

AGENDA

SCRUTINY COMMITTEE MEETING

Date: Wednesday, 18 November 2020

Time: 7.00pm

Venue: Virtual meeting via Skype*

Membership:

Councillors Lloyd Bowen (Chairman), Richard Darby, Steve Davey, Mike Dendor (Vice-Chairman), Tim Gibson, Alastair Gould, James Hall, Carole Jackson, Elliott Jayes, Denise Knights, Lee McCall, Pete Neal and Ken Pugh.

Quorum = 4

Pages

Information for the Public

*Members of the press and public can listen to this meeting live. Details of how to join the meeting will be added to the website after 4pm on Tuesday 17 November 2020.

Privacy Statement

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1. Apologies for Absence and Confirmation of Substitutes
2. Minutes

To approve the [Minutes](#) the of the Meeting held on 21 October 2020 (Minute Nos.198 - 203) as a correct record.

3. 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 meeting 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 Monitoring Officer, the Head of Legal or from other Solicitors in Legal Services as early as possible, and in advance of the Meeting.

4. Scrutiny of 2021/22 Fees and Charges proposals 5 - 72

The Leader and Cabinet Member for Finance, the Chief Financial Officer and the Head of Commissioning, Environment and Leisure have been invited to attend for this item.

5. Performance Monitoring Report 73 - 84

The Committee is asked to consider the Performance Monitoring Report 2020/21 Quarter 2 (July – September 2020).

The Leader and Cabinet Member for Finance, and the Business Support Officer (Policy) have been invited to attend for this item.

6. Cabinet Forward Plan 85 - 94

The Committee is asked to consider the Forward Plan with a view to identifying possible items for pre-decision scrutiny.

Issued on Tuesday 10 November 2020

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 Scrutiny Committee, please visit www.swale.gov.uk

**Chief Executive Swale Borough Council,
Swale House, East Street, Sittingbourne, Kent, ME10 3HT**

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Scrutiny		Agenda Item: 4
Meeting Date	18 November 2020	
Report Title	Review of Fees & Charges 2021/22	
Cabinet Member	Cllr Roger Truelove, Leader and Cabinet Member for Finance	
SMT Lead	Nick Vickers, Chief Financial Officer	
Head of Service	Nick Vickers, Chief Financial Officer	
Lead Officer	Caroline Frampton, Principal Accountant and Lyn Stringer, Insurance Officer	
Key Decision	Yes	
Classification	Open	
Forward Plan	Reference number:	
Recommendations	<ol style="list-style-type: none"> 1. To note the proposed fees and charges 2021/22 as set out in this report. 2. Regarding Pest Control note that that delegated authority be given to the Head of Commissioning, Environment and Leisure Services in consultation with the Chief Financial Officer and the Cabinet Member for Environment to amend the fees and charges and/or the wording to the Pest Control charges based on the outcomes from industry research and expressions of interest over the coming months, and to implement the revised charges to reflect any new pest control contract start dates (which may be before or after the 1 April 2021). If a suitable contract is not deemed viable, these fees and charges will be removed. 	

1. Purpose of Report and Executive Summary

- 1.1 This report invites Scrutiny to consider the proposals for the level of fees and charges to be levied for the next financial year 2021/22. Charges will take effect from 1 April 2021.
- 1.2 All the charges included in this report under the Council's control will take effect from 1 April 2021.

- 1.3 Appendix I details proposals on a service-by-service basis for the level of fees to be charged in 2021/22 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 2020/21 budget for fees and charges for services.
- 1.4 We 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 2020/21 the fees and charges budget covered by this report where the Council sets the level of fees or charges was £3,879k (see Appendix III). Fees and charges income, particularly from car parking, will be heavily impacted in this financial year by the consequences of covid 19. The return to the Ministry of Housing, Communities and Local Government (MHCLG) forecasts a reduction of £1.2 million this year in fees and charges income.
- 2.2 Managers and all service areas 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 2021/22 and Appendix II those that are set by Government.
- 3.2 Heads of Service were advised that any indexation be based on the Consumer Price Index (June 0.6%) be used and rounded to the nearest 10 pence.

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 have considered the proposals on 18 November 2020 before submission to Council on 6 January 2021.

6. Implications

Issue	Implications
Corporate Plan	The income from fees and charges is a key component of the Council's budget and is key to supporting the Corporate Plan objectives.
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.
Environment and Sustainability	None identified.
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.
Privacy and Data Collection	None identified

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 2021/22 set by the Council
 - Appendix II: Fees and charges set nationally by Government
 - Appendix III: Summary of fee income for 2020/21 budget

8. Background Papers

None.

Proposed fees and charges for 2021/22 set by the Council

	2020/21			2021/22			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Housing Services (C Hudson)							
Home Inspection for Immigration Application Fee							
Requests received to inspect and provide report on suitability of proposed home in connection with immigration applications	120.00	24.00	144.00	123.00	24.60	147.60	The charges reflect officer time and the increase reflects officer hourly rate rounded up. This is a discretionary service that we offer in line with most other authorities, there is little demand for the service but it is competitively priced to provide a service for residents who may wish to get independent confirmation of their property's fitness for the immigration authorities.
Staying Put Handyperson Rates							
Hourly rate for a handyperson	13.50	2.70	16.20	13.50	2.70	16.20	Need to maintain current fee as costs were agreed in the contract with Kent County Council (KCC) supporting people.
Subsidised hourly rate for a handyperson – client in receipt of benefits	5.00	1.00	6.00	5.00	1.00	6.00	As above.

Proposed fees and charges for 2021/22 set by the Council

	2020/21			2021/22			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Private disabled works (household not eligible for Disabled Facilities Grant)	150.00	0.00	150.00	150.00	0.00	150.00	Maintain the current fee.
Disabled Facilities Grant (DFG) fee (statutory % charge)	12.5%			12.5%			Maintain the current fee which is a good rate and is the same as other agencies in Kent or higher. The client is free to choose other agencies if they wish so this keeps us competitive.
Alleygate Key							
Fee	17.92	3.58	21.50	17.92	3.58	21.50	No price increase.
Town Centre Licence							
Licence for large events of 10,000 people or more	500.00	0.00	500.00	500.00	0.00	500.00	No price increase.

Proposed fees and charges for 2021/22 set by the Council

	2020/21			2021/22			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Planning (J Freeman)							
Pre-Application Planning Advice							
Meetings							
Very large major	2,500.00	500.00	3,000.00	2,750.00	550.00	3,300.00	10% increase – to recognise cost of providing service.
Major	1,666.66	333.34	2,000.00	1,833.33	366.67	2,200.00	As above.
Minor	416.67	83.33	500.00	458.33	91.67	550.00	As above.
Other (excluding householders and listed buildings)	125.00	25.00	150.00	137.50	27.50	165.00	As above.
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	833.33	166.67	1,000.00	916.67	183.33	1,100.00	10% increase – to recognise cost of providing service.
Major	416.67	83.33	500.00	458.34	91.67	550.00	As above.
Minor	208.33	41.67	250.00	229.16	45.83	275.00	As above.
Other (excluding householders and listed buildings)	62.50	12.50	75.00	68.75	13.75	82.50	As above.

Proposed fees and charges for 2021/22 set by the Council

	2020/21			2021/22			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Householder	41.67	8.33	50.00	45.84	9.17	55.00	As above.
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							
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							
Standard fee	500.00	0.00	500.00	550.00	0.00	550.00	10% increase – to recognise cost of providing service.
Planning Portal							
The Planning Portal will be charging a £20 (£16.67 + VAT) service charge payable by applicants on any planning application that attracts a fee. Applications that do not attract a fee will not incur this service charge.							
Planning Photocopying Charges							
	Charges per page			Charges per page			
A4 Black/white	0.17	0.03	0.20	0.17	0.03	0.20	
A3 Black/white	0.25	0.05	0.30	0.25	0.05	0.30	

Proposed fees and charges for 2021/22 set by the Council

	2020/21			2021/22			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
A2 Or larger	3.33	0.67	4.00	3.33	0.67	4.00	
A4 Colour	1.67	0.33	2.00	1.67	0.33	2.00	
A3 Colour	2.50	0.50	3.00	2.50	0.50	3.00	
Local Land Charges							
Official Searches							
LLC1 only	40.00	0.00	40.00	40.00	0.00	40.00	No increase proposed.
LLC1 only - additional parcel	11.00	0.00	11.00	11.00	0.00	11.00	As above.
Con 29	100.00	20.00	120.00	100.00	20.00	120.00	As above.
Con 29 - additional parcel	17.50	3.50	21.00	17.50	3.50	21.00	As above.
Standard search (LLC1 & Con29)	140.00	20.00*	160.00	140.00	20.00*	160.00	As above.
Standard search (LLC1 & Con29) - additional parcel	28.50	3.50*	32.00	28.50	3.50*	32.00	As above.
Part II enquiry - Con29 questions 4-21	12.50	2.50	15.00	12.50	2.50	15.00	As above.
Part II enquiry - Con29 question 22	25.00	5.00	30.00	25.00	5.00	30.00	As above.
Additional questions	19.00	3.80	22.80	19.00	3.80	22.80	As above.
*VAT applicable only to the Con29 part of the charge.							
Personal Searches							
Enhanced Personal Search	15.00	0.00	15.00	15.00	0.00	15.00	As above.

Proposed fees and charges for 2021/22 set by the Council

	2020/21			2021/22			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
1.1 (a-l) (Planning)	6.00	1.20	7.20	6.00	1.20	7.20	As above.
1.1 (J, K, L) (Building Regulations)	6.00	1.20	7.20	6.00	1.20	7.20	As above.
2.1 (b-d)	5.00	1.00	6.00	5.00	1.00	6.00	As above.
3.1 Land for public purpose	3.00	0.60	3.60	3.00	0.60	3.60	As above.
3.3 Drainage matters	3.00	0.60	3.60	3.00	0.60	3.60	As above.
3.5 Railway schemes	3.00	0.60	3.60	3.00	0.60	3.60	As above.
3.7 Outstanding Notices	10.00	2.00	12.00	10.00	2.00	12.00	As above.
3.8 Building Regulations Contravention	3.00	0.60	3.60	3.00	0.60	3.60	As above.
3.9 Enforcement	6.00	1.20	7.20	6.00	1.20	7.20	As above.
3.10 CILs	4.00	0.80	4.80	4.00	0.80	4.80	As above.
3.12 Compulsory purchase	3.00	0.60	3.60	3.00	0.60	3.60	As above.
3.13b Contaminated land	3.00	0.60	3.60	3.00	0.60	3.60	As above.
3.13c Contaminated land	3.00	0.60	3.60	3.00	0.60	3.60	As above.

Proposed fees and charges for 2021/22 set by the Council

	2020/21			2021/22			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Commissioning, Environment and Leisure (M Cassell)							
Car Parks and Season Tickets All Swale Borough Council car parks are free to use between 6pm and 8am Monday to Sunday							
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	No change proposed.
Up to 1 hour	0.83	0.17	1.00	0.83	0.17	1.00	As above.
Up to 2 hours	1.67	0.33	2.00	1.67	0.33	2.00	As above.
Up to 4 hours	3.33	0.67	4.00	3.33	0.67	4.00	As above.
Season per quarter (for business only Central car park, Faversham/ Forum, Sittingbourne)	195.83	39.17	235.00	195.83	39.17	235.00	As above.
Electric vehicle parking/charging tariff per hour	0.83	0.17	1.00	0.83	0.17	1.00	As above.

Proposed fees and charges for 2021/22 set by the Council

Bourne Place Multi-Storey Car Park							
The charge is for ALL parking bays including disabled and parent/child bays							
Patrons of Light Cinema will have free parking all day on Sundays							
Charges apply from date of opening							
Up to 30 minutes	0.42	0.08	0.50	0.42	0.08	0.50	No increase proposed.
Up to 1 hour	0.83	0.17	1.00	0.83	0.17	1.00	As above.
Up to 2 hours	1.67	0.33	2.00	1.67	0.33	2.00	As above.
Up to 3 hours	2.50	0.50	3.00	2.50	0.50	3.00	As above.
Up to 4 hours	3.33	0.67	4.00	3.33	0.67	4.00	As above.
Up to 5 hours	4.17	0.83	5.00	4.17	0.83	5.00	As above.
Up to a maximum of 6 hours	5.00	1.00	6.00	5.00	1.00	6.00	As above.
Over 6 hours (within 24 hour period)	5.83	1.17	7.00	5.83	1.17	7.00	As above.
Lost ticket	N/A	N/A	N/A	5.83	1.17	7.00	Charge already in place mid-year but formalising in fees and charges.
Season ticket per quarter (subject to a maximum capacity)	N/A	N/A	N/A	195.83	39.17	235.00	New addition – limited number will be issued to maintain capacity for Bourne Place leisure facilities.
Travelodge	2.50	0.50	3.00	2.50	0.50	3.00	Contracted to stay the same.
(Preferential rate for hotel guests (for 24 hours))							

Proposed fees and charges for 2021/22 set by the Council

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	No change proposed.
Up to 1 hour	0.83	0.17	1.00	0.83	0.17	1.00	As above.
Up to 2 hours	1.67	0.33	2.00	1.67	0.33	2.00	As above.
Up to 4 hours	3.33	0.67	4.00	3.33	0.67	4.00	As above.
Over 4 hours	4.17	0.83	5.00	4.17	0.83	5.00	As above.
Season per month (long stay car park)	73.33	14.67	88.00	73.33	14.67	88.00	As above.
Season per quarter (long stay car park)	195.83	39.17	235.00	195.83	39.17	235.00	As above.
Long Stay Covering							
Sittingbourne: Cockleshell Walk							
Up to 30 minutes	0.42	0.08	0.50	0.42	0.08	0.50	No change proposed.
Up to 1 hour	0.83	0.17	1.00	0.83	0.17	1.00	No change proposed.
Up to 2 hours	1.67	0.33	2.00	1.67	0.33	2.00	As above.
Up to 4 hours	2.50	0.50	3.00	2.50	0.50	3.00	As above.
Over 4 hours	3.33	0.67	4.00	3.33	0.67	4.00	As above.
Season per month (long stay car park)	73.33	14.67	88.00	73.33	14.67	88.00	As above.

Proposed fees and charges for 2021/22 set by the Council

Season per quarter (long stay car park)	195.83	39.17	235.00	195.83	39.17	235.00	As above.
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	No change proposed.
All day	2.83	0.57	3.40	2.83	0.57	3.40	As above.
Motorcycles	0.00	0.00	0.00	0.00	0.00	0.00	As above.
Season tickets (to be used at any long stay car park throughout the Borough)							
Season per quarter	208.33	41.67	250.00	208.33	41.67	250.00	No change proposed.
Replacement for lost, stolen or destroyed season tickets	8.34	1.67	10.00	8.34	1.67	10.00	As above.
All pay and display car parks – closure of parking bays through events or other activities	Price on application dependent on car park location, type of event (commercial – enthusiast – voluntary/ community) and local impact		Price on application dependent on car park location, type of event (commercial – enthusiast – voluntary/community) and local impact				
Residents Only Parking Permits (off street) (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	17.08	3.42	20.50	17.08	3.42	20.50	No change proposed.
Sheerness: Delamark Road car park (residents only)							

Proposed fees and charges for 2021/22 set by the Council

Per quarter	12.92	2.58	15.50	12.92	2.58	15.50	No change proposed.
Residents' Parking Permits (on street)							
Per annum	45.00	0.00	45.00	45.00	0.00	45.00	No change proposed.
Visitors permit book (10 days)	11.00	0.00	11.00	11.00	0.00	11.00	As above.
Visitors parking permits (per day)	1.10	0.00	1.10	1.10	0.00	1.10	As above.
Hourly scratchcards (per hour)	1.10	0.00	1.10	1.10	0.00	1.10	As above.
Hourly scratchcards (per book of 10 hours)	10.00	0.00	10.00	10.00	0.00	10.00	No change proposed.
Business per annum	45.00	0.00	45.00	45.00	0.00	45.00	As above.
Nativity Close (exemption permit concession admin fee)	30.00	0.00	30.00	30.00	0.00	30.00	As above.
Residents/Business/Exemption permit concessions. Replacement permit for lost, stolen or destroyed permits	10.00	0.00	10.00	10.00	0.00	10.00	As above.
Dispensation / Waivers							
Maximum 1 day	11.00	0.00	11.00	11.00	0.00	11.00	No change proposed.
Maximum 1 week	33.00	0.00	33.00	33.00	0.00	33.00	As above.
Maximum 3 months	55.00	0.00	55.00	55.00	0.00	55.00	As above.
Suspension admin fee	70.00	0.00	70.00	70.00	0.00	70.00	As above.
Sports Facilities							
With changing facilities and showers							

Proposed fees and charges for 2021/22 set by the Council

- Senior	62.58	12.52	75.10	63.00	12.60	75.60	Indexation applied. Comparable with Medway and Maidstone.
- Under 18s	20.92	4.18	25.10	21.00	4.20	25.20	Indexation applied.
- Under 16s & mini soccer	15.67	3.13	18.80	15.75	3.15	18.90	As above.
With changing facilities only							
- Senior	52.17	10.43	62.60	52.50	10.50	63.00	As above.
- Under 18s	17.42	3.48	20.90	17.50	3.50	21.00	As above.
- Under 16s & mini soccer	14.75	2.95	17.70	14.80	2.96	17.80	Indexation applied. Rounded up.
With no facilities							
- Senior	35.67	7.13	42.80	35.90	7.18	43.10	Indexation applied. Rounded up.
- Under 18s	15.58	3.12	18.70	15.67	3.13	18.80	Indexation applied. Rounded down.
- Under 16s & mini soccer	9.58	1.92	11.50	9.60	1.92	11.50	Indexation applied. Rounded down resulting in no change.
Block bookings of 10 or more series of lets is VAT exempt. Varies based on prices above minus VAT.							
Allotments							
Plots of 10 rods & pro rata	43.80	0.00	43.80	44.10	0.00	44.10	Indexation applied.
Plots of 10 rods & pro rata (OAPs/Disabled)	21.90	0.00	21.90	22.10	0.00	22.10	As above.
King George's Pavilion							
Main hall/tea room (hourly rate) (minimum hire 1 hour)							
Mon-Sun (9am-midnight)	10.00	0.00	10.00	10.10	0.00	10.10	As above.

Proposed fees and charges for 2021/22 set by the Council

Playgroups (per morning)	25.00	0.00	25.00	25.20	0.00	25.20	As above.
Tea room – for children’s parties only (per hour) minimum 1 hour hire	8.00	0.00	8.00	8.10	0.00	8.10	As above.
Caretaking services – set up and clear away: standard tables and/or chairs	6.00	0.00	6.00	6.10	0.00	6.10	As above.
Refundable deposits	150.00	0.00	150.00	150.00	0.00	150.00	No increase.
Bank Holidays, New Year’s Eve	Double the standard rate		Double the standard rate				
Cemeteries Burial Fees							
<i>Exclusive Right of Burial, Interment, Memorial & Re-inscription Permits</i>							
1 st Burial Sittingbourne, Faversham & Murston	1,933.00	0.00	1,933.00	1,944.60	0.00	1,944.60	Indexation applied.
1 st Burial Sheppey	1,773.00	0.00	1,773.00	1,783.60	0.00	1,783.60	As above.
1 st Burial if no use of previously purchased grave Sittingbourne, Faversham & Murston	963.00	0.00	963.00	968.80	0.00	968.80	As above.
1 st Burial if no use of previously purchased grave Sheppey	796.00	0.00	796.00	800.80	0.00	800.80	As above.
2 nd Burial Sittingbourne, Faversham & Murston	796.00	0.00	796.00	800.80	0.00	800.80	As above.
2 nd Burial Sheppey	658.00	0.00	658.00	662.00	0.00	662.00	As above.
3 rd Burial Sittingbourne, Faversham & Murston	658.00	0.00	658.00	662.00	0.00	662.00	As above.

Proposed fees and charges for 2021/22 set by the Council

Cremated Remains <i>(includes Exclusive Rights to Burial, Interment, Memorial & Re-inscription Permit)</i>							
1 st Burial	594.00	0.00	594.00	612.70	0.00	612.70	Fee adjustment plus inflation.
1 st Burial (where no use has been made of previously purchased grave)	216.00	0.00	216.00	222.30	0.00	222.30	Fee adjustment plus inflation.
2 nd Burial	216.00	0.00	216.00	222.30	0.00	222.30	As above.
3 rd Burial	216.00	0.00	216.00	222.30	0.00	222.30	As above.
4 th Burial	216.00	0.00	216.00	222.30	0.00	222.30	As above.
Burial of loose ashes	100.00	0.00	100.00	103.60	0.00	103.60	As above.
Child Burial							
Under 18 years of age	0.00	0.00	0.00	Covered by Children's Funeral Fund for England. Subject to criteria.			Not strictly a new charge, it is a change in the way we claim back costs from Central Government.
Ancillary Services							
Issue of letter of confirmation where deed is lost	62.00	0.00	62.00	62.40	0.00	62.40	Indexation applied.
Use of chapel in Sittingbourne	87.00	0.00	87.00	87.50	0.00	87.50	As above.
Use of chapel in Faversham	118.00	0.00	118.00	118.70	0.00	118.70	As above.
Planted grave (per annum)	118.00	0.00	118.00	118.70	0.00	118.70	As above.
Turfed grave	At cost			At cost			
Transfer of deed ownership	62.00	0.00	62.00	62.40	0.00	62.40	As above.

Proposed fees and charges for 2021/22 set by the Council

Record search & certificate (each grave)	31.00	0.00	31.00	31.20	0.00	31.20	As above.
Extra cost of large coffin or casket (measuring 30 inches or more)	160.00	0.00	160.00	161.00	0.00	161.00	As above.
Exhumation of coffin	1,600.00	0.00	1,600.00	1,609.60	0.00	1,609.60	As above.
Exhumation of cremated remains	297.00	0.00	297.00	298.80	0.00	298.80	As above.
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)							
Memorial Bench (Seafronts & Green Space, Excludes Cemeteries)							
Memorial bench with basic installation	652.17	130.43	782.60	656.10	131.22	787.30	Indexation applied. Rounded down.
Memorial bench with concrete installation	826.08	165.22	991.30	831.00	166.20	997.20	Indexation applied.
Travelling Fairs							
Pitch premium for days open to the public only (per day)	900.00	0.00	900.00	905.50	0.00	905.50	As above.
Use of Council Land – Travelling Fairs							
On site fee payable whether or not open to the public (including arrival and departure days)	57.30	0.00	57.30	57.90	0.00	57.90	As above.
Refundable deposit	600.00	0.00	600.00	600.00	0.00	600.00	No uplift.

Proposed fees and charges for 2021/22 set by the Council

Use of Council Land – Travelling Shows							
On site fee for days open to the public	200.00	0.00	200.00	201.20	0.00	201.20	Indexation applied.
On site fee payable when not open to the public (including arrival and departure days)	57.30	0.00	57.30	57.90	0.00	57.90	As above.
Refundable deposit	600.00	0.00	600.00	600.00	0.00	600.00	No uplift.
Use of Council Land – Events							
On site fee for small commercial events – day usage of open space	200.00	0.00	200.00	201.20	0.00	201.20	Indexation applied.
On site fee for large commercial events – day usage of open space	Price on Application		Price on Application				
On site fee for enthusiast event – day usage of open space	100.00	0.00	100.00	100.60	0.00	100.60	50% of commercial fee above.
On site fee for community/voluntary event – day usage of open space	0.00	0.00	0.00	0.00	0.00	0.00	
Refundable deposit	N/A	N/A	N/A	200.00	0.00	200.00	
Beach Hut Charges							
Locations now at Minster Leas and Leysdown							
Ground rental – beach hut owned	402.50	0.00	402.50	404.90	0.00	404.90	Indexation applied.
Annual rental	1,075.00	215.00	1,290.00	1,081.50	216.30	1,297.80	As above.
Refundable keys deposit	25.00	0.00	25.00	25.00	0.00	25.00	No increase.

Proposed fees and charges for 2021/22 set by the Council

Transfer of an owned beach hut licence	A fee of three times the ground rent or 10% of the sale value whichever is greatest			A fee of three times the ground rent or 10% of the sale value whichever is greatest			
Purchase of beach hut	Market price			Market price			A recent valuation was £12,000 for a Beach Hut.
Access Over Open Space Licence							
Used for residential properties requiring access over our land to undertake works/deliveries etc.							
Standard fee	65.00	0.00	65.00	65.40	0.00	65.40	Indexation applied.
Traffic Regulation Order Applications							
<i>On application (yellow lines and changes to existing orders)</i>							
Small (1-30 consultations)	1,000.00	0.00	1,000.00	1,006.00	0.00	1,006.00	Indexation applied.
Medium (31-50 consultations)	1,200.00	0.00	1,200.00	1,207.20	0.00	1,207.20	As above.
Large (50+ consultations)	1,500.00	0.00	1,500.00	1,509.00	0.00	1,509.00	As above.
<i>On application (loading bays, single bays)</i>							
Small (1-30 consultations)	500.00	0.00	500.00	503.00	0.00	503.00	As above.
Medium (31-50 consultations)	750.00	0.00	750.00	754.50	0.00	754.50	As above.
Large (50+ consultations)	1,000.00	0.00	1,000.00	1,006.00	0.00	1,006.00	As above.
<i>No objections received (yellow lines and changes to existing orders)</i>							
All size consultations	500.00	0.00	500.00	503.00	0.00	503.00	As above.
<i>No objections received (loading bays, single bays)</i>							
All size consultations	250.00	0.00	250.00	251.50	0.00	251.50	As above.

Proposed fees and charges for 2021/22 set by the Council

Objections received (Joint Transportation Board report)							
All size consultations	250.00	0.00	250.00	251.50	0.00	251.50	As above.
Progress/implement scheme (yellow lines and changes to existing orders)							
Small (1-30 consultations)	500.00	0.00	500.00	503.00	0.00	503.00	As above.
Medium (31-50 consultations)	600.00	0.00	600.00	603.60	0.00	603.60	As above.
Large (50+ consultations)	700.00	0.00	700.00	704.20	0.00	704.20	As above.
Progress/implement scheme (loading bays, single bays)							
Small (1-30 consultations)	100.00	0.00	100.00	100.60	0.00	100.60	As above.
Medium (31-50 consultations)	100.00	0.00	100.00	100.60	0.00	100.60	As above.
Large (50+ consultations)	100.00	0.00	100.00	100.60	0.00	100.60	As above.
Inclusion of new or amended waiting restrictions into Traffic Regulation Order	1,000.00	0.00	1,000.00	1,006.00	0.00	1,006.00	As above.
White Bar Markings							
Installation of new white bar marking across vehicle crossing	125.00	25.00	150.00	125.00	25.00	150.00	No change. Charging for these from August 2020.
Re-painting existing white bar marking across vehicle crossing	104.17	20.83	125.00	104.17	20.83	125.00	As above.
Street Naming & Numbering							
Changing or requesting new property	64.80	0.00	64.80	65.20	0.00	65.20	Indexation applied.
New street name	108.00	0.00	108.00	108.60	0.00	108.60	As above.

Proposed fees and charges for 2021/22 set by the Council

New street developments (4 or more properties/units) per property/unit with minimum charge of £180	44.20	0.00	44.20	44.50	0.00	44.50	As above.
Provision of historical information relating to street naming & numbering	27.60	0.00	27.60	27.80	0.00	27.80	As above.
Changing street name	664.50	0.00	664.50	668.50	0.00	668.50	As above.
Harbour Mooring Fees							
Faversham Town Quay per night	7.50	1.50	9.00	7.58	1.52	9.10	Indexation applied plus round up to nearest 10p.
Garden Waste Subscription (brown bins – domestic)							
Fortnightly collection of garden waste (excluding Christmas where service is suspended for 2 weeks). Fee includes hire of bin. Price is per annum	37.00	0.00	37.00	40.00	0.00	40.00	Bring fee closer in line with partners and neighbouring authorities. This is one of the lowest prices in Kent.
Bulky Waste Collections							
Charge covers up to 4 bulky items. If fridge/fridge-freezer, charge covers only one item, but any size	25.00	0.00	25.00	25.20	0.00	25.20	Inflation increase only.
Wheeled Bins							
Wheeled bins 140 litre	39.60	0.00	39.60	39.80	0.00	39.80	Inflation increase only.
Wheeled bins 180 litre	44.80	0.00	44.80	45.10	0.00	45.10	As above.
Wheeled bins 240 litre	44.80	0.00	44.80	45.10	0.00	45.10	As above.

Proposed fees and charges for 2021/22 set by the Council

Wheeled bins 1,100 litre	435.00	0.00	435.00	437.60	0.00	437.60	As above.
Lid in lid 140 litre food waste bin	78.20	0.00	78.20	78.70	0.00	78.70	As above.
Food waste container 23 litre	10.40	0.00	10.40	10.50	0.00	10.50	As above.
Kitchen caddy 5 litre	5.20	0.00	5.20	5.20	0.00	5.20	Inflation increase resulted in no change.
Note: Wheeled bins are non-vatable when supplied directly to a householder for domestic/household waste collection.							
Additional Litter Bins (each)							
Wybone 145 litre galvanised (fee does not include emptying the bin)	260.83	52.17	313.00	262.42	52.48	314.90	Inflation increase. Rounded up.
Bin Store Clearance							
Per occasion	125.00	0.00	125.00	125.80	0.00	125.80	As above.
Wheeled Bins for Community Events							
Provision of wheeled bins for events (cost per occasion) – delivery/ collection charge	82.50	16.50	99.00	83.00	16.60	99.60	As above.
Wheeled bin hire (cost per bin)	10.42	2.08	12.50	10.50	2.10	12.60	As above.
Servicing of bins during event	Price on application			Price on application			
Radar Key for Disabled Toilets							
Fee	3.00	0.00	3.00	3.00	0.00	3.00	Inflation increase resulted in no change.

Proposed fees and charges for 2021/22 set by the Council

Environmental – Fixed Penalty Notices (FPN)							
Fly tipping	400.00 ¹	0.00	400.00 ¹	400.00¹	0.00	400.00¹	Already set at maximum permitted.
Householders duty of care – lack of care in disposal of waste	400.00 ¹	0.00	400.00 ¹	400.00¹	0.00	400.00¹	As above.
Refuse left out inappropriately	80.00	0.00	80.00	80.00	0.00	80.00	As above.
Littering and graffiti	150.00	0.00	150.00	150.00	0.00	150.00	As above.
Fly posting	150.00	0.00	150.00	150.00	0.00	150.00	As above.
Waste carrier offences	300.00	0.00	300.00	300.00	0.00	300.00	As above.
Failure to comply with a Community Protection Notice	100.00	0.00	100.00	100.00	0.00	100.00	As above.
Breach of any Public Space Protection Orders (PSPOs)	100.00	0.00	100.00	100.00	0.00	100.00	As above.
¹Reduced to £300.00 if paid in full within 10 days							
All of these Environmental FPN's are at the maximum allowed by the Government banding							

Animal Welfare Licensing	
The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 came into force on 1 October 2018. Charges have been calculated using the Local Government Association guidance document on locally set licence fees ('Open for Business').	
Part A - Covers the application and authorisation process.	
Part B - Is the cost for administering and enforcing the legislative framework.	

Proposed fees and charges for 2021/22 set by the Council

Boarding in Kennels for Dogs, Boarding for Cats, Day Care for Dogs, Home Boarding for Dogs, Breeding Dogs and Selling Animals as Pets							
(This fee applies to both arranging the provision of accommodation for other people's dogs and/or host families where dogs are boarded within the Borough.)							
Part A	211.00 ¹	0.00	211.00 ¹	212.30¹	0.00	212.30¹	Inflation increase only.
Part B	169.00	0.00	169.00	170.00	0.00	170.00	As above.
1 Star and 2 Star establishments - 1 year licence							
3 Star and 4 Star establishments - 2 year licence	282.00	0.00	282.00	283.70	0.00	283.70	As above.
5 Star establishments - 3 year licence	395.00	0.00	395.00	397.40	0.00	397.40	As above.
Hiring of Horses							
Part A	211.00 ¹	0.00	211.00 ¹	212.30¹	0.00	212.30¹	As above.
Part B	169.00 ³	0.00	169.00 ³	170.00³	0.00	170.00³	As above.
1 Star and 2 Star establishments - 1 year licence							
3 Star and 4 Star establishments - 2 year licence	282.00 ²	0.00	282.00 ²	283.70²	0.00	283.70²	As above.
5 Star establishments - 3 year licence	395.00 ²	0.00	395.00 ²	397.40²	0.00	397.40²	As above.
Keeping or Training Animals for Exhibition							
Part A	211.00 ¹	0.00	211.00 ¹	212.30¹	0.00	212.30¹	As above.
For a 3 year licence							

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Part B For a 3 year licence	395.00 ³	0.00	395.00 ³	397.40³	0.00	397.40³	As above.
Dangerous Wild Animal Licence							
Part A For a 2 year licence	211.00 ¹	0.00	211.00 ¹	212.30¹	0.00	212.30¹	As above.
Part B For a 2 year licence	282.00 ³	0.00	282.00 ³	283.70³	0.00	283.70³	As above.
Zoo Licence (Please discuss your application with the Animal Control Officer prior to applying for a licence.)							
Part A For a 4 year licence	950.00 ²	0.00	950.00 ²	955.70²	0.00	955.70²	As above.
Part B For a 4 year licence	525.00 ³	0.00	525.00 ³	528.60³	0.00	528.60³	As above.
¹ Plus vet fees based upon an hourly rate (including travel time)							
² Plus vet fees for an initial inspection based upon an hourly rate (including travel time)							
³ Plus annual vet fees based upon an hourly rate (including travel time)							
Other Charges							
Licence renewals	Charged at the same rate as new applications			Charged at the same rate as new applications			
Request for re-inspection (for all licences) (plus vet fees if applicable)	90.00	0.00	90.00	90.50	0.00	90.50	As above.

Proposed fees and charges for 2021/22 set by the Council

Requests for Variations							
Administration amendment only	34.00	0.00	34.00	34.20	0.00	34.20	As above.
Inspector visit (if required) (additional to administration charge)	56.00	0.00	56.00	56.30	0.00	56.30	As above.
Vet fees	Will be recharged based upon an hourly rate plus travel time		Will be recharged based upon an hourly rate plus travel time				
Stray Dog Collection							
Fee for collecting/returning stray dogs	30.00	0.00	30.00	35.00	0.00	35.00	The kennel used to house stray dogs is now based outside of the borough. The £5.00 increase reflects increased officer time.
Out of hours fee for collecting/returning stray dogs	40.00	0.00	40.00	45.00	0.00	45.00	As above.
Transport fee for returning dog to owner	25.00	0.00	25.00	30.00	0.00	30.00	As above.
Pest Control							
Rats (per visit) with a minimum of 2 visits required	24.17	4.83	29.00	25.00	5.00	30.00	These charges include inflation rounded up to the nearest pound to make them consistent with Maidstone BC fees and charges as we will be tendering in partnership for a new pest control contractor from January 2021.
Mice (per visit) with a minimum of 2 visits required	24.17	4.83	29.00	25.00	5.00	30.00	As above.
Wasps per nest	48.75	9.75	58.50	50.00	10.00	60.00	As above.

Proposed fees and charges for 2021/22 set by the Council

Wasps per additional nest	8.33	1.67	10.00	9.17	1.83	11.00	As above.
Fleas and other household pests (up to 6 rooms)	58.33	11.67	70.00	59.17	11.83	71.00	As above.
Each additional room (up to 4)	8.33	1.67	10.00	9.17	1.83	11.00	As above.
Cockroaches in domestic premises (up to 6 rooms)	58.33	11.67	70.00	59.17	11.83	71.00	As above.
Each additional room (up to 4)	8.33	1.67	10.00	9.17	1.83	11.00	As above.
Ants, insects etc.	25.00	5.00	30.00	25.83	5.17	31.00	As above.
Bed bugs (up to 4 bedroom house). Anything larger will require a survey	233.33	46.67	280.00	238.33	47.67	286.00	As above.
Hourly charge for treatments carried out on industrial and commercial properties (hourly rate)	To be quoted by contractors on a job by job basis so as to remain competitive		To be quoted by contractors on a job by job basis so as to remain competitive				As above.
For treatments outside of normal office hours (hourly rate)	As above		As above				As above.
Woodworm, birds, death watch beetle, foxes, moles & squirrels	Price on application (surveys required)		Price on application (surveys required)				As above.

Proposed fees and charges for 2021/22 set by the Council

	2020/21			2021/22			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Environmental Health (T Beattie)							
Food Export Certificate							
For businesses already in receipt of Export Health Certificate (EHC) issued by Swale BC	120.00	0.00	120.00	121.00	0.00	121.00	Approximately 0.8% increase to reflect static fee for previous 2 years
For new businesses applying for export certificates	250.00	0.00	250.00	251.00	0.00	251.00	As above.
Admin charge for changes to certificate	25.00	0.00	25.00	25.50	0.00	25.50	Slight increase to reflect static fee for previous 2 years.
EHC for transit through non-EU countries to destination country	30.00	0.00	30.00	35.00	0.00	35.00	No transit certificates have been issued. Other similar councils charge significantly more.
Voluntary Surrender of Food							
Charge for food unfit for human consumption or unsuitable for sale	204.00	0.00	204.00	205.00	0.00	205.00	Document used by some companies to reclaim loss of food from insurance company or third party government exporters.

Proposed fees and charges for 2021/22 set by the Council

	2020/21			2021/22			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Chartered Institute of Environmental Health (CIEH) Level 2 Award Training in Food Safety in Catering							
Fee charged to food handlers for training in food hygiene	65.00	0.00	65.00	65.00	0.00	65.00	Minimal uptake of the course due to alternative cheaper on-line course availability plus impact of Covid 19. Maintain at current level to review uptake over further 12 month period.
Food Hygiene Rating Scheme							
Fee to food businesses for re-inspection and re-scoring	163.00	0.00	163.00	164.00	0.00	164.00	Rescore requests between 10 -15 per year.
Food Business Advice							
Fee to food businesses for pre-opening advice	N/A	N/A	N/A	45.84	9.16	55.00	Hourly rate for non-mandatory direct approach by a food business for advice on; <ul style="list-style-type: none"> Plans and layout of the food business. (including approved premises) setting up a new food business (pre start up advice) kitchen design advice or expanding an existing business.

Proposed fees and charges for 2021/22 set by the Council

	2020/21			2021/22			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Registration Fee under the Local Government (Miscellaneous Provision) Act							
(Relates to establishments offering cosmetic piercing, electrolysis, tattooing or acupuncture)							
Standard fee	319.00	0.00	319.00	320.00	0.00	320.00	Approximately 15 – 20 applications received per year.
Supplementary treatment registration fee (for additional beauty treatment registration inspection either at or after initial registration)	54.00	0.00	54.00	54.50	0.00	54.50	Fewer than 5 per year.
Tattoo and Beauty Treatment Events (falling within the Local Government (Miscellaneous Provisions) Act)	200.00	0.00	200.00	200.00	0.00	200.00	No increase due to impact of coronavirus on large gatherings potentially limiting this event for the foreseeable future. Currently no events planned in Swale district.
Tattoo and Beauty Treatment Event charge for Artists (new artist registrations)	25.00	0.00	25.00	25.00	0.00	25.00	As above.

Proposed fees and charges for 2021/22 set by the Council

	2020/21			2021/22			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Requests for Environmental Information (e.g. Contaminated land)							
Charge per hour	N/A	N/A	N/A	45.84	9.16	55.00	New direct approach from consultant to review and approve either scope of works or completed report prior to submission. Written response and advice provided and site visits.
Requests for Enhanced Environmental Information for Contaminated Land and Professional Opinion							
Charge per hour	N/A	N/A	N/A	45.84	9.16	55.00	New charge to provide additional research into planning history to identify any contaminated land reports that may be connected to the site. Professional opinion on likelihood of site being subject to further investigation under P2A of the Environmental Protection Act 1990 based on information available to the council at the time of the request.
Charges for photocopying apply at 10p per page plus postage							

Proposed fees and charges for 2021/22 set by the Council

	2020/21			2021/22			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Pre-Application Consultation for Environmental Health Advice for Acoustics, Air Quality, Contaminated Land Assessments							
Charge per hour	N/A	N/A	N/A	45.84	9.16	55.00	New direct approach from consultant to review and approve either scope of works or completed report prior to submission. Written response and advice provided and site visits.
Private Water Supplies Regulations 2016 & 2018 Amendments							
Risk assessment (hourly rate)	500.00	0.00	500.00	45.84	9.16	55.00	The charge setting arrangement has transferred to district authority from central government; the £500 was a maximum charge which now does not apply. The proposal is to cover costs based on an hourly officer charge.
Sampling (hourly rate)	100.00	0.00	100.00	45.84	9.16	55.00	Hourly officer charge.
Investigation (hourly rate)	100.00	0.00	100.00	45.84	9.16	55.00	Hourly officer charge.
Derogation request	100.00	0.00	100.00	45.84	9.16	55.00	Hourly officer charge.
Analysis – Group A – Laboratory charge passed directly to owner/ occupier/person requesting sample	25.00	0.00	25.00	25.00	0.00	25.00	Laboratory charge passed directly to owner/occupier/person requesting sample.

Proposed fees and charges for 2021/22 set by the Council

	2020/21			2021/22			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Analysis – Group B – Laboratory charge passed directly to owner/ occupier/person requesting sample	100.00	0.00	100.00	100.00	0.00	100.00	As above.
Analysis – audit monitoring	500.00	0.00	500.00	500.00	0.00	500.00	As above.

Proposed fees and charges for 2021/22 set by the Council

	2020/21			2021/22			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Resources							
(D Fackrell)							
Taxi Licensing							
Vehicle licence for 1 year	290.00	0.00	290.00	290.00	0.00	290.00	This fee rate came into effect in June 2017 following an extensive review. It is therefore not felt to be necessary to increase these charges for 2021/22.
Private Hire operator licence valid for 5 years	430.00	0.00	430.00	430.00	0.00	430.00	As above.
Licence and plate for temporary hire vehicle	40.00	0.00	40.00	40.00	0.00	40.00	As above.
Knowledge test – initial	25.00	0.00	25.00	25.00	0.00	25.00	As above.
Knowledge test – re-sit	25.00	0.00	25.00	25.00	0.00	25.00	As above.
Dual / Private Hire Drivers Badge for 1 year (for medical or over 70 years of age)	50.00	0.00	50.00	50.00	0.00	50.00	As above.
Upgrade Private Hire Drivers Badge to a Dual Badge	35.00	0.00	35.00	35.00	0.00	35.00	As above.
Dual / Private Hire Drivers Badge for 3 years	150.00	0.00	150.00	150.00	0.00	150.00	As above.
Non-refundable plate fee (plate number only issued once)	50.00	0.00	50.00	50.00	0.00	50.00	As above.

Proposed fees and charges for 2021/22 set by the Council

	2020/21			2021/22			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Replacement plate	15.00	0.00	15.00	15.00	0.00	15.00	As above.
Change of address	10.00	0.00	10.00	10.00	0.00	10.00	As above.
Change of ownership licensed vehicle	35.00	0.00	35.00	35.00	0.00	35.00	As above.
Dual / Private Hire Drivers badge replacement	10.00	0.00	10.00	10.00	0.00	10.00	As above.
Replacement paper licence certificate	10.00	0.00	10.00	10.00	0.00	10.00	As above.
Change of vehicle on an existing plate	80.00	0.00	80.00	80.00	0.00	80.00	As above.
Street Trading Licensing							
Annual consents (not events)	110.00	0.00	110.00	110.00	0.00	110.00	The Street Trading Policy is currently being reviewed and the cost of producing these consents will be investigated as part of that review.
6 month consents (not events)	55.00	0.00	55.00	55.00	0.00	55.00	As above.
One off consent	35.00	0.00	35.00	35.00	0.00	35.00	As above.
Event Consents							
1-19 stalls	75.00	0.00	75.00	75.00	0.00	75.00	As above.
20-49 stalls	145.00	0.00	145.00	145.00	0.00	145.00	As above.
50+ stalls	220.00	0.00	220.00	220.00	0.00	220.00	As above.

Proposed fees and charges for 2021/22 set by the Council

	2020/21			2021/22			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Gambling Licensing							
<i>New Applications/Applications for Provisional Statement</i>							
Small casino	8,000.00	0.00	8,000.00	8,000.00	0.00	8,000.00	Discretionary to a Statutory Maximum £8,000.
Large casino	10,000.00	0.00	10,000.00	10,000.00	0.00	10,000.00	Discretionary to a Statutory Maximum £10,000.
Bingo club	2,375.00	0.00	2,375.00	2,389.00	0.00	2,389.00	Discretionary to a Statutory Maximum £3,500. 0.6% inflationary increase applied.
Betting premises	2,365.00	0.00	2,365.00	2,379.00	0.00	2,379.00	Discretionary to a Statutory Maximum £3,000. 0.6% inflationary increase applied.
Tracks	1,855.00	0.00	1,855.00	1,866.00	0.00	1,866.00	Discretionary to a Statutory Maximum £2500. 0.6% inflationary increase applied.
Family entertainment centres	1,855.00	0.00	1,855.00	1,866.00	0.00	1,866.00	Discretionary to a Statutory Maximum £2,000. 0.6% inflationary increase applied.
Adult gaming centre	2,000.00	0.00	2,000.00	2,000.00	0.00	2,000.00	Discretionary to a Statutory Maximum £2,000.

Proposed fees and charges for 2021/22 set by the Council

	2020/21			2021/22			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Temporary use notice	255.00	0.00	255.00	256.50	0.00	256.50	Discretionary to a Statutory Maximum £500. 0.6% inflationary increase applied.
<i>Licence Applications (Provisional Statement Holders)</i>							
Small casino	3,000.00	0.00	3,000.00	3,000.00	0.00	3,000.00	Discretionary to a Statutory Maximum £3,000.
Large casino	5,000.00	0.00	5,000.00	5,000.00	0.00	5,000.00	Discretionary to a Statutory Maximum £5,000.
Bingo club	980.00	0.00	980.00	985.90	0.00	985.90	Discretionary to a Statutory Maximum £1,200. 0.6% inflationary increase applied.
Betting premises	980.00	0.00	980.00	985.90	0.00	985.90	Discretionary to a Statutory Maximum £1,200. 0.6% inflationary increase applied.
Tracks	950.00	0.00	950.00	950.00	0.00	950.00	Discretionary to a Statutory Maximum £950.
Family entertainment centre	815.00	0.00	815.00	819.90	0.00	819.90	Discretionary to a Statutory Maximum £950. 0.6% inflationary increase applied.
Adult gaming centre	1,200.00	0.00	1,200.00	1,200.00	0.00	1,200.00	Discretionary to a Statutory Maximum £1,200.

Proposed fees and charges for 2021/22 set by the Council

	2020/21			2021/22			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Annual Fee							
Small casino	5,000.00	0.00	5,000.00	5,000.00	0.00	5,000.00	Discretionary to a Statutory Maximum £5,000.
Large casino	10,000.00	0.00	10,000.00	10,000.00	0.00	10,000.00	Discretionary to a Statutory Maximum £10,000.
Bingo club	735.00	0.00	735.00	739.40	0.00	739.40	Discretionary to a Statutory Maximum £1,000. 0.6% inflationary increase applied.
Betting premises	485.00	0.00	485.00	487.90	0.00	487.90	Discretionary to a Statutory Maximum £600. 0.6% inflationary increase applied.
Tracks	735.00	0.00	735.00	739.40	0.00	739.40	Discretionary to a Statutory Maximum £1,000. 0.6% inflationary increase applied.
Family entertainment centres	640.00	0.00	640.00	643.80	0.00	643.80	Discretionary to a Statutory Maximum £750. 0.6% inflationary increase applied.
Adult gaming centre	1,000.00	0.00	1,000.00	1,000.00	0.00	1,000.00	Discretionary to a Statutory Maximum £1,000.
Application to Vary							
Small casino	4,000.00	0.00	4,000.00	4,000.00	0.00	4,000.00	Discretionary to a Statutory Maximum £4,000.

Proposed fees and charges for 2021/22 set by the Council

	2020/21			2021/22			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Large casino	5,000.00	0.00	5,000.00	5,000.00	0.00	5,000.00	Discretionary to a Statutory Maximum £5,000.
Bingo club	1,620.00	0.00	1,620.00	1,629.70	0.00	1,629.70	Discretionary to a Statutory Maximum £1,750. 0.6% inflationary increase applied,
Betting premises	1,365.00	0.00	1,365.00	1,373.20	0.00	1,373.20	Discretionary to a Statutory Maximum £1,500. 0.6% inflationary increase applied.
Tracks	1,240.00	0.00	1,240.00	1,247.40	0.00	1,247.40	Discretionary to a Statutory Maximum £1,250. 0.6% inflationary increase applied.
Family entertainment centres	840.00	0.00	840.00	845.00	0.00	845.00	Discretionary to a Statutory Maximum £1,000. 1.9% inflationary increase applied.
Adult gaming centre	1,000.00	0.00	1,000.00	1,000.00	0.00	1,000.00	Discretionary to a Statutory Maximum £1,000.
Copy licence	25.00	0.00	25.00	25.00	0.00	25.00	Discretionary to a Statutory Maximum £25.
Notification of change	35.00	0.00	35.00	35.20	0.00	35.20	Discretionary to a Statutory Maximum £50. 0.6% inflationary increase applied.

Proposed fees and charges for 2021/22 set by the Council

	2020/21			2021/22			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
<i>Application to Transfer a Licence</i>							
Small casino	1,800.00	0.00	1,800.00	1,800.00	0.00	1,800.00	Discretionary to a Statutory Maximum £1,800.
Large casino	2,150.00	0.00	2,150.00	2,150.00	0.00	2,150.00	Discretionary to a Statutory Maximum £2,150.
Bingo club	980.00	0.00	980.00	985.90	0.00	985.90	Discretionary to a Statutory Maximum £1,200. 0.6% inflationary increase applied.
Betting premises	980.00	0.00	980.00	985.90	0.00	985.90	Discretionary to a Statutory Maximum £1,200. 0.6% inflationary increase applied.
Tracks	900.00	0.00	900.00	905.40	0.00	905.40	Discretionary to a Statutory Maximum £950. 0.6% inflationary increase applied.
Family entertainment centres	900.00	0.00	900.00	905.40	0.00	905.40	Discretionary to a Statutory Maximum £950. 0.6% inflationary increase applied.
Adult gaming centre	1,200.00	0.00	1,200.00	1,200.00	0.00	1,200.00	Discretionary to a Statutory Maximum £1,200.
<i>Application for Re-instatement</i>							
Small casino	1,800.00	0.00	1,800.00	1,800.00	0.00	1,800.00	Discretionary to a Statutory Maximum £1,800.

Proposed fees and charges for 2021/22 set by the Council

	2020/21			2021/22			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Large casino	2,150.00	0.00	2,150.00	2,150.00	0.00	2,150.00	Discretionary to a Statutory Maximum £2,150.
Bingo club	980.00	0.00	980.00	985.90	0.00	985.90	Discretionary to a Statutory Maximum £1,200. 0.6% inflationary increase applied.
Betting premises	980.00	0.00	980.00	985.90	0.00	985.90	Discretionary to a Statutory Maximum £1,200. 0.6% inflationary increase applied.
Tracks	900.00	0.00	900.00	905.40	0.00	905.40	Discretionary to a Statutory Maximum £950. 0.6% inflationary increase applied.
Family entertainment centres	900.00	0.00	900.00	905.40	0.00	905.40	Discretionary to a Statutory Maximum £950. 0.6% inflationary increase applied.
Adult gaming centre	1,200.00	0.00	1,200.00	1,200.00	0.00	1,200.00	Discretionary to a Statutory Maximum £1,200.
Sex Establishment Licensing (sex shop, sex cinema and sex encounter venue)							
Application fee and 1 st licence	4,385.00	0.00	4,385.00	4,411.30	0.00	4,411.30	0.6% inflationary increase applied.
Annual licence renewal	680.00	0.00	680.00	684.10	0.00	684.10	As above.
Application to vary	785.00	0.00	785.00	789.70	0.00	789.70	As above.

Proposed fees and charges for 2021/22 set by the Council

	2020/21			2021/22			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Transfer of licence	30.00	0.00	30.00	30.00	0.00	30.00	Applying the 0.6% inflationary increase meant this fee would rise to £30.20. This is an occasional charge so is better to be kept at £30.00.
Duplicate licence	15.00	0.00	15.00	15.00	0.00	15.00	Applying the 0.6% inflationary increase meant this fee would rise to £15.10. This is an occasional charge so is better to be kept at £15.00.
Scrap Metal Dealers Licensing							
Site licence	470.00	0.00	470.00	472.80	0.00	472.80	0.6% inflationary increase applied.
Site licence renewal	450.00	0.00	450.00	452.70	0.00	452.70	As above.
Collections licence, grant or renewal	220.00	0.00	220.00	221.30	0.00	221.30	As above.
Variation – collector to site	75.00	0.00	75.00	75.50	0.00	75.50	As above.
Variation – site to collector	55.00	0.00	55.00	55.30	0.00	55.30	As above.
Variation (minor administration, such as change of address)	35.00	0.00	35.00	35.20	0.00	35.20	As above.
Change of site manager	105.00	0.00	105.00	105.60	0.00	105.60	As above.
Pleasure Boat Licence							
Licence	145.00	0.00	145.00	145.90	0.00	145.90	0.6% inflationary increase applied.

Proposed fees and charges for 2021/22 set by the Council

	2020/21			2021/22			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Pavement Licence							
Application Fee	0.00	0.00	0.00	100.00	0.00	100.00	Licence came into effect in July 2020 under the Business & Planning Act 2020. Discretionary to a Statutory Maximum of £100.

Proposed fees and charges for 2021/22 set by the Council

	2020/21			2021/22			2020/21
	VAT 20%	Total Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£	£
Legal (P Narebor)							
Legal Charges for Third Parties							
Hourly rate (no VAT)	221.00	0.00	221.00	225.00	0.00	225.00	This represents a 1.8 % or £4 increase. The reason for this rise is to ensure we are recouping the cost of the statutory services we provide which is the basis for our hourly charge rate. 90% of our costs are represented by salary which saw a 2% rise in April.
Hourly rate (when VAT applicable)	221.00	44.20	265.20	225.00	45.00	270.00	As above.
<p>Note:</p> <p>VAT may be chargeable depending on the nature of the transaction.</p> <p>VAT is not payable in relation to most income (as most income is S106 related, which derives from a statutory function) but VAT is payable in certain circumstances, e.g. charging for provision of extra copies of documents.</p>							No increase in total income is expected as S.106 agreements are expected to be down based on the fall in planning applications.

Proposed fees and charges for 2021/22 set by the Council

	2020/21			2021/22			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Property							
(A Adams)							
Room Hire of Swale House							
<i>Non-Commercial</i>							
Council chamber (half day)	75.00	15.00	90.00	75.00	15.00	90.00	Review of charges not necessary as current hirers are all exempt.
Council chamber (full day)	125.00	25.00	150.00	125.00	25.00	150.00	As above.
Committee room (half day)	50.00	10.00	60.00	50.00	10.00	60.00	As above.
Committee room (full day)	75.00	15.00	90.00	75.00	15.00	90.00	As above.
Assembly room (half day)	37.50	7.50	45.00	37.50	7.50	45.00	As above.
Assembly room (full day)	62.50	12.50	75.00	62.50	12.50	75.00	As above.
<i>Commercial</i>							
Council chamber (half day)	150.00	30.00	180.00	150.00	30.00	180.00	As above.
Council chamber (full day)	250.00	50.00	300.00	250.00	50.00	300.00	As above.
Committee room (half day)	100.00	20.00	120.00	100.00	20.00	120.00	As above.
Committee room (full day)	150.00	30.00	180.00	150.00	30.00	180.00	As above.
Assembly room (half day)	75.00	15.00	90.00	75.00	15.00	90.00	As above.
Assembly room (full day)	125.00	25.00	150.00	125.00	25.00	150.00	As above.

Proposed fees and charges for 2021/22 set by the Council

	2020/21			2021/22			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Charity groups or meetings where Swale residents will benefit	No cost			No cost			
Guildhall (minimum 1 session hire)							
Main hall (minimum 1 session)							
Session (am/pm)	40.00	0.00	40.00	40.00	0.00	40.00	As above.
Refundable deposits	50.00	0.00	50.00	50.00	0.00	50.00	As above.
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	As above.
Landlord's Consent Fee							
Assignments, subletting, charging	300.00	60.00*	360.00	300.00	60.00*	360.00	Fees are maintained at the appropriate level.
Alterations	300.00	60.00*	360.00	300.00	60.00*	360.00	As above.
* VAT is only applicable if the rent is subject to VAT.							

Fees and charges for 2021/22 set nationally by the Government

	2020/21			2021/22			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Housing Services							
(C Hudson)							
Houses in Multiple Occupation Licensing							
<i>New Application</i>							
Non-accredited landlord	694.60	0.00	694.60	708.50	0.00	708.50	Statute only allows for recovery of costs involved in processing applications, costs reflect officer time.
Accredited landlord	569.20	0.00	569.20	580.60	0.00	580.60	As above.
<i>Renewal of Application</i>							
Non-accredited landlord	524.30	0.00	524.30	534.80	0.00	534.80	Statute only allows for recovery of costs involved in processing applications, costs reflect officer time.
Accredited landlord	461.00	0.00	461.00	470.20	0.00	470.20	As above.
Mobile Home Site Licence Fee							
<i>New Mobile Home Site Licence Application Fee</i>							
1-5 mobile homes on site	150.00	0.00	150.00	153.00	0.00	153.00	Statute only allows for recovery of costs involved in managing and processing licence applications; reviewed time involved and adjusted hourly costs accordingly.
6-24 mobile homes on site	206.00	0.00	206.00	210.00	0.00	210.00	As above.

Fees and charges for 2021/22 set nationally by the Government

	2020/21			2021/22			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
25-99 mobile homes on site	262.00	0.00	262.00	267.00	0.00	267.00	As above.
100+ mobile homes on site	301.00	0.00	301.00	307.00	0.00	307.00	As above. No sites of this size exist at present.
<i>Annual Mobile Home Site Inspection Fee</i>							
Relevant sites occupied solely by owners and family members	No charge			No charge			These sites once set up cause no additional work to the Council.
1-5 mobile homes on site	No charge			No charge			As above.
6-24 mobile homes on site	168.30	0.00	168.30	172.00	0.00	172.00	Statute only allows for recovery of costs involved in inspecting site any excess would need to be then taken into account in the following year and fees would need to be reduced accordingly.
25-99 mobile homes on site	202.00	0.00	202.00	206.00	0.00	206.00	Increase due to correction of hours to inspect site, as statute only allows for recovery of costs involved in inspecting site, any excess would need to be taken into account in the following year and fees would need to be reduced accordingly.

Fees and charges for 2021/22 set nationally by the Government

	2020/21			2021/22			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
100+ mobile homes on site	243.80	0.00	243.80	248.70	0.00	248.70	Statute only allows for recovery of costs involved in inspecting site any excess would need to be taken into account in the following year and fees would need to be reduced accordingly. No sites of this size exist within Swale at present.
<i>Fee to Transfer or Amend Mobile Home Site Licence</i>							
Transfer or amend mobile home site licence	109.10	0.00	109.10	111.30	0.00	111.30	Statute allows for recovery of costs involved - hourly rate adjusted to reflect increase in salaries.
<i>Fee for the Deposit of Mobile Home Site Rules</i>							
Deposit of mobile home site rules	149.90	0.00	149.90	152.90	0.00	152.90	Statute allows for recovery of costs involved - hourly rate adjusted to reflect increase in salaries.
Smoke and Carbon Monoxide Regulations 2015							
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	5,000.00	0.00	5,000.00	5,000.00	0.00	5,000.00	Maximum fine set by statute intermediate levels set by Cabinet.

Fees and charges for 2021/22 set nationally by the Government

	2020/21			2021/22			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
The Redress Scheme for Lettings Agency Work & Management Work Order 2014							
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	Maximum fine set by statute intermediate levels set by Cabinet.
Non-Compliance with Minimum Energy Standards in Private Rented Properties							
<i>Breaching the ban on letting a property with an F or G rating for less than 3 months (Statutory maximum £2,000)</i>							
First offence £1,000 (or £750 if paid within 21 days)	N/A	N/A	N/A	1,000.00	0.00	1,000.00	New charge.
All other offences £2,000 (or £1,500 if paid within 21 days)	N/A	N/A	N/A	2,000.00	0.00	2,000.00	As above.
<i>Breaching the ban on letting a property with an F or G rating for more than three months (Statutory maximum £4,000)</i>							
First offence £2,000 (or £1,500 if paid within 21 days)	N/A	N/A	N/A	2,000.00	0.00	2,000.00	As above.
All other offences £4,000 (or £3,000 if paid within 21 days)	N/A	N/A	N/A	4,000.00	0.00	4,000.00	As above.

Fees and charges for 2021/22 set nationally by the Government

	2020/21			2021/22			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Registering false or misleading information on the Private Rented Sector Exemptions Register (Statutory maximum £1,000)							
First offence £500 (or £375 if paid within 21 days)	N/A	N/A	N/A	500.00	0.00	500.00	As above.
All other offences £2,000 (or £1,500 if paid within 21 days)	N/A	N/A	N/A	2,000.00	0.00	2,000.00	As above.
Failing to provide information to the council demanded by a Compliance Notice (Statutory maximum £2,000)							
First offence £1,000 (or £750 if paid within 21 days)	N/A	N/A	N/A	1,000.00	0.00	1,000.00	As above.
All other offences £2,000 (or £1,500 if paid within 21 days)	N/A	N/A	N/A	2,000.00	0.00	2,000.00	As above.

Fees and charges for 2021/22 set nationally by the Government

	2020/21			2021/22			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Planning (J Freeman)							
Planning Fees	The full details of current Planning fees can be found on https://ecab.planningportal.co.uk/uploads/english_application_fees.pdf						

Fees and charges for 2021/22 set nationally by the Government

	2020/21			2021/22			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Commissioning & Customer Contact (M Cassell)							
Civil Parking Enforcement - Penalty Charge Notices (rate depends on offence)							
<i>Lower Penalty System</i>							
Up to 14 Days	25.00	0.00	25.00	25.00	0.00	25.00	Statutory charge.
14 days to 56 days	50.00	0.00	50.00	50.00	0.00	50.00	As above.
57 days to 70 days	75.00	0.00	75.00	75.00	0.00	75.00	As above.
After 70 days	82.00	0.00	82.00	82.00	0.00	82.00	As above.
<i>Higher Penalty System</i>							
Up to 14 days	35.00	0.00	35.00	35.00	0.00	35.00	As above.
14 days to 56 days	70.00	0.00	70.00	70.00	0.00	70.00	As above.
57 days to 70 days	105.00	0.00	105.00	105.00	0.00	105.00	As above.
After 70 days	112.00	0.00	112.00	112.00	0.00	112.00	As above.
Environmental Fixed Penalty Notices							
Anti Idling (failure to turn off engine once requested to do so)	20.00 ¹	0.00	20.00 ¹	20.00¹	0.00	20.00¹	As above.
Abandoning a vehicle	200.00	0.00	200.00	200.00	0.00	200.00	As above.
Smoking in a smoke free premises or vehicle	50.00 ²	0.00	50.00 ²	50.00²	0.00	50.00²	As above.

Fees and charges for 2021/22 set nationally by the Government

	2020/21			2021/22			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Failure to display no smoking signs in smoke free premises or vehicle	200.00 ³	0.00	200.00 ³	200.00³	0.00	200.00³	As above.
Smoking in an enclosed vehicle carrying a person under 18	50.00 ²	0.00	50.00 ²	50.00²	0.00	50.00²	As above.
¹ Increases to £40 if not paid within 28 days ² Reduced to £30.00 if paid within 15 days ³ Reduced to £150.00 if paid within 15 days							
Stray Dog Collection							
Statutory Charge	25.00	0.00	25.00	25.00	0.00	25.00	As above.

Fees and charges for 2021/22 set nationally by the Government

	2020/21			2021/22			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Resources							
(D Fackrell)							
Liquor Licensing							
<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	Statutory fee set by Central Government.
Rateable Value B and B	190.00	0.00	190.00	190.00	0.00	190.00	As above.
Rateable Value B and C	315.00	0.00	315.00	315.00	0.00	315.00	As above.
Rateable Value B and D	450.00	0.00	450.00	450.00	0.00	450.00	As above.
Rateable Value B and E	635.00	0.00	635.00	635.00	0.00	635.00	As above.
<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	As above.
Rateable Value B and B	180.00	0.00	180.00	180.00	0.00	180.00	As above.
Rateable Value B and C	295.00	0.00	295.00	295.00	0.00	295.00	As above.
Rateable Value B and D	320.00	0.00	320.00	320.00	0.00	320.00	As above.
Rateable Value B and E	350.00	0.00	350.00	350.00	0.00	350.00	As above.
Personal licence for alcohol	37.00	0.00	37.00	37.00	0.00	37.00	As above.
Personal licence change	10.50	0.00	10.50	10.50	0.00	10.50	As above.
Premises licence change	23.00	0.00	23.00	23.00	0.00	23.00	As above.

Fees and charges for 2021/22 set nationally by the Government

	2020/21			2021/22			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Transfers	23.00	0.00	23.00	23.00	0.00	23.00	As above.
Temporary events	21.00	0.00	21.00	21.00	0.00	21.00	As above.
Register of interests	21.00	0.00	21.00	21.00	0.00	21.00	As above.
Licensed Premises Gaming Machine Permit							
Grant	150.00	0.00	150.00	150.00	0.00	150.00	As above.
Existing operator grant	100.00	0.00	100.00	100.00	0.00	100.00	As above.
Variation	100.00	0.00	100.00	100.00	0.00	100.00	As above.
Transfer	25.00	0.00	25.00	25.00	0.00	25.00	As above.
Annual fee	50.00	0.00	50.00	50.00	0.00	50.00	As above.
Change of name	25.00	0.00	25.00	25.00	0.00	25.00	As above.
Copy of permit	15.00	0.00	15.00	15.00	0.00	15.00	As above.
Licenses Premises Automatic Notification Process							
On notification	50.00	0.00	50.00	50.00	0.00	50.00	As above.
Club Gaming Permits							
Grant	200.00	0.00	200.00	200.00	0.00	200.00	As above.
Grant (Club Premises Certificate holder)	100.00	0.00	100.00	100.00	0.00	100.00	As above.
Existing Operator Grant	100.00	0.00	100.00	100.00	0.00	100.00	As above.

Fees and charges for 2021/22 set nationally by the Government

	2020/21			2021/22			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Variation	100.00	0.00	100.00	100.00	0.00	100.00	As above.
Renewal fee	200.00	0.00	200.00	200.00	0.00	200.00	As above.
Renewal (Club Premises Certificate Holder)	100.00	0.00	100.00	100.00	0.00	100.00	As above.
Annual Fee	50.00	0.00	50.00	50.00	0.00	50.00	As above.
Copy of permit	15.00	0.00	15.00	15.00	0.00	15.00	As above.
<i>Club Machine Permits</i>							
Grant	200.00	0.00	200.00	200.00	0.00	200.00	As above.
Grant (Club Premises Certificate holder)	100.00	0.00	100.00	100.00	0.00	100.00	As above.
Existing Operator Grant	100.00	0.00	100.00	100.00	0.00	100.00	As above.
Variation	100.00	0.00	100.00	100.00	0.00	100.00	As above.
Renewal fee	200.00	0.00	200.00	200.00	0.00	200.00	As above.
Renewal (Club Premises Certificate Holder)	100.00	0.00	100.00	100.00	0.00	100.00	As above.
Annual Fee	50.00	0.00	50.00	50.00	0.00	50.00	As above.
Copy of permit	15.00	0.00	15.00	15.00	0.00	15.00	As above.
<i>Family Entertainment Centre Gaming Machine Permits</i>							
Application fee	300.00	0.00	300.00	300.00	0.00	300.00	As above.

Fees and charges for 2021/22 set nationally by the Government

	2020/21			2021/22			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Renewal fee	300.00	0.00	300.00	300.00	0.00	300.00	As above.
Transitional application fee	100.00	0.00	100.00	100.00	0.00	100.00	As above.
Change of name	25.00	0.00	25.00	25.00	0.00	25.00	As above.
Copy of permit	15.00	0.00	15.00	15.00	0.00	15.00	As above.
Prize Gaming Permits							
Grant	300.00	0.00	300.00	300.00	0.00	300.00	As above.
Renewal	300.00	0.00	300.00	300.00	0.00	300.00	As above.
Existing Operator Grant	100.00	0.00	100.00	100.00	0.00	100.00	As above.
Change of name	25.00	0.00	25.00	25.00	0.00	25.00	As above.
Copy of permit	15.00	0.00	15.00	15.00	0.00	15.00	As above.
Annual Fee	20.00	0.00	20.00	20.00	0.00	20.00	As above.
Small Lottery Registration							
Grant	40.00	0.00	40.00	40.00	0.00	40.00	As above.
Annual Fee	20.00	0.00	20.00	20.00	0.00	20.00	As above.

Fees and charges for 2021/22 set nationally by the Government

	2020/21			2021/22			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Electoral Services							
(D Clifford)							
Purchase of Electoral Register							
<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	Statutory charges.
(a) charge for each 1,000 entries	5.00	0.00	5.00	5.00	0.00	5.00	As above.
Data format (standard charge) plus charge (b) below	20.00	0.00	20.00	20.00	0.00	20.00	As above.
(b) charge for each 1,000 entries	1.50	0.00	1.50	1.50	0.00	1.50	As above.
<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	As above.
(c) charge per 100 entries	5.00	0.00	5.00	5.00	0.00	5.00	As above.
Data format (standard charge) plus charge (d) below	20.00	0.00	20.00	20.00	0.00	20.00	As above.
(d) charge per 100 entries	1.50	0.00	1.50	1.50	0.00	1.50	As above.

Fees and charges for 2021/22 set nationally by the Government

	2020/21			2021/22			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
<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	As above.
(e) charge per 1,000 entries	5.00	0.00	5.00	5.00	0.00	5.00	As above.
Data format (standard charge) plus charge (f) below	20.00	0.00	20.00	20.00	0.00	20.00	As above.
(f) charge per 1,000 entries	1.50	0.00	1.50	1.50	0.00	1.50	As above.
<i>Marked Polling Station and Absent Voter Registers</i>							
Hard copies (standard charge) plus charge (g) below	10.00	0.00	10.00	10.00	0.00	10.00	As above.
(g) charge per 1,000 entries	2.00	0.00	2.00	2.00	0.00	2.00	As above.
Data format (standard charge) plus charge (h) below	10.00	0.00	10.00	10.00	0.00	10.00	As above.
(h) charge per 1,000 entries	1.00	0.00	1.00	1.00	0.00	1.00	As above.

Fees and charges for 2021/22 set nationally by the Government

	2020/21			2021/22			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Environmental Health							
(T Beattie)							
Public Health Control of Diseases Act 1984							
Various Fixed Penalty Notices issues under the Coronavirus legislation							Due to the pandemic and changing situation, control measures issued by Government include a number of FPNs district authorities can issue. Fees scale are subject to variation and their purpose is to act as a deterrent to the spread of Coronavirus.
Pollution Prevention Control							
A2 Process Application Fees							
A2 New application	3,363.00	0.00	3,363.00	3,363.00	0.00	3,363.00	No increase. Set by Government.
Additional fee for operating without a permit (A2 and Standard Part B)	1,188.00	0.00	1,188.00	1,188.00	0.00	1,188.00	As above.
A2 Process Subsistence Fees							
A2 Low	1,447.00	0.00	1,447.00	1,447.00	0.00	1,447.00	As above.
A2 Medium	1,610.00	0.00	1,610.00	1,610.00	0.00	1,610.00	As above.
A2 High	1,747.00	0.00	1,747.00	1,747.00	0.00	1,747.00	As above.
A2 Low (E-PRTR)	1,551.00	0.00	1,551.00	1,551.00	0.00	1,551.00	As above.

Fees and charges for 2021/22 set nationally by the Government

	2020/21			2021/22			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
A2 Medium (E-PRTR)	1,715.00	0.00	1,715.00	1,715.00	0.00	1,715.00	As above.
A3 High (E-PRTR)	2,438.00	0.00	2,438.00	2,438.00	0.00	2,438.00	As above.
Part B Process Application Fees							
Part B (Standard Process)	1,650.00	0.00	1,650.00	1,650.00	0.00	1,650.00	As above.
Part B Standard Process Subsistence Fees							
Part B Subsistence low	772.00	0.00	772.00	772.00	0.00	772.00	As above.
Part B Subsistence medium	1,161.00	0.00	1,161.00	1,161.00	0.00	1,161.00	As above.
Part B Subsistence high	1,747.00	0.00	1,747.00	1,747.00	0.00	1,747.00	As above.
Part B Reduced Fee Application Fees (including car re-sprayers)							
Reduced fee application fee	362.00	0.00	362.00	362.00	0.00	362.00	As above.
Part B Reduced Fee Subsistence Fees (including car re-sprayers)							
Reduced fee subsistence low	228.00	0.00	228.00	228.00	0.00	228.00	As above.
Reduced fee subsistence medium	365.00	0.00	365.00	365.00	0.00	365.00	As above.
Reduced fee subsistence high	548.00	0.00	548.00	548.00	0.00	548.00	As above.
Petrol Vapour Recovery I and Dry Cleaners Application Fees							
PVR I & DC New Application	155.00	0.00	155.00	155.00	0.00	155.00	As above.

Fees and charges for 2021/22 set nationally by the Government

	2020/21			2021/22			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Petrol Vapour Recovery I and Dry Cleaners Subsistence Fees							
PVR I and DC subsistence fees low	79.00	0.00	79.00	79.00	0.00	79.00	As above.
PVR I and DC subsistence fees medium	158.00	0.00	158.00	158.00	0.00	158.00	As above.
PVR I and DC subsistence fees high	237.00	0.00	237.00	237.00	0.00	237.00	As above.
Petrol Vapour Recovery I & II Combined Application Fees							
PVR I & II Application Fees	257.00	0.00	257.00	257.00	0.00	257.00	As above.
Petrol Vapour Recovery I & II Combined Subsistence Fees							
PVR I & II Subsistence low	113.00	0.00	113.00	113.00	0.00	113.00	As above.
PVR I & II Subsistence medium	226.00	0.00	226.00	226.00	0.00	226.00	As above.
PVR I & II Subsistence high	341.00	0.00	341.00	341.00	0.00	341.00	As above.
Part B Mobile Concrete Crusher Plant – Application Fee per Number of Permits							
1 – 2	1,650.00	0.00	1,650.00	1,650.00	0.00	1,650.00	As above.
3 – 7	985.00	0.00	985.00	985.00	0.00	985.00	As above.
8 or more	498.00	0.00	498.00	498.00	0.00	498.00	As above.
Part B Mobile Concrete Crusher Plant – Subsistence Fee per Number of Permits							
1 – 2 Low	626.00	0.00	626.00	626.00	0.00	626.00	As above.

Fees and charges for 2021/22 set nationally by the Government

	2020/21			2021/22			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
1 – 2 Medium	1,034.00	0.00	1,034.00	1,034.00	0.00	1,034.00	As above.
1 – 2 High	1,551.00	0.00	1,551.00	1,551.00	0.00	1,551.00	As above.
3 – 7 Low	385.00	0.00	385.00	385.00	0.00	385.00	As above.
3 – 7 Medium	617.00	0.00	617.00	617.00	0.00	617.00	As above.
3 – 7 High	924.00	0.00	924.00	924.00	0.00	924.00	As above.
8 or over Low	198.00	0.00	198.00	198.00	0.00	198.00	As above.
8 or over Medium	316.00	0.00	316.00	316.00	0.00	316.00	As above.
8 or over High	473.00	0.00	473.00	473.00	0.00	473.00	As above.
Late Payment of Subsistence Fee							
All Permits	N/A	N/A	N/A	52.00	0.00	52.00	Applied following 8 week payment window.
Operating without a Permit Fee							
Reduced Fee Activities				71.00	0.0	71.00	Fee applied in addition to permit fee should officers become aware of business operating without permit. The purpose is to ensure consistency of application across businesses within sectors.
Standard Part B and A2				1,188.00	0.0	1,188.00	As above.

List of income from fees and charges for 2020/21 budgets

Charges set by the Council		
Service	Charge	2020/21 Budget £'000
Commissioning, Environment & Leisure	Car parks and season tickets	2,064
Commissioning, Environment & Leisure	Multi-storey car park	100
Commissioning, Environment & Leisure	Garden waste collections (brown bins)	530
Commissioning, Environment & Leisure	Residents parking permits (including voucher parking for visitors parking in residential bays)	121
Commissioning, Environment & Leisure	Cemeteries burial fees	120
Commissioning, Environment & Leisure	Bulky waste collections	97
Commissioning, Environment & Leisure	Residential wheeled bins	21
Commissioning, Environment & Leisure	Street naming and numbering	36
Commissioning, Environment & Leisure	Beach hut charges	33
Commissioning, Environment & Leisure	Memorial bench	1
Commissioning, Environment & Leisure	Travelling fetes & fairs and access over open space licence	14
Commissioning, Environment & Leisure	Sports facilities	8
Commissioning, Environment & Leisure	Allotments	1
Commissioning, Environment & Leisure	Radar keys for disabled toilets	-
Resources	Taxi (Hackney Carriage) licensing	65
Resources	Gambling licensing	21
Resources	Legal services charges, including S106 application fees	51
Resources	Hire of meeting rooms at Swale House	-
Commissioning, Environment & Leisure	Fixed penalty notices – environmental response	122

List of income from fees and charges for 2020/21 budgets

Charges set by the Council		
Service	Charge	2020/21 Budget £'000
Commissioning, Environment & Leisure	King George's Pavilion	14
Policy, Communications and Customer Services	Advertising fees for Inside Swale	6
Commissioning, Environment & Leisure	Annual animal licences	14
Commissioning, Environment & Leisure	Stray dog collection	8
Commissioning, Environment & Leisure	Pest control treatments	5
Commissioning, Environment & Leisure	Alleygate key	-
Housing, Economy & Community Services	Guildhall	-
Housing, Economy & Community Services	Town Centre Licence	-
Housing, Economy & Community Services	Staying put handyperson charges	-
Housing, Economy & Community Services	Home inspection for immigration application fee	-
Mid-Kent Environmental Health Service	CIEH Level 2 Award Training in Food Safety in Catering	-
Mid-Kent Environmental Health Service	Registration fee under the Local Government (Misc Provisions) Act	5
Mid-Kent Environmental Health Service	Request for environmental information	1
Mid-Kent Environmental Health Service	Food export certificate	-
Planning	Local land charges	236
Planning	Pre-application planning advice fees	120
Planning	S106 Monitoring fees	65
Planning	Photocopying charges	-
Total fees & charges set by the Council & agreed as part of this report		3,879

List of income from fees and charges for 2020/21 budgets

Charges set by Government		
Service	Charge	2020/21 Budget £'000
Commissioning, Environment and Leisure	Civil Parking Enforcement - Penalty Charge Notices	523
Resources	Licences (premises and liquor, street trading, sex establishments and scrap metal)	120
Electoral Services	Purchase of electoral register	2
Housing, Economy & Community Services	Houses in multiple occupation	1
Housing, Economy & Community Services	Mobile home site licence fee	-
Housing, Economy & Community Services	Smoke or CO Alarm Regulations Redress Scheme for Lettings Agency Work & Management Work Order 2014	-
Planning	Planning fees – www.swale.gov.uk/types-of-application-and-fees/	1,168
Total fees and charges set by Government		1,814
Grand Total for all Fees and Charges		5,693

Scrutiny Meeting	
Meeting Date	18 November 2020
Report Title	Performance Monitoring – 2020/21 Quarter 2
Cabinet Member	Cllr Roger Truelove, Leader and Cabinet Member for Finance
SMT Lead	David Clifford, Head of Policy, Communications and Customer Services
Lead Officer	Tony Potter, Policy and Performance Support Officer

1 Purpose of Report and Executive Summary

- 1.1 This report presents the quarterly performance management report for the second quarter of 2020/2021 (July – September 2020) as previously reported to SMT and informal Cabinet (attached as Appendix I).

2 Background

- 2.1 This is the first performance report for the current financial year as explained within the report attached.

3 Proposal

- 3.1 Scrutiny are asked to **note** the Performance Management Report for 2020/2021 Q2 as attached at Appendix I.

4 Appendices

- 4.1 The following documents are to be published with this report and form part of the report:
- Appendix I: Performance Management Report: September 2020

8 Background Papers

- Monthly SMT performance reports
- Quarterly complaints reports
- Internal audit reports
- Finance reports

SMT Meeting	Agenda Item: x
Meeting Date	27 October 2020
Report Title	Performance Management Report: September 2020
Cabinet Member	Clr Roger Truelove, Leader and Cabinet Member for Finance
SMT Lead	David Clifford, Head of Policy, Communications and Customer Service
Head of Service	David Clifford, Head of Policy, Communications and Customer Service
Lead Officer	Tony Potter, Policy and Performance Officer
Recommendations	That SMT <i>notes</i> the latest performance position

1 Purpose of Report and Executive Summary

- 1.1 This is the quarterly performance report for the period ending September 2020, summarising the Council's performance against the corporate indicators for the second quarter of the financial year to 30 September.
- 1.2 At the end of September **76% of all indicators are Green, 10% are Amber, and 14% are Red**. Four quarterly KPIs were not recorded in this period, as detailed further within this report
- 1.3 More detail on each of the performance indicators on which this report is based can be found in Appendix I and accessed online at <http://www.swale.gov.uk/monthly-performance-monitoring/>.

2 Background

- 2.1 Whilst this report relates to the second quarter of the 2020/21 financial year, this is the first report being presented for the 2020/21 financial year. Interim reports had been cancelled due to the impact of Covid -19 on the Authority's resources. The recording of performance was maintained throughout the period in most cases, thereby retaining the accuracy and consistency of the year to date performance that is herein reported for quarter two, and further detailed in Appendix I.
- 2.2 For comparison, a summary of performance indicators for the first quarter has been calculated, as follows; **76% of all indicators were Green, 9% were Amber, and 15% were Red**
- 2.3 Where it has not been possible to maintain the recording of performance due to the impact of Covid-19 during quarter two, this is highlighted within this report and excluded from overall performance calculations.

2.4 SMT are asked to **note** the following:

Year-to-date performance – all corporate indicators

2.5 Combining both monthly and quarterly KPI performance results together shows that for Quarter 2:

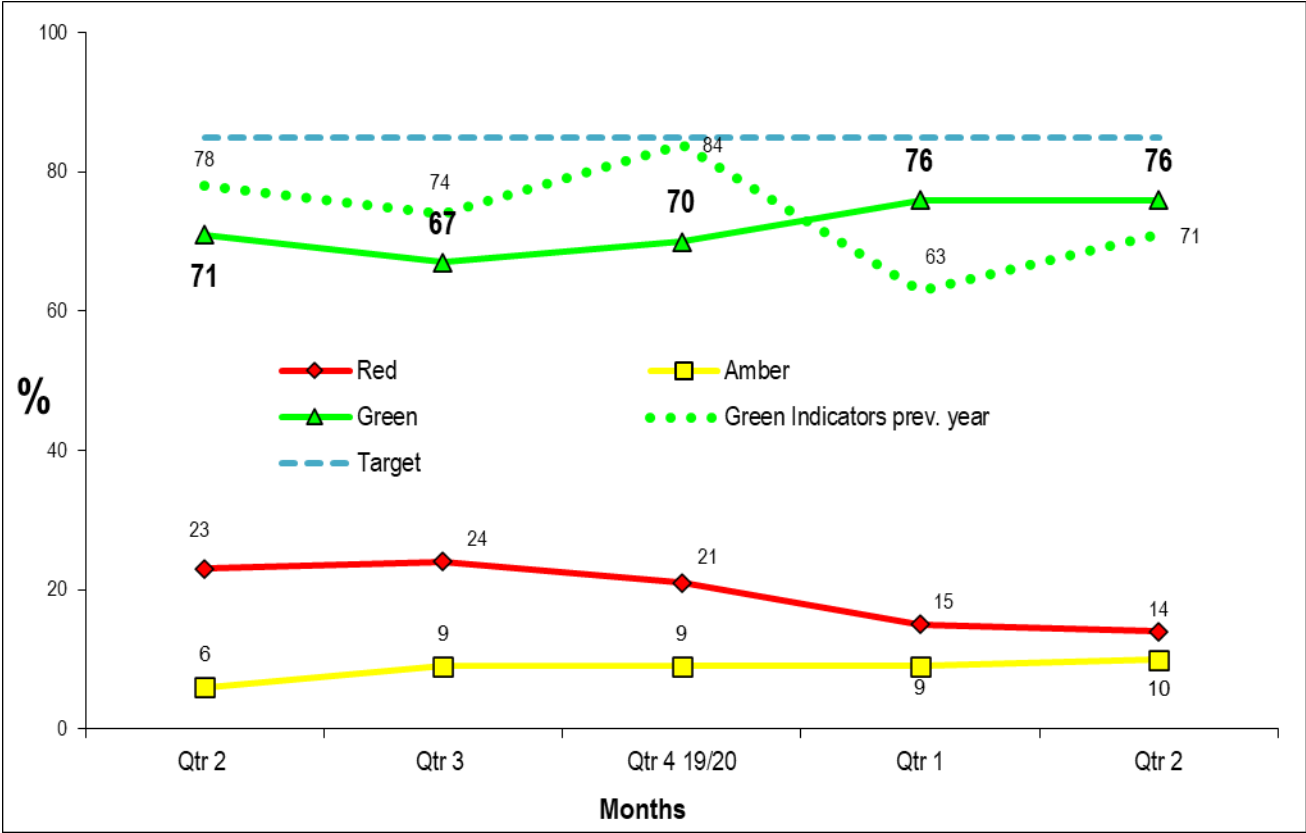
- twenty-two indicators (76%) are meeting target (Green);
- three indicators (10%) are within 5% of meeting target (Amber); and
- four indicators (14%) is more than 5% adrift of target (Red).

2.6 The status of all indicators is attached as Appendix I

2.7 Chart 1 below tracks the year to date progress of all corporate indicators for the current and previous four quarters, noting that the following 4 indicators have not published performance results for quarter two due to the impact of Covid-19 on resource priorities;

- Improved street and environmental cleanliness: Litter % at Grade B standard
- Improved street and environmental cleanliness: Detritus % at Grade B standard
- Percentage of Planning consultations responded to in 21 days (by Env.Health)
- Food Hygiene – The percentage of food inspections completed that were due.

Chart 1: Percentage of all corporate indicators achieving target at 30 Sept 2020



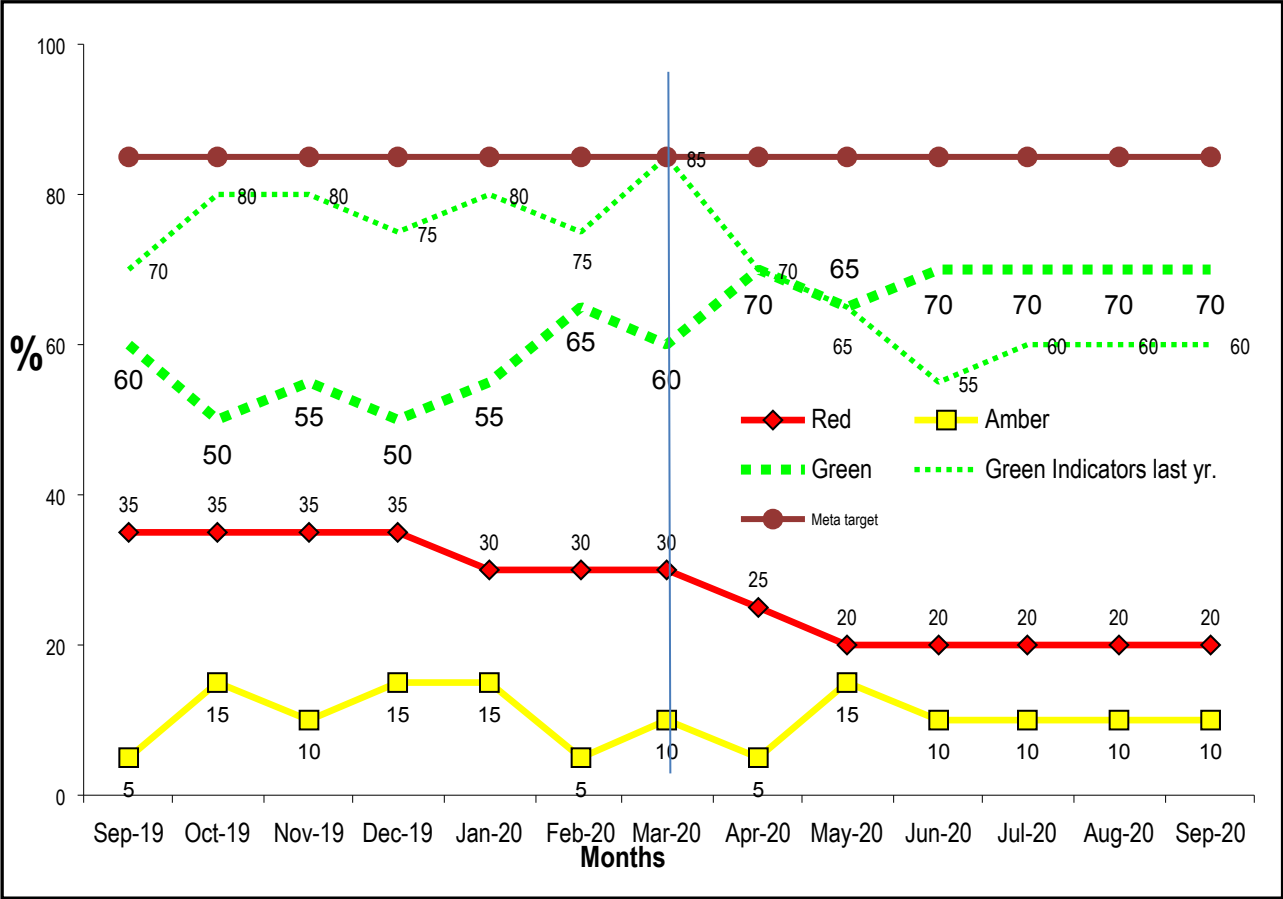
Year-to-date performance – monthly indicators

2.8 A summary of performance against the 20 corporate indicators which are routinely reported on a monthly basis, shows that for the year to 30 September:

- fourteen indicators (70%) are meeting target (Green);
- two indicators (10%) are within 5% of target: (Amber); and
- four indicators (20%) are more than 5% adrift of target (Red).

2.9 Chart 2 below tracks the year-to date progress of monthly reported indicators.







Chart 2: Percentage of all monthly indicators achieving target at 30 Sept 2020





Red and amber indicators this period

2.10 There are four year-to-date red indicators this month, as detailed in Table 1, together with related commentary.

Table 1: YTD Red indicators at 30 September 2020

This period	Last period	Ref	Description	YTD	20-21 target	Managers Commentary
		LI/DC/D CE/007	Planning Enforcement - Informing complainant within 21 days	76.7 %	95%	Poor performance since April due to 2 members of staff having child care and shielding issues during lockdown which prevented them amongst other things from undertaking most site visits, plus another member of the team left the Council at start of September. This vacant post currently replaced by a temporary worker and the lockdown issues have been resolved. It is therefore anticipated that performance for rest of the financial year will be at or exceed target although it will not be possible to meet the cumulative year end target.
		LI/IC/CS C/004	Percentage of calls to Customer Contact Centre answered in 20secs	69.2 %	75%	CSA's at times have required additional support following a call or time to log an enquiry due to working from home. As expected with various network providers and service not reliant, there has also been intermittent issues whilst working from home and slowness on individual Wi-Fi connections, therefore at times agents have been temporarily unavailable to take calls. Continued peak in calls relating to waste issues, CSA's have needed to check a spreadsheet of roads not completed for every waste call before logging as collection updates are shared regularly from the Contracts team. In addition to this there is a restricted bulk collection service meaning CSA's have to check with a Supervisor before booking and the online service has been temporarily suspended due to this. There was also a peak in Electoral enquiries due to the annual canvass. The average wait time to answer a call was 52 secs, compared to 2 mins 9 secs in 2019. 4.7% of calls were abandoned during this period compared to 7% in 2019. We have now recruited and training is currently underway, this obviously requires additional resource from the team.
		LI/TBC/0 1	Number of missed bins per annum	1822	1092 ytd	Large number of non-completions during COVID period has resulted in continued high missed bins.

						Completion issues have improved considerably over the last 6 weeks which we are hopeful will result in improved missed bin figures. Data for August and September is currently being queried with Biffa and will be updated next month.
		NI 191	Residual household waste per household	258 kgs	230kgs YTD	Increase in residual tonnage throughout COVID period has had an impact on this indicator. We will shortly be running a sticker campaign which will include all households receiving a sticker on their refuse bin reminding them not to place recyclables, food or garden waste in the bin. We are hopeful this will help to bring the residual tonnage down.

2.11 For information, Table 2 details the three indicators which are currently Amber.










YTD Status	This period	Last period	Ref	Description	YTD	2020/21 target	Variance
			BV218a	Abandoned vehicles - % investigated within 24hrs	98.5%	99.75%	1.5% of target
			NI 192	Percentage of household waste sent for reuse, recycling and composting	43.95 %	45%	1.5% of target
			LI/CSC/003	Complaints responded to within 10 working days	88.9%	90%	1.2% of target

Table 2: YTD Amber indicators at 30 September 2020

Monitored indicators (MIs)

2.12 Seven monthly and seven quarterly indicators are of interest and therefore monitored for trends against previous levels as detailed in Table 3 below.

2.13 Please note the crime statistic is normally reported in arrears. Currently the latest report available is up to the end of July 2020.

Table 3: Monitored indicators as at 30 September 2020

Freq.	Ref	Description	July value	August value	September value
Monthly	NI 156	Number of households living in temporary accommodation	270	285	280
	LI/CSC/006	Long term working days lost due to sickness absence	1.50	1.88	2.35
	LI/CC/MON16	% of fly-tipping incidents attended to within 3 working days	99.4	95	93
	LI/EC/MON10	Swale Means Business – Website analytics	481	193	228
	LI/EC/MON11	No. of Visitor Economy Businesses supported by ECS	2	4	1
	LI/EC/MON28	Swale VCS – Number of enquiries received	15	12	8
	LI/EC/MON2	No. of enquiries to the business support service	128	108	32

Freq.	Ref	Description	Q1 value	Q2 value
Quarterly	NI 155	Number of affordable homes delivered	0	99
	LI/CSC/006	Percentage of complaints escalated to Stage 2.	5	8
	CSP/001	Number of all crime per 1000 population.	105	105.6
	HO/MO N7	Percentage of households who secured accommodation for 6+ months when prev. duty ended	52	57
	HO/MO N8	Percentage of households who secured accommodation at the end of relief duty	14	36
	LI/CEL/001	No. of visits to Council owned or supported leisure centres	0	30,000 (est.)
	LI/CSC/001	% of contacts transacted digitally compared to other methods of contact to Customer Services	54	50

Planning performance designation






2.14 In 2013 DCLG (now MHCLG) introduced a measure to manage authorities' underperformance in the quality and timeliness of decision making on planning applications. Table 4 monitors current performance against threshold levels.

2.15 'Designation' will occur when an indicator exceeds set thresholds, with additional penalties applied for failing to report at all. If designation were to

occur all planning decision making functions would be removed from the authority.

2.16 As can be seen from Table 4, based on current performance Swale will not be in a position of Designation.

Table 4: Rolling two-year designation performance at 30 September 2020

Status	Indicator	Designation criteria	Threshold	Most recent assessment	Current assessment
	Percentage of major applications determined in 13 weeks	Lower % than threshold	60%	97.3% (03/2019)	96.3%
	Percentage of major planning applications overturned at appeal (= overturns / total major applications)	Higher % than threshold	10% (11/107)	1.6% (03/2018)	2.8% (3/107)
	Percentage of non-major applications ⁽¹⁾ determined in 8 weeks	Lower % than threshold	70%	94.8% (06/2019)	94.8%
	Percentage of non-major applications overturned at appeal (= overturns / total non-major applications)	Higher % than threshold	10% (169/1695)	1.9% (03/2019)	1.9% (32 / 1695)
	Number of missed quarterly returns to DCLG	More than threshold	2	0	0

⁽¹⁾ Non-major applications are defined as minor developments plus 'Change of Use' and 'Householder Developments' (PS2 codes 13-21)

3 Proposals

3.1 SMT are asked to **note** the contents of this report.

4 Alternative Options

4.1 There are no alternative options as this report is for noting only.

5 Consultation Undertaken or Proposed

5.1 Heads of Service and relevant senior managers have been consulted in preparing this report.

6 Implications

Corporate Plan	Without putting in place appropriate performance management arrangements the Council may not be able to demonstrate how it achieves the corporate plan and its objectives
Financial, Resource and Property	None specific to this report.

Legal and Statutory	The Council continues to have a statutory duty to report certain performance-related information to central government and its departments. Swale publishes regular monthly performance reports on its website at http://www.swale.gov.uk/monthly-performance-monitoring/ .
Crime and Disorder	There are no direct crime and disorder implications.
Environmental Sustainability	There are no direct sustainability implications. However, there are a number of sustainability related indicators featured in the Council's current set of performance indicators.
Health and Wellbeing	There are no direct health and wellbeing implications, although many aspects of Council performance will have a bearing on the health and wellbeing of residents.
Risk Management and Health and Safety	Not managing performance appropriately may result in the Council not achieving its priorities, resulting in risk to its reputation.
Equality and Diversity Implications	There are no direct equality and diversity implications.

7 Appendices

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

- Appendix I: KPI performance overview YTD

8 Background Papers

8.1 Previous performance reports

KPI performance overview YTD

Appendix I

Monthly Performance Indicators		20/21 Target	Apr	Ma	Jun	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	2019/20 Outcome
Record of monthly results reported MONTHLY (Colour = YEAR TO DATE)															
BV8	Percentage of invoices paid on time (within 30 days)	97%	G	G	G	G	G	A							97.3%
BV9	Percentage of Council Tax collected	97.45%/94	G	G	G	G	G	G							96.4%
BV10	Percentage of Non-domestic Rates collected	97.8%/90	G	G	G	G	G	G							98.4%
BV12b	Short term working days lost due to sickness absence	3.2 days	G	G	G	G	G	G							1.96 days
BV78a	Speed of processing – new Housing /Council Tax Benefit claims	20 days	G	G	G	G	G	G							15.4 days
BV78b	Speed of processing - changes of circumstances for HB/CTB claims	6.5/9days	G	G	G	G	G	G							7.0 days
BV109a	Processing of planning apps: Major Applications (within 13 weeks)	89%	G	G	G	G	G	G							89.1%
BV109b	Processing of planning apps: Minor Applications (within 8 weeks)	82%	G	R	A	G	G	G							82.3%
BV109c	Processing of planning apps: Other Applications (within 8 weeks)	91%	G	G	G	G	G	G							96.1%
BV218a	Abandoned vehicles - % investigated within 24hrs	99.75%	A	G	G	A	G	A							100%
LI/DC/DCE/004	Percentage of delegated decisions (Officers)	86.5%	G	G	G	G	G	G							90.6%
LI/DC/DCE/006	Refused Planning Applications	15%	G	G	A	R	R	G							19.2%
LI/DC/DCE/007	Planning Enforcement - Informing complainant within 21 days	95%	R	G	A	R	R	R							98.5%
LI/IC/CSC/002	Percentage of abandoned calls	8.5%	G	R	A	G	R	G							7.8%
LI/IC/CSC/004	Percentage of calls to Customer Contact Centre answer. in 20secs	75%	G	R	R	R	R	R							66.5%
LI/IC/LCC01	Percentage of all Local Land Searches completed in 5 working days	95%	R	G	G	G	G	G							91.9%
LI/EC/01	Number of missed bins per annum	2148	R	R	R	R	R	R							3315
LI/EC/02	Proportion of Major Planning Applications overturned at appeal	10%	G	G	G	G	G	G							0.3%
NI 151	Residual household waste per household	460kgs	R	R	R	R	R	R							501kgs
NI 192	Percentage of household waste sent for reuse, recycling and comp	45%	R	A	G	A	R	R							42.0%
MONTHLY INDICATOR RESULTS (x 20)		YEAR TO DATE (Colour)	14G 1A 5R	13G 3A 4R	14G 2A 4R	14G 2A 4R	14G 2A 4R	14G 2A 4R							
		PERIOD TOTAL (TEXT)	14G 1A 5R	14G 1A 5R	13G 4A 3R	13G 2A 5R	13G 0A 7R	13G 2A 5R							

Monthly MIs – Monitored Indicators (no targets / performance not managed)		19/20 Mthly Ave.	A-M-J / Q1			J-A-S / Q2			O-N-D / Q3			J-F-M / Q4		
NI 156	Number of households living in temporary accommodation	253	257	267	275	270	285	280						
BV12a	Long term working days lost due to sickness absence	7.64 days	0.39	0.72	1.13	1.50	1.88	2.35						
LI/CC/MON16	% of fly-tipping incidents attended to within 3 working days	99%	100	95	99.4	99.4	95	93						
LI/EC/MON10	Swale Means Business – Website analytics	520	227	390	408	481	193	228						
LI/EC/MON11	No. of Visitor Economy Businesses supported by ECS	24	62	47	28	2	4	1						
LI/EC/MON28	Swale VCS – Number of enquiries received	23	50	33	22	15	12	8						
LI/EC/MON2	No. of enquiries to the business support service	162	636	390	220	128	108	32						

Quarterly Performance Indicators Record of quarterly results reported QUARTERLY (Colour = YEAR TO DATE)		20/21 Target	Q1	Q2	Q3	Q4	2019/20 Outcome
LI/ICT/0006	Website availability	99%	G	G			99.7
BV79b(i)	Percentage of Recoverable Overpayments Recovered (HB) that are recovered during period	80%	G	G			86.3
LI/CSC/003	Complaints responded to within 10 working days	90%	G	R			89.5
LI/HS/01	Number of long-term empty homes brought back into use	90	A	G			116
NI188	Planning to Adapt to Climate Change	3	G	G			3
NI195i	Improved street and environmental cleanliness: Litter % at Grade B standard	95%	G	X			97
NI195ii	Improved street and environmental cleanliness: Detritus % at Grade B standard	93%	R	X			81
LI/EH/001	Percentage of Planning consultations responded to in 21 days	90%	G	X			93
LI/EH/002	Food Hygiene – The percentage of food inspections completed that were due.	90%	G	X			95.6
LI/IA/004	Audit recommendations implemented	95%	G	G			95.1
LI/CEL/002	Percentage of beach huts occupied	75%	G	G			90.1
LI/CEL/003	Percentage of disabled parking bay applications processed within 3 months	95%	G	G			100
LI/PAR/001	Civil enforcement officer accuracy rate	98%	G	G			99.7
YEAR TO DATE (Colour)			11G 1A 1R	8G 1A 0R			
QUARTERLY TOTAL (TEXT)			11G 1A 1R	8G 0A 1R			

Quarterly MIs – Monitored Indicators (no targets / performance not managed)		19/20 qtr ave	Q1	Q2	Q3	Q4	19/20 closing value
NI155	Number of affordable homes delivered (gross / target)	25	0	99			100/68
LI/CSC/006	Proportion of complaints escalating from Stage 1 (Service Unit) to Stage 2 (Chief Executive)	8%	5%	8%			15%
CSP/0001	All crime per 1000 population	111.4	105	105.6			110.2
HO/MON7	Percentage of households who secured accommodation for 6+ months when prev. duty ended	41%	52%	57%			46%
HO/MON8	Percentage of households who secured accommodation at the end of relief duty	18%	14%	36%			19%
LI/CEL/001	No. of visits to Council owned or supported leisure centres	159,440	0	30,000(est)			123,094
LI/CSC/001	% of contacts transacted digitally compared to other methods of contact to Customer Services	39%	54	50			36%

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**SWALE BOROUGH COUNCIL
FORWARD PLAN AND NOTICE OF KEY DECISIONS**

December 2020 - March 2021

Notes:

A key decision is defined as 'an Executive decision which is likely to (a) result in the local authority incurring expenditure which is, or the making of savings which are, significant having regard to the local authority's budget for the service or function to which the decision relates; or (b) to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.'

The key decision threshold, confirmed by Council, is set at £100,000 (this relates to (a) of the definition above).

Where the decision will be made by Cabinet, the Members of the Cabinet are:

Councillor Roger Truelove – Leader and Cabinet Member for Finance
Councillor Mike Baldock – Deputy Leader and Cabinet Member for Planning
Councillor Richard Palmer – Cabinet Member for Community
Councillor Monique Bonney - Cabinet Member for Economy and Property
Councillor Tim Valentine - Cabinet Member for Environment
Councillor Harrison – Cabinet Member for Health and Wellbeing
Councillor Ben J Martin – Cabinet Member for Housing

Subject to any prohibition or restriction on their disclosure, copies or extracts of any documents listed below can be viewed at Swale House, East Street, Sittingbourne, Kent, ME10 3HT. Please contact Democratic Services to arrange a time to view the documents or to request copies by post by e-mailing democraticservices@swale.gov.uk or by telephone on: 01795 417330. Fees may be charged in accordance with the Council's Fees and Charges policy.

Other documents relevant to the decision item may be submitted to the decision maker; please contact Democratic Services (contact details above) to request details of these documents as they become available.

Item	Decision item and background information	Decision maker, date of meeting	Key Decision	Will the report be exempt or have any exempt appendices?	List of the documents submitted to the decision maker	Lead Member and Lead Officer
	<p>Queenborough & Rushenden Project Management Contract Appointment Value Increase</p> <p>To increase the value of the contract appointment of Campbell Reith above £100,000.</p>	<p>Cabinet 16 December 2020</p>	<p>Key It is likely to result in the Council incurring expenditure above £100,000 or the making of savings which are, significant having regard to the local authority's budget for the service or function to which the decision relates.</p>	<p>Open</p>		<p>Councillor Monique Bonney - Cabinet Member for Economy and Property</p> <p>Debbie Townrow</p>
	<p>Proposed Sale of Land, Whitstable Road, Faversham</p> <p>This report seeks approval for the sale of a parcel of surplus land, part of the former railway embankment, to an adjoining owner subject to planning permission for car parking use.</p>	<p>Cabinet 16 December 2020</p>	<p>Non-Key This is not a key decision because is it not likely to result in the local authority incurring expenditure or savings in excess of £100,000 or to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions</p>	<p>Open</p>		<p>Councillor Monique Bonney - Cabinet Member for Economy and Property</p> <p>Kent Parker</p>

Item	Decision item and background information	Decision maker, date of meeting	Key Decision	Will the report be exempt or have any exempt appendices?	List of the documents submitted to the decision maker	Lead Member and Lead Officer
			in the area of the local authority.			
	<p>Health and Wellbeing Improvement Plan</p> <p>Report seeks adoption of the draft Health and Wellbeing Improvement Plan 2020-2023.</p>	<p>Cabinet 16 December 2020</p>	<p>Non-Key This is not a key decision because is it not likely to result in the local authority incurring expenditure or savings in excess of £100,000 or to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.</p>	<p>Open</p>		<p>Councillor Angela Harrison - Cabinet Member for Health and Wellbeing</p> <p>Jennifer Kenningham</p>
	<p>Swale Borough Local Plan Review Regulation 19 Consultation document</p> <p>Regulation 19 document is the Council's pre-submission development plan that, if agreed by full Council on 6th January 2021, will be consulted upon under the Town and Country</p>	<p>Cabinet 16 December 2020</p>	<p>Non-Key This is not a key decision as it will be considered and decided by full Council.</p>	<p>Open</p>		<p>Councillor Mike Baldock - Cabinet Member for Planning</p> <p>James Freeman</p>

Item	Decision item and background information	Decision maker, date of meeting	Key Decision	Will the report be exempt or have any exempt appendices?	List of the documents submitted to the decision maker	Lead Member and Lead Officer
	Planning (Local Planning)(England) Regulations 2012					
	<p>Clean Air Zone (CAZ)</p> <p>This report will present the results of the CAZ Feasibility Study to Members and will recommend a decision as to which (if any) of the modelled option(s) should be taken forward to present to Kent County Council for further consideration.</p>	Cabinet 16 December 2020	<p>Non-Key</p> <p>This is not a key decision because is it not likely to result in the local authority incurring expenditure or savings in excess of £100,000 or to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.</p>	Open		<p>Councillor Tim Valentine - Cabinet Member for Environment</p> <p>Julie Oates</p>
	<p>Kent and Medway Energy and Low Emissions Strategy</p> <p>KCC working with Medway and all Kent LAs has developed an Energy and Low Emissions Strategy. All Kent LAs have been asked to note the strategy.</p>	Cabinet 16 December 2020	<p>Non-Key</p> <p>This is not a key decision as it is for information only.</p>	Open		<p>Councillor Tim Valentine - Cabinet Member for Environment</p> <p>Janet Hill</p>

Item	Decision item and background information	Decision maker, date of meeting	Key Decision	Will the report be exempt or have any exempt appendices?	List of the documents submitted to the decision maker	Lead Member and Lead Officer
	<p>Swale House Refurbishment</p> <p>To update on progress on the Swale House refurbishment</p>	<p>Cabinet 16 December 2020</p>	<p>Non-Key This is not a key decision because is it not likely to result in the local authority incurring expenditure or savings in excess of £100,000 or to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.</p>	<p>Open</p>		<p>Councillor Monique Bonney - Cabinet Member for Economy and Property</p> <p>Anne Adams</p>
	<p>Financial Management Report April to September 2020</p> <p>This report shows the revenue and capital projected outturn for 2020/21 as at the end of period 6, covering the period from April to September 2020.</p>	<p>Cabinet 16 December 2020</p>	<p>Non-Key This is not a key decision as it is for information only.</p>	<p>Open</p>		<p>Councillor Roger Truelove - Leader and Cabinet Member for Finance</p> <p>Nick Vickers</p>
	<p>Medium Term Financial Plan and 2021/22 Budget</p> <p>This report set out the Council's Medium Term Financial Plan and proposals for the 2021/22 Budget.</p>	<p>Cabinet 16 December 2020</p>	<p>Non-Key This is not a key decision as it will be considered and decided by full Council.</p>	<p>Open</p>		<p>Councillor Roger Truelove - Leader and Cabinet Member for Finance</p> <p>Nick Vickers</p>

Item	Decision item and background information	Decision maker, date of meeting	Key Decision	Will the report be exempt or have any exempt appendices?	List of the documents submitted to the decision maker	Lead Member and Lead Officer
	<p>Overarching enforcement policy</p> <p>The policy is intended as an umbrella policy and applies to all service areas of the Council with enforcement activity. The policy sets out what those who are on the receiving end of enforcement action should expect from the Council in how it discharges its responsibilities.</p>	<p>Cabinet 16 December 2020</p>	<p>Non-Key This is not a key decision because is it not likely to result in the local authority incurring expenditure or savings in excess of £100,000 or to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.</p>	<p>Open</p>		<p>Councillor Roger Truelove - Leader</p> <p>Bob Pullen</p>
	<p>Recommendations from the Local Plan Panel meeting held on 29 October 2020</p>	<p>Cabinet 16 December 2020</p>	<p>Non-Key This is not a key decision as the making and adoption of the LDF will ultimately be considered and decided by full Council.</p>	<p>Open</p>		<p>Councillor Mike Baldock - Cabinet Member for Planning</p> <p>James Freeman</p>

Item	Decision item and background information	Decision maker, date of meeting	Key Decision	Will the report be exempt or have any exempt appendices?	List of the documents submitted to the decision maker	Lead Member and Lead Officer
	Recommendations from the Local Plan Panel meeting held on 19 November 2020	Cabinet 16 December 2020	Non-Key This is not a key decision as the making and adoption of the LDF will ultimately be considered and decided by full Council.	Open		Councillor Mike Baldock - Cabinet Member for Planning James Freeman
	Recommendations from the Local Plan Panel meeting held on 2 December 2020	Cabinet 16 December 2020	Non-Key This is not a key decision as the making and adoption of the LDF will ultimately be considered and decided by full Council.	Open		Councillor Mike Baldock - Cabinet Member for Planning James Freeman
	Recommendations from the Swale Joint Transportation Board meeting held on 7 December 2020	Cabinet 16 December 2020	Non-Key This is not a key decision because is it not likely to result in the local authority incurring expenditure or savings in excess of £100,000 or to be significant in terms of its effects on communities living or working in an area comprising two or	Open		

Item	Decision item and background information	Decision maker, date of meeting	Key Decision	Will the report be exempt or have any exempt appendices?	List of the documents submitted to the decision maker	Lead Member and Lead Officer
			more wards or electoral divisions in the area of the local authority.			
	Recommendations from the Local Plan Panel held on 9 December 2020	Cabinet 16 December 2020	Non-Key This is not a key decision as the making and adoption of the LDF will ultimately be considered and decided by full Council.	Open		Councillor Mike Baldock - Cabinet Member for Planning James Freeman
	Swale House Refurbishment To present a business case on the Swale House refurbishment.	Cabinet 10 February 2021	Key It is likely to result in the Council incurring expenditure above £100,000 or the making of savings which are, significant having regard to the local authority's budget for the service or function to which the decision relates.	Open		Councillor Monique Bonney - Cabinet Member for Economy and Property Anne Adams

Item	Decision item and background information	Decision maker, date of meeting	Key Decision	Will the report be exempt or have any exempt appendices?	List of the documents submitted to the decision maker	Lead Member and Lead Officer
	<p>Medium Term Financial Plan and 2021/22 Budget</p> <p>This report set out the Council's Medium Term Financial Plan and proposals for the 2021/22 Budget.</p>	Cabinet 10 February 2021	<p>Non-Key This is not a key decision as it will be considered and decided by full Council.</p>	Open		<p>Councillor Roger Truelove - Leader and Cabinet Member for Finance</p> <p>Nick Vickers</p>
	<p>Recommendations from the Local Plan Panel meeting held on 28 January 2021</p>	Cabinet 10 February 2021	<p>Non-Key This is not a key decision because is it not likely to result in the local authority incurring expenditure or savings in excess of £100,000 or to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.</p>	Open		<p>Councillor Mike Baldock - Cabinet Member for Planning</p> <p>James Freeman</p>
	<p>Treasury Management Strategy Statement and Investment Strategy 2021/22</p> <p>This report sets out and seeks approval of the proposed Treasury Management Strategy and Investment Strategy for the</p>	Cabinet 10 February 2021	<p>Non-Key This is not a key decision as it will be considered and decided by full Council.</p>	Open		<p>Councillor Roger Truelove - Leader and Cabinet Member for Finance</p> <p>Nick Vickers</p>

Item	Decision item and background information	Decision maker, date of meeting	Key Decision	Will the report be exempt or have any exempt appendices?	List of the documents submitted to the decision maker	Lead Member and Lead Officer
	Council in 2021/22. It will be proposed to Council at the meeting on 24-2-21					
	<p>Financial Management Report: April – December 2020</p> <p>This report shows the revenue and capital projected outturn for 2020/21 as at the end of period 9, covering the period from April to December 2020.</p>	Cabinet 17 March 2021	Non-Key This is not a key decision as it is for information only.	Open		<p>Councillor Roger Truelove - Leader and Cabinet Member for Finance</p> <p>Nick Vickers</p>