

**Fees and Charges Checklist**

<p><b>Corporate and Service Objectives</b>                  Are links made between charges and our corporate and service objectives and are we able to use charges to help deliver these objectives?</p>
<p><b>Users of the Service</b>                  Is there sufficient understanding of our service users and their needs and wishes?                   Have we considered different pricing to specific target groups and has the potential impact of charges or the changes to existing charges been assessed?                   Ensure that you consider the potential diversity and equality issues and where necessary consider and document any issues and mitigation.</p>
<p><b>Comparison with other providers</b>                  Is there a complete picture of competition and providers of similar services – including other Local Authorities?</p>
<p><b>Consultation</b>                  Has the relevant Portfolio holder been consulted and do charges meet with their aspirations and requirements?                   Is wider community consultation appropriate for any of your charges? Has it been undertaken?</p>
<p><b>Performance Management</b>                  Are the principles for charges clearly defined and are clear targets set and monitored. Do we have a clear picture of what is a success?</p>
<p><b>Financial Considerations</b>                  Is the charge at a level to fully recover all costs or if is subsidised - why?                   Have we considered all services for which we can / should charge a fee?                   Are there any fees that we charge, that have not been included in the schedule?                   Are we being radical in our approach to charging and are our charges cost effective?</p>
<p><b>Corporate Income Policy</b>                  Please ensure you adhere to the main principals of the Corporate Income Policy when setting your fees and charges.</p>
<p><b>Legal Considerations and Other Guidance</b>                  Does the Council have the power to levy the charges. Is there any ministerial or other guidance that should be taken into account?</p>
<p><b>Customer Access Review</b>                  Consider whether the CAR for your service includes any issues for specific fees.</p>