



Corporate Committee

Tuesday, 31 January 2023

NOTICE IS HEREBY GIVEN that a Meeting of the **Corporate Committee** is to be held at **Council Chambers, Council Office, High Street, Elgin, IV30 1BX** on **Tuesday, 31 January 2023 at 09:30.**

BUSINESS

1. **Sederunt**
2. **Declaration of Group Decisions and Members Interests ***
3. **Minute of Meeting of the Corporate Committee of 8** **5 - 12**
November 2022
4. **Notice of Motion - Councillors Morrison and Coull -** **13 - 14**
Pregnancy Loss Pledge
5. **Written Questions ****
6. **Public Trust - Fife Park Pavilion Keith** **15 - 20**
Report by Depute Chief Executive (Economy, Environment and Finance)
7. **Proposed Empty Property Relief Policy** **21 - 30**
Report by Depute Chief Executive (Economy, Environment and Finance)
8. **Charging for Services** **31 - 120**
Report by Depute Chief Executive (Economy, Environment and Finance)
9. **Volunteering Policy Refresh** **121 - 130**
Report by Depute Chief Executive (Education, Communities and Organisational Development)

10. **Local Government Benchmarking Framework 2020-21**

131 -
148

Results

Report by Depute Chief Executive (Education, Communities and Organisational Development)

11. **Question Time *****

Consider any oral question on matters delegated to the Committee in terms of the Council's Scheme of Administration.

Summary of Corporate Services Committee functions:

To regulate, manage and monitor the finances of the Council both capital and revenue; to deal with staffing policies and practices other than for teaching staff; to deal with equal opportunities policies and practices; to deal with procurement policies and priorities; to deal with all matters relating to the Council's duty to initiate, maintain and facilitate Community Planning; to ensure that the organisation, administrative and management processes of the Council are designed to make the most effective contribution to achieving the Council's objectives; to provide all central support services; to exercise the functions of the Council in connection with the Registration of Births, Deaths and Marriages; to deal with valuation and electoral registration matters.

* **Declaration of Group Decisions and Members Interests** - The Chair of the meeting shall seek declarations from any individual or political group at the beginning of a meeting whether any prior decision has been reached on how the individual or members of the group will vote on any item(s) of business on the Agenda, and if so on which item(s). A prior decision shall be one that the individual or the group deems to be mandatory on the individual or the group members such that the individual or the group members will be subject to sanctions should they not vote in accordance with the prior decision. Any such prior decisions will be recorded in the Minute of the meeting.

** **Written Questions** - Any Member can put one written question about any relevant and competent business within the specified remits not already on the agenda, to the Chair provided it is received by the Proper Officer or Committee Services by 12 noon two working days prior to the day of the meeting. A copy of any written answer provided by the Chair will be tabled at the start of the relevant section of the meeting. The Member who has put the question may, after the answer has been given, ask one supplementary question directly related to the subject matter, but no discussion will be allowed.

No supplementary question can be put or answered more than 10 minutes after the Council has started on the relevant item of business, except with the consent of the Chair. If a Member does not have the opportunity to put a supplementary question because no time remains, then he or she can submit it in writing to the Proper Officer who will arrange for a written answer to be provided within 7 working days.

*** **Question Time** - At each ordinary meeting of the Committee ten minutes will be allowed for Members questions when any Member of the Committee can put a question to the Chair on any business within the remit of that Section of the Committee. The Member who has put the question may, after the answer has been given, ask one supplementary question directly related to the subject matter, but no discussion will be allowed.

No supplementary question can be put or answered more than ten minutes after the Committee has started on the relevant item of business, except with the consent of the Chair. If a Member does not have the opportunity to put a supplementary question because no time remains, then he/she can submit it in writing to the proper officer who will arrange for a written answer to be provided within seven working days.

THE MORAY COUNCIL

Corporate Committee

SEDERUNT

Councillor Bridget Mustard (Chair)
Councillor Kathleen Robertson (Depute Chair)

Councillor Theresa Coull (Member)
Councillor John Cowe (Member)
Councillor John Divers (Member)
Councillor Amber Dunbar (Member)
Councillor Jérémie Fernandes (Member)
Councillor Sandy Keith (Member)
Councillor Graham Leadbitter (Member)
Councillor Marc Macrae (Member)
Councillor Paul McBain (Member)
Councillor Shona Morrison (Member)
Councillor Derek Ross (Member)

Clerk Name:	Lindsey Robinson
Clerk Telephone:	07966 120593
Clerk Email:	committee.services@moray.gov.uk

Minute of Meeting of the Corporate Committee

Tuesday, 08 November 2022

Council Chambers, Council Office, High Street, Elgin, IV30 1BX

PRESENT

Councillor Theresa Coull, Councillor John Cowe, Councillor John Divers, Councillor Jérémie Fernandes, Councillor Sandy Keith, Councillor Graham Leadbitter, Councillor Marc Macrae, Councillor Paul McBain, Councillor Shona Morrison, Councillor Bridget Mustard, Councillor Kathleen Robertson

APOLOGIES

Councillor Amber Dunbar, Councillor Derek Ross

IN ATTENDANCE

Also in attendance at the above meeting were the Chief Executive, Depute Chief Executive (Economy, Environment and Finance), Depute Chief Executive (Education, Communities and Organisational Development), Head of Governance Strategy and Performance, Head of Financial Services, Head of Education, Resources and Communities, Head of HR, ICT and Organisational Development, Payments Manager, Community Learning and Development Support Officer, Complaints officer, Senior Policy Officer (Poverty), Senior Officer Economic Strategy and Development, and Lindsey Robinson, Committee Services Officer as Clerk to the meeting

1. Chair

Councillor Bridget Mustard, as Chair of the Corporate Committee, chaired the meeting.

2. Declaration of Group Decisions and Members Interests *

In terms of Standing Order 20 and the Councillors' Code of Conduct Councillor Keith declared an interest in item 19 "GMB Mileage Claim" advising he was a member of that trade union but he had sought the advice of the monitoring officer who had advised that there was no conflict of interest. Councillor McBain also declared an interest in this item in his capacity as the Chair of the Appeals Committee. There were no other declarations from Group Leaders or Spokespersons in regard to any prior decisions taken on how Members will vote on any item on the agenda or any declarations of Member's interests in respect of any item on the agenda.

3. Resolution

The meeting resolved that under Section 50A (4) and (5) of the Local Government (Scotland) Act 1973, as amended, the public and media representatives be excluded from the meeting for Item 19 of business on the grounds that it involves the likely disclosure of exempt information of the class described in relevant Paragraphs of Part 1 of Schedule 7A of the Act.

Paragraph Number of Minute	Paragraph number of Schedule 7A and reason
18	11 - Information relating to any consultations or negotiations in connection with any labour relations.

4. Minute of Meeting of the Corporate Committee of 30 August 2022

The minute of the meeting of the Corporate Committee dated 30 August 2022 was submitted and approved.

5. Notice of Motion - Councillors Fernandes and Coull - Council Phone Charges

In terms of Standing Order 35a, there was submitted a Notice of Motion by Councillor Fernandes, seconded by Councillor Coull in the following terms:

Committee understands that phone calls to Moray Council services are currently charged at normal rates.

Committee understands that these charges can vary from 16p to 65p per minute from a landline and outside of inclusive mobile minutes, according to Ofcom. Committee recognises that the phone charges can be a barrier to accessing services, particularly for people on a low income.

Committee instructs officers to bring forward a report on the implementation of free phone numbers for Council service users.

Committee further instructs officers to bring forward a report on the implementation of free web-based methods of contacting Council services such as web chats and instant messaging.

During consideration, the Head of Governance, Strategy and Performance advised that in terms of the second strand of the motion in relation to digital services to improve on what can be offered on-line including 'chat box' could be included as part of a wider and longer term programme already being undertaken through the improvement and modernisation strategy that will be regularly reported back to Committee. He further advised that in terms of the first strand of the motion regarding the free phone line, this links to the work being undertaken by the Cost of Living Working Group and the newly formed information hubs.

In response to further concerns regarding costs and time for getting a report back, the Head of Governance, Strategy and Performance advised that the free phone line element is a standalone piece of work and whilst relatively achievable, in terms of timescale, he could not promise which committee it would come back to but that a report would be brought forward to this Committee, or if there were substantive cost implications, to full Council. He further advised that the second part of the motion regarding digital access would be included as part of a larger piece of work, which was already underway and reported back to Committee regularly.

Thereafter, the Committee agreed that:

Committee understands that phone calls to Moray Council services are currently charged at normal rates.

Committee understands that these charges can vary from 16p to 65p per minute from a landline and outside of inclusive mobile minutes, according to Ofcom. Committee recognises that the phone charges can be a barrier to accessing services, particularly for people on a low income.

Committee notes that the issues raised relating to the free phone line will be advised to the Cost of Living Working Group for its awareness, and meantime instructs officers to bring forward a report on the implementation of free phone numbers for Council service users to this Committee or full Council depending on costs.

Committee notes that officers will bring forward options for implementation of free web based methods of contacting the Council such as web chats and instant messaging etc as part of the wider piece of work within the digital and modernisation programme.

6. Written Questions **

The Committee noted that no written questions had been submitted.

7. Community Identified Benefits

A report by the Depute Chief Executive (Economy, Environment and Finance) requested amendments to the Council procurement process to create a list of Community Identified Benefits, to be used as a platform for direct engagement with community groups in the delivery of community benefits clauses associated with Council contracts. This activity is linked to the development of a Community Wealth Building (CWB) approach within the Council.

Following consideration the Committee agreed:

- i. the creation of the of a list of Community Identified Benefits to coordinate delivery of community benefits within Council procurements; and
- ii. to proposed changes to the Procurement Strategy to reflect the adoption of a list of Community Identified Benefits and increased focus upon delivery of community benefits in contracts of all values.

8. Procurement Annual Report 21-22 and Procurement Strategic Action Plan 22-23

A report by the Depute Chief Executive (Economy, Environment and Finance) provided the Committee with an update report on Procurement activity in Moray and in particular report on procurement performance for 2021/2022 and sought Committee approval of the Strategic Action Plan for 2022/23.

Following consideration the Committee agreed to:

- i. note the overall procurement performance for 2021/22 set out in the Annual report in Appendix 1 and summarised in Section 4 of the report; and
- ii. approve the Strategic Action Plan set out in Appendix 2 and summarised in Section 5 of the report.

9. Moray Council Gaelic Language Plan 2022-2027

A report by the Depute Chief Executive (Education, Communities and Organisational Development) asked the Committee to approve the Moray Council Gaelic Language Plan 2022-2027, included as Appendix 1 of the report.

During consideration Councillor Morrison sought clarification on where Moray Feis fitted into the education provision.

The Community Learning and Development Support Officer advised that there is a pilot programme and so far one school, Dallas Primary, has come forward. Moray Feis will connect with the school directly.

Councillor Mustard asked if an information report could be brought back to Committee with details of the pilot.

Thereafter, the Committee agreed:

- i. to approve the Moray Council Gaelic Plan 2022-2027 prior to formal submission to Bord na Gaidhlig, included as Appendix 1 of the report; and
- ii. that an update on the pilot be reported to this committee as an information report in due course.

10. Lease of Pinefield Allotment Site

A report by the Depute Chief Executive (Education, Communities and Organisational Development) invited the Committee to approve the lease of the Pinefield Allotment site to the Elgin Allotment Association at a nominal rent of £1 per annum.

Following consideration, the Committee agreed to provide the Elgin Allotment Association with a lease for occupation of the Pinefield Allotment site once developed at a nominal rent at £1 per annum, for as long as the group are undertaking agreed delegated management functions.

11. Mental Health and Wellbeing Pulse Survey 2022

A report by the Depute Chief Executive (Education, Communities and Organisational Development) informed the Committee of the results from the Mental Health and Wellbeing Pulse Survey 2022 and asked the Committee to approve the actions arising from the report.

During consideration, Councillor Leadbitter requested for the planned December Workforce Culture group to take place after the meeting of the Council on 7 December. He further sought clarification on whether the number of people homeworking had been taken into consideration in the survey results.

The Chief Executive advised that the membership of the working groups was still to be confirmed and that a report would be brought to a future meeting of the Council.

The Head of HR, ICT and Organisational Development advised that further analysis of the percentage of the overall workforce working from home not included in the results needs to be undertaken.

Thereafter, the Committee agreed to:

- i. note the results of the 2022 mental health and wellbeing survey;

- ii. approve the actions arising from the results;
- iii. request that the planned December Workforce Culture Group meeting be rescheduled to take place following the meeting of the Council on 7 December 2022.
- iv. note that a report on the membership of the various Working Groups will be brought to a future meeting of the Council; and
- v. further analysis of the percentage of the overall workforce working from home not included in the results be undertaken.

12. Elected Members Family Leave

A report by the Depute Chief Executive (Education, Communities and Organisational Development) invited the Committee to consider and note the proposed new scheme on relation to Family Leave for Elected Members.

During consideration Councillor Morrison sought clarification on the amount of leave members were entitled to after a still birth (post 24 weeks).

In response the Head of HR, ICT and Organisational Development advised that she would provide information to the Committee on the miscarriage (pre 24 weeks) and still birth (post 24 weeks) policy in place across the Council and what other local authorities have in place for elected members.

Thereafter, the Committee agreed to:

- i. approve the Family Leave for Elected Members scheme. This is a new scheme which incorporates the recommended guidance on Family Leave which was endorsed by COSLA in September 2019 and updated in May 2020 and is Appendix 1 of the report; and
- ii. note that the scheme would need to be referenced in the separate Members Allowance and Expenses Scheme.

13. Complaints Annual Report 2021-22

A report by the depute Chief Executive (Education, Communities and Organisational Development) asked the Committee to consider the Complaints Annual Report 2021-22.

During consideration, Councillor Mustard requested a briefing for members on the complaints policy.

In response, the Head of Governance, Strategy and Performance advised that he would be happy to provide a briefing to Members, along with the Complaints Officer.

Thereafter, the Committee agreed to:

- i. note the contents of the Complaints Report at Appendix 1 to the report;
- ii. note performance as indicated in the report;

- iii. approve the report for submission to the Scottish Public Services Ombudsman; and
- iv. instruct the Head of Governance, Strategy and Performance and the Complaints Officer to provide a briefing to Members on the Complaints Policy.

14. Council Poverty Plan Progress Update

A report by the Depute Chief Executive (Education, Communities and Organisational Development) informed the Committee of progress in developing a cross service whole Council poverty action plan as part of the Council's strategic response to reducing poverty in Moray.

Following consideration the Committee agreed to note the progress in developing a cross service, whole council Poverty Action Plan as part of the Council's strategic response to reducing poverty in Moray and that a further report will come forward for determination of content and approach in early 2023.

Councillor Cowe left the meeting during the discussion of this item.

15. Performance Report (Financial Services) Period to September 2022

A report by the Depute Chief Executive (Economy, Environment and Finance) informed the Committee of the performance of the service for the period to 30 September 2022.

Following consideration the Committee agreed to:

- i. note performance in the areas of Service Planning, Service Performance and other related data to the end of September 2022; and
- ii. note the actions being taken to improve performance where required.

16. Performance Report (Governance, Strategy and Performance) Period to September 2022

A report by the Depute Chief Executive (Education, Communities and Organisational Development) informed the Committee of the performance of the service for the period to 30 September 2022.

Following consideration the Committee agreed to:

- i. note performance in the areas of Service Planning, Service Performance and other related data to the end of September 2022; and
- ii. note the actions being taken to improve performance where required.

17. Performance Report (Human Resources, Information Communication Technology and Organisational Development) Period to September 2022

A report by the Depute Chief Executive (Education, Communities and Organisational Development) informed the Committee of the performance of the service for the period to 30 September 2022.

Following consideration the Committee agreed to:

- i. note performance in the areas of Service Planning, Service Performance and other related data to the end of September 2022; and
- ii. note the actions being taken to improve performance where required.

18. Question Time ***

Under reference to paragraph 13 of the minute of the meeting of this Committee dated 30 August 2022, Councillor Keith sought an update on the status of the 3 applications to the Regeneration Capital Grant Fund.

In response, the Depute Chief Executive (Economy, Environment and Finance) advised that on 21 October 2022 the Lossie 2-3 Group and the Forres Area Community Trust progressed to stage 2 of the process. The outcome will be known in either December 2022 or January 2023. The application by the Tomintoul and Glenlivet Development Trust was unsuccessful.

19. GMB Mileage Claim [Para 11]

A report by the Depute Chief Executive (Education, Communities and Organisational Development) asked the Committee to consider the report and agree the recommended option in response to a claim from the GMB union and recommend onward referral to the Council for approval of the necessary budget.

Councillor McBain, as Chair of the Appeals Committee, left the meeting for the discussion of this item.

Following consideration the Committee agreed to:

- i. note the conclusions reached by officers in relation to the collective grievance from GMB and agreed to authorise officers to make a formal offer to settle the grievance as set out in the report, subject to Council agreement to finance the payments; and
- ii. recommend to the Council that up to £30,000 is allocated to fund the settlement of the grievance on the basis set out in the report.

Corporate Committee – 31 January 2023

Notice of Motion

Pregnancy Loss Pledge

Miscarriage is the most common loss of pregnancy, affecting 1 in 4 known pregnancies. Miscarriage is legally defined in the UK as the loss of a baby up to 23 weeks and 6 days of a pregnancy and a stillbirth relates to the loss of a baby from 24 weeks.

Under current UK legislation, employees who experience stillbirth are entitled to two weeks Statutory Parental Bereavement Leave. They are also entitled to Maternity or Paternity Leave in addition to any Shared Parental Leave planned prior to their loss. Employees who lose their baby before 24 weeks of pregnancy have no such entitlement instead they have to rely on annual leave, sick leave or unpaid leave if they feel unable to return to work following the loss of a baby.

The loss of a baby at any stage of pregnancy can be a major source of grief and trauma and can have a significant impact on the mental wellbeing of women and men. It is imperative that they are given time to grieve and that their loss is acknowledged by their employer in a compassionate and supportive manner.

Council therefore agrees that a report is brought to Corporate Services Committee outlining the standards advocated within the Miscarriage Association Pregnancy Loss Pledge already adopted by several Scottish Local Authorities and many organisations in the UK and that the report asks the Council to consider embedding these standards within Moray Council's employment policies.

Proposer: Councillor Morrison

Seconder: Councillor Coull



REPORT TO: CORPORATE COMMITTEE ON 31 JANUARY 2023

SUBJECT: PUBLIC TRUST: FIFE PARK PAVILION, KEITH

BY: DEPUTE CHIEF EXECUTIVE (ECONOMY, ENVIRONMENT AND FINANCE)

1. REASON FOR REPORT

- 1.1 To invite the Committee to consider a proposal to demolish the changing pavilion in Fife Park, Keith.
- 1.2 This report is submitted to Committee in terms of Section III(B)(20) of the Council's Scheme of Administration relating to the management of Trust property.

2. RECOMMENDATION

2.1 The Committee is invited to:

- (i) **instruct the Property Asset Manager to seek viable proposals from the community for suitable alternative uses for the Fife Park pavilion;**
- (ii) **in the event of a potentially viable proposal coming forward, approve in principle expenditure of up to £35,000 to undertake repairs, subject to final approval by this committee of detailed proposals; and**
- (iii) **in the absence of any viable proposals coming forward within a period of 1 month of the opportunity being advertised, proceed with the demolition of the changing pavilion in Fife Park, Keith, for reasons of public safety.**

3. BACKGROUND

- 3.1 Fife Park is held as a public trust. The trust deed provides that the ground is to be used as a public park for the use and enjoyment of the inhabitants of the former burgh. The changing pavilion has been declared surplus to operational requirements and, due to its location and the restrictions in the title, options to dispose of the building are limited. It is clear that there is very little demand for changing facilities at Fife Park, with organised football, such as youth leagues, now centred around other locations in the town.

- 3.2 There are public safety concerns due to the condition of the pavilion roof. The pavilion has not been used in the last 5 years and its condition has now deteriorated to the extent that the roof is considered to be category D, life expired, with the ceilings having collapsed internally. Photos of the roof are included in **Appendix I**. There have been regular reports of children climbing onto the roof, thus exposing themselves to significant risk. There have also been occasional reports of antisocial behaviour at this location.
- 3.3 The pavilion has been mothballed with all utilities disconnected. The likely cost to bring the pavilion back into use is estimated at £35,000. In the absence of a suitable alternative use, demolition, at a likely cost also in the region of £35,000, is now considered necessary to ensure public safety.
- 3.4 Despite efforts to identify a suitable community interest with the capacity and funds to progress an alternative use, none have yet emerged. Any potential income that could be generated by a restored pavilion or other community use is unlikely to be significant, with the cost to operate and maintain the improved asset also being a factor. No community group has yet identified a viable alternative use or willingness to take on the running costs.
- 3.5 To ensure every option is exhausted prior to demolition, and recognising the costs of demolition should only be incurred if they cannot be put to a more productive and sustainable use, a further marketing exercise should be undertaken over a limited period of time seeking viable proposals for an acceptable alternative use. This would involve making the pavilion available for lease with the tenant being responsible for all future operating costs following completion of repairs by the Council to a value not exceeding the likely costs of demolition. No works would be instructed until such time as there is an agreement in place with a suitable tenant.

4. SUMMARY OF IMPLICATIONS

(a) Corporate Plan and 10 Year Plan (Local Outcomes Improvement Plan (LOIP))

Where a property is held on a public trust title, the trust purposes take precedence over the Council's Corporate Plan and 10 Year Plan.

(b) Policy and Legal

Any alternative use must be compatible with the trust purposes, which provide that the ground is to be utilised as a public park for the use and enjoyment of the inhabitants of the former Burgh. Demolition of the pavilion would not detract from the trust purposes.

(c) Financial Implications

The likely cost of bringing the changing pavilion back into use for its original purpose is estimated at £35,000. No suitable alternative use has yet been identified. The risk to public safety could be reduced significantly by replacing the roof at an estimated cost of £20,000. However, this would not be sufficient to bring the facility back into use.

In the absence of identified alternative uses, and in light of the lack of demand as a pavilion, there is little prospect of generating an income from restoration/refurbishment. However, a further marketing campaign

has the possibility of bringing forward a suitable alternative proposal at a cost of up to £35,000 but with no ongoing revenue costs thereafter.

The average maintenance costs over the last 5 years amounted to £400 per annum. There were no other operating costs.

The likely cost of demolishing the building is estimated to be £35,000. Fife Park trust has no funds. There is no budget to cover any ongoing operating costs. Demolition costs would be a charge against the Council's corporate buildings maintenance budget.

When the Council approved the budget for 2022/23 on 22 February 2022 (paragraph 3 of the Minute refers) it balanced only by using reserves and one-off financial flexibilities. The indicative 3 year budget showed a likely requirement to continue to make savings in the order of £20 million in the next two years. All financial decisions must be made in this context and only essential additional expenditure should be agreed in the course of the year. In making this determination the committee should consider whether the financial risk to the Council of incurring additional expenditure outweighs the risk to the Council of not incurring that expenditure, as set out in the risk section below and whether a decision on funding could reasonably be deferred until the budget for future years is approved.

(d) Risk Implications

There is a serious ongoing public safety risk due to the deteriorating condition of the roof over the changing pavilion in Fife Park, Keith. The roof is in lowest condition category D, i.e. life expired. Regular reports have been received of children climbing onto the roof.

(e) Staffing Implications

There are no staffing implications arising from this report.

(f) Property Implications

The property implications are as detailed in this report.

(g) Equalities/Socio Economic Impact

There are no equalities or socio-economic implications arising from this report.

(h) Climate Change and Biodiversity Impact

There are no climate change or biodiversity implications arising from this report.

(i) Consultations

The Depute Chief Executive (Economy, Environment and Finance), Chief Financial Officer, Head of Education Resources and Communities, Head of Environmental and Commercial Services, Sport and Culture Service Manager, Environmental Protection Manager, Legal Services Manager, Property Asset Manager, Senior Accountant, Equal Opportunities Officer, and Lindsey Robinson, Committee Services Officer have been consulted and their comments incorporated in the report.

Keith and Cullen Ward Members, Councillors Colyer, Coull and Gatt, are aware of the proposal and may make their views known at Committee.

5. CONCLUSION

5.1 The mothballed changing pavilion in Fife Park is considered surplus to Council requirements due to a lack of demand.

5.2 The condition of the pavilion has deteriorated since it was closed and, if no suitable alternative proposals come forward, demolition is now deemed necessary to address public safety concerns.

Authors of Report: Andrew Gray, Asset Management Coordinator

Background Papers:

Ref: SPMAN-1285234812-1217

Photos, Fife Park Pavilion, Keith

APPENDIX I



External view of pavilion showing roof.



Internal view of pavilion ceiling.



REPORT TO: CORPORATE COMMITTEE ON 31 JANUARY 2023

SUBJECT: PROPOSED EMPTY PROPERTY RELIEF POLICY

BY: DEPUTE CHIEF EXECUTIVE (ECONOMY, ENVIRONMENT AND FINANCE)

1. REASON FOR REPORT

- 1.1 To seek the authorisation of Elected Members for the implementation of an empty property relief policy for non-domestic properties following the devolution of responsibility for formulation of this policy to local authorities by Scottish Government on 1 April 2023.
- 1.2 This report is submitted to the committee in terms of Section III (B) (11) of the local authority's Scheme of Administration relating to the administration of the levy, collection, payment and recovery of Non-Domestic Rates (NDR).

2. RECOMMENDATION

2.1 It is recommended that the Committee:

- (i) agree the Interim Empty Property Relief policy proposed in this report at APPENDIX 1 for one year (Financial Year 2023/24); and
- (ii) agree that during 2023/24, officers undertake a reassessment as set out in the report to identify any changes which would incentivise ratepayers to bring unoccupied non-domestic properties back into use with a report back to committee setting out revised proposals for 2024/25.

3. POLICY DECISION

3.1 Background

- 3.1.1 The reductions available to ratepayers for empty non-domestic properties have previously been determined by reference to the appropriate statute. Scottish Government has, in response to representation from the Convention of Scottish Local Authorities (CoSLA), agreed to devolve responsibility for the determination of empty property relief policy to Scottish local authorities from 1 April 2023.

3.1.2 Each Scottish local authority is therefore now responsible for putting in place a bespoke policy for their ratepayers, to be effective from 1 April 2023. Across Scotland, there is a consensus that in its first year of devolved operation minimal change will be recommended to Empty Property Relief from the position pre devolution because of issues around timing and capacity as set out below. The position of minimal change has been formally adopted by a number of authorities already.

3.1.3 The decision to delegate determination of empty property relief policy to local authorities will not impact reliefs for occupied properties. These will remain in place and will continue to be governed by existing statute.

3.2 **NDR Revaluation**

3.2.1 At the time at which this policy is being devolved a revaluation of all non-domestic properties is also being carried out. The need to ensure the integrity of the NDR database will require that all ratepayers must reapply for reliefs post revaluation, which will place a heavy burden on the local authority's Taxation Services Team, restricting time available for review and development of the interim policy.

3.3 **Interim Policy Review and Development in 2023/24**

3.3.1 The interim policy which is outlined in this report largely replicates the existing reliefs available. There is nothing in it to incentivise ratepayers to bring vacant non-domestic properties back into use, which is an aim of the local authority.

3.3.2 It is intended that in the next financial year, 2023-24, when capacity is available to do so, work will commence in conjunction with Economic Growth and Development Services to investigate how the Empty Property Relief policy can be used to promote the return to occupation of non-domestic properties. This work will consider all possible options, including sliding scales of relief for certain classes of properties. It is envisaged that the development of this revised policy will likely include consultation with stakeholders, ratepayers and other interested parties.

3.3.3 Once the development of this revised policy is complete, it will be brought back to this Committee for review.

3.4 **Proposed Interim Empty Property Relief Policy**

3.4.1 **Appendix 1** to this report contains an outline of the existing suite of statutory reductions available to ratepayers of empty non-domestic properties, and a brief description of the entitlement circumstances.

3.4.2 The table in **Appendix 1** also displays the proposed devolved version for each of the current reliefs.

3.4.3 It is recommended that the proposed policy will be effective initially for one year, commencing 1 April 2023, and subject to review in 2023-24.

- 3.4.4 With the exception of Shootings and Deer Forests, in regard to each of the reductions that it is proposed the local authority adopts, the qualification and administration criteria contained in the statute effective at 31 March 2023 will be replicated in the Moray Council's bespoke interim local policy.
- 3.4.5 In any instance where there is an overlap between Scottish Government legislation and Moray Council's local policy, if the ratepayer has already received an award of some empty property relief under the earlier legislation, the ratepayer will only be entitled to the balance of the reduction available under the new policy. There will be no entitlement to a cumulative award across the two schemes which exceeds the entitlement available under Moray Council's local policy.

3.5 Shootings and Deer Forests

- 3.5.1 Shootings and Deer Forests are inserted on the Valuation Roll by the Assessor as an incorporeal right. Such a 'right' cannot be by definition vacant. Scottish Government has previously issued non-statutory guidance that shooting rights which were not exercised should be entitled to empty property relief. This is inconsistent with the nature of the entry on the Valuation Roll and the criteria determining qualification to empty property relief.
- 3.5.2 Scottish Government also provided non-statutory guidance that where shooting rights were only used for pest control purposes empty property relief should be granted. This is inconsistent with the nature of the entry on the Valuation Roll and the criteria determining qualification to empty property relief.
- 3.5.3 There are currently 67 shootings and deer forests in Moray which receive exemption from the payment of Non-Domestic Rates.
- 3.5.4 One local authority has previously rejected Scottish Government's guidance that empty property relief be granted, and has charged Non-Domestic Rates for shooting rights regardless of whether these are exercised or the manner in which they are used.
- 3.5.5 For the reasons set out at paras 3.5.1 and 3.5.2, the proposal within this report not to continue to grant empty property relief on shooting rights removes an anomaly in the administration of Non-Domestic Rates accounts.
- 3.5.6 It should be noted that ratepayers who are responsible for the payment of shooting rights with a low rateable value and which are exercised will continue to be able to claim a reduction award under the Small Business Bonus Scheme.

4. SUMMARY OF IMPLICATIONS

(a) Corporate Plan and 10 Year Plan (Local Outcomes Improvement Plan (LOIP))

No council/community planning priority implications for the local authority arise from the content of this report.

(b) Policy and Legal

Due to the planned revocation by Scottish Government of existing Empty Property Relief legislation on 31 March 2023, the local authority must have a bespoke empty property relief policy in place on 1 April 2023.

(c) Financial implications

The non-inclusion of shootings and deer forests in the local authority's bespoke empty property relief policy will result in an increase of approximately £44,000 in NDR income.

(d) Risk Implications

No risk implications for the local authority arise from the content of this report.

(e) Staffing Implications

The proposed policy and its review will be carried out by existing staff. In the context of the workloads potentially arising from the revaluation of all non-domestic properties and the review of reliefs, this additional workload will be challenging.

(f) Property

No property implications for the local authority arise from the content of this report.

(g) Equalities/Socio Economic Impact

No equalities implications for the local authority arise from the content of this report.

(h) Climate Change and Biodiversity Impacts

The impacts of the removal of rates relief on biodiversity of deer forests cannot be determined. However, there is unlikely to be any biodiversity or climate change implications resulting from this report.

(i) Consultations

The Depute Chief Executive (Economy, Environment and Finance), the Head of Economic Growth and Development, the Chief Financial Officer, the Principal Climate Change Officer and Lindsey Robinson, Committee Services Officer have been consulted in the preparation of this report and his comments incorporated in its content.

5. CONCLUSION

- 5.1 This report has laid before Members of this committee a proposal for a policy effective from 1 April 2023 for the administration of empty property relief for non-domestic properties.**

Author of Report: James Taylor, Taxation Manager.

Background Papers:

Ref: SPMAN-1293228629-777 / SPMAN-1293228629-778

APPENDIX 1**Current Reduction****50% Reduction**

A property which is empty of removable items is entitled to a 50% reduction for a three month period.

Current number of relief awards: **4**
Current Value of relief awards: **£25K**

10% Reduction

A property which has been empty in excess of three months is entitled to an ongoing 10% reduction.

Current number of relief awards: **12**
Current Value of relief awards: **£14K**

Exemption – Bankruptcy

An empty property for which the ratepayer is a bankrupt is entitled to ongoing exemption from the payment of rates.

Current number of relief awards: **1**
Current Value of relief awards: **£7K**

Exemption – Compulsory Purchase

An empty property subject to a compulsory purchase order is entitled to ongoing exemption from the payment of rates.

Current number of relief awards: **0**
Current Value of relief awards: **£0**

Exemption – Empty Land

Empty land which is inserted on the Valuation Roll is entitled to ongoing exemption from the payment of rates.

Current number of relief awards: **0**
Current Value of relief awards: **£0**

Proposed Reduction

It is proposed that this reduction is retained in the new policy.

It is proposed that this reduction is retained in the new policy.

It is proposed that this reduction is retained in the new policy.

It is proposed that this reduction is retained in the new policy.

It is proposed that this reduction is retained in the new policy.

Exemption – Executry

An empty property forming part of a deceased's executry is entitled to ongoing exemption from the payment of rates.

It is proposed that this reduction is retained in the new policy.

Current number of relief awards: **6**

Current Value of relief awards: **£10K**

Exemption – Industrial

An empty property conforming to the criteria of industrial use is entitled to exemption from the payment of rates for a six month period. This is followed by entitlement to an ongoing 10% reduction.

It is proposed that this reduction is retained in the new policy.

Current number of relief awards: **8**

Current Value of relief awards: **£29K**

Exemption – Listed Building

An empty property has listed building status is entitled to ongoing exemption from the payment of rates.

It is proposed that this reduction is retained in the new policy.

Current number of relief awards: **34**

Current Value of relief awards: **£230K**

Exemption – Liquidated

An empty property for which the ratepayer has been liquidated is entitled to ongoing exemption from the payment of rates.

It is proposed that this reduction is retained in the new policy.

Current number of relief awards: **0**

Current Value of relief awards: **£0**

Exemption – Minimum Rateable Value

An empty property has a rateable value of up to £1,700 is entitled to ongoing exemption from the payment of rates.

It is proposed that this reduction is retained in the new policy.

Current number of relief awards: **102**

Current Value of relief awards: **£32K**

Exemption – Prohibited by Law

An empty property for which occupancy is prohibited by law is entitled to ongoing exemption from the payment of rates.

It is proposed that this reduction is retained in the new policy.

Current number of relief awards: **0**
Current Value of relief awards: **£0**

Exemption – Sequestration

An empty property for which the ratepayer has been sequestered is entitled to ongoing exemption from the payment of rates.

It is proposed that this reduction is retained in the new policy.

Current number of relief awards: **0**
Current Value of relief awards: **£0**

Exemption – Shootings

The right to shoot over ground is entered into the valuation roll. Scottish Government has previously issued guidance that if this right is not exercised there is entitlement to ongoing exemption from the payment of rates.

It is proposed that this reduction is NOT retained in the new policy.

Current number of relief awards: **67**
Current Value of relief awards: **£44K**

Exemption – Wound Up

An empty property for which the ratepayer is a company which has been wound up is entitled to ongoing exemption from the payment of rates.

It is proposed that this reduction is retained in the new policy.

Current number of relief awards: **0**
Current Value of relief awards: **£0**



REPORT TO: CORPORATE COMMITTEE ON 31 JANUARY 2023

SUBJECT: CHARGING FOR SERVICES

BY: DEPUTE CHIEF EXECUTIVE (ECONOMY, ENVIRONMENT AND FINANCE)

1. REASON FOR REPORT

- 1.1 To ask Committee to approve revised charges for Council services for 2023/24.
- 1.2 This report is submitted to Committee in terms of Section III (B) (1) and (48) of the Council's Scheme of Administration relating to financial policy and the setting of charges.

2. RECOMMENDATION

2.1 It is recommended that Committee:

- (i) **approves the charges for Council services for 2023/24 set out in APPENDIX 1; and**
- (ii) **delegates authority to officers to vary charges made for use of electricity to ensure the actual cost is recouped in the event of in-year increases in the cost of electricity.**

3. BACKGROUND

- 3.1 The current Charging for Services Policy was approved by Policy and Resources Committee on 24 October 2017 (paragraph 6 of the minute refers). Under the policy, an annual revision of charges is required. In order to preserve the Council's financial position, charges within the control of this council are generally inflated annually. However, the Corporate Committee on 12 October 2021 approved a default freeze of charges for 2022/23 at 2021/22 levels (paragraph 6 of the Minute refers) and so most charges have not been increased for two years.
- 3.2 The Charging for Services Policy assumes a default position of full cost recovery, recognising that there will be exceptions to that rule. In cases where the Council offers a service where there are alternative service providers then market conditions should be taken into account. In other instances benchmarking with other local authorities may be a good test of

reasonableness. There may be policy reasons for charging at less than full cost recovery for some services. However, charging for services is an important tool when considering the Council's overall budget and the Council on 10 August 2022 approved a hierarchical approach to savings which places income generation above reduction in service (paragraph 16 of the Minute refers). Given that approach it is clear that charges for services should be carefully scrutinised to ensure that income for the Council is maximised to protect Council services at a time when significant savings – in the order of £28 million over the next two years – require to be made.

3.3 Not all charges are within the Council's control. Some charges levied by the Council for services provided are set by statute, some are limited by statute and some have the method of calculation prescribed by statute – these are indicated in **APPENDIX 1** and are included for the sake of completeness.

3.4 The reason behind the recommended charges for 2023/24, where these are within the Council's control, are discussed on a section-by-section basis below.

3.5 **A: Corporate / cross departmental**

A3 and A3a – loan and title lending and 14 day letter for industrial estates arrears. These charges are proposed to be increased to reflect recovery of the cost of staff time involved.

A3b – A3d – new charges linked to industrial estate debt recovery. These charges are proposed to recover the cost of officer time at various stages of debt recovery.

A4 and A4a, A5 – recovery of legal costs. The charges proposed reflect the cost of providing these services.

A12, A13, A13a – use of marriage room and surcharges for other venues/ Saturday weddings. It is proposed that the charges are increased by 8%.

This is below the current rate of inflation as measured by the Consumer Price Index (CPI).

A18 – photocopying. An increase of 5p in the cost per A4 sheet is proposed and other charges uplifted in line with this and an increase of 5% in staff costs to £20 per hour is proposed, reflecting the average pay award.

A22, A23 – provision of committee papers; HR training to external services. No increase proposed.

A24 – a new charge of 50p per transaction is proposed for payment of Council Tax in Post Offices or at paypoints – this would cover the charges levied on the Council and is designed to make the method of payment cost neutral to the Council by passing the cost to those Council Tax payers who elect not to pay by Direct Debit. This is proposed as a budget saving. The cost to the Council of cash payments in 2021/22 was £12,000.

3.6 **B: Social Care Services**

Moray Council delivers social care under the aegis of Moray Integration Joint Board (MIJB). The ability to set charges is a function of the Council and not of MIJB. However, in previous years the Council has requested MIJB to make recommendations regarding the level of charges, so that a holistic view can be taken of charges for social care and their relation to service issues, and in the spirit of partnership working. The charges included in section B relating to services carried out for MIJB are as recommended by MIJB officers – 4% being 2 years inflation at the Treasury target of 2% pa.

3.7 C: Leisure facilities

C1 – Fit Life. Recommended to freeze to maintain level of individual membership to maintain parity with Moray Leisure Centre and avoid loss of membership. Recommend to increase family membership by £1 per month (3% increase) as still very good value and Moray Leisure Centre will increase to match if approved.

C2, C3 – swimming pools, indoor facilities. Proposed increased based on benchmarking with neighbouring authorities, with a view to increased prices making FitLife membership more attractive.

C4b,c – pavilions, grassed pitches – minimal increases.

C4e,f – price freeze to encourage use and maintain cost just below local private operators.

C5a – school facilities for meetings –recommended to align across all facilities.

C5b, C9a – sports halls; community centre admissions. 5% increase recommended (half current CPI).

3.8 D: Libraries and Information Services

D1a – fines. Recommended removed per recommendation from Cost of living Working Group reported to Council on 7 December 2022 (paragraph 16 of the Minute refers). D1d – replacement card. Recommend reduce to align with cost of card.

D1e, D1f – CDs, art prints, sale of withdrawn items. Remove as services to be discontinued.

D1h, D1j – heritage search, one to one tuition. Recommended 5% increase in line with leisure facilities recommended increase.

D2 – Elgin library room hire. Proposed to align per C5a.

3.9 E: Education

E2 – Sports coaching. Proposed 10% increase to align with neighbouring authorities and encourage Fit Life uptake. Propose separate charge for trampolining

E3 – school meals. Increase by 4% proposed to reflect increasing costs, but mindful of providing good value pricing to encourage uptake.

3.10 F: Economic Growth and Development Services

All services bar F4q. Proposed increase of 8% to reflect staff pay award and increased cost of fuel.

F4q – Development Management: requests for non-material variation of previously approved schemes. Charge only recently introduced so no increase proposed.

3.11 G: Waste Management, Land and Parks

G1 – waste management. Proposed increases from 4% to 10%, reflecting assessment of the market. Two charges - garden waste permits and commercial waste disposal - are included at reduced rates previously approved by Council.

G2 – burial grounds. Proposed increase of 10% recommended to generate savings following a benchmarking exercise .

G3, G4 – fairgrounds, circuses, commercial events in open spaces. Proposed 10% to generate savings following assessment of market tolerance..

G6 – photo shoots, filming in open space. These were new charges introduced in 2022 and only minor amendments are recommended in the light of experience.

G8 – electricity charge. Should be full cost recovery and increase to £0.27 per kWh recommended from 1 April 2023 and recommended that the charge is increased as and when future increases in cost are applied to cover the increase.

G9 – memorial benches. New charges for the purchase and installation of memorial benches in parks or green spaces are recommended.

3.12 H: Fleet, roads and transportation

H1a – taxi test. Proposed 2% increase to keep close to DVSA rate for other vehicles.

H1f – car evaluation. This service is not offered and the charge should be removed.

H1g – minibus drivers' assessment. Proposed 4% increase.

H2 – roads consents. Proposed 10% increase following benchmarking with neighbouring authorities

H3 – car parking. Range of amendments proposed to reflect the fact that the charges were last revised five years ago. There are interplays between the charges, and the recommendation is that the proposals can be delivered without suppressing usage.

H4 – roads construction consent. No change proposed as this is commercially sensitive.

H5 – public transport unit. Generally a 10% increase proposed with the exception of H5d (community bus fares) where a new fare structure was approved by Economic Development and Infrastructure Committee on 22 September 2022 and no change to that is proposed.

3.13 I: Harbours

I1 – cargo vessels. A range of proposals from a price freeze to a 10% increase reflect the results of a benchmarking exercise with neighbouring ports.

I2 – fishing vessels. No increase in recommended, mindful of the decline in the industry.

I3 – recreational vessels. A 10% increase is proposed as a savings measure, with the exception of I3e (rover ticket) where a price freeze is recommended to remain in line with Aberdeenshire Council's charge and I3f (visiting day ticket) following benchmarking with neighbouring ports.

I4 – harbour dues – following benchmarking with neighbouring ports, an increase of 20% is recommended for I4e (use of harbour for demonstration etc) and a price freeze for I4f (charity events) and I4h (hire of a single gangway).

I5, I6, I7, I8, I9, I10, I11, I12 – wharfage, slipway and repair pads, weighbridges, pilotage, supply of water, electricity, fuel transfer and ground rent. Following benchmarking with neighbouring ports a range of proposals from price freezes to a range of increases.

I14 – hire of room at harbour. It is proposed that this is brought into line with C5 and D2.

3.14 K: Housing and Property

K1 – Moray Council sheltered housing warden service. An increase of 3.5% is proposed as this aligns with the tenants' preferred option for rent increase from the consultation on housing rents currently being undertaken.

K3a – applications to purchase garden ground. An inflationary (CPI) uplift of 11.5% is proposed for fees, with an increase to £450 for committee report preparation to cover the cost of the work involved.

Generally, increases to fully recover the cost involved as recommended to property fees

4. SUMMARY OF IMPLICATIONS

(a) Corporate Plan and 10 Year Plan (Local Outcomes Improvement Plan (LOIP))

The levying of charges for Council services is an essential component of delivering Council priorities on a sustainable basis.

(b) Policy and Legal

The current policy for charging for Council services was approved by this committee on 24 October 2017. There are no legal implications arising from this report. Some charges are set or limited by legislation.

(c) Financial implications

The current budget for incomes from individual charges is included as a guide to the impact which these charges have on the Council's financial position. If all recommended charges are approved it is estimated that an additional £400,000 income will be generated from charges for services.

(d) Risk Implications

There are no risk implications arising directly from this report.

(e) Staffing Implications

There are no staffing implications arising directly from this report.

(f) Property

There are no property implications arising from this report.

(g) Equalities/Socio Economic Impact

There are no equalities implications or implications for the socio-economic duty arising from this report

(h) Climate Change and Biodiversity Impacts

There are no implications for climate change or biodiversity arising from this report.

(i) Consultations

All Heads of Service and the Equal Opportunities Officer have been consulted in the preparation of this report and comments incorporated.

5. CONCLUSION

5.1 Following benchmarking and reviews for consistency across Council services and mindful of the need to make savings, with increased income preferred to cuts in services, a range of variances in charges are recommended and set out in APPENDX 1 to this report..

Author of Report: Lorraine Paisey, Chief Financial Officer
Background Papers:
Ref: SPMAN-1293228629-622

SECTION A: CORPORATE SERVICES / CROSS DEPARTMENTAL

CODE: **S** Set by Statute/Scottish Government
 M At legal maximum
 SD Statutory duty of full cost recovery

REF	SERVICE	CODE S / M / SD	BUDGET 2022/23	CHARGE 2022/23	CHARGE 2023/24	DATE OF LAST CHANGE	REASON FOR RECOMMENDATION
A1.	Property Enquiry Certificates		£1,000	£177 + VAT	+ VAT	April 2020	
A3.	Loan and title lending/copying (Estates and Legal Services)		£34,000	From £41.82 increasing depending on time taken	From £45 increasing depending on time taken	April 2021	Reflects actual cost of carrying out work
A3a	14 day letter for industrial debts arrears			£32.13 per letter	£50 per letter	April 2021	Proposed charge reflects officer time spent pulling together detail for these letters to try and recover debts at an early stage
A3b	Initial Irritancy letter linked to industrial debt recovery				£100 per letter	Proposed new charge to recover costs of pursuing debts	Proposed charge reflects officer time spent collating and checking detail for this stage of debt action – costs not currently being recovered

REF	SERVICE	CODE S / M / SD	BUDGET 2022/23	CHARGE 2022/23	CHARGE 2023/24	DATE OF LAST CHANGE	REASON FOR RECOMMENDATION
A3c	Follow up Irritancy letter linked to industrial debt recovery				£75 per letter	Proposed new charge to recover costs of pursuing debts	As above
A3d	Letter Instructing Sheriff Officers linked to industrial debt recovery				£50 per letter	Proposed new charge to recover costs of pursuing debts	As above
A4.	Recharge of Council's legal costs in relation to discretionary property and leasing work			£59 - £135 per hour	£ 61 - £ 140 per hour	April 2021	Reflects costs of providing service and still very competitive against cost of using external legal advisers
A4a	Recharge of Council's legal costs in relation to pre judicial litigation work by litigation team			£59 - £135 per hour	£ 61 - £ 140 per hour	April 2021	As above
A4b	Judicial expenses: Court proceedings including recovery of rent arrears, industrial debts, miscellaneous and licensing matters	S		Varies annually on a national basis and by work type/stage	Varies annually on a national basis and by work type/stage		

REF	SERVICE	CODE S / M / SD	BUDGET 2022/23	CHARGE 2022/23	CHARGE 2023/24	DATE OF LAST CHANGE	REASON FOR RECOMMENDATION
A5.	Orders under Town and Country Planning (Scotland) Act and other Roads/planning matters			£59 - £135 per hour	£61 - £ 140 per hour	April 2021	Reflects costs of providing service and still very competitive against cost of using external legal advisers
A6.	Licensing (i) Liquor Licensing:	M	£121,000	Per approved table of charges set by the Licensing Board	Per approved table of charges set by the Licensing Board	June 2018	Fees were increased by the Licensing Board to statutory maximum levels in August 2022
	(ii) Licences under the Civic Government (Scotland) Act and other miscellaneous pieces of legislation						(iii)
	Animal Boarding Establishments Animal Breeding Cinema Licence Copy Licence Dangerous Animals HMO (5 occupants or under)		£148,000	£131 £115 £166 £22 £285 £1,800		April 2021 April 2021 April 2021 April 2021 April 2021 April 2021	All charges for licences managed under the authority of the Licensing Committee as Licensing Authority will be reviewed in full in 2023 by the Committee. A full review has generally been undertaken each 5 years with inflationary
	HMO (10 occupants or under)			£2,572		April 2021	
	HMO (over 10 occupants)			£3,345		April 2021	
	HMO Change of Circumstance			£260		April 2021	
	Itinerant Metal Dealer's Licence			£683		April 2021	

REF	SERVICE	CODE S / M / SD	BUDGET 2022/23	CHARGE 2022/23	CHARGE 2023/24	DATE OF LAST CHANGE	REASON FOR RECOMMENDATION
	Itinerant Metal Dealer's Exemption Warrant			£683		April 2021	increases in between.
	Knife Dealers Licence			£723		April 2021	
	Late Hours Catering Licence			£952		April 2021	
	Late Hours Catering Renewal			£952		April 2021	
	Licence Plates			£22		April 2021	
	Market Operator Licence			£447		April 2021	
	Market Operator Temporary Licence			£447		April 2021	
	Metal Dealer Licence			£683	No Fee	April 2021	All charges for licences managed under the authority of the Licensing Committee as Licensing Authority will be reviewed in full in 2023 by the Committee. A full review has generally been undertaken each 5 years with inflationary
	Metal Dealer's Exemption Warrant			£683		April 2021	
	Performing Animals			£110		April 2021	
	Pet Shops			£224		April 2021	
	Public Charitable Collections			No Fee		April 2019	
	Public Entertainment (under 200 attendees)*			£315		April 2021	
	Public Entertainment (between 200 and 299 attendees)*			£394		April 2021	
	Public Entertainment (between 300 and 399 attendees)*			£513		April 2021	
	Public Entertainment (between 400 and 499 attendees)*			£671		April 2021	

REF	SERVICE	CODE S / M / SD	BUDGET 2022/23	CHARGE 2022/23	CHARGE 2023/24	DATE OF LAST CHANGE	REASON FOR RECOMMENDATION
	Public Entertainment (over 500 attendees - commercial)* * Discounts apply for charitable events			£1,388		April 2021	increases in between.
	Public Processions			No Fee	No Fee	April 2019	
	Riding Establishments:			£413		April 2021	
	Second Hand Dealers Licence			£146		April 2021	
	Sex Shop Licence			£1,277		April 2021	
	Sexual Entertainment Venue new licence			£1,530		SEV fees set Sept 2020	
	Sexual Entertainment Venue licence grant fee			TBD			
	Sexual Entertainment Venue licence renewal			£1,530		April 2021	
	Sexual Entertainment Venue licence variation			£510		April 2021	All charges for licences managed under the authority of the Licensing Committee as Licensing Authority will be reviewed in full in 2023 by the Committee. A full review has
	Sexual Entertainment Venue licence transfer			£281		April 2021	
	Sexual Entertainment Venue issue duplicate licence			£41		April 2021	
	Street Traders			£394		April 2021	
	Tattooing and Piercing			£394		April 2021	
	Taxi Booking Office			£515		April 2021	
	Taxi/Private Hire Driver Grant			£243		April 2021	

REF	SERVICE	CODE S / M / SD	BUDGET 2022/23	CHARGE 2022/23	CHARGE 2023/24	DATE OF LAST CHANGE	REASON FOR RECOMMENDATION
	Taxi/Private Hire - Driver Renewal Taxi/Private Hire Vehicle Variation of any Licence Vehicle Substitution Venison Dealer Licence Window Cleaner Licence Zoo Licence			£197 £422 £28 £353 £53 £155 £330		April 2021 April 2021 April 2021 April 2021 April 2021 April 2021 April 2021	generally been undertaken each 5 years with inflationary increases in between.
A8.	Searches in Indexes of Statutory Registers	S	£111,000	n/a	n/a	April 2019	
A9	Certificates: Full extract of birth, death or marriage and abbreviated certificate	S		n/a	n/a	January 2011	
A10.	Note of Marriage or civil partnership	S		As set	As set	April 2010	
A11.	Marriage or civil partnership ceremony conducted by Registrar	S		As set	As set	April 2010	
A12.	Use of marriage room in Registry Office Over 10 guests 5 – 10 guests Non-returnable deposit paid when making a booking for a ceremony. This fee is deducted from the final charge.			£178 £76 £70	£192 £82 £76	April 2021	8% increase

REF	SERVICE	CODE S / M / SD	BUDGET 2022/23	CHARGE 2022/23	CHARGE 2023/24	DATE OF LAST CHANGE	REASON FOR RECOMMENDATION
A13.	Surcharge for Marriages in all venues outwith the Registry Office (Mon-Sat)		Included in Registrar's total above (A8 – A11)	£270	£292	April 2021	8% increase
A13a	Saturday surcharge for Marriages in Marriage Room			£131	£141	April 2021	8% increase
A16.	Change of Civil Partnerships to Marriage	S		As set	As set	16 / 12 / 15	
A17.	Freedom of Information requests		£nil	10% of the cost to the Council for costs over £105	10% of the cost to the Council for costs over £105	April 2020	
A18.	Photocopying A4 Black & white A3 Black & white A4 colour A3 colour Plus staff costs		£nil	10p 20p 35p 50p Up to £19 per person per hour	15p 30p 45p 70p Up to £20 per person per hour	April 2018 April 2018 April 2018 April 2018 April 2021	
A19.	Re-use of public sector information	S	£nil	As set	As set	October 2007	
A20.	Data Subject Access Request	M	£nil	As set	As set	October 2007	
A21.	Pupil Education Records	M	£nil	Sliding scale from £2 to a maximum of £50	Sliding scale from £2 to a maximum of £50	April 2010	

REF	SERVICE	CODE S / M / SD	BUDGET 2022/23	CHARGE 2022/23	CHARGE 2023/24	DATE OF LAST CHANGE	REASON FOR RECOMMENDATION
A22.	Committee services documents		£nil	Available free on internet, otherwise £8.00 admin fee plus 10p per side of photocopy	Available free on internet, otherwise £8 admin fee plus 10p per side of photocopy	April 2021	
A23.	HR Training – Social Work Training Team – to deliver training to external organisations			£41 per person	£41 per person	April 2021	Focus of service is on internal training with little capacity to provide to external organisations
A24.	Payment of Council Tax at Post Office / paypoint			-	50p per transaction	New charge	To recoup cost charged to Council

SECTION B: SOCIAL CARE – MIJB and Moray Training

REF	SERVICE	CODE S / M / SD	BUDGET 2022/23	CHARGE 2022/23	CHARGE 2023/24	DATE OF LAST CHANGE	REASON FOR RECOMMENDATION
B1.	Moray Lifeline / Telecare			£40.20 per quarter inc VAT	£41.80 per quarter inc VAT	April 2022	
B4.	Blue Badge	M		£20 per badge – badge valid for 3 years	£20 per badge – badge valid for 3 years	April 2021	
B6.	Meals at Day Care Centres (Older People) and Shared Lives:						
B6a.	Meal			£5.03 per meal	£5.20 per meal	April 2020	
B6b.	Tea & Biscuits			£0.77 per cup	£0.80 per cup	April 2021	
B6c.	Light meal (Shared Lives Service only)			Per Shared Lives carer	Per Shared Lives carer	April 2021	
B6d.	Packed lunches (Murray Street)			£5.03	£5.20	April 2020	
B10.	Stair lift maintenance			£16.56 per quarter inc VAT No VAT if registered disabled	£17.22 per quarter inc VAT No VAT if registered disabled	April 2020	
B10 a	Wash / dry toilet maintenance			Nil	Nil	April 2022	
B11.	Occupational Therapy Aids and Equipment			None (per CoSLA recommendation)	None (per CoSLA recommendation)	October 2005	
B12.	Hire of Day Centre rooms			£5.49 per hour	£5.71 per hour	April 2021	
B14.	Speyside Lunch Club			£6.26 inc VAT	£6.50 inc VAT	April 2021	
B16	Case review carried out on behalf of another local authority			£100.41	£104.43	April 2021	

SECTION C: LEISURE FACILITIES

REF	SERVICE	CODE S / M / SD	BUDGET 2022/23	CHARGE 2022/23	CHARGE 2023/24	DATE OF LAST CHANGE	REASON FOR RECOMMENDATION
C1	Fit Life						
C1a.	Membership cards Individual – 12 months Individual – monthly direct debit		£929,000	£276 £23	£276 £23	April 2020	Preference to retain individual Fit life memberships as is due to cost of living crisis and concern that increase may result in a high volume of cancelled memberships
C1b.	Family (1 adult) – 12 months Family (1 adult) – monthly direct debit Family (2 adults) – 12 months Family (2 adults) – monthly direct debit			£348 £29 £372 £31	£360 £30 £384 £32		
C1c.	35 Day Membership			£35	£35	April 2019	As above
C2	Swimming Pools						
C2a.	Swimming Adult Swim / aqua aerobics / activity class Junior swim aged 5 – 17 / over 60s Baby/toddler swim (0-4 years old) Registered Disabled +one carer		£72,000	£5.75 £2.90 Free £2.90	£6.00 £3.00 Free £3.00	April 2020	Aligning with neighbouring authorities, encourage people to take out Fit Life as better value for money

REF	SERVICE	CODE S / M / SD	BUDGET 2022/23	CHARGE 2022/23	CHARGE 2023/24	DATE OF LAST CHANGE	REASON FOR RECOMMENDATION
C2b.	Swimming Lessons Adult Lesson Junior Lesson block (8 weeks) Holiday Crash Course (5 x daily lessons) Parent and Child Class (1 adult & 1 child) Individual junior lesson (30 minutes for 1 child) Additional needs child individual lesson (30 minutes for 1 child)		£45,000	£7.00 £44.00 £27.50 £5.50 £16.00 £10.00	£8.00 £48.00 £30.00 £6.00 £18.00 £10.00	April 2020	As above
C2c.	Pool Hire General (Buckie, Forres, Keith) General (Lossiemouth) General (Speyside) Pool Hire with inflatable (Buckie, Forres, Keith) Pool Hire with inflatable (Speyside) Club Hire (Buckie, Forres, Keith) Club Hire (Lossiemouth) Club Hire (Speyside) Club hires are exempt from VAT if a series booking		£102,000	Per hour £115.00 £90.00 £70.00 £125.00 £85.00 £45.00 £38.00 £33.00	Per hour £120.00 £95.00 £75.00 £130.00 £90.00 £50.00 £42.00 £37.00	April 2020	

REF	SERVICE	CODE S / M / SD	BUDGET 2022/23	CHARGE 2022/23	CHARGE 2023/24	DATE OF LAST CHANGE	REASON FOR RECOMMENDATION
C2d.	Health Suite Sauna & Steam		£nil	Use of health suite included in admission cost.	Use of health suite included in admission cost		
C3	Indoor Facilities	All charges are inclusive of VAT, if applicable					
C3a.	Fitness Rooms User induction course (Free with Fit Life? Membership) Fitness Room (1 hour) Adult Junior, over 60's, Registered Disabled Activity Class Physical Activity for Health class (exercise referral)		£24,000	£25.00 £5.75 £3.95 £3.95 £5.75 £3.50	£25.00 £6.00 £4.00 £4.00 £6.00 £3.75	April 2020	Remain same – need to encourage new customers Aligning with neighbouring authorities, encourage people to take out Fit Life as better value for money

REF	SERVICE	CODE S / M / SD	BUDGET 2022/23	CHARGE 2022/23	CHARGE 2023/24	DATE OF LAST CHANGE	REASON FOR RECOMMENDATION
C3b	Speyside Sports & Community Centre – indoor climbing wall					April 2020	
C3b 1	Climbing Adult climb Junior climb (up to 17 years) Over 60s concession Registered disabled + one carer			£7.50 £5.50 £5.50 £5.50	£8.00 £6.00 £6.00 £6.00		
C3b 2	Climbing lessons Adult lesson block (8 weeks) Junior lesson block (8 weeks)			Costs according to type and duration of class	Costs according to type and duration of class		
C3b 3	Climbing wall hire (per hour) Within normal opening hours Outwith normal opening hours			£37.00 As above plus £22 per hour	£40.00 As above plus £22 per hour		
C4	Outdoor Sports						
C4a.	Multi Sports Area Multi Sports Area for 5-a-side football (3 courts) per hour			Now open-plan – free access	Now open-plan - free access	April 2017	
C4b.	Pavilions and Pitches Football and School sports field with changing rooms		£11,000			April 2020	

REF	SERVICE	CODE S / M / SD	BUDGET 2022/23	CHARGE 2022/23	CHARGE 2023/24	DATE OF LAST CHANGE	REASON FOR RECOMMENDATION
C4c.	Adult Teams per Game			£68.00	£70.00		
	Juvenile Teams (Under 17) per Game			£24.00	£26.00		
	Pavilion and / or grassed areas for training (football and rugby) and School sports fields without changing rooms						
	Adult groups – per session			£38.00	£40.00		
	Juvenile Groups – per session			£12.00	£14.00		
	Session times are for morning / afternoon / evening						

REF	SERVICE	CODE S / M / SD	BUDGET 2022/23	CHARGE 2022/23	CHARGE 2023/24	DATE OF LAST CHANGE	REASON FOR RECOMMENDATION
	Astro Sports Pitches		£43,000			April 2020	
C4e.	Aberlour, Buckie, Elgin High, Lossiemouth, Fochabers Full Size pitch Adult Teams per hour Juvenile Teams per hour Third size pitch Adult Teams per hour (1 x pitch) Juvenile Teams per hour (1 x pitch)			£65.00 £32.00 £22.00 £11.00	£65.00 £32.00 £22.00 £11.00		Remain same to encourage greater usage of our astro turf pitches and also remain just below local private operator costs
C4f.	Elgin Academy and Keith Full Size pitch Adult Teams per hour Juvenile Teams per hour Half Size pitch Adult Teams per hour Juvenile Teams per hour			£65.00 £32.00 £33.00 £16.00	£65.00 £32.00 £33.00 £16.00		As above
C5.	School facilities						
C5a.	Meeting Room – per hour Standard rate Junior (up to 17 years old) Special Needs Groups Community (small – capacity 1-10 people)		£53,000	£16.00 £11.00 £6.00	£10.00	April 2020	Aligning meeting room hire across

REF	SERVICE	CODE S / M / SD	BUDGET 2022/23	CHARGE 2022/23	CHARGE 2023/24	DATE OF LAST CHANGE	REASON FOR RECOMMENDATION
	Community (medium – capacity 11-50 people) Community (large – capacity 51+ people) Private/commercial (small – capacity 1-10 people) Private/commercial (medium – capacity 11-50 people) Private/commercial (large – capacity 51+ people) Requests for bookings can be considered out-with normal hours at an additional cost of £22 per booking per hour				£13.00 £18.00 £20.00 £26.00 £36.00 £22.00		Sport and Culture Service facilities – new costs are a balance between previous discrepancies
C5b.	Sports/Assembly Hall – per hour Small hall Standard rate Junior / over 60s Large hall Standard rate Junior / over 60s	.	Included above		£21.00 £11.00 £42.00 £21.00	£23.00 £12.00 £45.00 £23.00	April 2020 Approx 5% increase

REF	SERVICE	CODE S / M / SD	BUDGET 2022/23	CHARGE 2022/23	CHARGE 2023/24	DATE OF LAST CHANGE	REASON FOR RECOMMENDATION
	Requests for bookings can be considered out-with normal hours at an additional cost of £22.00 per booking per hour			£22.00	£22.00		
C9	Community Centres						
C9a	Admission Charges per hour Adult Junior aged 5-17 Over 60s Registered Disabled + one carer		£116,000	£5.25 £3.25 £3.25 £3.25	£5.50 £3.50 £3.50 £3.50	April 2020	Approx 5% increase
C9b	Shower			£2.50	£2.50	April 2020	
C9c	Use of photocopier (A4 black and white)			Please See Section A18	Please See Section A18		

SECTION D: LIBRARIES AND INFORMATION SERVICES

REF	SERVICE	CODE S / M / SD	BUDGET 2022/23	CHARGE 2022/23	CHARGE 2023/24	DATE OF LAST CHANGE	REASON FOR RECOMMENDATION
D1	Libraries and Information Services						
D1a	Adult Fines per week Maximum per item People over 60 years		£9,000	£0.60 £10.40 No charge	No charge N/A No charge	April 2020 April 2021	Align with leisure replacement card cost and closer to neighbouring authorities
D1c	Inter-Library Loan			Cost of return postage	Full cost recovery (will vary for each item)		
D1d	Reader's Tickets – Replacement Computer Card			£2.45	£1.00	April 2021	
D1e	CDs per item DVDs per item Arts Prints		£nil	£0.70 inc VAT £2.50 Free	£ — inc VAT Free	April 2020 April 2002 Market rate April 2008	Remove as CD's and DVDs will be removed from service offering from 1 st Apr 23

REF	SERVICE	CODE S / M / SD	BUDGET 2022/23	CHARGE 2022/23	CHARGE 2023/24	DATE OF LAST CHANGE	REASON FOR RECOMMENDATION
D1f	Sales of withdrawn items: — Non Fiction — Adult/Junior Fiction — Paperbacks — CDs and Videos		£4,000	£1.30 £0.75 £0.40 £1.30		April 2021 April 2020 April 2020 April 2021	Remove as no longer selling withdrawn items as part of new stock management system – withdrawn items will be disposed of via Collection HQ for flat fee or resale value
D1g	Photocopies: Per A4 copy b/w Per A3 copy b/w Per A4 copy colour Per A3 copy colour Microfilm/fiche per A4 sheet Internet: Computer printouts Computer printouts (colour) Digital Scanning/Emailing -		£17,000	Please See Section A18 £0.85 £0.10 £0.35 £2.05 for first sheet and thereafter £0.10 per sheet	Please See Section A18 £0.90 £0.15 £0.50 £2.05 for first sheet and thereafter £0.10 per sheet	April 2020 April 2014 April 2011 April 2021	5% increase In line with national average

REF	SERVICE	CODE S / M / SD	BUDGET 2022/23	CHARGE 2022/23	CHARGE 2023/24	DATE OF LAST CHANGE	REASON FOR RECOMMENDATION
	Fax (per sheet): 3D Printing			£2.05 for first sheet and thereafter £0.50 per sheet Standard Setup Fee - £2 plus £1 per 50g used. (Minimum charge of £3)	£ — for first sheet and thereafter £ per sheet Standard Setup Fee - £2 plus £1 per 50g used. (Minimum charge of £3)	April 2021 NEW April 2022	Remove no longer offer fax service New service so maintain charge until better understanding of demand as service develops
D1h	Heritage searches (per hour)		£1,100	£32.00	£34.00	April 2021	5% increase
D1j	Learning Centre 1:1 tuition			£25.00	£27.00	April 2021	5% increase

D2	Elgin Library accommodation per hour Meeting Room / Activities Room: — Community Use — Private Use — Commercial use: Based in Moray Gallery: — Community Use — Private Use — Commercial use: Based in Moray Small meeting room: — Community Use — Private Use — Commercial use: Based in Moray Community (small – capacity 1-10 people) Community (medium – capacity 11-50 people) Community (large – capacity 51+ people) Private/commercial (small – capacity 1-10 people) Private/commercial (medium – capacity 11-50 people) Private/commercial (large – capacity 51+ people)		£15,000				April 2021	
				£10.00				
				£11.90				
				£22.10				
				£20.10				
				£24.95				
				£62.50				
				£6.90				
				£7.50				
				£18.75				
						£10.00		Aligning meeting room hire across Sport and Culture Service facilities – new costs are a balance between previous discrepancies
						£13.00		
						£18.00		
						£20.00		
						£26.00		
						£36.00		

REF	SERVICE	CODE S / M / SD	BUDGET 2022/23	CHARGE 2022/23	CHARGE 2023/24	DATE OF LAST CHANGE	REASON FOR RECOMMENDATION
	<p>Requests for bookings can be considered out-with normal hours at an additional cost per booking per hour (cost will be determined on request)</p> <p>For large bookings (250+) the responsible officer, in consultation with the Director, has discretion to increase/decrease charges by up to 25%.</p>						

SECTION E: EDUCATION

REF	SERVICE	CODE S / M / SD	BUDGET 2022/23	CHARGE 2022/23	CHARGE 2023/24	DATE OF LAST CHANGE	REASON FOR RECOMMENDATION
E2.	SPORTS COACHING Sports coaching sessions		£83,000 (includes £54,000 FitLife)	£4.00	£4.40	April 2020	10% increase – aligned with neighbouring authorities and majority of participants have a Fit Life card to access these sessions
	Active Start Session (45 mins)			£4.00	£4.40		
	Walking Sports – no refreshment			£2.65	£3.00		Consolidating to one standard charge, slightly above 10% increase. Same reasons as above
	Walking Sports – with refreshments			£3.70			
	Trampolining/specialist sessions				£4.40		Trampolining previously included in fit life membership but proposing to remove from fit life scheme and have as pay as you go only as specialist activity and small group sessions that are

REF	SERVICE	CODE S / M / SD	BUDGET 2022/23	CHARGE 2022/23	CHARGE 2023/24	DATE OF LAST CHANGE	REASON FOR RECOMMENDATION
							making a significant loss currently.
	MORAY MUSIC CENTRE Moray Music Centre weekly fee			£4.85	£5.00	April 2021 (reduced by 30%)	3% increase – also looking to obtain sponsorship
E3.	SCHOOL MEALS Primary School Meals (Secondary School meals are priced per item selected)		£345,000	£2.30 Cafeteria system – charge per item	£2.40 Cafeteria system – charge per item	August 2017	No increase for 5 years Uplift of 4% Secondary school Main Meal would be £1.70 and all other items would increase up to a maximum of 4%
E4	ADULT SITTING SQA Examination in school			Set by SQA	Set by SQA		

SECTION F: ECONOMIC GROWTH AND DEVELOPMENT SERVICES

REF	SERVICE	CODE S / M / SD	BUDGET 2022/23	CHARGE 2022/23	CHARGE 2023/24	DATE OF LAST CHANGE	REASON FOR RECOMMENDATION
F1	Environmental Health						
F1a.	Pest Control Services Wasps and bees (visit fee) Fleas (visit fee) All other services (visit fee)		£33,000	£83.84 + VAT £154.43 + VAT £92.67 + VAT	£90 + VAT £167 + VAT £100 + VAT	April 2021 April 2021 April 2021	Fees based mainly on salary costs and fuel, pay award for these staff was 5%, fuel increase significantly higher Increase 8%
	Bait treatment units, if required, as listed below (to cover cost)			Various, at full cost – will increase at next purchase date	Various, at full cost – will increase at next purchase date		
	K-Othrine WC250			£6.19 + VAT (2.5g)	£6.19 + VAT (2.5g)		
	Maxforce			£8.44 + VAT (each)	£8.44 + VAT (each)		
	Pro Control Insect Killer			£7.88 + VAT (per can)	£7.88 + VAT (per can)		
	Wasp Nest Destroyer			£11.18 + VAT (per can)	£11.18 + VAT (per can)	April 2020	
	Neosorex Rat Gold Packs			£10.77 + VAT (1kg)	£10.77 + VAT (1kg)	April 2020	
	Control Blox			£9.06 + VAT (1kg)	£9.06 + VAT (1kg)	April 2020	
	Brombait			£8.58 + VAT (3kg)	£8.58 + VAT (3kg)	April 2020	

REF	SERVICE	CODE S / M / SD	BUDGET 2022/23	CHARGE 2022/23	CHARGE 2023/24	DATE OF LAST CHANGE	REASON FOR RECOMMENDATION
	Brodifacoum			£9.56 + VAT (1kg)	£9.56 + VAT (1kg)		
	Coopex Mini Generators			£5.06 + VAT (each)	£5.06 + VAT (each)		
	Ficam			£7.05 + VAT (0.5kg)	£7.05 + VAT (0.5kg)	April 2020	
F1b.	Release of stray dog	M	Nil	£25.50 + kennel fees	£26.75 + kennel fees	April 2021	
F1c.	<u>Water Sampling</u>		£46,000				
	Type B Risk assessment / review of risk assessment	M		£50 –stat max	£50 –stat max	April 2017	
	Type B sampling including preparatory work and admin charge includes cost of analysis	M		£132 + VAT per sample – stat max	£132 + VAT per sample – stat max	April 2019	
	Regulation 2 Samples			£249.44 (no VAT)	£261 (no VAT)	April 2021	
	Regulation 2 request sample (in addition to statutory sample)			£225.98 + VAT	£237 + VAT	April 2021	
	Verification samples (to check corrective works)			Analysis costs + £102	Analysis costs + £107	April 2021	
F1d.	Swimming pools per sample		Nil	£46.32 + VAT	£50 + VAT	April 2021	

REF	SERVICE	CODE S / M / SD	BUDGET 2022/23	CHARGE 2022/23	CHARGE 2023/24	DATE OF LAST CHANGE	REASON FOR RECOMMENDATION
F1e.	Disposal of Unsound Food per request: Commercial Domestic			£93.77 + cost of disposal £71.71 + cost of disposal	£101 + cost of disposal £77 + cost of disposal	April 2021	
F1f.	Burial of Indigent dead Investigation etc		Nil	£99.28 + VAT per hour	£107+ VAT per hour	April 2021	
F1g.	Non EU Export Certificates (per certificate)		£24,000	£62.12	£73.56	April 2021	
	Attestations to Hubs			£100	£110	April 2021	
	EU Export Certificates			£40	£45	April 2021	
F1h	Public Health duties (Hourly rate per officer)(as F1f)			£99.28 + VAT per hour	£107 + VAT per hour	April 2021	
F1i	Section 50 (Licensing) Food Hygiene Certificate Cooksafe Books (per book) Butchersafe Books (per book)		£5,600	£89.66 £5.35 + £3 p+p £5.35 + £3 p+p	£96.83 £5.78 + p+p £5.78 + p+p	April 2021 April 2021 April 2021	
F1j	Residential Caravan Sites	Sites with 50 Pitches and under	£5,000	First application £838.44 Renewal £607.92	First application £905 Renewal £ 656	April 2021	
					First application	April 2021	

REF	SERVICE	CODE S / M / SD	BUDGET 2022/23	CHARGE 2022/23	CHARGE 2023/24	DATE OF LAST CHANGE	REASON FOR RECOMMENDATION
		Sites with over 50 pitches		First application £1,169 Renewal £672.18	£,1262 Renewal £725		
K2.	Landlord Registration fees	S	£61,000	As set	As set		
F2	Contaminated Land						
F2b	Level 1 Land Use Report			£165.36 + VAT	£178.60 + VAT	April 2021	
F2c	Level 2 Land Use Report			£397.13 + VAT	£428.90 + VAT	April 2021	
F2d	Contamination Enquiry Report Single Residential Property <1000m ² Report Single Residential property >1000 m ² and all commercial requests			£95.98 £95.98 per hour	£103.66 £103.66 per hour	April 2021 April 2021	
F3	Building Standards						

REF	SERVICE	CODE S / M / SD	BUDGET 2022/23	CHARGE 2022/23	CHARGE 2023/24	DATE OF LAST CHANGE	REASON FOR RECOMMENDATION
F3a.	Building Warrant Fees set by Scottish Government	S		As set	As set	May 2005	
F3b F3c F3d	Letters of Comfort (LTC) Confirmation of completion Property Inspection of unauthorised works (for up to 2 site visits) LTC visit 3, and each subsequent visit)		£19,000	£502 £758 £119	£524 £788 £123	April 2021 April 2021 April 2021	
	Building Standards Pre application check			£86	£89	April 2021	
	For major construction projects requiring Building Standards input to the design process			£137 per hour	£142 per hour	April 2021	
F4	Development Management						
F4a	Planning Application Fees – set by Scottish Government	S		As set	As set	2017	
F4b F4c	Recoverable expenditure: Neighbour Notification Section 34 Advertising and Other Advertising (e.g to establish owner of property)		£62,000	£122 £199	£127 £207	April 2021 April 2021	

REF	SERVICE	CODE S / M / SD	BUDGET 2022/23	CHARGE 2022/23	CHARGE 2023/24	DATE OF LAST CHANGE	REASON FOR RECOMMENDATION
F4d	Property History Check			£64	£66	April 2021	
F4k	High Hedges			£456	£474	April 2021	
F4l	Pre-application advice on Major Development proposals			£1,607	£1671	April 2021	
F4m	Pre-application advice on all local development proposals (except single houses in the town & countryside)			£536	£557	April 2021	
F4n	Pre-application advice on single houses in the town & countryside			£161	£167	April 2021	
F4n 1	Pre-application advice on commercial developments and changes of use (max floor space 500 sqm)			£161	£167	April 2021	
F4o	Development enquiry fees for proposed householder only. All other development types require a Certificate of Lawfulness of Proposed Use or Development			£64	£66	April 2021	

REF	SERVICE	CODE S / M / SD	BUDGET 2022/23	CHARGE 2022/23	CHARGE 2023/24	DATE OF LAST CHANGE	REASON FOR RECOMMENDATION
F4p	Enquiries relating to proposed works to Listed Buildings (only one fee payable if it relates to a householder, local and or major development enquiry).			£64	£66	April 2021	
F4q	Requests for Non-material Variation of previously approved scheme:			£200			No change just occurred
F4r	Pre-application advice for Community Developments			Free	Free	April 2021	
F4s	Pre-application advice for Town Centre Developments			Free	Free		
F4t	Pre-application advice for Proposals supporting the Council's food growing strategy			Free	Free		
F4u	Pre-application advice and Planning Applications for Works or alterations to improve access, safety, health or comfort for a disabled person at their home.			Free	Free		

REF	SERVICE	CODE S / M / SD	BUDGET 2022/23	CHARGE 2022/23	CHARGE 2023/24	DATE OF LAST CHANGE	REASON FOR RECOMMENDATION
F4v	<p>Compliance with conditions Where an applicant seeks confirmation that the terms set out in a condition attached to a planning permission have been met. <i>Note: There is no charge in respect of conditions attached to listed building consent or conservation area consent.</i></p> <p>Where an enquiry relates to a householder development, which would benefit from planning application fee exemption under Reg 7 (means of access, etc. for disabled persons).</p> <p>Where an enquiry relates to a development, which would benefit from planning application fee reduction under Schedule 1, Art 7, (Community Councils).</p>			<p>£100 for each request No limit on number of request</p> <p>Fee Waived in Full <i>Reduced and waived fees subject to agreement by Council</i></p> <p>Fee reduced by half. <i>Reduced and waived fees subject to agreement by Council</i></p>		<p>April 2022</p> <p>April 2022</p> <p>April 2022</p>	

REF	SERVICE	CODE S / M / SD	BUDGET 2022/23	CHARGE 2022/23	CHARGE 2023/24	DATE OF LAST CHANGE	REASON FOR RECOMMENDATION
F4w	<p>Discharge of conditions Where an applicant seeks approval of information submitted in respect of a condition attached to a planning permission, for the agreement of the planning authority. <i>Note: there is no charge in respect of conditions attached to listed building consent or conservation area consent.</i></p> <p>Where an enquiry relates to a householder development, which would benefit from planning application fee exemption under Reg 7 (means of access, etc. for disabled persons).</p> <p>Where an enquiry relates to a development, which would benefit from planning application fee reduction under Schedule 1, Art 7, (Community Councils).</p>			<p>£100 for each request No limit on number of request</p> <p>Fee Waived in Full <i>Reduced and waived fees subject to agreement by Council</i></p> <p>Fee reduced by half. <i>Reduced and waived fees subject to agreement by Council.</i></p>		<p>April 2022</p> <p>April 2022</p> <p>April 2022</p>	

REF	SERVICE	CODE S / M / SD	BUDGET 2022/23	CHARGE 2022/23	CHARGE 2023/24	DATE OF LAST CHANGE	REASON FOR RECOMMENDATION
F4x	<p>Surcharges (application from 1 October 2022 Applications made in retrospect Where an application for planning permission is made after the whole development being applied for has been carried out in full.</p> <p>Applications made in retrospect Where an application for planning permission is made when the development being applied for has been started but not completed, including the revised design of a previously granted planning permission.</p>			<p>Fee calculated in accordance with tables above, plus one quarter</p> <p>Fee calculated in accordance with tables above, plus one quarter</p>		October 2022	
	<p>NOTE Brief non-specific or general pre-application advice which can be given over the telephone.</p>						

REF	SERVICE	CODE S / M / SD	BUDGET 2022/23	CHARGE 2022/23	CHARGE 2023/24	DATE OF LAST CHANGE	REASON FOR RECOMMENDATION
	Planning and Development						
F4e	Moray Local Development Plan 2015 (hard copy)			£75 plus P&P Individual volumes £25 plus P&P except volume 2 £50 plus P&P	£75 plus P&P Individual volumes £25 plus P&P except volume 2 £50 plus P&P	April 2021	
	Moray Local Development Plan 2020 (hard copy)				£75 plus P&P Individual volumes £25 plus P&P except volume 2 £50 plus P&P		
F4g	Supplementary Guidance (hard copy)			£12:50 + p&p	£12.50 + p&p	April 2021	
F4g 1	Viability Assessments			Applicant to pay District Valuer's fee	Applicant to pay District Valuer's fee	Approved at Committee 2019	
F4h	Charge for naming streets & housing		£14,000				
	Address 1			£110	£114	April 2021	
	Addresses 2 – 9			£110 + £31 per additional addresses 2 - 9 (min £141/max £358)	£119 + £34per additional addresses 2 - 9 (min £153 /max £391)	April 2021	

REF	SERVICE	CODE S / M / SD	BUDGET 2022/23	CHARGE 2022/23	CHARGE 2023/24	DATE OF LAST CHANGE	REASON FOR RECOMMENDATION
	Addresses 10 – 19			£358 + £23 per additional addresses 10 - 19 (min £381/max £588)	£ 391 + £25 per additional addresses 10 - 19 (min £416 /max £641)	April 2021	
	Addresses 20 – 49			£588 + £17 per additional addresses 20 - 49 (min £605/max £1,098)	£641 + £19 per additional addresses 20 - 49 (min £660 /max £1,211)	April 2021	
	Addresses 50 – 99			£1,098 + £14 per additional addresses 50 - 99 (min £1,112/max £1,798)	£1,211+ £16 per additional addresses 50 - 99 (min £1,227 /max £2,011)	April 2021	
	Addresses 100+			£1,798 + £13 per additional addresses 100+ (min £1,811)	£2,066 + £15 per additional addresses 100+ (min £2,026)	April 2021	
F5	Building Standards / Development Management						
F5a	Section 50 (Licensing) Certificate			£60	£62	April 2021	

REF	SERVICE	CODE S / M / SD	BUDGET 2022/23	CHARGE 2022/23	CHARGE 2023/24	DATE OF LAST CHANGE	REASON FOR RECOMMENDATION
F5b	Copy Documents – Planning Decisions Notice / Building Warrants & Certificate of Completion Search Retrieval Fee – No Reference Number given Cost of documents – A4 plans Cost of documents - A3 plans Cost of documents - A2 plans Cost of documents - A1 plans Microfiche and Digital Copies – any amount total cost		£1,260	£32 £22 £0.27 £0.53 £11 £13 £11	£33 £23 £0.28 £0.54 £11.50 £13.50 £11.50	April 2021 April 2021 April 2021 April 2021 April 2021 April 2021 April 2021	
F6	Trading Standards						
F6a	Measuring Instruments for Liquid Fuels and Lubricants Per nozzle Testing of Credit Card acceptor (per unit regardless of number of nozzles)		£720	£96.04 £126.28	£101 £133	April 2021 April 2021	

REF	SERVICE	CODE S / M / SD	BUDGET 2022/23	CHARGE 2022/23	CHARGE 2023/24	DATE OF LAST CHANGE	REASON FOR RECOMMENDATION
F6b	Weights Submitted for Test Weights not exceeding 25kg			£13.85 first £8.77 others	first others	April 2021	
F6c	Weighing Instruments Not exceeding 15kg Not exceeding 100kg Not exceeding 2 tonne Exceeding 2 tonnes (where the submitter provides labour and testing equipment) Exceeding 2 tonnes (where Trading Standards provides labour and testing equipment) Cost recovery for hire of Weighbridge Testing Unit		Included above	£40.80 £63.12 £94.73 £253.87 By quotation – full cost recovery	£43 £66 £99 £267 By quotation – full cost recovery	April 2021 April 2021 April 2021 April 2021	
F6d	Road Tanker – Liquid Fuel Measuring Instrument Above 100 Litres Wet Hose (2 testing liquids) Wet Hose (3 testing liquids)			£127.60 £192	£134 £201	April 2021 April 2021	

REF	SERVICE	CODE S / M / SD	BUDGET 2022/23	CHARGE 2022/23	CHARGE 2023/24	DATE OF LAST CHANGE	REASON FOR RECOMMENDATION
F6e	Other Services Certificate of Errors or Calibration Certificate on test of weighing/measuring equipment			£53.93	£57	April 2021	
	Hire of weights per day: Quantity not exceeding 205kg Quantity exceeding 205kg		£212	£15.16 £37.46	£16 £39	April 2021 April 2021	
F6f	Hourly Rate & Minimum Call Out Charge for Services not listed above Trading Standards Officer Support Officer			£78.92 £44.75	£83 £47	April 2021 April 2021	
F6g	The Explosives Regulations 2014	S	£1,164	As specified in current Health and Safety Fees Regulations	As specified in current Health and Safety Fees Regulations	April 2012	
F6h	The Petroleum (Consolidation) Regulations 2014	S	£4,860	As specified in current Health and Safety Fees Regulations	As specified in current Health and Safety Fees Regulations	April 2012	

REF	SERVICE	CODE S / M / SD	BUDGET 2022/23	CHARGE 2022/23	CHARGE 2023/24	DATE OF LAST CHANGE	REASON FOR RECOMMENDATION
F6j	Public Weighbridge Operator Competence Test and Certificate			£76.28	£80	April 2021	
F7	Economic Development Markets coming to Moray All commercial operators using the Plainstones in Elgin 1 visit is up to 3 days maximum.		£2,100	£116.17 per visit	£120.81	April 2021	
B15.	Moray Training – Delivery of Training Accredited Qualifications & courses to care services, external companies & Moray Council – this service has been discontinued and so there are no charges						
B15 a.	SVQ – Social Services and Health Care Level 2 Registration and induction Registration fixed price set by SQA Induction Assessment Fees - 6 units			£51 £137.70 £108.63 / unit		April 2021	
	SVQ – Social Services and Health Care Level 3 Registration and induction Registration fixed price set by SQA Induction Assessment Fees - 8 units			£55.85 £137.70 £157.44 / unit		April 2021	
.	SVQ – Social Services and Health Care Level 4					April 2021	

REF	SERVICE	CODE S / M / SD	BUDGET 2022/23	CHARGE 2022/23	CHARGE 2023/24	DATE OF LAST CHANGE	REASON FOR RECOMMENDATION
	Registration and induction Registration fixed price set by SQA Induction Assessment Fees - 8 units			£65.79 £137.70 £216.50 / unit			
.	SVQ – Business and Administration Level 2 Registration and induction Registration fixed price set by SQA Induction Assessment Fees - 8 units			£51 £137.70 £100.67 / unit		April 2021	
.	SVQ – Business and Administration Level 3 Registration and induction Registration fixed price set by SQA Induction Assessment Fees - 8 units			£55.85 £137.70 £124.24 / unit		April 2021	
B15 b.	People Handling Basic Manual Handling Health and Safety Awareness		Included in above	£501.23 per session £375.92 per session £313.80 per session		April 2021	
B15 c.	Accredited Emergency First Aid at Work (1 day course)		Included in above			April 2020	

REF	SERVICE	CODE S / M / SD	BUDGET 2022/23	CHARGE 2022/23	CHARGE 2023/24	DATE OF LAST CHANGE	REASON FOR RECOMMENDATION
	Registration fixed price set by SQA Internal Course costs External Course costs			£7.50 per candidate £40.80 per candidate £49.47 per candidate		April 2021	
	Accredited Emergency First Aid at Work (1 day course) Registration fixed price set by SQA Internal Course costs External Course costs			£15.30 per candidate £102 per candidate £124.24 per candidate		April 2021	
	Accredited Emergency Paediatric First Aid (1 day course) Registration fixed price set by SQA Internal Course costs External Course costs			£7.65 per candidate £40.80 per candidate £49.47 per candidate		April 2021	

REF	SERVICE	CODE S / M / SD	BUDGET 2022/23	CHARGE 2022/23	CHARGE 2023/24	DATE OF LAST CHANGE	REASON FOR RECOMMENDATION
	Accredited Paediatric First Aid (2 day course) Registration fixed price set by SQA Internal Course costs External Course costs			£15 per candidate £96.90 per candidate £119.14 per candidate		April 2020 April 2021	
B15 d.	Training squad – work carried out		£	£20.45 per hour + £0.97 per mile travel expenses		April 2021	

SECTION G: WASTE MANAGEMENT, LAND AND PARKS

REF	SERVICE	CODE S / M / SD	BUDGET 2022/23	CHARGE 2022/23	CHARGE 2023/24	DATE OF LAST CHANGE	REASON FOR RECOMMENDATION
G1	Waste collection and disposal			All charge are net of VAT			
G1b	Collection of bulky household refuse (white and non-white goods)		£35,500	£21.89	£24.00	April 2021	Uplift of 4% recommended.
G1d	Disposal of Commercial Fridges/Freezers	SD		Individually assessed	Individually assessed	April 2016	To remain as individually assessed based on a case by case scenario. Assessment will be based on associated staffing costs as per the updated position.
G1e.	Residual Waste per bin per week 140 ltr bin 240 ltr bin 360 ltr bin 660 ltr bin 1100 ltr bin 1280 ltr bin Assessed per sack or equivalent		£943,000	£4.81 £8.22 £12.38 £21.68 £36.12 £42.01 £4.11	£5.29 £9.04 £13.61 £23.84 £39.73 £46.21 £4.52	April 2018	No increase in council charge since 2018. Market assessment indicates 10% uplift can be accommodated.

REF	SERVICE	CODE S / M / SD	BUDGET 2022/23	CHARGE 2022/23	CHARGE 2023/24	DATE OF LAST CHANGE	REASON FOR RECOMMENDATION
G1f.	Recyclable Trade Waste per bin per week 140 ltr bin 240 ltr bin 360 ltr bin 660 ltr bin 1100 ltr bin Assessed – Cardboard packaging		£247,000	£1.92 £3.27 £4.93 £8.52 £14.18 Based on equivalent bin size	£2.11 £3.59 £5.42 £9.37 £15.59 Based on equivalent bin size	April 2018	As per the above response for G1e.
G1g.	Recycling Centre Pass			£224.44	£246.88	April 2021	Commercial provision, 10% uplift recommended
G1h.	Disposal of commercial and industrial waste (per tonne) For difficult waste		£138,000	£80.66 £98.34	£29.00 £46.68	September 2022	In line with previous council decision
G1i.	Skip/Container hire - based on recovery of costs i.e. location/frequency of service/disposal costs		£8,600	Individually assessed	Individually assessed		As per the above response for G1d.
G1j.	Disposal of green waste from landscape gardeners		£14,000	£31.87	£35.59	April 2021	Increase to achieve cost recovery
G1k	Charge per suite of bins/boxes for new properties		£30,000	£121.33	£132.00	April 2021	Uplift recommended to achieve cost recovery

REF	SERVICE	CODE S / M / SD	BUDGET 2022/23	CHARGE 2022/23	CHARGE 2023/24	DATE OF LAST CHANGE	REASON FOR RECOMMENDATION
G1l	Household garden waste permits		£830,000	£40 pa per bin	£36 pa per bin	April 2020	As approved by Council 7/12/2022
G1m	Use of Waste Disposal points by Caravans/Camper Vans			£6.82	£7.00	April 2021	4% to recognise increasing costs
G2	Burial Grounds			All charges are net of VAT			
G2a.	Sale of Lair Non-Resident Sale of Lair Fee for transfer of lair Non-Resident Fee for transfer of Lair		£174,000	£824.16 £1,745.22 £45.90 £845.58	£906.58 £1,919.74 £50.49 £930.14	April 2021 April 2021 April 2021 April 2021	. 10% recommended as saving in line with benchmarking.
G2b.	Interment Charges Under 18 years of age Over 18 years of age Fee for Non-Moray Resident		£526,000	Nil £949.62 £1,743.18	Nil £1,044.58 £1,917.50	April 2021	As above 10%
G2c.	Additional charge for interments Saturday (over 18 years) Non-Moray Resident Sunday (over 18 years) Non-Moray Resident		Included above	£475.32 £872.10 £949.62 £1,743.18	£522.85 £959.31 £1,044.58 £1,917.50	April 2021	As above 10%
G2d.	Purchase of Cremated Remains Lair in Garden of Remembrance		£Nil	£473.28	£520.61	April 2021	As above 10%

REF	SERVICE	CODE S / M / SD	BUDGET 2022/23	CHARGE 2022/23	CHARGE 2023/24	DATE OF LAST CHANGE	REASON FOR RECOMMENDATION
	Non-Moray Residents Fee for interment of casket Fee for Non-Moray Resident Additional charge for Caskets: Saturday Non-Moray Resident Sunday Non-Moray Resident Scattering of Ashes on Grave Non-Moray Resident			£174.06 £224.40 £510 £112.20 £255 £224.40 £510 £38.76 £95.88	£191.47 £246.84 £561 £123.42 £280.50 £246.84 £561 £42.64 £105.47		
G2e.	Fee for digging foundations for headstone Non-Resident Fee for digging foundations for headstone		£24,000	£109.14 £315.18	£120.05 £346.70	April 2021	As above 10%.
G2f.	Search Fee		Nil	£67.32	£74.05	April 2021	As above 10%
G2g.	Disinterments		Nil	Individually assessed	Individually assessed	N/A	

REF	SERVICE	CODE S / M / SD	BUDGET 2022/23	CHARGE 2022/23	CHARGE 2023/24	DATE OF LAST CHANGE	REASON FOR RECOMMENDATION
G3	Hiring a space for an event in a park or open space			All charges are net of VAT			
	Fairgrounds		£6,700				
G3a.	Stalls & Children's ride-on units <ul style="list-style-type: none"> April-September (per day for first seven days) October-March (per day for first seven days) Thereafter per day: April-September October-March			£13.97 £6.58 £6.58 £3.57	£15.37 £7.24 £7.24 £3.93	April 2021	10% proposed as a saving – market assessment
G3b.	Large ride-on units (dodgems, waltzer, big wheel etc) <ul style="list-style-type: none"> April-September (per day for first seven days) October-March (per day for first seven days) Thereafter per day: April-September October-March			£48.86 £19.77 £19.77 £9.93	£53.75 £21.75 £21.75 £10.92	April 2021	As above 10%

REF	SERVICE	CODE S / M / SD	BUDGET 2022/23	CHARGE 2022/23	CHARGE 2023/24	DATE OF LAST CHANGE	REASON FOR RECOMMENDATION
G3c	Circuses						Recommend all Deposits are retained at the same level. These are fully refundable providing there is no ground damage. Recommend 10% uplift on all other events charges – many of which were newly introduced in 2022 and are applied for commercial activity.
	Small Circus Deposit			£500	£500	April 2022	
	Daily Fee Admin fee			£341.70 £50.00	£375.87 £55.00	April 2021 April 2022	
	Large Circus Deposit			£500	£500	April 2022	
	Daily Fee Admin fee			£454.92 £100	£500.41 £110	April 2021 April 2022	

REF	SERVICE	CODE S / M / SD	BUDGET 2022/23	CHARGE 2022/23	CHARGE 2023/24	DATE OF LAST CHANGE	REASON FOR RECOMMENDATION
G4	Commercial Events		£0			April 2022	Recommend all Deposits are retained at the same level. These are fully refundable providing there is no ground damage.
	Small – up to 199 expected attendees / capacity						
	Deposit			£500	£500		
	Admin Fee			£50	£55		
	Daily Fee			£300	£330		
	Medium – between 200 - 499 expected attendees / capacity						
	Deposit			£1,000	£1,000		
	Admin Fee			£50	£55		
	Daily Fee			£350	£385		
	Large – between 500 – 1000 expected attendees / capacity						
	Deposit			£2,500	£2,500		
	Admin Fee			£100	£110		
	Daily Fee			£400	£440		
	Major – more than 1000 expected attendees / capacity						
	Deposit			£5,000	£5,000		
	Admin Fee			£100	£110		
	Daily Fee			£500	£550		

REF	SERVICE	CODE S / M / SD	BUDGET 2022/23	CHARGE 2022/23	CHARGE 2023/24	DATE OF LAST CHANGE	REASON FOR RECOMMENDATION
G5	Community Charity and Not for Profit Events Deposit Admin Fee Daily		£0	Nil Nil Nil	Nil Nil Nil	April 2022	No charge for community / charity / events

REF	SERVICE	CODE S / M / SD	BUDGET 2022/23	CHARGE 2022/23	CHARGE 2023/24	DATE OF LAST CHANGE	REASON FOR RECOMMENDATION
G6	Photography Shoot (Commercial) – Full Day Deposit Admin Fee Daily fee Filming (Commercial) Deposit Admin Fee Daily fee		£0	TBC – Note (1) £50 £150 TBC – Note (1) POA (Price on Application) POA	TBC – Note (1) POA £150 TBC – Note (1) POA (Price on Application) £125 per hour	April 2022	Recommend POA for photography deposit and to only apply for major photography shoots. Recommend stating hourly charge (£125 per hour) for filming (levied for actual filming time i.e. excludes set up/de-rig time). Following comparisons with other local authorities a charge of £125 per hour has been tested and used this year and has been accepted by commercial film companies.

REF	SERVICE	CODE S / M / SD	BUDGET 2022/23	CHARGE 2022/23	CHARGE 2023/24	DATE OF LAST CHANGE	REASON FOR RECOMMENDATION
G7	Personal Trainer / Bootcamp – Commercial Deposit Admin Fee Daily fee		£0	TBC – Note (1) £0 £0		April 2022	Recommend retaining as free – supports health and wellbeing.. Numbers are low.
G8	Electricity Charge for Events			£0.14 p/kWh	Full cost recovery. £0.27 p/kWh @ 1 April 2023	April 2021	Estimated at 26.6p per kWh by Energy Officer from 1 April 2023. Increase recommended with authority delegated to keep pace with price increases.

REF	SERVICE	CODE S / M / SD	BUDGET 2022/23	CHARGE 2022/23	CHARGE 2023/24	DATE OF LAST CHANGE	REASON FOR RECOMMENDATION
G9	Memorial Benches (park or green space); OR Memorial Benches (park or green space): Phoenix Lowther Phoenix Jubilee Clifton Picnic Table Pembroke Picnic Table (with wheelchair accessible area)			PROPOSED NEW CHARGE	Price on application £1,100 £1,500 £1,620 £1,200 £1,460 (above prices excl VAT – website page with detail is being provided to support this. Charges cover the bench and materials/labour to install)		

Lets for advance units and for approved non-operating days due to inclement weather will be charged at a third of the above prices.

(1) TBC – To be confirmed on application subject to potential risk of ground damage

SECTION H: FLEET, ROADS AND TRANSPORTATION

REF	SERVICE	CODE S / M / SD	BUDGET 2022/23	CHARGE 2022/23	CHARGE 2023/24	DATE OF LAST CHANGE	REASON FOR RECOMMENDATION
H1	Fleet Services			All charges are net of VAT			
H1a	Taxis		£25,000			April 2021	These charges are currently around the same cost as DVSA MOT charges as below. Proposal would be to keep these the same or max 2% inflation increase
	Taxi Test			£61.00	£62.20		
	Taxi Re-Test			£61.00	£62.20		
	Meter Calibration			£17.50	£17.80		
	Duplicate Certificate			£15.50	£15.50		
H1b	Prohibition Clearance			£15.50	£15.50	April 2021	
H1c	M.O.T Certificate Issue with Taxi Test		£19,000	£14	These are charges set by DVSA	April 2020	
	M.O.T Class 7 Vehicles	M		£58.60		April 2017	
	M.O.T Test Class 4	M		£54.85		April 2017	
	M.O.T Partial Re-Test	M		£27		April 2017	
H1d	Duplicate MOT & Taxi Compliance Certificate	M		£10	These are charges set by DVSA	April 2021	
	Note: DVSA now online service but can still be issued aligned taxi certificated (very rarely issued)						

REF	SERVICE	CODE S / M / SD	BUDGET 2022/23	CHARGE 2022/23	CHARGE 2023/24	DATE OF LAST CHANGE	REASON FOR RECOMMENDATION
H1e	Vehicle Rectification Certificate		£3,000	£15.30	DVSA charge	April 2021	
H1f	Car Evaluation			£57	Remove charge	April 2021	Not done
H1g	Minibus Drivers Assessment			£64.52	£67.10	April 2021	4% increase.
H2	Roads			All charges are net of VAT			
H2a	Consent for excavating in a road by a private party: Road opening permit – no apparatus – minor works Road opening permit – standard works Road opening permit + permit for installation of plant – major works (per unit of inspection) Additional inspection fee for installation of plant. As defined in the Scottish Road Works Register (SRWR) Penalty for overrun of road opening permit – minor works Standard Fixed Penalty Notice. As defined in the Road Works (Fixed Penalty) Regulations			£155 £275 £725 In line with SRWR charge In line with SRWR charge	£170 £305 £800 In line with SRWR charge In line with SRWR charge	April 2021	10% increase after comparison with neighbouring authorities (rounded up/down)

REF	SERVICE	CODE S / M / SD	BUDGET 2022/23	CHARGE 2022/23	CHARGE 2023/24	DATE OF LAST CHANGE	REASON FOR RECOMMENDATION
H2b.	Road occupations Scaffolding Up to 7 days Up to 14 days Up to 21 days Up to 28 days Up to 35 days Up to 42 days		£62,000			April 2021	10% increase after comparison with neighbouring authorities (rounded up)
				£80	£90		
				£150	£165		
				£220	£245		
				£290	£320		
				£370	£410		
				£440	£485		

REF	SERVICE	CODE S / M / SD	BUDGET 2022/23	CHARGE 2022/23	CHARGE 2023/24	DATE OF LAST CHANGE	REASON FOR RECOMMENDATION
	Extension to existing permit: Up to 7 days* Up to 14 days* Up to 21 days* Up to 28 days* Up to 35 days* Up to 42 days*			£80 £150 £220 £290 £370 £440	£90 £165 £245 £320 £410 £485	April 2021	10% increase after comparison with neighbouring authorities (rounded up/down)
	*Penalty for over-run of permit Standard Fixed Penalty Notice (+ cost of permit) (As defined in the Road Works (fixed penalty) Regulations 2008			As set by the Scottish Road Works Commissioner	As set by the Scottish Road Works Commissioner		
	Mobile Scaffold Tower			£60	£65		
	Crane/Cherry Picker permits up to a week			£135	£150		
	Temporary traffic signals up to 7 days			£115	£130		

REF	SERVICE	CODE S / M / SD	BUDGET 2022/23	CHARGE 2022/23	CHARGE 2023/24	DATE OF LAST CHANGE	REASON FOR RECOMMENDATION
	Builders Skips up to 7 days			£60	£65	April 2021	10% increase after comparison with neighbouring authorities (rounded up/down)
	Building materials up to 7 days			£60	£65	April 2021	
	Additional fee for deposition of skip/builders material in Car Park per bay up to 7 days (free car parks / low turnover)			£35	£40	April 2020	
	Additional fee for deposition of skip/builders material in Car Park per bay up to 7 days (in a medium/high turnover car park)			£60	£65	April 2021	
	Licensed vehicle parked in road to service works/operations with pedestrian area between 11:00 and 16:00			£60	£65	April 2021	
	Contractors vehicle parked in road to service works/operations within Commerce Street, Elgin			£60	£65	April 2021	

REF	SERVICE	CODE S / M / SD	BUDGET 2022/23	CHARGE 2022/23	CHARGE 2023/24	DATE OF LAST CHANGE	REASON FOR RECOMMENDATION
H2c.	Temporary Traffic Orders		£109,000			April 2021	10% increase after comparison with neighbouring authorities (rounded up/down)
	Up to and including five days*			£305	£340		
	Traffic Order*			£1,465	£1,615		
	Any extension to order*			£1,245	£1,370		
	Community Events						
	Commercial (Admission Charges and Stallholder Fees)			£210	£230		
	Community Events (Mass Events / Free Access)			£100	£110		
	Seasonal Community Events (Parades/Street Parties)			£20	£25	April 2020	
	Remembrance Day Services			Free	Free		
	* Penalty for over-run of permit Standard Fixed Penalty Notice (+cost of permit) as defined in the Road Works (fixed penalty) Regulations 2008			As set by the Scottish Road Works Commissioner	As set by the Scottish Roads Works Commissioner		

REF	SERVICE	CODE S / M / SD	BUDGET 2022/23	CHARGE 2022/23	CHARGE 2023/24	DATE OF LAST CHANGE	REASON FOR RECOMMENDATION
H2d.	Traffic Data & undertaking Temporary Traffic Surveys Full survey data provided by post or email (Commercial) As above (Voluntary) Undertaking a temporary survey for maximum 7 days and providing full survey data (Commercial) As above (Voluntary) Collation and provision of collision data (up to 2 hours preparation) Collation and provision of collision data (for each additional hour preparation or part thereof)		£1,400	£165 £90 £470 £235 £140 £70	£185 £100 £520 £260 £155 £75	April 2021	10% increase after comparison with neighbouring authorities (rounded up/down)
H2e.	Road Status Enquiry (outwith Formal Property Enquiry System) Application for information for road classification from the statutory list of public highways. Charge per application		£1,000	£45.83 + VAT = £55.00	£50 + VAT = £60.00	April 2021	10% increase after comparison with neighbouring authorities (rounded up/down)

REF	SERVICE	CODE S / M / SD	BUDGET 2022/23	CHARGE 2022/23	CHARGE 2023/24	DATE OF LAST CHANGE	REASON FOR RECOMMENDATION
H2f.	Private Parties/ Accident Damage Fee for engineer/inspector			15% of value of construction work	15% of value of construction work	April 2017	
H2g.	Provision of signage on request Tourist Signposting Local Destination Signs			Individually calculated to cover the cost of design, manufacture and erection	Individually calculated to cover the cost of design, manufacture and erection	April 2017	
H3.	CAR PARKING CHARGES		£915,000	Inclusive of VAT			
	High Turnover Sites Moray Street, Ladyhill Road, St Giles levels 5 & 6, Cooper Park 8am- 12 noon (first 30 mins free - Cooper Park only) Period: Up to 30 mins Up to 1 hour Up to 2 hours Up to 3 hours Up to 4 hours			£0.50 £1.50 £2.00 £2.50 £3.00	Delete £1.00 £2.50 £3.00 £4.00	May 2018	

REF	SERVICE	CODE S / M / SD	BUDGET 2022/23	CHARGE 2022/23	CHARGE 2023/24	DATE OF LAST CHANGE	REASON FOR RECOMMENDATION
	Medium Turnover Sites Northfield Terrace, South Street, Hall Place, St Giles Levels 1-4, North Port, North College Street West Period: Up to 30 mins Up to 1 hour Up to 2 hours Up to 3 hours Up to 4 hours 4+ hours			£0.50 £1.50 £2.00 £2.50 £3.00 £5.00	Delete £1.00 £2.50 £3.00 £4.00 £6.00	May 2018	
	Low Turnover Sites Lossie Green, Lossie Wynd, Batchen Lane - all levels All Day Weekly Ticket			£1.00 £5.00	£2.00 £10.00	October 2012	
	Elgin Railway Station (all day) Elgin Railway Station (weekly) Parking Notices Parking Notices (if paid within 14 days)			£2.00 £10.00 £80.00 £60.00	£2.00 £10.00 £80.00 £60.00	May 2018 April 2018	
	Staff Car Parks – per day		Included above	£1.00	£2.00	November 2019	

REF	SERVICE	CODE S / M / SD	BUDGET 2022/23	CHARGE 2022/23	CHARGE 2023/24	DATE OF LAST CHANGE	REASON FOR RECOMMENDATION
	Season Tickets includes VAT High Turnover Site Medium Turnover Site Elgin Railway Station Low Turnover Site Charge for opening multi storey car parks outwith opening hours Electric Charge Point (per Visit) - flat rate to ensure operation of unit remains cost neutral		Included above	n/a no all day parking £45.00 £40.00 £20.00 £54.00 £0.28 per kw/h	n/a no all day parking £60.00 £40.00 £40.00 £54.00 £0.30 per kw/h	October 2012 May 2018 April 2012 April 2018 April 2022	10 years since review, still represents significant discount on daily price Proportionate increase in line with daily price 10% increase rounded down. Charge has to cover other costs of operation as well as consumption
H4.	Roads Construction Consent (RCC)		£91,000			April 2016	No change commercially sensitive

REF	SERVICE	CODE S / M / SD	BUDGET 2022/23	CHARGE 2022/23	CHARGE 2023/24	DATE OF LAST CHANGE	REASON FOR RECOMMENDATION
	Inspection fee			£64 per £1,000 of road bond value	£64 per £1,000 of road bond value		
	Second or subsequent RCC application			£287	£287		
H5	Public Transport Unit						
H5a	Hire of vehicle (without driver) Excluding charges made under fixed contract with annual RPI increases Daily charge Plus mileage charge: 0-130 miles (per mile)			£45.00 £1.10	£50.00 £1.25	April 2021	10% increase rounded up
H5b	Hire of vehicle (with driver) Minimum daily charge 0-130 miles (per mile) Driver per hour Mon – Fri Driver per hour weekend & public holiday			£45.00 £1.10 £18.00 £20.00	£50.00 £1.25 £20.00 £25.00	April 2021 April 2021 April 2021	10% increase rounded up
H5c	Duplicate school bus pass			£10.00	£10.00	August 2018	Leave until meaningful to round up

REF	SERVICE	CODE S / M / SD	BUDGET 2022/23	CHARGE 2022/23	CHARGE 2023/24	DATE OF LAST CHANGE	REASON FOR RECOMMENDATION
H5d	Community bus fares		£21,000	Rounded to multiple of 5p £1.15 - £14.25	Adult Single £3-£9 Adult Return £5-£9 10 Journeys £20- £36 Annual £800 - £1,400	April 2021	New pricing structure approved at ED&I September 2022

SECTION I: HARBOURS

REF	SERVICE	CODE S / M / SD	BUDGET 2022/23	CHARGE 2022/23	CHARGE 2023/24	DATE OF LAST CHANGE	REASON FOR RECOMMENDATION
	Commercial harbours		£535,000	All charges are net of VAT unless indicated			
	Leisure harbours		£79,000				
I1	Cargo Vessels						
I1a	Cargo Vessel – per 7 days or part thereof (per dead weight all told ton (where GT exceeds DWAT, payment will be based on GT)			£0.54	£0.58	April 2021	4% increase based on neighbouring ports comparison
I1c	Self Propelled and towed barges per 7 days or part thereof (per m2 or part thereof)			£1.02	£1.12	April 2021	10% increase based on neighbouring ports comparison
I1c(i)	All CTV per day (per length, per metre or part thereof)			£3.21	£3.53	April 2021	10% increase based on neighbouring ports comparison
	All CTV per month (per length, per metre or part thereof) non refundable			£63.19	£69.51		
	All CTV per annum (per length, per metre or part thereof) non refundable			£703.65	£774.02		
I1d	Tugs and maintenance/service vessels – per 7 days or part thereof per m or part thereof			£5.36	£5.36 Minimum charge £80.00	April 2021	Introduction of a minimum charge at the rate most commonly used

REF	SERVICE	CODE S / M / SD	BUDGET 2022/23	CHARGE 2022/23	CHARGE 2023/24	DATE OF LAST CHANGE	REASON FOR RECOMMENDATION
l1f	Compulsory garbage (cargo)(on arrival per visit)			£80.33	£80.33	April 2021	Charge remains based on neighbouring port comparison
l1g	Storage of cargo equipment on piers and quaysides per 7 days of part thereof (per m ² or part thereof)			£5.36	£5.36	April 2021	Charge remains based on neighbouring port comparison
l1h	Handling mooring ropes (per hour or part thereof per person) during normal working hours (08:00 – 18:00) Handling mooring ropes (per hour or part thereof per person – outwith normal working hours 18:00 - 08:00)			£53.55 £96.39	£55.70 £100.23	April 2021	4% increase based on neighbouring ports comparison
l1i	Passengers embarking and disembarking per trip including pleasure vessels, sea angling and excluding passengers on pilot boat and vessels being charged as CTV – per passenger			£1.07	£1.18	April 2021	10% increase based on neighbouring ports comparison
l1j	Cleaning of piers following cargo movement – per hour or part thereof			£234.39	£246.11	April 2021	10% increase based on

REF	SERVICE	CODE S / M / SD	BUDGET 2022/23	CHARGE 2022/23	CHARGE 2023/24	DATE OF LAST CHANGE	REASON FOR RECOMMENDATION
							neighbouring ports comparison
I1k	Fast Rescue Craft – per entry/departure			£53.55	£55.16	April 2021	3% increase based on neighbouring ports comparison
I1l	Cleaning of Piers when waste left by any vessel (excl cargo)			£50.00	£50.00	April 2021	Charge remains based on neighbouring port comparison
I1m	Annual compound charge for chartered vessels (including sea angling, wildlife, tourism – charge inclusive of garbage and passenger fees) Up to 10m – per annum 10m to 15m – per annum Over 15m – per annum			£1,000.00 £1,750.00 £2,250.00	£1,000.00 £1,500.00 £2,000.00	NEW April 2022 April 2021 April 2021	Charge remains/ decreases based on neighbouring port comparison
I1n	Supply of ice: Per tonne Per standard fish box			£60.00 £2.50	£66.00 £2.75	NEW April 2022 NEW April 2022	10% increase based on neighbouring ports comparison
I2	Fishing Vessels					April 2020	
I2a	<u>Composition Fee</u> (entries to qualify for quarterly composition fee = 3 entries in 1 st month)						To ensure the decline in fishing is not exacerbated by increasing

REF	SERVICE	CODE S / M / SD	BUDGET 2022/23	CHARGE 2022/23	CHARGE 2023/24	DATE OF LAST CHANGE	REASON FOR RECOMMENDATION
	Vessels: Under 10m 10-17m 17-22m 22-26m 26-30m Over 30m			£39.11 £58.85 £87.36 £106.94 £124.79 £203.18	£39.11 £58.85 £87.36 £106.94 £124.79 £203.18		charges propose to remain same
I2b	<u>Single Entry</u> (per 7 days or part thereof – including vessels laid up) Vessels: Under 10m 10-17m 17-22m 22-26m 26-30m Over 30m			£39.11 £58.85 £87.36 £106.94 £124.79 £203.18	£39.11 £58.85 £87.36 £106.94 £124.79 £203.18		
I2e	Surcharge after a continuous period of 12 weeks			50% on top of charges above	50% on top of charges above	April 2006	
I2f	Compulsory garbage charge (on arrival, per visit) Up to 10m Over 10m This charge will be levied on only one occasion per vessel per week			£10.00 £20.00	£10.00 £20.00	April 2021 April 2021	
I2g	Storage of Fishing equipment in net storage area (per m ² per month or part thereof)			£1.63	£1.63	April 2020	

REF	SERVICE	CODE S / M / SD	BUDGET 2022/23	CHARGE 2022/23	CHARGE 2023/24	DATE OF LAST CHANGE	REASON FOR RECOMMENDATION
I2h	Vessels less than or equal to 10m in length engaged in licensed creel fishing Where non declaration of fish landings per quarter, per vessel			Recreational dues plus 2% of catch value £420.00	Recreational dues plus 2% of catch value £420.00	April 2012 April 2020	
I3	Recreational Vessels						
I3a	Pontoon Berth - Annual berthing charges (inc VAT) Over 3 - 4m Over 4 - 5m Over 5 – 6m Over 6 – 7m Over 7 – 8m Over 8 – 9m Over 9 – 10m Over 10 – 11m Over 11 – 12m Over 12 – 13m Over 13 – 14m Over 14 – 15m Over 15 – 16m Over 16 – 17m Over 17 – 18m Over 18 – 19m Over 19 – 20m Each metre thereafter			£333.60 £417.00 £500.40 £583.80 £667.20 £750.60 £834.00 £917.40 £1,000.80 £1,084.20 £1,167.60 £1,251.00 £1,334.40 £1,417.80 £1,501.20 £1,584.60 £1,668.00 £83.40	£366.96 £458.70 £550.44 £642.18 £733.92 £825.66 £917.40 £1,009.14 £1,100.88 £1,192.62 £1,284.36 £1,376.10 £1,467.84 £1,559.58 £1,651.32 £1,743.06 £1,834.80 £91.74	April 2021	10% increase

REF	SERVICE	CODE S / M / SD	BUDGET 2022/23	CHARGE 2022/23	CHARGE 2023/24	DATE OF LAST CHANGE	REASON FOR RECOMMENDATION
	Wall/Loose Mooring - Annual berthing charges (inc VAT)					April 2021	10% increase
	Over 3 - 4m			£278.00	£306.00		
	Over 4 - 5m			£347.50	£382.50		
	Over 5 – 6m			£417.00	£459.00		
	Over 6 – 7m			£486.50	£535.50		
	Over 7 – 8m			£556.00	£612.00		
	Over 8 – 9m			£625.50	£688.50		
	Over 9 – 10m			£695.00	£765.00		
	Over 10 – 11m			£764.50	£841.50		
	Over 11 – 12m			£834.00	£918.00		
	Over 12 – 13m			£903.50	£994.50		
	Over 13 – 14m			£973.00	£1,071.00		
	Over 14 – 15m			£1,042.50	£1,147.50		
	Over 15 – 16m			£1,112.00	£1,224.00		
	Over 16 – 17m			£1,181.50	£1,300.50		
	Over 17 – 18m			£1,251.00	£1,377.00		
	Over 18 – 19m			£1,320.50	£1,453.50		
	Over 19 – 20m			£1,390.00	£1,530.00		
	Each metre thereafter			£69.50	£76.50		

REF	SERVICE	CODE S / M / SD	BUDGET 2022/23	CHARGE 2022/23	CHARGE 2023/24	DATE OF LAST CHANGE	REASON FOR RECOMMENDATION
	Hardstanding - Annual berthing charges (inc VAT) Over 3 - 4m Over 4 - 5m Over 5 – 6m Over 6 – 7m Over 7 – 8m Over 8 – 9m Over 9 – 10m Over 10 – 11m Over 11 – 12m Over 12 – 13m Over 13 – 14m Over 14 – 15m Over 15 – 16m Over 16 – 17m Over 17 – 18m Over 18 – 19m Over 19 – 20m Each metre thereafter			£222.40 £278.00 £333.60 £389.20 £444.80 £500.40 £556.00 £611.60 £667.20 £722.80 £778.40 £834.00 £889.60 £945.20 £1,000.80 £1,056.40 £1,112.00 £55.60	£244.80 £306.00 £367.20 £428.40 £489.60 £550.80 £612.00 £673.20 £734.40 £795.60 £856.80 £918.00 £979.20 £1,040.40 £1,101.60 £1,162.80 £1,224.00 £61.20	April 2021	10% increase
I3c	Discounted rate for pensioners (boats less than 7m in length) (for current beneficiaries only)			75% of current relevant charge	75% of current relevant charge		
I3e	Rover Ticket - in line with Aberdeenshire Council			£66.67 + VAT = £80	£66.67 + VAT = £80	April 2021	In line with Aberdeenshire Council

REF	SERVICE	CODE S / M / SD	BUDGET 2022/23	CHARGE 2022/23	CHARGE 2023/24	DATE OF LAST CHANGE	REASON FOR RECOMMENDATION
I3f	Visiting Vessel Day Ticket per day or part thereof			£16.67 + VAT	£16.67 + VAT	April 2019	No increase based on neighbouring ports comparison kept rounded for paying by cash
I4	Harbour Dues						
I4e	Use of port/harbour to demonstrate or test equipment/ vessel or any other similar event (commercial) - per day or part thereof			£214.20	£257.04	April 2021	20% increase is based on neighbouring ports comparison
I4f	Use of port/harbour for community/ charity events			£107.10	£107.10	April 2021	No increase based on neighbouring ports comparison
I4g	Use of harbour for paddlesports etc			By individual agreement	By individual agreement	April 2019	
I4h	Hire of Single Gangway			£37.49	£37.49	April 2021	No increase based on neighbouring ports comparison
I5	Wharfage						
I5a	Minimum charge – all categories per tonne (change in pricing arrangement)			£214.20	£224.91	April 2021	5% increase is based on neighbouring ports comparison
I5b	Basic materials, manufactured goods, fuels			£1.21	£1.21	April 2020	No increase based on

REF	SERVICE	CODE S / M / SD	BUDGET 2022/23	CHARGE 2022/23	CHARGE 2023/24	DATE OF LAST CHANGE	REASON FOR RECOMMENDATION
	(other than petroleum spirit) per tonne						neighbouring ports comparison
15c	Wet fish, including fish consigned to or from any harbour not owned by Moray Council			2.5% Ad valorem	2.5% Ad valorem	April 2008	
	Wet fish "That part of landings of white fish and shellfish in excess of £7,500 in value"			1.5% Ad valorem	1.5% Ad valorem	April 2008	
15d	Wood, Lumber, Cork, Chipboard and Blockboard per cubic metre			£1.05	£1.05	April 2020	No increase based on neighbouring ports comparison
15f	Foods (other than wet fish) per tonne			£1.21	£1.21	April 2020	No increase based on neighbouring ports comparison
15g	Fabricated Goods per tonne			£7.61	£7.99	April 2020	5% increase based on neighbouring ports comparison
15h	<u>"Loyalty" Reduction in Charges</u> Above 25,000 tonnes			Scale rate less 5%	Price on application	April 2006	

REF	SERVICE	CODE S / M / SD	BUDGET 2022/23	CHARGE 2022/23	CHARGE 2023/24	DATE OF LAST CHANGE	REASON FOR RECOMMENDATION
I5j	Dangerous Goods (any hazardous chemicals – explosives or inflammables) per tonne			£85.21	£85.21	April 2020	No increase based on neighbouring ports comparison
I5k	Heavy lifting for extraordinary specialised activities, eg transformers, wind turbine parts 50-99 tonnes – per tonne 100-149 tonnes – per tonne 150-249 tonnes – per tonne Over 250 tonnes – per tonne			£1.07 £1.34 £1.61 £1.88	£1.61 £2.01 £2.42 £2.82	April 2021	50% increase based on neighbouring ports comparison
I6	Slipway and repair pads						
I6a	Any recreational vessel using a slipway inclusive of one entry and one exit from the harbour per occasion Any commercial vessel using a slipway inclusive of one entry and one exit from the harbour per occasion Season ticket for recreational unlimited use of any Council slipway, valid for 12 months, commencing 1 April per vessel			£16.67 + VAT £25 + VAT £61.20 + VAT	£16.67 + VAT £25 + VAT £61.20+ VAT	April 2019 April 2019 April 2021	No increase based on neighbouring ports comparison

REF	SERVICE	CODE S / M / SD	BUDGET 2022/23	CHARGE 2022/23	CHARGE 2023/24	DATE OF LAST CHANGE	REASON FOR RECOMMENDATION
	Season ticket for commercial unlimited use of any Council slipway, valid for 12 months, commencing 1 April per vessel			£425.00 + VAT	£425.00 + VAT	April 2021	
17	Weighbridges Goods shipped or unshipped on which harbour dues are payable per tonne (to nearest tonne) Other goods per weighing			£0.37 £10.50	£0.37 £12.50 + VAT = £15.00	April 2021 April 2020	No increase based on neighbouring ports comparison 19% increase rounded as this rate is often paid cash
18	Pilotage					April 2021	
18a	Per gross registered ton Minimum charge			£0.43 £231.66	£0.43 £254.85		No increase based on neighbouring ports comparison Minimum charge 10% increase
18b	Detention Charge for Late arrival of vessel - per hour or part thereof			£231.66	£254.85		10% increase based on neighbouring ports comparison

REF	SERVICE	CODE S / M / SD	BUDGET 2022/23	CHARGE 2022/23	CHARGE 2023/24	DATE OF LAST CHANGE	REASON FOR RECOMMENDATION
I8c	Hire of Pilot-Boat and crew per hour or part thereof including towing support activity and similar Per passenger or crew member			£231.66	£254.85		10% increase based on neighbouring ports comparison
I8d	Pilot Boat Maintenance Charge "per dead weight all told ton" (to be applied when pilotage not requested) (where GT exceeds DWAT, payment will be based on GT)			£0.16	£0.16		No increase based on neighbouring ports comparison
I9	Supply of Water						
I9a	Cargo vessels: Minimum Charge Charge per tonne or part thereof			£10.00 £5.00	£10.00 £5.00	April 2021 April 2021	No increase based on neighbouring ports comparison
I9b	Fishing Vessels regardless of whether a composition fee has been paid Up to 10m 10-20m Over 20m On each occasion			£5.51 £11.03 £17.03	£5.51 £11.03 £17.03	April 2021 April 2021 April 2021	No increase based on neighbouring ports comparison

REF	SERVICE	CODE S / M / SD	BUDGET 2022/23	CHARGE 2022/23	CHARGE 2023/24	DATE OF LAST CHANGE	REASON FOR RECOMMENDATION
I9c	Recreation vessels on each occasion			£5.51	£5.51	April 2021	No increase based on neighbouring ports comparison
I10	Supply of electricity - cost per electrical unit Up to 3 hours Per Electrical unit			£10.71 + VAT £0.33 + VAT	£10.71 + VAT £0.33 + VAT	April 2021 April 2021	No increase based on neighbouring ports comparison
I12	Fuel transfer - cost per tonne			£2.68	£2.68	April 2021	No increase based on neighbouring ports comparison
I13	Ground rent for container/fuel tank (per sq m per annum (pro rata))			£16.07	£16.07	April 2021	No increase based on neighbouring ports comparison
I14	Hire of Room at Harbour Office Standard per hour or part thereof Junior/over 60/charity per hour or part thereof Business Rate per hour or part thereof			£16.32 £11.22 £18.77	£26.00 £20.00 £36.00	April 2021 In Line with other departments C5 D2	

SECTION K: HOUSING AND PROPERTY

REF	SERVICE	CODE S / M / SD	BUDGET 2022/23	CHARGE 2022/23	CHARGE 2023/24	DATE OF LAST CHANGE	REASON FOR RECOMMENDATION
K1.	Housing Support: Warden's Service: The Moray Council Sheltered Housing		£102,000	£35.49	£36.73	April 2021	3.5% increase which mirrors tenants' preference for rent increase per consultation
K3	Recharge of Council's Estates' costs		£11,000				
K3a	Applications to purchase ground for incorporation into gardens: Initial fee (confirming ownership, valuation, preparing plan, title check by Legal Section) Final fee (processing application) Committee report preparation			£314 £486 £278	£350 £550 £450	April 2021 April 2021 April 2021	To keep pace with inflation. To keep pace with inflation. To better reflect costs of preparing a report.
K3b	Applications for Site Compounds and Mobile Trading on Council land Initial fee (confirming ownership, consultation)			£150	£175	April 2021	Existing charges, but not included previously in corporate list of fees.

REF	SERVICE	CODE S / M / SD	BUDGET 2022/23	CHARGE 2022/23	CHARGE 2023/24	DATE OF LAST CHANGE	REASON FOR RECOMMENDATION
	with Council officers and local members, drafting of licence) Complex transactions			Hourly rate of £47 - £96.50 per hour	Hourly rate of £49 - £100 per hour	April 2021	Cost recovery approach.
K3c.	Consents: (a) Assignations of lease (b) Sub leases: standard leases (c) Early lease terminations: standard charge Complex transactions Discount for not-for-profit tenants			£386 £148 £296 Hourly rate of £47 - £96.50 per hour Hourly rate of £23.50 - £48.25 per hour	£450 minimum £250 minimum £330 Hourly rate of £49 - £100 per hour Hourly rate of £24.50 - £50 per hour	April 2021	To better reflect actual costs. To better reflect actual costs. To keep pace with inflation. Cost recovery Partial cost recovery

REF	SERVICE	CODE S / M / SD	BUDGET 2022/23	CHARGE 2022/23	CHARGE 2023/24	DATE OF LAST CHANGE	REASON FOR RECOMMENDATION
K3d	Utility companies: Scottish Water/Gas - Electricity Telecoms Electricity/Telecoms (complex)			200% Rydes Scale £256 £211 200% Rydes Scale	200% Rydes Scale £350 minimum £350 minimum Hourly rate of £49 - £100 per hour	April 2021	To better reflect actual costs and market fees. To better reflect actual costs.
K3e	Private parties Water and Sewerage			200% Rydes Scale	200% Rydes Scale	April 2011	
K3f	Public consultations for common good property transactions Standard transaction – alienable property Complex transactions			£150 minimum. Hourly rate of £47 - £96.50 per hour as well as expenses incurred.	£250 minimum. Hourly rate of £49 - £100 per hour as well as expenses incurred.	April 2021	To better reflect costs involved Cost recovery
K3g	Recharge of Council's Estates' costs in relation to discretionary property transactions/work			£47 - £96.50 per hour	Hourly rate of £49 - £100 per hour	April 2021	Cost recovery

REF	SERVICE	CODE S / M / SD	BUDGET 2022/23	CHARGE 2022/23	CHARGE 2023/24	DATE OF LAST CHANGE	REASON FOR RECOMMENDATION
K4	Late Payment of Commercial Rents					April 2021	
K4a	Initial investigation and contact with tenant and issue of correspondence pursuing payment			£32.15	£50		To better reflect costs involved
K4b	Negotiate and issue Payment Arrangement			£64.25	£75		To better reflect costs involved
K4c	Instruct legal action			£59.15	£100		To better reflect costs involved
K4d	Copy documents			£41	£50		To better reflect costs involved
K4e	Sheriff Officers			Recovery of actual cost to the Council	Recovery of actual cost to the Council		



REPORT TO: CORPORATE COMMITTEE ON 31 JANUARY 2023

SUBJECT: VOLUNTEERING POLICY REFRESH

BY: DEPUTE CHIEF EXECUTIVE (EDUCATION, COMMUNITIES AND ORGANISATIONAL DEVELOPMENT)

1. REASON FOR REPORT

- 1.1 To inform the Committee on the need to review our current Volunteer Policy and to seek approval of the refreshed Moray Council Volunteering Policy which recognises the different types of direct and indirect volunteering that the council engages with.
- 1.2 This report is submitted to Committee in terms of Section III (B) (41) of the Council's Scheme of Administration relating to the formulation and review of Council wide policy, strategies, priorities and objectives.

2. RECOMMENDATIONS

- 2.1 It is recommended that the Committee agrees to adopt the refreshed Volunteer Policy and reaffirm Moray Council support for direct volunteering with council services and within communities.

3. BACKGROUND

- 3.1 There are currently a number of different documents relating to Volunteering on the council website which can cause confusion. [The Moray Council Volunteering Policy](#) has references to The Scottish Executive and has been in place since 2007. The [Volunteering Policy \(Staff Guidance\)](#) is the most up to date document being updated in Sept 2019 and due for review in March 2022.
- 3.2 There is an opportunity to update and simplify the current position, hence the refreshed Policy at **APPENDIX 1** which has evolved from the Staff Guidance document. The updated version better reflects the different types of volunteering that the council supports and is informed by the experiences of the past two years where community volunteers and groups played such an important role in mobilising during the pandemic and adverse weather events.
- 3.3 The [Scottish Government review](#) of Storm Arwen made a number of recommendations one of which is "*Fuller integration of the voluntary and community sector into emergency planning and response*". Reference is

therefore made explicitly to Emergency Planning within the refresh in recognition of work being delivered with community councils and others to develop local resilience plans.

3.4 The Policy outlines

- How people can volunteer with the council within different services and projects.
- How the council will link in with Community Resilience groups and other stakeholders to co-ordinate support to communities in emergency situations.
- How we will celebrate the work of volunteers and link in with **tsi MORAY**.

3.5 The Policy has been developed with input from council services, **tsi MORAY** and Health and Social Care Moray colleagues. It has been discussed and amended after feedback from the Personnel Forum and CMT/SMT.

3.6 Colleagues in Health and Social Care have confirmed that the Policy is consistent with their refreshed NHS Grampian Volunteering Policy and that they will report back to the Integration Joint Board on the new council policy once approved.

3.7 The Policy makes reference to the [Volunteer Essential Information Handbook](#) which will require a new Foreword and which will be updated once the Policy is approved.

4. **SUMMARY OF IMPLICATIONS**

(a) Corporate Plan and 10 Year Plan /Local Outcomes Improvement Plan (LOIP)

The refreshed Policy will support volunteering in Moray and is consistent with the Corporate Plan Vision which explains how the council works with 'public, private, community and voluntary organisations to create the right environment for people to do well and reach their potential...'

The LOIP refers to the key role of the CLD Plan in supporting the development of 'resilient and self-reliant, empowered communities'. The CLD Plan has a dedicated Active Citizens and Communities strand which seeks to encourage and value volunteering, support community action groups and to help community groups develop Community Resilience Plans, all of which are consistent with the new Policy.

(b) Policy and Legal

None.

(c) Financial implications

None.

(d) Risk Implications

The inclusion of community resilience within the overall Policy should help co-ordination across different services and back into communities during emergency scenarios and events.

(e) Staffing Implications

The new Volunteering Forum will be an additional group but it is anticipated that the impact will be positive in terms of improved communication and networking and that the officer input required should be minimal. This will be monitored and reviewed after 12 months if the benefits of the Forum are not as anticipated or the workload is not manageable within current resources.

(f) Property

None.

(g) Equalities/Socio Economic Impact

The Policy has an Equalities Statement and refers to the need to remove financial barriers which may impede the ability to volunteer.

(h) Climate Change and Biodiversity Impacts

The Policy is consistent with the intentions of the emerging Climate Change Engagement Strategy.

(i) Consultations

The Head of Education Resources and Communities, the Head of Financial Services, the Equal Opportunities Officer, the Principal Climate Change Strategy Officer and Lindsey Robinson, Committee Services Clerk have been consulted on this report and are in agreement with the contents as regards their respective areas of responsibilities.

5. CONCLUSION

- 5.1 It is recommended that Committee support the refreshed Policy and reaffirm the council's commitment to supporting volunteering.

Author of Report: Kevin McDermott, Communities Service Manager
Background Papers:
Ref: SPMAN-9425411-139 / SPMAN-9425411-144

MORAY COUNCIL VOLUNTEERING POLICY

(DRAFT December 2022)



MORAY COUNCIL VOLUNTEERING POLICY

1. INTRODUCTION

Moray Council recognises the enormous contribution that volunteers make in our communities – both informally through helping neighbours and more formally in terms of running groups and activities.

Moray citizens are happy to volunteer in many ways as evidenced by the community responses to emergency situations such the COVID pandemic or mobilising around extreme weather events.

['Volunteering for All'](#) is the national framework for volunteering and it describes volunteering as

"....the wide range of ways in which people help out, get involved, volunteer and participate in their communities (both communities of interest and communities of place). Volunteering is a choice. A choice to give time or energy, a choice undertaken of one's own free will and a choice not motivated for financial gain or for a wage or salary".

This Volunteering Policy has been updated to reflect the breadth of volunteering opportunities and scenarios in Moray and outlines our commitment to

- Encourage and support those who want to volunteer to add value to key services - everything from local befriending, supporting adult learners with literacy and numeracy through to supporting youth groups in initiatives like Active Schools and the Duke of Edinburgh Awards.
- Working with key community bodies to support them in mobilising quickly and safely around emergency situations and to link potential volunteers who are willing to be contacted in such events.
- Working in partnership with our key local partner tsiMORAY to promote wider volunteering opportunities with community and third sector groups.

In terms of this policy when we use the term Moray Council we are also including Health and Social Care Moray, the integrated partnership with NHS Grampian working together to deliver a range of community health and social care services.

2. POLICY STATEMENT

Moray Council is committed to supporting and promoting volunteering opportunities in appropriate departments and roles. In terms of external procurement of services, the council will encourage the involvement of volunteers in line with this policy and contractual requirements as appropriate. We recognise that volunteers are a significant community asset and that volunteering is a demonstration of citizenship in action which benefits both the volunteer and the wider community.

Moray Council also recognises the part that volunteers play in civic society and community life and that we as a Council have an enabling role to play as a supportive partner. The Council will work directly with community based groups and individuals to maximise our joint responses to emergency situations building on the high levels of social capital that already exist within Moray

3. AIMS

The overall aim of this updated policy is to continue to develop and promote best practice with volunteers working directly with the Council; to work in partnership with communities in responding to emergency situations; and to promote wider volunteering opportunities for the wider population through signposting to the third sector interface **tsiMORAY**.

4. OBJECTIVES

- This Policy serves as a clear statement of the Council's commitment to volunteering and of the expectations on our staff and services to provide a productive and safe environment for volunteers.
- Moray Council will set up a cross service Volunteering Forum for all services using or planning to use volunteers. The Forum will have input from officers leading on Resilience Planning with communities and a space will be open to a delegates(s) from **tsiMORAY**.
- Moray Council's direct volunteers will feel valued and respected and have access to training around relevant Council policies such as child protection, adult protection, health and safety, equal opportunities, etc.
- Moray Council will acknowledge and celebrate the contribution of volunteers, including staff volunteers, during national [Volunteers' Week](#).

5. PRINCIPLES

The Moray Council:

- Will never directly introduce volunteers to replace paid Council employees.
- Recognises that volunteers make a unique and valuable contribution to policy objectives and service provision and that they have a right to good quality support and developmental opportunities.
- Recognises that voluntary work brings benefits to volunteers themselves, to service users, employees and communities.
- Believes that volunteering should be open to all and recognises that there can be financial barriers to volunteering. We will therefore ensure that out of pocket and authorised expenses will be offered and reimbursed in line with the Council's expenses claims process

6. **SCOPE OF THE POLICY**

This Policy applies to all Moray Council staff; volunteers and elected members. Services in Health and Social Care Moray will also adhere to this policy in relation to volunteer support and development.

7. **RIGHTS AND RESPONSIBILITIES**

Volunteers have a right to know what is expected of them in the context of their volunteering commitment which as stated in the Volunteering for All framework is a

'...choice to give time or energy, a choice undertaken of one's own free will and a choice not motivated for financial gain or for a wage or salary'.

We believe that direct council volunteers are entitled ...

- To know what is expected of them and who their main contact is.
- To have clearly specified lines of support and supervision
- To have safe working conditions which have been risk assessed and be insured in their volunteering role.
- To know what their rights and responsibilities are if something goes wrong
- To have access to appropriate training for their role and personal development.
- To be valued and appreciated and not subject to any form of bullying or discrimination.

In return volunteers are expected to...

- Undertake PVG (Protecting Vulnerable groups) disclosure checks as required.
- Carry out their tasks in a way that corresponds to the aims, values and policies of the Council
- Operate within agreed guidelines and remits relating to their task
- Follow health and safety regulations and instructions
- Adhere to the Council's statements *or policies such as Equal Opportunities, Child Protection, GDPR/Data protection/Information Sharing and other relevant Policies and Procedures*
- Respect confidentiality and adhere to any policies and procedures associated with information sharing protocols that the Council may have entered into
- Attend training and support sessions where required
- Adhere to the employee code of conduct

8. VOLUNTEER ESSENTIAL INFORMATION HANDBOOK

This Policy should be read in conjunction with the Essential Information Handbook which will be updated as required.

The handbook includes information on

- Best Practice Guidance for Volunteering
- Clear explanations of roles which require a Protection for Vulnerable Groups (PVG) check to be carried out by Disclosure Scotland (funded by the Council)
- Volunteer Agreements - covering agreed tasks; expenses; support and supervision; induction and on-going training etc.
- Key Policies – information on policies such as Health and Safety; Data Protection; Equal Opportunities; Confidentiality; Child Protection; Vulnerable Adult Protection etc.
- Service specific information relevant to a particular strand of volunteering

Current volunteering opportunities within the council can be accessed via the [volunteering page on the website](#).

9. POLICY MONITORING AND REVIEW

The Moray Council is committed to ongoing monitoring and review of this policy and will carry out a formal review every 5 years, with the next review to take place in 2028. This policy and any updates should influence best practice within Council services

Community Engagement

Working through local community planning structures, the Moray Council will actively engage with the wider community and key partners such as **tsiMORAY** in order to raise awareness of this policy and seek their views, opinions and support, making any necessary amendments for improvement as required.

Equalities

The Moray Council will actively encourage volunteering amongst those people and groups, who are more likely to be excluded from volunteering because of low income, race, disability, gender, age, sexual orientation, religion or philosophical belief. We will work to remove any barriers to volunteering and match volunteers to roles where they can utilise existing skills and develop new ones.



REPORT TO: CORPORATE COMMITTEE ON 31 JANUARY 2023

SUBJECT: LOCAL GOVERNMENT BENCHMARKING FRAMEWORK 2020-21 RESULTS

BY: DEPUTE CHIEF EXECUTIVE (EDUCATION, COMMUNITIES & ORGANISATIONAL DEVELOPMENT)

1. REASON FOR REPORT

- 1.1 The reason for this report is to present to the Committee with a corporate overview of benchmarking performance data for the period 2020-21.
- 1.2 This report is submitted to Committee in terms of Section III A (4) of the Council's Scheme of Administration relating to monitoring performance in accordance with the Council's performance management framework.

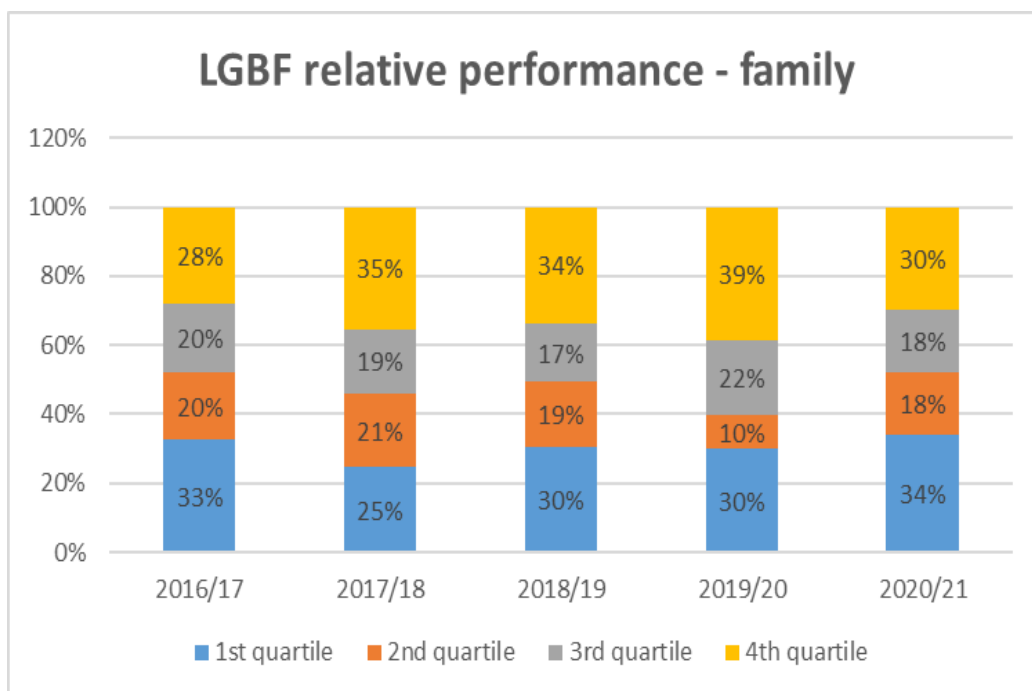
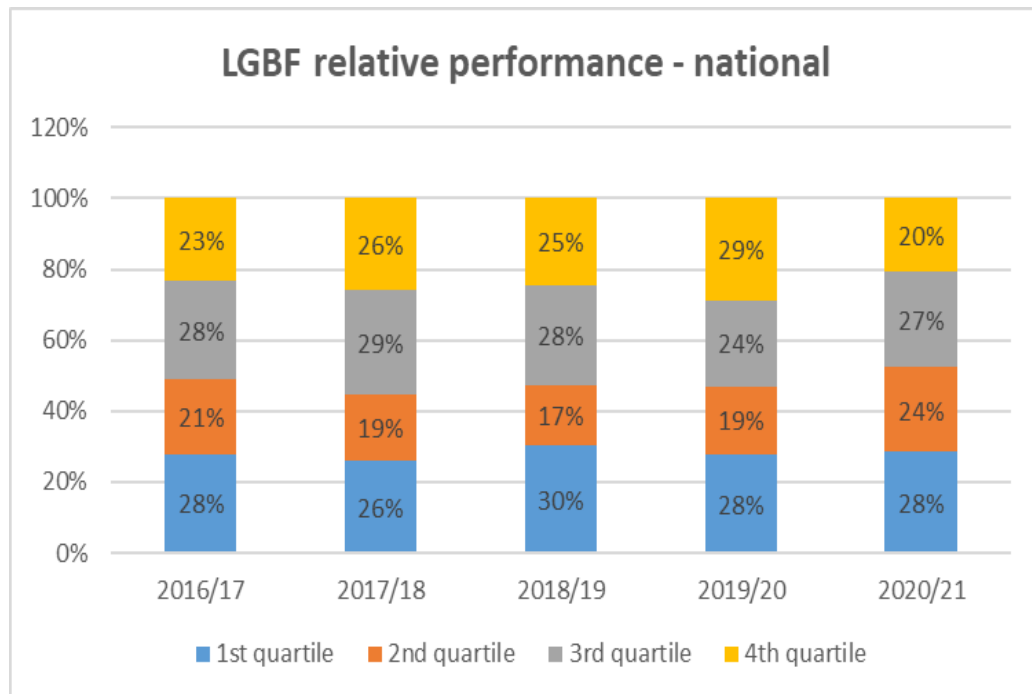
2. RECOMMENDATION

- 2.1 **It is recommended that the Committee consider and note the Council's performance in terms of a corporate overview of benchmarking results.**

3. BACKGROUND

- 3.1 Local Government Benchmarking Framework data, fully published in July 2022 informs the National Benchmarking Overview Report 2020-21. The majority of results are gathered from national sources following annual data submissions that are subject to extensive validation processes, a contributory factor to the time-lag in publication and reporting. There are a limited number of results supplied directly by local authorities. The full suite of benchmarking data can be viewed using My Local Council tool. Results and commentary on 2020-21 results were included in 2021-22 quarter 4 performance reports submitted to service committees in line with the Council's performance management framework.
- 3.2 The summary (**Appendix 1**) includes –
 - i) notes to results by exception (indicators ranked in lowest quartile)
 - ii) bullet points highlighting results that have improved / worsened by 5% (based on previous year)
 - iii) tables detailing all indicator results presented by service themes

- 3.3 Caution on making direct comparison between years due to significant impact of Covid-19 on more recent results, however an assessment of results can be inferred to an extent. The tables show that there has been an overall improvement in performance with indicator result values improved to a greater margin (62%) than those that have worsened (38%).
- 3.4 There has been notable positive movement in the percentage of indicators ranked by quartiles in both national and family groupings.



- 3.5 Indicators featuring in the lowest quartile (ranked 25th to 32nd) have been scrutinised in relation to improvements by the relevant Service Committees; Education, Children's and Leisure Services on 8 June 2022, Corporate on 14 June 2022, Economic Development and Infrastructure and Housing and Community Safety on 21 June 2022 as part of 2021/22 Quarter 4 Performance Reports.

4. SUMMARY OF IMPLICATIONS

(a) Corporate Plan and 10 Year Plan (Local Outcomes Improvement Plan (LOIP))

The Council and its partners have agreed priorities in the LOIP, with a range of outcome targets included for each of the priorities. It will be important that service committees keep those targets in mind when reviewing the performance data in the national benchmarking results, for two reasons:

1. To recognise that to achieve success the targets might mean weaker performance in non-priority areas, and
2. To consider whether the priorities and targets should be reviewed or amended in light of the information contained with the national benchmarking results.

(b) Policy and Legal

The Council has a statutory obligation to publish a range of information that will demonstrate that it is securing best value and assist in comparing performance both over time and between authorities where appropriate.

(c) Financial implications

There are no direct financial implications arising from this report.

(d) Risk Implications

There are no direct risk implications arising from this report although effective performance management assists in the management of risk.

(e) Staffing Implications

There are no direct staffing implications arising from this report.

(f) Property

None.

(g) Equalities/Socio Economic Impact

An Equality Impact Assessment is not needed because the report is to inform the committee on performance issues.

(h) Climate Change and Biodiversity Impacts

None

(i) Consultations

Heads of Service and Service Managers have been consulted and reports have gone to relevant service committees.

5. CONCLUSION

- 5.1 In 2020-21, 52% of Local Government Benchmarking Framework indicator results featured in the top 16 of 32 Scottish councils.**
- 5.2 When compared to national and comparator performance, improvement can be inferred due to positive movement in rankings across quartiles.**

Author of Report: Louise Marshall, Strategy and Performance Manager
Background Papers: [National Benchmarking Overview Report 2020-21](#)
[My Local Council](#)
[Performance Report \(Financial Services\) Period to March 2022](#)
[Performance Report \(Human Resources, Information Communications Technology and Organisational Development\) Period to March 2022](#)
[Performance Report \(Governance, Strategy and Performance\) Period to March 2022](#)
[Performance Report \(Economic Growth and Development Services\) - Period to March 2022](#)
[Performance Report \(Environmental and Commercial Services\) - Period to March 2022](#)
[Q4 2021-22 Performance Report - Education - Period to March 2022](#)
[Q4 2021-22 Performance Report - Education Resources and Communities - Period to March 2022](#)
[Q4 2021-22 Performance Report - Children and Families and Criminal Justice Social Work - Period to March 2022](#)

Ref: SPMAN-2045703626-215 / SPMAN-2045703626-217



Local Government Benchmarking Framework (LGBF)

Benchmarking Overview 2020-21



Preface

All 32 Scottish councils signed up to the Local Government Benchmarking Framework, that provides a common approach to benchmarking, which is grounded in reporting standard information on services councils provide to local communities across Scotland.

The core purpose of local government's efforts through this work is to support all councils to improve their services by working and learning together. By engaging in benchmarking, services will learn how to continue to improve their use of performance information; improve their understanding of variations which affect achievements and enabling the opportunity to share effective service practices across councils. This information is made publically available, so that the public in turn can hold services to account for what is achieved on their behalf. The public are encouraged to use the information to ask questions of services in order to engage with services in the improvement process.

When reading the information, it is important to remember though that councils across Scotland do not have common service structures. Each council has the structure and service arrangements that it believes are the most appropriate and cost effective to support its local community. Equally, all councils report their performance locally within developed and agreed public reporting frameworks. Therefore to ensure comparability across councils, it has been necessary to develop standard service definitions, and standard classifications for spending and performance.

Councils developed a process to drill into the information collated through the Local Government Benchmarking Framework to understand, in more detail, why variations occur. The process was organised around 'family groups' of councils so that councils similar in terms of the type of population that they service (e.g. relative deprivation and affluence) and the type of area in which they serve them (e.g. urban, semi-rural, and rural) can compare. This allows improvements to the benchmarking framework to be identified and good practice to be shared between councils.

The indicators in the Framework cover how much councils spend on particular services, service performance and how satisfied people are with the major services provided. All the information that this report draws upon uses standard definitions and is therefore comparable to a high degree of accuracy.

The indicators in the Local Government Benchmarking Framework are designed to focus questions on why variations in cost and performance are occurring between similar councils. They do not supply the answers, those emerge as councils engage with each other to drill down and explore why these variations are happening. The LGBF Workshop Programme has been added to the platform for learning and improvement.

Our ambition in undertaking benchmarking is to continue to increase the quality of life and develop the well-being of everyone in Moray.

All of the information generated by the Framework has been placed in a dedicated website [mylocalcouncil](#) showing movement on indicators across themes, times and all councils.

Summary

The Local Government Benchmarking Framework (LGBF) data provides evidence of trends in how resources are allocated, performance of services and levels of customer satisfaction. This year's results introduces data from 2020/21 and provides an evidence-based picture of the impact of the pandemic as well as the extraordinary effort and achievement during this exceptional period.

Exceptions based on 32 local authorities, areas of service delivery ranked in the lowest quartile are presented below as Notes to Benchmarking Results. Care should be taken when making comparison over time and with others due to the complexities around altered delivery and operating landscapes during the reporting period.

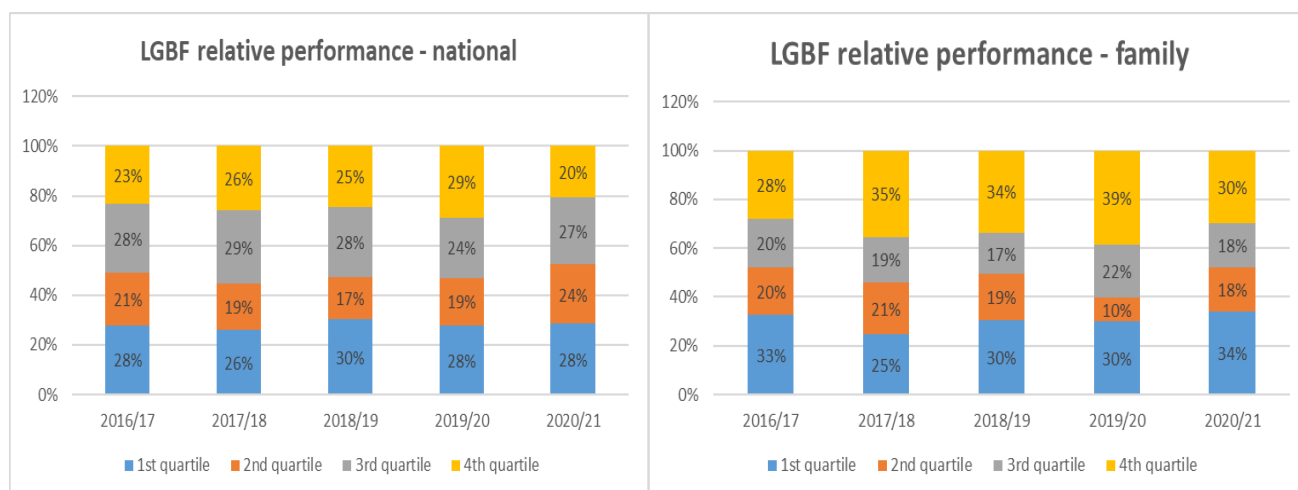
The National Benchmarking Overview Report 2020/21 is available [here](#).

Notes to Benchmarking Results (indicators ranked in the lowest quartile)	
No	Comment
Children's Services	
1,3,4,5,6,7,8,9	Senior phase attainment levels against both breadth and depth measures are higher in 2020/21 than in previous years, however improvement is not at a pace to lift results out of the lowest quartile in a number of indicators. Assessment processes were different in 2020 and 2021 due to the cancellation of exams and external assessment of coursework in 2020, and the use of the Alternative Certification Model in 2021, therefore some results are not directly comparable with previous and future years. Data sets relating to Achievement of Curriculum for Excellence Levels (ACEL) and Insight are being used to drive improvement across attainment indicators.
2	There has been improvement in the overall proportion of children accommodated in community based placements and an overall reduction in the number of children looked after. Placement of those residentially out of area is due to no provision for specific specialist needs being available in Moray.
10	There has been a seven percentage point improvement in the percentage of funded early years provision which is graded good/better but no change in ranking. During 2022 the service saw a change of Care Inspectorate quality framework in June. Prior to June 2022 ELC settings were graded against the following; Quality of care and support, Quality of environment, Quality of management and leadership and Quality of staffing. Where from June 2022 onwards the settings are graded against; How good is our care, play and learning? How good is our setting? How good is our leadership? and How good is our staff team? The slight variance in themes has impacted on some of the evaluations that have been received. Providers continue to be supported and challenged by Continuous Improvement Officers. Individual service level agreements being established to ensure Early Learning Centre needs are met and contract monitoring commenced to provide equitable approaches to service monitoring and quality of provision. There are regular opportunities for Early Years Managers to collaborate at online and face to face forums throughout the year. Ongoing support is provided by Learning and Teaching and Early Intervention teachers with training based on needs analysis provided.
Corporate Services	
11	There has been an improvement in the Council's workforce gender pay gap in contrast with an increase nationally, Moray remains within the lowest quartile. The gap in pay is the percentage difference between male employees' average hourly rate of and female employees average hourly rate of pay, where a positive figure indicates male employees are, on average, paid more per hour than female employees. Across Scotland, results range from -5.57 to 14.08, reinforcing the likely variations in methods of calculation and the unique workforce composition of each council.
12	All invoice payments are made immediately on receipt of authorised invoices from departments (a measure taken during the pandemic to support the local economy), therefore performance reflects the pace of budget managers' authorisation. Heads of Service are periodically informed of the performance of their service in this regard to encourage improvement.
Assets	
13	The Council approved the 'Developing a Strategic Approach to the Learning Estate' document in December 2020, followed by a 10 year Learning Estate Strategy in September 2022. Both of these documents are significant contributory factors to the operational building condition indicator result and set out the vision of providing a sustainable education service aiming for excellence. The Learning Estate Strategy sees the development of individual solutions that meet the varied needs of Associated School Groups across Moray. Full condition surveys of schools are being undertaken over a two year

	period and there is intention to develop lifetime maintenance plans are in development for all of our school buildings to ensure they are maintained at a minimum B for condition.
Adult Social Work	
14	In Care Inspections, the Commissioning Lead is invited to the verbal feedback session with the Inspector and the provider and if required an improvement action plan is set out and agreed with the provider and shared with the Council to address Recommendations. Any Requirements are time bound. Concerns raised through Council monitoring with providers is subject to an internal structure with escalation points of routine, supportive to enhanced monitoring to ensure improvement.
Housing Services	
15	Full compliance with Energy Efficiency Standard for Social Housing (EESH) is anticipated by March 2023. At the end of March 2022, there had been further improvement with 60% of properties meeting the energy efficiency standard and significant programmes of work approved.
Financial Sustainability	
16	As an indicator of affordability, this indicator highlights the revenue implications of existing and proposed capital expenditure by identifying the proportion of the revenue budget required to meet financing costs, net of investment income. This is factored into the Council's financial planning and will be used as a tool for assessing affordability in the review of the capital plan.
17	The need for budgets and forecasts to reflect actual spending becomes increasingly important with decreasing or lower levels of usable reserves to draw on. The reduction in actual outturn as a percentage of budgeted expenditure reflects additional funding received at the year-end which was not planned to be spent in the reporting year, increasing the use of usable reserves. Patterns of budgeted spend were impacted across all local authorities, but in different ways, although an increase in the level of reserves held was a common feature.
Climate Change	
18	The methodology used in what is considered 'within the scope' of influence of the local authority significantly impacts on the result and ranking applied and this has been raised with the Improvement Service. Moray has a relatively low population density area and large emissions from distilling and MOD bases comparative to its population. For example, heavy industry within the Emissions Trading Scheme are considered not within scope yet distilling is, motorway emissions are not within scope yet trunk roads in rural areas are. The Council Climate Change Strategy and Action Plan was adopted in March 2021 with the aim of Moray Council becoming carbon neutral by 2030. The Route Map to Net Zero complements these documents by creating a framework for delivery. Progress is being made: Moray continues to have excellent waste recycling rates, the Council is working to improve energy efficiency in existing buildings, 8% of the council's vehicle fleet have changed to electric and a programme to implement supporting infrastructure continues, the Council is committed to developing sustainable food policies and strategies that tackle the climate and nature emergency. Work to establish Moray Community Climate Hub to show how different sectors are decarbonising their activities will be useful in more closely examining Moray's position. Proposals from CoSLA and partners have been developed to create a Climate Intelligence Service (CIS) that will build capacity to improve decision making for area-wide emissions reduction by providing data and tools to help authorities create local indicators within a shared national context.

Caution on making direct comparison over time in the charts below due to the significant impact of Covid-19 on more recent results. However, performance as presented does infer positive improvement in the percentage of indicators in the top two quartiles in the context of national and family groupings. Improvement in indicator results appears to have had an impact on rankings both nationally and within the family group. Results have improved to a greater margin than those that have worsened.

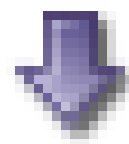
Relative performance: Percentage of indicator rankings by quartiles –



2020/21

vs

2019/20



Following Benchmarking Family Groups –

Results improved 53 indicators	Services	Other Services	Results worsened 33 indicators
The benchmarking clubs are based on the average social context of the local authority population (using data from SIMD 2012).	Includes work and housing.	Includes environmental services, culture/leisure services. The benchmarking clubs are based on the dispersion of the local authority population (using data for the Grant-Aided Expenditure indicator for population dispersion).	
Angus Argyll & Bute East Lothian Highland Midlothian Moray Scottish Borders Stirling		East Ayrshire East Lothian Fife Moray North Ayrshire Perth & Kinross Stirling South Ayrshire	

Table Legend –

Relative Change	Short Term Trend	Rank 2020/21	
2019/20 to 2020/21	Result to Previous Year	Local Authorities (32)	Family Group (8)
Result improving by 5% or more	improved	1 st quartile	1 st quartile
Result worsened by 5% or more	worsened	2 nd quartile	2 nd quartile
	no change	3 rd quartile	3 rd quartile
		4 th quartile	4 th quartile

Results improved / worsened (past 12 months)

Results that improved by 5% or >

- 5% increase in secondary pupils and 2% decrease in gross expenditure contributing to overall reduction in cost per pupil
- Increase in overall average total tariff score and those in SIMD quintile 5 (least deprived), 4 and 3, but all remain in the lowest quartile nationally
- Improvement in percentage of funded early years provision graded good or better, results remains below national average and in bottom quartile nationally
- Reduction in both costs and number of children in residential and community care settings results in decreasing cost per child per week and improved ranking
- Improvement in early years provision being graded good/better
- Reduction in school exclusion rates for both pupils and looked after children
- Lower percentage of child-protection re-registrations and looked after children experiencing more than one placement in reporting year
- Falling overall workforce in top 5% workforce against a sustained number of women in those post leading to an overall percentage increase
- Cost of collecting council tax reduced by 12% against a slight increase in the number of dwellings means lower cost per dwelling
- Improved sickness absence rates albeit based on less robust data during lockdown periods
- Despite increase in the percentage of internal floor area of operational buildings in satisfactory condition, lowest ranking authority
- Homecare costs per hour for people aged 65 or over decreased due to reduction in total homecare costs and increase in care hours
- 15% reduction in net expenditure on care homes for older people against a small increase in number of long-stay residents gives a low cost per resident
- Significant reduction in the number of days people (75 and over) spend in hospital when ready to be discharged per 1,000 population (75+), improvement mirrored nationally
- Increased number of premises for refuse collection and 14% reduction in net expenditure resulted in reduced cost of collection per premise, lowest nationally
- 40% reduction in the cost of road maintenance per kilometre led to a considerable improvement in cost per of maintenance per kilometre achieving 4th lowest ranking
- Cost of trading standards and environmental health per 1,000 population improved due a reduction in gross expenditure across both services
- Non-emergency repairs fell by 40% with working days to complete by 60%, therefore a considerable reduction in average days to complete repairs

- Percentage of unemployed people assisted into work from council funded/operated employability programmes improved, moving closer to the national average
- Percentage of immediately available employment land increased, remaining in the 3rd quartile
- Total useable reserves as a percentage of council annual budgeted net revenue improved for the second consecutive year

Results that worsened by 5% or >

- 30% increase in pre-school gross expenditure contributing to significant increase in cost per pre-school education place, albeit remains the third lowest cost per place nationally
- Drop in overall average tariff SIMD quintile 2, remaining significantly below national and family group average performance
- The attainment gap in literacy and numeracy between least and most deprived has widened, performance remains in and around the top quartile nationally (2nd and 9th respectively)
- Significant increase in rate of readmissions to hospital within 28 days per 1,000 discharges, albeit comparing well against national and family group
- Severe drop in attendances coupled with increase in net expenditure resulting in rising cost per attendance at sports facilities
- Increase in cost per library visits, indicator remains in the top quartile nationally
- Increase in the cost of parks and open spaces per 1,000 population due to 6% increase in net expenditure and a slight decrease in estimated population
- Properties within scope of housing quality standard increased whilst those meeting standard reduced resulting in drop in performance
- Slight increase in rent arrears as a percentage of rent due not affecting lowest position nationally
- Decrease in Business Gateway Start Ups and Gross Value Added per capita mirrors national position
- Overall claimant count almost doubled in numbers and as a proportion of the estimated working age population
- Percentage of claimants aged 16-24 as a percentage of the estimated population having nearly doubled was just above the national average
- Actual outturn as a percentage of budgeted expenditure dropped and features in the lowest quartile

N/A¹ Data no longer collected nationally / locally

N/A² Result below 5; not published to protect confidentiality

N/A³ Indicator result yet to be published

Overview of Local Government Benchmarking Framework Indicator Results

	Note	Indicator Description	Moray					National Average	Relative Change 2019/20 to 2020/21		Rank 2020/21	
			2016/17	2017/18	2018/19	2019/20	2020/21	2020/21	% change	Short Term Trend	Nat (32)	FG (8)
Children's Services	1	Cost per primary school pupil (£)	4,894	5,073	5,200	5,427	5,297	5,916	-2.40	↑	2	2
		Cost per secondary school pupil (£)	7,432	7,699	7,617	7,707	7,211	7,657	-6.43	↑	5	2
		Cost per pre-school education place (£)	2,741	2,749	3,526	5,496	7,420	9,273	35.01	↓	4	1
		% of secondary pupils achieving 5 or more awards at Level 5	59	57	61	59	63	67	4.00	↑	24	7
		% of secondary pupils achieving 5 or more awards at Level 6	30	28	32	30	33	41	3.00	↑	27	8
		% of pupils living in the 20% most deprived areas Gaining 5+ awards at Level 5	55	N/A ²	N/A ²	N/A ²	62	49			4	2
		% of pupils living in the 20% most deprived areas Gaining 5+ awards at Level 6	N/A ²	N/A ²	N/A ²	N/A ²	31	23			4	1
	2	Gross Cost of "Children Looked After" in Residential Based Services per child per week (£)	4,551	4,016	4,604	5,156	4,661	4,380	-9.59	↑	21	5
		Gross Cost of "Children Looked After" in a Community Setting per child per week (£)	493	453	437	455	399	382	-12.31	↑	24	7
		% of children being looked after in the community	82.33	78.38	79.05	81.28	82.18	90.30	0.90	↑	29	8
	3	% of adults satisfied with local schools (rolling 4 years)	71.67	71.67	74.63	76.97	N/A ³	N/A ³				
		% of pupils entering positive destinations	93.86	94.17	92.76	93.07	94.08	95.48	1.01	↑	29	8
		Overall average total tariff	819	795	815	802	885	972	10.39	↑	27	8
	5	Overall average total tariff SIMD Quintile 1	661	601	826	939	897	688	-4.47	↓	3	1
		Overall average total tariff SIMD Quintile 2	711	702	574	689	643	817	-6.68	↓	31	8
		Overall average total tariff SIMD Quintile 3	655	677	830	731	878	975	20.11	↑	28	7

N/A¹ Data no longer collected nationally / locally
N/A² Result below 5; not published to protect confidentiality
N/A³ Indicator result yet to be published

	Note	Indicator Description	Moray					National Average	Relative Change 2019/20 to 2020/21		Rank 2020/21	
			2016/17	2017/18	2018/19	2019/20	2020/21	2020/21	% change	Short Term Trend	Nat (32)	FG (8)
	7	Overall average total tariff SIMD Quintile 4	875	867	839	839	965	1,108	15.02	↑	29	7
	8	Overall average total tariff SIMD Quintile 5	1073	923	935	908	965	1,320	6.28	↑	30	8
	9	% P1, P4 & P7 pupils combined achieving expected CFE Level in Literacy			64.75	N/A ¹	63.90	66.88	-0.85	↓	22	5
		% P1, P4 & P7 pupils combined achieving expected CFE Level in Numeracy			69.89	N/A ¹	67.82	74.69	-2.07	↓	29	7
		Literacy Attainment Gap (P1,4,7 combined) – percentage point gap between the least and most deprived pupils			14.88	N/A ¹	19.75	24.70	33.00	↓	2	1
		Numeracy Attainment Gap (P1,4,7 combined) – percentage point gap between the least and most deprived pupils			13.77	N/A ¹	17.55	21.42	27.00	↓	9	1
		% of children meeting developmental milestones	89.79	92.22	93.16	95.59	95.98	85.06	0.39	↑	3	1
	10	% of funded early years provision which is graded good/better	90.57	75.44	75.44	78.30	85.19	90.93	6.89	↑	29	8
		School attendance (%)	94.00	N/A ¹	93.85	N/A ¹	93.80	92.00	-0.05	↓	6	1
		School attendance rates (LAC, %)	87.20	N/A ¹	87.41	N/A ¹	89.35	87.89	1.94	↑	11	3
		School exclusion rates per 1,000 pupils	33.10	N/A ¹	22.74	N/A ¹	14.18	11.87	-8.57	↑	20	7
		School exclusion rates per 1,000 looked after children	236.26	N/A ¹	180.41	N/A ¹	125.00	77.81	-55.41	↑	23	6
		% participation for 16-19 year olds	89.80	91.20	91.29	93.49	91.77	92.18	-1.72	↓	22	8
		% of child protection re-registrations within 18 months	9.18	5.81	3.16	7.50	2.27	7.01	-5.23	↑	12	2
		% LAC with more than 1 placement in the last year (Aug-July)	25.12	30.63	30.95	25.00	14.94	16.79	-10.06	↑	5	2
		% of children living in poverty (after housing costs)	23.08	23.16	21.90	23.39	21.35	20.86	-2.04	↑	11	1

N/A¹

N/A²

N/A³

Data no longer collected nationally / locally

Result below 5; not published to protect confidentiality

Indicator result yet to be published

	Note	Indicator Description	Moray					National Average	Relative Change 2019/20 to 2020/21		Rank 2020/21	
			2016/17	2017/18	2018/19	2019/20	2020/21	2020/21	% change	Short Term Trend	Nat (32)	FG (8)
Corporate Services	11	Support Services as a % of Total Gross Expenditure	4.56	4.58	4.29	4.18	4.14	4.03	-0.04	↑	21	5
		% of the highest paid 5% employees who are women	51.91	52.74	54.08	54.72	61.05	58.30	6.34	↑	8	4
		The gender pay gap (%)	7.75	6.52	7.58	6.42	6.16	3.66	-0.26	↑	26	8
		Cost of collecting Council Tax per dwelling	12.05	10.36	9.80	9.08	7.95	6.64	-12.38	↑	21	8
		Sickness Absence days per Teacher	5.87	6.40	6.48	6.76	4.54	4.16	-32.90	↑	24	6
		Sickness Absence days per Employee (non-teacher)	10.98	11.54	12.45	12.69	8.67	9.71	-31.68	↑	10	4
		% of income due from Council Tax received by the end of the year	95.89	96.67	96.94	96.96	95.83	94.77	-1.14	↓	14	3
Assets	12	% of invoices sampled that were paid within 30 days	90.16	89.10	89.67	87.31	84.02	91.76	-3.28	↓	27	6
		% of operational buildings that are suitable for their current use	94.58	94.76	98.22	98.21	98.15	82.31	-0.07	↓	1	1
Adult Social Work	13	% of internal floor area of operational buildings in satisfactory condition	41.39	52.64	54.23	53.93	66.93	89.20	13.01	↑	32	8
		Home Care costs per hour for people aged 65 or over (£)	24.32	29.62	38.21	36.76	27.79	27.62	-24.41	↑	15	5
		Self-Directed Support spend on people aged 18 or over as a % of total Social Work spend on adults	4.95	4.36	4.12	4.11	5.04	8.13	0.93	↑	17	6
		% of people aged 65 or over with long term care needs receiving personal care at home	65.64	66.06	65.26	62.15	62.00	61.71	-0.15	↓	17	4
		% of adults supported at home who agree that their services and support had an impact in improving or maintaining their quality of life (rolling 4 years)		78.51		79.20						
		% of adults supported at home who agree that they are supported to live as independently as possible		82.68		82.72						
		% of adults supported at home who agree that they had a say in how their help, care or support was		74.84		79.68						

N/A¹N/A²N/A³

Data no longer collected nationally / locally

Result below 5; not published to protect confidentiality

Indicator result yet to be published

	Note	Indicator Description	Moray					National Average	Relative Change 2019/20 to 2020/21		Rank 2020/21	
			2016/17	2017/18	2018/19	2019/20	2020/21	2020/21	% change	Short Term Trend	Nat (32)	FG (8)
	14	provided										
		% of carers who feel supported in their caring role		39.48		30.70						
		Residential costs per week per resident for people aged 65 or over (£)	334	349	366	345	288	432	-16.28	↑	5	1
		Rate of readmission to hospital within 28 days per 1,000 discharges (%)	74.91	84.37	77.08	77.81	100.90	120.03	29.67	↓	9	2
		Proportion of care services graded 'good' (4) or better in Care Inspectorate inspections (%)	70.65	84.69	81.82	75.24	79.80	82.50	4.56	↑	29	8
		Number of days people spend in hospital when they are ready to be discharged, per 1,000 population (75+)	1095.22	936.08	1063.26	767.70	492.74	484.28	-35.82	↑	19	5
Culture & Leisure		Gross cost per attendance at Sports facilities (£)	2.20	2.13	2.17	0.93	18.71	40.36	1908.00	↓	5	2
		Cost per Library visit (£)	1.58	1.62	1.43	1.62	2.94	2.88	82.00	↓	10	3
		Cost of Museums per visit (£)	2.09	2.56	2.69	2.30	N/A ¹	10.19				
		Cost of Parks & Open Spaces (£) per 1,000 population	15,423	12,487	14,568	11,166	11,880	19,112	6.39	↓	6	2
		% of adults satisfied with Libraries (rolling 4 years)	72.67	70.33	74.93	77.60	N/A ³	N/A ³				
		% of adults satisfied with Parks and Open Spaces (rolling 4 years)	87.67	83.33	85.10	82.43	N/A ³	N/A ³				
		% of adults satisfied with Museums and Galleries (rolling 4 years)	51.33	49.67	58.10	60.10	N/A ³	N/A ³				
		% of adults satisfied with Leisure Facilities (rolling 4 years)	73.00	67.67	66.40	66.73	N/A ³	N/A ³				
Environmental		Net cost per Waste collection per premises (£)	55.80	54.58	56.16	40.34	34.78	68.64	-13.78	↑	1	1
		Net cost per Waste disposal per premises (£)	111.47	111.66	115.54	102.66	102.00	107.52	-0.65	↑	15	7
		Net Cost of Street Cleaning (£) per 1,000 population	8,690	8,790	9,228	7,581	7,251	12,966	-4.35	↑	5	1

N/A¹N/A²N/A³

Data no longer collected nationally / locally

Result below 5; not published to protect confidentiality

Indicator result yet to be published

	Note	Indicator Description	Moray					National Average	Relative Change 2019/20 to 2020/21		Rank 2020/21	
			2016/17	2017/18	2018/19	2019/20	2020/21	2020/21	% change	Short Term Trend	Nat (32)	FG (8)
		Street Cleanliness Score	N/A ¹	N/A ¹	N/A ¹	N/A ¹	N/A ¹	91.36				
		Cost of Maintenance per Kilometre of Roads (£)	6,995	7,380	6,537	7,193	4,301	12,269	-40.21	↑	5	1
		% of A Class roads that should be considered for maintenance treatment (rolling 2 years)	25.17	25.87	28.56	29.16	26.60	27.26	-2.56	↑	17	2
		% of B Class roads that should be considered for maintenance treatment (rolling 2 years)	22.85	23.49	25.62	25.79	22.30	30.70	-3.49	↑	6	1
		% of C Class roads that should be considered for maintenance treatment (rolling 2 years)	21.91	24.89	28.06	25.20	21.30	32.38	-2.86	↑	5	1
		% of unclassified roads that should be considered for maintenance treatment (rolling 2 years)	31.40	31.61	31.09	35.49	35.00	37.95	-0.49	↑	14	3
		Cost of trading standards and environmental health (£) per 1,000 population	22,651	22,219	21,109	20,572	18,734	20,726	-8.94	↑	17	7
		Cost trading standards, money advice & citizens advice (£) per 1,000 population	5,613	5,813	5,283	5,332	4,681	6,665	-12.22	↑	10	4
		Cost of environmental health (£) per 1,000 population	17,038	16,405	15,826	15,240	14,053	14,061	-7.79	↑	23	8
		% of total household waste arising that is recycled	59.07	57.77	57.40	58.98	54.90	42.84	-4.08	↓	4	2
		% of adults satisfied with refuse collection (rolling 4 years)	87.00	87.33	82.83	73.50	N/A ³	N/A ³				
		% of adults satisfied with street cleaning (rolling 4 years)	66.00	66.00	65.30	58.63	N/A ³	N/A ³				
Housing Services		Gross rent arrears (all tenants) as at year end as a % of rent due for the reporting year	2.49	2.44	2.37	2.58	3.20	8.53	0.62	↓	1	1
		% of rent due in the year that was lost due to voids	0.54	0.66	0.85	0.95	1.17	1.47	0.22	↓	12	5
		% of council dwellings meeting Scottish Housing Quality Standard	96.01	95.82	92.47	90.67	84.32	89.09	-6.00	↓	21	6
		Average number of days to complete non-emergency repairs	6.35	7.68	7.51	9.54	6.11	9.13	-35.99	↑	10	2

N/A¹N/A²N/A³

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	Note	Indicator Description	Moray					National Average	Relative Change 2019/20 to 2020/21		Rank 2020/21	
			2016/17	2017/18	2018/19	2019/20	2020/21	2020/21	% change	Short Term Trend	Nat (32)	FG (8)
	15	% of council dwellings that are energy efficient	52.65	55.35	57.38	54.63	57.38	85.00	2.76	↑	26	8
Economic Development		% Unemployed People Assisted into work from Council operated / funded Employability Programmes	4.37	8.72	3.44	0.62	5.75	6.78	5.13	↑	16	6
		Cost per Planning Application	4,210	3,991	5,054	4,314	4,482	4,986	3.90	↓	13	3
		Average time (Weeks) per Planning Application	6.95	6.52	6.68	6.43	6.69	11.08	4.10	↓	3	2
		% of procurement spent on local small / medium enterprises	21.22	25.16	23.91	21.90	23.56	26.74	1.65	↑	17	3
		No of business gateway start-ups per 10,000 population	13.74	13.36	12.56	16.18	9.51	13.43	-41.22	↓	22	5
		Investment in Economic Development & Tourism per 1,000 population (£)	45,243	54,146	24,631	33,853	34,134	88,635	0.83	↓	3	1
		Proportion of people earning less than the living wage (%)	23.70	24.70	27.40	24.00	21.50	18.59	-2.50	↑	18	7
		Proportion of properties receiving superfast broadband (%)	80.00	83.01	83.20	84.60	85.70	91.60	1.00	↓	26	8
		Town Vacancy Rates (%)	11.91	9.93	6.87	6.87	10.95	11.35	4.07	↓	15	3
		Immediately available employment land as a % of total land allocated for employment purposes in the local development plan	22.41	22.36	49.04	24.20	34.76	47.12	10.56	↑	22	4
		Gross Value Added (GVA) per capita (£)	20,495.47	22,280.23	22,298.99	21,655.19	19,809.84	21,821.87	-8.52	↓	20	4
		Claimant count as a % of working age population (%)	2.10	2.10	2.60	2.70	5.10	5.68	88.89	↓	10	3
		Claimant count as a % of 16-24 population (%)	3.22	3.43	3.89	3.83	7.32	7.23	91.13	↓	16	3
Fin		Total useable reserves as a % of council annual budgeted net revenue	15.25	12.35	10.45	15.04	25.05	23.60	10.01	↑	11	3

N/A¹N/A²N/A³

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	Note	Indicator Description	Moray					National Average	Relative Change 2019/20 to 2020/21		Rank 2020/21	
			2016/17	2017/18	2018/19	2019/20	2020/21		% change	Short Term Trend	Nat (32)	FG (8)
Climate Change	16	Uncommitted General fund Balance as a % of council annual budgeted net revenue	10.71	8.55	6.17	7.53	7.23	3.52	-0.30	↓	3	1
		Ratio of Financing Costs to Net Revenue Stream	8.66	9.52	9.95	9.50	8.00	6.24	-1.50	↑	27	7
		Ratio of Financing Costs to Net Revenue Stream – Housing Revenue Account	21.10	19.72	20.33	21.46	21.63	22.91	0.17	↓	13	5
	17	Actual outturn as a % of budgeted expenditure	98.67	99.20	100.08	96.04	89.64	97.44	-6.40	↓	30	7
		CO2 emissions area wide per capita	6.01	5.59	5.80	5.73	4.81	4.62	-0.91	↑	21	4
	18	CO2 emissions area wide: emissions within scope of LA per capita	7.89	7.50	7.68	7.31	6.39	4.09	-0.92	↑	32	8

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 N/A² Result below 5; not published to protect confidentiality
 N/A³ Indicator result yet to be published

