



Resources and Governance Scrutiny Committee

Date: Thursday, 16 January 2025

Time: 10.00 am

Venue: Council Antechamber, Level 2, Town Hall Extension

This is a **Supplementary Agenda** containing additional information about the business of the meeting that was not available when the agenda was published.

Access to the Antechamber

Public access to the Council Antechamber is on Level 2 of the Town Hall Extension, using the lift or stairs in the lobby of the Mount Street entrance to the Extension.

Filming and broadcast of the meeting

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Membership of the Resources and Governance Scrutiny Committee

Councillors - Simcock (Chair), Connolly, Evans, Glover, Kilpatrick, Kirkpatrick, Noor, Rasul, Stogia and Wheeler

Supplementary Agenda

- 5. Revenue Budget update and Provisional Local Government Finance Settlement 2025/26** 3 - 14
Report of the City Treasurer.
- This report updates on the revenue budget position and outlines the main announcements from the provisional local government finance settlement 2025/26, which was published 18 December 2024. This report also updates on the grant notifications and the implications for the Council's position.
- 6. Sales, Fees and Charges - Budget 2025/26** 15 - 62
Report of the Deputy Chief Executive and the City Treasurer.
- This report updates the committee on the current work being undertaken to review all sales fees and charges as part of the 2025/26 budget process to ensure that charges are correct, that the costs of providing the services are being recovered and identify opportunities for increasing existing budgets in order to support the overall Council 2025/26 budget.
- 7. Imposition of a 100% Council Tax premium on empty, furnished properties** 63 - 68
Report of the Head of Corporate Revenues.
- This report confirms the Executive's decision on 17 January 2024, introduced on 1 April 2024, to increase the Council Tax on empty properties with the aim of increasing the supply of residential properties and maximise occupation in Manchester. The report also reviews exemptions to a blanket imposition introduced by the government on 1 November 2024.

Further Information

For help, advice and information about this meeting please contact the Committee Officer:

Charlotte Lynch
Tel: 0161 219 2119
Email: charlotte.lynch@manchester.gov.uk

This supplementary agenda was issued on **Thursday, 9 January 2025** by the Governance and Scrutiny Support Unit, Manchester City Council, Level 2, Town Hall Extension, Manchester, M60 2LA

**Manchester City Council
Report for Information**

Report to: Resource and Governance Scrutiny – 16 January 2025
Executive – 22 January 2025

Subject: Revenue Budget Update and Provisional Local Government
Finance Settlement 2025/26

Report of: City Treasurer

Summary

This report updates on the revenue budget position and outlines the main announcements from the provisional local government finance settlement 2025/26, which was published 18 December 2024. This report updates on the grant notifications and the implications for the Council's position. The outcome of the provisional settlement will be considered in light of the consultation results and final options brought forward for decision in February to enable the setting of a balanced budget for 2025/26, and updated forecasts for 2026/27 and 2027/28.

Recommendations

The Resources and Governance Scrutiny Committee is recommended to consider the content of this report and comment on the Provisional Finance Settlement announcements.

The Executive is recommended to:

- (1) Endorse the report
 - (2) Note that if the identified savings of £18.232m for 2025/26 are progressed, alongside the provisional settlement grant increases, it is expected that a balanced budget can be set for 2025/26
-

Wards Affected: All

| | |
|--|---|
| Environmental Impact Assessment - the impact of the issues addressed in this report on achieving the zero-carbon target for the city | The budget reflects the fact that the Council has declared a climate emergency by making carbon reduction a key consideration in the Council's planning and budget proposals. |
| Equality, Diversity and Inclusion - the impact of the issues addressed in this report in meeting our Public Sector Equality Duty and broader equality commitments | Before the 2025/26 budget is set consideration will be given to how any proposed changes could impact on different protected or disadvantaged groups. Where applicable saving proposals will be subject to completion of an Equality Impact Assessment (EqIA) and an Anti-Poverty Assessment. |

| Manchester Strategy outcomes | Summary of how this report aligns to the OMS/Contribution to the Strategy |
|---|--|
| A thriving and sustainable city: supporting a diverse and distinctive economy that creates jobs and opportunities | The effective use of resources underpins the Council's activities in support of its strategic priorities as set out in the Corporate Plan which is underpinned by the Our Manchester Strategy. |
| A highly skilled city: world class and home-grown talent sustaining the city's economic success | |
| A progressive and equitable city: making a positive contribution by unlocking the potential of our communities | |
| A liveable and low carbon city: a destination of choice to live, visit, work | |
| A connected city: world class infrastructure and connectivity to drive growth | |

Full details are in the body of the report, along with any implications for:

- Equal Opportunities Policy
- Risk Management
- Legal Considerations

Financial Consequences – Revenue

The contents of this report outline the full revenue budget consequences of the provisional finance settlement 2025/2026.

Financial Consequences – Capital

None directly arising from this report.

Contact Officers:

Name: Tom Wilkinson
 Position: City Treasurer
 Tel: 0161 234 1017
 E-mail: tom.wilkinson@manchester.gov.uk

Name: Samantha McArdle
 Position: Head of Corporate Finance (Deputy City Treasurer)
 Telephone: 0161 234 3472
 E-mail: samantha.mcardle@manchester.gov.uk

Background documents (available for public inspection):

The following documents disclose important facts on which the report is based and have been relied upon in preparing the report. Copies of the background documents are available up to 4 years after the date of the meeting. If you would like a copy please contact one of the contact officers above.

[Medium Term Financial Strategy and budget 24.25 Executive 14 February 2024](#)

[Revenue Budget process 2025/26 Resources and Governance Committee 10 October 2024](#)

[Revenue Budget Monitoring 2024/25 P6 Executive 13 November 2024](#)

[Revenue Budget Update 2025/26 Resources and Governance Committee 5 December 2024](#)

[Provisional Local Government Finance Settlement announcement 18 December 2024](#)

[Provisional local government finance settlement: England, 2025 to 2026 - GOV.UK](#)

1. Introduction and background

- 1.1 As outlined in previous reports the Council continues to face significant financial pressures in the current year which are forecast to continue and must be addressed in the budget. The 14 November 2024 update to Executive reported a forecast £20m overspend for 2024/25. This level of overspend is unprecedented and is in the context of significant recurrent financial stresses being faced across the Local Government sector, reflecting in particular the national pressures in the health and social care sector.
- 1.2 The provisional 2025/2026 finance settlement was announced 18 December 2024, this is the annual determination of funding for local government from central government. The final settlement is due to be announced in early February 2025, this does not usually change significantly from the provisional settlement.
- 1.3 This report sets out the key elements of the provisional finance settlement, the impact on the Council's budget and the next steps to achieve a balanced budget for 2025/26 and forecast shortfalls for 2026/27 and 2027/28. The recommended final budget position for 2025/26 will be reported to the February 2025 Executive meeting following consideration by the relevant scrutiny committees in early February. By then, the outcome of the budget consultation, key decisions confirming the Collection Fund position for Council Tax and Business Rates base will have been made, final levy amounts will be confirmed by GMCA and the Final Finance Settlement received.
- 1.4 Subject to the outcome of the budget consultation, it is expected that the proposed savings of £18.232m, alongside the provisional settlement announcements, will be sufficient to allow a balanced budget to be set for 2025/26.

2. Update on the Council's budget position

- 2.1 When the Medium-Term Financial Plan (MTFP) was approved in February 2024 a budget gap of £29m was forecast for 2025/26 increasing to c£41m by 2026/27. Extending the MTFP for an additional year to 2027/28, based on the same broad assumptions, added a further £37m to the gap to be addressed, resulting in a total revised gap of £77m for the MTFP. The budget gap was based on an assumption that the 2024/25 budget would remain balanced and outturn on budget; any overspend would therefore increase this gap.
- 2.2 In line with Government assumptions, verified by the Office for Budget Responsibility (OBR) the February 2024 MTFP assumed that government grant funding would be broadly flat in 2025/26 (i.e. essentially a rollover of 2024/25 funding levels). The exceptions were the planned end of New Homes Bonus, potential end of Social Care funding allocated in February 2024 and a business rates reset and redistribution of resources nationally.

- 2.3 A review of the Council's overall position has been carried out, to take account of:
- The impact of pressures causing the 2024/25 forecast overspend, including the need to replenish the general fund reserve.
 - The ongoing impact of those pressures and the rate of growth of demand on 2025/26 and future years.
 - Additional demand for universal services caused by being a growing city.
 - Changes to resources including the provisional settlement announcements.
 - Savings options identified to date.

Forecast pressures

- 2.4 Manchester has seen an increase in children's external residential placement numbers and costs as well as further significant pressures across Adult Social Care budgets, as the number and cost of residents needing care has increased. The result is a forecast 2024/25 overspend of £20m. Whilst this is in line with national trends, other core cities and GM authorities all reporting similar issues, it will still need to be financed. Further pressures include those associated with being vibrant and growing city placing pressure on the need for universal services such as waste collection, disposal and street cleansing. The impact of the employers national insurance contributions and uplifts to the national and real living wage is also placing additional pressures on the Council's suppliers and the voluntary sectors, which needs to be recognised.
- 2.5 These increasing pressures mean that the gap in 2025/26 and beyond will widen with the full year effect of the increased numbers of residents requiring care and support this year. Whilst extremely challenging it is important that a realistic and deliverable budget is set. The table below sets out the pressures in addition to those assumed in the February 2024 MTFP that will need to be funded and explained in the following paragraphs. It is estimated that these additional pressures will come to more than £60m.

Table One: Forecast pressures

| | 2025 / 26 £'000 | 2026 / 27 £'000 | 2027 / 28 £'000 |
|---|--------------------|--------------------|--------------------|
| Addressing the 2024/25 position | 20,000 | 20,000 | 20,000 |
| 2024/25 overspend - Top up general fund | 20,027 | 0 | 0 |
| Sub-total impact of 2024/25 | 40,027 | 20,000 | 20,000 |
| Changes to 2025/26 position | | | |
| 2025/26 demographic and demand pressures | 3,800 | 11,800 | 11,800 |
| Social Care Provider NI increases | 6,000 | 6,000 | 6,000 |
| Supply chain NI and RLW increases | 1,500 | 1,500 | 1,500 |
| Children's Prevention Grant Spend | 5,700 | 5,700 | 5,700 |
| Inflation and Capital Programme Financing Costs | 3,500 | 8,000 | 13,000 |
| Updated GMCA levy forecasts | (463) | (112) | 40 |
| Committed spend against rolled in Grants | 256 | 256 | 256 |
| Total Pressures | 60,320 | 53,144 | 58,296 |

Addressing the 2024/25 position

2.6 Updating the baseline to reflect the impact of the 2024/25 in year position will cost £40m next year, reducing to £20m per annum ongoing. This is driven by the following pressures:

- **Adult Social Care** – There continues to be substantial financial risk in this area with demand continuing to increase, despite the efforts and investment in prevention and demand management. Increased demand is linked to increased complexity in younger working age adults and increased demand into homecare, linked to average package size.
- Homecare hours have increased by 10% and the average package cost has increased 6%, compared to 2023/24. The latter demand is due to several complex variables including demand flowing through the hospital system, the impact of stable numbers entering into care homes (meaning that citizens are being supported to stay at home for longer) as well as changes in demand due to the longer-term impact of the covid pandemic.
- Substantial work continues in ASC to manage demand building on the success of Better Outcomes, Better Lives which has ensured significant avoided costs. This includes expansion of reablement to support complex working age adults and targeted work on homecare including Trusted Assessor and Moving and Handling (further detailed has been reported to Health scrutiny).
- The recurrent budget would need to increase by £10m to fund the current level of demand.
- **Children's Social Care** budgets are also under considerable pressure, related to the complexity and cost of supporting the needs of Children who are in external residential settings. External residential placements have seen a continued rise reaching 125, which is 20 above budget. Just

over half of the Children's placement costs relate to c9% of Children and Young people who are looked after. The budget would need to increase by £8m to fund the current level of activity.

- **Home to School Transport** costs have also increased in 2024/25, due to the growth in the number of Children in receipt of an Education, Health and Care Plan (EHCP) and being eligible for support in travelling to school. This is costing an additional £2m on a recurrent basis.

- 2.7 The elevated cost base in Adults and Children's Services which is causing the current year overspend, needs to be managed down. Whilst it is necessary to set a balanced budget that funds all expenditure, both Directorates are being challenged on the actions and mitigations they are taking to reduce this level of expenditure. It will therefore be necessary to set aside £20m corporately, in recognition of the current high cost base. Whilst it may be necessary to allocate some of this to Adults and Children's to cover existing costs, this will be subject to a full business case and action plan around demand reduction and costs in these services.
- 2.8 Finally in relation to funding the 2024/25 overspend, it will be necessary to replenish the General Fund reserve for the expected level of overspend of £20m, the details were reported to the Executive in November 2024. When the budget was approved the General Fund reserve balance at 31st March 2025 was forecast at £23.4m. The current overspend would reduce this to £3.4m. This brings additional pressure to the 2025/26 budget as the reserve will need to be topped back up to maintain at a robust level.

Changes to 2025/26 position

- 2.9 **2025/26 demographic and demand pressures increase of £3.8m** to recognise part of the full year impact of the pressures faced this year in 2025/26 and beyond. There is considerable work underway to invest in prevention and manage demand to mitigate the full impact, however, there remains a risk that the upwards trajectory of demand may continue. There are also increasing universal costs incurred by Neighbourhood Services, linked to the success and growth of the City. The allocation of these budgets will be finalised as costs become more certain.
- 2.10 The Autumn Statement included a decision to increase employer **National Insurance Contributions** (ENICs) by 1.2% points to 15%, coupled with lowering the secondary threshold on which NICs are paid from £9,100 per year to £5,000 per year. Funding of £515m for the increase will be made available to local government, allocations will be notified at the final settlement. The Council share of the £515m is estimated at £6m which will be sufficient to cover the increased MCC staff costs which are directly funded by Council budgets. The provisional allocation do not provide for staffing funded from non-core income streams, such as fees and charges. This is estimated at £2m and will be recovered through revising charges and income generation.

- 2.11 In relation to the additional costs incurred by the Council's supply chain, there is national lobbying taking place to seek additional government support for key sectors, such as social care providers and the voluntary sector. However, this is not currently expected and the estimate of costs to support these sectors and contractual obligations are as follows:
- Increased costs faced by Adult Social Care providers. Discussions are underway around the appropriate level of uplift to framework rates to support the sustainability of the market. At this point it is estimated that £6m is required to be set aside for this purpose
 - Other key suppliers to the Council including the Voluntary sector, with an estimate that £1.5m should be earmarked to meet contractual obligations and support.
- Allocations and levels of support for the voluntary sector will be determined based on need, due to the financial constraints in this budget.
- 2.12 **Children's Social Care Prevention Grant spend £5.7m.** This is funded by a new grant, intended to boost local authority investment in early help and family support services. The grant conditions and expectations will be published as part of the Final Settlement in February. It is expected that any spend in this area will directly result in a reduction of demand and associated costs in future years.
- 2.13 **Increased Inflation and Capital Financing costs.** Whilst the CPI measure of inflation has reduced, the Council is still experiencing inflationary pressures through energy and the supply chain. There are also additional costs associated with the capital programme, including continued elevated construction prices driving budget increases, and high interest rates, the impact of this is estimated at £3.5m, increasing to £13m by 2027/28.
- 2.14 The forecast **GMCA levies** (waste and transport) have been updated, in line with the latest indications from GMCA. These will be finalised and formally confirmed in February 2025.
- 2.15 Several **small grants** which were previously received directly by departments have now been rolled into the Settlement Funding Assessment. These total £256k. It is proposed that directorate budgets are increased to reflect the commitments made against this funding

Changes to Resources

- 2.16 The settlement announcements were positive considering the unprecedented cost pressures being experienced. An additional £48.6m has been made available from within core spending power, when compared to assumptions made when the last MTFP was last reported in February 2024.
- 2.17 There will be a comprehensive spending review in Spring 2025 which will set the funding envelop for local government for the following two years to the end of 2027/28. This process will include a fundamental review of the funding distribution formulas, but it is expected that the various funding strands that currently make up core spending power will remain available for

local government. The Autumn statement saw a front loading of spending plans from which the council has benefited. However, it is expected that there will be funding constraints from 2026/27. The MTFP therefore assumes the cash total remains flat for futures years and will be revisited following the spring spending review, when more information is known.

- 2.18 Other resource changes as a result of reviewing the model and other grants are expected to result in a further £22.2m being available, as shown in the table below and explained in the paragraphs which follow.

Table Two: Forecast changes to resources

| | 2025 / 26 £'000 | 2026 / 27 £'000 | 2027 / 28 £'000 |
|---|--------------------|--------------------|--------------------|
| Grants within Core Spending Power: | | | |
| New Homes bonus (continued) | 5,789 | 5,789 | 5,789 |
| Social Care Grant continuation of late 2024/25 increase (continued) | 5,555 | 5,555 | 5,555 |
| Additional Social Care Grant (increase) | 11,947 | 11,947 | 11,947 |
| Children's prevention grant (New) | 5,692 | 5,692 | 5,692 |
| Recovery Grant (New) | 19,658 | 19,658 | 19,658 |
| Total changes to grants within Core Spending Power | 48,641 | 48,641 | 48,641 |
| Other resource changes: | | | |
| EPR Grant and waste rebates (new) | 6,855 | 0 | 0 |
| Business Rates - Green Plant and Machinery grant (continued) | 500 | 0 | 0 |
| Reprofile Business rates reset / Settlement risk (deferred) | 15,000 | 0 | 0 |
| Housing Benefit Admin subsidy (reduction) | (139) | (139) | (139) |
| Total other resource changes | 22,216 | (139) | (139) |
| | 70,857 | 48,502 | 48,502 |

Grants within Core Spending Power

- 2.19 A further year of **New Homes Bonus** grant was confirmed for 2025/26 with the same methodology as 2024/25. The Council's forecast receipt is £5.8m.
- 2.20 **Social Care grants** – total £22.2m. The 2024/25 Social Care Grant allocation of £5.55m has been continued, and there is an additional £11.9m for 2025/26. In addition a new **Children's Social Care Prevention Grant** of £5.7m has been announced in the provisional settlement. Conditions placed on the grant will be published alongside the final settlement. These additional grants have been increased in part in recognition of the pressures being felt nationwide across the social care sector.
- 2.21 A new **Recovery Grant** of £600m was announced, targeted at places with greater need and demand for services and less ability to raise income locally. The Council's share is £19.7m.

Other Funding Changes

- 2.22 **Extended Producer Responsibility** packaging scheme will charge a levy on producers of packaging to encourage more environmentally friendly and recyclable packaging, with the proceeds being passed to councils who collect and disposal of that waste. The levy came into place on 1st January 2025 and authorities will receive an estimated £1.1bn in new funding from this income stream (with amounts guaranteed by the Treasury in 2025/26).
- 2.23 Local authorities were notified of their EPR allocations on 28 November 2024. Manchester will receive £6.8m in 2025/26 made up of MCC EPR grant (£3.616m) and a share of the GM EPR grant (£3.238m). The EPR grant is only guaranteed in 2025/26 and is based on Treasury estimates. It is anticipated that behaviour change is likely to reduce the amount of income in future years.
- 2.24 **Business Rates - Green Plant and Machinery grant** of £0.5m, was provided in late 2023/24 after the budget was set and will continue until the Business Rates system reset, now expected to be 2026/27.
- 2.25 **Reprofile Business rates reset / Settlement risk** - When the MTFP was set it was envisioned that reforms to local government funding, and the business rates retention system reset would take place in 2025/26. The MTFP included £15m to recognise the risk around the redistribution of resources following these funding reforms. The government has now indicated a business rates system reset will not happen before 2026/27 at the earliest, but this is still to be confirmed along with the format and extent of the reset. The risk has therefore been rolled back a year in the MTFP to 2026/27. A full assessment of the level of risk will be made following the Comprehensive Spending Review in Spring 2025.
- 2.26 As announced in the Autumn Budget, **funding for homelessness services** is increasing next year by £233 million compared to this year (2024/25). This brings the total grant supporting homelessness and rough sleeping to nearly £1 billion in 2025/26. For Manchester this reflects a net increase of funding of £4.7m which will enable the Homelessness service to deliver a balanced budget in 2025/26, recognising the budget pressure reported in 2024/25 due to a shortfall in Homelessness Prevention Grant and the increasing demand on services due to Asylum Dispersal.

Savings options

- 2.27 Officers were challenged with identifying £50m of savings options over the MTFP period for member consideration. Work on the 2025/26 budget started early and considerable progress was made with officers identifying £41.5m of savings options, to be delivered over the next three years. In December, all scrutiny committees received a short update on the Council's budget including a high-level update on the three-year position. Each Committee was invited to consider the proposed savings within its remit and make recommendations to the Executive before it considers the final budget

proposals in February 2025. The majority of savings are aimed at efficiency and income generation, with front line services protected as much as possible.

Table Three: Savings Options by Directorate

| | Identified Amount of Saving | | | |
|-----------------------------|-----------------------------|---------------|---------------|---------------|
| | 2025/26 | 2026/27 | 2027/28 | Total |
| | £'000 | £'000 | £'000 | £'000 |
| Children Services | 2,021 | 3,068 | 2,904 | 7,993 |
| Adults | 1,125 | 4,300 | 6,575 | 12,000 |
| Public Health | 71 | 453 | - | 524 |
| Corporate Core - Resourcing | 2,963 | - | - | 2,963 |
| Corporate Core - Services | 5,992 | 529 | 328 | 6,849 |
| Neighbourhoods | 4,471 | 1,940 | 2,426 | 8,837 |
| G & D | 1,604 | 378 | 386 | 2,368 |
| Total options | 18,247 | 10,668 | 12,619 | 41,534 |

Summary Updated MTFP

- 2.28 Table four sets out the revised resource position, the assumed changes to spend and savings options. With the current proposals the Council will be able to fund the 2024/25 overspend and set a balanced budget for 2025/26. There is uncertainty regarding the resourcing allocations for 2026/27 and 2027/28, however, the government has made its intentions clear in terms of introducing a fairer funding system which better recognises deprivation and ability to raise funds locally through council tax. Whilst the outlook for the public finances generally continues to be challenging, greater funding certainty and a more transparent funding system is welcomed.
- 2.29 It is proposed that the MTFP is reviewed and updated in the summer following the Spring comprehensive spending review.

Table Four: High level potential change to budget gap

| | 2025 / 26 £'000 | 2026 / 27 £'000 | 2027 / 28 £'000 |
|--------------------------|--------------------|--------------------|--------------------|
| Original MTFP gap | 28,748 | 40,622 | 77,370 |
| Changes to resources | (70,857) | (48,502) | (48,502) |
| Changes to spend | 60,320 | 53,144 | 58,296 |
| | 18,211 | 45,264 | 87,164 |
| Savings options | (18,232) | (28,875) | (41,504) |
| Updated Gap | (20) | 16,390 | 45,661 |

3. Longer term funding reform

- 3.1 A consultation on Local Authority Funding Reform was released alongside the Provisional Settlement which closes on 12 February 2025. This builds on

the previous Fair Funding Review (FFR) consulted on in December 2018 which recognised the existing system is unfair and based on outdated metrics. Government will look to revisit evidence-based factors within the new funding formulas, including deprivation, demand for services and council tax equalisation, as well as updating for levels of population.

- 3.2 There is widespread consensus that the current funding system for local government is outdated and unfair. The data underlying the funding assessment of each local authority has not been updated since around 2012. The Business Rates system has also become overly complicated and increasingly difficult to influence and forecast. The current government has announced it will resume the planned funding reforms and aims to implement new formulas from 2026/27. The funding reforms will include the Settlement Funding Assessment (SFA), the Business Rates Retention System (BRRS) and a replacement for the New Homes Bonus grant.

4. Next Steps

- 4.1 The proposed next steps are as follows:
- 16 January - RAGOS - update on the budget position, settlement outcome
 - 22 January - Executive - update on the budget position, settlement outcome
 - 31 January - Collection Fund decisions to set Council Tax level and Business Rates budget
 - 11-13 February - Scrutiny Committees consider final proposals
 - 19 February - Executive receive proposed budget
 - 26 February - Resources and Governance Budget Scrutiny and report on budget consultation responses
 - 1 March - Council approval of 2025/26 budget

Manchester City Council Report for Information

Report to: Resources and Governance Scrutiny Committee – 16 January 2025

Subject: Sales, Fees and Charges – Budget 2025/26

Report of: Deputy Chief Executive and City Treasurer

Summary

The current 2024/25 Council budgets include over £132m per annum of income generated through sales, fees and charges. This is for services provided to residents, businesses and visitors to the city. There is a large schedule of charges for the wider variety of services provided, and these are set out in Appendix 2.

The income raised makes an important contribution to the delivery of these services and the financial stability and sustainability of the Council, so it is important that fees and charges are reviewed regularly.

This report updates the committee on the current work being undertaken to review all sales fees and charges as part of the 2025/26 budget process to ensure that charges are correct, that the costs of providing the services are being recovered and identify opportunities for increasing existing budgets in order to support the overall Council 2025/26 budget. The options developed outline over £4.772m of proposed additional income budgets, which has been an important element of working to balance the budget and minimise the impact of budget cuts on residents.

In setting the rates to be charged, the current economic and inflationary environment has been considered alongside the impact on residents and service users. The Council has had to identify savings in order to address the budget gap of £29m in 2025/26, £41m in 2026/27 and £77m in 2027/28.

Initial options were taken through scrutiny panels in December, and further budget reports outlining the final budget proposals will be taken to scrutiny meetings in February 2025.

Recommendations

The Committee is recommended to:

- (1) Note and comment on the proposed changes to sales, fees and charges.
-

Wards Affected: All

| | |
|--|--|
| Environmental Impact Assessment - the impact of the | The budget reflects the fact that the Council has declared a climate emergency by making |
|--|--|

| | |
|--|--|
| issues addressed in this report on achieving the zero-carbon target for the city | carbon reduction a key consideration in the Council's planning and budget proposals. |
| Equality, Diversity and Inclusion - the impact of the issues addressed in this report in meeting our Public Sector Equality Duty and broader equality commitments | Consideration has been given to how the proposed savings could impact on different protected or disadvantaged groups. Where applicable proposals will be subject to completion of an Equality Impact Assessment (EqIA) and an Anti Poverty Assessment. |

| Manchester Strategy outcomes | Summary of how this report aligns to the OMS/Contribution to the Strategy |
|---|--|
| A thriving and sustainable city: supporting a diverse and distinctive economy that creates jobs and opportunities | The effective use of resources underpins the Council's activities in support of its strategic priorities as set out in the Corporate Plan which is underpinned by the Our Manchester Strategy. |
| A highly skilled city: world class and home grown talent sustaining the city's economic success | |
| A progressive and equitable city: making a positive contribution by unlocking the potential of our communities | |
| A liveable and low carbon city: a destination of choice to live, visit, work | |
| A connected city: world class infrastructure and connectivity to drive growth | |

Full details are in the body of the report, along with any implications for:

- Equal Opportunities Policy
- Risk Management
- Legal Considerations

Financial Consequences – Revenue

Sales, fees and charges currently generate over £132m of income that supports the City Council budgets. As part of the annual budget process, it is best practice to review all sales, fees and charges to ensure that they are recovering full costs of providing the service. As part of the budget proposals there is an income budget increase of £4.772m. Details of the increases by directorate and service area are set out in Appendix 1, with a detailed schedule of proposed fees and charges by service area set out in Appendix 2. The increases can be met from a combination of realigning existing

income budgets, where budgets overachieve because of higher than forecast activity levels, and applying an annual inflationary uplift across most of the existing charges.

Financial Consequences – Capital

None directly arising from this report.

Contact Officers:

Name: Tom Wilkinson
Position: City Treasurer
Tel: 0161 234 1017
E-mail: tom.wilkinson@manchester.gov.uk

Name: Paul Hindle
Position: Head of Finance – Corporate Core, Neighbourhoods, Growth and Development
Telephone: 07812 057541
E-mail: paul.hindle@manchester.gov.uk

Background documents (available for public inspection):

Not applicable

1. Introduction and Purpose

- 1.1 The Local Government Act 2003 provides Local Authorities with the power to charge for some goods and services that can be used to promote or improve local economic wellbeing. Income generation forms a significant part of the overall funding of a number of key Council services, raising over £132m per annum.
- 1.2 Income raised by Councils from sales fees and charges is utilised to fund the costs of delivery of the services charged for and related activities. Some fees and charges are set by government through legislation which is very specific about what the income can be used to fund. The amount of income generated by the Council can vary year on year, depending on levels of activity and prices charged, with the total level being affected by external influences outside of the Council's control, for example, behaviour changes post pandemic and wider economic factors including the cost-of-living crisis. It is therefore important that the budgets are reviewed and realigned to reflect the most up to date trading position, and any other known factors. This report provides an overview of the sales, fees and charges levels that are proposed to be set for the 2025/26 financial year.
- 1.3 The annual review of charges and income budgets allows budgets to be realigned, adjusting for changes in activity. In reviewing charges, the following key principles are applied: -
- A regular review of sales fees and charges, resulting in small annual incremental increases to reduce the impact of large increases if reviews are not done for long periods of time.
 - All services provided and charged for should demonstrate that they are operating on a cost recovery basis, in some instances this can be smoothed over multiple years and is subject to external scrutiny.
 - Increases to fees and charges must be balanced against the inflationary impact on the costs of delivering those services, whilst being mindful of the need to protect residents from unaffordable price increases, particularly during a cost-of-living crisis.
 - Some services are also provided to internal Council departments, and inflationary increases do impact on other Council budgets, therefore it is important that there is no cross subsidy particularly for externally delivered services.
- 1.4 The annual review process also allows the Council to consider where raising fees and charges as a legitimate contribution to reducing the overall budget gap and to protect service delivery. Whilst for some services the Council is obligated to increase fees and charges to cover costs, in areas where there is discretion, care is taken to minimise the burden of charges on residents and to deliver as efficient service as possible.
- 1.5 As part of the 2025/26 budget process, it is proposed to increase income budgets from sales, fees and charges by c.£4.772m, the table below breaks this down across directorates.

| Directorate | 2024/25 Gross Income Budget £000's | Proposed Changes £000's | Proposed 2025/26 Gross Income Budgets £000's |
|----------------------|---|--|---|
| Corporate Core | 40,395 | 464 | 40,859 |
| Neighbourhoods | 55,996 | 3,903 | 59,899 |
| Growth & Development | 35,663 | 405 | 36,068 |
| Grand Total | 132,054 | 4,772 | 136,826 |

2. Sales, Fees, and Charges Overview

Current Financial Year

- 2.1 Overall income budgets are over £132m, and the current years forecast is a shortfall of £0.829m against budget, further breakdown across services is provided in the following paragraphs.
- 2.2 Neighbourhood Services have a gross income budget of c.£56m and are forecasting a small income shortfall of c£78k overall in 2024/25, this is mainly due to:
- The main area of underachievement is markets c£354k through reduced income because of ongoing reduced footfall across both retail markets and wholesale markets due to a reduced number of stall holders.
 - The income shortfall is partially mitigated by over achievement on income across a range of services including waste (£28k), Libraries (£48k), specialist markets (£17k) Fleet (£187k) and bereavement services (£12k)
- 2.3 The Growth and Development Directorate have a gross income budget of c.£35.6m and are currently forecasting a shortfall of c£471k against budget. The main shortfall is in building control and this is largely due to resources because of vacant posts. Officers are currently reviewing activity and anticipate that the income budgets will be achieved in 2025/26.
- 2.4 The Corporate Core has an income budget of £40.395m and are currently forecasting a small shortfall of c£280k. The main factors making up the shortfall are
- Legal services are forecasting a shortfall of c£0.765m in respect of external or third-party income.
 - The shortfall is mainly offset by Registrars who are forecasting a £450k overachievement.
- 2.5 The table summarises the high-level overview of the sales fees and charges budget and forecast for 2024/25.

| Service Area | 2024/25 Budget | 2024/25 Forecast | 2024/25 Variance |
|------------------------|-------------------|---------------------|---------------------|
| | £000's | £000's | £000's |
| Neighbourhood Services | 55,996 | 55,918 | 78 |
| Growth & Development | 35,663 | 35,192 | 471 |
| Corporate Core | 40,395 | 40,115 | 280 |
| Total | 132,054 | 131,225 | 829 |

3. 2025/26 Review Process and Proposed Price Increases

- 3.1 As part of the budget process, it is important that sales fees and charges are reviewed annually, as part of the review the following factors have been considered:
- Budget alignment – ensuring the annual budgets accurately reflect the forecast activity and financial position for each income line. This covers both over and under budget alignment and is primarily activity driven.
 - Contractual changes – contractual terms and conditions often include annual adjustments in line with pre agreed inflationary indices, and it is important that these uplifts are captured annually as part of the budget process.
 - Full review of all charges and ensure an inflationary uplift is applied to reflect increased costs and help support the wider Council 2025/26 budgets.
 - Cost of delivery – ensuring that the costs of delivering the service are covered by the fees charged. This is particularly relevant given the recent high inflation rates impacting costs of staffing and other input cost such as supplies and services required to provide services.
- 3.2 Appendix 1 sets out details of the 2024/25 budget and forecasts, and the proposed changes to the current year's budgets arising from each of the areas reviewed to determine proposed 2025/26 budgets.
- 3.3 As part of the review, where relevant equality impact assessments are undertaken to understand the impact on residents and other service users, alongside any wider impact of changes.
- 3.4 It is important that all traded services cover their costs, with fees and charges adjusted annually to ensure that any inflationary costs for both pay and non-pay costs are recovered. In most cases the increased income budgets will fund the increased costs and reduce the call on the Council's overall corporate inflation provision.
- 3.5 Where charges directly impact on residents, it is proposed that charges are restricted to a maximum increase of 5% and whilst this is slightly above the current CPI inflation rates, it needs to reflect the levels of inflation seen within the services being delivered, in order to contribute towards the overall budget for 2025/26.

4. 2025/26 Proposed Changes by Service

- 4.1 The following section summarises the key proposed changes to the income budgets of each service area. Further detail is provided in Appendix 1, which details the budgetary impact of the proposed changes by service. Appendix 2 setting out the detailed listing of both current year's prices and proposed prices for 2024/25 which will form part of the over budget approvals in February.

Neighbourhood Services (Gross Income Budget £55.996m)

- 4.2 Neighbourhoods Services has a variety of fees and charges, and these range from large-scale city-wide advertising contracts to individual pest control and fleet charges. The table below illustrates the proposed high-level changes to sales, fees and charges budgets across Neighbourhood Services Directorate. The changes include reflecting proposed adjustments due to reduce overall activity, contractual price increases and proposed inflationary price increases to cover the cost-of-service delivery.

| | £000's | £000's |
|--|--------|---------------|
| Neighbourhoods 2024/25 Budget | | 55,996 |
| Specific Budget Proposals | 3,031 | |
| General inflationary Increase | 500 | |
| Prior year approved increases – Bereavements | 372 | |
| Sub Total Changes | | 3,903 |
| Proposed 2025/26 Budgets | | 59,899 |

- 4.3 Neighbourhood Services income budgets are expected to increase by a net £3.903m in 2025/26, from a combination of realigning budgets, contractual price increases and other increases required to cover inflationary increases in costs. As part of the budget proposals services have identified £3.031m of increased income which were initially proposed as part of the December budget proposals and further details are set out below.
- 4.4 The Council has two large contracts for advertising, they are large format and small format contracts. The contracts generate an income to the Council for use of land and buildings for siting of the screens. Both contracts are uplifted annually by inflation, and the large format also contains a clause that pays an additional amount based on performance of the sites, and income generated. The forecasts estimate an additional £1.915m will be generated over the next three years, with an initial £0.785m in 2025/26.
- 4.5 Parks have identified savings of £125k and all is to be achieved through increased income generation, and the proposed changes include: -
- £100k through increased income from concession contracts, where commercial companies pay fees to the City Council to trade within the parks. This included catering opportunities, leisure and other attractions.
 - Allotment charges are to be reviewed and increased, the increase will ensure allotment charges are aligned to charges set by other Core Cities. The forecast savings from increased income is c£25k.

- 4.6 Commercial and Events have identified proposed savings of £400k for 2025/26 through increased income, £375k of this is one off and will arise from the increased number of concerts at Heaton Park in 2025/26. The balance of savings is from increased income through increased commercial use of spaces across the City Centre.
- 4.7 The Galleries public programme is funded through a combination of both city council resources, and external funding. In order to provide mainstream savings of £68k spread over two years, it is proposed that officers will identify and bid for additional external funding to support the ongoing public programme of exhibitions.
- 4.8 Compliance Service have identified increased income opportunities of £87k in 2025/26, this will be achieved through increasing charges for fixed penalty notices in respect of fly tipping, fly posting and littering.
- 4.9 Highways service makes charges for services provided to others, this will include licences and permits by companies working on the highways. It is proposed that a 5% uplift will be applied to sales fees and charges made by the service annually over the next three years. This will realise increased income of c£100k in 2025/26.
- 4.10 Parking Services directly supports the transport strategy for the city and our operational highway activities with the aim to keep the city's roads moving. The off street car parking charges were increased in late 2024 to ensure they are aligned with other carparks in the city centre, but also aligned to other core cities. It is forecast that the changes will generate an additional £1.5m per annum, and this will be used to part fund the costs of the transport levy.
- 4.11 The traded services within operations and commissioning operate on a traded basis, and it is important that the fees and charges for services are reviewed annually to ensure that there is no subsidisation of the services, and that they are fully recovering the costs of providing the service. Historically reviews have not been done annually and often this has led to periodic large increases in prices, rather than more frequent lower increases.
- 4.12 As part of this work, it is proposed that the fees will be increased by 5%, this is higher than inflation but is intended to ensure that the services do fully recover their costs and that there is an opportunity to support the wider council budgets. It is forecast that applying an 5% increase to sales fees and charges across the Neighbourhoods Directorate will generate an additional £0.5m in 2025/26 and over 2026/27 and 2027/28 a further £1.15m. This is in addition to the service specific proposals and initial proposals of how the £0.5m is to be allocated is set out in Appendix 1, final approval to these changes will be sought as part of the budget papers in February 2025.
- 4.13 In addition to the above proposals an increase of £372k for 2025/26 was approved for bereavement services as part of the 2024/25 budget process. This will be achieved through increasing existing charges and the proposed new charges are set out in Appendix 2.

Growth and Development (Gross Income Budget £35.663m)

- 4.14 Growth and Development generates around 60% of its income from rents and leases in the Investment Estate. Most of the remaining charges are set by Government or operate on a trading basis which must cover costs of delivery. In some cases, the costs of delivery can be recovered over several years, to reflect the variations in activity from year to year.
- 4.15 The investment estate includes a range of assets, from small scale ground rents, to shopping centre and industrial estate rents. The total number of assets managed is c2,000 and each of these assets have separate lease arrangements and review cycles. Investment estate rents are affected by the economic climate, with risks around business failures, rent arrears and void periods. Any change to rents of individual properties are in line with the lease arrangements and these will be reflected in the in year position. These risks are monitored and managed closely throughout the year.
- 4.16 Savings of £0.815m have already been approved as part of the 2023/24 budget and are to be delivered through increased annual rental income of from Manchester Airport Group. The increase was based on estimates provided by the Airport and achievement of this income is dependent on performance being in line with or better than the forecasts provided. This is netted down by a £0.5m budget adjustment in respect of investment estate income appertaining to the 2024/25 £1.25m approved savings.
- 4.17 Planning fees are set by Government, in December 2023, they introduced a significant fee increase of 35% increase in major planning application fees and 25% for all other fees. At the same time, they announced that fees would be subject to an annual indexation increase, with the first increase applied from April 2025. The increase is capped at 10%, but for budgeting purposes an assumed increase of 5% has been built into the 2025/26 budget planning and this equates to an annual increase of £75k, the actual uplift has not yet been announced.
- 4.18 In addition to the above an annual inflationary uplift of £15k is included in respect of the contractual arrangements for the solar panel contracts.
- 4.19 The table summarises the high-level changes across Growth and Development which shows a net increase in budgets of £85k.

| | £000's | £000's |
|--|--------|---------------|
| Growth and Development 2024/25 Budget | | 35,663 |
| Planning annual inflationary uplift | 75 | |
| Solar Panel contractual uplift | 15 | |
| Investment Estate – Prior year approved increase | 315 | |
| Sub Total Changes | | 405 |
| Proposed 2025/26 Budgets | | 36,068 |

Corporate Core (Gross Income Budget £40.395m)

- 4.20 The Corporate Core generates c.63% of its income from Bus Lane Enforcement and on street parking fees, the proceeds of which must be reinvested into providing transport related services and road safety. Registrars and Communications Services provide services direct to the public. The remainder of other service income is derived from the delivery of corporate service activity to other Local Authorities or organisations, examples include Legal Services to Salford and Rochdale, Internal Audit and Procurement support to Bolton. It is important to note that these arrangements must breakeven, ensure full cost recovery but not make a profit. The advantage to the Council of providing such services is the contribution towards shared overheads, greater service resilience and economies of scale.
- 4.21 The table below provides the high-level changes across the Corporate Core and shows an increase in budget of £0.464m.

| | £000's | £000's |
|---|--------|---------------|
| Corporate Core 2024/25 Budget | | 40,395 |
| Registrars | 248 | |
| Proposed increases to cover pay award costs | 216 | |
| Sub Total Changes | | 464 |
| Proposed 2024/25 Budgets | | 40,859 |

- 4.22 Registrars' fees are set by Government and savings of £248k are proposed for 2025/26 from increased income as a result of citizenship ceremony fees increasing from £80 to £130, and certificate fees increasing from the current £11 to £12.50.
- 4.23 Legal services provide external support to both Salford and Rochdale Councils and as part of that contract the costs of the annual pay award are passed on as part of the agreement. The forecast increase for 2025/26 is £170k, and this will fund the forecast annual pay award costs.
- 4.24 Both Communications and Human Resources are proposing to increase prices for external customers, this will include payroll provision and M4 costs for printing and production. The proposed increases will realise around £46k and will be used to offset existing pressures in the service budgets.

4.25 The result of these changes is highlighted in the table below.

| Service Area | 2024/25 Budget £000's | 2024/25 Forecast £000's | Proposed 2025/26 Budgets £000's | Total Change in Income Budget £000 |
|------------------------|--------------------------------------|--|--|---|
| Neighbourhood Services | 55,996 | 55,918 | 59,899 | 3,903 |
| Growth & Development | 35,663 | 35,192 | 36,068 | 405 |
| Corporate Core | 40,395 | 40,115 | 40,859 | 464 |
| Total | 132,054 | 131,225 | 136,826 | 4,772 |

5. Future opportunities and Risks

- 5.1 The inflationary increases have been considered as part of the budget process, but there is a risk that increased charges could have an adverse impact on the overall income if usage and customers reduce due to the higher prices.
- 5.2 The income budgets are monitored throughout the financial year to highlight any emerging risks or shortfalls against budgets so mitigating actions can be identified.

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Appendix 1 Neighbourhoods

| Service Area | 2024/25 Budget £000's | 2024/25 Forecast £000's | Prior Year approved changes £000's | General Inflationary Increases £000's | Income Increases proposed to support overall Council Budget £000's | Proposed 2025/26 Budget £000's | Further Narrative |
|----------------------------------|-----------------------|-------------------------|------------------------------------|---------------------------------------|--|--------------------------------|--|
| Advertising | 5,684 | 5,684 | 0 | 0 | 785 | 6,469 | |
| Grounds Maintenance | 36 | 36 | 0 | 0 | 0 | 36 | |
| Waste | 141 | 169 | 0 | 36 | 0 | 177 | Budget realigned in line with 2024/25 forecast and a 5% inflationary increase applied to bulky waste collections. |
| Parks & Open Spaces | 2,131 | 2,131 | 0 | 32 | 125 | 2,288 | Budget realigned and inflationary uplift |
| Leisure & Sport Development | 8,718 | 8,718 | 0 | 0 | 400 | 9,118 | |
| Libraries, Galleries & Culture | 812 | 860 | 0 | 35 | 34 | 881 | To review existing charges and apply an uplift. |
| Neighbourhood Teams | 211 | 211 | 0 | 0 | 0 | 211 | Estate service charge – charges based on cost recovery of actual costs of managing the estate – charges reviewed annually and increased to align with increased service charges. |
| Compliance | 2,970 | 2,970 | 0 | 29 | 87 | 3,086 | Most of the income are through FPN's and are fixed. 5% inflationary increase applied to other eligible categories and largely cover costs – see appendix b for details. |
| Pest Control | 737 | 737 | 0 | 0 | 0 | 737 | |
| Wholesale & Retail Markets | 6,589 | 6,218 | 0 | 0 | 0 | 6,589 | £1m adjustment to reflect ongoing Xmas markets disruption. And reduced footprint – part of budget proposals to be reviewed when Albert Square reopens. |
| Specialist & City Centre markets | 6,043 | 6,060 | 0 | 181 | 0 | 6,224 | 5% inflationary uplift |
| Fleet Services | 1,267 | 1,454 | 0 | 187 | 0 | 1,448 | Budget realigned in line with 2024/25 actuals. Majority of external charges are in respect of fuel for waste collection, which is a direct pass through of costs. |
| Bereavement Services | 4,456 | 4,469 | 372 | 0 | 0 | 4,828 | Assumes 5% inflationary increase to cover increased costs. Have £372k of savings in for 2025/26 from 2024/25 budget setting |
| Off Street Parking | 11,012 | 11,012 | 0 | 0 | 1,500 | 12,512 | Parking charges revised and implemented from December 2023, |

| | | | | | | | |
|--------------------|---------------|---------------|------------|------------|--------------|---------------|---|
| Highways | 4,437 | 4,437 | 0 | 0 | 100 | 4,537 | External fees increased by 5%, mainly developers and utility companies |
| Housing Operations | 752 | 752 | 0 | 0 | | 752 | Mainly service charges recovered based on actual costs. Costs also sit in HRA |
| Grand Total | 55,996 | 55,918 | 372 | 500 | 3,031 | 59,899 | |

Appendix 1 Growth and Development

| Service Area | 2024/25 Budget £000's | 2024/25 Forecast £000's | Prior Year approved changes £000's | Inflationary Increases to cover cost increases £000's | Income Increases proposed to support overall Council Budget £000's | Proposed 2025/26 Budget £000's | |
|--------------------|-----------------------|-------------------------|------------------------------------|---|--|--------------------------------|---|
| Investment Estate | 25,727 | 25,723 | 315 | 0 | 0 | 26,042 | The investment estate generates rents from a wide range of assets – rents are subject to review in line with lease arrangements. |
| Strategic Housing | 601 | 646 | 0 | 0 | 15 | 616 | Increase is in respect of annual uplift applied to feed in tariff income, income comes from PV provider. |
| Planning | 4,191 | 4,191 | 0 | 0 | 75 | 4,266 | Gov initially agreed an uplift in 2024/25, and an inflationary uplift annually thereafter – assumed 5% increase from April 2025. |
| Building Control | 1,334 | 871 | 0 | 0 | 0 | 1,334 | Fees are ringfenced and operate on a three-year trading account basis. – fees are currently being reviewed by the service |
| Land Charges | 274 | 215 | 0 | 0 | 0 | 274 | Some fees will be transferring to Land Registry, the remainder of fees will be reassessed to ensure that the revised arrangements are cost neutral. |
| Premises Licensing | 1,181 | 1,196 | 0 | 0 | 0 | 1,181 | Fees currently being reviewed by the service |
| Taxi Licensing | 2,355 | 2,350 | 0 | 0 | 0 | 2,355 | Operate on a three-year fee cycle and must breakeven year on year |
| Grand Total | 35,663 | 35,192 | 315 | 0 | 90 | 36,068 | |

| Service Area | 2024/25 Budget £000's | 2024/25 Forecast £000's | Prior Year approved changes £000's | Inflationary Increases to cover cost increases £000s' | Income Increases proposed to support overall Council Budget £000's | Proposed 2025/26 Budget £000's | |
|------------------------|-----------------------|-------------------------|------------------------------------|---|--|--------------------------------|--|
| CEX Corporate Items | 112 | 112 | 0 | 0 | 0 | 112 | |
| Human Resources | 437 | 437 | 0 | 21 | 0 | 458 | Income from providing payroll services to other organisations propose to increase by 5% |
| Legal | 6,891 | 6,126 | 0 | 170 | 0 | 7,061 | Inflationary uplift applied to external contract costs to cover pay award. |
| Communications | 981 | 981 | 0 | 25 | 0 | 1,006 | Provision of printing, translations and design work to third party organisations, and residents and businesses – |
| Registrars | 1,661 | 2,111 | 0 | 0 | 248 | 1,909 | Registrars charge for citizenship fees and certificate fees |
| Policy | 433 | 324 | 0 | 0 | 0 | 433 | |
| Revenue & Benefits | 3,242 | 3,272 | 0 | 0 | 0 | 3,242 | |
| Finance | 373 | 332 | 0 | 0 | 0 | 373 | |
| Internal Audit | 185 | 125 | 0 | 0 | 0 | 185 | |
| Commercial Governance | 220 | 208 | 0 | 0 | 0 | 220 | |
| Capital Programmes | 176 | 376 | 0 | 0 | 0 | 176 | |
| Decriminalised Parking | 18,029 | 18,056 | 0 | 0 | 0 | 18,029 | On street parking requires change to traffic regulation order – income ringfenced for specific use |
| Bus Lane Enforcement | 7,020 | 7,020 | 0 | 0 | 0 | 7,020 | Income ringfenced for specific use |
| Non DPE – Clamping | 635 | 635 | 0 | 0 | 0 | 635 | |
| Grand Total | 40,395 | 40,115 | 0 | 216 | 248 | 40,859 | |

Appendix 2 – Detailed Listing of Proposed fees and charges for 2025/26

| Function | Actual charges 2024/25 | Proposed charges 2025/26 |
|---|---------------------------|--------------------------------|
| Library Charges & Fines | | |
| Library Membership | Free | Free |
| Library Fines on Overdue Books | Free | Free |
| Loan Charges | | |
| CD's (Music) – (Free for visually impaired) | 50p Per Week | 50p Per Week |
| Foreign Language Courses (not ESOL) | £2.50 per week | £2.50 per week |
| Music sets – | Price on application | Price on application |
| Company Information - for company information, trademark searches, marketing information and mailing lists on application from the Business Information Service | Price on application | Price on application |
| Other Charges | | |
| Lost or Damaged Tickets | £2 | £2 |
| Lost or Damaged Items | Replacement Cost | Replacement Cost |
| Admin charge on lost or damaged items | £3 | £4 |
| Photocopying and Printing | | |
| Black and White A4 | 20P per sheet | 20P per sheet |
| Black and White A3 | 30p per sheet | 30p per sheet |
| Colour A4 | 50p per sheet | 50p per sheet |
| Colour A3 | 70p per sheet | 70p per sheet |

| | | |
|---|--------------|--------------|
| Reservations | | |
| Reserve stock not available in Manchester Libraries | £5 per item | £5 per item |
| Reserve stock available in Manchester Libraries | Free | Free |
| Internet and Wi- Fi | | |
| Wi Fi Usage | Free | Free |
| Internet Usage for Library Members | Free | Free |
| Internet Usage for Non-Library Members | £2 per hour | £2 per hour |
| Meeting Room Hire | | |
| The Avenue Library 1 -1 Room (2-3 Capacity) | £10 per hour | £10 per hour |
| The Avenue Victoria Room (25 Capacity) | £20 per hour | £20 per hour |
| Beswick Meeting Room 1 (20 capacity) | £20 per hour | £20 per hour |
| Beswick Meeting Room 2 (30 capacity) | £30 per hour | £30 per hour |
| Beswick Meeting Room 1 and 2 open (50 capacity) | £40 per hour | £40 per hour |
| Chorlton – Large Room (40 capacity) | £30 per hour | £30 per hour |
| Forum – Room 1 Large (40 capacity) | £30 per hour | £30 per hour |
| Forum – Room 2 (2 - 3 capacity) | £10 per hour | £10 per hour |
| Forum – Room 3 (2-3 capacity) | £10 per hour | £10 per hour |
| Forum – Room 4 (4 capacity) | £10 per hour | £10 per hour |
| Forum – Room 5 (15 capacity) | £20 per hour | £20 per hour |
| Forum – Room Classroom (20 capacity) | £20 per hour | £20 per hour |
| Forum – Room ICT Room (20 capacity) | £20 per hour | £20 per hour |
| Gorton – Small Room - (2 - 3 capacity) | £10 per hour | £10 per hour |
| Gorton – ICT Room - (20 capacity) | £20 per hour | £20 per hour |
| Gorton – Medium Room - (25 capacity) | £20 per hour | £20 per hour |
| Gorton – Large Room - (45 capacity) | £30 per hour | £30 per hour |
| Longsight Room 8 (45 capacity) | £45 per hour | £45 per hour |
| Longsight Room 7 with kitchen (35 capacity) | £35 per hour | £35 per hour |
| Longsight Room 7 and 8 open (80 capacity) | £40 per hour | £40 per hour |
| Longsight interview Room (2 capacity) | £10 per hour | £10 per hour |

| | | |
|--|--|----------------|
| Newton Heath Meeting Room (12 capacity) | £20 per hour | £20 per hour |
| Withington – Meeting Room (15 capacity) | £20 per hour | £20 per hour |
| Withington – Board Room (15 capacity) | £20 per hour | £20 per hour |
| Withington – Class Room (30 capacity) | £30 per hour | £30 per hour |
| | | |
| Environmental Health | | |
| Primary Authority (existing MCC Partnerships only). Food & Health & Safety Team & Environmental Protection | 80 | 84 |
| Health & Safety - Accident Report | 235 | 246.75 |
| Export Health Certificate | £95 minimum charge plus £95 per hour for additional time | 99.75 |
| | | |
| Food Hygiene Rating Scheme Visit | 205 | 215.25 |
| | | |
| Food pre-inspection | TO BE DISCUSSED AND AGREED WITH AGMA | |
| Business Advice Service (Food & Health & Safety Team & Environmental Protection, Housing Compliance & Trading Standards). (Includes Export Health Certificate advice and imported food controls advice) | £95 minimum charge plus £95 per hour or part thereof for additional time | 99.75 |
| | | |
| Manchester Airport | | |
| Fish or Fish Products clearance – single vet document | £128, OOH £256 | £134, OOH £268 |
| As above – multiple documents, charged per document | £82, OOH £164 | £86, OOH £172 |
| Charge for additional time per hour | £92, OOH £185 | £97, OOH £194 |
| Products of animal origin other than fish (cleared by the Official Veterinarian Surgeon) | £163 and OOH £326 | £171, OOH £342 |

| | | |
|---|--|-------------------|
| As above – multiple documents, charged per document | £82, OOH £164 | £86, OOH £172 |
| Charge for additional time per hour | £92, OOH £185 | £97, OOH £194 |
| Ipaffs Input – Hourly rate | £92, OOH £185 | £97, OOH £194 |
| Products covered by safeguarding measure or specific legislation such as EC 669/2009, EC1152/2009. Per Common Entry Document or similar documentation | £79 OOH £158 | £83, OOH £166 |
| As above, requiring sampling | £139 OOH £277 | £146, OOH £292 |
| Charge for additional time per hour | £92, OOH £185 | £97, OOH £194 |
| Organic Certificates | £84 OOH £168 | £88, OOH £172 |
| Disposal Costs | To be agreed with disposal company. | |
| | | |
| | | |
| Out of Hours call out charge to attend the airport - EHO | £115.00 | £120.75 |
| Out of Hours call out charge to attend the airport - Vet | £115.00 | £120.75 |
| Letter confirming products do not require clearance or informing importer of breach of import requirements | £89.00 | £93.45 |
| Illegal Unregulated and Unreported Fish controls - high risk third country | £61.00 | £64.05 |
| Illegal Unregulated and Unreported Fish controls - Low risk EU & EEA/EFTA | £61.00 | £64.05 |
| | | |
| | | |
| Trading standards | | |
| Calibration/Verification charges | Weights & Measures Inspector - £95per hour | £99.75 |

| | | |
|--|--|---------|
| | Assistant - £67 per hour | £70.35 |
| Calibration of weights: | | |
| < 25kg | £19.00 | £19.95 |
| > or equal to 25kg | £37.00 | £38.85 |
| Adjustment fee | £15.00 | £15.75 |
| Calibration of non-automatic weighing machines (tested at TS Office) | | |
| < 30kg | £43.00 | £45.15 |
| > or equal to 30kg<250kg | £79.00 | £82.95 |
| Hire of test weights per tonne per day | £93.00 | £97.65 |
| Replacement Test Certificate | £16.00 | £16.80 |
| Volumes and Capacity | | |
| Measuring Instruments (For liquid fuel or lubricants or mixtures thereof) | Hourly Rate | |
| | (Minimum Charge – 2 hours officer time) | |
| | £190.00 | £199.50 |
| Capacity Measures, includes | Hourly Rate | |
| Measuring Instruments (Intoxicating Liquor) | (Minimum Charge – half an hour officer time) | |
| Calibrations/Verifications of measures of length | £47.00 | £49.35 |
| Miscellaneous | | |
| Testing Cancellation Charge (Less than 24 hours' notice) | £95.00 | £99.75 |
| Failure to attend charge | | |
| Failure to attend charge | £190.00 | £199.50 |
| Equipment not listed with a specific charge (Hourly Rate) | £95.00 | £99.75 |
| Equipment must be submitted in a clean condition. Reserve right to charge. | £67.00 | £70.35 |
| Primary Authority (existing MCC Partnerships only) | £80.00 | £84.00 |
| Housing Enforcement and Compliance – Advice to Landlords | | |
| Landlord Advice | £95.00 | £99.75 |

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| Immigration Inspection | £182.00 | £191.10 |
| Demand Notice | £363.00 | £381.15 |
| Advisory inspection up to 10 bedrooms - Detailed written advice | £476.00 | £499.80 |
| Over 10 Bedrooms | £95 per additional hour | |
| Environmental Protection | | |
| Environmental Searches | Level 1 - £79 | £82.95 |
| | Level 2 - £160 | £168.00 |
| | Level 3 - £278 | £291.90 |
| Sampling (Private Water Supplies) | Sample visit - £84 | £88.20 |
| | Risk Assessment - £245 | £257.25 |
| | | |
| Parks Fees and Charges | | |
| Event Charges | | |
| Community/charity event - head of anticipated event capacity minimum charge of £200 or charge per head whichever is highest. | £0.98 | £1.00 |
| Commercial event at a premium event site (Heaton Park, Platt Fields or Wythenshawe Park) minimum charge of £200 or charge per head whichever is highest. | £2.50 | £2.55 |
| Commercial event (All sites excluding above premium sites) | £2.25 | £2.30 |
| Events – Rig and De Rig | | |
| Premium Event Site | | |
| Small – Band 1-Capacity 1 -499 | £310.00 | £318 |
| Medium Band 2 Capacity 500 – 4,999 | £626.00 | £643 |
| Large Band 3 Capacity 5,000 – 19,999 | £1,226.00 | £1,259 |
| Major - Band 4 Capacity 20,000+ | £1,839.00 | £1,889 |
| All Other Parks | | |

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| Small – Band 1-Capacity 1 -499 | £245.00 | £252 |
| Medium Band 2 Capacity 500 – 4,999 | £489.00 | £503 |
| Large Band 3 Capacity 5,000 – 19,999 | £980.00 | £1,006 |
| Major - Band 4 Capacity 20,000+ | £1,469.00 | £1,509 |
| Football Pitches | | |
| Full Permit 30 Matches | | |
| Pitch Only – Booking League | £868.00 | £891 |
| Pitch and Dressing Room – Booking League | £946.00 | £972 |
| Pitch Dressing Room and Showers – Booking League | £1,108.00 | £1,138 |
| Pitch Only – Adult | £1,047.00 | £1,075 |
| Pitch and Dressing Room – Adult | £1,182.00 | £1,214 |
| Pitch Dressing Room and Showers – Adult | £1,311.00 | £1,346 |
| Pitch Only – Junior | £531.00 | £546 |
| Pitch and Dressing Room – Junior | £596.00 | £612 |
| Pitch Dressing Room and Showers – Junior | £660.00 | £678 |
| Half Permit – 15 Matches | | |
| Pitch Only – Booking | £437.00 | £448 |
| Pitch and Dressing Room – Booking | £506.00 | £520 |
| Pitch Dressing Room and Showers – Booking | £573.00 | £588 |
| Pitch Only – Adult | £525.00 | £539 |
| Pitch and Dressing Room – Adult | £617.00 | £634 |
| Pitch Dressing Room and Showers – Adult | £681.00 | £700 |
| Pitch Only – Junior | £278.00 | £285 |
| Pitch and Dressing Room – Junior | £314.00 | £322 |
| Pitch Dressing Room and Showers – Junior | £343.00 | £352 |
| Casual Booking Per Game | | |
| Pitch Only (Excl Vat) | £55.00 | £56.48 |
| Pitch and Dressing Room (Excl Vat) | £70.75 | £72.66 |
| Pitch Dressing Room and Showers (Excl Vat) | £82.25 | £84.47 |

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| Allotment Plots | | |
| Allotment Plots (Per Sq Metre) | 30p | £0.45 |
| Average Plot Size – Per annum | £76.20 | £114 |
| | | |
| Bereavement Services Sales Fees and Charges | | |
| Birch – New Grave and Burial – Both Resident | £2,174 | £2,283 |
| Combination | £2,594 | £2,724 |
| Both non resident | £3,679 | £3,863 |
| | | |
| Beech – New Grave, with burial and chapel – Both Resident | £2,378 | £2,497 |
| Combination | £3,142 | £3,299 |
| Both non resident | £3,994 | £4,194 |
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| Oak – With grave selection, burial and chapel – Both Resident | £2,657 | £2,790 |
| Combination | £3,504 | £3,679 |
| Both non resident | £4,453 | £4,676 |
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| Private Baby Grave – Direct to grave (aged 4 and under) – Both Resident | £530 | £557 |
| Combination | £1,149 | £1,206 |
| Both non resident | £1,708 | £1,793 |
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| Chestnut – Reopen direct to grave – resident | £998 | £1,048 |
| Non-Resident | £1,696 | £1,781 |
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| Whitebeam – Reopen with chapel – resident | £1,133 | £1,190 |

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| Non-Resident | £1,907 | £2,002 |
| Ash – Pre purchase of grave – resident | £1,801 | £1,891 |
| Non-Resident | £3,120 | £3,276 |
| Burial in shared public grave -resident | £215 | £226 |
| Non-Resident | £1,696 | £1,781 |
| Burial in shared public grave with chapel -resident | £334 | £351 |
| Non-Resident | £1,907 | £2,002 |
| NVF Burial in shared public grave - resident | £87 | £91 |
| Non-Resident | £163 | £171 |
| New Grave and burial in The Woodlands or The Meadow - Both resident | £1,880 | £1,974 |
| Non-Resident | £2,412 | £2,533 |
| Combination | £2,237 | £2,349 |
| Burial in existing Grave in The Woodlands or The Meadow - Both resident | £834 | £876 |
| Non-Resident | £1,047 | £1,099 |
| Woodland advance purchase – Resident | £1,389 | £1,458 |
| Non resident | £1,763 | £1,851 |
| New Grave and burial in Muslim Plots - Both resident | £2,573 | £2,702 |
| Non-Resident | £4,350 | £4,568 |
| Combination | £3,413 | £3,584 |

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| New Grave and burial in Jewish Plots - Both resident | £2,044 | £2,146 |
| Non-Resident | £3,437 | £3,609 |
| Combination | £2,691 | £2,826 |
| Burial in Jewish Plots (re-opened)- resident | £1,069 | £1,122 |
| Non-Resident | £1,815 | £1,906 |
| Cremations | | |
| ELM: Cremation & service with Side Chapel | £813 | £854 |
| Yew: Cremation & service with Centre Chapel | £980 | £1,029 |
| Environmental surcharge (mecury abatement) | £61 | £64 |
| Direct Cremation (selected times) | £441 | £463 |
| Simplicity Cremations (selected times) | £620 | £651 |
| Burial or strewing of cremated remains | | |
| Walnut strewing under turf | £143 | £150 |
| Hazel strewing cremated remains from another crematorium | £129 | £135 |
| Sycamore Burial of ashes in an existing grave or cremation plot - resident | £348 | £365 |
| Sycamore Burial of ashes in an existing grave or cremation plot - non- resident | £573 | £602 |
| Pine purchase of new cremation plot (including first burial) - both resident | £1,602 | £1,682 |
| Pine purchase of new cremation plot (including first burial) - combination | £2,052 | £2,155 |

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| Pine purchase of new cremation plot (including first burial) - both non-resident | £2,579 | £2,708 |
| Products | | |
| Book of Remembrance | 2 lines £150 (inc VAT) | 2 lines £158 (inc VAT) |
| | 5 lines £191 (inc VAT) | 5 lines £201 (inc VAT) |
| | 8 lines £263 (inc VAT) | 8 lines £276 (inc VAT) |
| | Emblem £167 (inc VAT) | Emblem £175 (inc VAT) |
| Bench + Inscription | £1,301 | £1,366 |
| Bench plaque on shared bench | £529 | £555 |
| Bench lease renewal | £989 | £1,038 |
| Kerb plaque | £432 | £454 |
| Ceramic photo | £183 | £192 |
| Replacement plaque - tree | £125 | £131 |
| Replacement plaque -rose | £109 | £114 |
| Woodlands sandstone plaque | £342 | £359 |
| Woodlands sandstone plaque + Inscription | £162 | £170 |
| Wall plaque + inscription | £448 | £470 |
| Columbarium/Memorial tower | £912 | £958 |
| Columbarium/Memorial tower niche | £752 | £790 |
| Columbarium additional placing + adding inscription | £256 | £269 |
| Granite deskop stone + inscription | £770 | £809 |
| Granite cremation plot kerbs | £557 | £585 |
| Granite chippings (White) | £189 | £198 |
| Granite chippings (Coloured) | £218 | £229 |

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| Granite Lawn Tablet | £557 | £585 |
| Memory Tree Leaf + Inscription (5 years) | £226 | £237 |
| Memory Tree Leaf + Inscription Motif | £254 | £267 |
| Memory Tree Leaf Lease Renewal | £173 | £182 |
| Marker stone + inscription | £167 | £175 |
| Public Stone | £205 | £215 |
| Right to Erect Stone | £213 | £224 |
| Replacement/Alteration of Headstone or memorial | £135 | £142 |
| Transfer of Exclusive Right of Burial without Stat Dec | £44 | £46 |
| Transfer of Exclusive Right of Burial with Stat Dec | £98 | £103 |
| Extra Grave width | £301 | £316 |
| Late alterations to grave | £394 | £414 |
| Mudstoning or staking of stone | £79 | £83 |
| Concrete Foundations | £227 | £238 |
| Removing kerbstones | £356 | £374 |
| Casket + urns (standard) | £85 | £89 |
| Additional 30 mins Side Chapel | £160 | £168 |
| Additional 30 mins Centre Chapel | £230 | £242 |
| Waste and Recycling | | |
| New or replacement reuse bin | £23 | £24 |
| Bulky Collection – first bulky collection – 3 items | | £0 |
| Additional collections | £29 | £30 |
| Pest Control | | |
| Rats (for a comprehensive treatment course consisting of up to 3 visits) | £53 | £56 |
| Mice (for a comprehensive treatment course consisting of up to 3 visits) | £91 | £96 |

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| Cockroaches comprehensive treatment course consisting of up to 3 visits | £107 | £112 |
| Bed Bugs (A free survey is required before treatment can start. If the property is a House in Multiple Occupation (HMO), all rooms need to be treated at the same time. HMO's are classed as commercial properties further details available online www.manchester.gov.uk) | From £133 | From 140 |
| Fleas (for one treatment visit) | £99 | £104 |
| Wasps (per wasp nest) | £76 | £80 |
| Ants (one treatment visit inside the home only) | £74 | £78 |
| Squirrels (for a comprehensive treatment course consisting of up to 3 visits) | £168 | £176 |
| Beetles (for one treatment visit) | £91 | £96 |
| Wholesale & Retail Markets | | |
| Gorton Retail Market - | | |
| Outdoor Market (trading Mon, Wed, Fri & Sat & gazebo provided) | | |
| 1 stall, size 9 square metres - daily charge (net charge). Any day | £15.75 | £15.75 |
| 2 stalls, size 18 square metres - daily charge (net charge). Any day | £28.33 | £28.33 |
| Service Charge - all areas charge per square metre (weekly charge) | £6.75 | tbc |
| Indoor Market (trading Mon to Sat), Service and rent charge. Service (net) | | |
| Rental Charge - Primary (hot food & high volume services) weekly per sq metre | £5.50 | £5.50 |

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| Rental Charge - Secondary (Fresh food, services & direct sales) weekly per sq metre | £2.75 | £2.75 |
| Rental Charge - Tertiary (Dry goods and display areas) weekly per sq metre | £1.38 | £1.38 |
| Rental Charge - Sub Tertiary (Seating areas & discount new tenants) weekly per sq metre | £0.68 | £0.68 |
| Indoor Storage - weekly per sq metre | £2.07 | £2.18 |
| | | |
| Longsight Retail market | | |
| Permanent stalls (trading Wed, Fri & Sat) - charge per sq metre – 3 days depends on position. | £13.66 | £14.00 |
| Permanent stalls - additional trading day (Tuesday) daily charge | TBC | £16.84 |
| Permanent stalls - additional trading day (Thursday) – daily charge | TBC | £15.06 |
| Storage | £4.33 | £4.55 |
| Casual stalls (trading Tues, Wed, Thurs, Fri & Sat). | | |
| 1 stall, size 8.7 square metres - daily charge (net charge). Tuesday | £37.98 | TBC |
| 1 stall, size 8.7 square metres - daily charge (net charge). Wednesday | £38.25 | TBC |
| 1 stall, size 8.7 square metres - daily charge (net charge). Thursday | £13.58 | TBC |
| 1 stall, size 8.7 square metres - daily charge (net charge). Friday | £38.25 | TBC |

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| 1 stall, size 8.7 square metres - daily charge (net charge). Saturday | £46.35 | TBC |
| Casual stall - 1 stall, 3-day charge (net charge). Wed, Fri & Sat | | |
| Outdoor standard | 87.63 | 87.63 |
| Outdoor Small | £79.66 | £79.66 |
| Storage various sizws weekly per sq metre | £4.33 | £4.55 |
| Wythenshawe Retail Market | | |
| Outdoor Market - Kiosks | 0 | 0 |
| Outdoor Market - Permanent Stalls | 0 | 0 |
| Storage (Indoor) | | |
| New Smithfield Wholesale Market | | |
| Warehouse units on C & D Hallway - charge per square foot | £7 | tbc |
| Warehouse units on A & B Hallway - charge per square foot | £6 | tbc |
| Warehouse - F Units - charge per square foot | £5 | tbc |
| Fish Market - charge per square foot | £6.66 | tbc |
| Offices - charge per square foot | £15 | tbc |
| Market Rights | | |
| Markets Charge per Trading position - Up to 200 trading spaces | £4.75 | £5.00 |

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| More than 200 trading spaces | £4.00 | £4.20 |
| Car Boot - Charge per trading position | £1.60 | £1.60 |
| Administration charge Generation of Market Rights Licence document | £55 | £60 |
| Sunday Market and Car Boot | | |
| Annual Licence Charge - all traders – Market only | £100.00 | £105 |
| Charge Per Trading Day | | |
| Car Boot Car (net) | £17.25 | £18.11 |
| Car Boot Van (net) | £23.00 | £24.15 |
| Market - New Items (net) | £34.50 | £36.23 |
| Annual Charge for Food Traders | | |
| Ice Cream or Donuts - small operator (net) per annum | £1,575 | £1,575 |
| Hot Food - medium size operator (net) per annum | £4,725 | £4,725 |
| Large Operators - Meat van (net) per annum | £26,250 | £26,250 |
| Car Parking (net) | £2.08 | £2.08 |
| Concession Parking | £1.25 | £1.25 |
| Specialist & City Centre Markets | | |
| Christmas | | |
| Food &/or beverage base rate-MCC per sq m | £38.15 | £40.06 |
| Food &/or beverage base rate-trader per sq m | £28.43 | £29.85 |
| Craft/produce/grocery/base rate -mccper sq m | £21.91 | £23.01 |
| Craft/produce/grocery/base rate-pitch per sq m | £19.92 | £20.92 |

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| F&B space-sales/stand/storage/queue per sq m | £9.45 | £9.92 |
| Bespoke space per sq m | £9.05 | £9.50 |
| Cathedral gardens support ice rink per sq m | £9.96 | £10.46 |
| Cathedral Gardens per sq m | £28.43 | £29.85 |
| Piccadilly Street Food Market | | |
| Chalet hire | £16.45 | £17.27 |
| Arndale | | |
| Rent | £7.83 | £8.22 |
| Storage | £7.83 | £8.22 |
| | | |
| Highways Services | | |
| Vehicular Crossing Construction - Domestic | £900 to £1,938 | From £1,500 |
| Extension of a Vehicular Crossing | £546.37 to £1,220 | from £850 |
| H-Bar - Vehicle Driveway protection marking (Advisory marking only) | 216.00 | 225.00 |
| Disabled Parking Bay marking (Advisory marking only) | 350.00 | 370.00 |
| | | |
| Skip Registration | 159.00 | 167.00 |
| Permit fee - Seven days maximum (registered provider) | 40.00 | 42.00 |
| Permit fee – Seven days maximum (non registered provider) | 40.00 | 42.00 |
| Removal of Unauthorised Skips | 518.00 | 544.00 |
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| Scaffolding / Hoarding Permits - Administration Only | 159.00 | 167.00 |
| Inspection fee area up to 25m2 - in respect of Scaffolding / Hoarding Permits | 81.00 | 86.00 |

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| Inspection fee area up to 50m2 - in respect of Scaffolding / Hoarding Permits | 120.00 | 126.00 |
| Inspection fee area up to 75m2 - in respect of Scaffolding / Hoarding Permits | 159.00 | 167.00 |
| Inspection fee area up to 100m2 - in respect of Scaffolding / Hoarding Permits | 199.00 | 209.00 |
| Inspection fee area up to 125m2 - in respect of Scaffolding / Hoarding Permits | 240.00 | 252.00 |
| Inspection fee area greater than 125m2 - in respect of Scaffolding / Hoarding Permits | 280.00 | 294.00 |
| Mobile Elevating Working Platform | 81.00 | 86.00 |
| Cranes | 159.00 | 167.00 |
| Crane Oversailing License | 478.00 | 502.00 |
| Steel Box or Container on Highway | 159.00 | 167.00 |
| Inspection fee - in respect of Steel Box or Container | 81.00 | 86.00 |
| Temporary Traffic Lights Approval | 226.00 | 252.00 |
| Emergency 5 day or 21-day Notice | 752.00 | 837.00 |
| Premeditated Temporary Traffic Regulation Order (TTRO) | 2,265.00 | 2,522.00 |
| Additional TTRO - having no more than one set of diversion plans or start date | 1,284.00 | 1,430.00 |
| Extension of premeditated TTRO up to Eighteen Months Maximum | 1,209.00 | 1,347.00 |
| No Time Limit premeditated TTRO | 4,670.00 | 5,198.00 |
| Town & Police Clauses and Section 16A Orders - Charitable Events / Street Parties | 150.00 | 167.00 |
| Town & Police Clauses and Section 16A Orders - Commercial Street Parties / Filming | 601.00 | 669.00 |

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| TP&C / 16A Charge for Large Commercial Events lasting one day | 2,929.00 | 3,261.00 |
| TP&C / 16A Charge for Large Commercial Events lasting for more than one day | 4,055.00 | 4,513.00 |
| Additional TP&C / 16A Order per road or Order type for the same event | 76.00 | 86.00 |
| Recovery of staff time for removal of signs left on Highway | 76.00 | 86.00 |
| Producing / Checking / Approving Traffic Diversion plans | 150.00 | 167.00 |
| Additional checking fee for above over 2 hours | 76.00 | 86.00 |
| Provision and deployment of traffic management equipment for emergency works using Council Team | 61.00 | 65.00 |
| Provision and deployment of traffic management equipment for emergency works using a specialist provider. Initial charge: Up to four hours | 406.00 | 427.00 |
| Additional charge for weekday work: Four hours to eight hours | 406.00 | 427.00 |
| Additional charge for weekend work | 406.00 | 427.00 |
| Additional charge for weekday work: Four hours to eight hours | 0.00 | 0.00 |
| Additional charge for bank holiday work | 610.00 | 641.00 |
| Additional charge for work over eight hours | 149.00 | 157.00 |
| Daily safety checks | 55.00 | 58.00 |
| Weekly hire of traffic management equipment for each week or part thereof after initial deployment | 137.00 | 144.00 |

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| Recovery of traffic management equipment | 204.00 | 215.00 |
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| New Roads & Street Works Act (NRSWA) - Section 50 Licence / Sewer Connections / Foundation works and other Apparatus (registration and first 200m of inspection) | 1,629.00 | 1,711.00 |
| Fee to be retained if Licence is cancelled prior to the date it comes into force | 319.00 | 335.00 |
| Inspection of each additional 200m length of road disturbed | 319.00 | 335.00 |
| Excavations in the Highway (Opening Up Permit) - per street | 399.00 | 419.00 |
| Projection Over / Building Under Licence | 478.00 | 502.00 |
| Administration charge for processing requests for access to streets restricted by automatic bollards within the City Centre, outside of the prescribed times. | 81.00 | 86.00 |
| Street Naming and Numbering request - 1 Address | 50.00 | £60 |
| Street Naming and Numbering request for each additional property up to 500 (includes new numbers and re-numbers). | 10.50 | £25 per property. Flat fee of £12,500 for over 500 addresses |
| Naming of a new street (plus legal fees as appropriate) | £30 per hour | £150 per street |
| Renaming of a street | | £1500 per street |
| Adding a name to an existing building/renaming building | | £30 per hour |

| Street Naming and Numbering enquiry | On enquiry | £30 per hour |
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| Highway Searches / Plans and Enquiries - up to five questions | 159.00 | 167.00 |
| Highway Searches / Plans and Enquiries - each additional question | 40.00 | 42.00 |
| Meeting with third parties to consider the installation / construction of structures in connection with Utility company works / requirements above or below ground. Up to two hours including any travelling time. | 159.00 | 167.00 |
| Meeting with third parties to consider the installation / construction of structures in connection with Utility company works / requirements above or below ground for each additional hour or part thereof. | 81.00 | 86.00 |
| Hire of Signs for Street parties | 40.00 | 42.00 |
| Home watch Signs - Admin fee per application | 81.00 | 86.00 |
| Home watch Signs (per sign) | 40.00 | 42.00 |
| Development / Event Signing administration only - noncharitable events | 159.00 | 167.00 |
| Use of MCC furniture for event signs. Up to 2 months - noncharitable events | 144.00 | 152.00 |
| Use of MCC furniture for development signs. Up to 6 months | 500.00 | 525.00 |
| Water Leak Gritting charge | 381.00 | 401.00 |
| Make safe Stop Tap cover with grit | 381.00 | 401.00 |

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| Repeat Inspection of Stop Tap covers | 81.00 | 86.00 |
| Public Path order | 4,000.00 | 4,200.00 |
| Base rate for undertaking works and duties. | 81.00 | 86.00 |
| M Four Communications & Language Support Service | | |
| Face to Face Interpretation | £22 per hour minimum charge 2 hours | £24 per hour minimum charge 2 hours |
| All Legal Interpretation (Minimum 1 hour, nearest half hour thereafter) | £32 per hour | £35 per hour |
| Telephone Interpretation - (Minimum 1 hour, nearest half hour thereafter) | £25 per hour | £27 per hour |
| Travel Expenditure - | | |
| Car Mileage | 45p per mile | 45p per mile |
| Travel Time | £12 per hour outside Manchester | £13 per hour outside Manchester |
| Accessible and Alternative Information Formats – Various Formats | Price on application | Price on application |
| British Sign Language (Minimum first 3 hours £150) | £75 per hour | £80 per hour |
| Written Translations – Certificates, Marriage, Birth Death etc Minimum fee up to 00 words | £50 per certificate | £60 per certificate |

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| Generic Written Translations – Minimum fee £30 up to 100 words – Rare languages may be charged at a higher rate – estimate provided | £150 per 1000 English Words | £160 per 1000 English Words |
| M- Four Design Studios | | |
| Commercial Rates | | |
| Art Direction and Design | £95 per hour | £100 per hour |
| Design | £95 per hour | £100 per hour |
| Filming, Editing and Photography | £85 per hour | £90 per hour |
| Creative Artwork | £75 per hour | £80 per hour |
| Artwork | £65 per hour | £70 per hour |
| Proofreading and sub editing | £65 per hour | £70 per hour |
| Account management | £85 per hour | £90 per hour |
| Copywriting | £75 per hour | £80 per hour |
| Partner Rates | | |
| Art Direction and Design | £65 per hour | £70 per hour |
| Design | £65 per hour | £70 per hour |
| Filming, Editing and Photography | £55 per hour | £60 per hour |
| Creative Artwork | £55 per hour | £60 per hour |
| Artwork | £45 per hour | £50 per hour |
| Proofreading and sub editing | £45 per hour | £50 per hour |
| Account Management | £55 per hour | £60 per hour |
| Copywriting | £55 per hour | £60 per hour |
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| Registrars | | |
| Ceremony Approved Venue Mon-Fri | £501.50 | £570.00 |
| Ceremony Approved Venue Saturday | £601.50 | £670.00 |
| Ceremony Approved Venue Sunday | £701.50 | £780.00 |
| Ceremony Approved Venue Bank Holiday | £701.50 | £780.00 |
| Ceremony – Register Office Mon – Fri | £226.50 | £280.00 |
| Ceremony – Register Office Saturday am | £351.50 | £410.00 |
| Ceremony – Register Office Saturday pm | £377.50 | £440.00 |
| Ceremony - Private citizenship | £140.00 | £180.00 |
| Ceremony - Statutory | £57.00 | £97.00 |
| Statutory Fees | | |
| Buildings | | |
| Certification of place of meeting for religious worship | £32.00 | £32.00 |
| Application for registration of a building for the solemnization of marriages between a man and a woman— | | |
| (a) where the building is already registered under section 43A of the Marriage Act 1949 | £71.00 | £71.00 |
| (b) where the building is not already registered under Section 43A of the Marriage Act 1949 | £136.00 | £136.00 |
| Application for registration of a building for the solemnization of marriages of same sex couples where— | | |
| (a) the building is already registered under Section 41 of the Marriage Act 1949 | £71.00 | £71.00 |
| b) the building is not already registered under Section 41 of the Marriage Act 1949 | £136.00 | £136.00 |
| Joint application for the registration of a building for the solemnization of marriages between a man and a woman and of same sex couples | £136.00 | £136.00 |

| Marriages | | |
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| Recording a notice of marriage— | | |
| (a) where both parties to the proposed marriage are exempt persons within the meaning of section 49 of the Immigration Act 2014 | £42.00 | £42.00 |
| (b) in any other case | £57.00 | £57.00 |
| Attendance of superintendent registrar other than at that superintendent registrar's office for purpose of being given notice of marriage— | | |
| (a) of a house-bound person | £57.00 | £57.00 |
| (b) of a detained person | £82.00 | £82.00 |
| Application to reduce the 28-day waiting period | £66.00 | £66.00 |
| Giving the required notice to a superintendent registrar for an application for a certificate of no impediment | £42.00 | £42.00 |
| Opinion letter by a superintendent registrar following consideration of the documents referred to in paragraph 5(1)(e), (f) or (i) of Schedule 3 to the Registration of Marriages Regulations 2015 provided as evidence of the ending of a previous marriage or civil partnership | £55.00 | £55.00 |
| Opinion letter by the Registrar General following consideration of the documents referred to in paragraph 5(1)(e), (f) or (i) of Schedule 3 to the Registration of Marriages Regulations 2015 provided to a superintendent registrar as evidence of the ending of a previous marriage or civil partnership | £83.00 | £83.00 |

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| Registrar attending marriage at a registered building | £104.00 | £104.00 |
| Registrar attending marriage at a register office | £56.00 | £56.00 |
| Registrar attending marriage— | | |
| (a) at the place where the house-bound person or persons usually resides | £98.00 | £98.00 |
| (b) at the place where the detained person or persons usually resides | £106.00 | £106.00 |
| Superintendent registrar attending marriage— | | |
| (a) at the place where the house-bound person or persons usually resides | £101.00 | £101.00 |
| (b) at the place where the detained person or persons usually resides | £113.00 | £113.00 |
| General search of indexes of the entries in the marriage register and of the marriage register books kept by superintendent registrars | £20.00 | £20.00 |
| Standard service for a certified copy of an entry in the marriage register obtained from a registrar | £12.50 | £14.50 |
| Priority service for a certified copy of an entry in the marriage register obtained from a registrar | £38.50 | £40.50 |
| Standard service for certified copy of an entry in the marriage register or a marriage register book, obtained from a superintendent registrar | £12.50 | £14.50 |
| Priority service for certified copy of an entry in the marriage register or a marriage register book, obtained from a superintendent registrar | £38.50 | £40.50 |

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| Correction of an error in an entry in a marriage register book (other than an error caused by a registrar when entering particulars in that marriage register book) | £99.00 | £99.00 |
| Correction of an error in an entry in the marriage register (other than an error caused by a registrar when entering particulars in the register) | £99.00 | £99.00 |
| Entry of notice of marriage to be solemnized on the authority of the Registrar General's licence | £4.00 | £4.00 |
| Issue of Registrar General's licence for marriage to be solemnized on the authority of that licence | £18.00 | £18.00 |
| Attendance at a marriage solemnized on the authority of the Registrar General's licence by— | | |
| (a) a registrar | £2.50 | £2.50 |
| (b) a superintendent registrar | £2.50 | £2.50 |
| Giving the required notice to a superintendent registrar for an application for a certificate of no impediment | £42.00 | £42.00 |
| Births and Deaths | | |
| A correction to a register of live-births, still-births, or deaths, relating to an error caused by a qualified informant concerning a live-birth, still-birth or death when providing information to the registrar of live-births, still-births, or deaths, by | | |
| (a) the person with custody of the register | £83.00 | £83.00 |

| | | |
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| (b) the person with custody of the register on the authority of the Registrar General | £99.00 | £99.00 |
| General search of indexes kept by superintendent registrar | £20.00 | £20.00 |
| Standard service for certified copy of an entry in the register kept by the superintendent registrar | £12.50 | £14.50 |
| Priority service for certified copy of an entry in the register kept by the superintendent registrar | £38.50 | £40.50 |
| Standard service for certified copy of an entry in registers kept by registrars | £12.50 | £14.50 |
| Priority service for certified copy of an entry in the registers kept by registrars | £38.50 | £40.50 |
| Standard service for a short certificate of birth obtained from a registrar or superintendent registrar | £12.50 | £14.50 |
| Priority service for a short certificate of birth obtained from a registrar or superintendent registrar | £38.50 | £40.50 |
| Registration of name of child or of alteration of name | £44.00 | £44.00 |
| Issue of certificate of baptism where child's name altered or given | £1.50 | £1.50 |
| Civil Partnerships | | |
| Attestation by an authorised person of the necessary declaration at a place provided by the registration authority – | | |
| (a) where both parties to the proposed civil partnership are exempt persons within the meaning of section 49 of the Immigration Act 2014 | £42.00 | £42.00 |

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| (b) in any other case | £57.00 | £57.00 |
| Attendance of an authorised person at a place other than one provided by the registration authority, for the purpose of attesting the necessary declaration under the procedure for house-bound persons | £57.00 | £57.00 |
| Attendance of an authorised person at a place other than one provided by the registration authority, for the purpose of attesting the necessary declaration under the procedure for detained persons | £82.00 | £82.00 |
| Application to shorten the waiting period in relation to a civil partnership notice | £66.00 | £66.00 |
| Giving the required notice to a registration authority for an application for a certificate of no impediment | £38.50 | £38.50 |
| Opinion letter by the Registrar General following consideration of documents supplied to a registration authority under paragraph 4 of Schedule 3 to the Civil Partnership (Registration Provisions) Regulations 2005 as evidence of the ending of a previous civil partnership or marriage | £83.00 | £83.00 |
| Opinion letter by a registration authority following consideration of documents supplied to a registration authority under paragraph 4 of Schedule 3 to the Civil Partnership (Registration Provisions) Regulations 2005 as evidence of the ending of a previous civil partnership or marriage | £55.00 | £55.00 |
| Signing by the civil partnership registrar of the civil partnership schedule | £56.00 | £56.00 |

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| Attendance of the civil partnership registrar for the purpose of signing the civil partnership schedule under the procedure for house-bound persons | £98.00 | £98.00 |
| Attendance of the civil partnership registrar for the purpose of signing the civil partnership schedule under the procedure for detained persons | £106.00 | £106.00 |
| Attestation by an authorised person of the necessary declaration under the special procedure | £4.00 | £4.00 |
| Issue of Registrar General's licence | £18.00 | £18.00 |
| Attendance of the civil partnership registrar in whose presence the Registrar General's licence is signed | £2.50 | £2.50 |
| Standard service for a certified copy of an entry in the civil partnership register issued by a registration authority | £12.50 | £14.50 |
| Priority service for a certified copy of an entry in the civil partnership register issued by a registration authority | £38.50 | £40.50 |
| A correction to an entry in the civil partnership register, other than a correction relating to an error caused by the registration authority when information was recorded in the register | £99.00 | £99.00 |
| Conversions | | |
| Conversion of civil partnership in accordance with the standard procedure | £50.00 | £50.00 |
| Conversion of civil partnership in accordance with the procedure for housebound persons | £109.00 | £109.00 |
| Conversion of civil partnership in accordance with the procedure for detained persons | £129.00 | £129.00 |

| | | |
|---|---------|---------|
| Conversion if a civil partnership according to the special procedure | £18.00 | £18.00 |
| The first stage of the procedure for conversion of civil partnership in accordance with the two-stage procedure for conversion on secular premises | £30.00 | £30.00 |
| Conversion of civil partnership in accordance with the two-stage procedure for conversion on religious premises | | |
| (a) for the first stage of the procedure | £30.00 | £30.00 |
| (b) for the second stage of the procedure | £101.00 | £101.00 |
| Standard service for a certified copy of an entry relating to a marriage in the conversion register issued by the superintendent registrar | £12.50 | £14.50 |
| Priority service for a certified copy of an entry relating to a marriage in the conversion register issued by the superintendent registrar | £38.50 | £40.50 |
| Correction of an entry in the conversion register, other than a correction relating to an error caused by the superintendent registrar when information was recorded in the register. | £99.00 | £99.00 |

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**Manchester City Council
Report for Information**

Report to: Resources and Governance Scrutiny Committee – 16 January 2025

Subject: Imposition of a 100% Council Tax premium on empty, furnished properties

Report of: Head of Corporate Revenues

Summary

The Levelling Up and Regeneration Act 2023 gave Council's the power to increase the Council Tax on empty properties with the aim of increasing the supply of residential properties and maximise occupation in Manchester. In response, the Council has agreed:

- Empty, unfurnished properties are paying the 100% long term empty premium after one year instead of two years. This was introduced from 1 April 2024.
- Empty, furnished properties will pay up to a 100% premium from the date that they became empty. This could not be introduced until 1 April 2025 in line with the legislation.

The Council's Executive agreed to adopt these powers on 17 January 2024. This report is to confirm this decision and review exemptions to a blanket imposition introduced by the Government on 1 November 2024.

Recommendations

The Committee is requested to:

- Consider the content of this report and comment on the proposed approach.
-

Wards Affected:
All Wards

| | |
|--|--|
| Environmental Impact Assessment - the impact of the issues addressed in this report on achieving the zero-carbon target for the city | None |
| Equality, Diversity and Inclusion - the impact of the issues addressed in this report in meeting our Public Sector Equality Duty and broader equality commitments | There is no specific impact on different protected or disadvantaged groups. The impact will affect those who own a second property, a group that is randomly spread across the city's population and are less disadvantaged due to property ownership. |

| Manchester Strategy outcomes | Summary of how this report aligns to the Our Manchester Strategy/Contribution to the Strategy |
|---|--|
| A thriving and sustainable city: supporting a diverse and distinctive economy that creates jobs and opportunities | The Increase in Council Tax revenue generated by the Second Home Premium will support the Council in delivering the full range of services to people who live in, work in or visit the city. |
| A highly skilled city: world class and home grown talent sustaining the city's economic success | n/a |
| A progressive and equitable city: making a positive contribution by unlocking the potential of our communities | n/a |
| A liveable and low carbon city: a destination of choice to live, visit, work | Increasing the supply of accommodation for sale and to rent will provide greater choice of, and access to, places to live in Manchester, supporting the aim of making the city a destination of choice to live in. |
| A connected city: world class infrastructure and connectivity to drive growth | n/a |

Full details are in the body of the report, along with any implications for:

- Equal Opportunities Policy
- Risk Management
- Legal Considerations

Financial Consequences – Revenue

Adopting the recommendations of the report will, based on current figures and assuming there are no changes to the numbers of empty properties and the periods they have been empty, generate additional Council Tax revenue of up to £3.7 million of which Manchester's share is £3.1 million with the rest going to the major preceptors (assuming a 5% increase in Council Tax from 1 April 2025). This also assumes that there is no widespread behavioural change generated by the increased Council Tax on these properties.

Financial Consequences – Capital

None

Contact Officers:

Name: Charles Metcalfe
 Position: Head of Corporate Revenues
 Telephone: 0161 219 6382
 E-mail: charles.metcalfe@manchester.gov.uk

Name: Lee Owen
 Position: Head of Revenues, Benefits, Customer Services
 Telephone: 0161 245 7525
 E-mail: lee.owen@manchester.gov.uk

Background documents (available for public inspection):

The following documents disclose important facts on which the report is based and have been relied upon in preparing the report. Copies of the background documents are available up to 4 years after the date of the meeting. If you would like a copy, please contact one of the contact officers above.

Report to the Executive Committee on 17 January 2024 - Increasing Council Tax Premiums on empty properties

Report to the Executive Committee on 15 February 2023 - Changes to Council Tax discounts for empty properties

1.0 Introduction

- 1.1 This report reminds the Committee of changes that Central Government introduced in 2023 that allowed the Council to charge an additional Council Tax premium of up to 100% on empty and furnished properties from 1 April 2025. It reviews the exemptions to the premium that are the subject of Central Government guidance.

2.0 Background

- 2.1 From 1 April 2013, the Council used powers made available by Central Government to charge a 50% Council Tax premium on properties that had been empty and unfurnished for more than two years. The stated aim was to encourage landlords to bring empty properties back into use by making it more expensive to keep it empty.
- 2.2 From 1 April 2019, these powers were extended to allow the Council to charge a 100% premium after two years on empty and unfurnished properties, 200% after five years and 300% after ten years. This appears to have had the desired effect as the number of long-term empty and unfurnished properties reduced from 1,300 in September 2012 to 535 in February 2023.
- 2.3 The Levelling Up and Regeneration Act 2023 gave Councils the power to charge the 100% premium on empty and unfurnished properties after one year instead of two. This was adopted by the Council from 1 April 2024.
- 2.4 The Act also gave Councils the power to charge a 100% premium on empty and furnished properties from the day they became empty from 1 April 2025. The Council has already confirmed in principle that this power would be adopted.

3.0 Main issues

- 3.1 The Council has already taken the decision to use the power to apply a premium of up to 100% of Council Tax on properties that are empty and furnished. This is expected to raise additional Council Tax of up to £3.7 million of which Manchester's share is £3.1 million with the rest going to the major preceptors (assuming a 5% increase in Council Tax from 1 April 2025).
- 3.2 Recent Central Government guidance has outlined a number of specific exemptions. The most common exemptions are limited to up to 12 months:
- Dwellings being actively marketed for sale
 - Dwellings being actively marketed for let
 - Empty dwellings requiring or undergoing major repairs or structural alterations.

There are a number of factors which councils may take into consideration when assessing whether a dwelling is being actively marketed for sale or let.

These may include:

- whether the dwelling is clearly advertised for sale or let;
- whether the dwelling is being marketed at a fair market value;
- whether there are any artificial barriers on the dwelling preventing sale/let;
- whether the dwelling has an Energy Performance Certificate (EPC);
- whether the owner is taking any other reasonable steps to market the dwelling for sale or let.

3.3 Other, open-ended exemptions include:

- Dwellings which are, or would, be someone's sole or main residence if they were not residing in job-related armed forces accommodation.
- Annexes forming part of, or being treated as part of, the main dwelling.
- Job-related dwellings.
- Occupied caravan pitches and boat moorings.
- Seasonal homes where permanent occupation is prohibited.

Generally these are quite straightforward and not common in Manchester.

4.0 Behavioural change and liability amendments

4.1 Expected revenue from the introduction of the premium on empty, furnished homes may be reduced due to behavioural change on the part of owners when faced with a doubling of their Council Tax. This could be by genuinely renting the property out, selling the property, arguing that the exemptions apply or creating a phantom tenancy.

4.2 It may also be the case that numerous properties that are occupied as Houses in Multiple Occupation (HMOs) appear in our records as empty. This would not affect the amount of Council Tax due from the landlord, but faced with the additional premiums, landlords will correct the classification.

5.0 Impact on Residents

5.1 Additional revenue generated from empty, furnished properties will support the Council in delivering essential services to people who live in, work in or visit Manchester.

5.2 The additional Council Tax charged on empty furnished properties may encourage owners to rent it out or sell them, increasing the supply and variety of available housing in the city.

6.0 Recommendations

The Committee is requested to:

- Consider the content of this report and comment on the proposed approach.

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