the hire of indoor facilities including classrooms, meeting rooms, small halls, medium halls and large halls. It also covers the hire of outdoor sports facilities, e.g. grass pitches, 2G/3G pitches and changing rooms.

It should be noted that this Concessions Policy DOES NOT apply to the following:

- Snowsports Centre
- Swimming Pools
- Tonezone Gyms
- Gymnasium

For which separate concessionary rates are published.

The Concessions Policy also does not apply to any other fees and charges levied by Midlothian Council eg licensing, waste services, planning, landscape services etc.

#### **4.1 Concessions Policy for Groups, Organisations and Teams**

The appropriate rate of concession to be applied for room and hall lets etc is determined by the type of individual or organisation hiring the premises. This list is not exhaustive of all organisations that may apply for lets of Council halls etc. The following definitions of categories, together with examples, are intended to provide guidance on the appropriate rate of charge to apply to different organisations. Concessionary discount rates will be applied to the overall hourly rate for the booking, for the total number of hours required.



### **Category 1: Free Lets category (No charge)**

There should be no charge for two categories of use. Firstly, for “internal” use of facilities (this includes mixed groups eg Community Planning Partnership, including Midlothian staff). Indeed, internal groups should be encouraged to make use of Council owned facilities in favour of any external premises wherever possible, to minimise external expenditure. Secondly, free lets are available for any voluntary, charitable or non-profit making groups providing services or support to individuals with disabilities. Examples of free lets include the following:

- Departmental use of Council facilities (for meetings etc\*)
- Councillors’ surgeries
- Festival/Gala Day organisations meetings
- Community Councils meetings
- Parent Teacher Association meetings and fundraising events
- Community Planning Partnership meetings
- Groups providing services primarily for people with disabilities

\*this extends beyond simply meetings, to include work core to the council and Community Planning Partnership’s objectives. Staff should refer to the additional staff guidance for more info.

NB: It is essential to refer to the list of available facilities and adhere to the priority/preference booking system (avoid opening premises unnecessarily)

### **Category 2: Voluntary/Charitable/non-profit making organisations providing out of school services for children (pay 5% of full charge)**

This rate of charge should be applied to charities, voluntary and non-profit making organisations where the primary purpose of the organisation is to provide out of school care, after school care, holiday clubs or playgroup services. This category reflects the need to move away from the previous “per-capita” approach for these groups, bringing them in line with other categories, but reflecting an appropriate level of charge for their objectives.

Examples of voluntary, charitable and non-profit making organisations meeting this criteria include:

- Out of School care
- After School Clubs
- Holiday Clubs
- Playgroups

### **Category 3: Voluntary, charitable and non-profit making organisations (pay 50% of full charge)**

This rate of charge should be applied to charities and to voluntary organisation where the primary purpose of the organisation is to provide a service to the community. It should also be applied to organisations working in support of senior citizens (those people aged over 65) and young people (those aged under 16).

This rate of charge should also be applied to charitable, voluntary and non-profit making organisations where the primary purpose of the organisation is to provide amateur sporting or leisure activities to the community, aimed at organisations working in support of young people i.e. those aged under 16.

Examples of voluntary, charitable and non-profit making organisations falling into this category include:

- Registered charities
- Senior Citizen organisations
- Amateur sporting organisations/teams predominantly comprising young people/ children
- Youth football teams
- Children's football teams
- Children's rugby coaching
- Children's hockey teams
- Youth clubs/young people's organisations/uniformed organisations eg Brownies, BBs, Scouts, Guides (any not already falling into category 2)

NB: Organisations, charities and teams wishing to claim this concession will be asked to register initially with Midlothian Council, in order to verify their eligibility.

### **Category 4: Commercial/profit-making organisations or ventures (full charge)**

This rate of charge should be applied to commercial organisations and those operating on a profit making basis, as well as to non-profit making organisations comprising adults, as opposed to young people. It should also be applied to other local and/or central government bodies and other public and statutory agencies.

This charge will also apply to an individual who intends to use the facility for personal profit e.g. aerobics/fitness instructor who charges participants to take part in the class.

Examples of commercial or profit-making organisations or ventures include:

- Amateur sporting organisations/teams predominantly comprising adults
- Other Amateur Recreations Organisations (e.g. Floral Art clubs, Bowling clubs, Dance clubs, Amateur Dramatic Organisations etc)
- Any Limited Company or PLC
- Other Local Authorities or Health Boards
- Professional Sporting Groups
- Discos – Commercial Operations
- Traders
- Dance Schools
- Slimming Clubs
- Round Table/Rotary Club Association/Women's Guilds etc

In addition, this rate of charge will apply for the following:

- Private Individuals (eg Weddings, birthday parties, organisations social events), for Midlothian residents

**Category 5: Non Midlothian groups/individuals + Non Mid surcharge)**

This rate of charge should be applied to any bookings for Non-Midlothian groups or individuals wishing to use our facilities i.e. where the organisation/individual making the booking is a non-Midlothian resident and/or the organisation or group appears to be predominantly non-Midlothian attendees/participants.

### Premises available for booking

Premises/facilities in Group A1 – A6 should ALWAYS be used as first choice.

Premises in Group B7 and B8 should only be booked as a last resort.

These premises are open at the times outlined below and available rooms may be booked via the Leisure Centre in accordance with the room booking charges and associated concessions policy.

#### Group A1

Danderhall Leisure Centre	Mon - Thur 9am – 10pm
	Fri – 9am – 9pm
	Sat -9am – 6pm
	Sun -2pm – 9pm
Gorebridge Leisure Centre	Mon - Thur 9am – 10pm
	Fri - 9am – 8pm
	Sat -9am – 6pm
	Sun -12pm – 8pm
Loanhead Leisure Centre	Mon - Thur 9am – 10pm
	Fri – Sat 9am – 8pm
	Sun - 12pm – 9pm
Mayfield Leisure Centre	Mon - Thur 9am – 10pm
	Fri – Sat 9am – 8pm
	Sun -12pm – 10pm
Midlothian Snowsports Centre	Fri 9.30am – 9pm
	Sat – Sun 9.30am – 7pm
The Lasswade Centre	Mon - Thur 6.30am – 9pm
	Fri - 6.30am – 9pm
	Sat - 9am – 6pm
	Sun- 12pm – 6pm
The Penicuik Centre	Mon – Thur 9am - 10pm
	Fri - 6.30am – 9pm
	Sat - 9am – 6pm
	Sun- 12pm – 6pm

## Group A2

		<b>Booking process</b>
Beeslack HS	Mon - Fri 7am -10pm	Communities section
	Sat / Sun 7am-7pm	Communities section
Penicuik HS	Mon - Fri 7am -10pm	Community Learning & Development
Newbattle HS	Mon - Fri 7am -10pm	School
	Sat 7am - 4.30pm	School

## Group A3

		<b>Booking process</b>
Gorebridge Primary School	Mon - Thur 9am - 9pm	CLD
	Fri 9am - 6pm	CLD
Loanhead/St. Margaret's Primary Schools	Mon - Thur 9am - 9pm	CLD
	Fri 9am - 6pm	CLD
Lawfield Primary School	Mon - Thur 9am - 9pm	CLD
	Fri 9am - 6pm	CLD
Strathesk Primary School	Mon - Thur 9am - 9pm	CLD
	Fri 9am - 6pm	CLD
Newbattle Community Learning Centre	Mon - Thur 9am - 9pm	CLD
	Fri 9am - 6pm	CLD

## Group A4

		<b>Booking process</b>
Penicuik Town Hall	Mon - Sat 9am - 9pm	Penicuik Town Hall
	Sun 9am - 1pm	

## Group A5

Community facilities in these buildings are generally open Monday to Friday 9am to 9pm and available rooms may be booked via Community Learning and Development.

		<b>Booking Process</b>
Bonnyrigg Primary School	Mon - Fri 9am - 9pm	CLD
Cuiken Primary School	Mon - Fri 9am - 9pm	CLD
Woodburn primary School	Mon - Fri 9am - 9pm	CLD

## Group A6

		<b>Booking Process</b>
Stobhill Primary School	Mon - Fri 9am - 6pm	CLD
	2 evenings 6pm – 9pm	CLD
Tynewater Primary School	Mon - Fri 9am - 6pm	CLD
	2 evenings 6pm – 9pm	CLD

## Group B7

These premises are not generally available for bookings by members of the public as they can ONLY be made available for 12 hours PER ANNUM between 6pm and 9pm Mon - Fri.

These hours are generally used for school use/parents evenings etc, but in exceptional circumstances, may possibly be booked via the relevant school.

Burnbrae	Mauricewood	St Andrew's
Cornbank St James	Mayfield	St David's
Danderhall	Newtongrange	St Luke's
Glencorse	Paradykes	St Mary's
Hawthornden	Rosewell	St Matthew's
Kings Park	Roslin	Moorfoot**
Lasswade	Sacred Heart	

\*\*Moorfoot Primary has 30 hours available annually\*

## Group B8

These premises are not generally available for booking by members of the public or organisations, however MAY be made available, ONLY if the full cost of caretaking and janitorial charges are covered by the service user. They can be booked at the neighbouring Leisure Centre

- KGV Bonnyrigg Pavilion
- Poltonhall Recreation Ground
- Waverley Pavilion
- Roslin Community Hall
- Pathead Pavilion
- Danderhall Pavilion
- Bilston Pavilion
- Birkenhead Pavilion
- Kings Park Pavilion
- Roslin Community Hall

## Communicating Loud and Clear

We are happy to translate on request and provide information and publications in other formats, including Braille, tape or large print.

如有需要我們樂意提供翻譯本，和其他版本的資訊與刊物，包括盲人點字、錄音帶或大字體。

Zapewnimy tłumaczenie na żądanie oraz dostarczymy informacje i publikacje w innych formatach, w tym Braillem, na kasecie magnetofonowej lub dużym drukiem.

ਅਸੀਂ ਮੰਗ ਕਰਨ ਤੇ ਖੁਸ਼ੀ ਨਾਲ ਅਨੁਵਾਦ ਅਤੇ ਜਾਣਕਾਰੀ ਤੇ ਹੋਰ ਰੂਪਾਂ ਵਿੱਚ ਪ੍ਰਕਾਸ਼ਨ ਪ੍ਰਦਾਨ ਕਰਾਂਗੇ, ਜਿਨ੍ਹਾਂ ਵਿੱਚ ਬਰੇਲ, ਟੇਪ ਜਾਂ ਵੱਡੀ ਛਪਾਈ ਸ਼ਾਮਲ ਹਨ।

Körler için kabartma yazılar, kaset ve büyük nüshalar da dahil olmak üzere, istenilen bilgileri sağlamak ve tercüme etmekten memnuniyet duyuyoruz.

اگر آپ چاہیں تو ہم خوشی سے آپ کو ترجمہ فراہم کر سکتے ہیں اور معلومات اور دستاویزات دیگر شکلوں میں مثلاً بریل (ناپیدا افراد کے لیے ابھرے ہوئے حروف کی لکھائی) میں، ٹیپ پر یا بڑے حروف کی لکھائی میں فراہم کر سکتے ہیں۔

Contact 0131 270 7500 or  
email: [enquiries@midlothian.gov.uk](mailto:enquiries@midlothian.gov.uk)

## Midlothian Council Equality Impact Assessment Form

Information published by Midlothian Council can be provided on request in many of the community languages eg Cantonese, Punjabi, Urdu and also in large print, Braille, or audio tape. For more information please contact Midlothian Council on 0131 270 7500.



Lead contact:

**Anne McConaghy**

### Section A: Introduction

1. Title of policy, procedure or function being assessed

Midlothian Council Corporate Charging Framework and Charging Strategy (including Harmonisation and Concessions Policy)

2. Divisions/organisations/groups involved in doing this Equality Impact Assessment

Resources and Education, Communities and Economy

3. Date started:

Date completed:

29 Jan 2014

29 May 2014

### Section B: Information

4. Please describe the Policy, Procedure or Function you are impact assessing

The strategy sets out the conditions for a coherent and consistent approach to charging within the 'One Council' approach to accessing services and facilities within the Council. Underpinning the strategy are fairness and transparency ensuring that service users know they will pay the same price anywhere in the Council for the same facility.



**5. What information and consultation data do you have to inform your assessment? What does it tell you?**

A range of benchmarking information is available from other authorities.

There is an Audit Scotland report entitled “Charging for Services – are you getting it right?” which offers guidance for local authorities.

Consultation has been wide ranging. Current service users have been consulted using a variety of formats. This has included public events, individual and group meetings to establish the impact of the draft proposals.

Furthermore groups have been able to respond to the draft document electronically.

Financial modelling for each of the groups has been carried out to establish likely/potential financial impacts on groups and to assess the potential impact on service delivery.

In addition the categories have been established using key statistical data such as SIMD, the Midlothian Profile and linking the work of each group to the priorities contained within the Single Midlothian Plan.

Analysis of potential impacts show that there are some winners and losers within the proposals

**6. Do you need more information or more consultation/engagement data?**

The impact of any changed charges is monitored by tracking how the use of the services by different types of people changes when the new charges are brought in. Include the following types of people:

- People experiencing poverty or at risk of poverty (these have been added to EQIA to reflect Council policy), and equalities groups which are more likely to have lower incomes: in particular men/women, people with disabilities, different ethnic groups, children and young people, older people, women who are pregnant or on maternity leave.
- Income has a noticeable impact on participation in sport and other leisure activities, with people on low incomes significantly less likely to participate.
- People from a number of equalities backgrounds are more likely to be on low incomes e.g. women, older people, people from certain ethnic backgrounds and those with disabilities.
- Further consultation on the impact on Equalities groups may be required.

## **Section C: Assessment**

### **7i. Note any positive impacts on the above equalities groups**

- Groups of people with disabilities will be able to access facilities free of charge.
- There are also concessions for targeted groups especially those who fall within the priorities of the Single Midlothian Plan (SMP)
- The highest concession rate is being directed to after school clubs, playgroups and out of school care, affording support to families or individuals with young children.
- A range of payment methods are available which makes things easier for all groups, helping them to spread the costs.
- All charges are harmonised ensuring fairness and consistency
- Individuals are still entitled to concessions if they meet the criteria
- Targeting age groups in the proposal may benefit many under 16s and over 65s from all backgrounds

### **7ii. Note any negative impacts on equalities groups**

- Clarity is needed in the staff guidance on those groups where there is a mix of individuals whether the group will be entitled to a discount. e.g. while groups providing services for people with disabilities can access free lets, people with disabilities attending as part of other groups may not. Depending on fee levels, it is possible that this may make it difficult for people in certain equalities groups on low incomes, and people experiencing poverty in general, to access activities.
- Category 3 may have a negative impact on people on low incomes not in these age groups, for example, young adults unable to find work, women and people in certain ethnic groups.
- Rationing service usage through charging in this way may have a detrimental impact on people on low incomes including certain equalities groups, who can find themselves priced out of services.
- The document makes the point that historically sport and leisure charges have been set commercially, and Education/Schools/CLD charges have been set to maximise inclusion and access. By harmonising and “meeting in the middle”, it is possible that people on low incomes, including the previously mention equalities groups might suffer.
- This report gives a lower standard of scrutiny to decisions to raise charges by inflation only. Such increases could still have a negative impact for people on low incomes, depending on the magnitude of the charges and whether their income has also increased in line with inflation.

- Page 8 says “applying concessionary pricing is an effective way of ensuring that services are made available equally to service users from all backgrounds”. While concessionary pricing may make services available more equal for certain groups, it may not equalise access, and could have the opposite effect if misapplied. The level and of concessions and eligibility criteria are key in what the impact actually is.

**7iii. How significant would this negative impact be, and what kind of numbers would be affected?**

There have been a range of considerations and options, detailed in the financial modelling presented to the working group. The various options each had potential numbers and values attached, where these were known. Unfortunately however, the direct impact on individuals is in most cases unknown, as the organisation may or may not choose to pass on the burden of additional charges to the individuals. In many cases, it is not known exactly how many individuals attend a particular group/organisation’s activities.

**7iv. Note any opportunities for making a positive impact on equalities groups.**

Any impact on equalities groups should be reviewed as part of:

- The initial decision to set the charge (suggest a requirement is added to 2.1 fifth bullet point, and mention of equalities groups and people on low income is added to the sixth bullet point.)
- When the register of charges is reviewed as part of the budget-setting process

## **Section D: Actions and Outcomes**

Questions 8 and 9 below ask about actions which have been taken, or will be taken as a result of this Equality Impact Assessment (EQIA). Any pre-existing actions should be included in earlier sections.

### **8. Note any actions you will be taking as a result of this EQIA:**

(As at 20 May 2014)

1. Clarify in the document, as suggested in this EQIA:
  - The need to consider any impact on equalities groups and people in poverty and at risk of poverty when setting charges (section 2.1, fifth and sixth bullet point), evaluating their impact, evaluating their impact and reviewing them
  - That the strategy applies to groups, and that concessions are still available - outside the strategy - for individuals
  - That the strategy only applies to sports and leisure and education facilities and this does not preclude concessions in other areas.
  - That “people with mental and physical disabilities” refers to all disabled people.
2. Potential to revise the categories of concessions in light of the impacts noted in 7(ii) of this assessment
3. Potential to phase in the changes, to alleviate the impact on groups and their members
4. Assess whether we have sufficient knowledge of the changes on equalities groups and whether necessary carry out further research/consultation.
5. Monitor the impact of any changed charges by tracking any changes in use of the services by different types of people.
  - This monitoring will need to start before implementation of the charges to obtain a baseline.
  - It should enable any impact on people with equalities groups to be assessed, in particular on: people experiencing poverty or at risk of poverty, men/women, people with disabilities, ethnic groups, young adults and single parent families.
  - It should include monitoring of any impact on people with the above characteristics attending mixed groups
  - It should include monitoring of any unintended impact of “concessions being consistent across the services according to who is eligible”

**9. Please note any actions you have already taken as a result of this EQIA here.**

Cross Party Working Group meeting agreed on 21 May 2014 to:

- Update wording in document as requested e.g. “people with disabilities”
- Amend category 3 concession rate to afford additional assistance to those groups (from 25% to 50% discount)
- Phase in any significant charging increases over a three year period where required e.g. for category 3 users and phase in the category 2 charge of 5% (moving from per capita), starting with 2% in the first year, then 3%, 4% and finally 5%.

**10. How will you track/monitor that the actions you mentioned in 8. have been achieved?  
e.g. by adding them to a work plan, service plan etc.**

Ongoing monitoring of service usage and service users

**11. If you have decided not to take any action please note why this is, and any justification, here.**

n/a

**12. Is a more detailed assessment recommended?**

No

Version: EQIA Form V1.3 29 March 12

Midlothian Council  
Proposed Fees and Charges 2014/15

Council Fees and Charges report - June 2014 Appendix 4

Description of Charge	Last increase date	Current Charge	Increase %		Actual Charge	Proposed Charge (rounded)	Proposed Start date	Notes/Comments
<b><u>Civic Government</u></b>								
Taxi Driver Licence Renewal 2 years (2 x £40.30 - 5%)	New Charge	n/a	0.00%		£76.57	£76.60	Jul-14	new charges to be offered for 2 or 3 year licensing "deal" as alternatives to previous annual charge
Taxi Driver Licence Renewal 3 years (3 x £40.30 - 10%)	New Charge	n/a	0.00%		£100.81	£100.80	Jul-14	
Private Hire Licence Renewal 2 years (2 x £40.30 - 5%)	New Charge	n/a	0.00%		£76.57	£76.60	Jul-14	
Private Hire Licence Renewal 3 years (3 x £40.30 - 5%)	New Charge	n/a	0.00%		£100.81	£100.80	Jul-14	
Private Hire Car Licence Interim (Inc cost of plates) year 2 - 5%	New Charge	n/a	0.00%		£267.90	£267.90	Jul-14	
Private Hire Car Licence Interim (Inc cost of plates) year 3 - 10%	New Charge	n/a	0.00%		£253.80	£253.80	Jul-14	
Taxi Interim Renewal (Inc cost of plates) year 2 - 5%	New Charge	n/a	0.00%		£261.82	£261.80	Jul-14	
Taxi Interim Renewal (Inc cost of plates) year 3 - 10%	New Charge	n/a	0.00%		£248.04	£248.00	Jul-14	
Special Events Interim (inc cost of plates) year 2 - 5%	New Charge	n/a	0.00%		£261.82	£261.80	Jul-14	
Special Events Interim (inc cost of plates) year 3 - 10%	New Charge	n/a	0.00%		£248.04	£248.00	Jul-14	
Window Cleaner Licence 2 years (2 x £39.90 - 5%)	New Charge	n/a	0.00%		£81.89	£81.90	Jul-14	
Window Cleaner Licence 3 years (3 x £39.90 - 10%)	New Charge	n/a	0.00%		£107.73	£107.70	Jul-14	
Window Cleaner Licenec Renewal (3 x £39.90 - 10%)	New Charge	n/a	0.00%		£107.73	£107.70	Jul-14	
Street Trader Licence Year 2 (Incl Vehicles)	New Charge	n/a	0.00%		£148.01	£148.00	Jul-14	
Street Trader Licence Year 3 (Incl Vehicles)	New Charge	n/a	0.00%		£210.33	£210.30	Jul-14	
Wheelie Bin Cleaner Licence Year 2 (less examination element)	New Charge	n/a	0.00%		£138.51	£138.50	Jul-14	
Wheelie Bin Cleaner Licence Year 3 (less examination element)	New Charge	n/a	0.00%		£196.83	£196.80	Jul-14	
Other Street Trader Licence Year 2 (no inspection) -5%	New Charge	n/a	0.00%		£74.10	£74.10	Jul-14	
Other Street Trader Licence Year 2 (no inspection) -10%	New Charge	n/a	0.00%		£107.73	£107.70	Jul-14	
<b><u>Miscellaneous Admin and Library Services</u></b>								
Overdue fines	May-07	£0.05	0.00%		£0.05	£0.05	n/a	
Requests	Apr-09	£0.50	0.00%		£0.50	£0.50	n/a	
Inter Library Loans	Apr-10	£2.00	0.00%		£2.00	£2.00	n/a	
CD Hire	Apr-10	£0.25	0.00%		£0.25	£0.25	n/a	
DVD (fiction)/per day	May-07	£1.00	0.00%		£1.00	£1.00	n/a	
DVD (non fiction)/per day	Apr-10	£0.00	0.00%		£0.00	£0.00	n/a	
Printing (black and white)	Apr-10	£0.05	100.00%		£0.10	£0.10	Aug-14	Harmonised charge across all Council services/outlets
Printing (colour)	May-07	£0.50	0.00%		£0.50	£0.50	Aug-14	Harmonised charge across all Council services/outlets
Photocopies (A4 black and white)/per sheet	Apr-10	£0.10	0.00%		£0.10	£0.10	Aug-14	Harmonised charge across all Council services/outlets
Photocopies (A3 black and white)/per sheet	Apr-10	£0.20	0.00%		£0.20	£0.20	Aug-14	Harmonised charge across all Council services/outlets
Photocopies (A4 black and white)/10 or more sheets per sheet	Apr-10	£0.08	0.00%		£0.08	£0.08	Aug-14	Harmonised charge across all Council services/outlets
Photocopies (A3 black and white)/10 or more sheets per sheet	Apr-10	£0.16	0.00%		£0.16	£0.16	Aug-14	Harmonised charge across all Council services/outlets
Photocopies (A4 colour)/per sheet	May-07	£0.50	-150.00%		£0.20	£0.20	Aug-14	Harmonised charge across all Council services/outlets
Photocopies (A3 colour)/per sheet	May-07	£1.00	-60.00%		£0.40	£0.40	Aug-14	Harmonised charge across all Council services/outlets
Photocopies (A4 colour)/10 or more sheets	May-07	£0.45	-6600.00%		£0.15	£0.15	Aug-14	Harmonised charge across all Council services/outlets
Photocopies (A3 colour)/10 or more sheets	May-07	£0.90	-66.00%		£0.45	£0.45	Aug-14	Harmonised charge across all Council services/outlets
Laminating (A4 per sheet)	May-07	£0.20	25.00%		£0.25	£0.25	Aug-14	Harmonised charge across all Council services/outlets
Laminating (A3 per sheet)	May-07	£0.50	0.00%		£0.50	£0.50	Aug-14	Harmonised charge across all Council services/outlets
Lost Membership card	Apr-10	£1.00	0.00%		£1.00	£1.00	n/a	
Fax Sending(UK per sheet)	May-07	£1.00	0.00%		£1.00	£1.00	n/a	Maximum £3.00

Fax Sending(Europe per sheet)	May-07	£1.50	0.00%		£1.50	£1.50	n/a	Maximum £3.00
Fax Sending(International per sheet)	May-07	£2.00	0.00%		£2.00	£2.00	n/a	Maximum £4.00
Fax Receiving - all	May-07	£1.00	0.00%		£1.00	£1.00	n/a	
Scanning	new charge	£0.00	n/a		n/a	£1.00	Aug-14	
Production of pre-scanned image	new charge	£0.00	n/a		n/a	£0.50	Aug-14	
Scan to CD	new charge	£0.00	n/a		n/a	£2.00	Aug-14	CD provided by Council
Pre scanned image on CD	new charge	£0.00	n/a		n/a	£1.50	Aug-14	CD provided by Council
Use of image for publication per image (Commercial)	new charge	£0.00	n/a		n/a	£25.00	Aug-14	
Use of image for publication per image (Academic)	new charge	£0.00	n/a		n/a	£15.00	Aug-14	
Use of image for publication per image (Local History Societies)	new charge	£0.00	n/a		n/a	£0.00	Aug-14	Work in partnership

Arts and Creativity								
Instrumental Tuition (per Academic year)	Aug-13	£160.00	5.00%		£168.00	£168.00	Aug-14	
Instrumental Tuition (Spring and Summer terms)	Aug-13	£95.00	5.00%		£99.75	£99.75	Aug-14	
Instrumental Tuition (Summer term only)	Aug-13	£50.00	5.00%		£52.50	£52.50	Aug-14	

### Education

Lasswade High School								
Day Classes	Apr-11	no charge	n/a		n/a		n/a	
Highers 3 terms								
Adult Evening Classes	Sep-13	£188.00	5.00%		£197.00	£197.00	Aug-14	
Under 18 Evening Classes	Sep-13	£94.00	5.00%		£99.00	£99.00	Aug-14	
Retired Evening Classes	Sep-13	£82.75	5.00%		£87.00	£87.00	Aug-14	
Concessions Evening Classes	Sep-13	£33.00	5.00%		£35.00	£35.00	Aug-14	
Non Certificated 10 weeks								
Adult Evening Classes	Sep-13	£58.50	5.00%		£61.00	£61.00	Aug-14	
Under 18 Evening Classes	Sep-13	£29.25	5.00%		£31.00	£31.00	Aug-14	
Retired Evening Classes	Sep-13	£25.75	5.00%		£27.00	£27.00	Aug-14	
Concessions Evening Classes	Sep-13	£10.25	5.00%		£11.00	£11.00	Aug-14	
Non Certificated 20 weeks								
Adult Evening Classes	Sep-13	£68.75	5.00%		£72.00	£72.00	Aug-14	
Under 18 Evening Classes	Sep-13	£34.50	5.00%		£36.00	£36.00	Aug-14	
Retired Evening Classes	Sep-13	£30.25	5.00%		£32.00	£32.00	Aug-14	
Concessions Evening Classes	Sep-13	£12.00	5.00%		£13.00	£13.00	Aug-14	
SQA Units 30 weeks								
Adult Evening Classes	Sep-13	£120.00	5.00%		£126.00	£126.00	Aug-14	
Under 18 Evening Classes	Sep-13	£60.00	5.00%		£63.00	£63.00	Aug-14	
Retired Evening Classes	Sep-13	£53.00	5.00%		£56.00	£56.00	Aug-14	
Concessions Evening Classes	Sep-13	£30.00	5.00%		£32.00	£32.00	Aug-14	
Non Certificated 25 weeks								
Adult Evening Classes	Sep-13	£74.00	5.00%		£78.00	£78.00	Aug-14	
Under 18 Evening Classes	Sep-13	£37.00	5.00%		£39.00	£39.00	Aug-14	
Retired Evening Classes	Sep-13	£32.50	5.00%		£34.00	£34.00	Aug-14	
Concessions Evening Classes	Sep-13	£13.00	5.00%		£14.00	£14.00	Aug-14	
Beeslack High School - Classes								
Computing/per class	Apr-13	£6.00	5.00%		£6.30	£6.30	Aug-14	
Stained Glass/per class	Apr-13	£6.00	5.00%		£6.30	£6.30	Aug-14	

Dressmaking/per class	Apr-13	£6.00	5.00%		£6.30	£6.30	Aug-14	
Language Classes/per class	Apr-13	£6.00	5.00%		£6.30	£6.30	Aug-14	
Jewellery Making/per class	Apr-13	£6.00	22.50%		£7.35	£7.35	Aug-14	
Upholstery/per class	Apr-13	£6.00	5.00%		£6.30	£6.30	Aug-14	
Beeslack High School								
Highers 3 terms								
Adult Evening Classes	Aug-11	£160.00	0.00%		£160.00	£160.00	Aug-14	
Under 18 Evening Classes	Aug-11	£58.50	5.00%		£61.43	£59.00	Aug-14	
Beeslack Pupil/Students current fees	Aug-11	£80.00	5.00%		£84.00	£84.00	Aug-14	
SQA Module	Aug-11	£80.00	0.00%		£80.00	£80.00	Aug-14	
Retired Evening Classes	Aug-11	£58.50	5.00%		£61.43	£59.00	Aug-14	
Concessions Evening Classes	Aug-11	£29.25	5.00%		£30.71	£29.00	Aug-14	
Exam Fee	Aug-13	£35.00	0.00%		£35.00	£35.00	n/a	

**Education**

Other Locations								
Evening Classes								
Code A	Aug-13	£58.50	5.00%		£61.42	£61.00	Aug-14	
Code A (Under 18/DLA)	Aug-13	£29.25	5.00%		£30.71	£31.00	Aug-14	
Code A (Retired)	Aug-13	£25.75	5.00%		£27.03	£27.00	Aug-14	
Code A (Concession)	Aug-13	£10.25	5.00%		£10.76	£11.00	Aug-14	
Code B	Aug-13	£44.00	5.00%		£46.20	£46.00	Aug-14	
Code B (Under 18/DLA)	Aug-13	£22.00	5.00%		£23.10	£23.00	Aug-14	
Code B (Retired)	Aug-13	£19.25	5.00%		£20.21	£20.00	Aug-14	
Code B (Concession)	Aug-13	£10.25	5.00%		£10.76	£11.00	Aug-14	
Code C	Aug-13	£117.00	5.00%		£122.85	£123.00	Aug-14	
Code C (Under 18/DLA)	Aug-13	£58.50	5.00%		£61.42	£61.00	Aug-14	
Code C (Retired)	Aug-13	£51.50	5.00%		£54.07	£54.00	Aug-14	
Code C (Concession)	Aug-13	£15.00	5.00%		£15.75	£16.00	Aug-14	
Code D	Aug-13	£35.10	5.00%		£36.86	£37.00	Aug-14	
Code D (Under 18/DLA)	Aug-13	£17.55	5.00%		£18.43	£18.00	Aug-14	
Code D (Retired)	Aug-13	£15.45	5.00%		£16.22	£16.00	Aug-14	
Code D (Concession)	Aug-13	£10.25	5.00%		£10.76	£11.00	Aug-14	
Code E	Aug-13	£49.50	5.00%		£51.96	£52.00	Aug-14	
Code E (Under 18/DLA)	Aug-13	£24.75	5.00%		£25.99	£26.00	Aug-14	
Code E (Retired)	Aug-13	£21.75	5.00%		£22.84	£23.00	Aug-14	
Code E (Concession)	Aug-13	£11.50	5.00%		£12.08	£12.00	Aug-14	

Beeslack High School - Leisure								
Fitness Suite/per hour	Sep-09	£1.75	5.00%		£1.84	£2.00	Aug-14	
Fitness Suite/per month	Aug-11	£11.75	5.00%		£12.34	£12.00	Aug-14	
Fitness Suite/per year	Aug-11	£56.00	5.00%		£58.80	£59.00	Aug-14	
Fitness Suite/per hour - concession	Aug-11	£1.00	5.00%		£1.05	£1.00	Aug-14	
Fitness Suite/per hour - adult group hire	Aug-11	£15.00	5.00%		£15.75	£16.00	Aug-14	Specialist facilities exempt from new harmonisation/concessions as highlighted in Fee's & Charges report
Fitness Suite/per hour - junior group hire	Apr-13	£12.00	5.00%		£12.60	£13.00	Aug-14	
Tennis Courts/per hour	Apr-13	£16.50	0.00%		£16.50	£16.50	Aug-14	
Swimming pool/per hour - concession (weekdays)	Apr-13	£31.20	5.00%		£32.76	£33.00	Aug-14	Specialist facilities exempt from new harmonisation/concessions as highlighted in Fee's & Charges report report
Swimming pool/per hour (weekends)	Apr-13	£18.75	5.00%		£19.69	£20.00	Aug-14	
Swimming pool/per hour - concession (weekends)	Apr-13	£61.35	5.00%		£64.42	£64.00	Aug-14	
Swimming pool/per hour - concession (weekends)	Apr-13	£36.40	5.00%		£38.22	£38.00	Aug-14	
Leisure Swim/per hour	Apr-13	£3.30	5.00%		£3.47	£3.45	Aug-14	
Swimming instruction/per hour - adults	Apr-13	£4.05	5.00%		£4.25	£4.25	Aug-14	
Swimming instruction/per hour - children	Apr-13	£4.00	5.00%		£4.20	£4.20	Aug-14	



NPLQ/per course	Aug-11	£190.80	5.00%		£200.34	£200.00	Aug-14	
Summer Activities per session	Apr-13	£4.00	5.00%		£4.20	£4.20	Aug-14	
Fun Athletics/per hour and a quarter	Apr-13	£4.20	5.00%		£4.41	£4.40	Aug-14	
Mens Circuits/per 2 hours	Apr-13	£6.00	0.00%		£6.00	£0.00	Aug-14	
Yoga/per 2 hours	Aug-11	£6.30	5.00%		£6.62	£7.00	Aug-14	

Newbattle Community High School								
Leisure								
Swimming pool/per hour	Aug-10	£27.30	5.00%		£28.67	£29.00	Aug-14	Specialist facilities exempt from new harmonisation/concessions as highlighted in Fee's & Charges report
Swimming pool/per hour - concession	Aug-10	£16.30	5.00%		£17.11	£17.00	Aug-14	
O Zone/per hour	Aug-10	£10.80	5.00%		£11.34	£11.00	Aug-14	
O Zone/per hour - concession	Aug-10	£6.50	5.00%		£6.83	£7.00	Aug-14	

<u>NEW Harmonised pitches Charges August 2014</u>								
<u>ALL Midlothian Facilities per hour - Standard Charge</u>								Concessions will be applied in accordance with the Concessions Policy
11 a-side-pitch grass pitch	New Charge	n/a	0.00%		£13.20	£13.20	Aug-14	
7-a-side grass pitch	New Charge	n/a	0.00%		£7.30	£7.30	Aug-14	
Off pitch training area - grass	New Charge	n/a	0.00%		£10.60	£10.60	Aug-14	
11-a-side 3G pitch	New Charge	n/a	0.00%		£27.00	£27.00	Aug-14	
7-a-side 3G pitch	New Charge	n/a	0.00%		£23.50	£23.50	Aug-14	
5-a-side 3G pitch	New Charge	n/a	0.00%		£17.70	£17.70	Aug-14	
11-a-side astro turf pitch	New Charge	n/a	0.00%		£11.35	£11.35	Aug-14	
7-a-side astro turf pitch	New Charge	n/a	0.00%		£9.50	£9.50	Aug-14	
5-a-side astro turf pitch	New Charge	n/a	0.00%		£25.00	£25.00	Aug-14	
Changing Rooms for matches only	New Charge	n/a	0.00%		£4.20	£4.20	Aug-14	
Cricket Pitch	New Charge	n/a	0.00%		£53.05	£53.05	Aug-14	
Running Track	New Charge	n/a	0.00%		£15.00	£15.00	Aug-14	

<u>NEW Harmonised Hall Charges August 2014</u>								
<u>ALL Midlothian Facilities per hour - Standard Charge</u>								Concessions will be applied in accordance with the Concessions Policy
Class rooms/meeting rooms (0 - 60 sqm)	New Charge	n/a	0.00%		£9.50	£9.50	Aug-14	
Small Hall (61 - 300 sqm)	New Charge	n/a	0.00%		£20.50	£20.50	Aug-14	
Medium Hall (301 - 600sqm)	New Charge	n/a	0.00%		£35.00	£35.00	Aug-14	
Large Hall (601 + sqm)	New Charge	n/a	0.00%		£70.00	£70.00	Aug-14	

Sport & Leisure Services - historical charges for info only - these are all now replaced by above new Harmonised Charges

Changing Room (ph/group hire)	Apr-14	£8.50	n/a		n/a	n/a	n/a	REPLACED by new harmonised prices - w.e.f. August 2014
Function Room (ph/group hire)	Apr-14	£7.50	n/a		n/a	n/a	n/a	REPLACED by new harmonised prices - w.e.f. August 2014
General Purpose Room/Classroom (ph/group hire)	Apr-14	£8.05	n/a		n/a	n/a	n/a	REPLACED by new harmonised prices - w.e.f. August 2014
Lesser Hall/Gym/Assembly Hall (ph/group hire)	Apr-14	£10.70	n/a		n/a	n/a	n/a	REPLACED by new harmonised prices - w.e.f. August 2014
Main Hall (ph/group hire)	Apr-14	£29.80	n/a		n/a	n/a	n/a	REPLACED by new harmonised prices - w.e.f. August 2014
Outdoor Artificial Grass Pitch (inc Changing) (ph/group hire)	Apr-14	£25.10	n/a		n/a	n/a	n/a	REPLACED by new harmonised prices - w.e.f. August 2014
Pre-School Playgroup (ph/group hire)	Apr-14	£5.00	n/a		n/a	n/a	n/a	REPLACED by new harmonised prices - w.e.f. August 2014
Changing Room (ph/group hire)	Apr-14	£10.45	n/a		n/a	n/a	n/a	REPLACED by new harmonised prices - w.e.f. August 2014
Committee/meeting room (ph/group hire)	Apr-14	£8.35	n/a		n/a	n/a	n/a	REPLACED by new harmonised prices - w.e.f. August 2014
Function Room (ph/group hire)	Apr-14	£14.00	n/a		n/a	n/a	n/a	REPLACED by new harmonised prices - w.e.f. August 2014
General Purpose Room/Classroom (ph/group hire)	Apr-14	£13.40	n/a		n/a	n/a	n/a	REPLACED by new harmonised prices - w.e.f. August 2014
Lesser Hall/Gym/Assembly Hall (ph/group hire)	Apr-14	£20.10	n/a		n/a	n/a	n/a	REPLACED by new harmonised prices - w.e.f. August 2014
Main Hall (ph/group hire)	Apr-14	£50.25	n/a		n/a	n/a	n/a	REPLACED by new harmonised prices - w.e.f. August 2014
Outdoor Artificial Grass Pitch (inc Changing) (ph/group hire)	Apr-14	£45.35	n/a		n/a	n/a	n/a	REPLACED by new harmonised prices - w.e.f. August 2014

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<b>Pavilions and Outdoor Pitches - historical charges for info only - these are all now replaced by above new Harmonised Charges</b>								
<b><u>Concessionary Charge</u></b>								
5-a-side 3G Training Area (ph)	Apr-14	£10.30	n/a		n/a	n/a	n/a	REPLACED by new harmonised prices - w.e.f. August 2014
7-a-side 3G Synthetic Pitch (ph)	Apr-14	£26.80	n/a		n/a	n/a	n/a	REPLACED by new harmonised prices - w.e.f. August 2014
11-a-side 3G Synthetic Pitch (ph)	Apr-14	£42.90	n/a		n/a	n/a	n/a	REPLACED by new harmonised prices - w.e.f. August 2014
Match 3G Synthetic Pitch (Midlothian Team 2.5 hours)	Apr-14	£56.20	n/a		n/a	n/a	n/a	REPLACED by new harmonised prices - w.e.f. August 2014
Match 3G Synthetic Pitch (Non Midlothian Team 2.5 hours)	Apr-14	£112.25	n/a		n/a	n/a	n/a	REPLACED by new harmonised prices - w.e.f. August 2014
Match 3G Synthetic Pitch (Midlothian Team 3 hours)	Apr-14	£70.10	n/a		n/a	n/a	n/a	REPLACED by new harmonised prices - w.e.f. August 2014
Match 3G Synthetic Pitch (Non Midlothian Team 3 hours)	Apr-14	£140.35	n/a		n/a	n/a	n/a	REPLACED by new harmonised prices - w.e.f. August 2014
Match 3G Synthetic Pitch (Midlothian Team 3.5 hours)	Apr-14	£84.15	n/a		n/a	n/a	n/a	REPLACED by new harmonised prices - w.e.f. August 2014
Match 3G Synthetic Pitch (Non Midlothian Team 3.5 hours)	Apr-14	£167.95	n/a		n/a	n/a	n/a	REPLACED by new harmonised prices - w.e.f. August 2014
Off Pitch Training Area inc Changing (Midlothian Team/ph)	Apr-14	£8.60	n/a		n/a	n/a	n/a	REPLACED by new harmonised prices - w.e.f. August 2014
Off Pitch Training Area inc Changing (Non Midlothian Team/ph)	Apr-14	£15.10	n/a		n/a	n/a	n/a	REPLACED by new harmonised prices - w.e.f. August 2014
Grass Pitch Only (per match)	Apr-14	£22.05	n/a		n/a	n/a	n/a	REPLACED by new harmonised prices - w.e.f. August 2014
Grass Pitch inc Changing (Midlothian Team/per match)	Apr-14	£25.50	n/a		n/a	n/a	n/a	REPLACED by new harmonised prices - w.e.f. August 2014
Grass Pitch inc Changing (Non Midlothian Team/per match)	Apr-14	£46.05	n/a		n/a	n/a	n/a	REPLACED by new harmonised prices - w.e.f. August 2014
7-a-side Grass Pitch Only (per match)	Apr-14	£7.25	n/a		n/a	n/a	n/a	REPLACED by new harmonised prices - w.e.f. August 2014
7-a-side Grass Pitch inc Changing (Midlothian Team/per match)	Apr-14	£12.80	n/a		n/a	n/a	n/a	REPLACED by new harmonised prices - w.e.f. August 2014
7-a-side Grass Pitch inc Changing (Non Midlothian Team/per match)	Apr-14	£25.50	n/a		n/a	n/a	n/a	REPLACED by new harmonised prices - w.e.f. August 2014
Pre-School Playgroup (ph)	Apr-14	£10.35	n/a		n/a	n/a	n/a	REPLACED by new harmonised prices - w.e.f. August 2014
Recreation Area (per let)	Apr-14	£8.15	n/a		n/a	n/a	n/a	REPLACED by new harmonised prices - w.e.f. August 2014

<b><u>Standard Charge</u></b>								
5-a-side 3G Training Area (ph)	Apr-14	£17.70	n/a		n/a	n/a	n/a	REPLACED by new harmonised prices - w.e.f. August 2014
7-a-side 3G Synthetic Pitch (ph)	Apr-14	£47.05	n/a		n/a	n/a	n/a	REPLACED by new harmonised prices - w.e.f. August 2014
11-a-side 3G Synthetic Pitch (ph)	Apr-14	£71.40	n/a		n/a	n/a	n/a	REPLACED by new harmonised prices - w.e.f. August 2014
Match 3G Synthetic Pitch (Midlothian Team 2.5 hours)	Apr-14	£93.60	n/a		n/a	n/a	n/a	REPLACED by new harmonised prices - w.e.f. August 2014
Match 3G Synthetic Pitch (Non Midlothian Team 2.5 hours)	Apr-14	£187.00	n/a		n/a	n/a	n/a	REPLACED by new harmonised prices - w.e.f. August 2014
Match 3G Synthetic Pitch (Midlothian Team 3 hours)	Apr-14	£112.25	n/a		n/a	n/a	n/a	REPLACED by new harmonised prices - w.e.f. August 2014
Match 3G Synthetic Pitch (Non Midlothian Team 3 hours)	Apr-14	£223.90	n/a		n/a	n/a	n/a	REPLACED by new harmonised prices - w.e.f. August 2014
Match 3G Synthetic Pitch (Midlothian Team 3.5 hours)	Apr-14	£131.10	n/a		n/a	n/a	n/a	REPLACED by new harmonised prices - w.e.f. August 2014
Match 3G Synthetic Pitch (Non Midlothian Team 3.5 hours)	Apr-14	£260.80	n/a		n/a	n/a	n/a	REPLACED by new harmonised prices - w.e.f. August 2014
Committee Room (ph)	Apr-14	£8.35	n/a		n/a	n/a	n/a	REPLACED by new harmonised prices - w.e.f. August 2014
Off Pitch Training Area inc Changing (Midlothian Team/ph)	Apr-14	£14.80	n/a		n/a	n/a	n/a	REPLACED by new harmonised prices - w.e.f. August 2014
Off Pitch Training Area inc Changing (Non Midlothian Team/ph)	Apr-14	£26.15	n/a		n/a	n/a	n/a	REPLACED by new harmonised prices - w.e.f. August 2014
Grass Pitch Only (per match)	Apr-14	£32.90	n/a		n/a	n/a	n/a	REPLACED by new harmonised prices - w.e.f. August 2014
Grass Pitch inc Changing (Midlothian Team/per match)	Apr-14	£40.05	n/a		n/a	n/a	n/a	REPLACED by new harmonised prices - w.e.f. August 2014
Grass Pitch inc Changing (Non Midlothian Team/per match)	Apr-14	£71.85	n/a		n/a	n/a	n/a	REPLACED by new harmonised prices - w.e.f. August 2014
7-a-side Grass Pitch Only (per match)	Apr-14	£10.95	n/a		n/a	n/a	n/a	REPLACED by new harmonised prices - w.e.f. August 2014
7-a-side Grass Pitch inc Changing (Midlothian Team/per match)	Apr-14	£20.30	n/a		n/a	n/a	n/a	REPLACED by new harmonised prices - w.e.f. August 2014
7-a-side Grass Pitch inc Changing (Non Midlothian Team/per match)	Apr-14	£40.05	n/a		n/a	n/a	n/a	REPLACED by new harmonised prices - w.e.f. August 2014
<b><u>Town and Public Halls - historical charges for info only - these are all now replaced by above new Harmonised Charges</u></b>								
<b><u>Standard Charge</u></b>							n/a	
Newtongrange Leisure Centre - Lesser Hall (ph/group hire)	Apr-14	£20.15	n/a		n/a	n/a	n/a	REPLACED by new harmonised prices - w.e.f. August 2014
Penicuik Town Hall - Main Hall (ph/group hire)	Apr-14	£33.80	n/a		n/a	n/a	n/a	REPLACED by new harmonised prices - w.e.f. August 2014
Penicuik Town Hall - Lesser Hall (ph/group hire)	Apr-14	£20.15	n/a		n/a	n/a	n/a	REPLACED by new harmonised prices - w.e.f. August 2014
Penicuik Town Hall - Committee Room (ph/group hire)	Apr-14	£8.40	n/a		n/a	n/a	n/a	REPLACED by new harmonised prices - w.e.f. August 2014
Poltonhall - Recreation Area (ph/group hire)	Apr-14	£11.15	n/a		n/a	n/a	n/a	REPLACED by new harmonised prices - w.e.f. August 2014

Roslin Community Hall - Lesser Hall (ph/group hire)	Apr-14	£20.15	n/a		n/a	n/a	n/a	REPLACED by new harmonised prices - w.e.f. August 2014
Roslin Community Hall - Recreation Area (ph/group hire)	Apr-14	£11.15	n/a		n/a	n/a	n/a	REPLACED by new harmonised prices - w.e.f. August 2014
Hire of Library Premises/per hour	Apr-11	£6.00	n/a		n/a	n/a	n/a	REPLACED by new harmonised prices - w.e.f. August 2014
Hire of Arts Centre/per hour	Jul-11	£10.00	n/a		n/a	n/a	n/a	REPLACED by new harmonised prices - w.e.f. August 2014

<u>Beeslack High School - historical charges for info only - these are all now replaced by above new Harmonised Charges</u>								
Games Hall/per hour	Apr-13	£31.20	n/a		n/a	n/a	n/a	REPLACED by new harmonised prices - w.e.f. August 2014
Games Hall/per hour - concession	Apr-13	£18.75	n/a		n/a	n/a	n/a	REPLACED by new harmonised prices - w.e.f. August 2014
Classroom/Bistro/Dining Hall/per hour	Apr-13	£12.50	n/a		n/a	n/a	n/a	REPLACED by new harmonised prices - w.e.f. August 2014
Classroom/Bistro/Dining Hall/per hour - concession	Apr-13	£6.25	n/a		n/a	n/a	n/a	REPLACED by new harmonised prices - w.e.f. August 2014
Community Lounge/per hour - whole room	Apr-13	£18.75	n/a		n/a	n/a	n/a	REPLACED by new harmonised prices - w.e.f. August 2014
Community Lounge/per hour - 2/3 room	Apr-13	£12.50	n/a		n/a	n/a	n/a	REPLACED by new harmonised prices - w.e.f. August 2014
Community Lounge/per hour - 1/3 room	Apr-13	£6.25	n/a		n/a	n/a	n/a	REPLACED by new harmonised prices - w.e.f. August 2014
Drama group room/per hour	Apr-13	£6.25	n/a		n/a	n/a	n/a	REPLACED by new harmonised prices - w.e.f. August 2014
7-a-side football pitch/per hour	Apr-13	£13.55	n/a		n/a	n/a	n/a	REPLACED by new harmonised prices - w.e.f. August 2014
7-a-side football pitch/per hour - concession	Apr-13	£9.40	n/a		n/a	n/a	n/a	REPLACED by new harmonised prices - w.e.f. August 2014
11-a-side football pitch/per hour - Midlothian Team	Apr-13	£27.05	n/a		n/a	n/a	n/a	REPLACED by new harmonised prices - w.e.f. August 2014
11-a-side football pitch/per hour - Midlothian Team - concession	Apr-13	£17.70	n/a		n/a	n/a	n/a	REPLACED by new harmonised prices - w.e.f. August 2014
11-a-side football pitch/per hour - Non Midlothian Team	Apr-13	£53.05	n/a		n/a	n/a	n/a	REPLACED by new harmonised prices - w.e.f. August 2014
11-a-side football pitch/per hour - Non Midlothian Team - concession	Apr-13	£34.35	n/a		n/a	n/a	n/a	REPLACED by new harmonised prices - w.e.f. August 2014
<u>Newbattle Community High School - historical charges for info only - these are all now replaced by above new Harmonised Charges</u>								
Synthetic Pitch 3G/per hour - 1/3	Aug-10	£16.30	n/a		n/a	n/a	Aug-14	REPLACED by new harmonised prices - w.e.f. August 2014
Synthetic Pitch 3G/per hour - 1/3 - concession	Aug-10	£9.80	n/a		n/a	n/a	Aug-14	REPLACED by new harmonised prices - w.e.f. August 2014
Synthetic Pitch 3G/per hour - 1/2	Aug-10	£19.90	n/a		n/a	n/a	Aug-14	REPLACED by new harmonised prices - w.e.f. August 2014
Synthetic Pitch 3G/per hour - 1/2 - concession	Aug-10	£11.90	n/a		n/a	n/a	Aug-14	REPLACED by new harmonised prices - w.e.f. August 2014
Synthetic Pitch 3G/per hour - Full	Aug-10	£40.00	n/a		n/a	n/a	Aug-14	REPLACED by new harmonised prices - w.e.f. August 2014
Synthetic Pitch 3G/per hour - Full - concession	Aug-10	£24.00	n/a		n/a	n/a	Aug-14	REPLACED by new harmonised prices - w.e.f. August 2014
Synthetic Pitch 3G/per match	Aug-10	£59.60	n/a		n/a	n/a	Aug-14	REPLACED by new harmonised prices - w.e.f. August 2014
Games Hall/per hour	Aug-10	£27.30	n/a		n/a	n/a	Aug-14	REPLACED by new harmonised prices - w.e.f. August 2014
Games Hall/per hour - concession	Aug-10	£16.20	n/a		n/a	n/a	Aug-14	REPLACED by new harmonised prices - w.e.f. August 2014
Gym Hall/per hour	Aug-10	£16.20	n/a		n/a	n/a	Aug-14	REPLACED by new harmonised prices - w.e.f. August 2014
Gym Hall/per hour - concession	Aug-10	£8.60	n/a		n/a	n/a	Aug-14	REPLACED by new harmonised prices - w.e.f. August 2014
Main Hall/per hour	Aug-10	£27.30	n/a		n/a	n/a	Aug-14	REPLACED by new harmonised prices - w.e.f. August 2014
Main Hall/per hour - concession	Aug-10	£16.20	n/a		n/a	n/a	Aug-14	REPLACED by new harmonised prices - w.e.f. August 2014
Bite Site/per hour	Aug-10	£27.30	n/a		n/a	n/a	Aug-14	REPLACED by new harmonised prices - w.e.f. August 2014
Bite Site/per hour - concession	Aug-10	£16.20	n/a		n/a	n/a	Aug-14	REPLACED by new harmonised prices - w.e.f. August 2014
Classroom/Library/Meeting Room/per hour	Aug-10	£10.80	n/a		n/a	n/a	Aug-14	REPLACED by new harmonised prices - w.e.f. August 2014
Classroom/Library/Meeting Room/per hour - concession	Aug-10	£6.50	n/a		n/a	n/a	Aug-14	REPLACED by new harmonised prices - w.e.f. August 2014
<u>Lasswade High School - historical charges for info only - these are all now replaced by above new Harmonised Charges</u>								
Assembly Hall	Sep-13	£21.38	n/a		n/a	n/a	Aug-14	REPLACED by new harmonised prices - w.e.f. August 2014
Atrium	Sep-13	£21.38	n/a		n/a	n/a	Aug-14	REPLACED by new harmonised prices - w.e.f. August 2014