



fees are based upon cost recovery. Failure to cover costs of service delivery for discretionary services impacts negatively on the council's ability to off set costs.

(b) Risk Management

**The Table below must be completed fully for each recommendation from Section 2**

Recommendation from section 2 above	Risks/Threats/ Opportunities	Current Controls	Using the Risk Management Matrix Score the risk	Future Controls
That the fee for EU settlement document verification support delivered by the Registration Service be increased to from £14.00 to £20.00	Slough EU Citizens and those from the local area are supported to apply for EU settled Status. Charging for this service enables implementation of the Council motion to provide free support for SBC employees and EU Citizens living in Slough with care needs.	The service and fee is promoted on the SBC website and by the SBC HR team. Budget monitoring takes place monthly	3  Negligible impact/ Low probability	Update and any issues on delivery are reported to CMT via the Brexit Steering Group  Ongoing budget and performance monitoring
That the fee for provision of the Safer Food Better Business pack provided by the Consumer Protection team be increased from £12 to £18	Charging for the packs supports reasonable income generation whilst supporting businesses. Failure to set cost recovery fees impacts negatively on ability to off set other service costs.	The service and fee is promoted on the SBC website. Budget monitoring takes place monthly	3  Negligible impact/ Low probability	Ongoing budget and performance monitoring
That the fee for the new provision of Pre-Application Advice, Application Assistance and a 'Check and Send' Service by the Licensing Team be set at a cost recovery rate of £75 per hour, in line with similar service fees.	Charging for pre application advice packs supports reasonable income generation whilst supporting applicants & businesses. Failure to set cost recovery fees impacts negatively on ability to off set other service costs.	The service and fee to be promoted on the SBC website. Budget monitoring takes place monthly	3  Negligible impact/ Low probability	Ongoing budget and performance monitoring

(c) Human Rights Act and Other Legal Implications

There is no identified need for an EIA as the EU Settlement Scheme, the Safer Food Better Business pack or the license application fees as these are central government schemes or processes supported by legislation that has already gone through EIA. EU Citizens with care needs who are resident in Slough are not charged for support for the EU Settlement Scheme.

5 Supporting Information

5.1 EU Settlement Scheme

During the pilot stage of the EU Settlement Scheme in March 2019 the advice from government was to charge £14 per support appointment. This advice changed once the scheme moved to full national delivery from April 2019 to allow local authorities to charge a local cost recovery rate. In line with other Registration Service fees a rate of £20 per appointment has been established. Since April 2019 more than 90 EU Citizens have utilised the service with approximately 45% from outside Slough.

5.2 Safer Food Better Business

As part of the Consumer Protection Service support for new food and existing food businesses the food & safety team provide advice and signposting to information. In addition the service offers bespoke charged for training and advice to help business comply with hygiene and safety standards and achieve a high Food Hygiene Rating Score. A key part of the support is the use of a hard copy hygiene management pack called 'Safer Food Better Business'; it is the increase in printing costs for this pack that has necessitated the increase in fee from £12 to £18.

5.3 Pre-Application Advice, Application Assistance and a 'Check and Send' Service

The provision of Pre-Application Advice, Application Assistance and a 'Check and Send' Service from the Licensing service for new applicants and current license holders will be similar to those already in place with a number of other local authorities. ( See details of London Borough of Redbridge scheme at Appendix 4) The aim will be to support applicants and local businesses in a cost effective way to navigate often complex license application processes and to meet the licensing objectives. The fees cover costs of offer time for delivery of this discretionary service; applicants will still receive basic advice and signposting to key information free of charge.

The charge of £75 per hour (as a pro rata fee for each specific service) is the same formula as already approved and used by SBC Trading Standards and Food and Safety, this will ensure a consistency across the Consumer Protection Service and in the ongoing commercialisation of the services

The new advice service, although primarily for the Licensing Act 2003, will also be in place and available for a number of other complex licensing functions.

6 Comments of Other Committees

There are no comments from other committees

## 7 **Conclusion**

The report details increases in fees to cover the cost of delivery for three discretionary services. The Cabinet is requested to resolve:

- a) That the fee for EU Settlement Scheme document and identification verification support delivered to by the Registration Service be increased from £14.00 to £20.00
- b) That the fee for provision of the Safer Food Better Business pack provided by the Consumer Protection Service be increased from £12 to £18.
- c) That the fee for the new provision of Pre-Application Advice, Application Assistance and a 'Check and Send' Service by the Licensing Team be set at a cost recovery rate of £75 per hour, in line with similar service fees.

## 8 **Background Papers**

'1' - <https://www.gov.uk/government/publications/eu-settlement-scheme-id-document-scanner-locations>

'2' - <http://www.slough.gov.uk/business/environmental-health/new-food-business-and-food-safety-advice.aspx>

'3' - <http://www.slough.gov.uk/business/environmental-health/supporting-your-business.aspx>

'4' - <https://www.redbridge.gov.uk/business-and-regeneration/licensing-including-street-trading/alcohol-and-entertainment-licences/>