

Environmental Health Service

Pricing Policy

Approved Date	22 November 2016
Review Date	22 November 2017
Related Legislation/Applicable Section of Legislation	<p>Dogs (NI) Order 1983 (as amended)</p> <p>Clean Neighbourhoods and Environment Act (Northern Ireland) 2011</p> <p>Local Government Miscellaneous Provisions (Northern Ireland) Order 1985 as amended</p> <p>High Hedges Act (Northern Ireland) 2011</p> <p>Private Tenancies (Northern Ireland) Order 20016</p> <p>The Landlord Registration Scheme Regulations (Northern Ireland) 2014</p>
Related Policies, Procedures, Guidelines, Standards, Frameworks	<p>Corporate Pricing Policy Framework</p> <p>Better Regulation Principles</p>
Replaces	Predecessor Council Policies
Policy Lead (Name/Position/Contact details)	<p>Patricia Allen</p> <p>Head of Regulatory Services</p>

Sponsor Directorate	Operations
Version	V1

Revision record

Date	Version	Revision Description

1. Title and summary

- 1.1. The Environmental Health Service Pricing Policy sets out the framework of pricing structures and concessions for the Environmental Health Service within the context of the overarching corporate principles set out in the Corporate Pricing Policy Framework.

2. Purpose and Aims

- 2.1 The purpose of this policy is to provide an appropriate pricing framework for the Environmental Health Service that will ensure services are accessible and affordable to all our citizens. The aims of the policy are:

- to ensure charges are fair and equitable and support the Council's objective to promote equality of opportunity;
- to operate a tariff of charges for the provision of the Environmental Health Service;
- to ensure that such charges, where relevant, are competitive within the context of existing market conditions;
- to ensure that price is not a barrier to the use of the Environmental Health Service, thus ensuring continued contribution to the health, well-being and quality of life of Mid and East Antrim Borough residents and visitors;
- to recognise Council's social responsibility through the provision of certain low-cost programmes or campaigns (e.g. food hygiene training) to benefit specific sectors of the community, including the local business community;
- to establish an annual pricing review process.

3. Context

- 3.1. In addition to the overarching principles set out in the Corporate Pricing Policy Framework, this policy is reflective of relevant legislation, regional initiatives and strategies and Council strategies specific to the Environmental Health Service, as set out below:

- Dogs (NI) Order 1983 (as amended)
 - Clean Neighbourhoods and Environment Act (NI) 2011
 - Local Government Miscellaneous Provisions (NI) Order 1985 as amended
 - High Hedges Act (NI) 2011
 - Private Tenancies (NI) Order 2006
 - The Landlord Registration Scheme Regulations (NI) 2014
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4. Scope

- 4.1. This policy applies to all charges for the Environmental Health Service and will replace policies of predecessor Councils which continued to operate while this policy was being developed. The Service Pricing Schedule (Appendix 1 and Appendix 2) will become operational on 1 April 2017.
- 4.2. The ability of the Council to charge for services it provides falls into two categories:
 - Statutory charges - Charges are set nationally and regionally and local authorities have little or no opportunity to control such charges. (For example dog licence fees).
 - Discretionary charges - Local authorities can make their own decisions on setting such charges. (For example high hedge fees or training fees).
- 4.3. A table of current discretionary charges is attached at Appendix 1.
- 4.4. A table of all current statutory charges is included at Appendix 2.

5. Harmonisation of Environmental Health Service across the Borough

- 5.1. As part of the Transition process leading up to the launch of Mid and East Antrim Borough Council, a number of task and finish groups were established in order to identify key issues which needed to be addressed in advance of 1 April 2015. The Environmental Health task and finish group was made up representatives from Larne, Ballymena and Carrickfergus Borough Councils and Northern Group Systems.
 - 5.2. One piece of work undertaken by that group was to harmonise the discretionary fees already in place across the three Councils. This piece of work resulted in new discretionary fees being agreed for the whole of Mid and East Antrim (see Appendix 1). Further to this review, the only charges that have been made relate to the provision of copies of documents.
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6. Annual Pricing Review

6.1 An Annual Review of pricing will be conducted by 30 September each year as part of the budget setting process. Where appropriate, annual reviews will take into account:

- (a) Inflationary pressures;
- (b) Actual or potential impact of competition in terms of price and quality;
- (c) Trends in user demand and the forecast effect of price variations;
- (d) The results of customer feedback and surveys;
- (e) Council and Service budget targets;
- (f) Cost structure implications arising from developments such as investments in the service or changes in legislation affecting payroll costs;
- (g) The collective impact of price variations on other service areas;
- (h) The potential for more effective alternative charging structures;
- (i) Proposals for targeted promotions and the results of evaluations of previous promotions;
- (j) Consider the impact of concessionary rates in accordance with Council's corporate objectives and the review of any potential adverse impact.

7. Appendices

- Discretionary Pricing Schedule for Environmental Health Service
- Statutory Charges for Environmental Health Service

8. Monitoring, Evaluation and Review

As this is a new policy impacting across the range of Council services the Council will include close monitoring of implementation on a service by service basis through the relevant Council Committee i.e. Operations Committee for Leisure Services, Community Planning Committee for Community Services etc. Service Managers will consider customer feedback surveys as part of this process to assist with tracking the demographics of users, impact of policies, satisfaction levels etcetera.

9. Equality Screening

This policy has been equality screened with no adverse impact identified and therefore an Equality Impact Assessment is not required.
