



AGENDA

CABINET MEETING

Date: Wednesday, 9 November 2016

Time: 7.00 pm

Venue: Council Chamber, Swale House, East Street, Sittingbourne, Kent, ME10 3HT

Membership:

Councillors Bowles (Chairman), Mike Cosgrove, Duncan Dewar-Whalley, Alan Horton, Gerry Lewin (Vice-Chairman), Ken Pugh and David Simmons.

Quorum = 3

RECORDING NOTICE

Please note: this meeting may be recorded.

At the start of the meeting the Chairman will confirm if all or part of the meeting is being audio recorded. The whole of the meeting will be recorded, except where there are confidential or exempt items.

You should be aware that the Council is a Data Controller under the Data Protection Act. Data collected during this recording will be retained in accordance with the Council's data retention policy.

Therefore by entering the Chamber and speaking at Committee you are consenting to being recorded and to the possible use of those sound recordings for training purposes.

If you have any queries regarding this please contact Democratic Services.

1. Emergency Evacuation Procedure

Pages

The Chairman will advise the meeting of the evacuation procedures to follow in the event of an emergency. This is particularly important for visitors and members of the public who will be unfamiliar with the building and procedures.

The Chairman will inform the meeting whether there is a planned evacuation drill due to take place, what the alarm sounds like (i.e. ringing bells), where the closest emergency exit route is, and where the second closest emergency exit route is, in the event that the closest exit or route is blocked.

The Chairman will inform the meeting that:

(a) in the event of the alarm sounding, everybody must leave the building via the nearest safe available exit and gather at the Assembly points at the far side of the Car Park; and

(b) the lifts must not be used in the event of an evacuation.

Any officers present at the meeting will aid with the evacuation.

It is important that the Chairman is informed of any person attending who is disabled or unable to use the stairs, so that suitable arrangements may be made in the event of an emergency.

2. Apologies for Absence

3. Minutes

To approve the Minutes of the Meeting held on 5 October 2016 (Minute Nos. 919 – 928) as a correct record.

4. Declarations of Interest

Councillors should not act or take decisions in order to gain financial or other material benefits for themselves or their spouse, civil partner or person with whom they are living with as a spouse or civil partner. They must declare and resolve any interests and relationships.

The Chairman will ask Members if they have any interests to declare in respect of items on this agenda, under the following headings:

(a) Disclosable Pecuniary Interests (DPI) under the Localism Act 2011. The nature as well as the existence of any such interest must be declared. After declaring a DPI, the Member must leave the meeting and not take part in the discussion or vote. This applies even if there is provision for public speaking.

(b) Disclosable Non Pecuniary (DNPI) under the Code of Conduct adopted by the Council in May 2012. The nature as well as the existence of any such interest must be declared. After declaring a DNPI interest, the Member may stay, speak and vote on the matter.

(c) Where it is possible that a fair-minded and informed observer, having considered the facts would conclude that there was a real possibility that the Member might be predetermined or biased the Member should declare their predetermination or bias and then leave the room while that item is considered.

Advice to Members: If any Councillor has any doubt about the existence or nature of any DPI or DNPI which he/she may have in any item on this agenda, he/she should seek advice from the Director of Corporate Services as Monitoring Officer, the Head of Legal or from other Solicitors in Legal Services as early as possible, and in advance of the Meeting.

Part A Reports for Recommendation to Council

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| 5. | Review of Fees and Charges | 1 - 30 |
| 6. | Council Tax Support Scheme 2017/18 | 31 - 76 |

Part B Reports for Decision by Cabinet

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| 7. | Promenade re-surfacing, The Leas, Minster | 77 - 84 |
| 8. | Capital Financing and Investment | 85 - 92 |
| 9. | Exclusion of the Press and Public | |

To decide whether to pass the resolution set out below in respect of the following items:

That under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraphs 3 and 5 of Part 1 of Schedule 12A of the Act:

3. Information relating to the financial or business affairs of any particular person (including the authority holding that information).

5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.

- | | | |
|-----|---|----------|
| 10. | Exempt Appendices: Capital Financing and Investment | 93 - 100 |
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Issued on Monday, 31 October 2016

The reports included in Part I of this agenda can be made available in **alternative formats**. For further information about this service, or to arrange for special facilities to be provided at the meeting, **please contact DEMOCRATIC SERVICES on 01795 417330**. To find out more about the work of the Cabinet, please visit www.swale.gov.uk

Director of Corporate Services, Swale Borough Council,
Swale House, East Street, Sittingbourne, Kent, ME10 3HT

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| | | |
|------------------------|--|-----------------------|
| Cabinet Meeting | | Agenda Item: 5 |
| Meeting Date | 9 November 2016 | |
| Report Title | Review of Fees and Charges | |
| Cabinet Member | Cllr Duncan Dewar-Whalley, Cabinet Member for Finance & Performance | |
| SMT Lead | Nick Vickers, Head of Finance | |
| Head of Service | Nick Vickers, Head of Finance | |
| Lead Officer | Caroline Frampton, Principal Accountant | |
| Key Decision | Yes | |
| Classification | Open | |
| Forward Plan | Reference number: | |
| Recommendations | 1. To approve the proposed fees and charges for 2017/18 as set out in this report for submission to Council. | |

1. Purpose of Report and Executive Summary

- 1.1 This report invites Cabinet to consider the proposals for the level of fees and charges to be levied for the next financial year 2017/18. Charges will take effect from 1 April 2017.
- 1.2 Appendix I details proposals on a service-by-service basis for the level of fees to be charged in 2017/18 on those services where this Council sets the charges. Appendix II sets out the fees and charges which are set nationally by Government. Appendix III details the income from fees and charges for services in 2015/16, and the budget for 2016/17.
- 1.3 We have continued to focus on a small number of services each year where the Council sets the charges for a detailed review. For 2017/18 these have been burial services and hackney carriages charges.
- 1.4 We do need to ensure that for discretionary services, where there is a choice over whether the local resident does choose to buy the service, they pay a level which covers costs and is reasonable in comparison to neighbouring councils.

2. Background

- 2.1 In 2016/17 the fees and charges budget covered by this report where the Council sets the level of fees or charges was £3.6m.
- 2.2 Managers were asked to review the current schedule of fees and charges for the forthcoming financial year.

2.3 Authorities have a statutory duty to ensure fees are set in accordance with the Local Government Act 2003. This allows local authorities to charge for discretionary services. Discretionary services are those services that a council has the power to, but is not obliged to, provide. A pre-condition to charging is the person has to agree to the provision of the service, and they are prepared to pay for it. Some charges depend on relevant consultation being carried out by the service concerned.

3. Proposals

3.1 Appendix I details the proposed fees and charges to be set by the Council for 2017/18; and Appendix II those that are set by Government or another external body.

3.2 Table 1 below lists those charges set by the Council where an increase is not recommended at this time, and any increase in income shown here is due to volume not price increase. Table 2 lists those charges set by the Council where an increase is recommended. Table 3 lists those charges where some changes are proposed, with the majority of charges not changing. Table 4 lists proposed new charges for 2017/18.

Table 1: Fees & Charges where an increase is not being recommended for 2017/18

| Fee or Charge | Comments |
|--|--|
| Bootcamp Licences | Scheme not fully implemented in 2016/17 so will review once up and running. |
| Garden Waste Collections (brown bins – domestic) | £35 is in line with Mid-Kent partners as at 15/08/2016. |
| Bulky Waste Collection | £23 is in line with Mid-Kent partners as at 15/08/2016. |
| Radar Key for Disabled Toilets | No reason to increase other than inflation, which stood at 0.5% CPI indexation June 2016. Applying this will only add 1p. |
| Travelling Fairs and Fetes | Review of land hire for events being undertaken in 2017/18. |
| Access over Open Space Licence | Take up of this fee is very limited, two or three each year. The licence functions to reduce the need to organise access. The current fee strikes a balance between preventing convenience enquiries, while trying to remain reasonable for neighbours that really do require access. |
| Traffic Regulation Order Applications | This charge was only introduced last year, with a significant increase on the previous 'informal' charges, so it is considered appropriate to leave these as they are for 2017/18. |

| Fee or Charge | Comments |
|---|---|
| Licensing - Gambling / Liquor/ Scrap Metal/ Sex Establishment/ Street Trading | Charges reviewed and comparable with neighbours. |
| Requests for Environmental Information (e.g. planning, contaminated land) | The hourly charge is based on advice from the Information Commissioner. |
| Annual Animal Licensing (plus cost of vet inspection) | Set in line with government guidance on what we can charge. |
| Environmental – Fixed Penalty Notices | Fee already set at maximum allowable amount. |
| Pest Control | Increased last year, and we have recently tendered for them at this price (in line with market research and MBC). |
| King George's Pavilion | Equivalent to other hall charges in the area. |
| Guildhall | Equivalent to other hall charges in the area. |
| Advertising Fees for Inside Swale | Fees set at level to be attractive and competitive to advertisers. |
| Room Hire of Swale House | Usage and levels of income have been reviewed. Virtually all the bookings are made by organisations that are exempt from paying fees. For capacity reasons we would not want to market the rooms more widely. It is therefore recommended that the charges remain the same for 2017/18. |
| Staying Put Handyperson Rates | These fees were agreed with Supporting People in our bid of October 2012. They have not agreed an increase, and the bid will be reviewed in October 2017. |
| Pre-Application Planning Advice | A full review of the pre-app service and the associated charges will be completed by the end of the year with a view to increasing charges, particularly with regard to significant 'major' planning applications, and in line with charges being set with other neighbouring Local Planning Authorities. |
| Complaints Made under the High Hedges Legislation | Minimal use – max one per year – represents costs of handling such a complaint. |
| Planning Photocopying Charges | This is a limited revenue source. The charges reflect the cost of providing the service. |

| Fee or Charge | Comments |
|--|---|
| Local Land Charges | A review will be taking place over the coming year jointly with the shared service partners – TWBC and MBC – noting that the service charges should only be set in order to recover the costs of providing the service, usually looking at a three to five year rolling time frame. |
| Car Parks Fixed Penalty Notice | The fee/charge is not changing – statutory charge. |
| Purchase of Electoral Register | The fee/charge is not changing – statutory charge. |
| The Redress Scheme for Lettings Agency Work & Management Work Order 2014 | New powers with fine levels agreed by Members in May 2016. |

3.3 The following is a list of charges where an increase is recommended.

Table 2: Fees & Charges where an increase is being recommended for 2017/18

| Fee or Charge | Comments |
|--|--|
| Residents' Parking Permits (on street) | To control the number of permits it is recommended to increase the charge. |
| Street Naming & Numbering | Increased costs of software, purchasing equipment and process of implementing. |
| Sports Facilities | Increased to offset costs of maintaining the areas and utility increases. |
| Allotments | The Council now only manages Sittingbourne allotments following the asset transfer of other sites. Increases in utilities necessitate a small increase. |
| Cemeteries Burial Fees | A comprehensive comparison of fees and charges around the county has been undertaken, which shows Swale at the lower end of the pricing scale. Burial prices have been raised in line with the average costs across the County. Child burials remain free of charge. Admin charges remain the same. Currently considering new charges on different options in time for the opening of the new cemetery at Iwade. |
| Seafront Memorial Bench | Small inflationary charge to offset rise in cost of benches. |
| Food Export Certificate | Certificate fee increase of 3% is in line with the increase across the Mid Kent Environmental Health Service for charges at Maidstone and Tunbridge Wells for this service. |

| Fee or Charge | Comments |
|---|--|
| CIEH Level 2 Award Training in Food Safety in Catering | The fee will be in line with the charges for training course provided by T&M, Sevenoaks, and Dartford as well as Maidstone and Tunbridge Wells. |
| Registration Fee under the Local Government (Miscellaneous Provision) Act | A 3% increase in fee is in line with the increase across the Mid Kent Environmental Health Service, and comparable to fees charged at Maidstone and Tunbridge Wells. |
| Stray Dog Collection | Administration fee for collection/returned stray dogs and the out-of-hours administration fee are both increasing to cover admin, officer time and transport. (NB – the statutory collection charge is not changing as it is set in line with government guidance on what we can charge.) |
| Alleygate Key | Cost of keys have increased. |
| Legal Charges for Third Parties | This comprises a change in approach whereby Legal will simply state an hourly rate of £210 for all legal work undertaken on behalf of external third parties, rather than a more complicated regimen of varying fees, hourly rates and minimum charges. |
| Home Inspection for Immigration Application Fee | This charge is in line with other Kent authorities. |
| Houses in Multiple Occupation Licensing | Only costs incurred can be charged. |
| Mobile Home Site Licence Fee | Only costs incurred can be charged so these will be increased in line with actual costs. |

3.4 The following is a list of charges where some changes to fees are proposed or recommended with the majority of charges not changing.

Table 3: Fees & Charges where some changes are proposed to charges for 2017/18, with the majority of charges not changing

| Fee or Charge | Comments |
|----------------------------|---|
| Car Parks & Season Tickets | Recommended increase to bring season ticket pricing in line with Pay & Display increase last year. Remainder of charges not changing as Cabinet did commit to no increase. |
| Wheeled Bins | Charge increasing for lid in lid 140 litre food waste bin from £35 to £38, to bring in line with 140 litre bin. Remainder of charges not changing. |

| Fee or Charge | Comments |
|----------------------|---|
| Beach Huts | The purchase of beach huts is new to this report. The remainder of fees were set for a two to three year period to allow assessment of demand. Therefore, fees will be reviewed next year following completion of the Leysdown scheme. |

3.5 The following is a list of charges where a new charge is proposed.

Table 4: Fees & Charges where a new charge is proposed for 2017/18

| Fee or Charge | Comments |
|---|---|
| Taxi Licensing | Several new charges are being proposed as currently the Council does not charge for this work. Increases to existing charges are to bring them more in line with the Kent average. |
| Supplementary treatment registration fee (for additional beauty treatment registration inspection either at or after initial registration) | The new fee of £50 is for supplementary treatments registered by a business, to cover the additional officer time spent during the assessment of the business processes to protect public health and prevent infection. |
| Environmental – Fixed Penalty Notices (fly tipping) | A new legislative tool to deal with small scale fly-tipping. Maximum allowable amount to set fee at is £400. |
| Environmental – Fixed Penalty Notices (Public Space Protection Orders) | FPNs to be introduced when new orders are in place. |
| Environmental – Fixed Penalty Notices (abandoned vehicles) | Introduction to FPN to enforce against abandoned vehicles. |
| Environmental – Fixed Penalty Notices (smoking in an enclosed vehicle carrying a juvenile) | Introduction of FPN to enforce against smoking in an enclosed vehicle carrying a juvenile. |
| Environmental – Fixed Penalty Notices (refuse left out inappropriately) | Introduction of FPN to enforce against refuse left out inappropriately. |
| Stray Dog Collection | Transport fee for returning dog to owner is a new charge. New contract starting next year will offer this service. |
| Smoke and Carbon Monoxide Regulations 2015 | New powers with fine levels agreed by Members in May 2016. Not to be reviewed until 2017/18. |

| Fee or Charge | Comments |
|----------------------|---------------------------------------|
| Town Centre Licence | Town Centre Licence for large events. |

3.6 Below is a list of fees and charges set by the Government. Where relevant, charges have been amended to reflect the current policy/advice.

- Planning fees;
- Penalty charge notices for car parking/environmental response;
- Statutory collection charge for stray dogs;
- Liquor and gambling licences;
- Environmental Protection Act fees; and
- Electoral Services (including the purchase of the electoral register or edited register).

4. Alternative Options

4.1 The alternative would be to propose a general flat rate increase or no increases in fees or charges. These alternatives are not recommended as they would fail to take into account statutory requirements, individual circumstances, or the increased cost of delivering services.

5. Consultation Undertaken or Proposed

5.1 Any necessary consultation will be undertaken by the managers of the relevant service area.

5.2 There will be specific consultation required on changes to hackney carriages charges.

5.3 Scrutiny Committee will be considering the proposals on 16 November before submission to Council on 23 November.

6. Implications

| Issue | Implications |
|----------------------------------|---|
| Corporate Plan | The income from fees and charges is a key component of the Council's budget and supports the achievement of corporate priorities, including "A council to be proud of". |
| Financial, Resource and Property | Work will continue on the detailed impact of the proposals. In proposing the new charges, consideration has been given to the likely impact on income levels given the anticipated response of service users to increases in charges. |
| Legal and Statutory | All proposals for charges reflect the relevant legislation. |
| Crime and Disorder | None identified. |
| Sustainability | None identified. |

| Issue | Implications |
|---------------------------------------|---|
| Health and Wellbeing | None identified. |
| Risk Management and Health and Safety | None identified. |
| Equality and Diversity | Where there are underlying policy issues to any proposed changes in charges, these will be supported by a service equality impact assessment, and any necessary mitigations undertaken. |

7. Appendices

7.1 The following documents are to be published with this report and form part of the report:

- Appendix I: Proposed fees and charges for 2017/18 set by the Council;
- Appendix II: Fees and charges set nationally by Government; and
- Appendix III: Summary of fee income for 2016/17 budget.

8. Background Papers

8.1 None.

Proposed fees and charges for 2017/18 set by the Council

| | 2016/17 | | | 2017/18 | | |
|---|--------------------|---------|--------------|---------------|--------------|---------------|
| | Charge | VAT 20% | Total Charge | Charge | VAT 20% | Total Charge |
| | £ | £ | £ | £ | £ | £ |
| Car Parks and Season Tickets | Some Change | | | | | |
| Short Stay Covering: | | | | | | |
| Faversham: Central car park (season tickets for business only), Institute Road car park (no season tickets) | | | | | | |
| Sittingbourne: Albany Road, Central Avenue, Crown Quay Lane, The Forum, The Swallows, Swale House (weekends only), The Forum (business only), Station Street (up to 2 hours only) | | | | | | |
| Sheerness (no season tickets): Rose Street (including land adjacent to Wood Street), Trinity Place, Beachfields | | | | | | |
| Up to 30 minutes | 0.42 | 0.08 | 0.50 | 0.42 | 0.08 | 0.50 |
| Up to 1 hour | 0.83 | 0.17 | 1.00 | 0.83 | 0.17 | 1.00 |
| Up to 2 hours | 1.67 | 0.33 | 2.00 | 1.67 | 0.33 | 2.00 |
| Up to 4 hours | 3.33 | 0.67 | 4.00 | 3.33 | 0.67 | 4.00 |
| Season per quarter (short/long stay car park) | 179.16 | 35.84 | 215.00 | 195.83 | 39.17 | 235.00 |
| Long Stay Covering: | | | | | | |
| Faversham: Partridge Lane, Queens Hall | | | | | | |
| Sittingbourne: Spring Street, St Michael's Road, Bell Road | | | | | | |
| Sheerness: Albion Place, Beach Street, Bridge Road, Cross Street, Trinity Road | | | | | | |
| Up to 30 minutes | 0.42 | 0.08 | 0.50 | 0.42 | 0.08 | 0.50 |
| Up to 1 hour | 0.83 | 0.17 | 1.00 | 0.83 | 0.17 | 1.00 |
| Up to 2 hours | 1.67 | 0.33 | 2.00 | 1.67 | 0.33 | 2.00 |
| Up to 4 hours | 3.33 | 0.67 | 4.00 | 3.33 | 0.67 | 4.00 |
| Over 4 hours | 4.17 | 0.83 | 5.00 | 4.17 | 0.83 | 5.00 |
| Season per month (long stay car park) | 66.66 | 13.34 | 80.00 | 73.33 | 14.67 | 88.00 |
| Season per quarter (short/long stay car park) | 179.16 | 35.84 | 215.00 | 195.83 | 39.17 | 235.00 |
| Long Stay Covering: | | | | | | |
| Sittingbourne: Cockleshell Walk | | | | | | |
| Up to 30 minutes | 0.42 | 0.08 | 0.50 | 0.42 | 0.08 | 0.50 |
| Up to 1 hour | 0.83 | 0.17 | 1.00 | 0.83 | 0.17 | 1.00 |
| Up to 2 hours | 1.66 | 0.34 | 2.00 | 1.67 | 0.33 | 2.00 |
| Up to 4 hours | 2.50 | 0.50 | 3.00 | 2.50 | 0.50 | 3.00 |
| Over 4 hours | 3.33 | 0.67 | 4.00 | 3.33 | 0.67 | 4.00 |

Proposed fees and charges for 2017/18 set by the Council

| | 2016/17 | | | 2017/18 | | |
|--|---------|------------|-----------------|---------------|--------------|-----------------|
| | Charge | VAT 20% | Total Charge | Charge | VAT 20% | Total Charge |
| | £ | £ | £ | £ | £ | £ |
| Season per month (long stay car park) | 66.66 | 13.34 | 80.00 | 73.33 | 14.67 | 88.00 |
| Season per quarter (short/long stay car park) | 179.16 | 35.84 | 215.00 | 195.83 | 39.17 | 235.00 |
| Residents Only (5pm-9am evenings, weekends and bank holidays) | | | | | | |
| Faversham: Central car park (residents of Cross Lane and Bank Street), Queens Hall (residents of Victoria Place and Dorset Place) | | | | | | |
| Sheerness: Albion Place (residents of Harris Road, Portland Terrace and Albion Place), Cross Street (Sheerness town centre residents), Trinity Road (residents of Trinity Road only) | | | | | | |
| Per quarter | 16.67 | 3.33 | 20.00 | 16.67 | 3.33 | 20.00 |
| Sheerness: Delamark Road car park (residents only) | | | | | | |
| All day | 8.75 | 1.75 | 10.50 | 8.75 | 1.75 | 10.50 |
| Leysdown: Promenade (seasonal) (all day between 1 March and 31 October) | | | | | | |
| Up to 4 hours | 1.75 | 0.35 | 2.10 | 1.75 | 0.35 | 2.10 |
| All day | 2.83 | 0.57 | 3.40 | 2.83 | 0.57 | 3.40 |
| Motorcycles | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Minster Shingle Bank | | | | | | |
| All day | 2.83 | 0.57 | 3.40 | 2.83 | 0.57 | 3.40 |
| Motorcycles | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Season tickets (to be used at any long stay car park throughout the Borough) | | | | | | |
| Season per quarter | 188.33 | 37.67 | 226.00 | 208.33 | 41.67 | 250.00 |
| Note: Shellness and Shingle Bank car parks will be free in 2017/18. | | | | | | |
| Residents' Parking Permits (on street) | | | | | | Change |
| Per annum | 40.00 | 0.00 | 40.00 | 45.00 | 0.00 | 45.00 |
| Visitors permit book (10 days) | 10.00 | 0.00 | 10.00 | 11.00 | 0.00 | 11.00 |
| Visitors parking permits (per day) | 1.00 | 0.00 | 1.00 | 1.10 | 0.00 | 1.10 |
| Hourly scratchcards (per hour) | 1.00 | 0.00 | 1.00 | 1.10 | 0.00 | 1.10 |
| Hourly scratchcards (per book of 10 hours) | 8.00 | 0.00 | 8.00 | 10.00 | 0.00 | 10.00 |

Proposed fees and charges for 2017/18 set by the Council

| | 2016/17 | | | 2017/18 | | |
|--|-------------------------|---------|--------------------------------------|---------------|-------------|---------------|
| | Charge | VAT 20% | Total Charge | Charge | VAT 20% | Total Charge |
| | £ | £ | £ | £ | £ | £ |
| Street Naming & Numbering | | | Change | | | |
| Changing or requesting new property | 60.00 | 0.00 | 60.00 | 63.00 | 0.00 | 63.00 |
| New street name | 100.00 | 0.00 | 100.00 | 105.00 | 0.00 | 105.00 |
| New street developments (4 or more properties/units) per property/unit with minimum charge of £180 | 40.00 | 0.00 | 40.00 | 42.00 | 0.00 | 42.00 |
| Provision of historical information relating to street naming & numbering | 25.00 (plus copying) | 0.00 | 25.00 (plus copying) | 26.25 | 0.00 | 26.25 |
| Changing street name | 600.00 | 0.00 | 600.00 | 630.00 | 0.00 | 630.00 |
| Taxi Licensing | | | Some Change & New Charges | | | |
| Vehicle licence (1 year) | 160.00 | 0.00 | 160.00 | 290.00 | 0.00 | 290.00 |
| Private Hire operator licence (one payment for 5 years) | 100.00 | 0.00 | 100.00 | 430.00 | 0.00 | 430.00 |
| Intermediate (6 monthly licence for additional test when vehicle over 5 years old) | 60.00 | 0.00 | 60.00 | 60.00 | 0.00 | 60.00 |
| Licence and plate for temporary hire vehicle | 40.00 | 0.00 | 40.00 | 40.00 | 0.00 | 40.00 |
| Knowledge test – initial | 20.00 | 0.00 | 20.00 | 25.00 | 0.00 | 25.00 |
| Knowledge test – re-sit | N/A/ | N/A | N/A | 25.00 | 0.00 | 25.00 |
| Private Hire licence (1 year) | 50.00 | 0.00 | 50.00 | 115.00 | 0.00 | 115.00 |
| Hackney Driver licence (3 years) | 120.00 | 0.00 | 120.00 | 150.00 | 0.00 | 150.00 |
| Plate deposit (refundable) | 100.00 | 0.00 | 100.00 | 100.00 | 0.00 | 100.00 |
| Replacement plate | 15.00 | 0.00 | 15.00 | 15.00 | 0.00 | 15.00 |
| Change of address | N/A/ | N/A | N/A | 10.00 | 0.00 | 10.00 |
| Change of ownership licensed vehicle | N/A/ | N/A | N/A | 35.00 | 0.00 | 35.00 |
| DBS search fee | N/A/ | N/A | N/A | 44.00 | 0.00 | 44.00 |
| Vehicle test | N/A/ | N/A | N/A | 45.75 | 9.15 | 54.90 |
| Vehicles partial re-test | N/A/ | N/A | N/A | 22.83 | 4.57 | 27.40 |
| Driver Badge replacement | N/A/ | N/A | N/A | 9.50 | 0.00 | 9.50 |
| Replacement Licence Certificate | N/A/ | N/A | N/A | 10.50 | 0.00 | 10.50 |
| Change from Private Hire to Hackney | N/A/ | N/A | N/A | 90.00 | 0.00 | 90.00 |

Proposed fees and charges for 2017/18 set by the Council

| | 2016/17 | | | 2017/18 | | |
|--|----------|---------|--------------|--------------|--------------|--------------|
| | Charge | VAT 20% | Total Charge | Charge | VAT 20% | Total Charge |
| | £ | £ | £ | £ | £ | £ |
| Change from Hackney to Private Hire | N/A/ | N/A | N/A | 70.00 | 0.00 | 70.00 |
| Failure to attend the vehicle test (10 minutes prior to the test start time) | N/A/ | N/A | N/A | 27.40 | 0.00 | 27.40 |
| Bootcamp Licence Fees (per annum) No Change | | | | | | |
| Once a week (1-15 people) | 150.00 | 0.00 | 150.00 | 150.00 | 0.00 | 150.00 |
| 2-4 times a week (1-15 people) | 300.00 | 0.00 | 300.00 | 300.00 | 0.00 | 300.00 |
| 5+ times a week (1-15 people) | 500.00 | 0.00 | 500.00 | 500.00 | 0.00 | 500.00 |
| Once a week (16-35) | 350.00 | 0.00 | 350.00 | 350.00 | 0.00 | 350.00 |
| 2-4 times a week (16-35 people) | 600.00 | 0.00 | 600.00 | 600.00 | 0.00 | 600.00 |
| 5+ times a week (16-35 people) | 1,000.00 | 0.00 | 1,000.00 | 1,000.00 | 0.00 | 1,000.00 |
| Garden Waste Subscription (brown bins – domestic) No Change | | | | | | |
| Fortnightly collection of garden waste including hire of bin Per annum – 26 collections | 35.00 | 0.00 | 35.00 | 35.00 | 0.00 | 35.00 |
| Bulky Waste Collections No Change | | | | | | |
| Charge covers up to 4 bulky items. If fridge/fridge-freezer charge covers only one item, but any size | 23.00 | 0.00 | 23.00 | 23.00 | 0.00 | 23.00 |
| Wheeled Bins Some Change | | | | | | |
| Wheeled bins 140 litre | 38.00 | 0.00 | 38.00 | 38.00 | 0.00 | 38.00 |
| Wheeled bins 180 litre | 43.00 | 0.00 | 43.00 | 43.00 | 0.00 | 43.00 |
| Wheeled bins 240 litre | 43.00 | 0.00 | 43.00 | 43.00 | 0.00 | 43.00 |
| Wheeled bins 1,100 litre | 435.00 | 0.00 | 435.00 | 435.00 | 0.00 | 435.00 |
| Lid in lid 140 litre food waste bin | 35.00 | 0.00 | 35.00 | 38.00 | 0.00 | 38.00 |
| Food waste container 23 litre | 5.00 | 0.00 | 5.00 | 5.00 | 0.00 | 5.00 |
| Kitchen caddy 5 litre | 1.00 | 0.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Radar Key for Disabled Toilets No Change | | | | | | |
| Fee | 3.00 | 0.00 | 3.00 | 3.00 | 0.00 | 3.00 |
| Sports Facilities Change | | | | | | |
| With changing facilities and showers | | | | | | |
| - Senior | 55.83 | 11.17 | 67.00 | 58.33 | 11.67 | 70.00 |

Proposed fees and charges for 2017/18 set by the Council

| | 2016/17 | | | 2017/18 | | |
|---|----------|------------|-----------------|-----------------|-------------|-----------------|
| | Charge | VAT 20% | Total Charge | Charge | VAT 20% | Total Charge |
| | £ | £ | £ | £ | £ | £ |
| - Under 18s | 16.67 | 3.33 | 20.00 | 17.50 | 3.50 | 21.00 |
| - Under 16s & mini soccer | 12.50 | 2.50 | 15.00 | 13.13 | 2.62 | 15.75 |
| <i>With changing facilities only</i> | | | | | | |
| - Senior | 45.83 | 9.17 | 55.00 | 48.33 | 9.67 | 58.00 |
| - Under 18s | 14.17 | 2.83 | 17.00 | 15.00 | 3.00 | 18.00 |
| - Under 16s & mini soccer | 11.67 | 2.33 | 14.00 | 12.50 | 2.50 | 15.00 |
| <i>With no facilities</i> | | | | | | |
| - Senior | 28.33 | 5.67 | 34.00 | 28.75 | 5.75 | 34.50 |
| - Under 18s | 12.50 | 2.50 | 15.00 | 12.92 | 2.58 | 15.50 |
| - Under 16s & mini soccer | 8.33 | 1.67 | 9.50 | 8.33 | 1.67 | 10.00 |
| Block bookings of 10 or more series of lets is VAT exempt | | | | | | |
| Allotments | | | | | | Change |
| Plots of 10 rods & pro rata | 34.00 | 0.00 | 34.00 | 40.00 | 0.00 | 40.00 |
| Plots of 10 rods & pro rata (OAPs/Disabled) | 17.00 | 0.00 | 17.00 | 20.00 | 0.00 | 20.00 |
| Cemeteries Burial Fees | | | | | | Change |
| <i>Exclusive Right of Burial, Interment, Memorial & Re-inscription Permits</i> | | | | | | |
| 1 st Burial Sittingbourne, Faversham & Murston | 1,360.00 | 0.00 | 1,360.00 | 1,834.00 | 0.00 | 1,834.00 |
| 1 st Burial Sheppey | 1,230.00 | 0.00 | 1,230.00 | 1,681.00 | 0.00 | 1,681.00 |
| 1 st Burial if no use of previously purchased grave Sittingbourne, Faversham & Murston | 730.00 | 0.00 | 730.00 | 730.00 | 0.00 | 730.00 |
| 1 st Burial if no use of previously purchased grave Sheppey | 600.00 | 0.00 | 600.00 | 600.00 | 0.00 | 600.00 |
| 2 nd Burial Sittingbourne, Faversham & Murston | 645.00 | 0.00 | 645.00 | 755.00 | 0.00 | 755.00 |
| 2 nd Burial Sheppey | 500.00 | 0.00 | 500.00 | 624.00 | 0.00 | 624.00 |
| 3 rd Burial Sittingbourne, Faversham & Murston | 500.00 | 0.00 | 500.00 | 624.00 | 0.00 | 624.00 |
| <i>Cremated Remains</i> | | | | | | |
| <i>(includes Exclusive Rights to Burial, Interment, Memorial & Re-inscription Permit)</i> | | | | | | |
| 1 st Burial | 460.00 | 0.00 | 460.00 | 577.00 | 0.00 | 577.00 |

Proposed fees and charges for 2017/18 set by the Council

| | 2016/17 | | | 2017/18 | | |
|--|----------|---------|--------------|-----------------|--------------|-----------------|
| | Charge | VAT 20% | Total Charge | Charge | VAT 20% | Total Charge |
| | £ | £ | £ | £ | £ | £ |
| 1 st Burial (where no use has been made of previously purchased grave) | 210.00 | 0.00 | 210.00 | 210.00 | 0.00 | 210.00 |
| 2 nd Burial | 210.00 | 0.00 | 210.00 | 210.00 | 0.00 | 210.00 |
| 3 rd Burial | 210.00 | 0.00 | 210.00 | 210.00 | 0.00 | 210.00 |
| 4 th Burial | 210.00 | 0.00 | 210.00 | 210.00 | 0.00 | 210.00 |
| Child Coffin Burial | | | | | | |
| Under 12 years of age in child's plot (resident of Swale) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Under 12 years of age in adult's plot (resident of Swale) | 210.00 | 0.00 | 210.00 | 210.00 | 0.00 | 210.00 |
| Under 12 years of age in child's plot (non-resident of Swale) | 140.00 | 0.00 | 140.00 | 140.00 | 0.00 | 140.00 |
| Under 12 years of age in adult's plot (non-resident of Swale) | 340.00 | 0.00 | 340.00 | 340.00 | 0.00 | 340.00 |
| Ancillary Services | | | | | | |
| Issue of letter of confirmation where deed is lost | 55.00 | 0.00 | 55.00 | 55.00 | 0.00 | 55.00 |
| Use of chapel in Sittingbourne | 80.00 | 0.00 | 80.00 | 80.00 | 0.00 | 80.00 |
| Use of chapel in Faversham | 110.00 | 0.00 | 110.00 | 110.00 | 0.00 | 110.00 |
| Planted grave (per annum) | 110.00 | 0.00 | 110.00 | 110.00 | 0.00 | 110.00 |
| Turfed grave | At cost | | | At cost | | |
| Transfer of deed ownership | 55.00 | 0.00 | 55.00 | 55.00 | 0.00 | 55.00 |
| Record search & certificate (each grave) | 30.00 | 0.00 | 30.00 | 30.00 | 0.00 | 30.00 |
| Scattering of ashes | 75.00 | 0.00 | 75.00 | 95.00 | 0.00 | 95.00 |
| Extra cost of large coffin or casket (measuring 30 inches or more) | 150.00 | 0.00 | 150.00 | 150.00 | 0.00 | 150.00 |
| Exhumation of coffin | 1,230.00 | 0.00 | 1,230.00 | 1,400.00 | 0.00 | 1,400.00 |
| Exhumation of cremated remains | 125.00 | 0.00 | 125.00 | 280.00 | 0.00 | 280.00 |
| Other services (vatable) | At cost | | | At cost | | |
| Non-residents of Swale (not living in Swale at time of death or have not been a resident of Swale for at least 15 consecutive years) required to pay double the costs set out above (except child burials) | | | | | | |
| Seafont Memorial Bench | | | | | | Change |
| Memorial bench and installation | 429.17 | 85.83 | 515.00 | 437.50 | 87.50 | 525.00 |

Proposed fees and charges for 2017/18 set by the Council

| | 2016/17 | | | 2017/18 | | |
|--|----------|------------|-------------------|-----------------|-----------------|------------------|
| | Charge | VAT 20% | Total Charge | Charge | VAT 20% | Total Charge |
| | £ | £ | £ | £ | £ | £ |
| Travelling Fairs and Fetes | | | No Change | | | |
| Pitch premium for days open to the public only (per day) | 800.00 | 0.00 | 800.00 | 800.00 | 0.00 | 800.00 |
| On site fee payable whether or not open to the public (including arrival and departure days) | 56.00 | 0.00 | 56.00 | 56.00 | 0.00 | 56.00 |
| Refundable deposit | 600.00 | 0.00 | 600.00 | 600.00 | 0.00 | 600.00 |
| Fetes | 50.00 | 0.00 | 50.00 | 50.00 | 0.00 | 50.00 |
| Refundable deposit | 62.00 | 0.00 | 62.00 | 62.00 | 0.00 | 62.00 |
| Beach Hut Charges | | | New Charge | | | |
| Ground rental | 300.00 | 0.00 | 300.00 | 300.00 | 0.00 | 300.00 |
| Licence fee | 791.67 | 158.33 | 950.00 | 791.67 | 158.33 | 950.00 |
| Purchase of beach hut | N/A | N/A | N/A | 8,333.33 | 1,666.67 | 10,000.00 |
| Access Over Open Space Licence | | | No Change | | | |
| Standard fee | 65.00 | 0.00 | 65.00 | 65.00 | 0.00 | 65.00 |
| Traffic Regulation Order Applications | | | No Change | | | |
| <i>On application (yellow lines and changes to existing orders)</i> | | | | | | |
| Small (1-30 consultations) | 1,000.00 | 0.00 | 1,000.00 | 1,000.00 | 0.00 | 1,000.00 |
| Medium (31-50 consultations) | 1,200.00 | 0.00 | 1,200.00 | 1,200.00 | 0.00 | 1,200.00 |
| Large (50+ consultations) | 1,500.00 | 0.00 | 1,500.00 | 1,500.00 | 0.00 | 1,500.00 |
| <i>On application (loading bays, single bays)</i> | | | | | | |
| Small (1-30 consultations) | 500.00 | 0.00 | 500.00 | 500.00 | 0.00 | 500.00 |
| Medium (31-50 consultations) | 750.00 | 0.00 | 750.00 | 750.00 | 0.00 | 750.00 |
| Large (50+ consultations) | 1,000.00 | 0.00 | 1,000.00 | 1,000.00 | 0.00 | 1,000.00 |
| <i>No objections received (yellow lines and changes to existing orders)</i> | | | | | | |
| Small (1-30 consultations) | 500.00 | 0.00 | 500.00 | 500.00 | 0.00 | 500.00 |
| Medium (31-50 consultations) | 500.00 | 0.00 | 500.00 | 500.00 | 0.00 | 500.00 |
| Large (50+ consultations) | 500.00 | 0.00 | 500.00 | 500.00 | 0.00 | 500.00 |
| <i>No objections received (loading bays, single bays)</i> | | | | | | |
| Small (1-30 consultations) | 250.00 | 0.00 | 250.00 | 250.00 | 0.00 | 250.00 |
| Medium (31-50 consultations) | 250.00 | 0.00 | 250.00 | 250.00 | 0.00 | 250.00 |
| Large (50+ consultations) | 250.00 | 0.00 | 250.00 | 250.00 | 0.00 | 250.00 |

Proposed fees and charges for 2017/18 set by the Council

| | 2016/17 | | | 2017/18 | | |
|--|----------|---------|------------------|----------|---------|--------------|
| | Charge | VAT 20% | Total Charge | Charge | VAT 20% | Total Charge |
| | £ | £ | £ | £ | £ | £ |
| Objections received (JTB report) | | | | | | |
| Small (1-30 consultations) | 250.00 | 0.00 | 250.00 | 250.00 | 0.00 | 250.00 |
| Medium (31-50 consultations) | 250.00 | 0.00 | 250.00 | 250.00 | 0.00 | 250.00 |
| Large (50+ consultations) | 250.00 | 0.00 | 250.00 | 250.00 | 0.00 | 250.00 |
| Progress/implement scheme (yellow lines and changes to existing orders) | | | | | | |
| Small (1-30 consultations) | 500.00 | 0.00 | 500.00 | 500.00 | 0.00 | 500.00 |
| Medium (31-50 consultations) | 600.00 | 0.00 | 600.00 | 600.00 | 0.00 | 600.00 |
| Large (50+ consultations) | 700.00 | 0.00 | 700.00 | 700.00 | 0.00 | 700.00 |
| Progress/implement scheme (loading bays, single bays) | | | | | | |
| Small (1-30 consultations) | 100.00 | 0.00 | 100.00 | 100.00 | 0.00 | 100.00 |
| Medium (31-50 consultations) | 100.00 | 0.00 | 100.00 | 100.00 | 0.00 | 100.00 |
| Large (50+ consultations) | 100.00 | 0.00 | 100.00 | 100.00 | 0.00 | 100.00 |
| Street Trading Licensing | | | No Change | | | |
| Annual consents (not events) | 100.00 | 0.00 | 100.00 | 100.00 | 0.00 | 100.00 |
| 6 month consents (not events) | 50.00 | 0.00 | 50.00 | 50.00 | 0.00 | 50.00 |
| One off consent | 30.00 | 0.00 | 30.00 | 30.00 | 0.00 | 30.00 |
| Event Consents | | | | | | |
| 1-19 stalls | 65.00 | 0.00 | 65.00 | 65.00 | 0.00 | 65.00 |
| 20-49 stalls | 130.00 | 0.00 | 130.00 | 130.00 | 0.00 | 130.00 |
| 50+ stalls | 200.00 | 0.00 | 200.00 | 200.00 | 0.00 | 200.00 |
| Gambling Licensing | | | No Change | | | |
| New Applications/Applications for Provisional Statement | | | | | | |
| Bingo club | 2,268.00 | 0.00 | 2,268.00 | 2,268.00 | 0.00 | 2,268.00 |
| Betting premises | 2,268.00 | 0.00 | 2,268.00 | 2,268.00 | 0.00 | 2,268.00 |
| Tracks | 1,775.00 | 0.00 | 1,775.00 | 1,775.00 | 0.00 | 1,775.00 |
| Family entertainment centres | 1,775.00 | 0.00 | 1,775.00 | 1,775.00 | 0.00 | 1,775.00 |
| Adult gaming centre | 1,775.00 | 0.00 | 1,775.00 | 1,775.00 | 0.00 | 1,775.00 |
| Licence Applications (Provisional Statement Holders) | | | | | | |
| Bingo club | 935.00 | 0.00 | 935.00 | 935.00 | 0.00 | 935.00 |
| Betting premises | 935.00 | 0.00 | 935.00 | 935.00 | 0.00 | 935.00 |
| Tracks | 935.00 | 0.00 | 935.00 | 935.00 | 0.00 | 935.00 |

Proposed fees and charges for 2017/18 set by the Council

| | 2016/17 | | | 2017/18 | | |
|---|----------|------------|-----------------|----------|------------|-----------------|
| | Charge | VAT 20% | Total Charge | Charge | VAT 20% | Total Charge |
| | £ | £ | £ | £ | £ | £ |
| Family entertainment centre | 772.00 | 0.00 | 772.00 | 772.00 | 0.00 | 772.00 |
| Adult gaming centre | 935.00 | 0.00 | 935.00 | 935.00 | 0.00 | 935.00 |
| Annual Fee | | | | | | |
| Bingo club | 703.00 | 0.00 | 703.00 | 703.00 | 0.00 | 703.00 |
| Betting premises | 450.00 | 0.00 | 450.00 | 450.00 | 0.00 | 450.00 |
| Tracks | 703.00 | 0.00 | 703.00 | 703.00 | 0.00 | 703.00 |
| Family entertainment centres | 610.00 | 0.00 | 610.00 | 610.00 | 0.00 | 610.00 |
| Adult gaming centre | 703.00 | 0.00 | 703.00 | 703.00 | 0.00 | 703.00 |
| Application to Vary | | | | | | |
| Bingo club | 1,550.00 | 0.00 | 1,550.00 | 1,550.00 | 0.00 | 1,550.00 |
| Betting premises | 1,308.00 | 0.00 | 1,308.00 | 1,308.00 | 0.00 | 1,308.00 |
| Tracks | 1,186.00 | 0.00 | 1,186.00 | 1,186.00 | 0.00 | 1,186.00 |
| Family entertainment centres | 800.00 | 0.00 | 800.00 | 800.00 | 0.00 | 800.00 |
| Adult gaming centre | 800.00 | 0.00 | 800.00 | 800.00 | 0.00 | 800.00 |
| Application to transfer | 860.00 | 0.00 | 860.00 | 860.00 | 0.00 | 860.00 |
| Application for re-instatement | 860.00 | 0.00 | 860.00 | 860.00 | 0.00 | 860.00 |
| Copy licence | 26.50 | 0.00 | 26.50 | 26.50 | 0.00 | 26.50 |
| Notification of change | 26.50 | 0.00 | 26.50 | 26.50 | 0.00 | 26.50 |
| Permit Fees (FEC gaming machine and prize gaming) | | | | | | |
| Application fee | 300.00 | 0.00 | 300.00 | 300.00 | 0.00 | 300.00 |
| Renewal fee | 300.00 | 0.00 | 300.00 | 300.00 | 0.00 | 300.00 |
| Transitional application fee | 100.00 | 0.00 | 100.00 | 100.00 | 0.00 | 100.00 |
| Change of name | 25.00 | 0.00 | 25.00 | 25.00 | 0.00 | 25.00 |
| Copy of permit | 15.00 | 0.00 | 15.00 | 15.00 | 0.00 | 15.00 |
| Sex Establishment Licensing (sex shop, sex cinema and sex encounter venue) No Change | | | | | | |
| Application fee and 1 st licence | 4,200.00 | 0.00 | 4,200.00 | 4,200.00 | 0.00 | 4,200.00 |
| Annual licence renewal | 650.00 | 0.00 | 650.00 | 650.00 | 0.00 | 650.00 |
| Application to vary | 750.00 | 0.00 | 750.00 | 750.00 | 0.00 | 750.00 |
| Transfer of licence | 25.00 | 0.00 | 25.00 | 25.00 | 0.00 | 25.00 |

Proposed fees and charges for 2017/18 set by the Council

| | 2016/17 | | | 2017/18 | | |
|---|---------|------------|--------------------|----------------|-------------|-----------------|
| | Charge | VAT 20% | Total Charge | Charge | VAT 20% | Total Charge |
| | £ | £ | £ | £ | £ | £ |
| Duplicate licence | 15.00 | 0.00 | 15.00 | 15.00 | 0.00 | 15.00 |
| Scrap Metal Dealers Licensing | | | No Change | | | |
| Site licence | 450.00 | 0.00 | 450.00 | 450.00 | 0.00 | 450.00 |
| Site licence renewal | 425.00 | 0.00 | 425.00 | 425.00 | 0.00 | 425.00 |
| Collections licence, grant or renewal | 210.00 | 0.00 | 210.00 | 210.00 | 0.00 | 210.00 |
| Variation – collector to site | 70.00 | 0.00 | 70.00 | 70.00 | 0.00 | 70.00 |
| Variation – site to collector | 50.00 | 0.00 | 50.00 | 50.00 | 0.00 | 50.00 |
| Variation (minor administration, such as change of address) | 30.00 | 0.00 | 30.00 | 30.00 | 0.00 | 30.00 |
| Change of site manager | 100.00 | 0.00 | 100.00 | 100.00 | 0.00 | 100.00 |
| Food Export Certificate | | | Change | | | |
| For businesses in Swale | 80.00 | 0.00 | 80.00 | 82.00 | 0.00 | 82.00 |
| Food in transit | 80.00 | 0.00 | 80.00 | 30.00 | 0.00 | 30.00 |
| CIEH Level 2 Award Training in Food Safety in Catering | | | Change | | | |
| Fee charged to food handlers for training in food hygiene | 60.00 | 0.00 | 60.00 | 65.00 | 0.00 | 65.00 |
| Registration Fee under the Local Government (Miscellaneous Provision) Act | | | Change | | | |
| (Relates to establishments offering cosmetic piercing, electrolysis, tattooing or acupuncture) | | | | | | |
| Standard fee | 286.00 | 0.00 | 286.00 | 294.00 | 0.00 | 294.00 |
| Supplementary treatment registration fee (for additional beauty treatment registration inspection either at or after initial registration) | N/A | N/A | N/A | 50.00 | 0.00 | 50.00 |
| Requests for Environmental Information (e.g. contaminated land) | | | No Change | | | |
| Charge per hour | 25.00 | 0.00 | 25.00 | 25.00 | 0.00 | 25.00 |
| Charges for photocopying apply at 10p per page plus postage | | | | | | |
| Environmental - Fixed Penalty Notices | | | New Charges | | | |
| Fly tipping | N/A | N/A | N/A | 400.00* | 0.00 | 400.00* |
| Abandoning a vehicle | N/A | N/A | N/A | 120.00 | 0.00 | 120.00 |
| Smoking in an enclosed vehicle carrying a juvenile | N/A | N/A | N/A | 50.00 | 0.00 | 50.00 |

Proposed fees and charges for 2017/18 set by the Council

| | 2016/17 | | | 2017/18 | | |
|---|--------------------------|---------|--------------------------|--------------------------|---------|--------------------------|
| | Charge | VAT 20% | Total Charge | Charge | VAT 20% | Total Charge |
| | £ | £ | £ | £ | £ | £ |
| Refuse left out inappropriately | N/A | N/A | N/A | 100.00 | 0.00 | 100.00 |
| Littering and graffiti | 80.00 | 0.00 | 80.00 | 80.00 | 0.00 | 80.00 |
| Dog fouling and other dog control orders | 80.00 | 0.00 | 80.00 | 80.00 | 0.00 | 80.00 |
| Fly posting | 80.00 | 0.00 | 80.00 | 80.00 | 0.00 | 80.00 |
| Waste carrier offences | 300.00 | 0.00 | 300.00 | 300.00 | 0.00 | 300.00 |
| Smoking in a smoke free premises or vehicle | 50.00** | 0.00 | 50.00** | 50.00** | 0.00 | 50.00** |
| Failure to display no smoking signs in smoke free premises or vehicle | 200.00# | 0.00 | 200.00# | 200.00# | 0.00 | 200.00# |
| Failure to comply with a Community Protection Notice | 100.00 | 0.00 | 100.00 | 100.00 | 0.00 | 100.00 |
| Breach of any Public Space Protection Orders (PSPOs) | N/A | N/A | N/A | 100.00 | 0.00 | 100.00 |
| *Reduced to £300 if paid in full within 7 days | | | | | | |
| **Reduced to £30.00 if paid within 15 days | | | | | | |
| #Reduced to £150.00 if paid within 15 days | | | | | | |
| Annual Animal Licensing (plus cost of vet inspection) | | | No Change | | | |
| All animal boarding establishment licences and pet shop licences shall relate to the calendar year in which it is granted (or to the following year). These licences will expire at the end of the calendar year for which they were issued. Vet fees will also be applicable for licences. | | | | | | |
| Dangerous wild animals | 250.00 | 0.00 | 250.00 | 250.00 | 0.00 | 250.00 |
| Breeding of dogs | 250.00 | 0.00 | 250.00 | 250.00 | 0.00 | 250.00 |
| Animal boarding establishments | 250.00 | 0.00 | 250.00 | 250.00 | 0.00 | 250.00 |
| Riding establishments | 250.00 | 0.00 | 250.00 | 250.00 | 0.00 | 250.00 |
| Pet shops | 250.00 | 0.00 | 250.00 | 250.00 | 0.00 | 250.00 |
| Zoo licence | 950.00 | 0.00 | 950.00 | 950.00 | 0.00 | 950.00 |
| Performing animal registration | 135.00 (one-off cost) | 0.00 | 135.00 (one-off cost) | 135.00 (one-off cost) | 0.00 | 135.00 (one-off cost) |
| Stray Dog Collection | | | Change | | | |
| Statutory collection charge | 25.00 | 0.00 | 25.00 | 25.00 | 0.00 | 25.00 |
| Administration fee for collection/ returned stray dogs | 15.00 | 0.00 | 15.00 | 30.00 | 0.00 | 30.00 |

Proposed fees and charges for 2017/18 set by the Council

| | 2016/17 | | | 2017/18 | | |
|--|--|---------|------------------|--|---------|--------------|
| | Charge | VAT 20% | Total Charge | Charge | VAT 20% | Total Charge |
| | £ | £ | £ | £ | £ | £ |
| Out of hours administration fee or collection/returned stray dogs | 30.00 | 0.00 | 30.00 | 40.00 | 0.00 | 40.00 |
| Transport fee for returning dog to owner | N/A | N/A | N/A | 25.00 | 0.00 | 25.00 |
| Pest Control | | | No Change | | | |
| Rats (per visit) with a minimum of 2 visits required | 24.17 | 4.83 | 29.00 | 24.17 | 4.83 | 29.00 |
| Rats (per visit) with a minimum of 2 visits required – clients on benefits | 24.17 | 4.83 | 29.00 | 24.17 | 4.83 | 29.00 |
| Mice (per visit) with a minimum of 2 visits required | 24.17 | 4.83 | 29.00 | 24.17 | 4.83 | 29.00 |
| Mice (per visit) with a minimum of 2 visits required – clients on benefits | 24.17 | 4.83 | 29.00 | 24.17 | 4.83 | 29.00 |
| Wasps per nest | 48.75 | 9.75 | 58.50 | 48.75 | 9.75 | 58.50 |
| Wasps per additional nest | 8.33 | 1.67 | 10.00 | 8.33 | 1.67 | 10.00 |
| Fleas and other household pests (up to 6 rooms) | 58.33 | 11.67 | 70.00 | 58.33 | 11.67 | 70.00 |
| Each additional room (up to 4) | 8.33 | 1.67 | 10.00 | 8.33 | 1.67 | 10.00 |
| Cockroaches in domestic premises (up to 6 rooms) | 58.33 | 11.67 | 70.00 | 58.33 | 11.67 | 70.00 |
| Each additional room (up to 4) | 8.33 | 1.67 | 10.00 | 8.33 | 1.67 | 10.00 |
| Ants, insects etc. | 25.00 | 5.00 | 30.00 | 25.00 | 5.00 | 30.00 |
| Ants, insects etc. – clients on benefits | 25.00 | 5.00 | 30.00 | 25.00 | 5.00 | 30.00 |
| Bed bugs (up to 4 bedroom house). Anything larger will require a survey | 233.33 | 46.67 | 280.00 | 233.33 | 46.67 | 280.00 |
| Hourly charge for treatments carried out on industrial and commercial properties (hourly rate) | To be quoted by Mitie Pest Control Ltd on a job by job basis so as to remain competitive | | | To be quoted by Mitie Pest Control Ltd on a job by job basis so as to remain competitive | | |
| For treatments outside of normal office hours (hourly rate) | As above | | | As above | | |
| Woodworm, birds, deathwatch beetle, foxes, moles & squirrels | Price on application (surveys required) | | | Price on application (surveys required) | | |

Proposed fees and charges for 2017/18 set by the Council

| | 2016/17 | | | 2017/18 | | |
|--|---------------------------|------------|---------------------------|-------------------------|------------|-------------------------|
| | Charge | VAT 20% | Total Charge | Charge | VAT 20% | Total Charge |
| | £ | £ | £ | £ | £ | £ |
| King George's Pavilion (minimum 1 hour hire) | | | No Change | | | |
| Main hall/tea room (hourly rates) (minimum hire 1 hour) | | | | | | |
| Main hall/tea room (hourly rates) | | | | | | |
| Mon-Fri (9am-5pm) | 10.00 | 0.00 | 10.00 | 10.00 | 0.00 | 10.00 |
| Mon-Fri (5pm-12am) | 10.00 | 0.00 | 10.00 | 10.00 | 0.00 | 10.00 |
| Sat (9am-5pm) minimum 4 hours | 10.00 | 0.00 | 10.00 | 10.00 | 0.00 | 10.00 |
| Sat (5pm-12am) minimum 4 hours | 10.00 | 0.00 | 10.00 | 10.00 | 0.00 | 10.00 |
| Playgroups (per morning) | | | | | | |
| | 25.00 | 0.00 | 25.00 | 25.00 | 0.00 | 25.00 |
| Tea room – for children's parties only (per hour) minimum 3 hours hire | | | | | | |
| | 8.00 | 0.00 | 8.00 | 8.00 | 0.00 | 8.00 |
| Caretaking services – set up and clear away: standard tables and/or chairs | | | | | | |
| | 6.00 | 0.00 | 6.00 | 6.00 | 0.00 | 6.00 |
| Refundable deposits | | | | | | |
| | 150.00 | 0.00 | 150.00 | 150.00 | 0.00 | 150.00 |
| Bank Holidays, New Year's Eve | | | | | | |
| | 2 times the Saturday rate | | 2 times the Saturday rate | | | |
| Guildhall (minimum 1 session hire) | | | No Change | | | |
| Main hall (minimum 1 session) | | | | | | |
| Session (am/pm) | 40.00 | 0.00 | 40.00 | 40.00 | 0.00 | 40.00 |
| Refundable deposits | | | | | | |
| | 50.00 | 0.00 | 50.00 | 50.00 | 0.00 | 50.00 |
| Bank Holidays, New Year's Eve | | | | | | |
| | 40.00 per session | 0.00 | 40.00 per session | 40.00 per session | 0.00 | 40.00 per session |
| Alleygate Key | | | Change | | | |
| Fee | 13.33 | 2.67 | 16.00 | 15.86 | 3.17 | 19.03 |
| Town Centre Licence | | | New Charge | | | |
| Licence for large events of 10,000 people or more | N/A | N/A | N/A | 500.00 | 0.00 | 500.00 |

Proposed fees and charges for 2017/18 set by the Council

| | 2016/17 | | | 2017/18 | | |
|---|-----------------|---------|-----------------|------------------|-------------|---------------|
| | Charge | VAT 20% | Total Charge | Charge | VAT 20% | Total Charge |
| | £ | £ | £ | £ | £ | £ |
| Advertising Fees for Inside Swale (residents magazine) | | | | No Change | | |
| Discounts are applied for multiple advertisers: 2 issues 5% 3 issues 7.5% 4 issues 10% | | | | | | |
| Outside back cover | 650.00 | 130.00 | 780.00 | 650.00 | 130.00 | 780.00 |
| Internal full page | 495.00 | 99.00 | 594.00 | 495.00 | 99.00 | 594.00 |
| Half internal page (portrait or landscape) | 275.00 | 55.00 | 330.00 | 275.00 | 55.00 | 330.00 |
| Quarter internal page | 150.00 | 30.00 | 180.00 | 150.00 | 30.00 | 180.00 |
| Double internal page | 895.00 | 179.00 | 1,074.00 | 895.00 | 179.00 | 1,074.00 |
| Room Hire of Swale House | | | | No Change | | |
| Non-Commercial | | | | | | |
| Council chamber (half day) | 75.00 | 15.00 | 90.00 | 75.00 | 15.00 | 90.00 |
| Council chamber (full day) | 125.00 | 25.00 | 150.00 | 125.00 | 25.00 | 150.00 |
| Committee room (half day) | 50.00 | 10.00 | 60.00 | 50.00 | 10.00 | 60.00 |
| Committee room (full day) | 75.00 | 15.00 | 90.00 | 75.00 | 15.00 | 90.00 |
| Assembly room (half day) | 37.50 | 7.50 | 45.00 | 37.50 | 7.50 | 45.00 |
| Assembly room (full day) | 62.50 | 12.50 | 75.00 | 62.50 | 12.50 | 75.00 |
| Commercial | | | | | | |
| Council chamber (half day) | 150.00 | 30.00 | 180.00 | 150.00 | 30.00 | 180.00 |
| Council chamber (full day) | 250.00 | 50.00 | 300.00 | 250.00 | 50.00 | 300.00 |
| Committee room (half day) | 100.00 | 20.00 | 120.00 | 100.00 | 20.00 | 120.00 |
| Committee room (full day) | 150.00 | 30.00 | 180.00 | 150.00 | 30.00 | 180.00 |
| Assembly room (half day) | 75.00 | 15.00 | 90.00 | 75.00 | 15.00 | 90.00 |
| Assembly room (full day) | 125.00 | 25.00 | 150.00 | 125.00 | 25.00 | 150.00 |
| Charity groups or meetings where Swale residents will benefit | No cost | | | No cost | | |
| Legal Charges for Third Parties | | | | Change | | |
| Hourly rate | Various charges | 0.00 | Various charges | 210.00 | 0.00 | 210.00 |
| <i>Note: VAT may be chargeable depending on the lease</i> | | | | | | |

Proposed fees and charges for 2017/18 set by the Council

| | 2016/17 | | | 2017/18 | | |
|---|---------|---------|--------------|--------------|--------------|------------------|
| | Charge | VAT 20% | Total Charge | Charge | VAT 20% | Total Charge |
| | £ | £ | £ | £ | £ | £ |
| Home Inspection for Immigration Application Fee | | | | | | Change |
| Requests received to inspect and provide report on suitability of proposed home in connection with immigration applications | 92.00 | 0.00 | 92.00 | 95.00 | 19.00 | 114.00 |
| Staying Put Handyperson Rates | | | | | | No Change |
| Hourly rate for a handyperson | 13.50 | 2.70 | 16.20 | 13.50 | 2.70 | 16.20 |
| Subsidised hourly rate for a handyperson – client in receipt of benefits | 5.00 | 1.00 | 6.00 | 5.00 | 1.00 | 6.00 |
| Pre-Application Planning Advice | | | | | | No Change |
| Meetings | | | | | | |
| Very large major | 833.33 | 166.67 | 1,000.00 | 833.33 | 166.67 | 1,000.00 |
| Major | 416.67 | 83.33 | 500.00 | 416.67 | 83.33 | 500.00 |
| Minor | 208.33 | 41.67 | 250.00 | 208.33 | 41.67 | 250.00 |
| Other (excluding householders and listed buildings) | 83.33 | 16.67 | 100.00 | 83.33 | 16.67 | 100.00 |
| Householder | 41.67 | 8.33 | 50.00 | 41.67 | 8.33 | 50.00 |
| Charities, voluntary groups and parish councils | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Works/repairs to listed buildings | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Letters | | | | | | |
| Very large major | 416.67 | 83.33 | 500.00 | 416.67 | 83.33 | 500.00 |
| Major | 208.33 | 41.67 | 250.00 | 208.33 | 41.67 | 250.00 |
| Minor | 104.17 | 20.83 | 125.00 | 104.17 | 20.83 | 125.00 |
| Other (excluding householders and listed buildings) | 41.67 | 8.33 | 50.00 | 41.67 | 8.33 | 50.00 |
| Householder | 20.83 | 4.17 | 25.00 | 20.83 | 4.17 | 25.00 |
| Charities, voluntary groups and parish councils | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Works/repairs to listed buildings | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Very large major: over 200 dwellings or 4 hectares. Commercial over 10,000m ² or 2 hectares | | | | | | |
| Major: 10-199 dwellings or less than 4 hectares. Commercial 1,000m ² – 9,999m ² or less than 2 hectares | | | | | | |

Proposed fees and charges for 2017/18 set by the Council

| | 2016/17 | | | 2017/18 | | |
|---|------------------|---------|------------------|---------|---------|------------------|
| | Charge | VAT 20% | Total Charge | Charge | VAT 20% | Total Charge |
| | £ | £ | £ | £ | £ | £ |
| Minor: 1-9 dwellings or less than 0.5 hectares. Commercial less than 1,000m ² or 1 hectare | | | | | | |
| Complaints made under the High Hedges Legislation | | | | | | No Change |
| Standard fee | 450.00 | 0.00 | 450.00 | 450.00 | 0.00 | 450.00 |
| Planning Photocopying Charges | | | | | | No Change |
| | Charges per page | | Charges per page | | | |
| A4 Black/white | 0.08 | 0.02 | 0.10 | 0.08 | 0.02 | 0.10 |
| A3 Black/white | 0.16 | 0.04 | 0.20 | 0.16 | 0.04 | 0.20 |
| A2 Or larger | 2.50 | 0.50 | 3.00 | 2.50 | 0.50 | 3.00 |
| A4 Colour | 0.62 | 0.13 | 0.75 | 0.62 | 0.13 | 0.75 |
| A3 Colour | 1.25 | 0.25 | 1.50 | 1.25 | 0.25 | 1.50 |
| Local Land Charges | | | | | | No Change |
| Residential Property | | | | | | |
| Official certificate of search in land charges register (LLC1) on one parcel of land or property | 36.30 | 0.00 | 36.30 | 36.30 | 0.00 | 36.30 |
| Requisition of search on one parcel of land or property (Con29) | 79.20 | 15.80 | 95.00 | 79.20 | 15.80 | 95.00 |
| Standard residential full search fee | 115.50 | 0.00 | 115.50 | 115.50 | 0.00 | 115.50 |
| Commercial/Non-Domestic Property | | | | | | |
| Official certificate of search in land charges register (LLC1) on one parcel of land or property | 36.30 | 0.00 | 36.30 | 36.30 | 0.00 | 36.30 |
| Requisition of search on one commercial parcel of land or property | 94.70 | 0.00 | 94.70 | 94.70 | 0.00 | 94.70 |
| Standard commercial full search fee | 131.00 | 0.00 | 131.00 | 131.00 | 0.00 | 131.00 |
| Residential & Commercial Properties | | | | | | |
| Each additional parcel of land or property on (LLC1) certificate | 3.00 | 0.00 | 3.00 | 3.00 | 0.00 | 3.00 |
| Each additional parcel of land or property on requisition (Con 29) | 9.00 | 1.80 | 10.80 | 9.00 | 1.80 | 10.80 |
| Total for each additional parcel of land or property on one full search | 12.00 | 0.00 | 12.00 | 12.00 | 0.00 | 12.00 |
| Each printed Part II enquiry | 16.00 | 0.00 | 16.00 | 16.00 | 0.00 | 16.00 |

Proposed fees and charges for 2017/18 set by the Council

| | 2016/17 | | | 2017/18 | | |
|-------------------------------------|---------|------------|-----------------|---------|------------|-----------------|
| | Charge | VAT 20% | Total Charge | Charge | VAT 20% | Total Charge |
| | £ | £ | £ | £ | £ | £ |
| Each additional enquiry of your own | 21.00 | 0.00 | 21.00 | 21.00 | 0.00 | 21.00 |

Fees and charges set nationally by Government

| | 2016/17 | | | 2017/18 | | |
|--|---------|------------|-----------------|---------|------------|-----------------|
| | Charge | VAT 20% | Total Charge | Charge | VAT 20% | Total Charge |
| | £ | £ | £ | £ | £ | £ |
| Car Parks Fixed Penalty Notices (rate depends on offence) No Change | | | | | | |
| <i>Lower Penalty System</i> | | | | | | |
| Up to 14 Days | 25.00 | 0.00 | 25.00 | 25.00 | 0.00 | 25.00 |
| 14 days to 56 days | 50.00 | 0.00 | 50.00 | 50.00 | 0.00 | 50.00 |
| 57 days to 70 days | 75.00 | 0.00 | 75.00 | 75.00 | 0.00 | 75.00 |
| After 70 days | 82.00 | 0.00 | 82.00 | 82.00 | 0.00 | 82.00 |
| <i>Higher Penalty System</i> | | | | | | |
| Up to 14 days | 35.00 | 0.00 | 35.00 | 35.00 | 0.00 | 35.00 |
| 14 days to 56 days | 70.00 | 0.00 | 70.00 | 70.00 | 0.00 | 70.00 |
| 57 days to 70 days | 105.00 | 0.00 | 105.00 | 105.00 | 0.00 | 105.00 |
| After 70 days | 112.00 | 0.00 | 112.00 | 112.00 | 0.00 | 112.00 |
| Liquor Licensing No Change | | | | | | |
| <i>Main Application Fees for Premises and Personal Liquor Licensing</i> | | | | | | |
| Rateable Value B and A | 100.00 | 0.00 | 100.00 | 100.00 | 0.00 | 100.00 |
| Rateable Value B and B | 190.00 | 0.00 | 190.00 | 190.00 | 0.00 | 190.00 |
| Rateable Value B and C | 315.00 | 0.00 | 315.00 | 315.00 | 0.00 | 315.00 |
| Rateable Value B and D | 450.00 | 0.00 | 450.00 | 450.00 | 0.00 | 450.00 |
| Rateable Value B and E | 635.00 | 0.00 | 635.00 | 635.00 | 0.00 | 635.00 |
| <i>Main Annual Charge for Premises and Personal Liquor Licensing</i> | | | | | | |
| Rateable Value B and A | 70.00 | 0.00 | 70.00 | 70.00 | 0.00 | 70.00 |
| Rateable Value B and B | 180.00 | 0.00 | 180.00 | 180.00 | 0.00 | 180.00 |
| Rateable Value B and C | 295.00 | 0.00 | 295.00 | 295.00 | 0.00 | 295.00 |
| Rateable Value B and D | 320.00 | 0.00 | 320.00 | 320.00 | 0.00 | 320.00 |
| Rateable Value B and E | 350.00 | 0.00 | 350.00 | 350.00 | 0.00 | 350.00 |
| Personal licence for alcohol | 37.00 | 0.00 | 37.00 | 37.00 | 0.00 | 37.00 |
| Personal licence change | 10.50 | 0.00 | 10.50 | 10.50 | 0.00 | 10.50 |
| Premises licence change | 23.00 | 0.00 | 23.00 | 23.00 | 0.00 | 23.00 |
| Transfers | 23.00 | 0.00 | 23.00 | 23.00 | 0.00 | 23.00 |
| Temporary events | 21.00 | 0.00 | 21.00 | 21.00 | 0.00 | 21.00 |
| Register of interests | 21.00 | 0.00 | 21.00 | 21.00 | 0.00 | 21.00 |

Fees and charges set nationally by Government

| | 2016/17 | | | 2017/18 | | |
|---|---------|---------|--------------|---------------|-------------|------------------|
| | Charge | VAT 20% | Total Charge | Charge | VAT 20% | Total Charge |
| | £ | £ | £ | £ | £ | £ |
| Purchase of Electoral Register | | | | | | No Change |
| <i>Full Register and the Notices of Alteration</i> | | | | | | |
| Hard copies (standard charge) plus charge (a) below | 10.00 | 0.00 | 10.00 | 10.00 | 0.00 | 10.00 |
| (a) charge for each 1,000 entries | 5.00 | 0.00 | 5.00 | 5.00 | 0.00 | 5.00 |
| Data format (standard charge) plus charge (b) below | 20.00 | 0.00 | 20.00 | 20.00 | 0.00 | 20.00 |
| (b) charge for each 1,000 entries | 1.50 | 0.00 | 1.50 | 1.50 | 0.00 | 1.50 |
| <i>List of Overseas Electors</i> | | | | | | |
| Hard copies (standard charge) plus charge (c) below | 10.00 | 0.00 | 10.00 | 10.00 | 0.00 | 10.00 |
| (c) charge per 100 entries | 5.00 | 0.00 | 5.00 | 5.00 | 0.00 | 5.00 |
| Data format (standard charge) plus charge (d) below | 20.00 | 0.00 | 20.00 | 20.00 | 0.00 | 20.00 |
| (d) charge per 100 entries | 1.50 | 0.00 | 1.50 | 1.50 | 0.00 | 1.50 |
| <i>Edited Register</i> | | | | | | |
| <i>(Available for purchase by anyone)</i> | | | | | | |
| Hard copies (standard charge) plus charge (e) below | 10.00 | 0.00 | 10.00 | 10.00 | 0.00 | 10.00 |
| (e) charge per 1,000 entries | 5.00 | 0.00 | 5.00 | 5.00 | 0.00 | 5.00 |
| Data format (standard charge) plus charge (f) below | 20.00 | 0.00 | 20.00 | 20.00 | 0.00 | 20.00 |
| (f) charge per 1,000 entries | 1.50 | 0.00 | 1.50 | 1.50 | 0.00 | 1.50 |
| Houses in Multiple Occupation Licensing | | | | | | Change |
| <i>New Application</i> | | | | | | |
| Non-accredited landlord | 626.00 | 0.00 | 626.00 | 632.00 | 0.00 | 632.00 |
| Accredited landlord | 513.00 | 0.00 | 513.00 | 518.00 | 0.00 | 518.00 |
| <i>Renewal of Application</i> | | | | | | |
| Non-accredited landlord | 472.00 | 0.00 | 472.00 | 477.00 | 0.00 | 477.00 |
| Accredited landlord | 359.00 | 0.00 | 359.00 | 363.00 | 0.00 | 363.00 |

Fees and charges set nationally by Government

| | 2016/17 | | | 2017/18 | | |
|--|-----------|---------|--------------|-----------------|-------------|-------------------|
| | Charge | VAT 20% | Total Charge | Charge | VAT 20% | Total Charge |
| | £ | £ | £ | £ | £ | £ |
| Mobile Home Site Licence Fee | | | | | | Change |
| <i>New Mobile Home Site Licence Application Fee</i> | | | | | | |
| 1-5 mobile homes on site | 141.00 | 0.00 | 141.00 | 142.00 | 0.00 | 142.00 |
| 6-24 mobile homes on site | 194.00 | 0.00 | 194.00 | 196.00 | 0.00 | 196.00 |
| 25-99 mobile homes on site | 246.00 | 0.00 | 246.00 | 248.00 | 0.00 | 248.00 |
| 100+ mobile homes on site | 282.00 | 0.00 | 282.00 | 285.00 | 0.00 | 285.00 |
| <i>Annual Mobile Home Site Inspection Fee</i> | | | | | | |
| Relevant sites occupied solely by owners and family members | No charge | | | No charge | | |
| 1-5 mobile homes on site | No charge | | | No charge | | |
| 6-24 mobile homes on site | 158.00 | 0.00 | 158.00 | 160.00 | 0.00 | 160.00 |
| 25-99 mobile homes on site | 194.00 | 0.00 | 194.00 | 196.00 | 0.00 | 196.00 |
| 100+ mobile homes on site | 229.00 | 0.00 | 229.00 | 231.00 | 0.00 | 231.00 |
| <i>Fee to Transfer or Amend Mobile Home Site Licence</i> | | | | | | |
| Transfer or amend mobile home site licence | 88.00 | 0.00 | 88.00 | 89.00 | 0.00 | 89.00 |
| <i>Fee for the Deposit of Mobile Home Site Rules</i> | | | | | | |
| Deposit of mobile home site rules | 88.00 | 0.00 | 88.00 | 132.00 | 0.00 | 132.00 |
| Smoke and Carbon Monoxide Regulations 2015 | | | | | | New Charge |
| Fine level progresses to maximum fine permitted (1st offence £1,500, 2nd £2,500, 3rd £5,000) | | | | | | |
| Penalty charge for non-compliance of Smoke or CO Alarm Regulations | N/A | N/A | N/A | 5,000.00 | 0.00 | 5,000.00 |
| The Redress Scheme for Lettings Agency Work & Management Work Order 2014 | | | | | | No Change |
| Fine level progresses to maximum fine permitted (1st offence £2,500, 2nd £5,000) | | | | | | |
| Penalty charge for non-compliance of Redress Scheme for Letting Agents Order | 5,000.00 | 0.00 | 5,000.00 | 5,000.00 | 0.00 | 5,000.00 |

List of income from fees and charges for 2016/17 budgets

| Service | Charge | 2016/17 Budget £ |
|----------------------------------|--|---------------------|
| Commissioning & Customer Contact | Car parks and season tickets | 1,674,900 |
| Commissioning & Customer Contact | Garden waste collections (brown bins) | 367,500 |
| Commissioning & Customer Contact | Residents parking permits (including voucher parking for visitors parking in residential bays) | 97,000 |
| Commissioning & Customer Contact | Cemeteries burial fees | 114,960 |
| Commissioning & Customer Contact | Bulky waste collections | 57,000 |
| Commissioning & Customer Contact | Residential wheeled bins | 20,500 |
| Commissioning & Customer Contact | Street naming and numbering | 15,000 |
| Commissioning & Customer Contact | Beach hut charges | 0 |
| Commissioning & Customer Contact | Seafront memorial bench | 1,000 |
| Commissioning & Customer Contact | Travelling fetes & fairs and access over open space licence | 11,780 |
| Commissioning & Customer Contact | Sports facilities | 11,500 |
| Commissioning & Customer Contact | Allotments | 1,000 |
| Commissioning & Customer Contact | Radar keys for disabled toilets | 210 |
| Corporate Services | Taxi (Hackney Carriage) licensing | 64,300 |
| Corporate Services | Legal services charges, including S106 application fees | 28,660 |
| Corporate Services | Hire of meeting rooms at Swale House | 100 |
| Economic & Cultural Services | Fixed penalty notices – environmental response | 3,000 |
| Economic & Cultural Services | King George's Pavilion | 13,980 |
| Economic & Cultural Services | Advertising fees for Inside Swale | 5,000 |
| Economic & Cultural Services | Annual animal licences | 10,500 |
| Economic & Cultural Services | Stray dog collection | 9,000 |
| Economic & Cultural Services | Pest control treatments | 2,000 |
| Economic & Cultural Services | Alleygate key | 50 |
| Economic & Cultural Services | Guildhall | 600 |
| Economic & Cultural Services | Town Centre Licence | 0 |
| Housing | Stayput handyperson charges | 2,200 |
| Housing | Home inspection for immigration application fee | 100 |

List of income from fees and charges for 2016/17 budgets

| Service | Charge | 2016/17 Budget £ |
|---|--|---------------------|
| Mid-Kent Environmental Health Service | CIEH Level 2 Award Training in Food Safety in Catering | 500 |
| Mid-Kent Environmental Health Service | Registration fee under the Local Government (Misc Provisions) Act | 1,500 |
| Mid-Kent Environmental Health Service | Request for environmental information | 1,000 |
| Mid-Kent Environmental Health Service | Food export certificate | 100 |
| Planning | Local land charges | 210,000 |
| Planning | Pre-application planning advice fees | 60,000 |
| Planning | S106 Monitoring fees | 65,000 |
| Planning | Photocopying charges | 2,000 |
| Planning | Planning fees – www.swale.gov.uk/types-of-application-and-fees/ | 668,800 |
| Total fees and charges agreed as part of this report | | 3,562,720 |

| Charges set by Government or an External Body | | |
|---|--|----------------|
| Commissioning & Customer Contact | Fixed penalty notices – parking | 474,890 |
| Corporate Services | Licences (premises and liquor, street trading, sex establishments and scrap metal) | 99,500 |
| Corporate Services | Purchase of electoral register | 1,500 |
| Housing | Houses in multiple occupation | 500 |
| Housing | Mobile home site licence fee | 0 |
| Housing | Smoke or CO Alarm Regulations Redress Scheme for Lettings Agency Work & Management Work Order 2014 | 0 |
| Total fees and charges set nationally and by external bodies | | 576,390 |

| | | |
|------------------------|---|-----------------------|
| Cabinet Meeting | | Agenda Item: 6 |
| Meeting Date | 9 November 2016 | |
| Report Title | Council Tax Support Scheme 2017/18 | |
| Cabinet Member | Cllr Duncan Dewar-Whalley, Cabinet Member for Finance and Performance | |
| SMT Lead | Emma Wiggins/Nick Vickers | |
| Head of Service | Amber Christou | |
| Lead Officer | Zoe Kent/Nick Vickers | |
| Recommendations | <ol style="list-style-type: none"> 1. To note the outcome of the public consultation having taken consideration of the potential impact of the proposed changes on working age claimants with the protected characteristics of disability, age and sex under the Equalities Act 2010. 2. To recommend changes to the current scheme as listed in paragraph 3.6. 3. To agree the new funding model from the major preceptors for the collection of Council Tax from Council Tax Support claimants during 2017/18. | |

1 Purpose of Report and Executive Summary

- 1.1 The Council Tax Support Scheme (CTS) was introduced by the Department for Communities and Local Government (DCLG) in April 2013 as a replacement for Council Tax Benefit (CTB) administered on behalf of the Department for Work and Pensions (DWP). Each year the local Scheme must be approved by Full Council by 31 January.
- 1.2 The purpose of this report is, having noted the outcome of the public consultation and having considered the potential impact of the proposed changes on working age claimants taking into account the protected characteristics of disability, age and sex, under the Equalities Act 2010, to recommend changes to the current CTS scheme listed in paragraph 3.6.

2 Background

- 2.1 Prior to the introduction of the scheme in April 2013 the Kent authorities worked together to design a CTS scheme. A common approach was adopted across Kent, with the new scheme broadly replicating the former CTB scheme, but with a basic reduction in entitlement for working age claimants.

- 2.2 As part of its introduction, central government set out a number of key elements:
- the duty to create a local scheme for working age applicants was placed with billing authorities;
 - government funding was reduced initially by the equivalent of 10% from the levels paid through benefit subsidy to authorities under the previous CTB scheme; and
 - persons of pension age, although allowed to apply for CTS, would be dealt with under regulations prescribed by central government, and not the authority's local scheme.
- 2.3 In Swale under the current scheme working age claimants must pay at least 15% of their Council Tax liability. The figure of 15% represented the 10% funding loss applied to the working age caseload across Kent. Although there is a common approach across Kent, local schemes at district level have been tailored to local needs, so in other parts of Kent the percentage varies.
- 2.4 The Kent districts have been able to use the changes to the empty property discounts to vary the amount working age claimants pay towards their liability. Since its introduction in April 2013, our own local scheme has been reviewed annually; however, the core elements remain as were originally agreed.
- 2.5 Under the Kent-wide agreement the major precepting authorities agreed to collectively pay to each district council an administration fee of £125,000 each year, for three years, to assist with the costs of delivering and managing the scheme. The original three year period ceased on 31 March 2016. As a result of Kent Finance Officers Group discussions, it was agreed to continue the £125,000 administration fee for a further 12 months (i.e. to cover 2016/17) to enable a new scheme to be developed using an evidence-based approach.
- 2.6 When the new scheme started in April 2013, it resulted in approximately 5,000 households within the Borough paying some council tax for the first time. In addition, approximately 2,500 other households who received partial assistance saw increases in their bills.
- 2.7 Collection of the council tax balances in these cases has been challenging. However, with focus on these accounts and some changes to recovery processes, the scheme has largely been successful. The administrative fee paid by the major preceptors has been essential in assisting with the cost of the recovery of these debts.
- 2.8 The overall level of applicants, both working age and pension age, has fallen since the introduction of CTS to 11,921 as at 31 March 2016, compared with 13,381 as at 1 April 2013. This is mainly due to a reduction in unemployment and the rise of the pension age. As a result, the total cost of the scheme has reduced since its inception.

2.9 However, the initial '90%' funding that the government passed on to authorities through Revenue Support Grant to support the costs of local schemes has effectively been cut as part of the wider reductions in local government financial settlements. Therefore, although costs have reduced due to a lower claimant base, the outcome is that a greater share of the cost burden is falling on the billing authorities and the other major precepting bodies. This outcome has been one of the main catalysts for undertaking the review.

Table 1: CTS expenditure by year

| Year | Expenditure |
|-------------|--------------------|
| 2013/14 | £10,712,895 |
| 2014/15 | £ 9,940,783 |
| 2015/16 | £ 9,801,120 |
| 2016/17 | £ 9,723,402 |

2.10 A group of finance and revenue officers from the Kent districts and major precepting authorities have been working closely together in setting the objectives of the review, and maintaining a common approach to the redesign of the local schemes. To support the review a consultant was appointed by Ashford BC on behalf of the Kent districts and major preceptors, with the costs being shared. The consultant has been assisting in the evaluation of alternative scheme models and with the public consultation process.

2.11 The objectives that have been collectively agreed are to:

- (i) have regard to the reductions in government grant and the financial pressures we face;
- (ii) make the scheme less costly (if possible), and more efficient in terms of its operation; and
- (iii) have regard to the impact such changes may have on vulnerable residents, and target support to those most in need.

2.12 It has been recognised by the Kent Finance Officers' group that the contributions that the major precepting authorities make towards the administration of the scheme are essential. Changes to the local scheme could potentially lead to a need to collect even more council tax from individuals who may find it difficult to pay, as well as those individuals finding the resultant changes difficult to comprehend.

2.13 Therefore, in parallel with the review of the local schemes, representatives from the Kent district councils have worked with the major preceptors to formulate a new funding model for assistance towards the administrative costs. This will be based on a fixed rate for each district of £70,000, plus an additional amount based on the size of the caseload. For Swale this is projected to be £71,600, making an overall contribution of £141,600.

3 Proposal

- 3.1 In liaison with the consultant, the Kent Finance Officers' group has considered a wide range of options for potential change, having regard to the objectives set out in paragraph 2.11 and the suitability for Kent. The options have been examined in detail with the Leader and relevant Cabinet Members.
- 3.2 The conclusion from the Group is that the most practical option would be to maintain a scheme similar to our current scheme. The reasoning behind this is:
- (i) it is known to our claimants;
 - (ii) it largely mirrors the housing benefit system;
 - (iii) our software systems are adapted for this type of scheme and would, therefore, require little additional cost to update;
 - (iv) our staff are familiar with the administration of this type of scheme; and
 - (v) as it is also aligned to housing benefit, we can continue to take advantage of economies of scale.
- 3.3 In order to meet the challenges of funding pressures, some adjustments to the current scheme will inevitably need to be made. Initially, the major precepting authorities had suggested that we seek to reduce the cost of the scheme through the increase in minimum contribution rate (currently 15% for working age claimants in Swale). Evidence from authorities across the country suggests there is a tipping point somewhere between 20% and 25% after which collection rates are affected significantly. The tipping point tends to affect claimants on low or fixed incomes, particularly single persons and couples with no dependants. Increasing the minimum percentage that a working age claimant needs to pay beyond the tipping point is likely to be counter-productive in terms of amounts actually collected, as well as hardship for some households.
- 3.4 Given the objectives of the review set out at 2.11, it is important that we seek to reduce the overall costs of the scheme whilst maintaining fairness and the feasibility of the scheme. A locally determined selection of options based on these principles, as set out in paragraph 3.6, were included as part of the consultation on Swale's scheme for 2017/18.
- 3.5 The Council went out to consultation on these options for a 12 week period ending on 28 August 2016 via a direct email to approximately 10,000 households. The results of the consultation are contained in Appendix I.
- 3.6 Given the financial challenge facing the Council, it is recommended that the Council implements the changes set out within the consultation, subject to the amendments set out in Table 2.

Table 2: Council Tax Support Options

| Option | Recommendation | |
|---|--------------------------|---|
| Option 1 - Reducing the maximum level of support for working age applicants from 85 per cent to 81.5 or 80 per cent. | Implement | Consultation findings support change to reducing the maximum level of support for working age applicants to 80 per cent. |
| Option 2* - Removing the Family Premium for all new working age applicants. | Implement | Consultation findings support change. Change brings CTS in line with wider welfare system. |
| Option 3* - Reducing backdating to one month. | Implement | Consultation findings support change. Scope to address vulnerability through the hardship scheme. |
| Option 4 - Using a set income for self-employed earners after one year's self-employment. | Implement with amendment | Period extended to 18 months in response to consultation feedback. |
| Option 5* - Reducing the period for which a person can be absent from Great Britain and still receive Council Tax Reduction to four weeks. | Implement | Consultation findings support change. Scope to address vulnerability through the hardship scheme |
| Option 6 - To introduce a standard level of non dependant deduction of £15 for all claimants who have non-dependants resident with them. | Implement with amendment | Deduction to be set at £15 for those non dependants in remunerative work (working more than 16 hours per week), in response to consultation feedback. |
| Option 7 - To take any Child Maintenance paid to a claimant or partner into account in full in the calculation of Council Tax Support. | Implement | Consultation findings support change. Inclusion of maintenance income within calculation provides a level of support based on ability to pay. |
| Option 8 - To take any Child Benefit paid to a claimant or partner into account in full in the calculation of Council Tax Support. | Implement | Consultation findings support change. |
| Option 9 - To remove Second Adult Reduction from the scheme. | Implement | Second adult rebate does not consider means of main householder. Support still |

| | | |
|---|-----------|--|
| | | available for low income households through main CTS scheme. |
| Option 10* - To remove the Work Related Activity component in the calculation of Council Tax Support. | Implement | Consultation findings support change. Change brings CTRS in line with wider welfare system. |
| Option 11* - To limit the number of dependant children within the calculation for Council Tax Support to a maximum of two. | Implement | Consultation findings support change. Change brings CTRS in line with wider welfare system. |

* to match Housing Benefit Regulations

3.7 Many of the changes to the scheme are intended to align Council Tax Support with the administration of Housing Benefit in order to reduce administration costs. At the present time the following changes have yet to be made within Housing Benefit regulations but are expected before 1 April 2017:

- the limitation of dependents additions to two dependents where a third or subsequent child is born on or after 1 April 2017 (HB and Child tax Credits are due to change from April 2017); and
- the removal of the Work Related Activity Component for all new Employment and Support Allowance applicants on or after 1 April 2017.

3.8 It is advised that in the unlikely event that these changes are not effected by Central Government by 1 April 2017, that the Council's CTS scheme will not be amended for 2017 but will be amended from 2018.

4 Alternative Options

4.1 As part of the consultation, as well as consulting on various options related to the design of the scheme, case law has clarified that we are also required to consider alternative funding options as opposed to simply changing the current scheme to reduce costs.

4.2 Therefore, within the consultation the following questions were posed.

- (i) Should Council Tax be increased for all Council Tax payers to fund the CTS scheme?
- (ii) Should Council reserves be used to fund the scheme?
- (iii) Should there be cuts to Council services to fund the scheme?

4.3 All options in 4.2 were rejected by the majority of responders - see Appendix I for the detail. As the Council's funding from the Government for the provision of all services is likely to be reduced in the future, and as the impact of choosing any of the alternative funding options would affect all residents in the Borough, it is not

considered that any of the options in 4.2 should be taken forward for funding the CTS scheme.

- 4.4 The Council could make no changes to the CTS Scheme. However, given the positive response to the consultation exercise, and as the Council's funding will continue to reduce, this is also not considered to be a viable option.

5 Consultation Undertaken or Proposed

- 5.1 Prior to the implementation of any changes to a CTS scheme, authorities are required to consult with the public. There have been a number of challenges to CTS consultations, and it should be noted that a recent judgement handed down by the Supreme Court has defined what is meant by 'good consultation'.

- 5.2 The guiding principles which have been established through case law for fair consultation are as follows:

- (i) the consultation must be carried out at a stage when proposals are still at a formative stage;
- (ii) sufficient information on the reasons for the decision must be provided to permit the consultees to carry out intelligent consideration of the issues to respond;
- (iii) adequate time must be given for consideration and responses to be made; and
- (iv) the results of the consultation must be properly taken into account in finalising any decision.

- 5.3 The Kent Finance and Revenues officers worked closely with the consultant to prepare robust and consistent consultation material that was individually branded by each district council within Kent. Each district council has consulted on its own scheme design, and ultimately will make its own decisions about its final local scheme after the consultation.

- 5.4 Following the report to Cabinet on 25 May 2016 a public consultation was undertaken between 6 June 2016 and 28 August 2016. The consultation was open to all Swale residents aged 18 or over, i.e. people who pay Council Tax or receive CTS. The consultation was carried out online, with a direct email to approximately 10,000 households, and was promoted on the Council's website, through social media, and in the local media. Paper copies were available on request.

- 5.5 A total of 290 people responded to the questionnaire. The consultation results are set out in full in Appendix I.

- 5.6 There is also a duty to consult with the major precepting authorities who are statutory consultees. All major precepting authorities have advised they are content with the proposals so far.

5.7 This report has been offered to the Policy Development Review Committee for their review.

6 Implications

| Issue | Implications |
|----------------------------------|--|
| Corporate Plan | <p>Running an effective and efficient CTS Scheme contributes to the Council priority of being 'A Council to be proud of'. It also contributes to the priority of 'A Community to be proud of', as it supports the most vulnerable whilst creating incentives to work for those who are able to.</p> <p>The changes introduced through the Welfare Reform agenda and Local Council Tax Support Scheme are aimed at providing greater work incentives, which have the potential to positively impact on the economic prosperity of those returning to employment, as well as the wider community. Data shows that the number of working age claimants has reduced, which results at least in part from movement of benefits claimants into work.</p> <p>Performance is measured through BV9 Percentage of Council Tax collected in year.</p> |
| Financial, Resource and Property | <p>The cost of consultancy has been shared by all Kent authorities. Swale's share of the cost is under £500. It is anticipated that there will be some limited costs associated with the consultation process, but this is a statutory requirement.</p> <p>The costs of awards made under the CTS scheme impact on the declared tax base, and thereby the council tax yield. If the cost of awards were to be reduced, this would mean that the Council's tax base would increase, and overall council tax income could increase.</p> <p>Any increase to council tax income is shared through the Collection Fund with major preceptors.</p> |
| Legal and Statutory | <p>The Council has a statutory duty to consult on a proposed scheme. As mention in paragraph 5.1, case law has determined the guiding principles for fair consultation, which we followed.</p> <p>Regard needs to be made to the rules around consultation laid out through the Supreme Court ruling in the case of R (on the application of Moselely) v London Borough of Haringey (2014), and in particular, the need to set out alternative choices within the consultation. This is referred to in paragraph 5.2 of the report.</p> |
| Crime and Disorder | No implications. |
| Sustainability | No implications. |

| | |
|---------------------------------------|--|
| Health and Wellbeing | Residents who have difficulty in paying their Council Tax can put in a claim for a Section 13A discretionary hardship award. Those whose health appears to be affected will be signposted to appropriate advice. |
| Risk Management and Health and Safety | <p>The risk to households has been covered in the Community Impact Assessment (see Appendix II).</p> <p>To mitigate the risk to the Council, advice was obtained from a consultant, and a full consultation was carried out on the proposed scheme.</p> |
| Equality and Diversity | <p>Following the consultation a full Community Impact Assessment has been carried out. The CIA is available at Appendix II, and the related Equality Impact Data is set out in Appendix III.</p> <p>The following issues came out of the consultation and the Community Impact Assessment:</p> <ul style="list-style-type: none"> ▪ claimants with children will have less income for their living expenses and for caring for their children if they have to pay more towards their Council Tax; and ▪ disabled claimants who may be unable to work due to their disability may be affected by an increase in the amount of Council Tax they have to pay. <p>To mitigate these issues the Council provides a Section 13A discretionary hardship scheme.</p> |

7 Appendices

7.1 The following documents are to be published with this report and form part of the report:

- Appendix I: CTS Scheme review of the consultation
- Appendix II: Full CIA CTS Scheme 2017/18
- Appendix III: Equality Impact Data

8 Background Documents

Council Tax Support Report 2016/17 Scheme, Full Council 26/11/2015

<http://services.swale.gov.uk/meetings/ieListDocuments.aspx?CId=128&MID=1288>

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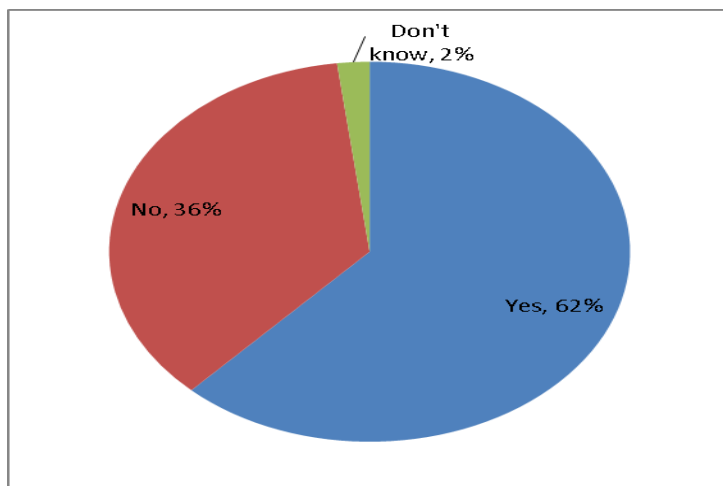
Council Tax Support Scheme Options

A consultation was carried out for 12 weeks ending on 28 August 2016, 290 people responded to the consultation with many commenting on the proposals. Responders were asked to comment on eleven options to change the scheme. They were also asked whether the Council should use alternative means such as increasing Council Tax or reducing services to cover the cost of the scheme.

This paper gives an overview of the responses.

| Option | % agreeing with the option |
|---|-----------------------------------|
| Option 1 - Reducing the maximum level of support for working age applicants from 85 per cent to 81.5 or 80 per cent | 62% |
| Option 2 - Removing the Family Premium for all new working age applicants. (To match HB Regulations). | 55% |
| Option 3 - Reducing backdating to one month. (To match HB Regulations). | 72% |
| Option 4 - Using a set income for self-employed earners after one year's self-employment. | 55% |
| Option 5 - Reducing the period for which a person can be absent from Great Britain and still receive Council Tax Reduction to four weeks. (To match HB Regulations). | 86% |
| Option 6 - To introduce a standard level of non dependant deduction of £15 for all claimants who have non dependants resident with them | 62% |
| Option 7 - To take any Child Maintenance paid to a claimant or partner into account in full in the calculation of Council Tax Reduction | 65% |
| Option 8 - To take any Child Benefit paid to a claimant or partner into account in full in the calculation of Council Tax Reduction | 59% |
| Option 9 - To remove Second Adult Reduction from the scheme | 56% |
| Option 10 - To remove the Work Related Activity component in the calculation of Council Tax Reduction. (To match HB Regulations). | 71% |
| Option 11 - To limit the number of dependant children within the calculation for Council Tax Reduction to a maximum of two. (To match HB Regulations). | 76% |
| Do you think we should choose any of the following options rather than the proposed changes to the Council Tax Reduction Scheme? Please select one answer for each source of funding. | |
| Increase the level of Council Tax | 15% |
| Find savings from cutting other Council Services | 26% |
| Use the Council's reserve | 31% |
| If the Council were to choose these other options to make savings, what would be your order of preference? | |
| Increase the level of Council Tax – Most Preferred | 22% |
| Least Preferred | 78% |
| Reduce funding available for other Council Services – Most Preferred | 43% |
| Least Preferred | 57% |
| Use the Council's reserves – Most Preferred | 71% |
| Least Preferred | 29% |

Option 1 - Reducing the maximum level of support for working age applicants from 85 per cent to 81.5 or 80 per cent



| Gender | Yes | No | Don't know |
|--------|-----|----|------------|
| Male | 77 | 43 | 2 |
| Female | 90 | 53 | 4 |

| Age | Yes | No | Don't know |
|-------|-----|----|------------|
| 18-24 | 0 | 4 | 0 |
| 25-34 | 31 | 14 | 2 |
| 35-44 | 45 | 25 | 0 |
| 45-54 | 36 | 25 | 2 |
| 55-64 | 29 | 18 | 1 |
| 65-74 | 26 | 10 | 0 |
| 75-84 | 2 | 0 | 1 |

| Disability | Yes | No | Don't know |
|--------------|-----|----|------------|
| Disabled | 19 | 14 | 1 |
| Not Disabled | 147 | 78 | 4 |

| Ethnicity | Yes | No | Don't know |
|---------------|-----|----|------------|
| White British | 135 | 86 | 6 |
| Asian | 0 | 2 | 0 |
| Black | 0 | 1 | 0 |
| Mixed | 2 | 0 | 0 |
| Other | 4 | 3 | 0 |

| CTS | Yes | No | Don't know |
|-----------------------|-----|----|------------|
| In receipt of CTS | 32 | 37 | 3 |
| Not in receipt of CTS | 141 | 56 | 3 |

The majority of responders were in favour of option 1, reducing the maximum level of support of working age applicants from 85% to 81.5% or 80%. We ask responders who were in favour of option 1 whether we should reduce the maximum level of support from 85% to 81.5% or 80%? 65% were in favour of reducing the maximum level of support to 80% compared with 35% favouring the higher level of support at 81.5%.

Most responders felt that a CTS scheme should be in place. Those receiving CTS, Universal Credit, and those on a low income made comments that they struggled to pay all their bills and needed the support provided.

There was also an equivalent amount of responders saying that they felt that all residents should pay towards council services and the percentage should be increased. Many were sympathetic to the vulnerable and those who stated they were disabled were worried about losing support.

| | | |
|---------------|--------------|------------|
| Gender | 81.5% | 80% |
| Male | 25 | 53 |
| Female | 33 | 57 |

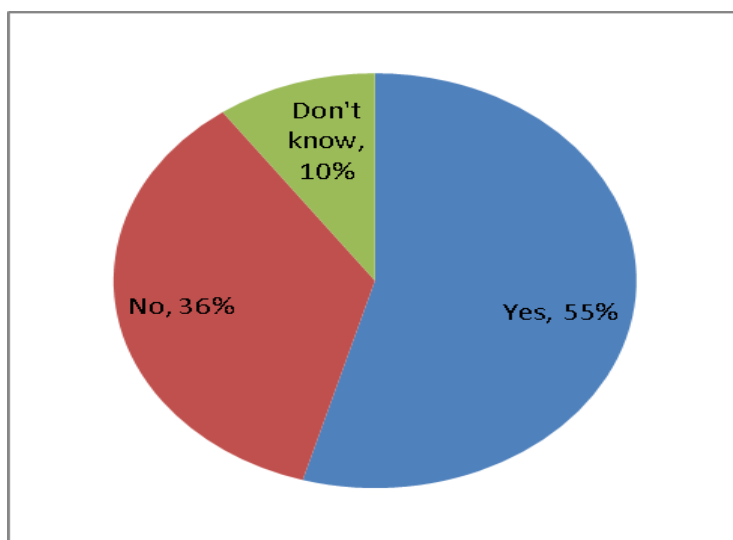
| | | |
|------------|--------------|------------|
| Age | 81.5% | 80% |
| 18-24 | 1 | 0 |
| 25-34 | 8 | 22 |
| 35-44 | 12 | 33 |
| 45-54 | 12 | 24 |
| 55-64 | 11 | 18 |
| 65-74 | 15 | 12 |
| 75-84 | 0 | 2 |

| | | |
|-------------------|--------------|------------|
| Disability | 81.5% | 80% |
| Disabled | 5 | 15 |
| Not Disabled | 53 | 94 |

| | | |
|------------------|--------------|------------|
| Ethnicity | 81.5% | 80% |
| White British | 55 | 100 |
| Asian | 0 | 1 |
| Black | 0 | 1 |
| Mixed | 0 | 1 |
| Other | 1 | 3 |

| | | |
|-----------------------|--------------|------------|
| CTS | 81.5% | 80% |
| In receipt of CTS | 17 | 16 |
| Not in receipt of CTS | 43 | 97 |

Option 2 - Removing the Family Premium for all new working age applicants



| Gender | Yes | No | Don't know |
|---------------|------------|-----------|-------------------|
| Male | 78 | 35 | 2 |
| Female | 71 | 62 | 4 |

| Age | Yes | No | Don't know |
|------------|------------|-----------|-------------------|
| 18-24 | 3 | 2 | 0 |
| 25-34 | 21 | 21 | 2 |
| 35-44 | 31 | 31 | 0 |
| 45-54 | 34 | 24 | 2 |
| 55-64 | 33 | 10 | 1 |
| 65-74 | 25 | 10 | 0 |
| 75-84 | 2 | 1 | 1 |

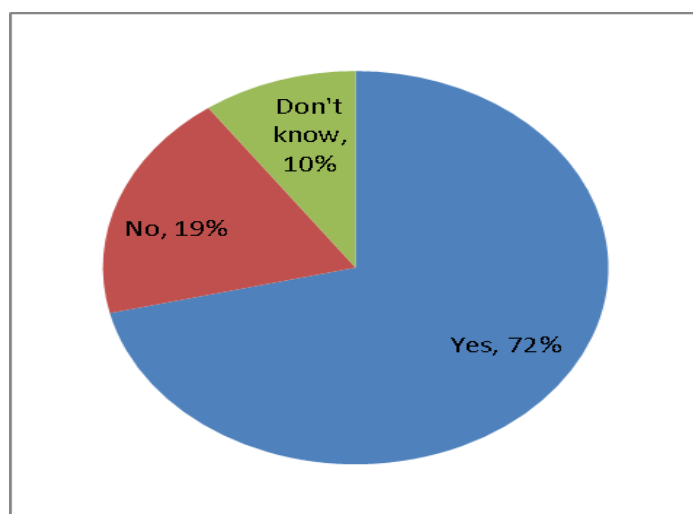
| Disability | Yes | No | Don't know |
|-------------------|------------|-----------|-------------------|
| Disabled | 20 | 14 | 1 |
| Not Disabled | 123 | 82 | 4 |

| Ethnicity | Yes | No | Don't know |
|------------------|------------|-----------|-------------------|
| White British | 135 | 86 | 23 |
| Asian | 0 | 2 | 0 |
| Black | 0 | 1 | 0 |
| Mixed | 2 | 0 | 0 |
| Other | 4 | 3 | 0 |

| CTS | Yes | No | Don't know |
|-----------------------|------------|-----------|-------------------|
| In receipt of CTS | 30 | 32 | 10 |
| Not in receipt of CTS | 120 | 66 | 16 |

Overall, a greater proportion of responders (55%), were in favour of removing the family premium for all new working age applicants. The comments on this option were split between those who had a family who felt the premium should stay, and those who felt families should not receive any extra help.

Option 3 - Reducing backdating to one month



| Gender | Yes | No | Don't know |
|---------------|------------|-----------|-------------------|
| Male | 89 | 26 | 8 |
| Female | 106 | 26 | 17 |

| Age | Yes | No | Don't know |
|-------|-----|----|------------|
| 18-24 | 3 | 1 | 1 |
| 25-34 | 40 | 5 | 2 |
| 35-44 | 53 | 13 | 5 |
| 45-54 | 40 | 19 | 4 |
| 55-64 | 32 | 8 | 8 |
| 65-74 | 28 | 5 | 4 |
| 75-84 | 2 | 0 | 1 |

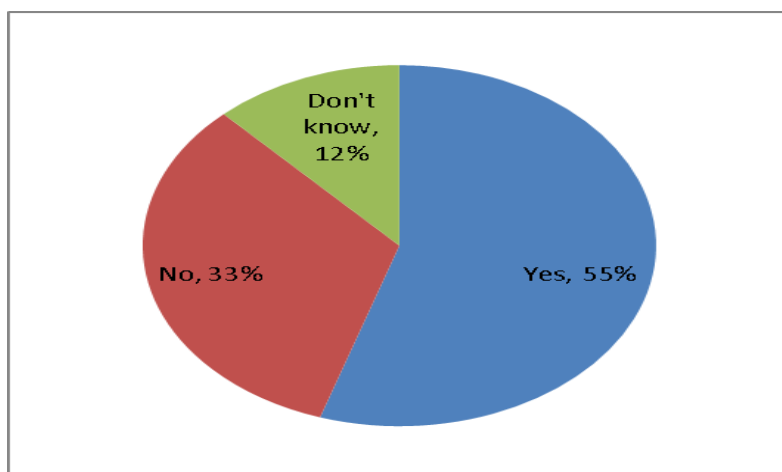
| Disability | Yes | No | Don't know |
|--------------|-----|----|------------|
| Disabled | 22 | 8 | 7 |
| Not Disabled | 170 | 40 | 17 |

| Ethnicity | Yes | No | Don't know |
|---------------|-----|----|------------|
| White British | 179 | 43 | 21 |
| Asian | 0 | 1 | 1 |
| Black | 1 | 1 | 0 |
| Mixed | 2 | 0 | 0 |
| Other | 6 | 1 | 0 |

| CTS | Yes | No | Don't know |
|-----------------------|-----|----|------------|
| In receipt of CTS | 51 | 14 | 7 |
| Not in receipt of CTS | 147 | 37 | 17 |

The majority of responders said they were in favour of reducing the backdating of Council Tax Support applications to one month. Most responders who commented agreed that a month was long enough. A number suggested that those who were vulnerable and facing a particularly challenging time may need longer. In these circumstances we would consider a Section 13A hardship award.

Option 4 - Using a set income for self-employed earners after one year's self-employment



| Gender | Yes | No | Don't know |
|--------|-----|----|------------|
| Male | 73 | 39 | 11 |
| Female | 79 | 49 | 21 |

| Age | Yes | No | Don't know |
|-------|-----|----|------------|
| 18-24 | 2 | 1 | 2 |
| 25-34 | 23 | 18 | 6 |
| 35-44 | 33 | 28 | 9 |
| 45-54 | 40 | 19 | 5 |
| 55-64 | 26 | 15 | 7 |
| 65-74 | 26 | 8 | 3 |
| 75-84 | 1 | 1 | 1 |

| Disability | Yes | No | Don't know |
|--------------|-----|----|------------|
| Disabled | 19 | 14 | 4 |
| Not Disabled | 127 | 47 | 27 |

| Ethnicity | Yes | No | Don't know |
|---------------|-----|----|------------|
| White British | 134 | 82 | 28 |
| Asian | 1 | 0 | 1 |
| Black | 1 | 0 | 0 |
| Mixed | 1 | 1 | 0 |
| Other | 6 | 1 | 0 |

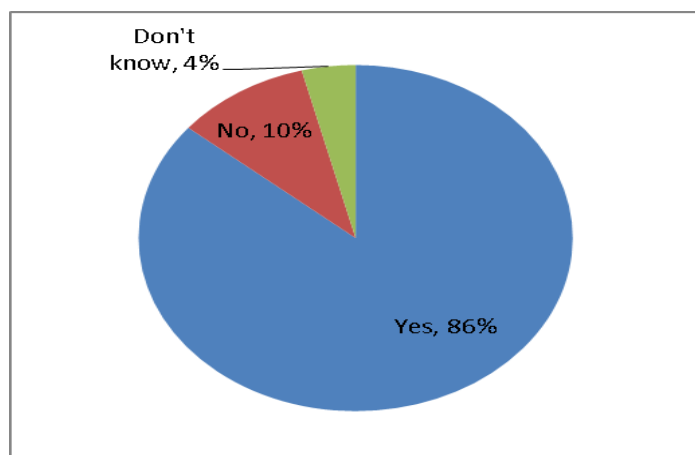
| CTS | Yes | No | Don't know |
|-----------------------|-----|----|------------|
| In receipt of CTS | 35 | 26 | 11 |
| Not in receipt of CTS | 118 | 64 | 20 |

Overall, 55% of survey responders were in favour of option 4 – using a set income for self-employed earners after one year of self-employment.

The comments from responders were split between those who agreed and raised a concern that cash payments are often not declared by a lot of self employed workers. Many felt income is often not declared.

Others felt it is difficult to set up a business and many would not be earning the proposed amount after 12 months. Some responders commented that a minimum income should be brought in after a longer period.

Option 5 - Reducing the period for which a person can be absent from Great Britain and still receive Council Tax Support to four weeks



| Gender | Yes | No | Don't know |
|--------|-----|----|------------|
| Male | 108 | 14 | 6 |
| Female | 128 | 14 | 4 |

| Age | Yes | No | Don't know |
|-------|-----|----|------------|
| 18-24 | 3 | 1 | 0 |
| 25-34 | 42 | 3 | 2 |
| 35-44 | 64 | 5 | 2 |
| 45-54 | 55 | 7 | 3 |
| 55-64 | 40 | 6 | 3 |
| 65-74 | 31 | 6 | 0 |
| 75-84 | 3 | 0 | 0 |

| Disability | Yes | No | Don't know |
|--------------|-----|----|------------|
| Disabled | 31 | 3 | 2 |
| Not Disabled | 199 | 23 | 9 |

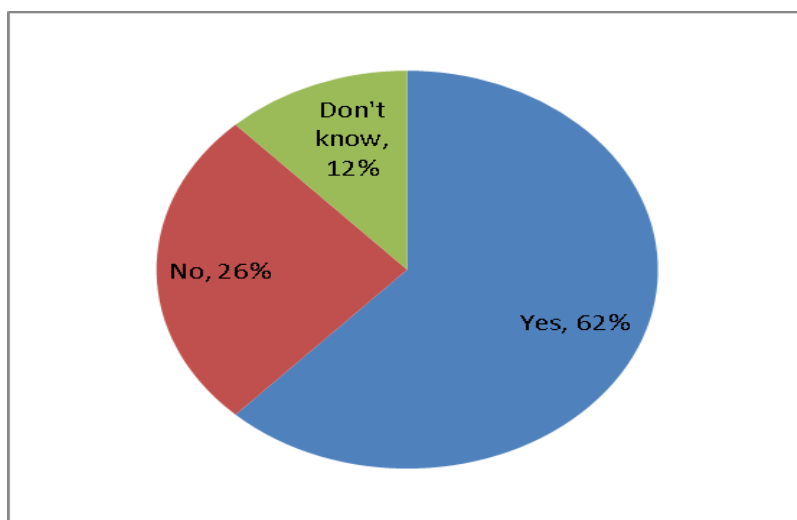
| Ethnicity | Yes | No | Don't know |
|---------------|-----|----|------------|
| White British | 213 | 24 | 9 |
| Asian | 0 | 1 | 0 |
| Black | 1 | 1 | 0 |
| Mixed | 1 | 1 | 0 |
| Other | 6 | 1 | 0 |

| CTS | Yes | No | Don't know |
|-----------------------|-----|----|------------|
| In receipt of CTS | 61 | 6 | 5 |
| Not in receipt of CTS | 177 | 23 | 5 |

The majority of respondents were in favour of option 5 – reducing the period for which a person can be absent from Great Britain and still receive CTS to four weeks.

Most responders who commented felt four weeks was long enough. A number of responders worried about those claimants who may be absent longer due to ill health or bereavement. In these circumstances we could consider a Section 13A hardship award.

Option 6- To introduce a standard level of non dependant deduction of £15 for all claimants who have a non dependant resident with them



| Gender | Yes | No | Don't know |
|--------|-----|----|------------|
| Male | 84 | 33 | 9 |
| Female | 86 | 39 | 24 |

| Age | Yes | No | Don't know |
|-------|-----|----|------------|
| 18-24 | 4 | 1 | 0 |
| 25-34 | 26 | 14 | 7 |
| 35-44 | 46 | 17 | 8 |
| 45-54 | 35 | 23 | 7 |
| 55-64 | 34 | 10 | 5 |
| 65-74 | 25 | 6 | 6 |
| 75-84 | 3 | 0 | |

| Disability | Yes | No | Don't know |
|--------------|-----|----|------------|
| Disabled | 23 | 10 | 4 |
| Not Disabled | 143 | 58 | 30 |

| Ethnicity | Yes | No | Don't know |
|---------------|-----|----|------------|
| White British | 155 | 62 | 29 |
| Asian | 2 | 0 | 0 |
| Black | 1 | 1 | 0 |
| Mixed | 1 | 1 | 0 |
| Other | 6 | 0 | 1 |

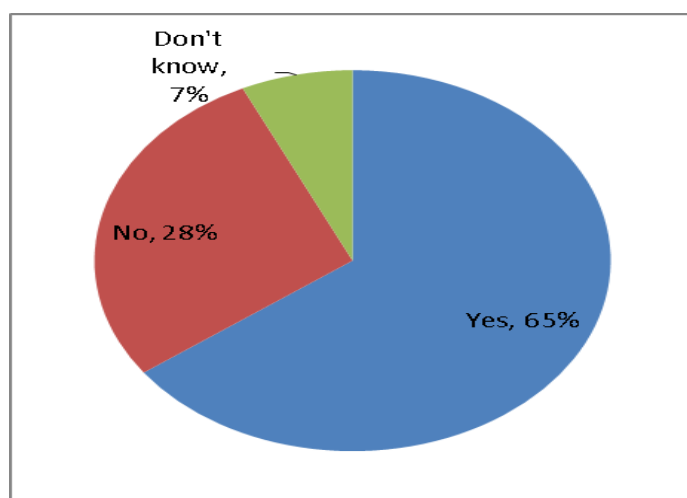
| CTS | Yes | No | Don't know |
|-----------------------|-----|----|------------|
| In receipt of CTS | 37 | 23 | 12 |
| Not in receipt of CTS | 135 | 49 | 21 |

62% of responders were in favour of option 6 - to introduce a standard level of nondependent deduction of £15 for all claimants who have a non dependant resident with them.

Of those responders who commented, those in favour felt other adults in a household should pay towards Council Tax. Some felt the contribution should be higher than £15.

Others felt that the standard deduction should only be charged for non-dependants who worked.

Option 7 - To take any Child Maintenance paid to a claimant or partner into account in full in the calculation of Council Tax Reduction



| Gender | Yes | No | Don't know |
|--------|-----|----|------------|
| Male | 86 | 33 | 6 |
| Female | 94 | 42 | 13 |

| Age | Yes | No | Don't know |
|-------|-----|----|------------|
| 18-24 | 3 | 2 | 0 |
| 25-34 | 35 | 9 | 3 |
| 35-44 | 44 | 23 | 3 |
| 15-54 | 44 | 16 | 5 |
| 55-64 | 25 | 16 | 8 |
| 65-74 | 27 | 9 | 1 |
| 75-84 | 3 | 0 | 0 |

| Disability | Yes | No | Don't know |
|--------------|-----|----|------------|
| Disabled | 24 | 12 | 1 |
| Not Disabled | 153 | 60 | 17 |

| Ethnicity | Yes | No | Don't know |
|---------------|-----|----|------------|
| White British | 165 | 64 | 17 |
| Asian | 0 | 2 | 0 |
| Black | 0 | 0 | 2 |
| Mixed | 1 | 1 | 0 |
| Other | 5 | 2 | 0 |

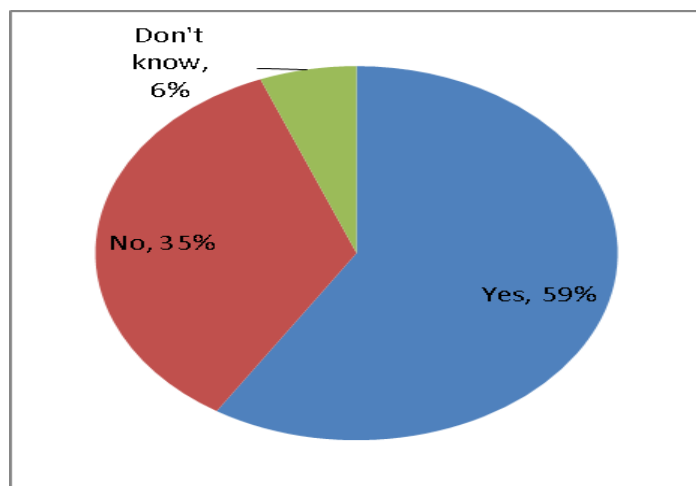
| CTS | Yes | No | Don't know |
|-----------------------|-----|----|------------|
| In receipt of CTS | 28 | 27 | 7 |
| Not in receipt of CTS | 143 | 49 | 12 |

65% of respondents were in favour of option 7.

Those who felt maintenance should be taken into account felt all income should be included in the CTS calculation. Some responders stated they knew parents who received large amounts of maintenance. Those against felt that maintenance is a payment provided for children and so should not be included. A few responders felt payments of child maintenance can be unreliable so to take it into account would be unfair.

It was felt that including it in the calculation of CTS might stop maintenance being paid. A few responders suggested taking maintenance into account above a certain amount, so a disregard would be applied.

Option 8 - To take any Child Benefit paid to a claimant or partner into account in full in the calculation of Council Tax Support



| Gender | Yes | No | Don't know |
|---------------|------------|-----------|-------------------|
| Male | 86 | 35 | 4 |
| Female | 75 | 58 | 14 |

| Age | Yes | No | Don't know |
|------------|------------|-----------|-------------------|
| 18-24 | 2 | 2 | 1 |
| 25-34 | 29 | 15 | 3 |
| 35-44 | 43 | 26 | 1 |
| 45-54 | 39 | 22 | 3 |
| 55-64 | 24 | 18 | 6 |
| 65-74 | 23 | 10 | 4 |
| 75-84 | 3 | 0 | 0 |

| Disability | Yes | No | Don't know |
|-------------------|------------|-----------|-------------------|
| Disabled | 22 | 12 | 2 |
| Not Disabled | 136 | 78 | 16 |

| Ethnicity | Yes | No | Don't know |
|------------------|------------|-----------|-------------------|
| White British | 146 | 83 | 15 |
| Asian | 0 | 1 | 1 |
| Black | 0 | 0 | 1 |
| Mixed | 1 | 1 | |
| Other | 3 | 4 | |

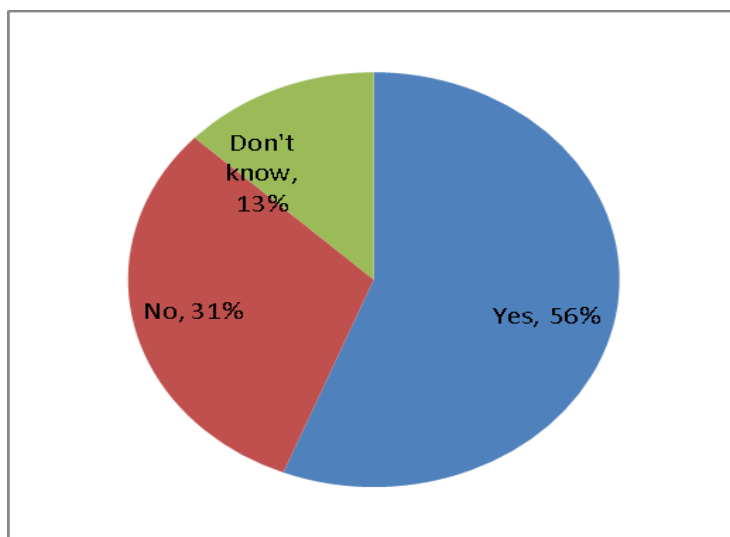
| CTS | Yes | No | Don't know |
|-----------------------|------------|-----------|-------------------|
| In receipt of CTS | 28 | 37 | 7 |
| Not in receipt of CTS | 134 | 59 | 9 |

Overall, 59% of respondents were in favour of option 8.

Again as with child maintenance there were many comments stating all income including child benefit should be taken into account.

Those responders who were against taking child benefit into account felt it was to support the children, not to be used towards the payment of council tax. Comments were made that maintenance should be taken into account before child benefit.

Option 9 - To remove Second Adult Reduction from the scheme



| Gender | Yes | No | Don't know |
|---------------|------------|-----------|-------------------|
| Male | 80 | 30 | 15 |
| Female | 74 | 54 | 19 |

| Age | Yes | No | Don't know |
|------------|------------|-----------|-------------------|
| 18-24 | 2 | 2 | 1 |
| 25-34 | 22 | 19 | 6 |
| 35-44 | 38 | 21 | 10 |
| 45-54 | 35 | 22 | 7 |
| 55-64 | 30 | 12 | 7 |
| 65-74 | 24 | 9 | 4 |
| 75-84 | 3 | 0 | 0 |

| Disability | Yes | No | Don't know |
|-------------------|------------|-----------|-------------------|
| Disabled | 17 | 14 | 6 |
| Not Disabled | 132 | 68 | 28 |

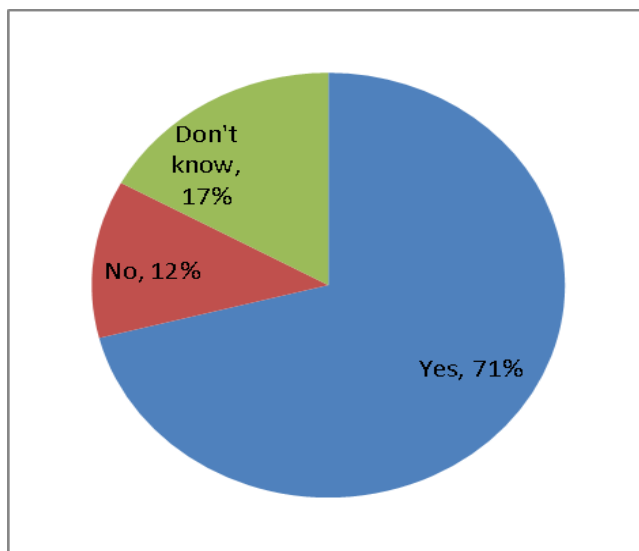
| Ethnicity | Yes | No | Don't know |
|------------------|------------|-----------|-------------------|
| White British | 142 | 71 | 31 |
| Asian | 0 | 1 | 1 |
| Black | 0 | 1 | 0 |
| Mixed | 1 | 1 | 0 |
| Other | 4 | 3 | 0 |

| CTS | Yes | No | Don't know |
|-----------------------|------------|-----------|-------------------|
| In receipt of CTS | 37 | 25 | 10 |
| Not in receipt of CTS | 119 | 58 | 25 |

Overall, 56% of respondents were in favour of option 9, to remove the Second Adult Discount from the scheme.

There was some confusion over this option: some responders seemed to think they would loose their Single Person Discount, which is not the case. Although most responders who commented felt this should be removed, some commented that it may stop households from housing those adults and that grown-up children may be forced to move out.

Option 10 - To remove the Work Related Activity component in the calculation of Council Tax Reduction



| Gender | Yes | No | Don't know |
|---------------|------------|-----------|-------------------|
| Male | 80 | 30 | 15 |
| Female | 74 | 54 | 19 |

| Age | Yes | No | Don't know |
|------------|------------|-----------|-------------------|
| 18-24 | 2 | 2 | 1 |
| 25-34 | 22 | 19 | 6 |
| 35-44 | 38 | 21 | 10 |
| 45-54 | 35 | 22 | 7 |
| 55-64 | 30 | 12 | 7 |
| 65-74 | 24 | 9 | 4 |
| 75-84 | 3 | 0 | 0 |

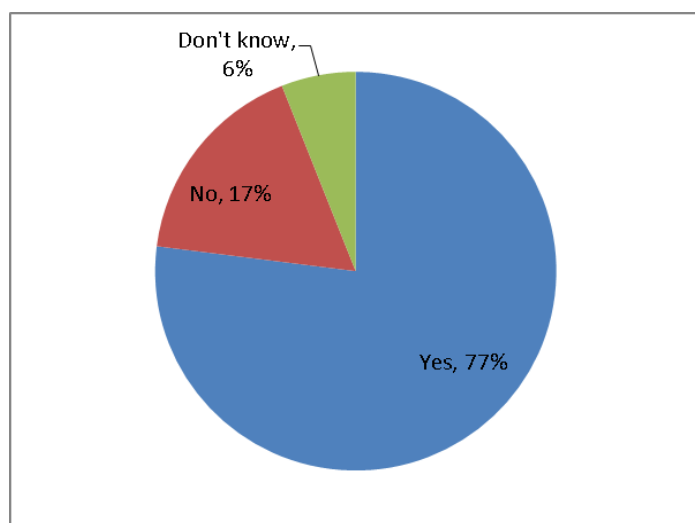
| Disability | Yes | No | Don't know |
|-------------------|------------|-----------|-------------------|
| Disabled | 17 | 14 | 6 |
| Not Disabled | 132 | 68 | 28 |

| Ethnicity | Yes | No | Don't know |
|------------------|------------|-----------|-------------------|
| White British | 142 | 71 | 31 |
| Asian | 0 | 1 | 1 |
| Black | 0 | 1 | 0 |
| Mixed | 1 | 1 | 0 |
| Other | 4 | 3 | 0 |

| CTS | Yes | No | Don't know |
|-----------------------|------------|-----------|-------------------|
| In receipt of CTS | 37 | 25 | 10 |
| Not in receipt of CTS | 119 | 58 | 25 |

71% of responders were in agreement with option 10. There were comments stating it was right to streamline the benefits system. Some felt that the sick and disabled shouldn't be penalised.

Option 11 - To limit the number of dependant children within the calculation for Council Tax Reduction to a maximum of two



| Gender | Yes | No | Don't know |
|---------------|------------|-----------|-------------------|
| Male | 111 | 29 | 4 |
| Female | 99 | 21 | 14 |

| Age | Yes | No | Don't know |
|------------|------------|-----------|-------------------|
| 18-24 | 4 | 0 | 1 |
| 25-34 | 34 | 10 | 2 |
| 35-44 | 53 | 13 | 4 |
| 45-54 | 51 | 10 | 4 |
| 55-64 | 37 | 7 | 4 |
| 65-74 | 30 | 5 | 2 |
| 75-84 | 3 | 0 | 0 |

| Disability | Yes | No | Don't know |
|-------------------|------------|-----------|-------------------|
| Disabled | 29 | 6 | 2 |
| Not Disabled | 176 | 38 | 14 |

| Ethnicity | Yes | No | Don't know |
|------------------|------------|-----------|-------------------|
| White British | 192 | 39 | 13 |
| Asian | 0 | 1 | 1 |
| Black | 0 | 0 | 1 |
| Mixed | 2 | 0 | 0 |
| Other | 5 | 2 | 0 |

| CTS | Yes | No | Don't know |
|-----------------------|------------|-----------|-------------------|
| In receipt of CTS | 51 | 13 | 8 |
| Not in receipt of CTS | 162 | 32 | 8 |

The majority of respondents are in favour of option 11, to limit the number of dependant children within the Council Tax Reduction to a maximum of two.

The comments that relate to this option show concern for child poverty, and that this proposal under values families; others demonstrate support for bringing this in line with other benefit calculations.

Survey Demographics and Applied Weighting

| | Survey | | Population | |
|--|--------|-----|------------|-----|
| | Count | % | Count | % |
| Gender (Over 18s Mid-year Population Estimates) | | | | |
| Men | 127 | 46% | 53,957 | 49% |
| Women | 148 | 54% | 56,459 | 51% |
| Age (Over 18s Mid-year Population Estimates) | | | | |
| 18 to 24 years | 5 | 2% | 11,387 | 10% |
| 25 to 34 years | 47 | 17% | 16,982 | 15% |
| 35 to 44 years | 70 | 25% | 17,231 | 16% |
| 45 to 54 years | 65 | 24% | 20,881 | 19% |
| 55 to 64 years | 49 | 18% | 17,092 | 16% |
| 65 to 74 years | 37 | 13% | 15,690 | 14% |
| 75 years and over | 4 | 1% | 11,153 | 10% |
| Ethnicity (2011 Census 18 years and over) | | | | |
| White groups | 246 | 95% | 101,848 | 97% |
| BME | 13 | 5% | 3,027 | 3% |
| Disability (2011 Census all people) | | | | |
| Disability | 37 | 14% | 25,322 | 19% |
| No Disability | 231 | 86% | 110,513 | 81% |

| Age Male | Population | | Survey | |
|-------------------|------------|-----|--------|-----|
| | Count | % | Count | % |
| 18 to 24 years | 6,031 | 5% | 3 | 1% |
| 25 to 34 years | 8,244 | 7% | 16 | 6% |
| 35 to 44 years | 8,401 | 8% | 30 | 12% |
| 45 to 54 years | 10,355 | 9% | 27 | 10% |
| 55 to 64 years | 8,556 | 8% | 21 | 8% |
| 65 to 74 years | 7,636 | 7% | 21 | 8% |
| 75 years and over | 4,744 | 4% | 4 | 2% |
| Age Female | | | | |
| 18 to 24 years | 5,356 | 5% | 2 | 1% |
| 25 to 34 years | 8,738 | 8% | 25 | 10% |
| 35 to 44 years | 8,830 | 8% | 33 | 13% |
| 45 to 64 years | 10,546 | 10% | 33 | 13% |
| 55 to 64 years | 8,526 | 8% | 27 | 10% |
| 65 to 74 years | 8,054 | 7% | 15 | 6% |
| 75 years and over | 6,409 | 6% | 0 | 0% |

Calculated using the ONS Mid-year population estimates

<https://www.ons.gov.uk/peoplepopulationandcommunity/populationandmigration/populationestimates>

The table to the left shows the profile of the survey respondents in relation to the population of Swale.

This table tells us that men are under-represented and women are over-represented by 3% each. It also shows that people aged 25 years and under and those aged 75 and over are under-represented. Those aged between 65 – 74 are marginally under-represented.

Those with a disability are marginally under-represented - by 5% - this is not considered significant.

The results in this report have not been weighted by age, sex or disability because we do not consider the variances to be significant.

Responses to the consultation questions

Have your say on the Council Tax Reduction Scheme

I have read the background information about the Council Tax Reduction Scheme. This question must be answered before you can continue.

| Answer Options | Response Percent | Response Count |
|--------------------------|------------------|----------------|
| Yes | 98.6% | 284 |
| No | 1.4% | 4 |
| answered question | | 288 |
| skipped question | | 1 |

Should the Council keep the current Council Tax Reduction scheme? (Should it continue to reduce Council Tax for applicants in the way and to the extent that it does at the moment?)

| Answer Options | Response Percent | Response Count |
|--------------------------|------------------|----------------|
| Yes | 34.5% | 97 |
| No | 55.5% | 156 |
| Don't know | 10.0% | 28 |
| answered question | | 281 |
| skipped question | | 8 |

Do you agree with the Option 1?

| Answer Options | Response Percent | Response Count |
|--------------------------|------------------|----------------|
| Yes | 61.6% | 173 |
| No | 36.3% | 102 |
| Don't know | 2.1% | 6 |
| answered question | | 281 |
| skipped question | | 8 |

If yes, should we increase to:

| Answer Options | Response Percent | Response Count |
|----------------------------|------------------|----------------|
| 18.5% | 34.7% | 60 |
| 20% | 65.3% | 113 |
| Your comments on Option 1: | | 99 |
| answered question | | 173 |
| skipped question | | 116 |

Do you agree with the Option 2?

| Answer Options | Response Percent | Response Count |
|--------------------------|------------------|----------------|
| Yes | 54.6% | 155 |
| No | 35.9% | 102 |
| Don't know | 9.5% | 27 |
| answered question | | 284 |
| skipped question | | 5 |

| Do you agree with Option 3? | | |
|-----------------------------|------------------|----------------|
| Answer Options | Response Percent | Response Count |
| Yes | 71.7% | 203 |
| No | 18.7% | 53 |
| Don't know | 9.5% | 27 |
| answered question | | 283 |
| skipped question | | 6 |

| Do you agree with option 4? | | |
|-----------------------------|------------------|----------------|
| Answer Options | Response Percent | Response Count |
| Yes | 54.9% | 156 |
| No | 33.1% | 94 |
| Don't know | 12.0% | 34 |
| answered question | | 284 |
| skipped question | | 5 |

| Do you agree with option 5? | | |
|-----------------------------|------------------|----------------|
| Answer Options | Response Percent | Response Count |
| Yes | 86.0% | 246 |
| No | 10.1% | 29 |
| Don't know | 3.8% | 11 |
| answered question | | 286 |
| skipped question | | 3 |

| Do you agree with option 6? | | |
|-----------------------------|------------------|----------------|
| Answer Options | Response Percent | Response Count |
| Yes | 62.0% | 178 |
| No | 26.1% | 75 |
| Don't know | 11.8% | 34 |
| answered question | | 287 |
| skipped question | | 2 |

| Do you agree with option 7? | | |
|-----------------------------|------------------|----------------|
| Answer Options | Response Percent | Response Count |
| Yes | 64.7% | 185 |
| No | 28.3% | 81 |
| Don't know | 7.0% | 20 |
| answered question | | 286 |
| skipped question | | 3 |

| Do you agree with option 8? | | |
|-----------------------------|------------------|----------------|
| Answer Options | Response Percent | Response Count |
| Yes | 58.8% | 167 |
| No | 34.9% | 99 |
| Don't know | 6.3% | 18 |
| answered question | | 284 |
| skipped question | | 5 |

| Do you agree with option 9? | | |
|-----------------------------|------------------|----------------|
| Answer Options | Response Percent | Response Count |
| Yes | 55.6% | 158 |
| No | 31.0% | 88 |
| Don't know | 13.4% | 38 |
| answered question | | 284 |
| skipped question | | 5 |

| Do you agree with option 10? | | |
|------------------------------|------------------|----------------|
| Answer Options | Response Percent | Response Count |
| Yes | 71.4% | 202 |
| No | 12.0% | 34 |
| Don't know | 16.6% | 47 |
| answered question | | 283 |
| skipped question | | 6 |

| Do you agree with option 11? | | |
|------------------------------|------------------|----------------|
| Answer Options | Response Percent | Response Count |
| Yes | 76.4% | 217 |
| No | 17.3% | 49 |
| Don't know | 6.3% | 18 |
| answered question | | 284 |
| skipped question | | 5 |

| Do you think we should choose any of the following options rather than the proposed changes to the Council Tax Reduction Scheme? Please select one answer for each source of funding. | | | | |
|---|-----|-----|------------|------------------------|
| Answer Options | Yes | No | Don't know | Response Count |
| Increase the level of Council Tax | 44 | 212 | 8 | 264 |
| Find savings from cutting other Council Services | 74 | 165 | 24 | 263 |
| Use the Council's reserves | 89 | 139 | 38 | 266 |
| | | | | Question Totals |
| answered question | | | | 276 |
| skipped question | | | | 13 |

If the Council were to choose these other options to make savings, what would be your order of preference? Please rank in order of preference.

| Answer Options | Most prefer | | Least prefer | Response Count |
|---|-------------|----|--------------|----------------|
| Increase the level of Council Tax | 54 | 27 | 196 | 277 |
| Reduce funding available for other Council Services | 77 | 95 | 103 | 275 |
| Use the Council's reserves | 131 | 89 | 54 | 274 |
| <i>answered question</i> | | | | 282 |
| <i>skipped question</i> | | | | 7 |

Are you, or someone in your household, getting a Council Tax Reduction at this time?

| Answer Options | Response Percent | Response Count |
|--------------------------|------------------|----------------|
| Yes | 25.0% | 72 |
| No | 71.5% | 206 |
| Don't know/unsure | 3.5% | 10 |
| <i>answered question</i> | | 288 |
| <i>skipped question</i> | | 1 |

What is your sex?

| Answer Options | Response Percent | Response Count |
|--------------------------|------------------|----------------|
| Female | 51.4% | 148 |
| Male | 44.1% | 127 |
| Prefer not to say | 4.5% | 13 |
| <i>answered question</i> | | 288 |
| <i>skipped question</i> | | 1 |

Age

| Answer Options | Response Percent | Response Count |
|--------------------------|------------------|----------------|
| 18-24 | 1.7% | 5 |
| 25-34 | 16.3% | 47 |
| 35-44 | 24.2% | 70 |
| 45-54 | 22.5% | 65 |
| 55-64 | 17.0% | 49 |
| 65-74 | 12.8% | 37 |
| 75-84 | 1.4% | 4 |
| 85+ | 0.0% | 0 |
| Prefer not to say | 4.2% | 12 |
| <i>answered question</i> | | 289 |
| <i>skipped question</i> | | 0 |

Disability: Are your day to day activities limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?

| Answer Options | Response Percent | Response Count |
|-------------------|------------------|----------------|
| Yes | 12.9% | 37 |
| No | 80.8% | 231 |
| Don't know/unsure | 1.0% | 3 |
| Prefer not to say | 5.2% | 15 |

| | |
|--------------------------|------------|
| <i>answered question</i> | 286 |
| <i>skipped question</i> | 3 |

| Ethnic Origin: What is your ethnic group? | | |
|--|-------------------------|-----------------------|
| Answer Options | Response Percent | Response Count |
| White British | 85.4% | 246 |
| Mixed/Multiple ethnic groups | 0.7% | 2 |
| Asian or Asian British | 0.7% | 2 |
| Black/African/Caribbean/Black British | 0.7% | 2 |
| Other ethnic group | 2.4% | 7 |
| Prefer not to say | 10.1% | 29 |
| <i>answered question</i> | | 288 |
| <i>skipped question</i> | | 1 |

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Community Impact Assessment

A Community Impact Assessment (CIA) is a document that summarises how the council has had due regard to the public sector equality duty (Equality Act 2010) in decision-making.

When to assess

A CIA should be carried out when you are changing, removing or introducing a new service, policy or function. The assessment should be proportionate; a major financial decision will need to be assessed more closely than a minor policy change.

Public sector equality duty

The Equality Act 2010 places a duty on the council, when exercising public functions, to have due regard to the need to:

- 1) Eliminate discrimination, harassment and victimisation;
- 2) Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- 3) Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

These are known as the three aims of the general equality duty.

Protected characteristics

The Equality Act 2010 sets out nine protected characteristics that apply to the equality duty:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership*
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

*For marriage and civil partnership, only the first aim of the duty applies in relation to employment.

We also ask you to consider other socially excluded groups, which could include people who are geographically isolated from services, with low literacy skills or living in poverty or low incomes; this may impact on aspirations, health or other areas of their life which are not protected by the Equality Act, but should be considered when delivering services.

Due regard

To 'have due regard' means that in making decisions and in its other day-to-day activities the council must consciously consider the need to do the things set out in the general equality duty: eliminate discrimination, advance equality of opportunity and foster good relations.

How much regard is 'due' will depend on the circumstances and in particular on the relevance of the aims in the general equality duty to the decision or function in question. The greater the relevance and potential impact, the higher the regard required by the duty. The three aims of the duty may be more relevant to some functions than others; or they may be more relevant to some protected characteristics than others.

Collecting and using equality information

The Equalities and Human Rights Commissions (EHRC) states that 'Having due regard to the aims of the general equality duty requires public authorities to have an adequate evidence base for their decision making'. We need to make sure that we understand the potential impact of decisions on people with different protected characteristics. This will help us to reduce or remove unhelpful impacts. We need to consider this information before and as decisions are being made.

There are a number of publications and websites that may be useful in understanding the profile of users of a service, or those who may be affected.

- The Office for National Statistics Neighbourhoods website <http://www.neighbourhood.statistics.gov.uk>
- Swale in 2011 http://issuu.com/swale-council/docs/key_data_for_swale
- Kent County Council Research and Intelligence Unit http://www.kent.gov.uk/your_council/kent_facts_and_figures.aspx
- Health and Social Care maps <http://www.kmpho.nhs.uk/health-and-social-care-maps/swale/>

At this stage you may find that you need further information and will need to undertake engagement or consultation. Identify the gaps in your knowledge and take steps to fill these.

Case law principles

A number of principles have been established by the courts in relation to the equality duty and due regard:

- Decision-makers in public authorities must be aware of their duty to have 'due regard' to the equality duty
- Due regard is fulfilled before and at the time a particular policy is under consideration as well as at the time a decision is taken. Due regard involves a conscious approach and state of mind.
- A public authority cannot satisfy the duty by justifying a decision after it has been taken.
- The duty must be exercised in substance, with rigour and with an open mind in such a way that it influences the final decision.
- The duty is a non-delegable one. The duty will always remain the responsibility of the public authority.
- The duty is a continuing one.
- It is good practice for those exercising public functions to keep an accurate record showing that they have actually considered the general duty and pondered relevant questions. Proper record keeping encourages transparency and will discipline those carrying out the relevant function to undertake the duty conscientiously.
- The general equality duty is not a duty to achieve a result, it is a duty to have due regard to the need achieve the aims of the duty.
- A public authority will need to consider whether it has sufficient information to assess the effects of the policy, or the way a function is being carried out, on the aims set out in the general equality duty.
- A public authority cannot avoid complying with the duty by claiming that it does not have enough resources to do so.

Examples of case law can be found here [EHRC relevant case law](#). They include examples of why assessing the impact **before** the decision is made is so important and case law around the need to have due regard to the duty

| | |
|---|---|
| Lead officer: | <i>Zoe Kent</i> |
| Decision maker: | <i>Council</i> |
| People involved: | <i>Zoe Kent</i> |
| Decision: <ul style="list-style-type: none"> • Policy, project, service, contract • Review, change, new, stop | <ul style="list-style-type: none"> • <i>This is a localised scheme that the Borough is required to put in place to give financial help towards Council Tax to those residents on a low income.</i> • <i>We are required to review this scheme before 31 January of the financial year.</i> |
| Date of decision: The date when the final decision is made. The CIA must be complete before this point and inform the final decision. | <i>Full Council – 23 November 2016</i> |
| Summary of the decision: <ul style="list-style-type: none"> • Aims and objectives • Key actions • Expected outcomes • Who will be affected and how? • How many people will be affected? | <p><i>What are the aims and objectives?</i></p> <ol style="list-style-type: none"> <i>1. To provide help towards Council Tax as a localised Council Tax Support scheme to those on a low income in the Borough</i> <i>2. To provide pensioners with the support as per The Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012 as amended by The Council Tax Reduction Schemes (Prescribed Requirements) (England) (Amendment) Regulations 2015</i> <i>3. To provide working age claimants support taking into consideration the reduction in financial support provided within the Revenue Support Grant towards the Council Support Scheme.</i> <i>4. Support vulnerable people</i> <i>5. Support claimants back into work</i> <p><i>What are the key actions?</i></p> <ul style="list-style-type: none"> • <i>Providing a scheme that supports those claimants on a low income</i> • <i>Putting into place a scheme that does not mean a financial burden to the authority which could lead to putting other services provided by the Borough at risk.</i> • <i>Continuing to design and deliver services to meet the needs of vulnerable customers</i> • <i>Consider user feedback, engagement and consultation when designing the scheme</i> <p><i>What are the expected outcomes?</i></p> <p><i>To put in place a scheme that balances the needs of vulnerable claimants against the budget requirements of the Borough.</i></p> <p><i>Who will be affected?</i></p> <p><i>Those working-age residents who are on a low income who claim help towards their Council Tax. This covers all areas of the Borough but particularly those who live in deprived areas.</i></p> <p><i>How many people will be affected?</i></p> <p><i>7,025 working age claimants will be affected by the changes to the scheme (11.4% of all Council Tax account holders).</i></p> |
| Information and research: <ul style="list-style-type: none"> • Outline the information and research that has informed | <i>Since 1sApril 2013, the Council has maintained a local Council Tax Support scheme. This replaced the national Council Tax Benefit scheme, which ended on 31 March 2013.</i> |

the decision.

- Include sources and key findings.
- Include information on how the decision will affect people with different protected characteristics.

Council Tax Support helps provide support to council taxpayers who have a low income. It supports the taxpayers by providing a reduction in the actual amount in Council Tax payable.

The Council has the ability to determine the level of support given to working age applicants only. The scheme for pension age applicants is determined by Central Government, and therefore the ability of the Council to vary that part of the scheme is limited and can only enhance the national scheme in any event.

When Council Tax Support was first introduced, Central Government provided a specified level of grant, which was approximately 10% lower than the amounts previously given (pre 1 April 2013). This has now been replaced by a general duty to provide a scheme and funding is not separately identified within the grants given to the Council.

After the original consultation, the Council decided to introduce a Council Tax Support scheme that differed from the original Council Tax Benefit in that, instead of granting a maximum level of support of 100%, it would limit the maximum support to 91.5% in 2013/14 (due to an extra grant being received from DCLG), decreased to 85% from 2014/15.

Changes since 2013

Since the introduction of Council Tax Support the overall scheme adopted by the Council has remained broadly the same, with only applicable amounts and non-dependant charges being uprated, as well as minor changes being made to mirror changes to the Housing Benefit scheme. Central Government has also continued to uprate changes to applicable amounts for pension age applicants, again to mirror the changes in Housing Benefit.

The Proposed Scheme for 2017/18

It has now been decided by the Council that a full review should be undertaken as to the effectiveness of the current Council Tax Support scheme; and a public consultation has been undertaken to gather views as to whether the current scheme should be changed. The Council is minded to make changes to the working age scheme to meet the following:

- *the more accurate targeting of support to those working age applicants who most need it;*
- *the need to change the scheme, not only to align with proposed changes to Housing Benefit, but also to align the scheme with the approach taken by the Department for Work and Pensions in the creation, introduction and roll out of Universal Credit; and*
- *to address potential shortfalls in funding due to the continued reduction in Central Government grants.*

Through work undertaken by the Kent Finance Officers' Group, the Council has identified a number of proposed changes to the current scheme and these have formed part of an extensive public consultation. Please note that the changes, if made, would only apply to the working age scheme although the consultation was open to all Council Taxpayers and other stakeholders.

The Council has also sought feedback through the consultation as to whether further increases in council tax, cuts to services, and use of limited savings should be considered as an alternative to changing the Council Tax Reduction Scheme. Changes such as those in points 1 to 3 below may affect all residents in the Borough and across Kent.

1. *Should Council Tax be increased for all Council Taxpayers?*
2. *Should Council reserves be used to fund the scheme?*
3. *Should there be further cuts to Council services?*

The Council proposes to maintain a similar methodology as in the past. Any changes, if adopted, will be effective from 1st April 2017. The proposed options to change the scheme, following the consultation, will be as follows:

- a. *Should an increase be made in the minimum payment of Council Tax made by recipients of Council Tax Support? Views have been obtained as to whether the current minimum payment of 15% should be increased to 18.5% or 20%.*
- b. *Should Second Adult Rebate be removed? Second Adult Rebate is a reduction assessed on the income of another adult residing in the property regardless of the income or capital of the person liable for Council Tax.*
- c. *Should Child Benefit and Child Maintenance payments which are currently disregarded in the calculation of CTs be included as income?*
- d. *Should a standard charge of £15 for non-dependants who live in a property be introduced? Currently deductions range from £0.00 to £11.45.*
- e. *Should the scheme set a minimum level of income for all Self Employed claimants (after a start up period of one year)? This could be equivalent to National Minimum (Living) Wage multiplied by 35 hours per week (16 hours for part-time workers) or similar.*
- f. *Should the scheme be amended to align with Housing Benefit Regulations and the Pension Age Council Tax Support scheme? Namely that:*
 - i. *Family Premium will not be granted for all new claims and for any 'new' families;*
 - ii. *the backdating for claims should be limited to a maximum of one month;*
 - iii. *the 'temporary absence rules' should be introduced where an applicant leaves Great Britain for a period of greater than four weeks (certain exceptions would be applied for armed forces personnel, mariners, and for certain cases where an applicant is receiving care)?;*
 - iv. *the number of dependant additions granted in the calculation should be restricted to a maximum of two (this change will have specific exceptions and will only affect those applicants who have a third or subsequent child on or after 1 April 2017)?; and*
 - v. *the Work Related Activity Component, enhancing Employment Support Allowance will not be granted when calculating Council Tax Support.*

Scope of the Community Impact Assessment

The following identifies the potential impact on claimants and particularly groups of claimants.

It should be noted that Pensioners will continue to be protected under the rules prescribed by Central Government. These broadly replicate council tax benefit scheme, which existed prior to 1 April 2013.

Central Government has not been prescriptive in how it does this, but points to the Council's existing responsibilities including the Child Poverty Act 2010, the Disabled Person Act 1986, and the Housing Act 1996, as well as the public sector equality duty in section 149 of the Equality Act 2010.

The Council has given consideration to the effects of the options on working age claimants, in particular, vulnerable groups.

Disability

Working age people with disabilities continue to make up a high proportion of the caseload at 25%. Working age people with disabilities receive more per week than working age people without disabilities on average, due to the design of the scheme that ignores certain disability benefits and awards higher applicable amounts.

Age

The age groups of person receiving CTS broadly reflect the overall population, the main difference being those between the ages of 18-24. This difference is probably caused by the lower applicable amounts for single claimants in this group reducing the amount of people who are entitled to CTS. Those aged 54-64 currently receive the highest weekly amount, on average. Those aged 18-24 currently receive the lowest weekly amount, on average.

Carers

There is a slightly higher proportion of claimants with a carer in the household, than the population generally overall (13%). Working age claimants with a carer in the household receive more per week, on average, than working age claimants without a carer in the household. The main reason for this is the treatment of both disability and care within the existing scheme.

Gender

Females continue to make up a high proportion of the caseload at 68%. Although, there is a difference between the average amounts females and males receive per week, this is due to factors relating to circumstances which directly affect the calculation of council tax reduction, and is not linked to a claimant's sex directly.

Ethnicity

This information is not collected from all claimants as it is not relevant to the calculation of council tax reduction.

Other protected characteristics

We do not collect information about the following characteristics from claimants as it is not relevant to the calculation of council tax reductions:

- Religion or belief
- Sexual orientation
- Gender reassignment
- Marital or civil partnership status
- Pregnancy or maternity

Actions to mitigate any identified impacts

The Council has an Exceptional Hardship Scheme; the design of this allows any claimant to apply for additional support. It examines their overall circumstances, examining both income and expenditure with a view to determining whether exceptional hardship exists.

| | |
|---|---|
| | <p><i>Under the scheme, claimants will potentially be able to receive additional support up to the full level of their Council Tax.</i></p> <p>Method of Consultation</p> <p><i>The Council has used the following methods to obtain the view of taxpayers.</i></p> <p>Stakeholders Methodology</p> <ol style="list-style-type: none"> <i>1. Existing claimants (both working age and pensionable age Web based questionnaire</i> <p><i>Hard copy documents to be provided as necessary</i></p> <ol style="list-style-type: none"> <i>2. Council taxpayers and service users generally</i> <p><i>Web based questionnaire</i></p> <p><i>Hard copy documents to be provided as necessary</i></p> <ol style="list-style-type: none"> <i>3. Interested organisations and groups.</i> <p><i>Web based questionnaire</i></p> <ol style="list-style-type: none"> <i>4. Organisations with significant interest to be notified directly</i> <p><i>Hard copy documents to be provided as necessary</i></p> <p>General Awareness</p> <p><i>Provision of information and awareness raising of changes and proposals</i></p> <p><i>News releases</i></p> <p><i>Face-to-face communication at customer service points</i></p> <p><i>Information in libraries/surgeries and other public venues</i></p> <p><i>The Council's Website and Social Media</i></p> <p>Analysis and Assessment</p> <p><i>A full analysis and assessment is provided.</i></p> |
| <p>Consultation:</p> <ul style="list-style-type: none"> ▪ Has there been specific consultation on this decision? ▪ What were the results of the consultation? ▪ Did the consultation analysis reveal any difference in views across the protected characteristics? ▪ Can any conclusions be drawn from the analysis on how the decision will affect people with different protected characteristics? | <p>Yes</p> <p><i>Results of the consultation can be found in Appendix I: CTS Scheme review of the consultation of the CTS scheme report.</i></p> <p><i>All options received a higher amount of responses in favour of accepting the changes across the protected characteristics. The only exception was the CTS claimants being less in favour of not increasing the percentage of Council Tax to be paid.</i></p> <p><i>Those with a protected characteristic often receive a premium giving them extra help, eg a disability and carer premiums, giving them a higher level of help towards their Council Tax payments.</i></p> <p><i>Disabled claimants who may be unable to work due to their disability may be affected by an increase in the amount of Council Tax they have to pay.</i></p> <p><i>Claimants with children will have less income for their living expenses and for caring for their children if they have to pay more towards their Council Tax.</i></p> |

Is the decision relevant to the aims of the equality duty?

Guidance on the aims can be found in the EHRC's [PSED Technical Guidance](#).

| Aim | Yes/No |
|--|--------|
| 1) Eliminate discrimination, harassment and victimisation | Yes |
| 2) Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it | Yes |
| 3) Foster good relations between persons who share a relevant protected characteristic and persons who do not share it | No |

Assess the relevance of the decision to people with different protected characteristics and assess the impact of the decision on people with different protected characteristics.

When assessing relevance and impact, make it clear who the assessment applies to within the protected characteristic category. For example, a decision may have high relevance for young people but low relevance for older people; it may have a positive impact on women but a neutral impact on men.

| Characteristic | Relevance to decision High/Medium/Low/None | Impact of decision Positive/Negative/Neutral |
|---|---|---|
| Age | Medium | Negative |
| Disability | Medium | Negative |
| Gender reassignment | None | Neutral |
| Marriage and civil partnership | None | Neutral |
| Pregnancy and maternity | Low | Negative |
| Race | None | Neutral |
| Religion or belief | None | Neutral |
| Sex | None | Neutral |
| Sexual orientation | None | Neutral |
| Other socially excluded groups ¹ | Low | Negative |

Conclusion:

- Consider how due regard has been had to the equality duty, from start to finish.
- There should be no unlawful discrimination arising from the decision (see [PSED Technical Guidance](#)).

Advise on the overall equality implications that should be taken into account in the final decision, considering relevance and impact.

Summarise this conclusion in the body of your report

We have considered how all groups with protected characteristics will be affected by the scheme. As part of our consultation we asked responders their gender, age ethnicity, whether they considered themselves disabled and whether they claimed CTS. A breakdown of how they responded to the options is available in Appendix I: CTS Scheme review of the consultation.

We also asked for comments on each option. Although the results show those with a disability and children were more likely to respond negatively to the scheme in their comments about the options, more than half of disabled responders agreed yes to every option.

As in previous years schemes, those with a protected characteristic such as the disabled or those with children, receive a higher income (due to extra benefits being awarded to cover these costs) than a single claimant or couple especially those who are under 25. To mitigate these issues the Council provides a Section 13A discretionary hardship scheme.

¹ Other socially excluded groups could include those with literacy issues, people living in poverty or on low incomes or people who are geographically isolated from services.

Timing

- Having 'due regard' is a state of mind. It should be considered at the inception of any decision.
- Due regard should be considered throughout the development of the decision. Notes should be taken on how due regard to the equality duty has been considered through research, meetings, project teams, committees and consultations.
- The completion of the CIA is a way of effectively summarising the due regard shown to the equality duty throughout the development of the decision. The completed CIA must inform the final decision-making process. The decision-maker must be aware of the duty and the completed CIA.

Full technical guidance on the public sector equality duty can be found at:

http://www.equalityhumanrights.com/uploaded_files/PSD/technical_guidance_on_the_public_sector_equality_duty_england.pdf

This Community Impact Assessment should be attached to any committee or SMT report relating to the decision. This CIA should be sent to the Website Officer (Lindsay Oldfield) once completed, so that it can be published on the website.

Action Plan

| Issue | Action | Due date | Lead Officer | Manager | Cabinet Member |
|---|---|-----------|--------------|----------------|---------------------------|
| Financial hardship for CTRS working age claimants | Further consultation work to be carried out in Quarter 2 2016/17 | 10/2016 | Zoe Kent | Amber Christou | Cllr Duncan Dewar-Whalley |
| Drop in collection rate for Council Tax | The collection of Council Tax to be monitored throughout the financial year 2016/17 | 10/2016 | Zoe Kent | Amber Christou | Cllr Duncan Dewar-Whalley |
| Financial hardship for residents with an empty property | Advice on alternative help to be sent out with Council Tax bills and adjustment notices | Completed | Zoe Kent | Amber Christou | Cllr Duncan Dewar-Whalley |
| | | | | | |

Actions in this action plan will be reported to the CIA group once a quarter, so updates will be required quarterly.

Community Impact Assessment Data

| Population data - working age (Census 2011) | Disability (16-64) | Carer (all ages) | Female (18-64) | Male (18-64) | 18-24 | 25-34 | 35-44 | 45-54 | 55-64 |
|--|--------------------|------------------|-------------------|-----------------|-------|-------|-------|-------|-------|
| Number | 12085 | 14258 | 41996 | 41577 | 11387 | 16982 | 17231 | 20881 | 17092 |
| Proportion (of working age) | 14% | 10% | 50.25% | 49.75% | 14% | 20% | 21% | 25% | 20% |

Current Scheme (2016/17) - Claimants pay 15% of their liability

| Working Age | Disability | No Disability | Carer | Non Carer | Female | Male | 18-24 | 25-34 | 35-44 | 45-54 | 55-64 |
|---------------------------------|------------|------------------|--------|--------------|--------|--------|--------|--------|--------|--------|--------|
| Number of claimants | 1634 | 5234 | 907 | 5961 | 4663 | 2205 | 514 | 1718 | 1571 | 1805 | 1260 |
| Proportion of claimants | 24% | 76% | 13% | 87% | 68% | 32% | 7% | 25% | 23% | 26% | 18% |
| Average benefit paid (per week) | £16.50 | £14.53 | £17.27 | £14.66 | £14.81 | £15.40 | £13.86 | £14.33 | £15.21 | £15.35 | £15.63 |
| Differences between groups | £1.97 | | £2.61 | | -£0.59 | | £1.77 | | | | |

Proposed changes (2017/18)

Consultation Option 1 - Claimants pay 20% of their liability (predicted based on current data)

| Working Age | Disability | No Disability | Carer | Non Carer | Female | Male | 18-24 | 25-34 | 35-44 | 45-54 | 55-64 |
|---------------------------------|------------|------------------|--------|--------------|--------|--------|--------|--------|--------|--------|--------|
| Number of claimants | 1634 | 5234 | 907 | 5961 | 4663 | 2205 | 514 | 1718 | 1571 | 1805 | 1260 |
| Proportion of claimants | 24% | 76% | 13% | 87% | 68% | 32% | 7% | 25% | 23% | 26% | 18% |
| Average benefit paid (per week) | £15.67 | £13.81 | £16.38 | £13.93 | £14.06 | £14.63 | £13.17 | £13.60 | £14.44 | £14.58 | £14.85 |
| Differences between groups | £1.86 | | £2.45 | | -£0.57 | | £1.68 | | | | |

Consultation Option 1 - Claimants pay 18.5% of their liability (predicted based on current data)

| Working Age | Disability | No Disability | Carer | Non Carer | Female | Male | 18-24 | 25-34 | 35-44 | 45-54 | 55-64 |
|---------------------------------|------------|---------------|--------|-----------|--------|--------|--------|--------|--------|--------|--------|
| Number of claimants | 1634 | 5234 | 907 | 5961 | 4663 | 2205 | 514 | 1718 | 1571 | 1805 | 1260 |
| Proportion of claimants | 24% | 76% | 13% | 87% | 68% | 32% | 7% | 25% | 23% | 26% | 18% |
| Average benefit paid (per week) | £16.50 | £14.53 | £17.27 | £14.66 | £14.81 | £15.40 | £13.86 | £14.33 | £15.21 | £15.35 | £15.63 |
| Differences between groups | £1.93 | | £3.23 | | -£0.86 | | £1.76 | | | | |

Consultation Option 2 - Removing the Family Premium for all new working age applicants to match Housing Benefit Regulations. This will apply to new claims only – (data is for new claims 2015/6)

| Working Age | Disability | No Disability | Carer | Non Carer | Female | Male | 18-24 | 25-34 | 35-44 | 45-54 | 55-64 |
|---------------------------------|------------|---------------|--------|-----------|--------|--------|--------|--------|--------|--------|--------|
| Number of claimants | 65 | 661 | 97 | 629 | 586 | 140 | 142 | 275 | 186 | 104 | 19 |
| Proportion of claimants | 9% | 91% | 13% | 87% | 81% | 19% | 20% | 38% | 26% | 14% | 3% |
| Average benefit paid (per week) | £18.67 | £14.57 | £17.13 | £14.60 | £14.60 | £16.77 | £13.95 | £14.25 | £16.20 | £15.44 | £17.20 |
| Differences between groups | £4.10 | | £2.53 | | -£2.17 | | £3.25 | | | | |

Consultation Option 3 - Reducing backdating to one month (to match Housing Benefit Regulations)

| Working Age | Disability | No Disability | Carer | Non Carer | Female | Male | 18-24 | 25-34 | 35-44 | 45-54 | 55-64 |
|------------------------------------|------------|---------------|--------|-----------|--------|---------|--------|--------|--------|--------|--------|
| Number of claimants | 23 | 122 | 15 | 130 | 109 | 36 | 25 | 40 | 37 | 28 | 19 |
| Proportion of claimants | 16% | 84% | 10% | 90% | 75% | 25% | 17% | 28% | 26% | 19% | 13% |
| Average benefit paid (per week) | £17.13 | £14.15 | £16.06 | £14.46 | £14.38 | £15.35 | £12.86 | £14.58 | £15.80 | £14.64 | £14.48 |
| Differences between groups | £2.98 | | £1.60 | | -£0.97 | | £2.94 | | | | |
| Average award of backdated benefit | £132.28 | £84.73 | £70.62 | £94.76 | £87.39 | £107.00 | | | | | |

Consultation Option 4 - Using a set income for self-employed earners after one year's self-employment.

| Working Age | Disability | No Disability | Carer | Non Carer | Female | Male | 18-24 | 25-34 | 35-44 | 45-54 | 55-64 |
|---|------------|---------------|--------|-----------|--------|--------|--------|--------|--------|--------|--------|
| Number of claims with self-employed income for more than 1 year | 25 | 374 | 23 | 376 | 252 | 147 | 5 | 111 | 109 | 128 | 46 |
| Proportion of claimants | 6% | 94% | 6% | 94% | 63% | 37% | 1% | 28% | 27% | 32% | 12% |
| Average benefit paid (per week) | £14.72 | £14.26 | £14.11 | £14.30 | £13.80 | £15.11 | £14.73 | £14.22 | £14.45 | £14.60 | £13.10 |
| Differences between groups | £0.46 | | -£0.19 | | -£1.31 | | £1.63 | | | | |

Consultation Option 5 - Awards where temporary absence have been used

No data currently available

Consultation Option 6 - To introduce a standard level of non dependant deduction of £15 for all claimants who have non dependants resident with them

| Working Age | Disability | No Disability | Carer | Non Carer | Female | Male | 18-24 | 25-34 | 35-44 | 45-54 | 55-64 |
|---|------------|---------------|--------|-----------|--------|--------|-------|--------|--------|--------|--------|
| Number of claims with non-dependant deduction | 18 | 348 | 92 | 274 | 291 | 75 | 0 | 13 | 120 | 161 | 72 |
| Proportion of claimants | 5% | 95% | 25% | 75% | 80% | 20% | 0% | 4% | 33% | 44% | 20% |
| Average benefit paid (per week) | £14.99 | £13.16 | £15.91 | £12.36 | £13.04 | £14.09 | | £13.99 | £13.22 | £12.74 | £14.30 |
| Differences between groups | £1.83 | | £3.55 | | -£1.05 | | £1.56 | | | | |

Consultation Option 7 - To take any Child Maintenance paid to a claimant or partner into account in full in the calculation of Council Tax Reduction

| Working Age | Disability | No Disability | Carer | Non Carer | Female | Male | 18-24 | 25-34 | 35-44 | 45-54 | 55-64 |
|---------------------------------|------------|---------------|--------|-----------|--------|--------|-------|--------|--------|--------|--------|
| Number of claims with CB | 10 | 196 | 13 | 193 | 205 | 1 | 2 | 25 | 94 | 31 | 4 |
| Proportion of claimants | 5% | 95% | 6% | 94% | 100% | 0% | 1% | 12% | 46% | 15% | 2% |
| Average benefit paid (per week) | £12.65 | £11.67 | £15.18 | £11.48 | £11.70 | £14.72 | £4.68 | £11.28 | £12.55 | £10.40 | £14.18 |
| Differences between groups | £0.98 | | £3.70 | | -£3.02 | | £9.50 | | | | |

Consultation Option 8 - To take any Child Benefit paid to a claimant or partner into account in full in the calculation of Council Tax Reduction

| Working Age | Disability | No Disability | Carer | Non Carer | Female | Male | 18-24 | 25-34 | 35-44 | 45-54 | 55-64 |
|---------------------------------|------------|---------------|--------|-----------|--------|--------|--------|--------|--------|--------|--------|
| Number of claims with CB | 869 | 3049 | 516 | 3402 | 2693 | 1225 | 332 | 1070 | 1008 | 976 | 643 |
| Proportion of claimants | 22% | 78% | 13% | 87% | 69% | 31% | 8% | 27% | 26% | 25% | 16% |
| Average benefit paid (per week) | £16.21 | £14.41 | £17.12 | £14.46 | £14.60 | £15.27 | £14.00 | £14.24 | £15.21 | £15.12 | £15.10 |
| Differences between groups | £1.80 | | £2.66 | | -£0.67 | | £1.21 | | | | |

Consultation Option 9 - To remove Second Adult Reduction from the scheme

| Working Age | Disability | No Disability | Carer | Non Carer | Female | Male | 18-24 | 25-34 | 35-44 | 45-54 | 55-64 |
|---------------------------------|------------|---------------|-------|-----------|--------|-------|-------|-------|-------|-------|-------|
| Number of claims with 2AR | 3 | 58 | 1 | 60 | 50 | 11 | 0 | 2 | 15 | 35 | 9 |
| Proportion of claimants | 5% | 95% | 2% | 98% | 82% | 18% | 0% | 3% | 25% | 57% | 15% |
| Average benefit paid (per week) | £4.46 | £3.79 | £3.85 | £3.82 | £3.59 | £4.86 | | £3.61 | £3.74 | £3.53 | £5.18 |
| Differences between groups | £0.67 | | £0.03 | | -£1.27 | | £1.65 | | | | |

Option 10 - To remove the Work Related Activity component in the calculation of Council Tax Reduction (to match Housing Benefit Regulations).

| Working Age Claimants | Disability | No Disability | Carer | Non Carer | Female | Male | 18-24 | 25-34 | 35-44 | 45-54 | 55-64 |
|---------------------------------|------------|---------------|--------|-----------|--------|--------|--------|--------|--------|--------|--------|
| Number of claims | 26 | 24 | 2 | 48 | 26 | 24 | 1 | 4 | 7 | 22 | 16 |
| Proportion of claimants | 52% | 48% | 4% | 96% | 52% | 48% | 2% | 8% | 14% | 44% | 32% |
| Average benefit paid (per week) | £16.51 | £13.50 | £12.61 | £15.42 | £14.71 | £15.44 | £16.82 | £12.33 | £14.36 | £14.91 | £16.15 |
| Differences between groups | £3.01 | | -£2.81 | | -£0.73 | | £4.49 | | | | |

Consultation Option 11 - To limit the number of dependant children within the calculation for Council Tax Reduction to a maximum of two (to match Housing Benefit Regulations).

| Working Age Claimants | Disability | No Disability | Carer | Non Carer | Female | Male | 18-24 | 25-34 | 35-44 | 45-54 | 55-64 |
|---|------------|---------------|--------|-----------|--------|--------|--------|--------|--------|--------|--------|
| Number of claims with over two dependants | 24 | 137 | 36 | 125 | 121 | 40 | 6 | 67 | 67 | 18 | 3 |
| Proportion of claimants | 15% | 85% | 22% | 78% | 75% | 25% | 4% | 42% | 42% | 11% | 2% |
| Average benefit paid (per week) | £19.66 | £16.24 | £17.28 | £16.60 | £16.72 | £16.86 | £18.50 | £16.34 | £16.97 | £16.19 | £20.82 |
| Differences between groups | £3.42 | | £0.68 | | -£0.14 | | £4.63 | | | | |

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|------------------------|--|-----------------------|
| Cabinet Meeting | | Agenda Item: 7 |
| Meeting Date | 9 November 2016 | |
| Report Title | Award of Contract - Resurfacing Promenade, The Leas, Minster | |
| Cabinet Member | Cllr David Simmons, Cabinet Member for Environmental and Rural Affairs | |
| SMT Lead | Dave Thomas | |
| Head of Service | Dave Thomas | |
| Lead Officer | Mike Knowles / Martyn Cassell | |
| Key Decision | Yes | |
| Classification | Open | |
| Forward Plan | Reference number: | |
| Recommendations | <ol style="list-style-type: none"> 1. To approve the award of the works to Ovenden Allworks Limited. 2. To delegate authority to the Head of Commissioning and Customer Contact, and Head of Legal, in consultation with the Cabinet Member for Environmental and Rural Affairs, to complete the contract award. | |

1 Purpose of Report and Executive Summary

- 1.1 Swale Borough Council has been awarded external funding from the Environment Agency to re-surface the promenade along the coastal defence at The Leas in Minster on the Isle of Sheppey.
- 1.2 This report provides an explanation of the tender process undertaken to find suitably qualified contractors and requests authority to award the re-surfacing contract to Ovenden Allworks Limited.

2 Background

- 2.1 Swale Borough Council has successfully bid for funding from the Environment Agency to carry out re-surfacing works to the promenade along the coastal defence at The Leas in Minster, east of Seaside Avenue.
- 2.2 The total funding received from the Environment Agency is £306,000 from the Flood Defence Grant in Aid (FDGiA) fund. This figure is made up of £234,500 to carry out the works, £20,500 for fees to cover the bid submission, contract

management and site supervision, and £51,000 Optimism Bias (Contingency) funding. A condition of funding is that it is spent in the 2016/17 financial year and so there is limited timeframe to work in.

- 2.3 The current surface has suffered severe cracking over the years due to the different rates of expansion and contraction between the concrete sub base and asphalt surfacing. This has the potential to affect the flood defence mechanisms in the area and has resulted in a number of trips and accidents by members of the public walking along the promenade. Four cases have resulted in insurance claims to the Council with a further two currently in progress.
- 2.4 The proposed works will provide a new surface along the whole length of the sea defence to the east of Seaside Avenue (0.9 kilometres in length), making good and enhancing the promenade which will further encourage residents and visitors to make use of the area.
- 2.5 The design and contract preparation for the works which will help to overcome existing issues has been undertaken by Canterbury City Council's Coastal Engineering Team, through the East Kent Engineering Partnership and they will also be undertaking the supervision of the works.
- 2.6 The East Kent Engineering Partnership (EKEP) established a Framework Agreement that can be used by any member of the EKEP (Swale BC, Thanet DC, Canterbury CC, Dover DC and Shepway DC) and any member of the South East Coastal Group.
- 2.7 The Framework agreement (valid until 2018) is an approved list of experienced contractors who have been extensively vetted for their experience, financial, quality and environmental credentials. SBC was fully involved with this initial process.
- 2.8 Initially five contractors were selected from the EKEP Framework agreement for general civil engineering works between £250k and £500k. The initial tender for the framework was advertised by Canterbury City Council in their role as the contracting authority under the EKEP, and is compliant with OJEU rules.
- 2.9 All of the contractors invited to tender in the first round are capable of completing the works but unfortunately due to an upturn in the market and commitment to other projects, none of the contractors felt that they would be able to submit a competitive tender. A further factor was thought to be the need for the works to be completed in this financial year.
- 2.10 As the first procurement process produced no tender responses, the tender process was repeated, but this time as an Open Tender through the Kent Business Portal. This produced a return of eight tenders, although two were excluded for incomplete submissions.

- 2.11 Bids were evaluated on price and quality criteria by members of the Technical Services department with support from the Procurement Team, and advice from Canterbury City Council’s engineering department. A table of the evaluation details can be found below.

| Organisation | Price Score | Quality Score | Total Score |
|----------------------|--------------------|----------------------|--------------------|
| Ovenden Allworks Ltd | 60 | 31 | 91 |
| Company B | 52 | 27 | 79 |
| Company C | 48 | 30 | 78 |
| Company D | 32 | 22 | 54 |
| Company E | 54 | 0 | 54 |
| Company F | 34 | 13 | 47 |

3 Proposals

- 3.1 To approve the award of the works to Ovenden Allworks Limited.
- 3.2 To delegate authority to the Head of Commissioning and Customer Contact, in consultation with the Cabinet Member for Environmental and Rural Affairs, to complete the contract award.

4 Alternative Options

- 4.1 To consider awarding the contract to an alternative contractor who submitted a tender for the works. This is not recommended as Ovenden Allworks Limited is considered to be the most suitable contractor for the works, following Swale’s procurement and evaluation process producing the Most Economically Advantageous Tender.
- 4.2 To not continue with the project: this is not recommended as the funding provided by the Environment Agency would need to be returned and Swale Borough Council would need to pay for the contract works carried out to date by Canterbury City Council. In addition to this, the surface of the promenade would continue to deteriorate resulting in an increase in the number of accidents and a higher number of insurance claims.

5 Consultation Undertaken or Proposed

- 5.1 Consultation has taken place with the Commissioning and Procurement Team throughout the tendering process to ensure that Swale’s procedures have been followed and with other members of the East Kent Engineering Partnership.
- 5.2 Information will be given to anybody in the proximity and likely to be affected the works.

6 Implications

| Issue | Implications |
|---------------------------------------|--|
| Corporate Plan | <p>A Borough to be proud of – protect and improve our natural and built environments. Enhance the Borough’s economic and tourism offer.</p> <p>A council to be proud of – improve residents’ perceptions and customer experiences.</p> |
| Financial, Resource and Property | <p>Funding for the Scheme has come from the Environment Agency and as such there will be no requirements for funding from Swale Borough Council. This funding has already been paid to SBC and needs to be used within the 2016/17 financial year.</p> <p>Using the East Kent Engineering Partnership, Swale Borough Council has access to a large number of experienced Coastal Engineers to carry out the contract management and supervision, and the cost of this service will be met by the Environment Agency funding.</p> |
| Legal and Statutory | Complies with Public Contract Regulations, as it is below the OJEU threshold for Works. |
| Crime and Disorder | None identified at this stage. |
| Sustainability | None identified at this stage. |
| Health and Wellbeing | Improved facilities for public. |
| Risk Management and Health and Safety | If this re-surfacing work is not completed there will be an increased number of trips and falls resulting in more insurance claims to the Council and further large scale deterioration will start to affect the flood defence mechanisms in place. |
| Social Value | Ovenden Allworks Limited have stated that waste will be minimised through re-use and recycling. They have also stated that where possible local jobs and apprentice positions will be created, although it is accepted that due to the short timescale for the works this opportunity may be minimal. |
| Equality and Diversity | Undertaking these works will ensure accessibility for all to our coastline. |

7 Appendices

7.1 Appendix I – Location Plan

8 Background Papers

8.1 None

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|------------------------|--|
| Cabinet | Agenda Item: 8 |
| Meeting Date | 9 November 2016 |
| Report Title | Capital financing and investment |
| Cabinet Member | CLlr Dewar-Whalley, Cabinet Member for Finance & Performance |
| SMT Lead | Nick Vickers, Head of Finance |
| Head of Service | Nick Vickers, Head of Finance |
| Lead Officer | Nick Vickers, Head of Finance |
| Classification | Open |
| Recommendations | <ol style="list-style-type: none"> 1. To approve funding and acquiring of the leisure and big box retail development in Sittingbourne. 2. Approve borrowing of up to £28m, in line with the Council decision of 16 March 2016. 3. Approve the investment of up to £2.2m in highways-related infrastructure for Sittingbourne Town Centre. 4. Approve funding of up to £500,000 to underwrite unconditional pre-works demolition costs, which will be funded from South East Local Enterprise Partnership funding. If the development agreement does not go unconditional the Council will be required to repay this funding to the SELEP. 5. Delegate to the Head of Finance, in consultation with the Leader and Cabinet Member for Finance & Performance, the final decisions on the amount of borrowing within the limit set, other financing and release of the funds for highways works and demolition costs. 6. Delegate to the Head of Finance, in consultation with the Leader and Cabinet Member for Finance & Performance, the final Terms of the Agreement. |

1. Purpose of Report and Executive Summary

- 1.1 On 16 March 2016 Council authorised a variation to the Budget Framework permitting the Council to borrow up to £30m for capital investment, subject to a business case to Cabinet. This report sets out a business case for borrowing up to £28m of the £30m approved, and seeks agreement to funding of some specific works associated with the Sittingbourne Town Centre redevelopment which are required.

2 Background

- 2.1 As was highlighted in the 16 March Council report, the reduction and eventual elimination of Revenue Support Grant means that all councils have to look at ways in which they can become financially self-funding. Indeed, this Council instigated an Income Generation project led by the Corporate Services Director earlier this year, which will be fundamental to balancing the Council's budget over the medium term time horizon. This proposal aligns with the purpose of this project.
- 2.2 There has been extensive press coverage of income generation initiatives, including recently our neighbour Canterbury City Council borrowing £79m to purchase half of the White Friars Shopping Centre; and Spelthorne Borough Council in Surrey borrowing £360m for a sale and lease back property transaction with BP. The use of property investment to generate long term income returns to substitute for lost Government grant is becoming a mainstream activity for local authorities.
- 2.3 In-terms of the Council's treasury management activities, there have been three key developments this year:
- (i) Investing £3m in the CCLA Property fund- this pooled investment fund significantly added to returns in 2015/16;
 - (ii) investment income - the latest reduction in base rate has led to further reductions in deposit rates. National Westminster Bank, for example, are current offering 0.1% on overnight deposits. With the strong possibility of a further cut in base rate to come, there is a real possibility of negative interest rates for corporate if not retail depositors. This makes it even more important that alternative sources of revenue are sought; and
 - (iii) Public Works Loan Board borrowing costs - with gilt yields reducing further so have borrowing costs, with long term maturity loans now available for around 2.5%.
- 2.4 The Council's core reserves are £18m, and daily cash investments are typically £35m.
- 2.5 Members will be well aware of extensive work which has been underway with the Spirit of Sittingbourne consortium, consisting of U&I, Essential Land and Quinn Estates, to move the Sittingbourne Town Centre development forwards. With the significant progress made in the summer with the letting of restaurants and the big box retail on the former waste depot site, discussions started on Spirit's mechanism of funding the scheme through its approach to the funding market, which was the next stage in the process.

- 2.6 This raised the question of whether the Council could step in as the funder and the acquirer of the leisure and big box projects as a commercial investment opportunity. The extent of the two projects is:
- (i) the leisure elements - an eight screen cinema of 20,925 square feet already pre-let to The Light, six restaurant units with a total of 25,765 square feet, with 65% pre-let by rental value to Pizza Express and Wildwood, and a 60 bed Travelodge, and
 - (ii) the big box retail - 27,800 square feet pre-let or terms of agreement being finalised.
- 2.7 The third element of the overall project is the private rented housing, where there is already an agreement in place with a purchaser for all 213 units.
- 2.8 In September Officers met with representatives of Spirit to see whether there was any way of bringing together the Council's desire to see the project delivered and generate a financial return for the Council with the next steps Spirit would take on seeking funding for the project. From the Council's perspective this has to be looked at as a commercial property transaction which has to work on its own terms financially and legally.
- 2.9 The currently very low returns on treasury deposits, the low costs of long term borrowing, and the need for new income streams all strongly supported that dialogue with Spirit over a change in the Council's role, from a passive provider of land into that of a funder and acquirer of the leisure and retail elements of the project.
- 2.10 This would be a very significant step for the Council to take, and one of the first actions was for the Interim Director of Regeneration to commission Pinsent Masons to provide independent expert legal advice, supplementing the Mid Kent Legal Service; and Turnberry Real Estate to advise on the commercial deal. The action recommended reflects this professional advice.
- 2.11 In looking to the Council as the funder and acquirer U&I will provide rent guarantees on the leisure and retail. The Council would have no financial exposure on build costs. We take this as a strong sign of the commitment of our partners to this project.
- 2.12 As well as the bigger strategic issue there are a number of operational issues which need to be dealt with at the same time as looking at the overall funding of the project.
- 2.13 Firstly, the project also requires highways works, which are estimated at this time at around £4.7m. The South East Local Enterprise Partnership (SELEP) has allocated £2.5m to the project, but that leaves £2.2m of works for which there is no financial return. The Council has therefore examined the option of funding these costs up front from reserves, and thus reducing the overall funding requirement for the project by £2.2m.

- 2.14 Secondly, there is an opportunity to undertake demolition works at the old depot site on Princess Street and on Fountain Street in advance of the Development Agreement becoming unconditional. There is a small risk in incurring this expenditure in advance of unconditionality, but the Council would need to clear these sites in any event. The Council has therefore been asked to consider underwriting funding up to £500,000 of demolition costs before unconditionality. If the Development Agreement does not go unconditional, the Council will be required to repay this money to the SELEP.
- 2.15 A report on progress against the Development Agreement, and any amendments required, is anticipated to be made to the December Cabinet meeting. This also gives more time for due diligence work to be undertaken.

3. Proposals

- 3.1 The draft Turnberry Real Estate financial evaluation is attached in Appendix I in a confidential note. The note is confidential for reasons of commercial sensitivity. The financial appraisal is summarised in the table below.

Table 1: Summary Financials

| Total costs | | £27.9m |
|-----------------------------|---------------------------|-----------------------|
| | 50 year financials | Annual average |
| Gross income | £145m | £2.8m |
| Debt charges | £34.3m | £0.7m |
| Average annual yield | | 7.8% |

Notes:

- a. The Council will also be required to make an annual Minimum Revenue Provision at 2%. This is a charge to revenue, but is held on the balance sheet. This reduces the average annual yield to 6.8%, but all the monies are retained within the Council.
 - b. Borrowing is assumed to be on a maturity basis ie there is no repayment of principal.
 - c. The period of borrowing and how much is financed internally are to be determined.
- 3.2 The appraisal shows that the Council would make a gross revenue surplus over the 50 years of £110m. This represents a yield of 7.8%, with an average annual net income of £2.1m. As such this is clearly well in excess of any return the Council could achieve through its treasury management activities.

- 3.3 Pinsent Masons have been asked to review the state aid and procurement implications of the approach proposed. The Pinsent Masons opinion is attached in Appendix II in a confidential note. The note is confidential for reasons of legal privilege.
- 3.4 The Council will fund £2.2m of highways works from reserves to reduce the up-front cost of the project.
- 3.5 The Council will also underwrite up to £500,000 of demolition costs from reserves, which will then be repaid using SELEP funding.
- 3.6 The two main risks to the Council are that build costs exceed those projected, and that full letting of the restaurants is not achieved. To mitigate these Spirit is prepared to work to a fixed cost on the build costs, and will guarantee the restaurant rents for 24 months from completion. In addition, throughout the project the Council will have security as the owner of the physical assets.
- 3.7 After completion the Council has the choice of either retaining ownership of the asset for the long term income stream generated, or selling it to an institutional investor for a capital sum which can be used to repay the borrowing and to fund other capital investments in the Borough.
- 3.8 These proposals are key to delivering the Spirit of Sittingbourne project, and in so doing meeting not only the Council's aspirations in terms of the regeneration of Sittingbourne Town Centre, but also the Council's need to move towards financial self-sufficiency.
- 3.9 The proposals are subject to ratification by the U&I Board, and to final due diligence by the Council with its advisers.
- 3.10 Delegations are sought on the final decisions on the amount of borrowing within the limit set, and release of the funds for highways works and demolition costs and the final Terms of Agreement. These delegations will all be within the parameters set, and are necessary to deal with the detailed arrangements for the phasing of payments to Spirit in particular, and to allow the Head of Finance the scope to minimise the total financing costs.

4 Alternative Options

- 4.1 Members and officers have examined a wide range of options with Spirit. It has been concluded that none of them achieve the same outcomes either financially or in terms of speed of progress.

5 Consultation Undertaken or Proposed

- 5.1 Professional advice has been obtained from Pinsent Masons and Turnberry Real Estate – their advice is attached as confidential appendices to this report.

6 Implications

| Issue | Implications |
|----------------------------------|--|
| Corporate Plan | The project has financial, economic, cultural and social benefits supporting the Council’s corporate objectives, in particular A Borough to be Proud of. |
| Financial, Resource and Property | <p>The proposals fully support the Council’s objective to become self-financing.</p> <p>The treasury implications are in line with the DCLG Investment Guidelines and the CIPFA Code of Practice on Treasury Management.</p> <p>The Head of Finance will work with our treasury advisers, Arlingclose, to ensure that we maximize the scope for internal borrowing and minimise external borrowing and the interest costs which then become payable.</p> <p>Account will also be taken of beneficial opportunities for borrowing taking into account fluctuations in PWLB rates which are linked to gilt yields.</p> |
| Legal and Statutory | <p>External legal advice has been obtained due to the nature and complexity of the matter under consideration.</p> <p>In particular, it is important to understand both state aid and procurement law in relation to the proposal to vary the Development Agreement so that the Council will acquire the retail and leisure elements of the development, and for the Council to fund public infrastructure.</p> <p>The detailed advice is attached as legally privileged and confidential appendix. It sets out the high level advice and strategy to address these points.</p> <p>In principle there is nothing to prevent the Council proceeding in the manner set out in the report. However, additional detailed analysis will be undertaken to provide due diligence and assurance.</p> |
| Crime and Disorder | Not applicable. |
| Sustainability | Not applicable. |
| Health and | Not applicable. |

| | |
|---------------------------------------|--|
| Wellbeing | |
| Risk Management and Health and Safety | The key risks have been fully evaluated and mitigations put in place. The two main risks are set out at paragraph 3.6. STC is already identified as the highest risk to the Council in the Corporate Risk Register, and a comprehensive risk register for the project is also maintained. Regular reports will be made to Cabinet and Audit Committee |
| Equality and Diversity | Not applicable. |

7 Appendices

7.1 The following documents are included in the confidential appendices:

- Appendix I: Draft Turnberry Real Estate financial appraisal
- Appendix II: Draft Pinsent Mason legal opinion

8 Background documents

16 March Council report

<http://services.swale.gov.uk/meetings/documents/s4874/Report.pdf>

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