


WORCESTERSHIRE COUNTY COUNCIL

RECORD OF OFFICER EXECUTIVE DECISION

Title	Annual Increase of Fees Record																																							
Decision Taken By:	Phil Rook, Chief Financial Officer																																							
Cabinet Member	Councillor Simon Geraghty, Leader of the Council with Responsibility for Finance																																							
Decision Made*	<p>To record 2025/26 annual increase of fees charged for Worcestershire County Council (the Council) providing an Appointee Service based on the Retail Price Index (RPI) which is the recommendation contained within the Council's Income and Debt Policy and in line with best practice.</p> <p>The fees have also been benchmarked with other local authorities and private sector firms offering the service and are deemed to be comparable</p> <p>The fees levied relating to the Deferred Payment Agreement have not been reviewed or increased for several years. The revised fees have been calculated based on the average time taken to undertake an agreement and the staff cost associated with the service. This is in line with best practice and our Income and Debt Policy and are comparable with other service providers. The fees will be inflated by RPI in the future.</p> <p>The 2024/25 charges, and 2025/26 increase are shown in the following tables:</p> <table border="1"> <thead> <tr> <th>Appointees fees increase from 01.04.2025 - Proposed based on RPI</th> <th>2024/25</th> <th>2025/26</th> </tr> </thead> <tbody> <tr> <td>Type of Fee</td> <td></td> <td></td> </tr> <tr> <td>Appointee (where bank balance is less than £1k) - Community / Residential (weekly)</td> <td>£1.05</td> <td>£3</td> </tr> <tr> <td>Appointee (where bank balance is more than £1k) - Community (weekly)</td> <td>£7.88</td> <td>£10</td> </tr> <tr> <td>Appointee (where bank balance is more than £1k) - Residential (weekly)</td> <td>£5.25</td> <td>£7</td> </tr> <tr> <td>Death fee charge (one off)</td> <td>£325</td> <td>£340</td> </tr> <tr> <td>OPG report preparation and submission fee (annual)</td> <td>£0</td> <td>£50</td> </tr> <tr> <td>Pre-paid card fee (weekly)</td> <td>£1</td> <td>£1</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Deferred Payment Agreement (DPA) fees increase from 01.04.2025 - Proposed</th> <th>2024/25</th> <th>2025/26</th> </tr> </thead> <tbody> <tr> <td>Type of Fee</td> <td></td> <td></td> </tr> <tr> <td>One off DPA set up fee (for an individual) *includes set up and termination</td> <td>£620 - £650</td> <td>£700</td> </tr> <tr> <td>One off DPA set up fee (for a couple) *includes set up and termination</td> <td>£700</td> <td>£750</td> </tr> <tr> <td>Annual maintenance fee</td> <td>£140</td> <td>£200</td> </tr> </tbody> </table>	Appointees fees increase from 01.04.2025 - Proposed based on RPI	2024/25	2025/26	Type of Fee			Appointee (where bank balance is less than £1k) - Community / Residential (weekly)	£1.05	£3	Appointee (where bank balance is more than £1k) - Community (weekly)	£7.88	£10	Appointee (where bank balance is more than £1k) - Residential (weekly)	£5.25	£7	Death fee charge (one off)	£325	£340	OPG report preparation and submission fee (annual)	£0	£50	Pre-paid card fee (weekly)	£1	£1	Deferred Payment Agreement (DPA) fees increase from 01.04.2025 - Proposed	2024/25	2025/26	Type of Fee			One off DPA set up fee (for an individual) *includes set up and termination	£620 - £650	£700	One off DPA set up fee (for a couple) *includes set up and termination	£700	£750	Annual maintenance fee	£140	£200
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Is this Report Exempt as per Schedule 12A Local Government Act 1972	No																																							

<p>Decision taken under the following delegation:</p>	<p>The Cabinet Member decision made by the Cabinet Member with Responsibility for Corporate Services and Communication on the 21 December 2023 to approve the income collection internal terms of service and guidance and the income collection external terms of service documents can be found via the link to Cabinet Member Decisions and Reports Worcestershire County Council</p> <p>The Chief Financial Officer is implementing the fee increases within this document in line with his general duties as laid out within the Officers Scheme of Delegation, which is part of the Scheme of Assignment of Responsibility for Functions, as set out in Appendix 1 of the Council's Constitution 2024 09 APPENDIX 1 Delegations.pdf</p>
<p>Division(s) Affected</p>	<p>All divisions across the County where clients reside.</p>
<p>Date of Decision*</p>	<p>4 February 2025</p>
<p>Summary of Decision*</p>	<p>To approve the 2025/26 annual uplift of fees charged by Worcestershire County Council when providing an Appointee service and Deferred Payment Agreement service.</p>
<p>Reason(s) For Decision*</p>	<p>To apply the 2025/26 increase to the fees described above.</p>
<p>Alternative Options Considered and Rejected</p>	<p>Do not apply annual increase - not increasing fees results in the Council being below comparator authorities and corporate providers of the service. This would result in the service becoming no longer viable.</p> <p>Annual fee increases are applied at RPI in line with the Income and Debt Policy</p>
<p>Summary of any financial implications</p>	<p>Not increasing fees results in the Council being below comparator authorities and corporate providers of the service. This would result in the service becoming no longer viable.</p> <p>No additional surplus will be receivable by the Council as the increase in fees fully offset the increase in staff costs following the pay award uplift for the staff undertaking the service.</p>
<p>Summary of any legal implications</p>	<p>These fees are in compliance with the Care Act 2014 and Office of the Public Guardian guidance</p>
<p>Consultation process and results</p>	<p>Consultation is not required providing we have given 4 weeks' notice of the increase to stakeholders charges.</p>
<p>Equality duty Implications</p>	<p>Impact Assessment #834 completed 17 January 2025 - Impact identified is an increased cost to those service user affected (attached at Appendix 1)</p>
<p>Social Value Implications</p>	<p>None</p>

Any Conflict of Interest declared by a consulted Cabinet Member/ any dispensation granted*	None known
Background documents*	None
Signature	
Reference/Date Published	For use by Democratic Services only
Monitoring Officer Review needed	Yes/No (delete as appropriate)

*Legal Requirement