

REPORT TO: POLICY & RESOURCES COMMITTEE – 22 APRIL 2013

REPORT ON: CORPORATE REVIEW OF CHARGES

REPORT BY: DIRECTOR OF CORPORATE SERVICES

REPORT NO: 168-2013

1 PURPOSE OF REPORT

To provide members with details of the proposed alignment of Corporate Charges, as previously agreed, and request approval of these charges for financial year 2013/2014 along with amendments to the associated Policy of Use.

2 RECOMMENDATIONS

It is recommended that the committee:

- 2.1 approves the 2013/2014 alignment of Corporate Charges as attached to this report.
- 2.2 approves the updated Policy of Use associated with the Corporate Charges as attached to this report

3 FINANCIAL IMPLICATIONS

The approval of these charges will generate additional income in financial year 2013/2014. It should be noted however that this additional income has already been assumed in the 2013/2014 Revenue Budget that was approved by Special Policy & Resources Committee on 14 February 2013 (report 77-2013 refers).

4 BACKGROUND

- 4.1 On 27 June 2011, the Policy & Resources Committee approved the Corporate Review of Charges (report 334-2011 refers). The purpose of this review was to harmonise charge levels for similar services e.g. property lets, hire of facilities, sports pitches etc. that were provided across Council departments and by Leisure & Culture Dundee. The principle of the exercise was that similar services should be grouped together. In each of these categories, facilities of similar size or quality of provision, should be charged for at the same or similar rates. The range of charges for each group was also to be simplified to make it more understandable and transparent to service users. Given that certain charges for similar services had historically differed significantly, the review proposed these charges be aligned together over a period of up to 4 years.
- 4.2 The second stage of this review was approved by the Special Policy & Resources Committee on 9 February 2012 as part of the annual Revenue Budget process (report 79-2012 refers). This report included proposed stepped increases for certain charges for financial years beyond 2012/2013 although it was noted these should be considered provisional at that time.
- 4.3 The corporate charging proposals for financial year 2013/2014 are attached to this report. It should be noted that this additional income has already been assumed in the 2013/2014 Revenue Budget as it was previously approved by Special Policy & Resources Committee on 14 February 2013 and this report is specifically in regards to alignment of the Corporate Charges only. Other Departmental Charges, not covered by these corporate charges, were included in the 2013/2014 Review of Charges approved by Special Policy & Resources Committee on 14 February 2013 (report 95-2013 refers).
- 4.4 A proposed revised Policy of Use associated with the Corporate Charges, is attached as Appendix 2. The revisions take into account the recommendations of the Fairness Strategy approved at the Policy and Resources Committee on the 25 June 2012 and the Armed Forces Community Covenant approved at the Policy and Resources Committee of 12 March 2012. It also updates the Policy of Use with the formation of Leisure & Culture Dundee on the 1st July 2011.
- 4.5 A report will be submitted to this Committee in the near future with further recommendations in regards to Corporate Charges with reference to the Fairness Strategy and the desire to tackle financial

exclusion. Future reports may be provided if changes are required due to the introduction of Universal Credit.

5 POLICY IMPLICATIONS

This report has been screened for any policy implications in respect of Sustainability, Strategic Environmental Assessment, Anti-Poverty, Equality Impact Assessment and Risk Management.

There are no major issues.

An Equality Impact Assessment is attached to this report.

6 CONSULTATIONS

The Chief Executive, Head of Democratic and Legal Services have been consulted on the content of this report. All other relevant Chief Officers have also been consulted, insofar as how these charges affect their respective departments.

7 BACKGROUND PAPERS

None

MARJORY M STEWART
DIRECTOR OF CORPORATE SERVICES

15 APRIL 2013

DUNDEE CITY COUNCIL

PROVISIONAL REVENUE BUDGET 2013/2014

REVIEW OF CHARGES

Department : **Corporate**

The following charges relate to services provided across Council departments and by Leisure & Culture Dundee. The purpose of grouping these charges together is to harmonise charge levels for services e.g. property lets, hire of facilities, pitches etc. Where charges for similar services provided have historically differed significantly, the corporate review proposes these now been aligned together over a period of time. Details of these charges together with the proposed stepped increases over the next few years are included below, please note any proposed charges for financial years beyond 2013/14 should be considered provisional at this time. Please note that any additional income that will be generated by Council departments through these charges is detailed separately within their individual departmental pages, and as with other review of charges income is already included within department's Provisional Revenue Budget

Services for which charges are / could be levied	Present Charge			Proposed Charge			
	Commercial £	Standard £	Concession £	Commercial £	Standard £	Concession £	
Swimming Pools							
<u>Large Pool</u>							Olympia Leisure Pool
Session		4.80	3.80		4.80	3.80	
Under 3 year olds & Carers (per session)			1.40			1.40	
Young Scot Swim Discount (per session)		4.10	3.10		4.10	3.10	
Senior Citizen - 5 timer			7.10			7.20	
Showers (for use outwith other bookings)		2.00	1.50		2.00	1.50	
Spectators (per session)		0.30			0.30		
<u>Medium Pools</u>							St Paul's, Grove & Olympia Training Pool
Session		3.50	2.70		3.50	2.70	
Full Pool Hire (per hour)		93.00	55.00		93.00	55.00	
Hire of Lane (per hour)		18.50	12.50		18.50	12.50	
Young Scot Swim Discount (per session)		3.00	2.20		3.00	2.20	
Under 3 year olds & Carers (per session)			1.40			1.40	
<u>Small Pools</u>							Lochee Leisure Pool & St John's Secondary School
Session		2.70	2.30		2.70	2.30	
Full Pool Hire (per hour)		83.00	48.00		83.00	48.00	
Senior Citizen - 5 timer			5.50			5.50	
Young Scot Swim Discount (per session)		2.20	1.80		2.20	1.80	
Under 3 year olds & Carers (per session)			1.40			1.40	
Spectators (per session)		0.10			0.10		
Showers (for use outwith other bookings)		2.00	1.50		2.00	1.50	
Full pool hire							Schools
- normal opening hours (groups only per hour)	60.00	40.00	20.00	60.00	40.00	26.50	
<u>Swimming Lessons (per half hour)</u>							
Leisure & Culture Dundee		4.90	3.80		4.90	3.80	
<u>Community Centres</u>			3.40			3.80	

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DUNDEE CITY COUNCIL**PROVISIONAL REVENUE BUDGET 2013/2014****REVIEW OF CHARGES****Department : Corporate**

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Services for which charges are / could be levied	Present Charge			Proposed Charge			
	Commercial £	Standard £	Concession £	Commercial £	Standard £	Concession £	
Sports Hall / Games Halls							
<u>Large Sports Halls</u> (charges per hour)							Dundee International Sports Centre
Full Room Hire	122.50			122.50			
Football / Hockey		54.00	36.00		55.00	37.00	
Basketball / Volleyball / Netball (per court of 2)		42.00	30.00		43.00	31.00	
Badminton / Short-tennis (per court of 8)		10.20	6.10		10.20	6.20	
Table Tennis		5.50	4.10		5.50	4.10	
Activity Classes		4.80	3.70		4.80	3.70	
Showers (for use outwith other bookings)		2.00	1.50		2.00	1.50	
<u>Medium Sports Halls</u> (charges per hour)							Douglas, Lynch Sport Centres, Lochee Leisure Centre and Grove, St Paul's & St John's Secondary Schools
Full Room Hire (4 badminton court size)	64.50			64.50			
Football / Hockey / Basketball		42.00	30.00		43.00	31.00	
Badminton / Short-tennis (per court)		10.20	6.20		10.20	6.20	
Table Tennis		5.50	4.10		5.50	4.10	
Activity Classes (not in schools)		4.80	3.70		4.80	3.70	
Showers (for use outwith other bookings)		2.00	1.50		2.00	1.50	
<u>Sports Clubs</u> (charges per hour)							St Andrew's, Craigowl & Fintry Primary Schools
Non-accredited level			18.00			19.00	
Accredited level			14.00			14.50	
Development level			9.00			9.50	
<u>Games Halls</u> (charges per hour)							Other Secondary Schools
Hall hire	64.50	30.00	16.00	64.50	35.00	24.00	Year 3 - 2013/2014
					41.00	29.00	Year 4 - 2014/2015
Additional room hire (each)			5.00			5.50	Other Secondary Schools
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DUNDEE CITY COUNCIL

PROVISIONAL REVENUE BUDGET 2013/2014

REVIEW OF CHARGES

Department : **Corporate**

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Services for which charges are / could be levied	Present Charge			Proposed Charge			
	Commercial £	Standard £	Concession £	Commercial £	Standard £	Concession £	
Sports Hall / Games Halls (cont'd)							
<u>Small Sports Halls / Gymnasiums (charges per session)</u>							
Gymnasium	62.50	27.00	21.00	62.50	28.00	22.00	Douglas, Lynch Sport Centres, Lochee Leisure Centre and Grove, St Paul's & St John's Secondary Schools
Full room hire - normal opening hours	38.00	22.00	7.50	38.00	22.00	10.50	Primary Schools
Full Room Hire - normal opening hours	38.00	22.00	10.50	40.00	23.00	11.00	Community Centres
Full Room Hire - outwith normal opening hours							Community Centres
- Monday to Saturday (with RA cover)	50.50	34.50	23.00	51.50	35.50	24.00	
- Sunday (with RA cover)	56.00	40.00	28.50	57.50	41.00	29.00	
Additional room hire (each)			5.00			5.50	Schools & Community Centres
<u>Other</u>							DISC, Douglas, Lynch Sport Centres, Lochee Leisure Centres and St Paul's & Grove Secondary Schools
Dance Studio (per session)	46.00	24.00	18.00	46.00	25.00	19.00	
Fitness Studio (per session)		4.40	3.40		4.50	3.50	
Activity Room - large (per hour)	50.00	24.00	18.00	50.00	25.00	19.00	
Activity Room - small (per hour)	37.00	20.00	14.00	37.00	21.00	15.00	
Activity Classes (per session)		4.80	3.70		4.80	3.70	
<u>Other</u>							Dick McTaggart Gymnastics Centre
Dance Studio (per session)		-	-		22.50	15.00	
Dance Classes (per session)		-			2.50		
<u>Other</u>							All Other Schools
Dance Studio (per session)	46.00	24.00	15.00	46.00	24.00	17.50	
Additional school room hire (each per hour)			5.00			5.50	All Other Schools

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REVIEW OF CHARGES

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				Present Charge			Proposed Charge			
Services for which charges are / could be levied				Commercial	Standard	Concession	Commercial	Standard	Concession	
				£	£	£	£	£	£	
Halls / Rooms (per session plus staff charges at cost)										
<u>Large Hall</u>										McManus Galleries
Ground floor (up to 3 hours)				420.00			420.00			
First floor (up to 3 hours)				470.00			470.00			
Whole Building (up to 3 hours)				630.00			630.00			
Civic Use (up to 3 hours)				50% of hire			50% of hire			
Group tours (each)					50.00			50.00		
<u>Medium Halls</u> (School - large hall)										
8:00am to 4:30pm				55.00	40.00	32.00	55.00	40.00	-	Ashton & Craigie Halls and Central Library - Steps Theatre.
4:30pm to midnight				70.00	55.00	32.00	70.00	55.00	-	
Tuesday to Friday - 8:00am to 4:30pm					53.00			53.00		Mills Observatory - Lecture Room (including talk from the astronomer)
Tuesday to Friday - 4:30pm to midnight					58.00			58.00		
Saturday & Sunday all day					68.00			68.00		
Normal opening hours				55.00	40.00	30.00	55.00	40.00	32.00	Baxter Park - Main Pavillion
Outwith normal opening hours				70.00	55.00	35.00	70.00	55.00	35.00	
Full room hire										Secondary Schools Halls and School Music Centre
- normal opening hours				37.50	22.00	8.00	37.50	22.00	10.50	
Additional school room hire (each per hour)						5.00			5.50	Secondary Schools Halls and School Music Centre
Upper Hall, Bell Street Music Centre (charge per hour)					22.00			22.00		
Lower Hall, Bell Street Music Centre (charge per hour)					22.00			22.00		
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DUNDEE CITY COUNCIL**PROVISIONAL REVENUE BUDGET 2013/2014****REVIEW OF CHARGES****Department : Corporate**

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Services for which charges are / could be levied	Present Charge			Proposed Charge			
	Commercial £	Standard £	Concession £	Commercial £	Standard £	Concession £	
Small Halls (charges per hour)							
Full Room Hire		18.00			18.00		Olympia (The Forum) *
							* 25% discount applies for affiliates to DCSC
Full room hire							Primary Schools
- normal opening hours	30.00	18.00	6.85	31.00	19.00	9.00	
Other Halls (charges per hour)							
Full Room Hire - normal opening hours	30.00	18.00	8.75	31.00	19.00	9.00	Douglas, Whitfield, Kirkton, Charleston, Menzieshill, Ardler & Finmill Community Centres, Ancrum Outdoor Education Centre - Video Room, Central Library Conference Room, Lochee Park Pavillion, Castle Green Leisure Centre and Baxter Park Centre.
Full Room Hire - outwith normal opening hours							
- Monday to Saturday (with RA cover)	43.50	30.00	21.25	45.00	31.50	21.75	
- Sunday (with RA cover)	48.00	35.50	26.75	49.50	37.00	27.50	
Additional School / Community Centre hire (per hour)			5.00			5.50	
Other Rooms / Classrooms (charges per hour)							
Full room hire							Schools
- normal opening hours	25.25	14.45	5.60	26.00	16.00	7.25	
Full room hire							Community Centres
- normal opening hours	25.25	14.45	7.25	26.00	16.00	7.25	
Full Room Hire - outwith normal opening hours							Community Centres
- Monday to Saturday (with RA cover)	37.75	27.00	19.25	39.00	28.00	20.00	
- Sunday (with RA cover)	43.25	32.50	25.25	44.50	33.25	26.00	
Additional School / Community Centre hire (per hour)			5.00			5.50	Community Centres
Full room hire - normal opening hours	25.25	12.50	7.25	-	12.50	-	Burgh Hall (standard charge only)
Full room hire - normal opening hours	25.25	12.50	7.25	26.00	16.00	7.25	Ancrum Centre - Navigation Room

REVIEW OF CHARGES

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1.0 STANDARD RATES

- 1.1 The presumption will be that all charges will be standard unless proven to be concession or deemed to be commercial.

2.0 CONCESSION RATE

Concession rates will be given to individuals or groups if they are covered by the criteria below. Proof of their eligibility will be required via a Leisure Concession Card, the National Entitlement Card or other appropriate documentation. For groups over 75% of the participants must meet the concession criteria to be given the concession rate. The concession criteria does not apply to Children or Juveniles unless provided as an individual specific charge.

Individuals

- 2.1 People in receipt of Council Tax Reduction
- 2.2 People in receipt of State Retirement Pension
- 2.3 Armed Forces Services Personnel, Veterans and their immediate Family
- 2.4 People receiving support under Part VI of the Immigration and Asylum Act 1999.

Groups

- 2.5 Community groups constituted to organise programmes that promotes Community Learning and Development including Friends of Groups. This does not include lets in properties leased to Leisure & Culture Dundee.
- 2.6 National voluntary organisations that provide a service to Dundee City Council that are on the Dundee City Council approved list.
- 2.7 Organisations that are members of Sport Dundee.

3.0 COMMERCIAL RATES

- 3.1 Any individual or company that gains private benefit for themselves or their company, from the let.

4.0 FREE LETS

- 4.1 Free lets or discounted lets at minimal staff charges can be allowed in exceptional circumstances for a stated period of time at the discretion of the Chief Executive, Director of Education, Director of City Development Director, Leisure and Communities or Director of Environment.
- 4.2 Leisure & Culture Dundee will be able to provide free lets in their leased properties at the discretion of their Board.
- 4.3 Any staff member of Dundee City Council, Leisure & Culture Dundee or Out of School Clubs chairs or leader can use a City Council facility for free, if it is to undertake part of their work with groups, subject to the use not displacing a paid let and being available. A City Council staff member must make the booking following standard procedure for the facility and any programme of use must be agreed with the relevant department before the booking is confirmed.
- 4.4 All Councillor's Surgeries as well as local MSPs, MP and MEP will be provided free of charge in all facilities with any associated costs being absorbed by the relevant departments or Leisure & Culture Dundee.
- 4.5 All Community Councils, Neighbourhood Representative Structures and Community Planning Partnership meetings will be provided free of charge.

Part 1: Description/Consultation

Is this a Rapid Equality Impact Assessment (RIAT)? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Is this a Full Equality Impact Assessment (EQIA)? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Date of Assessment: April 2013	Committee Report Number: 168-2013
Title of document being assessed: Corporate Review of Charges	
1. This is a new policy, procedure, strategy or practice being assessed (If yes please check box) <input type="checkbox"/>	This is an existing policy, procedure, strategy or practice being assessed? (If yes please check box) <input checked="" type="checkbox"/>
2. Please give a brief description of the policy, procedure, strategy or practice being assessed.	Annual corporate review of charges and associated policy of use
3. What is the intended outcome of this policy, procedure, strategy or practice?	To have a consistent approach to charging policies and amounts across the Council and Leisure & Culture Dundee.
4. Please list any existing documents which have been used to inform this Equality and Diversity Impact Assessment.	Previous years corporate review of charges
5. Has any consultation, involvement or research with protected characteristic communities informed this assessment? If yes please give details.	On going communication and surveying of customers to City Council Facilities as well as community groups in association with the Fairness Strategy
6. Please give details of council officer involvement in this assessment. (e.g. names of officers consulted, dates of meetings etc)	N/A
7. Is there a need to collect further evidence or to involve or consult protected characteristics communities on the impact of the proposed policy? (Example: if the impact on a community is not known what will you do to gather the information needed and when will you do this?)	On going consultation with Council and Leisure & Culture Dundee customers happens all year and influences the Corporate Charges and associated Policy of Use.

Part 2: Protected Characteristics

Which protected characteristics communities will be positively or negatively affected by this policy, procedure or strategy?

NB Please place an X in the box which best describes the "overall" impact. It is possible for an assessment to identify that a positive policy can have some negative impacts and visa versa. When this is the case please identify both positive and negative impacts in Part 3 of this form.

If the impact on a protected characteristic communities are not known please state how you will gather evidence of any potential negative impacts in box Part 1 section 7 above.

	Positively	Negatively	No Impact	Not Known
Ethnic Minority Communities including Gypsies and Travellers	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gender	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gender Reassignment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Religion or Belief	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
People with a disability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Age	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lesbian, Gay and Bisexual	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Socio-economic	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pregnancy & Maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other (please state)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Part 3: Impacts/Monitoring

1. Have any positive impacts been identified? (We must ensure at this stage that we are not achieving equality for one strand of equality at the expense of another)	Concession rates and who is eligible to receive them have been reviewed and extended
2. Have any negative impacts been identified? (Based on direct knowledge, published research, community involvement, customer feedback etc. If unsure seek advice from your departmental Equality Champion.)	None specific to protected characteristic groups
3. What action is proposed to overcome any negative impacts? (e.g. involving community groups in the development or delivery of the policy or practice, providing information in community languages etc. See Good Practice on DCC equalities web page)	N/A
4. Is there a justification for continuing with this policy even if it cannot be amended or changed to end or reduce inequality without compromising its intended outcome? (If the policy that shows actual or potential unlawful discrimination you must stop and seek legal advice)	N/A

5. Has a 'Full' Equality Impact Assessment been recommended? (If the policy is a major one or is likely to have a major impact on protected characteristics communities a Full Equality Impact Assessment may be required. Seek advice from your departmental Equality lead.)	No
6. How will the policy be monitored? (How will you know it is doing what it is intended to do? e.g. data collection, customer survey etc.)	Annual reviews

Part 4: Contact Information

Name of Department or Partnership	Corporate Services Department
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Type of Document	
Human Resource Policy	<input type="checkbox"/>
General Policy	<input type="checkbox"/>
Strategy/Service	<input type="checkbox"/>
Change Papers/Local Procedure	<input type="checkbox"/>
Guidelines and Protocols	<input checked="" type="checkbox"/>
Other	<input type="checkbox"/>

Manager Responsible	Author Responsible
Name: Marjory Stewart	Name: Paul Thomson
Designation: Director of Corporate Services	Designation: Principal Accountant
Base: Dundee House	Base: Dundee House
Telephone: 01382 433555	Telephone: 01382 433817
Email: marjory.stewart@dundeecity.gov.uk	Email: Paul.thomson@dundeecity.gov.uk

Signature of author of the policy:	Click here to enter text.	Date: April 2013
Signature of Director/Head of Service:	Click here to enter text.	Date: April 2013
Name of Director/Head of Service:	Marjory Stewart	
Date of Next Policy Review:	March 2014	