

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 Rob Wharton, Deputy Leader and Cabinet Member with Responsibility for Finance and Efficiency																																																																														
Decision Made*	<p>1. To record the 2026/27 annual increase of fees charged for WCC providing an Appointee Service and Deferred Payment Agreement Service, based on RPI which is the recommendation contained within the Council's Income and Debt Policy and in line with best practice,</p> <p>2. To record the decision to implement annual increases annually thereafter on 1 April of each year based on the previous December's RPI</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 2025/26 charges, and 2026/27 increase are shown in the following tables:</p> <table border="1" data-bbox="347 1176 1332 1747"> <thead> <tr> <th>Charges applied and set by WCC</th> <th></th> <th>3.5% RPI (Dec.24)</th> <th>4.2%RPI (Dec.25)</th> <th></th> </tr> </thead> <tbody> <tr> <td>Appointees and Deputies - Increase in fees from 2026/27 based on CPI 3.8% increase, and inclusion of notional management costs based on staff cost using WCC salary card April 2025</td> <td>fees charged 2024/25</td> <td>fees charged 2025/26 (ROED 04.02.2025)</td> <td></td> <td>2026/27 fees proposed (rounded)</td> </tr> <tr> <td>Appointee (where bank balance is less than £1k) - Community / Residential</td> <td>£1.05</td> <td>£3</td> <td></td> <td>£5</td> </tr> <tr> <td>Appointee (where bank balance is more than £1k) - Community (weekly)</td> <td>£7.88</td> <td>£10</td> <td></td> <td>£12</td> </tr> <tr> <td>Appointee (where bank balance is more than £1k) - Residential (weekly)</td> <td>£5.25</td> <td>£7</td> <td></td> <td>£9</td> </tr> <tr> <td>Death fee charge (one off)</td> <td>£325.00</td> <td>£340</td> <td></td> <td>£356</td> </tr> <tr> <td>OPG report preparation and submission fee (annual)</td> <td>£0</td> <td>£50</td> <td></td> <td>£54</td> </tr> <tr> <td>Pre-paid card fee (weekly)</td> <td>£1</td> <td>£1</td> <td></td> <td>£1</td> </tr> <tr> <td>Deferred Payment Agreement (DPA) - Calculation of fees based on staff cost using WCC salary card April 2025</td> <td></td> <td></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> <td></td> <td>£722</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> <td></td> <td>£770</td> </tr> <tr> <td>Annual maintenance fee</td> <td>£140</td> <td>£200</td> <td></td> <td>£213</td> </tr> <tr> <td>Valuation fee</td> <td>£0</td> <td>£210</td> <td></td> <td>£213</td> </tr> <tr> <td>Provision of a redemption statement (cost per statement)</td> <td>£0</td> <td>£40</td> <td></td> <td>£43</td> </tr> <tr> <td>Statement in addition to annual statement (cost per statement)</td> <td>£0</td> <td>£40</td> <td></td> <td>£43</td> </tr> </tbody> </table>				Charges applied and set by WCC		3.5% RPI (Dec.24)	4.2%RPI (Dec.25)		Appointees and Deputies - Increase in fees from 2026/27 based on CPI 3.8% increase, and inclusion of notional management costs based on staff cost using WCC salary card April 2025	fees charged 2024/25	fees charged 2025/26 (ROED 04.02.2025)		2026/27 fees proposed (rounded)	Appointee (where bank balance is less than £1k) - Community / Residential	£1.05	£3		£5	Appointee (where bank balance is more than £1k) - Community (weekly)	£7.88	£10		£12	Appointee (where bank balance is more than £1k) - Residential (weekly)	£5.25	£7		£9	Death fee charge (one off)	£325.00	£340		£356	OPG report preparation and submission fee (annual)	£0	£50		£54	Pre-paid card fee (weekly)	£1	£1		£1	Deferred Payment Agreement (DPA) - Calculation of fees based on staff cost using WCC salary card April 2025					One off DPA set up fee (for an individual) *includes set up and termination	£620 - £650	£700		£722	One off DPA set up fee (for a couple) *includes set up and termination	£700	£750		£770	Annual maintenance fee	£140	£200		£213	Valuation fee	£0	£210		£213	Provision of a redemption statement (cost per statement)	£0	£40		£43	Statement in addition to annual statement (cost per statement)	£0	£40		£43
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Is this Report Exempt as per Schedule 12A Local Government Act 1972	No																																																																														

Decision taken under the following delegation:	<p>The Cabinet Member decision made by the Cabinet Member with Responsibility for Corporate Services and Communication on 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 https://www.worcestershire.gov.uk/sites/default/files/2023-12/Income%20Collection%20Internal%20Terms%20of%20Service%20%20Guidance%20%281%29.docx</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>
Division(s) Affected	All divisions across the county where clients reside
Date of Decision*	03.02.2026
Summary of Decision*	<p>To approve the 2026/27 annual uplift of fees charged by WCC when providing an Appointee service and Deferred Payment Agreement service.</p> <p>To approve annual uplift of fees in line with RPI from 01 April thereafter.</p>
Reason(s) For Decision*	To apply the increase to the Appointee service and Deferred Payment Agreement fees as described above.
Alternative Options Considered and Rejected	<p>Do not apply annual increase - Not increasing fees results in WCC 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 from 01 April at RPI in line with the Income and Debt Policy.</p>
Summary of any financial implications	<p>Not increasing fees results in WCC 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>
Summary of any legal implications	These fees are in compliance with Care Act 2014 and Office of the Public Guardian guidance
Consultation process and results	Consultation is not required providing we have given 4 weeks' notice of the increase to stakeholder charges.
Equality duty Implications	Impact Assessment #1033 completed 22.12.2025. Impact identified is an increased cost to those service user affected. (attached at Appendix 1).
Social Value Implications	None

Any Conflict of Interest declared by a consulted Cabinet Member/ any dispensation granted*	None known
Background documents*	None
Signature	Phil Rook
Reference/Date Published	17/2/2026
Monitoring Officer Review needed	No

*Legal Requirement

Appendix 1

Impact Assessment #1033 completed 22.12.2025



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ull_Annual Increase to