CA7 Annex 9

December Financial Monitoring & Business Strategy Delivery Report CABINET 26 February 2013

		Legal				2012	2/13	201	3/14				Expected	Expected	Income	VAT
Ref.	Service Area	position on charging	Charging Objectives of Service	Type of charge	Note	Effective Date	Rate (ex. VAT)	Effective Date	Proposed Rate (ex. VAT)	% increase in fees & charges	Reasons For Change	Additional Information	Income 2012/13 Total £000	Income 2013/14 Total £000	rising above 2.00% inflation to meet pressures	Class
CEO4-9 CEO4-92	CULTURAL SERVICES Heritage Services	D	To recover costs but remain competitive.	OHC DIGITAL IMAGING Digital Image Prints - per copy on A4 (or smaller) - per copy on A3 paper		01/10/2011 01/10/2011	£4.00 £4.00	01/04/2013 01/04/2013	£4.17 £4.17	4.3% 4.3%	Inflation		6	3	-3	3 SR SR
				Copies of Archive and Local Studies Sources created to order - per copy on A4 (or smaller) - per copy on A3 paper		01/10/2011 01/10/2011	£7.00 £10.00	01/04/2013 01/04/2013	£6.67 £6.67	-4.7% -33.3%	Technology has made work easier; reducing prices should increase orders		6	0	-6	S SR SR
				Photo paper Digital Prints - per copy on A4 (or smaller) - per copy on A3 paper		01/10/2011 01/10/2011	£10.00 £10.00	01/10/2011 01/10/2011	£10.00 £10.00	0.0% 0.0%						SR SR
				Create Digital Images Low Resolution PDF or JPEG - per copy on A4 (or smaller) - per copy on A3 paper		01/10/2011 01/10/2011	£1.00 £1.00	01/10/2011 01/10/2011	£1.00 £1.00	0.0% 0.0%						SR SR
				High Resolution - per copy on A4 (or smaller) - per copy on A3 paper		01/10/2011 01/10/2011	£10.00 £10.00	01/10/2011 01/10/2011	£10.00 £10.00	0.0% 0.0%		Max 3MB for E-mail transmission, transfer to CD-R				SR SR
				Other - Use of USB Memory Stick per day - Use of USB Memory Stick per week - Use of Digital Camera per day - Use of Digital Camera per week		01/10/2011 01/10/2011 01/10/2011 01/10/2011	£4.00 £12.00 £4.00 £12.00	01/10/2011 01/10/2011 01/10/2011 01/10/2011	£4.00 £12.00 £4.00 £12.00	0.0% 0.0% 0.0% 0.0%		charged extra as per below.				SR SR SR SR
				Transfer to CD-R		01/10/2011	£12.00	01/10/2011	£12.00	0.0%						SR
		D	To meet costs and income target.	Provide digital image - per item		01/10/2012		01/10/2012	£7.50	0.0%			0	0	0	SR
				- up to 10 on CD Provide print		01/04/2007	£50.00 £15.00	01/04/2007	£50.00 £15.00	0.0%						SR SR
				- record print quality up to A4 - replica print quality up to A3		01/10/2011	£0.00	01/10/2011	£0.00	0.0%	To be replaced by external					SR
				Studio Photography - per hour		01/10/2011	£0.00	01/10/2011	£0.00	0.0%	photographer, see "Photographic" charges below.					SR
		D		OHC/MRC REPRODUCTION FEES Publication Commercial - Per first instance of use of an image:		01/04/2012	£30.00	01/04/2012	£30.00	0.0%			0	2	2	SR
				less than 5.000 copies - Per first instance of use of an image: - Per first instance of use of an image:		01/04/2012		01/04/2012	£60.00	0.0%						SR
				5,000 copies or more - Per extra instance of use of an image:		01/04/2012		01/04/2012	£10.00	0.0%						SR
				less than 5,000 copies - Per extra instance of use of an image: less than 5,000 copies		01/04/2012	£20.00	01/04/2012	£20.00	0.0%						SR

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		Legal	1			2012	2/13	2013	3/14				Expected	Expected	Income	VAT
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CEO4-92	Heritage Services (cont'd)			Internal Use Commercial -For use within organisation Broadcast Media		01/04/2012	£15.00	01/04/2012	£15.00	0.0%						SR
				Regional, national or worldwide-first or repeat use		01/04/2012		01/04/2012	£60.00	0.0%						SR
				- Buyout 1-5 years Publication Local charitable	G	01/04/2012	£150.00	01/04/2012	£150.00	0.0%						SR
				- Per instance of use of an image: 1 or 2 images - Per instance of use of an image: 3 -		01/04/2012	£10.00 £8.50	01/04/2012	£10.00	0.0%						SR SR
				6 images - Per instance of use of an image: 7-	01/04/2012	£8.00	01/04/2012	£8.00	0.0%						SR	
				10 images - Per instance of use of an image: 11 or more images		01/04/2012	£7.50	01/04/2012	£7.50	0.0%						SR
				Internal Use Local charitable -For use within organisation		01/04/2012	£5.00	01/04/2012	£5.00	0.0%						SR
			To meet costs and income target.	HIRE OF ACCOMMODATION a) Oxfordshire Museum - Exhibition Gallery - per week - per day b) Brewhouse - Exhibition Gallery - per month - 1/2 day Education Use - per day - Commercial Use c) Coachhouse - 1/2 day Education Use - 1/2 day Commercial Use c) Coachhouse - 1/2 day Commercial Use - per day - Education Use	Α								4	5	1	
						01/04/2011 01/04/2011	£160.00 £40.00	01/04/2011 01/04/2011	£160.00 £40.00	0.0% 0.0%						EX EX
						01/04/2008 01/04/2007 01/04/2008 01/04/2008 01/04/2011	£200.00 £20.00 £50.00 £50.00 £80.00	01/04/2008 01/04/2007 01/04/2008 01/04/2008 01/04/2011	£200.00 £20.00 £50.00 £50.00 £80.00	0.0% 0.0% 0.0% 0.0% 0.0%						EX EX EX EX
						01/04/2008 01/04/2009 01/04/2008 01/04/2011	£30.00 £60.00 £50.00 £105.00	01/04/2008 01/04/2009 01/04/2008 01/04/2011	£30.00 £60.00 £50.00 £105.00	0.0% 0.0% 0.0% 0.0%						EX EX EX EX
			To meet costs			01/04/2012 01/04/2012	£20.00 £40.00	01/04/2012 01/04/2012	£20.00 £40.00	0.0% 0.0%						EX EX
						01/04/2011 01/04/2011	£15.00 £25.00	01/04/2011 01/04/2011	£15.00 £25.00	0.0% 0.0%						SR SR
				f) Equipment Hire Education Use per session Commercial Use per session g) Charge for use outside normal hours	F	01/04/2008 01/04/2011	£10.00 £25.00	01/04/2008 01/04/2011	£10.00 £25.00	0.0% 0.0%						SR SR
				olus staffing opening hours - per hour Commercial Use up to 3 hours	01/04/2011 01/04/2011	£37.00 £55.00	01/04/2011 01/04/2011	£37.00 £55.00	0.0% 0.0%						EX EX	

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		Legal				2012	2/13	2013	3/14				Expected	Expected	Income	VAT
Ref.	Service Area	position on charging	Charging Objectives of Service	Type of charge	Note	Effective Date	Rate (ex. VAT)	Effective Date	Proposed Rate (ex. VAT)	% increase in fees & charges	Reasons For Change	Additional Information	Income 2012/13 Total £000	Income 2013/14 Total £000	rising above 2.00% inflation to meet pressures	Class
CEO4-92	Heritage Services (cont'd)		To meet income targets which reduced the impact of previous budget cuts.	CONSERVATION AND EXHIBITION SERVICES a) MRC and OHC Remedial conservation - per hour	В	01/04/2008	£40.00	01/04/2008	£40.00	0.0%			0	0	0	SR
				b) Storage (per m² per year) MRC - per year - per month - OHC per shelf c) Specialist Climate Controlled		01/04/2008 01/04/2008 01/04/2012	£610.00 £61.00 £320.00	01/04/2008 01/04/2008 01/04/2013	£610.00 £61.00 £330.00	0.0% 0.0% 3.1%	In line with increased costs					SR SR
				Collections Storage and Care per vear -Small Item (c.10x10x10cm) -Medium Item (c.20x20xx20cm) -Large Item (c.0.5 cubic meters) d) General Collections storage and Care				01/04/2013 01/04/2013 01/04/2013	£100.00 £200.00 £350.00		New Charge New Charge New Charge					SR SR SR
				-Large Item e) Environmental Monitoring (per month)				01/04/2013	£400.00		New Charge					SR
				- for 3 thermohygrographs Loan of datalogger and printout per period up to 2 months		01/04/2012 01/04/2012	£40.00	01/04/2012 01/04/2012	£40.00 £40.00	0.0% 0.0%						SR SR
				Environmental summary f) Conservation Advice - per day - per half-day g) Museum Pest Management plus	C D	01/04/2012 01/04/2009 01/04/2008		01/04/2012 01/04/2009 01/04/2008	£40.00 £320.00 £160.00	0.0% 0.0% 0.0%						SR SR SR
				materials - per day - per half day - per hour h) Hire of display equipment		01/04/2009 01/04/2008 01/04/2009		01/04/2009 01/04/2008 01/04/2009	£320.00 £160.00 £40.00	0.0% 0.0% 0.0%						SR SR SR
				Cases - per day - per week - per month Screens		01/04/2009 01/04/2004 01/04/2004		01/04/2009 01/04/2004 01/04/2004	£5.00 £30.00 £75.00	0.0% 0.0% 0.0%						SR SR SR
				- per day - per week - per month i) Labour (per hour) including delivery and collection	E	01/04/2007 01/04/2004 01/04/2004 01/04/2012	£4.00 £15.00 £40.00 £50.00	01/04/2007 01/04/2004 01/04/2004 01/04/2012	£4.00 £15.00 £40.00 £50.00	0.0% 0.0% 0.0% 0.0%						SR SR SR SR
				i) X-Radiology including report k) Training - per day - per half day				01/04/2013 01/04/2013 01/04/2013	£60.00 £320.00 £160.00		New Charge New Charge New Charge					SR SR SR
		D	To Meet Costs	OHC RESEARCH ENQUIRIES - written reply to each enquiry per hour (or pro-rata)		01/04/2011	£27.00	01/04/2011	£25.00	-7.4%	Charges outstripping those of similar services elsewhere	Minimum 30 minutes £13.00. Maximum 2 hours £50.00.	4	5	1	SR

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Ref.	Service Area	position on charging	Charging Objectives of Service	Type of charge	Note	Effective Date	Rate (ex. VAT)	Effective Date	Proposed Rate (ex. VAT)	% increase in fees & charges	Reasons For Change	Additional Information	Income 2012/13 Total £000	Income 2013/14 Total £000	rising above 2.00% inflation to meet pressures	Class
CEO4-92	Heritage Services (cont'd)			higher rate for businesses and profit-making organisations		01/04/2011	£40.00	01/04/2011	£37.50	-6.3%		Minimum 30 minutes £20.00. Maximum 2 hours £80.00.				SR
		D	To recover costs	MICROFORM COPYING a) Self Service Copying - per A4 copy - per A3 copy		01/04/2008 01/04/2012		01/04/2008 01/04/2012	£0.42 £0.42	-16.0% -16.0%			7	0	-7	7 SR SR
				b) Copying by Staff - per A4 copy - per A3 copy		01/04/2008 01/04/2012	£1.00	01/04/2008 01/04/2012	£1.00 £1.00	0.0% 0.0%						SR SR
		D	To recover costs	PHOTOCOPIES Self Service Copying per A4 copy		01/10/2011	£0.20	01/10/2011	£0.17	-15.0%			0	4	4	4 SR
				- per A3 copy Local Studies - Staff Operated Copying - - per A4 copy - per A3 copy		01/10/2011 01/10/2011 01/10/2011	£0.20 £0.50 £0.50	01/10/2011 01/10/2011 01/10/2011	£0.17 £0.50 £0.50	-15.0% 0.0% 0.0%						SR SR SR
				All Archive Documents and Delicate Documents - per A4 copy - per A3 copy		01/10/2011 01/10/2011 01/10/2011	£1.00 £1.00	01/10/2011 01/10/2011 01/10/2011	£1.00 £1.00	0.0% 0.0% 0.0%						SR SR
		D	To recover costs	Computer Printouts Self Service -												
				- per A4 copy - per A3 copy Staff Operated Copying - - per A4 copy		01/10/2011 01/10/2011 01/10/2011	£0.20 £0.20 £0.50	01/10/2011 01/10/2011 01/10/2011	£0.17 £0.17 £0.50	-15.0% -15.0% 0.0%			0	0 0	0	SR SR SR
				- per A3 copy		01/10/2011	£0.50	01/10/2011	£0.50	0.0%			0	0	0) SR
		D	To recover costs	Certificates Per Copy - Motor Vehicle Registration copies Baptism Certificates Marriage Certificates		01/10/2011 01/04/2012 01/04/2012	£7.00 £10.00 £10.00	01/10/2011 01/04/2012 01/04/2012	£7.00 £10.00 £10.00	0.0% 0.0% 0.0%			0	0	O	NB NB NB
		D	To recover costs	COPIES OF RECORDINGS from Oral History		01/04/2012	£15.00	01/04/2012	£15.00	0.0%			0	0	0) SR
		D	To recover costs	ADMINISTRATIVE CHARGE Minimum charge for providing an invoice for any service		01/04/2011	£20.00	01/04/2011	£20.00	0.0%			0	0	O) SR
		D	To recover costs	PHOTOGRAPIC Photograph Documents		01/04/2008						External Photographer	0	0	0	SR

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Hertitage Services and Oxfordshire Customer Services - Review of Charges 2013/14

		Legal		I		2012	/13	2013	8/14				Expected	Expected	Income	VAT
Ref.	Service Area	position on charging	Charging Objectives of Service	Type of charge	Note	Effective Date	Rate (ex. VAT)	Effective Date	Proposed Rate (ex. VAT)	% increase in fees & charges	Reasons For Change	Additional Information	Income 2012/13 Total £000	Income 2013/14 Total £000	rising above 2.00% inflation to meet pressures	Class
CEO4-92	Heritage Services (cont'd)			Photographic Prints by External Photographer		01/10/2011	Various	01/10/2011	Various	Various	New charge - Prices on application					
		D	To recover costs	POSTAGE & PACKING - Reinforced Envelope in reinforced		01/10/2011	£2.00	01/10/2011	£2.00	0.0%			0	0	0	SR
				C4 envelope Cardboard Tube - Copies supplied in 450mm cardboard tube		01/10/2011	£4.00	01/10/2011	£4.00	0.0%						SR
				Disc Mailer - CR-ROM supplied in disc mailer		01/10/2011	£4.00	01/10/2011	£4.00	0.0%						SR
				Air Mail - additional to basic cost		01/10/2011	£2.00	01/10/2011	£2.00	0.0%						SR
		D	To recover costs	LECTURE FEES plus travel at current OCC rates		01/04/2012	£50.00	01/04/2012	£50.00	0.0%			2	0	-2	2 SR
		D	To recover costs	Use of Oxfordshire Museum Garden for Weddina Photography		01/04/2011	£75.00	01/04/2011	£75.00	0.0%			0	0	0	EX
		D	To recover costs	LEARNING & ACCESS School Sessions at The Oxfordshire									0	6	6	;
				Museum - 10-20 children - 21-25 children - 26-30 children - 31-40 children		01/04/2012 01/04/2012 01/04/2012 01/04/2012		01/04/2012 01/04/2012 01/04/2012 01/04/2012	£50.00 £60.00 £75.00 £90.00	0.0% 0.0% 0.0% 0.0%						NB NB NB NB
				Outreach School Sessions - up to 30 children Box Loans		01/04/2012	£75.00 £20.00	01/04/2012	£75.00	0.0%						NB NB
				- per term		01/04/2012	£20.00	01/04/2012	£20.00	0.0%					-5	
EE3	Sub-Total Heritage Services OXFORDSHIRE CUSTOMER SER	RVICES											29	25	-5	+
EE3-6	Resourcing	D	Recovery of costs	Fee for payment processing of CRB's - New charge			01/04/2013	£2.50		N/A				9	9	NB
	Sub-Total Oxfordshire Custome	r Services											52	56	3	

Legal Position on charging

Statutory Prohibited SA D Statutory Arrangements Discretionary (LG Act 2003) Notes

A: 20% Commission is charged on all sales

B: 10% discount offered to Members of OMC, for work committed over £1,000 or more than

2 years

C: Concessions of 50% proposed for community groups that meet specified criteria.

D: Preventative & Furnigation. Minimum 4 hours labour charged for set up.

E: Transport outside County charged at Mileage / Hourly rate. Materials at cost.

F: New way of charging to accurately reflect staff time to set up

G: A 50% concessin is applied to the local charitable rates for a number of key stakeholders

who have made or continue to make a considerable contribution to OHS

VAT Class SR Standard Rate (20% 4 Jan 2011)

ZR Zero Rated

NB Non Business EX Exempt