



AGENDA

COUNCIL MEETING

Date: Wednesday, 23 November 2016

Time: 7.00 pm

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

RECORDING NOTICE

Please note: this meeting may be recorded.

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

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

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

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

Quorum = 16

	Pages
1. Prayers	
2. Emergency Evacuation Procedure	
<p>The Chairman will advise the meeting of the evacuation procedures to follow in the event of an emergency. This is particularly important for visitors and members of the public who will be unfamiliar with the building and procedures.</p> <p>The Chairman will inform the meeting whether there is a planned evacuation drill due to take place, what the alarm sounds like (i.e. ringing bells), where the closest emergency exit route is, and where the second closest emergency exit route is, in the event that the closest exit or route is blocked.</p> <p>The Chairman will inform the meeting that:</p> <p>(a) in the event of the alarm sounding, everybody must leave the building via the nearest safe available exit and gather at the Assembly points at the far side of the Car Park. Nobody must leave the assembly point until</p>	

everybody can be accounted for and nobody must return to the building until the Chairman has informed them that it is safe to do so; and

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

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

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

3. Apologies for Absence

4. Minutes

To approve the Minutes of the Meeting held on 19 October 2016 (Minute Nos. 947 - 959) as a correct record.

5. Declarations of Interest

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

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

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

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

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

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

6. Mayor's Announcements

7. Questions submitted by the Public

To consider any questions submitted by the public. (The deadline for questions is 4.30 pm the Friday before the meeting – please contact Democratic Services by e-mailing democraticservices@swale.gov.uk or call 01795 417330).

8. Questions submitted by Members

To consider any questions submitted by Members. (The deadline for questions is 4.30 pm the Wednesday before the meeting – please contact Democratic Services by e-mailing democraticservices@swale.gov.uk or call 01795 417330).

9. Leader's Statement

Members may ask questions on the Leader's Statement. (To follow).

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| 10. Review of Fees and Charges | 1 - 30 |
| 11. Council Tax Support Scheme 2017/18 | 31 - 76 |
| 12. Review of Members' Allowances Scheme - Report of the Independent Remuneration Panel for Swale and review of Mayor/Deputy Mayor Allowances | 77 - 112 |
| 13. Recommendations for the Council to consider | |

Council is asked to note the recommendations from the Cabinet meeting held on 9 November 2016 (Minute Nos. TBC), which are the subject of separate reports on the agenda.

Issued on Monday, 14 November 2016

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

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

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Council Meeting		Agenda Item:
Meeting Date	23 November 2016	
Report Title	Review of Fees and Charges	
Cabinet Member	Cllr Duncan Dewar-Whalley, Cabinet Member for Finance & Performance	
SMT Lead	Nick Vickers, Head of Finance	
Head of Service	Nick Vickers, Head of Finance	
Lead Officer	Caroline Frampton, Principal Accountant	
Recommendations	1. To approve the proposed fees and charges for 2017/18 as set out in this report.	

1. Purpose of Report and Executive Summary

- 1.1 This report invites Council to consider the proposals for the level of fees and charges to be levied for the next financial year 2017/18. The report was agreed by Cabinet on 9 November 2016 and considered by Scrutiny on 16 November. Any proposals from Scrutiny will be tabled. Charges will take effect from 1 April 2017.
- 1.2 Appendix I details proposals on a service-by-service basis for the level of fees to be charged in 2017/18 on those services where this Council sets the charges. Appendix II sets out the fees and charges which are set nationally by Government. Appendix III details the income from fees and charges for services in 2015/16, and the budget for 2016/17.
- 1.3 We have continued to focus on a small number of services each year where the Council sets the charges for a detailed review. For 2017/18 these have been burial services and hackney carriages charges.
- 1.4 We do need to ensure that for discretionary services, where there is a choice over whether the local resident does choose to buy the service, they pay a level which covers costs and is reasonable in comparison to neighbouring councils.

2. Background

- 2.1 In 2016/17 the fees and charges budget covered by this report where the Council sets the level of fees or charges was £3.6m.
- 2.2 Managers were asked to review the current schedule of fees and charges for the forthcoming financial year.
- 2.3 Authorities have a statutory duty to ensure fees are set in accordance with the Local Government Act 2003. This allows local authorities to charge for discretionary services. Discretionary services are those services that a council has the power to, but is not obliged to, provide. A pre-condition to charging is the person has to agree to the provision of the service, and they are prepared

to pay for it. Some charges depend on relevant consultation being carried out by the service concerned.

3. Proposals

- 3.1 Appendix I details the proposed fees and charges to be set by the Council for 2017/18; and Appendix II those that are set by Government or another external body.
- 3.2 Table 1 below lists those charges set by the Council where an increase is not recommended at this time, and any increase in income shown here is due to volume not price increase. Table 2 lists those charges set by the Council where an increase is recommended. Table 3 lists those charges where some changes are proposed, with the majority of charges not changing. Table 4 lists proposed new charges for 2017/18.

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

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

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

Fee or Charge	Comments
Car Parks Fixed Penalty Notice	The fee/charge is not changing – statutory charge.
Purchase of Electoral Register	The fee/charge is not changing – statutory charge.
The Redress Scheme for Lettings Agency Work & Management Work Order 2014	New powers with fine levels agreed by Members in May 2016.

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

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

Fee or Charge	Comments
Residents' Parking Permits (on street)	To control the number of permits it is recommended to increase the charge.
Street Naming & Numbering	Increased costs of software, purchasing equipment and process of implementing.
Sports Facilities	Increased to offset costs of maintaining the areas and utility increases.
Allotments	The Council now only manages Sittingbourne allotments following the asset transfer of other sites. Increases in utilities necessitate a small increase.
Cemeteries Burial Fees	A comprehensive comparison of fees and charges around the county has been undertaken, which shows Swale at the lower end of the pricing scale. Burial prices have been raised in line with the average costs across the County. Child burials remain free of charge. Admin charges remain the same. Currently considering new charges on different options in time for the opening of the new cemetery at Iwade.
Seafront Memorial Bench	Small inflationary charge to offset rise in cost of benches.
Food Export Certificate	Certificate fee increase of 3% is in line with the increase across the Mid Kent Environmental Health Service for charges at Maidstone and Tunbridge Wells for this service.
CIEH Level 2 Award Training in Food Safety in Catering	The fee will be in line with the charges for training course provided by T&M, Sevenoaks, and Dartford as well as Maidstone and Tunbridge Wells.
Registration Fee under the Local Government (Miscellaneous Provision) Act	A 3% increase in fee is in line with the increase across the Mid Kent Environmental Health Service, and comparable to fees charged at Maidstone and Tunbridge Wells.

Fee or Charge	Comments
Stray Dog Collection	Administration fee for collection/returned stray dogs and the out-of-hours administration fee are both increasing to cover admin, officer time and transport. (NB – the statutory collection charge is not changing as it is set in line with government guidance on what we can charge.)
Alleygate Key	Cost of keys have increased.
Legal Charges for Third Parties	This comprises a change in approach whereby Legal will simply state an hourly rate of £210 for all legal work undertaken on behalf of external third parties, rather than a more complicated regimen of varying fees, hourly rates and minimum charges.
Home Inspection for Immigration Application Fee	This charge is in line with other Kent authorities.
Houses in Multiple Occupation Licensing	Only costs incurred can be charged.
Mobile Home Site Licence Fee	Only costs incurred can be charged so these will be increased in line with actual costs.

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

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

Fee or Charge	Comments
Car Parks & Season Tickets	Recommended increase to bring season ticket pricing in line with Pay & Display increase last year. Remainder of charges not changing as Cabinet did commit to no increase.
Wheeled Bins	Charge increasing for lid in lid 140 litre food waste bin from £35 to £38, to bring in line with 140 litre bin. Remainder of charges not changing.
Beach Huts	The purchase of beach huts is new to this report. The remainder of fees were set for a two to three year period to allow assessment of demand. Therefore, fees will be reviewed next year following completion of the Leysdown scheme.

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

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

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

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

- Planning fees;
- Penalty charge notices for car parking/environmental response;
- Statutory collection charge for stray dogs;
- Liquor and gambling licences;

- Environmental Protection Act fees; and
- Electoral Services (including the purchase of the electoral register or edited register).

4. Alternative Options

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

5. Consultation Undertaken or Proposed

- 5.1 Any necessary consultation will be undertaken by the managers of the relevant service area.
- 5.2 There will be specific consultation required on changes to hackney carriages charges.
- 5.3 Scrutiny Committee will be considering the proposals on 16 November before submission to Council on 23 November.

6. Implications

Issue	Implications
Corporate Plan	The income from fees and charges is a key component of the Council’s budget and supports the achievement of corporate priorities, including “A council to be proud of”.
Financial, Resource and Property	Work will continue on the detailed impact of the proposals. In proposing the new charges, consideration has been given to the likely impact on income levels given the anticipated response of service users to increases in charges.
Legal and Statutory	All proposals for charges reflect the relevant legislation.
Crime and Disorder	None identified.
Sustainability	None identified.
Health and Wellbeing	None identified.
Risk Management and Health and Safety	None identified.
Equality and Diversity	Where there are underlying policy issues to any proposed changes in charges, these will be supported by a service equality impact assessment, and any necessary mitigations undertaken.

7. Appendices

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

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

8. Background Papers

8.1 None.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

	2016/17			2017/18		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
Each additional enquiry of your own	21.00	0.00	21.00	21.00	0.00	21.00
*Changes to CON29 in July 2016 introduced new questions – 2.2-2.5 and 22 (optional) which are supplied by KCC at a fee. Where applicable our fees will include this as a cost recovery figure in addition to our fees above.						
Q2.2-2.2	N/A	N/A	N/A	5.00	0.00	5.00
Q22	N/A	N/A	N/A	8.00	0.00	8.00
**May be subject to VAT at some time in the future						

Fees and charges set nationally by Government

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

Fees and charges set nationally by Government

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

Fees and charges set nationally by Government

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

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

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

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

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

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

Council Meeting		Agenda Item:
Meeting Date	23 November 2016	
Report Title	Council Tax Support Scheme 2017/18	
Cabinet Member	Cllr Duncan Dewar-Whalley, Cabinet Member for Finance and Performance	
SMT Lead	Emma Wiggins/Nick Vickers	
Head of Service	Amber Christou	
Lead Officer	Zoe Kent/Nick Vickers	
Recommendations	<ol style="list-style-type: none"> 1. To note the outcome of the public consultation having taken consideration of the potential impact of the proposed changes on working age claimants with the protected characteristics of disability, age and sex under the Equalities Act 2010. 2. To recommend changes to the current scheme as listed in paragraph 3.6. 3. To agree the new funding model from the major preceptors for the collection of Council Tax from Council Tax Support claimants during 2017/18. 	

Members will be aware of the sensitive nature of the Scheme in relation to its impact on those receiving support of this type. The legal implications in the report set out the importance of following the rules around consultation in the Supreme Court ruling in the Haringey case. In reaching a decision in this matter, all members must have had regard to all supporting papers, and in particular the Community Impact Assessment, and have taken these into account when reaching their individual voting decision on the scheme. Failure to do so could open the Council to challenge, and members will no doubt bear this in mind when exercising their vote.

1 Purpose of Report and Executive Summary

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

2 Background

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

processes, the scheme has largely been successful. The administrative fee paid by the major preceptors has been essential in assisting with the cost of the recovery of these debts.

- 2.8 The overall level of applicants, both working age and pension age, has fallen since the introduction of CTS to 11,921 as at 31 March 2016, compared with 13,381 as at 1 April 2013. This is mainly due to a reduction in unemployment and the rise of the pension age. As a result, the total cost of the scheme has reduced since its inception.
- 2.9 However, the initial '90%' funding that the government passed on to authorities through Revenue Support Grant to support the costs of local schemes has effectively been cut as part of the wider reductions in local government financial settlements. Therefore, although costs have reduced due to a lower claimant base, the outcome is that a greater share of the cost burden is falling on the billing authorities and the other major precepting bodies. This outcome has been one of the main catalysts for undertaking the review.

Table 1: CTS expenditure by year

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

- 2.10 A group of finance and revenue officers from the Kent districts and major precepting authorities have been working closely together in setting the objectives of the review, and maintaining a common approach to the redesign of the local schemes. To support the review a consultant was appointed by Ashford BC on behalf of the Kent districts and major preceptors, with the costs being shared. The consultant has been assisting in the evaluation of alternative scheme models and with the public consultation process.
- 2.11 The objectives that have been collectively agreed are to:
- (i) have regard to the reductions in government grant and the financial pressures we face;
 - (ii) make the scheme less costly (if possible), and more efficient in terms of its operation; and
 - (iii) have regard to the impact such changes may have on vulnerable residents, and target support to those most in need.
- 2.12 It has been recognised by the Kent Finance Officers' group that the contributions that the major precepting authorities make towards the administration of the scheme are essential. Changes to the local scheme could potentially lead to a

need to collect even more council tax from individuals who may find it difficult to pay, as well as those individuals finding the resultant changes difficult to comprehend.

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

3 Proposal

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

these principles, as set out in paragraph 3.6, were included as part of the consultation on Swale's scheme for 2017/18.

- 3.6 The Council went out to consultation on these options for a 12 week period ending on 28 August 2016 via a direct email to approximately 10,000 households. The results of the consultation are contained in Appendix I.
- 3.7 Given the financial challenge facing the Council, it is recommended that the Council implements the changes set out within the consultation, subject to the amendments set out in Table 2.

Table 2: Council Tax Support Options

Option	Recommendation	
Option 1 - Reducing the maximum level of support for working age applicants from 85 per cent to 81.5 or 80 per cent.	Implement	Consultation findings support change to reducing the maximum level of support for working age applicants to 80 per cent.
Option 2* - Removing the Family Premium for all new working age applicants.	Implement	Consultation findings support change. Change brings CTS in line with wider welfare system.
Option 3* - Reducing backdating to one month.	Implement	Consultation findings support change. Scope to address vulnerability through the hardship scheme.
Option 4 - Using a set income for self-employed earners after one year's self-employment.	Implement with amendment	Period extended to 18 months in response to consultation feedback.
Option 5* - Reducing the period for which a person can be absent from Great Britain and still receive Council Tax Reduction to four weeks.	Implement	Consultation findings support change. Scope to address vulnerability through the hardship scheme
Option 6 - To introduce a standard level of non dependant deduction of £15 for all claimants who have non-dependants resident with them.	Implement with amendment	Deduction to be set at £15 for those non dependants in remunerative work (working more than 16 hours per week), in response to consultation feedback.
Option 7 - To take any Child Maintenance paid to a claimant or partner into account in full in the	Implement	Consultation findings support change. Inclusion of maintenance

calculation of Council Tax Support.		income within calculation provides a level of support based on ability to pay.
Option 8 - To take any Child Benefit paid to a claimant or partner into account in full in the calculation of Council Tax Support.	Implement	Consultation findings support change.
Option 9 - To remove Second Adult Reduction from the scheme.	Implement	Second adult rebate does not consider means of main householder. Support still available for low income households through main CTS scheme.
Option 10* - To remove the Work Related Activity component in the calculation of Council Tax Support.	Implement	Consultation findings support change. Change brings CTRS in line with wider welfare system.
Option 11* - To limit the number of dependant children within the calculation for Council Tax Support to a maximum of two.	Implement	Consultation findings support change. Change brings CTRS in line with wider welfare system.

* to match Housing Benefit Regulations

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

- the removal of the Work Related Activity Component for all new Employment and Support Allowance applicants on or after 1 April 2017.

3.9 It is advised that in the unlikely event that this change is not effected by Central Government by 1 April 2017, that the Council's CTS scheme will not be amended in this regard for 2017 but will be amended from 2018.

4 Alternative Options

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

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

- Should Council Tax be increased for all Council Tax payers to fund the CTS scheme?

- (ii) Should Council reserves be used to fund the scheme?
 - (iii) Should there be cuts to Council services to fund the scheme?
- 4.3 All options in 4.2 were rejected by the majority of responders - see Appendix I for the detail. As the Council's funding from the Government for the provision of all services is likely to be reduced in the future, and as the impact of choosing any of the alternative funding options would affect all residents in the Borough, it is not considered that any of the options in 4.2 should be taken forward for funding the CTS scheme.
- 4.4 The Council could make no changes to the CTS Scheme. However, given the positive response to the consultation exercise, and as the Council's funding will continue to reduce, this is also not considered to be a viable option.

5 Consultation Undertaken or Proposed

- 5.1 Prior to the implementation of any changes to a CTS scheme, authorities are required to consult with the public. There have been a number of challenges to CTS consultations, and it should be noted that a recent judgement handed down by the Supreme Court has defined what is meant by 'good consultation'.
- 5.2 The guiding principles which have been established through case law for fair consultation are as follows:
- (i) the consultation must be carried out at a stage when proposals are still at a formative stage;
 - (ii) sufficient information on the reasons for the decision must be provided to permit the consultees to carry out intelligent consideration of the issues to respond;
 - (iii) adequate time must be given for consideration and responses to be made; and
 - (iv) the results of the consultation must be properly taken into account in finalising any decision.
- 5.3 The Kent Finance and Revenues officers worked closely with the consultant to prepare robust and consistent consultation material that was individually branded by each district council within Kent. Each district council has consulted on its own scheme design, and ultimately will make its own decisions about its final local scheme after the consultation.
- 5.4 Following the report to Cabinet on 25 May 2016 a public consultation was undertaken between 6 June 2016 and 28 August 2016. The consultation was open to all Swale residents aged 18 or over, i.e. people who pay Council Tax or receive CTS. The consultation was carried out online, with a direct email to approximately 10,000 households, and was promoted on the Council's website, through social media, and in the local media. Paper copies were available on request.

- 5.5 A total of 290 people responded to the questionnaire. The consultation results are set out in full in Appendix I.
- 5.6 There is also a duty to consult with the major precepting authorities who are statutory consultees. All major precepting authorities have advised they are content with the proposals so far.
- 5.7 This report has been offered to the Policy Development Review Committee for their review.

6 Implications

Issue	Implications
Corporate Plan	<p>Running an effective and efficient CTS Scheme contributes to the Council priority of being 'A Council to be proud of'. It also contributes to the priority of 'A Community to be proud of', as it supports the most vulnerable whilst creating incentives to work for those who are able to.</p> <p>The changes introduced through the Welfare Reform agenda and Local Council Tax Support Scheme are aimed at providing greater work incentives, which have the potential to positively impact on the economic prosperity of those returning to employment, as well as the wider community. Data shows that the number of working age claimants has reduced, which results at least in part from movement of benefits claimants into work.</p> <p>Performance is measured through BV9 Percentage of Council Tax collected in year.</p>
Financial, Resource and Property	<p>The cost of consultancy has been shared by all Kent authorities. Swale's share of the cost is under £500. It is anticipated that there will be some limited costs associated with the consultation process, but this is a statutory requirement.</p> <p>The costs of awards made under the CTS scheme impact on the declared tax base, and thereby the council tax yield. If the cost of awards were to be reduced, this would mean that the Council's tax base would increase, and overall council tax income could increase.</p> <p>Any increase to council tax income is shared through the Collection Fund with major preceptors.</p>
Legal and Statutory	<p>The Council has a statutory duty to consult on a proposed scheme. As mention in paragraph 5.1, case law has determined the guiding principles for fair consultation, which we followed.</p> <p>Regard needs to be made to the rules around consultation laid out through the Supreme Court ruling in the case of R (on the application of Moselely) v London Borough of Haringey (2014), and</p>

	in particular, the need to set out alternative choices within the consultation. This is referred to in paragraph 5.2 of the report.
Crime and Disorder	No implications.
Sustainability	No implications.
Health and Wellbeing	Residents who have difficulty in paying their Council Tax can put in a claim for a Section 13A discretionary hardship award. Those whose health appears to be affected will be signposted to appropriate advice.
Risk Management and Health and Safety	The risk to households has been covered in the Community Impact Assessment (see Appendix II). To mitigate the risk to the Council, advice was obtained from a consultant, and a full consultation was carried out on the proposed scheme.
Equality and Diversity	Following the consultation a full Community Impact Assessment has been carried out. The CIA is available at Appendix II, and the related Equality Impact Data is set out in Appendix III. The following issues came out of the consultation and the Community Impact Assessment: <ul style="list-style-type: none"> ▪ claimants with children will have less income for their living expenses and for caring for their children if they have to pay more towards their Council Tax; and ▪ disabled claimants who may be unable to work due to their disability may be affected by an increase in the amount of Council Tax they have to pay. To mitigate these issues the Council provides a Section 13A discretionary hardship scheme.

7 Appendices

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

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

8 Background Documents

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

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

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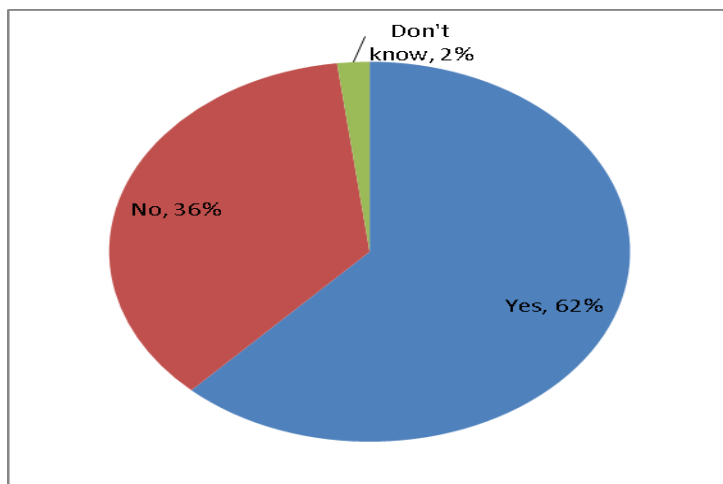
Council Tax Support Scheme Options

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

This paper gives an overview of the responses.

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

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



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

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

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

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

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

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

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

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

Gender	81.5%	80%
Male	25	53
Female	33	57

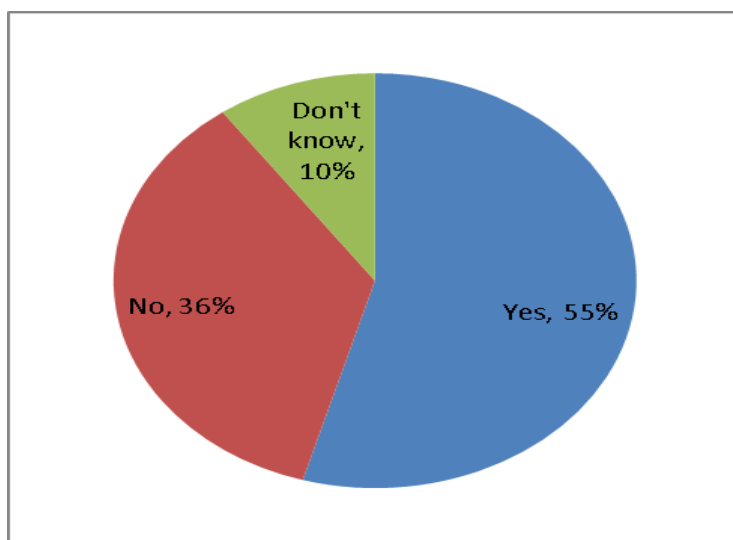
Age	81.5%	80%
18-24	1	0
25-34	8	22
35-44	12	33
45-54	12	24
55-64	11	18
65-74	15	12
75-84	0	2

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

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

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

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



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

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

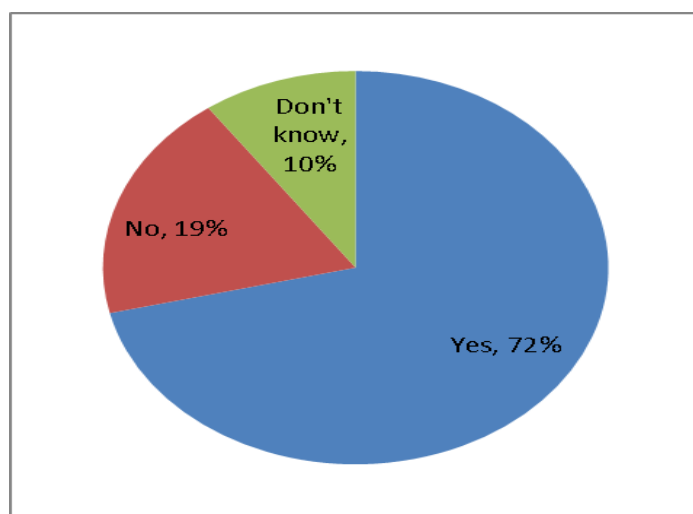
Disability	Yes	No	Don't know
Disabled	20	14	1
Not Disabled	123	82	4

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

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

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

Option 3 - Reducing backdating to one month



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

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

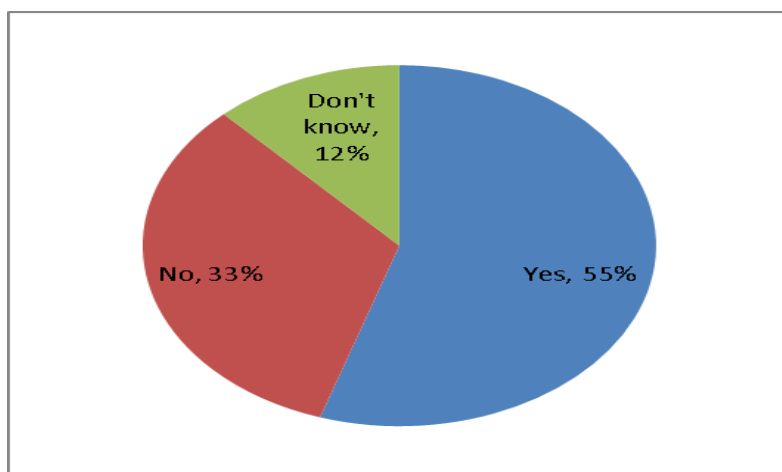
Disability	Yes	No	Don't know
Disabled	22	8	7
Not Disabled	170	40	17

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

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

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

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



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

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

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

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

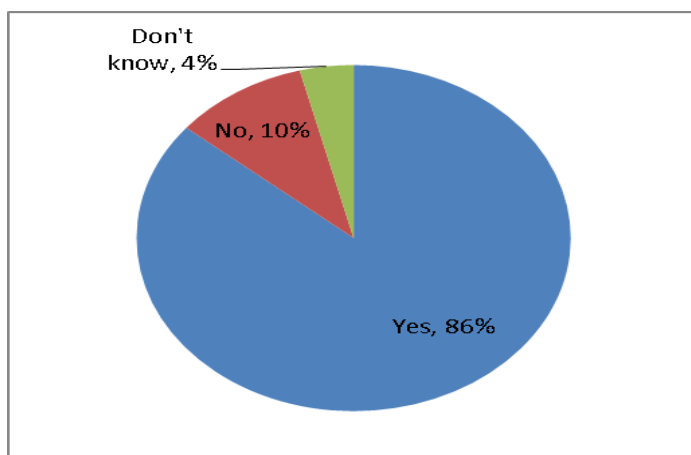
CTS	Yes	No	Don't know
In receipt of CTS	35	26	11
Not in receipt of CTS	118	64	20

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

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

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

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



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

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

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

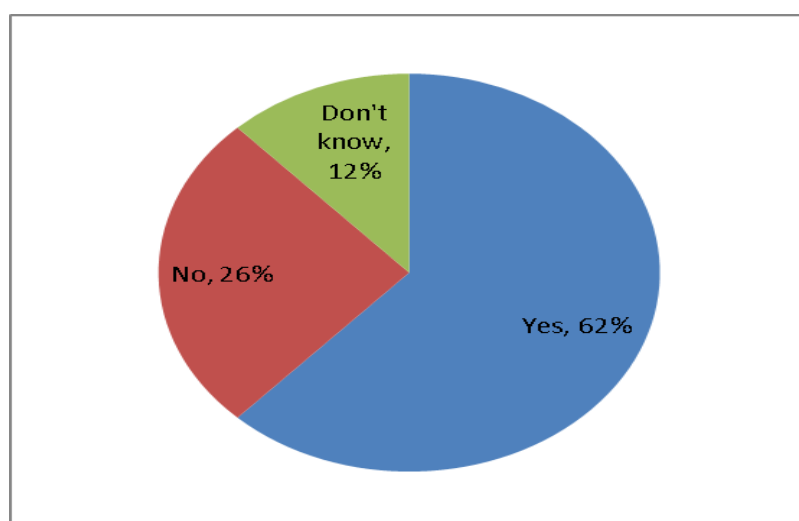
Ethnicity	Yes	No	Don't know
White British	213	24	9
Asian	0	1	0
Black	1	1	0
Mixed	1	1	0
Other	6	1	0

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

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

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

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



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

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

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

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

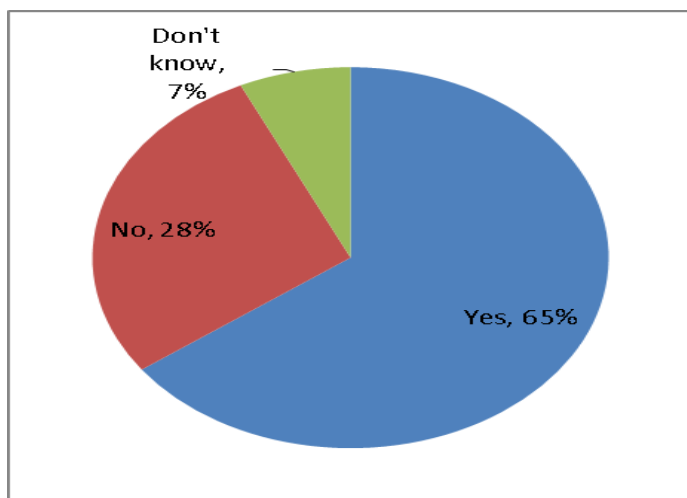
CTS	Yes	No	Don't know
In receipt of CTS	37	23	12
Not in receipt of CTS	135	49	21

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

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

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

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



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

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

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

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

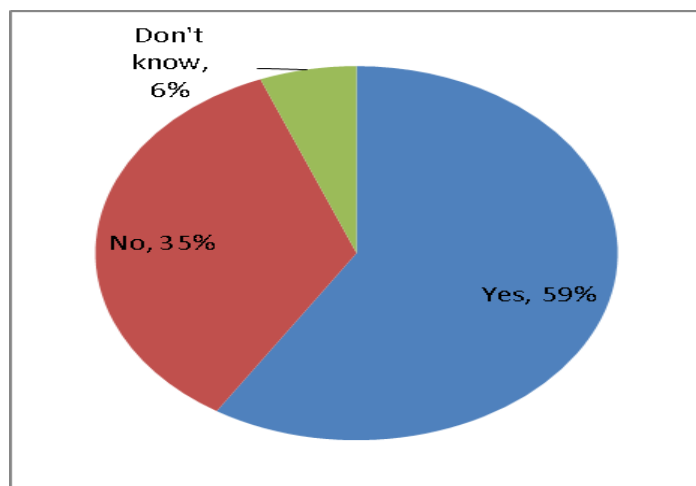
CTS	Yes	No	Don't know
In receipt of CTS	28	27	7
Not in receipt of CTS	143	49	12

65% of respondents were in favour of option 7.

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

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

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



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

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

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

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

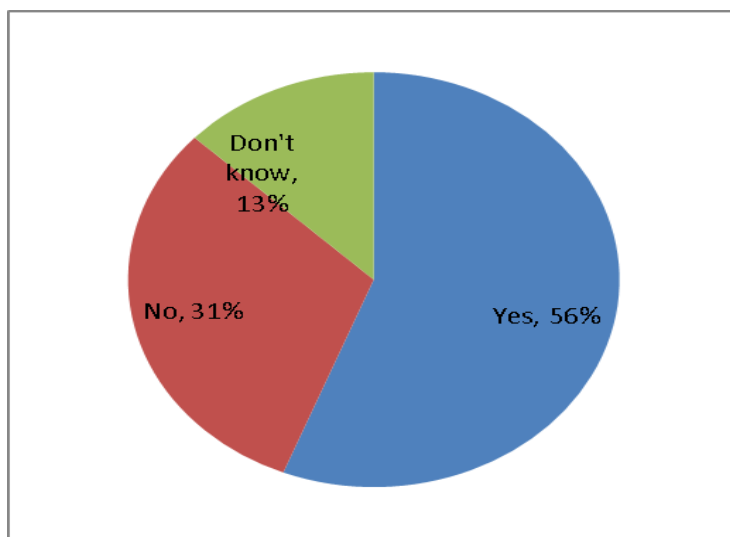
CTS	Yes	No	Don't know
In receipt of CTS	28	37	7
Not in receipt of CTS	134	59	9

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

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

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

Option 9 - To remove Second Adult Reduction from the scheme



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

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

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

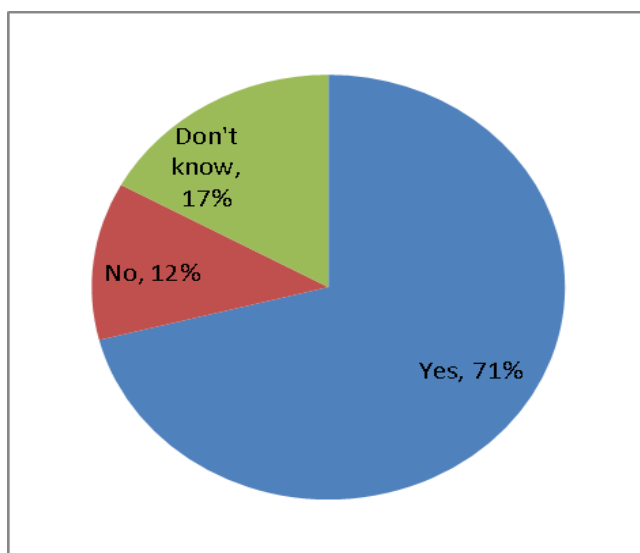
Ethnicity	Yes	No	Don't know
White British	142	71	31
Asian	0	1	1
Black	0	1	0
Mixed	1	1	0
Other	4	3	0

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

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

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

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



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

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

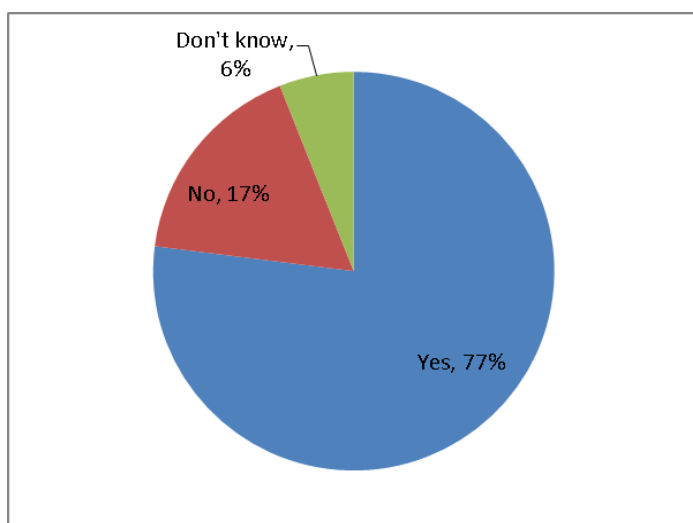
Disability	Yes	No	Don't know
Disabled	17	14	6
Not Disabled	132	68	28

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

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

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

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



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

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

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

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

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

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

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

Survey Demographics and Applied Weighting

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

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

Calculated using the ONS Mid-year population estimates

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

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

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

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

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

Responses to the consultation questions

Have your say on the Council Tax Reduction Scheme

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

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

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

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

Do you agree with the Option 1?

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

If yes, should we increase to:

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

Do you agree with the Option 2?

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

What is your sex?

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

Age

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

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

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

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

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

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Community Impact Assessment

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

When to assess

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

Public sector equality duty

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

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

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

Protected characteristics

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

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

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

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

Due regard

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

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

Collecting and using equality information

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

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

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

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

Case law principles

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

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

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

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

<p>the decision.</p> <ul style="list-style-type: none"> • Include sources and key findings. • Include information on how the decision will affect people with different protected characteristics. 	<p><i>Council Tax Support helps provide support to council taxpayers who have a low income. It supports the taxpayers by providing a reduction in the actual amount in Council Tax payable.</i></p> <p><i>The Council has the ability to determine the level of support given to working age applicants only. The scheme for pension age applicants is determined by Central Government, and therefore the ability of the Council to vary that part of the scheme is limited and can only enhance the national scheme in any event.</i></p> <p><i>When Council Tax Support was first introduced, Central Government provided a specified level of grant, which was approximately 10% lower than the amounts previously given (pre 1 April 2013). This has now been replaced by a general duty to provide a scheme and funding is not separately identified within the grants given to the Council.</i></p> <p><i>After the original consultation, the Council decided to introduce a Council Tax Support scheme that differed from the original Council Tax Benefit in that, instead of granting a maximum level of support of 100%, it would limit the maximum support to 91.5% in 2013/14 (due to an extra grant being received from DCLG), decreased to 85% from 2014/15.</i></p> <p>Changes since 2013</p> <p><i>Since the introduction of Council Tax Support the overall scheme adopted by the Council has remained broadly the same, with only applicable amounts and non-dependant charges being uprated, as well as minor changes being made to mirror changes to the Housing Benefit scheme. Central Government has also continued to uprate changes to applicable amounts for pension age applicants, again to mirror the changes in Housing Benefit.</i></p> <p>The Proposed Scheme for 2017/18</p> <p><i>It has now been decided by the Council that a full review should be undertaken as to the effectiveness of the current Council Tax Support scheme; and a public consultation has been undertaken to gather views as to whether the current scheme should be changed. The Council is minded to make changes to the working age scheme to meet the following:</i></p> <ul style="list-style-type: none"> • <i>the more accurate targeting of support to those working age applicants who most need it;</i> • <i>the need to change the scheme, not only to align with proposed changes to Housing Benefit, but also to align the scheme with the approach taken by the Department for Work and Pensions in the creation, introduction and roll out of Universal Credit; and</i> • <i>to address potential shortfalls in funding due to the continued reduction in Central Government grants.</i> <p><i>Through work undertaken by the Kent Finance Officers' Group, the Council has identified a number of proposed changes to the current scheme and these have formed part of an extensive public consultation. Please note that the changes, if made, would only apply to the working age scheme although the consultation was open to all Council Taxpayers and other stakeholders.</i></p> <p><i>The Council has also sought feedback through the consultation as to whether further increases in council tax, cuts to services, and use of limited savings should be considered as an alternative to changing the Council Tax Reduction Scheme. Changes such as those in points 1 to 3 below may affect all residents in the Borough and across Kent.</i></p>
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1. *Should Council Tax be increased for all Council Taxpayers?*
2. *Should Council reserves be used to fund the scheme?*
3. *Should there be further cuts to Council services?*

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

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

Scope of the Community Impact Assessment

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

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

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

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

Disability

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

Age

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

Carers

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

Gender

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

Ethnicity

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

Other protected characteristics

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

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

Actions to mitigate any identified impacts

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

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

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

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

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

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

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

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

Conclusion:

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

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

Summarise this conclusion in the body of your report

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

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

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

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

Timing

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

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

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

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

Action Plan

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

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

Community Impact Assessment Data

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

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

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

Proposed changes (2017/18)

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

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

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

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

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

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

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

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

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

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

Consultation Option 5 - Awards where temporary absence have been used

No data currently available

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

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

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

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

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

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

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

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

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

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

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

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

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Council Meeting	Agenda Item:
Meeting Date	23 November 2016
Report Title	Review of Members' Allowances Scheme – Report of the Independent Remuneration Panel for Swale and review of Mayor/Deputy Mayor Allowances.
Cabinet Member	Cabinet Member for Finance and Performance
SMT Lead	Mark Radford, Corporate Services Officer
Head of Service	Katherine Bescoby, Democratic and Electoral Services Manager
Lead Officer	Jo Millard, Senior Democratic Services Officer
Key Decision	No
Classification	Open
Forward Plan	Reference number:
Recommendations	<ol style="list-style-type: none"> 1. That the Council considers the report of the Independent Remuneration Panel and considers reviewing its scheme of Members' Allowances in the light of the recommendations made by the Panel. 2. That the Council considers reviewing the Mayor and Deputy Mayor's Allowances, to take effect from the Annual Council meeting in 2017.

1 Purpose of Report and Executive Summary

- 1.1 In accordance with the Local Authorities (Members' Allowances) (England) Regulations 2003, the Council is required to appoint an Independent Panel to consider the Council's Members' Allowances Scheme and make recommendations to full Council.
- 1.2 Allowances for the Mayor/Deputy Mayor are not subject to review by the Independent Panel, but as they have not been reviewed for some time the Council is asked whether it wishes to consider them at this time.

2 Background

- 2.1 The Regulations require Councils to undertake a review of their Members' Allowances Scheme every four years. The last review full review for Swale was undertaken in 2012, therefore the Panel met on 14 and 15 September 2016 to review the Scheme.

3 Proposals

- 3.1 The attached report of the Panel sets out their recommendations in full, and provides commentary on the reasoning behind their recommendations.
- 3.2 In respect of the Mayor/Deputy Mayor Allowances, they currently reflect 68.82% of the basic allowance (for the Mayor) and 27.54% of the basic allowance (for the Deputy Mayor). The Council may wish to round these figures to become 70%/30% of the basic allowance.

4 Alternative Options

- 4.1 Council is required to set a Members' Allowances Scheme and in doing so, it must have regard to the Panel's recommendations. However, the Council does not have to approve the exact recommendations made by the Panel.

5 Consultation Undertaken or Proposed

- 5.1 A questionnaire was circulated to all Councillors in advance of the Panel meeting to seek feedback on the current Members' Allowances Scheme. Twenty of the 47 Members completed this. In addition, 14 Members and 1 Officer were interviewed as part of the Panel's review.
- 5.2 The Panel's report has been circulated to Group Leaders and the Cabinet Member for Finance and Performance for comments.
- 5.3 In accordance with Regulations, a notice has been published in one newspaper which circulated across the Borough. The Notice advised that recommendations had been made by the Panel, a summary of which was included, and that these would be considered by the full Council on 23 November 2016.

6 Implications

Issue	Implications
Corporate Plan	None for the purposes of this report.
Financial, Resource and Property	<p>The introduction of an allowance for Deputy Cabinet Members, at the rate suggested, amounts to £33,402. However, it should be noted that there is already provision in the budget for 9 Cabinet Members when there are now 6 (excluding the Leader). If all recommendations within the report are agreed, additional budget of £24,267 would be required.</p> <p>Members will be aware that the revised role for Deputy Cabinet Members was introduced in May 2017 and they have been fulfilling their duties since then. It would seem appropriate to backdate this</p>

	<p>element only of the allowances; if approved there would be an in-year cost of £15,000. It is suggested that all other changes to the allowances commence from Annual Council 2017.</p> <p>The Mayor/Deputy Mayors allowance is currently set as £3358.78 and £1344.54 respectively. If the amount is increased as suggested in the report, this is an increase of £128.52.</p>
Legal and Statutory	The Local Authorities (Members' Allowances) (England) Regulations 2003 set out the rules regarding allowances schemes for Members and the requirement to establish an Independent Panel and to consider their recommendations.
Crime and Disorder	None for the purposes of this report.
Sustainability	None for the purposes of this report.
Health and Wellbeing	None for the purposes of this report.
Risk Management and Health and Safety	None for the purposes of this report.
Equality and Diversity	The introduction of a carer's allowance may provide more opportunities for those interested in becoming a councillor.

7 Appendices

- 7.1 The following documents are to be published with this report and form part of the report:
- Appendix I: Report of the Independent Remuneration Panel.

8 Background Papers

Reports and Minutes considered by previous Council meetings
www.swale.gov.uk

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**A Review of Members' Allowances for
Swale Borough Council**

Report of the Independent Remuneration Panel

September 2016

**2 CROWN WALK, JEWRY STREET,
WINCHESTER
HANTS,
SO23 8BB**

1. Introduction

The Independent Remuneration Panel was convened to undertake a full review of Members' Allowances, the last full review having been conducted in November 2012. The review was undertaken and the Panel convened in accordance with The Local Authorities (Members Allowances) (England) Regulations (SI 1021) (2003 Regulations).

The Panel met on 14th and 15th September 2016 and membership of the panel was:-

Steve Golding, Independent Panel Member

Lionel Robbins

Mark Palmer, Development Director, South East Employers (Panel Chairman)

A questionnaire was sent out to all Members prior to the review and we interviewed 14 Members and 1 Officer. Twenty of the 47 Members of the Council completed the questionnaire a copy is attached as **Appendix 1**. A comprehensive analysis of the questionnaire is attached as **Appendix 3**.

The Panel would like to thank the Members who completed the questionnaire as well as the Members and the Officer we interviewed during the process. We have taken account of the views expressed to us by those Members and would like to thank them for their assistance in this review.

Additionally the Panel was assisted and supported throughout by Jo Millard (Senior Democratic Services Officer). We thank all the officers involved for their help and support.

Other information at our disposal included the 2012 Report of the Independent Remuneration Panel, the current Scheme of Members' Allowances and Council reports of how the recommendations in the 2012 report had been taken forward.

We also had the benefit of the Members' Allowance Survey for District and Borough Councils in the South East published by South East Employers in September 2016. The Survey has been used to support benchmarking and for this purpose we have used the Kent district and borough Councils.

Comprehensive details of the allowances in these Councils are, attached as **Appendix 2**.

2. Terms of Reference

Our terms of reference were to undertake a full review of Members' Allowances for Swale Borough Council and to make recommendations as to the level of the Basic Allowance and of Special Responsibility Allowances for the year 2016/2017 and beyond for a maximum 4 year period. The review also included consideration of a Dependents' Carers' Allowance, the ICT Allowance, the scheme for travelling and subsistence. A separate

enabling report for Members' Allowances for Parish Councils was also included as part of this review.

3. The Deliberations of the Panel

The Panel was informed that since the last full review in November 2012 the following governance changes had been approved. At the start of the Civic year 2016/17 the Cabinet was reduced from 9 to 7 and a Deputy Cabinet Member role was introduced that will have all the main accountabilities of a Cabinet Member with the exception of formal decision making which cannot be allowed under Regulation. This new role was considered by the Panel with regards to a Special Responsibility Allowance.

A key role of the Panel is to recommend a scheme of allowances which recognises both Members' responsibilities and workloads. However, the Panel was mindful of the Council's continued financial constraints when making its recommendations.

To support a consistent approach the Panel has broadly used the same methodology as that used in the 2012 report for calculating the Basic Allowance and the Special Responsibility Allowances.

4. Basic Allowance

In 2012 the Basic Allowance was assessed using the median hourly earnings for Swale Borough Council area as a place of residence. This information is published by the Office for National Statistics each December as part of its National Statistics of Hours and Earnings (NOMIS) and in 2012 the figure used by the Panel was £13.53 per hour. By December 2015 this had fallen to **£12.86 per hour**.

The results of the Members Allowances questionnaire and subsequent interviews conducted as part of the review identified that 12 to 13 hours per week for the Front Line Councillor role was appropriate. The average national weekly hours based on the LGA Councillor Census was between 10 to 15 hours. The Panel therefore chose **12.5 hours** to support the calculation of the Basic Allowance.

In respect of the Public Service Discount (PSD) there were differences ranging from 10% to 50%, the current rate was 42% and the average across the South East region is 30-40%. The Panel was of the view that a level of **40%** should represent the level of recommended "Public Service Discount" i.e. the element of a Member's activity that should be given on a purely voluntary basis.

Based on these figures the level of Basic Allowance for Members of the Council can be calculated as 12.5 hours x 52 weeks x £12.86 per hour - 40% Public Service Discount which gives a annual Basic Allowance of **£5,015**.

Currently Swale BC is within the mid range of the Basic Allowances within the benchmark group of Councils (Kent District/Borough Councils). Even after this recommended change to the Basic Allowance Swale BC will still be at the mid point of Basic Allowances within the benchmark Councils.

Benchmark Councils- Basic Allowance (September 2016)

Council	Basic Allowances
Tunbridge Wells BC	£5,500
Sevenoaks DC	£5,306
Canterbury CC	£5,303
Tonbridge & Malling BC	£5,283
Shepway DC	£5,100
Dartford BC	£5,000
Swale BC	£4,881 (Recommendation £5,015)
Maidstone BC	£4,713
Thanet DC	£4,570
Ashford BC	£4,555
Dover DC	£3,980
Gravesham BC	£3,447

RECOMMENDATION: The Basic Allowance for Members of Swale Borough Council for the year 2017/2018 should be £5,015 subject to any indexation.

5. Special Responsibility Allowances

The Panel have largely used the same methodology for our recommendations as those currently in place

We do, however, for ease of reference, set out on page 10 the current allowances and **the level of allowances the IRP recommends for 2017/18.**

Leader of the Council

In arriving at an indicative Special Responsibility Allowance (SRA) for the Leader, the Panel has replicated the approach utilised by the Panels in 2009 and 2012, a methodology that is specifically mentioned in the 2006 Statutory Guidance, namely the factor approach. This multiplies the Basic Allowance by an accepted factor to arrive at the recommended Leader's SRA. Benchmarking shows that the average SRA for a Kent district council Leader is just below four times the Basic Allowance. The Panel are therefore proposing a factor of 3.7 times the Basic Allowance for the Leader - **3.7 x £5,015 = £18,555.**

The following Special Responsibility Allowances referred to are for roles where a new allowance is being recommended or where we are making a significant change to the amount payable to the existing allowance.

Deputy Cabinet Members

At the start of the Civic Year 2016/17 the Leader undertook a review of the Cabinet and reduced the number of Cabinet Members from 9 to 7. The driver being to align portfolio areas more closely with the Council's revised Corporate Plan priorities. Integral to this was the introduction of six Deputy Cabinet Members who would work alongside the six cabinet portfolio holders. The Deputy Cabinet Members have all the main accountabilities of a Cabinet Member with the exception of formal decision making that cannot be allowed under Regulation.

The Deputy Cabinet Members are copied in on the same information as Cabinet Members to ensure consistency of briefing and invited to appropriate member/officer briefings. The skills and knowledge required for the role are significant at a strategic level and therefore the IRP is required to determine whether the new role warrants an SRA as well as the appropriate level of the SRA.

In determining which roles merit an SRA the Panel was cognisant of the 2006 Statutory Guidance (May 2006, paragraphs 70 and 73) that states:

"SRAs may be paid to those members of the council who have significant additional responsibilities over and above the generally accepted duties of a councillor. These special responsibilities must be related to the discharge of the authority's functions."

When considering the role of Deputy Cabinet Member, the Panel was of the view that the role did require "*significant additional responsibility*" that would attract an SRA. In determining the level of allowance the Panel felt that the role was smaller than a Cabinet Member role as it did not have a decision making responsibility. The Panel also felt that at this stage, with the role having been established for a little over four months, it was of a similar size and responsibility to that of the roles of the Chairman of the Scrutiny Committee and Policy Development and Review Committee.

RECOMMENDATION: The SRA for the Deputy Cabinet Member's role be £5,567, being 30% of the Leader's allowance. The Panel may wish to re-evaluate the role by May 2018 which will allow sufficient time for the role to be fully established.

Minority Leader of the Largest Minority Party

The role of principal opposition group leader is an important role to support local democracy and local democratic accountability. The opposition group leader also has to manage and develop the political group so that it can undertake the roles and responsibilities of a main opposition group.

Swale Borough Council currently remunerates the Minority Leader of the Largest Minority Group with an SRA of 50% of the Leader for undertaking the role of main opposition group leader and managing a group of nine Members.

Across the Kent district and borough councils all twelve councils award an SRA to the leader of the main opposition group although the level of the allowance does vary considerably.

Council	Opposition Leader	Leader	% of Leaders Allowance
Swale BC	£9,273	£18,545	50%
Maidstone BC	£8740 (£380 per group member)	£18,848	46%
Dartford BC	£8,375	£31,339	27%
Shepway DC	£7,650	£22,440	34%
Thanet DC	£5,204		
Dover DC	£4,171		
Gravesham BC	£3,447		
Tonbridge BC	£2,376		
Sevenoaks DC	£1,318		
Ashford BC	£687 (£229 per group member)		
Canterbury CC	£405 (£135 per group member)		
Tunbridge Wells BC	£275		

Currently Swale BC has the highest allowance for the Main Opposition Group Leader in both monetary terms and also as a percentage of the Leader's allowance. The Panel was of the view that the Main Opposition Group Leader role, although an important role, did not equate to 50% of the Leader's Allowance. The Panel felt that both in terms of size and the complexity of the role as well as in comparison to the benchmark group of councils,

the SRA for the Main Opposition Group Leader should be reduced. The Panel was of the view that this should be reduced to 30% of the Leader, this is still high in comparison with other Kent district and borough councils and an allowance of 20% of the Leader will have placed the role in the mid range of Kent district and borough councils.

RECOMMENDATION: The SRA for Main Opposition Group Leader should be reduced to £5,567 being 30% of the proposed Leader's allowance.

Minority Leader of Other Minority Parties

At the time of the 2012 review Swale Borough Council had just three political groups and the Panel recommended that the Minority Leader of the smallest minority party should receive an allowance of 10% of the Leaders Allowance. The Panel are of the view that with the Council now having three minority groups, and the possibility that the number of groups could further increase at future elections, then a threshold based on the size of the Group should be introduced in order for a minority group leader to be entitled to an allowance. For a minority group leader to be entitled to a SRA the political group is required to have at least 10% of all Council Members e.g. 10% of 47 Members, at least 5 members

RECOMMENDATION: The SRA for the Smaller Minority Groups should be £1,856, 10% of the proposed Leader's allowance. A group leader is required to have a group with at least 10% of Council Members, 5 Members, to be entitled to receive the allowance.

Chairman of Licensing

Currently Swale BC does not award an SRA for the role of the Chairman of the Licensing Committee. Across the benchmark group of councils nine of the twelve district and borough councils across Kent do award an SRA for the Chairman of the Licensing Committee.

The number and frequency of General Licensing Committee meetings held by Swale BC has increased recently. The Panel were informed that during 2016 three General Licensing Committee meetings were scheduled to take place but a further six meetings have been arranged to oversee ten to twelve anticipated hearings.

The Panel was of the view that the number and frequency of Licensing Committee meetings had increased and this supported an SRA for the Chairman. The Panel was further of the view that the role of Chairman of Licensing met the significance test. The role of Chairman of Licensing was a '*significant additional responsibility over and above the generally accepted duties of a councillor*'.

RECOMMENDATION: An SRA for the Chairman of Licensing be introduced at a level of 10% of the proposed Leader's allowance. Currently this sum equates to £1,856.

Currently Swale BC has 13 roles that receive an SRA. Prior to the reduction in the size of the Cabinet from 9 to 7 this was 15 roles that received an SRA

The proposed recommendations will increase the number of SRAs to twenty across a Council of 47 Members, this is well within the good practice referred to in the Members Allowances Regulations that no more than 50% of Members should receive an SRA. The recommendations of the Panel will lead to 43% of Members receiving an SRA.

RECOMMENDATION: The SRAs for 2017/18 to be in accordance with those listed on page 10 of the report

6. Dependants' Carers' Allowance

Currently Swale Borough Council does not offer a Dependants' Carers' Allowance (DCA) despite the recommendation of the Panels in 2009 and 2012. The Local Government Act 2000 explicitly clarifies the right of local authorities to pay a DCA, which members can claim to assist them with the costs of care for their dependants while undertaking approved Council duties. Currently ten of the twelve Kent district and borough councils make available a DCA.

The Panel was of the view that the Dependants' Carers' Allowance was important and should be recommended. The Panel was also of the view that there were different types of care required ranging from basic - care e.g. babysitting to very specialist care for adults and children. The actual cost of this care differed significantly therefore the Panel recommend that there should be two distinct types of care, basic and specialist care.

RECOMMENDATION: In respect of basic care the Panel recommends that the Dependants' Carers' Allowance should be reimbursed to a maximum of £8.25 per hour upon production of receipts. This rate will be linked to the National Living Wage determined by the Living Wage Foundation and reviewed on an annual basis.

In respect of the more specialist care this should be reimbursed at the actual cost upon production of receipts. In the case of reimbursement for specialist care, medical evidence that this type of care is required must also be provided.

7. ICT Allowance

Members currently receive an ICT allowance of £15.45 per month. The Panel heard a number of representations from Members regarding the cost of IT hardware, printing and broadband. The Panel are therefore of the view that at this stage no change should be made to the ICT Allowance.

RECOMMENDATION: The ICT allowance should be maintained at the current rate.

8. Travel and Subsistence

The Council currently pays mileage allowances based on the National Joint Council for Local Government Services (NJC) agreed rates and whilst these have not been adjusted, any increase above the Inland Revenue (HMRC) rates will cause Members to incur a tax liability.

The 2012 review recommended that the Council adopt the HMRC travel rates and this recommendation continues to be supported by the Panel.

RECOMMENDATION: The Council adopt the HMRC recommended allowances for Members' travel claims, replacing the current NJC agreed rates.

Any subsistence payments should be in accordance with those paid to Officers of the Council.

9. Index Linking

The index linking of the Basic Allowance is currently linked to staff pay increases.

The Panel is of the view that any future index linking of the Basic Allowance and the Special Responsibility Allowances should continue be at the rate of increase in staff salaries.

RECOMMENDATION: Any index linkage agreed by the Council should be in line with staff salary increases for a maximum of four years from 2017/2018 to 2021/2022.

10. The One SRA Only Rule

The 2003 Members' Allowances Regulations do not limit the number of SRAs an individual Member can receive. Nevertheless, it is common and established good practice in most councils to have a 'One SRA only' rule set out in their allowances schemes. The Panel was pleased to see that the Swale Borough Council Members' Allowances Scheme conforms to the 'One SRA Only Rule'

11. Implementation of Recommendations

As permitted by the 2003 Members' Allowances Regulations (paragraph 10.6) it is recommended that the new Members' Allowances as set out in this report be implemented by April 2017

**Mark Palmer
Chairman of the Independent Remuneration Panel
September 2016**

	CURRENT ALLOWANCES £	2017/2018 RECOMMENDATIONS £	RATIONALE & METHODOLOGY
Basic Allowance	4,881	5,015	
Leader Of The Council	18,545	18,555	3.7 x Basic Allowance
Cabinet Members	11,127 (6)	11,133 (6)	60% of Leader
Deputy Cabinet Members	0	5,567 (6)	30% of Leader
Chairman Of Planning	6,491	6,494	35% of Leader
Chairman Of Policy Development And Review	5,099	5,567	30% of Leader
Chairman Of Scrutiny	5,099	5,567	30% of Leader
Chairman Of Licensing	0	1,856	10% of Leader
Chairman Of Audit	1,855	1,856	10% of Leader
Minority Leader Of The Largest Minority Party	9,273	5,567	30% of Leader
Minority Leader Of Other Minority Parties	1,855	1,856	10% of Leader (this requires a group of 10% plus of total Council membership. E.g. Five plus Members)
ICT Allowance	15.45 per month	15.45 per month	
Co-Optees Allowance	10 per meeting	10 per meeting	
Total Cost *	353,100	390,081	+36,981

- * Based on all 47 Members receiving the Basic Allowance/ ICT allowance and all SRA's paid. This does not include any Co-Optees allowance

Summary of Recommendations:-

- a) **The appropriate levels of Basic Allowance and Special Responsibility Allowances for 2017 / 2018 are as set out on page 10 of the report.**
- b) **The Dependants' Carers' Allowance should be introduced and prioritised as basic and specialist care.**
- c) **The appropriate amounts for travel should be reimbursed at the Inland Revenue (HMRC) allowed rates and any subsistence rates should be in accordance with those of Officers.**
- d) **Index linking for the Allowances should be at the same rate as that applied to staff salaries for the year 2017 / 2018 for a maximum of four years.**

**MEMBERS AND OFFICERS OF SWALE BOROUGH COUNCIL INTERVIEWED BY
THE INDEPENDENT REMUNERATION PANEL 14 & 15TH SEPTEMBER 2016**

Councillor James Hunt	Deputy Cabinet Member for Regeneration
Councillor Ted Wilcox	Deputy Cabinet Member for Finance and Performance
Councillor Bryan Mulhern	Chairman of Planning
Councillor Lesley Ingham	Chairman of Licensing
Councillor Gerry Lewin	Deputy Leader and Cabinet Member for Planning Services
Councillor Mike Baldock	Minority Leader of the Largest Minority Party
Councillor Mike Henderson	Minority Leader of the Smaller Minority Party
Councillor Roger Clark	Conservative Member
Councillor Samuel Koffie -Williams	Conservative Member
Councillor John Wright	Conservative Member
Councillor Duncan Dewar	Cabinet Member for Finance & Performance
Councillor Allan Horton	Cabinet Member for Safer Families
Councillor Andy Booth	Chairman of Scrutiny
Councillor Andrew Bowles	Leader of the Council
Mark Radford	Corporate Director

Swale Independent Remuneration Panel

Members' Allowances – Questionnaire 2016

It will greatly assist the Independent Remuneration Panel undertaking the review of Members' Allowances to have your views on the subject.

Please return your completed questionnaire to Jo Millard **no later than Friday 26 August 2016**. Use a separate piece of paper if necessary.

Please print your name:	
What roles do you currently hold in the Borough of Swale?	1. 2. 3. 4.

1. In a typical week how many hours do you spend on council business relevant to your role as a front-line councillor? <div style="text-align: right;">_____ hours</div>	
Please indicate how this time will be spent: a) Attending meetings (including travelling)	_____ hours
b) Community/Parish representation	_____ hours
c) Case work (dealing with particular issues in your ward)	_____ hours
d) Research	_____ hours
2. In a typical week, how many hours do you spend on council business relevant to the role(s) that you hold in addition to front-line councillor? Please provide details separately for each role if more than one additional role is held.	

Role 1 _____ hours	Role 2 _____ hours	Role 3 _____ hours	Role 4 _____ hours		
Please indicate how this time is spent and give separate answers for each additional role held:	Role 1	Role 2	Role 3	Role 4	
	a) Attending meetings (including travelling)	___ hours	___ hours	___ hours	___ hours
	b) Community representation	___ hours	___ hours	___ hours	___ hours
	c) Case work (dealing with particular issues relevant to the role)	___ hours	___ hours	___ hours	___ hours
	d) Research	___ hours	___ hours	___ hours	___ hours
3. Do you incur any significant costs which you believe are not covered by your present allowance?	YES / NO If YES , please provide details				
4. Government guidance states that “it is important that some element of the work of Members continues to be voluntary”. As part of their deliberations, Independent Remuneration Panels will assess what Public Service Discount should apply to the basic allowance. That is the percentage of their time Councillors expect to give without any financial remuneration.					
What do you feel is an acceptable amount of time to be given, unremunerated – expressed as a percentage?	_____ %				
5. The present level of Basic Allowance payable to all Councillors is £4,880.53. Do you think this is appropriate?	YES / NO				
If NO , should it be higher or lower?	HIGHER / LOWER				

Please give a reason for your answer.	
If you are able, please indicate an appropriate level	£ _____
<p>6. Special Responsibility Allowances (SRAs) are currently paid as follows: (To assist the panel to produce a more consistent group of allowances, please can you score each role/position in respect of importance and impact. 1 to 18. 1= most important.)</p>	
Leader of the Council	£18,545.42
Cabinet Members	£11,127.25
Minority Leader of the largest minority party	£ 9,272.71
Minority Leader of the smaller minority party	£ 1,854.54
Scrutiny Chairman	£ 5,099.48
Policy Development & Review Committee Chairman	£ 5,099.48
Planning Committee Chairman	£ 6,490.90
Audit Committee Chairman	£1,854.54
Mayor	£3,358.78
Deputy Mayor	£1,344.54
Would you like to see any changes made to these allowances?	<p>YES/NO If YES, please provide details</p>
Would you like to see any new Specialist Responsibility Allowances introduced?	<p>YES/NO If YES, please provide details</p>
<p>7. Travel and Subsistence</p> <p>The current travel scheme is shown below. and the subsistence is attached.</p>	<p>YES / NO</p>

Do you have any comments on the current scheme for Members?		If YES , please provide detail:	
From 2016-17	Not exceeding 999 cc	1000cc – 1199cc	Above 1200cc
Cars and vans	42.9p	46.9p	58.7p
Motorcycles	42.9p	46.9p	58.7p
Bicycles	42.9p	46.9p	58.7p

If you have any other comments on Members' Allowances, please detail below:

Thank you for your time. Please return the completed questionnaire to Jo Millard, Senior Democratic Services Officer no later than **Friday 26 August 2016**.

jomillard@swale.gov.uk

SEE Members Allowances Survey 2016

Basic Allowance Council Name	Type of Council (County, Unitary or District/Borough)	Population	Basic Allowance for 2016/17	Overall budget for Member Allowances (£)	Total number of Councillors	Percentage of Public Service Discount (%)	Average spent per Councillor	Comments on Basic Allowance
Tunbridge Wells Borough Council	District/Borough	116,100	5,500	312,745	48	n/a	6,516	n/a
Sevenoaks	District	114,893	5,306	382,176	54	50%	7,077	0
Canterbury City Council	District	160,477	5,303	293,984	39	N/a	7,538	None
Tonbridge & Malling Borough Council	District/Borough	125,700	5,283	450,750	54	40%	8,347	None
Shepway	District	111,100	5,100	318,000	30	50%	10,600	None
Dartford Borough Council	Borough	95,000	5,000	360,170	44	N/A	8,186	None
Swale Borough Council	District	142,000 (mid 2015 estimate)	4,881	389,000	47	42%	8,277	None
Maidstone Borough Council	Borough	164,500	4,713	345,100	55	NA	6,275	None
Thanet District Council	District	134,186	4,570	368,929	56	Not Specified	6,588	None
Ashford Borough Council	District	118,000	4,555	342,500	43	N/A	7,965	N/A
Dover District Council	District	113,100	3,980	Varies depending on the number of members holding multiple SRA posts.	45	40%	Not known	Our basic allowance has remained unchanged.
Gravesham Borough Council	District	102,800	3,447	242,970	44	Not Specified	5,522	None

Other allowances

Council Name	Type of Council (County, Unitary or District/Borough)	Travelling / Mileage (pence per mile)	Bicycle Mileage (pence per mile)	Subsistence allowance	Carers allowance	IT allowance	Other allowances
Ashford Borough Council	District	45p per mile	20p per mile	£6 Breakfast (£8 in Hotel), £8.35 Lunch (£12 in London), £10.50 Evening Meal (£15 in London or Hotel) - claimable on production of valid receipts whilst on approved duties	Rebate of actual costs up to a maximum of 20 hours p/w for childcare and to rate chargeable by KCC Social Services for elderly/disabled.	Up to a maximum of £1000 per Member over 4 year term	N/A
Canterbury City Council	District	HMRC threshold rates	24p	Same as subsistence rates for Officers	National minimum wage rate	Nil	Nil
Dartford Borough Council	Borough	45p per mile	20p per mile	£8 breakfast, £12 lunch, £3.50 tea, £15 evening meal for approved duties outside the borough	£15	Zero	Public transport - actual cost, train fares 2nd class rate
Dover District Council	District	40p	20p	Varies	£5.93 per hour	None.	None
Gravesham Borough Council	District	40p per mile up to 4,000 miles / 25p per mile over 4,000 miles	20p per mile for bicycles / 24p per mile or motorbikes	Breakfast up to £6.23 / Lunch up to £12 / Tea up to £3.40 / Evening Meal up to £20.00 / Overnight up to £85	Maximum £6.00 per hour (this is defined as Childcare and Dependent Carers' Allowance)	None but all Councillors provided with iPad and support as necessary	None
Maidstone Borough Council	Borough	45p or 50p if also carrying one or more additional Councillor	20 p	Cost of a meal with proof of purchase	£7.85 ph for child care, £15.50-20.20 ph for specialist carer	Broadband allowance: £11.17	Motorcycle 24p per mile
Sevenoaks	District	45p	20p	Varies - £12.21 evening meal	£16 per hour	£123	n/a
Shepway	District	45p	20p	Breakfast £5.88, Lunch £8.13, Tea £3.21, Evening Meal £10.06	National min wage/living wage	£235	None
Swale Borough Council	District	58.7p	42.9p	Maximum of £36.53 rates as set as per SEE guidance.	Nil	£15.45	Conference allowance £150.71

Thanet District Council	District	21.69p (within district)	20.4p	payable on submission of receipts	£7.20 per hour (or national living wage- whichever is higher)	Not applicable.	Overnight accommodation' and 'Out of pocket expenses'
Tonbridge & Malling Borough Council	District/Borough	45p (HMRC rate)	20p	NJC rates	£16 per hour	N/A	Childcare set at minimum wage
Tunbridge Wells Borough Council	District/Borough	45p	24p	£6.88 Breakfast, £9.50 Lunch, £11.76 Evening Meal	£16.00 p/h	n/a	£6.19p/h Child care

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SRAs Council Name	Type of Council (County, Unitary or District/Borough)	Leader	Deputy Leader	Cabinet Member / Portfolio Holder	Cabinet Member / Non Portfolio Holder	Chair Audit Committee	Licensing Committee Chair	Deputy Chair Licensing Committee	Members of Licensing Committee	Planning Committee Chair	Deputy Chair Planning Committee	Members of Planning Committee	Overview and Scrutiny Committee Chair	Deputy Chair Overview and Scrutiny Committee	Overview and Scrutiny Co-optee	Chair / Civic Mayor	Deputy Chair/ Civic Mayor	Opposition Group Leader	Deputy Opposition Leader	Group Leader	Opposition Spokesperson	Committee Chair	Independent Person	1 SRA per cllr?	50 % Rule?
Ashford Borough Council	District	14,901.37	9,934.25	7,450.69	N/A	4,967.12	1,490.14	0	0	5,960.55	1,986.85	0	5,960.55	1,986.85	N/A	N/A	N/A	£229.03 per Group Member	0	£229.03 per Group Member	N/A	N/A	1,490.14	Only for Cabinet Members, Leader and Deputy Leader	No
Canterbury City Council	District	18,432.50	5,555.00	N/a	N/a	505	(Co-Chair) £5,555	N/a	Nil	5,555.00	505.00	Nil	N/a	N/a	N/a	5,555.00	4,040.00	£135.34 per Councillor in Group	£90.23 per Councillor in Group	£135.34 per Councillor in Group	N/a	(Service Committees) £5,555	470.66	Yes	No
Dartford Borough Council	Borough	31,339.00	16,714.00	8,357.00	N/A	2,090.00	0	0	0	5,014.00	1,655.00	0	2,090.00	0	N/A	4,730.00	1,780.00	8,357.00	5,014.00	4,178.00	1,655.00	0	1,500.00	Yes	No
Dover District Council	District	14,832.00	7,416.00	5,562.00	0	3,708.00	927	260.00	260.00	3,708.00	927.00	0	3,708.00	927.00	0	5,300.00	1,400.00	4,171.00	1,854.00	0	0	0	927.00	Yes	No
Gravesham Borough Council	District	20,260.00	3,447.00	3,447.00	N/A	3,447.00	3,447.00	1,206.00	0	3,447.00	1,206.00	0	3,447.00	1,206.00	0	0	0	3,447.00	0	0	0	1,206.00	0	No	No
Maidstone Borough Council	Borough	18,847.56	No SRA	NA	NA	3,769.56	3,769.56	No SRA	NO SRA	7,539.00	no SRA	No SRA	NA	NA	NA	2,525.16	1,010.16	No SRA	No SRA	379.76 per Member	NA	Service committee Chairman: £7,539	707.00	Yes	No
Sevenoaks	District	15,919.00	none	6,633.00	n/a	2,123.00	2,123.00	530.00	133.00	3,185 (assume this question is Development Control)	796.00	266.00	2,123.00	530.00	n/a	9,852.00	4,279.00	1,318.00	n/a	1,318.00	n/a	2,123.00	1,000.00	yes	no
Shepway	District	22,440.00	11,220.00	10,200.00	0	5,865.00	0	0	0	5,865.00	0	0	5,865.00	0	0	7,650.00	1,530.00	7,650.00	0	0	0	0	0	YES	YES

Swale Borough Council	District	18,545.42	N/A	11,127.25	N/A	1,854.54	N/A	N/A	N/A	6,490.90	N/A	N/A	5,099.48	N/A	N/A	3,358.78	1,344.54	9,272.71	N/A	N/A	N/A	N/A	Voluntary	yes	No
Thanet District Council	District	18,082.00	10,776.00	7,990.00	Not applicable	5,204.00	3,216.00	805.00	Not applicable	5,204.00	1,216.00	Not applicable	7,990.00	3,216.00	Not applicable	2,188.00	1,530.00	5,204.00	2304	Not applicable	Not applicable	1,216.00	250.00	No	No
Tonbridge & Malling Borough Council	District/Borough	18,384.00	None	£8,400 (x 5)	N/A	2,643.00	2,643.00	660.00	None	5,283 (x 3)	1,320 (x 3)	None	5,283.00	1,320.00	None	Not SRA	Not SRA	£2,376 (£1,320 plus £264 per opposition group member)	N/A	N/A	None	Varies: £2,643 Standards; £1,320 GP and programmed advisory boards	513.00	Yes	No
Tunbridge Wells Borough Council	District/Borough	19,250.00	n/a	11,000.00	n/a	1,375.00	1,375.00	0	0	5,500.00	1,320.00	0	1,375.00	0	0	5,380.00	1,080.00	275.00	0	0	0	0	800.00	No	Yes

Members' Allowances – Questionnaire 2016

1. In a typical week how many hours do you spend on council business relevant to your role as a front-line councillor?

- | | |
|------------|--------|
| 1. 20 - 25 | 11. 28 |
| 2. 18 | 12. 12 |
| 3. 8 | 13. 14 |
| 4. 13 | 14. 21 |
| 5. 12 | 15. 24 |
| 6. 8 | 16. 20 |
| 7. 15 | 17. 54 |
| 8. 16 | 18. 20 |
| 9. 62 | 19. 20 |
| 10. 18 | 20. 24 |

Please indicate how this time will be spent:

a) Attending meetings (including travelling)

- | | |
|-----|----|
| 1. | 10 |
| 2. | 18 |
| 3. | 5 |
| 4. | 3 |
| 5. | 4 |
| 6. | 4 |
| 7. | 4 |
| 8. | 8 |
| 9. | 40 |
| 10. | 4 |
| 11. | 12 |
| 12. | 7 |
| 13. | 6 |
| 14. | 3 |
| 15. | 9 |
| 16. | 6 |
| 17. | 26 |
| 18. | 8 |
| 19. | 10 |
| 20. | 10 |

b) Community/Parish representation

- | | |
|-----|---|
| 1. | 5 |
| 2. | 4 |
| 3. | 2 |
| 4. | 4 |
| 5. | Nil hours (member of the Town Council so that covers the area). |
| 6. | 1 |
| 7. | 4 |
| 8. | 4 |
| 9. | 6 |
| 10. | 4 |
| 11. | 3 |
| 12. | 2 |
| 13. | 3 |
| 14. | 1 |
| 15. | 2 |
| 16. | / |
| 17. | 4 |
| 18. | 4 |
| 19. | 2 |
| 20. | 4 |

c) Case work (dealing with particular issues in your ward)

- | | |
|-----|----|
| 1. | 5 |
| 2. | 6 |
| 3. | 2 |
| 4. | 1 |
| 5. | 2 |
| 6. | 1 |
| 7. | 1 |
| 8. | 2 |
| 9. | 8 |
| 10. | 4 |
| 11. | 10 |
| 12. | 2 |
| 13. | 3 |
| 14. | 15 |
| 15. | 10 |
| 16. | 12 |
| 17. | 4 |
| 18. | 4 |
| 19. | 5 |

d) Research	1.	3 - 5
	2.	4
	3.	2
	4.	3
	5.	7
	6.	2
	7.	3
	8.	2
	9.	8
	10.	6
	11.	3
	12.	1
	13.	2
	14.	2
	15.	3
	16.	2
	17.	15
	18.	4
	19.	3
	20.	5

2. In a typical week, how many hours do you spend on council business relevant to the role(s) that you hold in addition to front-line councillor?
Please provide details separately for each role if more than one additional role is held.

Role 1	Role 2	Role 3	Role 4
1. 15 - 20	1. 3 - 5	1. 0	1. 0
2. 1	2. 3	2. 0	2. 0
3. 25	3. 2	3. 2	3. 0
4. 14	4. 0	4. 0	4. 0
5. 4	5. 2	5. 4	5. 2
6. 0	6. 0	6. 0	6. 0
7. 15	7. 27	7. 8	7. 15
8. 0	8. 24	8. 0	8. 0
9. 0	9. 0	9. 0	9. 0
10. 0	10. 0	10. 0	10. 0
11. 0	11. 0	11. 0	11. 0
12. 2	12. 0	12. 0	12. 0
13. 3	13. 1	13. 0	13. 0
14. 3	14. 4	14. 2	14. 5
15. 0	15. 0	15. 0	15. 0
16. 0	16. 0	16. 0	16. 0
17. 0	17. 0	17. 0	17. 0
18. 0	18. 0	18. 0	18. 0
19. 0	19. 0	19. 0	19. 0
20. 14	20. 0	20. 0	20. 0

Please indicate how this time is spent and give separate answers for each additional role held:	Role 1	Role 2	Role 3	Role 4
a) Attending meetings (including travelling)	1. 5 - 10	1. 3 - 5	1. 0	1. 0
	2. 18	2. 3	2. 18	2. 18
	3. 13	3. 0.5	3. 0.5	3. 0
	4. 5	4. 0	4. 0	4. 0
	5. 12	5. 12	5. 12	5. 12
	6. /	6. /	6. /	6. /
	7. 4	7. /	7. /	7. /
	8. /	8. /	8. /	8. /
	9. /	9. /	9. /	9. /
	10. /	10. /	10. /	10. /
	11. /	11. /	11. /	11. /
	12. /	12. /	12. /	12. /
	13. 2	13. 1	13. /	13. /
	14. 3	14. 4	14. 2	14. 5
	15. 24	15. 24	15. 24	15. 24
	16. 20	16. 20	16. 20	16. 20
	17. 54	17. 54	17. 54	17. 54
	18. 20	18. 20	18. 20	18. 20
	19. 20	19. 20	19. 20	19. 20
	20. 24	20. 24	20. 24	20. 24

b) Community representation	1. 5 2. / 3. 2 4. 1 5. / 6. / 7. 4 8. / 9. / 10. / 11. / 12. / 13. / 14. 1 15. / 16. / 17. / 18. / 19. / 20. 4	1. nil 2. / 3. / 4. / 5. / 6. / 7. 4 8. 4 9. / 10. / 11. / 12. / 13. / 14. 6 15. / 16. / 17. / 18. / 19. / 20. /	1. 0 2. / 3. / 4. / 5. / 6. / 7. 2 8. / 9. / 10. / 11. / 12. / 13. / 14. 1 15. / 16. / 17. / 18. / 19. / 20. /	1. 0 2. / 3. / 4. / 5. / 6. / 7. 3 8. / 9. / 10. / 11. / 12. / 13. / 14. 7 15. / 16. / 17. / 18. / 19. / 20. /
c) Case work (dealing with particular issues relevant to the role)	1. 3 2. / 3. 5 4. 2 5. / 6. / 7. 4 8. / 9. / 10. / 11. / 12. / 13. / 14. 5 15. / 16. / 17. / 18. / 19. / 20. 2	1. / 2. / 3. / 4. / 5. / 6. / 7. 8 8. 2 9. / 10. / 11. / 12. / 13. / 14. 8 15. / 16. / 17. / 18. / 19. / 20. /	1. / 2. / 3. 0.5 4. / 5. / 6. / 7. 2 8. / 9. / 10. / 11. / 12. / 13. / 14. 3 15. / 16. / 17. / 18. / 19. / 20. /	1. / 2. / 3. / 4. / 5. / 6. / 7. 4 8. / 9. / 10. / 11. / 12. / 13. / 14. 3 15. / 16. / 17. / 18. / 19. / 20. /
d) Research	1. 1 2. 1 3. 5 4. 6 5. / 6. / 7. 3 8. / 9. / 10. / 11. / 12. / 13. 1 14. 1 15. / 16. / 17. / 18. / 19. / 20. 4	1. / 2. / 3. 1.5 4. / 5. / 6. / 7. 5 8. 2 9. / 10. / 11. / 12. / 13. / 14. 1 15. / 16. / 17. / 18. / 19. / 20. /	1. / 2. / 3. 1 4. / 5. / 6. / 7. 2 8. / 9. / 10. / 11. / 12. / 13. / 14. 1 15. / 16. / 17. / 18. / 19. / 20. /	1. / 2. / 3. / 4. / 5. / 6. / 7. 2 8. / 9. / 10. / 11. / 12. / 13. / 14. 1 15. / 16. / 17. / 18. / 19. / 20. /
3. Do you incur any significant costs which you believe are not covered by your present allowance?	<p>1. Yes. Regular In Touch newsletters and other flyers Advice surgery venue hire costs. Wear and tear to vehicle / clothing. There is an expectation that councillors have access to a vehicle and smart phone at their own expense. these simply could not be afforded on the allowance rates presently awarded.</p> <p>2. Yes. No specific costs but time lost (in deputy role) when I could be working my day job.</p> <p>3. No.</p> <p>4. Yes. The cost of home IT system is around £400 at least 75% of which is council business. Travel to Swale is for officer meetings and to committees as group leaders of which I am not a member.</p> <p>5. No.</p> <p>6. No.</p> <p>7. Yes. I incur travel cost and attend meetings on behalf of Sheppey matters that are not recoverable from SBC although I represent SBC. My time and travel as a trustee is given involuntary but amounts to at least £150.00 / week.</p> <p>8. Only my time.</p> <p>9. Yes my retirement fund and pension is severely effected as I am not able to join a work place scheme.</p> <p>10. Yes.</p> <p>11. No.</p> <p>12. No.</p> <p>13. No.</p> <p>14. No.</p> <p>15. No.</p> <p>16. /</p> <p>17. /</p> <p>18. No.</p> <p>19. No.</p> <p>20. No.</p>			

4. Government guidance states that “it is important that some element of the work of Members continues to be voluntary”. As part of their deliberations, Independent Remuneration Panels will assess what Public Service Discount should apply to the basic allowance. That is the percentage of their time Councillors expect to give without any financial remuneration.

<p>What do you feel is an acceptable amount of time to be given, unremunerated – expressed as a percentage?</p>	<ol style="list-style-type: none"> 1. 50% 2. Don't know but agree that some time should be voluntary. 3. 20% 4. 50 % 5. This differs from people who are working and those retired. For me 50% is fine. In addition for me it is acceptable for the rate of pay to be far, far below my normal rate of remuneration as a qualified Account, Bankers and Tax Advisor. 6. 10% 7. 20 % 8. 20% 9. 10% 10. 33% of Ward Member Role 0% Special Roles Leader / cabinet 11. 10% 12. 20% 13. / 14. 10 % 15. 10% 16. / 17. / 18. 50% 19. 50% 20. 20%
<p>5. The present level of Basic Allowance payable to all Councillors is £4,880.53. Do you think this is appropriate?</p>	<ol style="list-style-type: none"> 1. No. 2. Yes. 3. No. 4. Yes. May be somewhat too high. 5. Yes for me but I am retired. Younger people sacrificing career progression because of their commitment to attending to Council business would not think that it is reasonable. 6. No. 7. Yes. 8. Yes. 9. Yes plus annual inflation rises. 10. Yes. 11. Yes. 12. No. 13. Yes. 14. No. 15. Yes. 16. / 17. / 18. Yes. 19. Yes. 20. Yes.
<p>If NO, should it be higher or lower? Please give a reason for your answer.</p>	<ol style="list-style-type: none"> 1. Higher. The current level of remuneration plus additional costs involved if to meet the requirements of the role fully does not make the role. In my opinion, attractive for young professionals to enter politics given the sacrifices often required for full time employment. A more reasonable allowance system would overcome this barrier participation. 2. / 3. Higher. 4. / 5. Higher but for those members of working age linked to the financial sacrifice being made by them. 6. Higher. 7. / 8. / 9. / 10. / 11. / 12. Higher. 13. / 14. Higher considering the time I really need to work to properly undertake the job(s). 15. / 16. / 17. / 18. / 19. N/A. 20) N/A.

If you are able, please indicate an appropriate level	1. £6,000 to £8,000 2. / 3. £6,000 4. / 5. £6,000 6. N/A 7. / 8. / 9. / 10. / 11. / 12. 5,500 13. / 14. £5856 15. / 16. / 17. At this time about 2% but no higher than staff increase. 18. / 19. N/A. 20) /
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6. Special Responsibility Allowances (SRAs) are currently paid as follows:
(To assist the panel to produce a more consistent group of allowances, please can you score each role/position in respect of importance and impact. 1 to 18. 1= most important.)

Leader of the Council	£18,545.42	1) / 2) 1 3) 1 4) / 5) 1 6) / 7) 1 8) 3 9) / 10) 1 11) 1 12) 1 13) / 14) 1 15) 1 16) 1 17) / 18) 1 19) 1 20) 1
Cabinet Members	£11,127.25	1) / 2) 2 3) 2 4) / 5) 2 to 8 6) / 7) 2 8) 1 9) / 10) 3 11) 10 12) 2 13) / 14) 1 15) 11 16) 4 17) / 18) 2 19) 2 20) 2
Minority Leader of the largest minority party	£ 9,272.71	1) / 2) 4 3) 7 4) / 5) 13 6) / 7) 5 8) 2 9) / 10) 10 11) 2 12) 5 13) / 14) 3 15) 2 16) 2 17) / 18) 8 19) 9 20) 4

Minority Leader of the smaller minority party	£ 1,854.54	1) / 2) 9 3) 9 4) / 5) 14 6) / 7) 8 8) 9 9) / 10) 18 11) 2 12) 6 14) 1 15) 2 16) 3 17) / 18) 10 19) 9 20) 3
Scrutiny Chairman	£ 5,099.48	1) / 2) 7 3) 4 4) / 5) 9 6) / 7) 5 8) 9 9) / 10) 14 11) 6 12) 3 13) / 14) 1 15) 5 16) 5 17) / 18) 5 19) 3 20) 7
Policy Development & Review Committee Chairman	£ 5,099.48	1) / 2) 7 3) 5 4) / 5) 9 6) / 7) 5 8) 9 10) 12 11) 8 12) 4 13) / 14) 1 15) 8 16) 7 17) / 18) 5 19) 10 20) 9
Planning Committee Chairman	£ 6,490.90	1) / 2) 6 3) 3 4) / 5) 9 6) / 7) 6 8) 6 9) / 10) 5 11) 2 12) 7 13) / 14) 1 15) 2 16) 6 17) / 18) 3 19) 7 20) 3

Audit Committee Chairman	£1,854.54	1) / 2) 9 3) 8 4) / 5) 9 6) / 7) 8 8) 12 9) / 10) 17 11) 8 12) 8 13) / 14) 1 15) 9 16) 9 17) / 18) 6 19) 10 20) 3
Mayor	£3,358.78	1) / 2) 3 3) 6 4) / 5) 15 6) / 7) 7 8) 9 9) / 10) 4 11) 8 12) 9 13) / 14) 2 15) 7 16) 8 17) / 18) 7 19) 4 20) 3
Deputy Mayor	£1,344.54	1) / 2) 7 3) 10 4) / 5) 16 6) / 7) 9 8) 12 9) / 10) 18 11) 10 12) 10 13) / 14) 5 15) 9 16) 10 17) / 18) 12 19) 5 20) 8
Would you like to see any changes made to these allowances?	1. Yes. Given the responsibilities appertaining to the role of a Deputy Cabinet Member, a special responsibility allowance should be awarded to those councillors holding the role. The Audit Committee Chairman should see an increase in their SRA so more in-line with amounts awarded to Chairman of Scrutiny and Review Committees. 2. Yes. I think the Mayor should get a bigger allowance due to time put in to the role - certainly more than minority leaders. 3. / 4. Yes. Cabinet SRA should be lower - max £10k. Minority leader SRA should be lower - max £7k. 5. No. 6. Yes. At least an average of 6+% increase to meet other increases in cost. 7. Largest minority party £5,099.48 8. No. 9. Yes I believe that the funding given to scrutiny / policy and planning chairmen is too much and should be reduced to the same level as the mayor. 10. Yes. See below. 11. Yes. Cabinets members SRA reduced. Deputy Mayor SRA removed. 12. No. 13. No. 14. Yes. Mayor allowance raised to £10,000. 15. Yes. Cabinet Allowances removed. Scrutiny members removed. 16. No. 17. Yes. For the skill and for the volunteer of work, should rise by 25%. 18. No. 19. Yes. 20. Yes. Less for both scrutiny chairs.	

Would you like to see any new Specialist Responsibility Allowances introduced?	<p>1. The role of Mayor also looks under-remunerated when considering its time involvement and level of remuneration awarded to various Chairmen of committees.</p> <p>2. Yes. Deputy Cabinet Member Allowance.</p> <p>3. /</p> <p>4. /</p> <p>5. Yes. Deputy Cabinet Members should receive an allowance as is being done now.</p> <p>6. Yes. For smaller or sub committees.</p> <p>7. Yes. Deputies to receive £3,709.</p> <p>8. Yes. Deputy Cabinet Member.</p> <p>9. No deputy roles for cabinet members have no direct responsibility therefore no allowance / if you look back there used to be only 7 cabinet members and no deputies at a lower rate so paying deputies is an expense and not warranted.</p> <p>10. Yes. Deputy Cabinet Members - at least equal to Chair of Scrutiny.</p> <p>11. No.</p> <p>12. No.</p> <p>13. No.</p> <p>14. No.</p> <p>15. Yes. Deputy Mayor removed.</p> <p>16. No.</p> <p>16. Yes. For Deputy Cabinet Members, suggests £2,000.</p> <p>17. /</p> <p>18. No.</p> <p>19. No.</p> <p>20. Deputy Leader and Deputy Cabinet Member.</p>
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<p>7. Travel and Subsistence</p> <p>The current travel scheme is shown below. and the subsistence is attached.</p> <p>Do you have any comments on the current scheme for Members?</p>	<p>1. Yes. Mileage rates should probably be more in-line with allowable HMRC rates and the ability to claim for wear and tear / additional running costs of vehicles; e.g. road tax, insurance, etc... on presentation of receipts and in accordance with % business use. As the above arrangement is not in place, increased mileage rates therefore offer some compensation towards the other costs associated with motoring expenses expected to fulfill the role.</p> <p>2. Yes. I think travel is higher than it needs to be for cars over 1000cc, and motorcycles and bicycles.</p> <p>3. No.</p> <p>4. Almost all car allowances are effectively 58-7p. HMRC allows 45p without being taxed and this is what officers receive. Rate for councillors should be 45p but chargeable uses should be widened.</p> <p>5. No.</p> <p>6. Yes.</p> <p>7. /</p> <p>8. No.</p> <p>9. No it is ok.</p> <p>10. No.</p> <p>11. No.</p> <p>12. No.</p> <p>13. No.</p> <p>14. No.</p> <p>15. No.</p> <p>16. No</p> <p>17. No change.</p> <p>18. No.</p> <p>19. No.</p> <p>20. Yes. Very poor as does not reflect cost</p>
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From 2016-17	Not exceeding 999 cc	1000cc	Above 1200cc
Cars and vans	42.9p	46.9p	58.7p
Motorcycles	42.9p	46.9p	58.7p
Bicycles	42.9p	46.9p	58.7p

If you have any other comments on Members' Allowances, please detail below:	
<p>1. The allowances available should offer some form of communication budget and PA services. In doing so, councillors will be more able to report back to their residents at no personal expense and have more time available to fulfil their community duties.</p> <p>2. /</p> <p>3. /</p> <p>4. System should be meaner in paying on time. System should be more generous in paying for real costs:</p> <p>1. IT allowance should be at least £300</p> <p>2. Travel costs should be allowed too.</p> <p>A) Any visit to Swale House for planned meeting with any officers.</p> <p>B) Any visit to Swale House for meeting where ELLR is not a committee member.</p> <p>C) Other valid travel such as planning committee members visiting planning sites individually rather than for committee site visits.</p> <p>5. None. I see these as being an area that does not concern me particularly but I am on a banking industry pension. It must be remembered that the amount paid will be considered very high by the Council's constituents in the deprived areas of swale.</p> <p>6. /</p> <p>7. No further comment.</p> <p>8. SRA for minority leaders should be the same.</p> <p>9. All members should be able to join the work place pension scheme, it is discriminatory that this is not so. Even part time workers are able to join a work place pension scheme. As a member that has previously served for 12 years on the cabinet involving much more time and effort I know my pension pot is much smaller for my retirement in the future, though not being able to join a pension scheme and not able to work elsewhere at the same time to provide that funding for the pension. This is wrong and should be rectified as it is just another reason why younger people do not become involved with the council and politics / councillors.</p> <p>10. Important that role of Deputy Cabinet Members recognised. Should be at a level that includes Committee Chairman to regard it as a position.</p> <p>11. /</p>	<p>12. /</p> <p>13. /</p> <p>14. /</p> <p>15. /</p> <p>16. /</p> <p>16. /</p> <p>17. /</p> <p>18. /</p> <p>19. I believe the Basic Allowance paid to all members is fair and should remain the same, only to be increased in line with staff salaries. I do however believe that our basic Allowance should better reflect our attendance at meetings and training sessions/briefings. Regular absences without apologies given should trigger a reduced allowance.</p> <p>20. Not pensionable thus long serving members are doubly penalised. Needs to be backdated.</p>

SUBSISTENCE ALLOWANCES		
Allowance	Rates (£)	Condition

Breakfast	£7.36	For an absence of more than 4
Lunch	£10.37	For an absence of more than 4
Tea	£4.03	For an absence of
Evening Meal	£15.00	For an absence of more than 4

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