

AGENDA

SCRUTINY COMMITTEE MEETING

Date: Wednesday, 15 November 2017

Time: 7.00pm

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

Membership:

Councillors Andy Booth (Chairman), Lloyd Bowen (Vice-Chairman), Derek Conway, Mike Dendor, Mick Galvin, June Garrad, Mike Henderson, Lesley Ingham, Ken Ingleton, Nigel Kay, Samuel Koffie-Williams, Ben Stokes and Roger Truelove.

Quorum = 4

Pages

1. Fire Evacuation Procedure

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

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

The Chairman will inform the meeting that:

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

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

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

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

2. Apologies for Absence and Confirmation of Substitutes

3. Minutes

To approve the Minutes of the Meeting held on 11 October 2017 (Minute Nos. 265 - 273) as a correct record.

4. Declarations of Interest

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

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

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

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

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

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

Part One - Substantive Items

5. Planning Enforcement

The Cabinet Member for Planning, the Head of Planning Services and an Area Planning Officer have been invited to attend for this item.

6. Sittingbourne Town Centre Regeneration Update 1 - 4

To receive a written update.

7. Review of Fees and Charges 5 - 38

The Committee is asked to consider the Review of Fees and Charges. The Cabinet Member for Finance and Performance, the Deputy Cabinet Member for Finance and Performance and the Chief Financial Officer

have been invited to attend for this item.

8. Performance Monitoring Report 39 - 54

The Committee is asked to consider the Performance Monitoring Report - 2017/18 Quarter 1. The Cabinet Member for Finance and Performance, the Deputy Cabinet Member for Finance and Performance, the Policy and Performance Manager and the Business Improvement Officer – Planning Services have been invited to attend for this item.

Part Two - Business Items

9. Reviews at Follow-up Stage and Log of Recommendations 55 - 58

The Committee is asked to review the updated log of recommendations (attached).

10. Other Review Progress Reports

The Committee is asked to consider updates on other reviews.

11. Cabinet Forward Plan 59 - 70

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

12. Urgent Business Requests

The Committee is asked to consider any requests from Committee Members to commence a review.

13. Committee Work Programme 71 - 72

The Committee is asked to note the Committee's Work Programme (attached) for the remainder of the year.

Issued on Monday, 6 November 2017

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

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Sittingbourne Town Centre Regeneration Scheme

Update to Scrutiny Committee 15th November 2017

	Update
SBC Team and Governance	<ul style="list-style-type: none"> • A QS/Employers Agent from Ian Sayer & Co has been appointed to manage the MSCP construction. • The monitoring surveyor from Ward Williams Associates continues to manage finances and approvals under the Funding Agreement. Monthly monitoring reports are being produced by Spirit and by the councils monitoring surveyor to address spend to date, delivery to work programme, issues log. • Board meetings, Key Officer Group meetings and Internal Officer Group meetings continue.
Development Agreement	<ul style="list-style-type: none"> • Spirit continues to provide information to go unconditional on the leisure site by the end of November. • Phase 1 of the highways work to West Street, Station Street and St Michael's Road and the St Michael's Road car park are progressing under a letter of intent and agreement with KCC Highways. • Unconditionality for the leisure site will be formally signed off by the Interim Director of Regeneration when the relevant information to satisfy DA conditions has been provided and approved.
Planning	<ul style="list-style-type: none"> • The non-material amendment for revisions to the bus stops and pedestrian area adjacent to the Forum has now been approved. • Spirit is continuing to provide planners with information to satisfy pre-commencement conditions for the Hotel and main planning applications.
Construction	<ul style="list-style-type: none"> • Spirit's contractor is on site at the retail site and work is progressing well with Unit 3 now awaiting corporate

	<p>branding/cladding and external cladding to Units 1 & 2 completed on 3 of the 4 elevations. Currently the contractor is still reporting a 5 week delay but the contractor is confident that works can be complete by March 2018 due to float within the programme.</p> <ul style="list-style-type: none"> • Spirit's contractor continues with phase 1 of the roadworks to West Street, Station Street & St Michael's Road with excavation of the existing surface, installation of new drains & gullies and new kerb lines. Works are currently behind programme but the contractor is confident that works can be completed by the end of November. • Following a pre-start meeting with the contractor on 4th October mobilisation and fabrication works to the MSCP is planned to start in January 2018 with works on site due to start in March/April. The contractor is confident that works will be complete by the end of 2018. • Work to the leisure units, comprising the Hotel, Cinema and Restaurants is planned to start in May 2018 once the associated Phase 2 highway works are complete.
Utility Services	<ul style="list-style-type: none"> • At the St. Michaels Road/Station Street site Clancy Docwra have now completed Phase 1 of the water main diversion works. Connection to the existing storm water manhole located adjacent to The Forum is to take place in two phases to allow the works to cross Station Street and maintain traffic flow. UKPN are due to undertake further disconnections of street furniture in West Street and Spirit are awaiting confirmation from Southern Water regarding the Foul Water Diversions. • Temporary addresses have now been registered with the Royal Mail for site six to enable utilities to be installed to the three units.
Communications	<ul style="list-style-type: none"> • Naming suggestions for the leisure site and site six have been sought from Spirit and the Historic Research Group of Sittingbourne to determine a shortlist which will be going out for consultation to the public and Members in the next few weeks.. • Spirit have updated their website and given prominence to the roadworks section on the

	<p>Homepage (www.spiritofsittingbourne.com) following comments made at the last Scrutiny meeting.</p> <ul style="list-style-type: none">• Spirit's communication team are developing their strategy for Phase 2 of the Highway works.
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Scrutiny	
Meeting Date	15 November 2017
Report Title	Review of Fees & Charges 2018/19
Cabinet Member	Cllr Duncan Dewar-Whalley, Cabinet Member for Finance & Performance
SMT Lead	Nick Vickers, Chief Financial Officer
Head of Service	Nick Vickers, Chief Financial Officer
Lead Officer	Caroline Frampton, Principal Accountant
Key Decision	Yes
Classification	Open
Forward Plan	Reference number:
Recommendations	<ol style="list-style-type: none"> 1. To note that delegated authority be given to the Head of Economy & Community Services in consultation with the Chief Financial Officer and the Cabinet Member for Safer Families and Communities to increase the 2018/19 charge for Environmental Fixed Penalty Notices for littering and graffiti so that they will continue to be set to the maximum limit set by the Government should this change during 2018/19. 2. To note that that the local land charges fees are implemented 1 December 2017. 3. To note the proposed fees and charges 2018/19 as set out in this report for submission to Council.

1. Purpose of Report and Executive Summary

- 1.1 This report invites Scrutiny to consider the proposals for the level of fees and charges to be levied for the next financial year 2018/19. Charges will take effect from 1 April 2018, with the exception of those for Local Land Charges, which will take effect from 1 December 2017 in order to assist consistency of charges across the shared services authorities.
- 1.2 Appendix I details proposals on a service-by-service basis for the level of fees to be charged in 2018/19 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 2016/17, and the budget for 2017/18.

1.3 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 2017/18 the fees and charges budget covered by this report where the Council sets the level of fees or charges was £2.9 million (see Appendix III).

2.2 Managers and all service areas were asked to review the current schedule of fees and charges for the forthcoming financial year.

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

3. Proposals

3.1 Appendix I details the proposed fees and charges to be set by the Council for 2018/19; 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 2018/19.

Table 1: Fees & Charges where an increase is not being recommended for 2018/19

Fee or Charge	Comments
Licensing – Gambling /Liquor/ Scrap Metal/ Sex Establishment/ Street Trading	Fees are not changing. A review will be undertaken in time for 2019/20.
Radar Key for Disabled Toilets	The fee covers cost of purchase.
Travelling Fairs & Fetes	Prices held to remain competitive in supply of land. This is a commercially competitive market. We need to ensure prices are attractive enough to encourage continued return of fairs as this provides good income for subsidising other maintenance on open spaces.

Fee or Charge	Comments
Access over Open Space Licence	Fee kept the same as covers administration process.
Traffic Regulation Order Applications	A new charge in 2017/18 so keeping the same to establish a market for use of this service. In line with other authorities and Kent County Council's (KCC) charges.
CIEH Level 2 Award Training in Food Safety in Catering	There is no increase in the fee to reflect the competitive training market in the region and the competition from cheaper on line courses.
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)	The price of these licences has been determined as requested in Local Government Association (LGA) guidance on 'locally set licence fees'. Benchmarking exercises suggest that Swale is "mid table" when compared to other local authorities (LAs).
Stray Dog Collection	The charges are not changing. The collection charge is set in legislation and the administration charges ensure reasonable payment rates without the need for additional administration.
Pest Control	The recently agreed pest control contract is based on the 2017/18 fees. An increase in costs will not result in an increase in income to the Council.
King George's Pavilion	Comparable price with other hirers.
Guildhall	Comparable price with other hirers.
Town Centre Licence	New fee with limited take-up due to conditions imposed within licence.
Advertising Fees for Inside Swale	Need to keep competitive with other local advertisers.
Room Hire of Swale House	The charges are recommended to remain the same, reflecting the market and demand.
Staying Put Handyperson Rates	The charges are contractual as set by KCC who fund the service and not at the Council's discretion.
Staying Put Private Disabled Works	The charges are contractual as set by KCC who fund the service and not at the Council's discretion.
Staying Put Disabled Facilities Grant (DFG) Fees	Fees charged as a percentage of total project cost to manage disabled works. Currently 12.50% (maximum set by the Department of Housing).

Fee or Charge	Comments
Complaints Made under the High Hedges Legislation	Minimal use – maximum two per year. This 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.
Parking Penalty Charge Notices	The fee/charge is not changing – statutory charge.
Purchase of Electoral Register	The fee/charge is not changing – statutory charge.
Smoke and Carbon Monoxide Regulations 2015	Maximum fine set by statute.
The Redress Scheme for Lettings Agency Work & Management Work Order 2014	Maximum fine set by statute.

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 2018/19

Fee or Charge	Comments
Street Naming & Numbering	Inflationary increase of 3% added and rounded where necessary.
Taxi Licensing	The fees and charges recommendations were presented to the General Licensing Committee as the final stage of the consultation process. Through reviewing the comments received during the consultation process, some of the charges have been modified. The charges were approved by the Committee and were effective from 18 September 2017.
Outdoor Fitness Licence Fees	Inflationary increase added and rounded where necessary. New fee for 1-4 people introduced. Companies with lower participant numbers (or 121s) would proportionally pay more, but this gives the incentive to the company to maximise attendances to get the best value.
Garden Waste Collections (brown bins – domestic)	Increased charge in line with our Mid Kent Waste Partners - Ashford and Maidstone.
Bulky Waste Collection	Inflationary increase added and rounded where necessary.

Fee or Charge	Comments
Wheeled Bins	<p>There has been a significant increase in the purchase price of the lid in lid 140 litre food waste bin and the increased charge reflects this.</p> <p>The charge for food waste container (23 litre) is increasing to Ashford Borough Council's proposed charge. The charge for kitchen caddy (5 litre) is increasing to bring in line with Mid Kent Waste Partners.</p>
Sports Facilities	<p>Charges relating to seniors. Inflationary increase added and rounded where necessary.</p> <p>Junior charges. Above inflation increase as these stayed stationary over a number of years. SBC currently subsidises the provision of sports pitches by approximately £80,000 a year. Junior football has overtaken adult football in usage terms so we have seen a large drop in income.</p>
Allotments	Inflationary increase added and rounded where necessary.
Cemeteries Burial Fees	<p>Major review undertaken last year so just inflationary rates of increase this year, with the exception of two charges.</p> <p>"1st burial if no use of previously purchased grave Sittingbourne, Faversham & Murston". This fee is not used very often but was not increased last year so that meant the figure was higher than that of the 2nd burial. Correction made this year by using the rate of difference between 2nd and 3rd burials.</p> <p>"1st burial if no use of previously purchased grave Sheppey". This fee is not used very often but was not increased last year so that meant the figure was higher than that of the 2nd burial. Correction made this year to mirror the 2nd burial at Sittingbourne and Faversham.</p>
Seafront Memorial Bench	Inflationary increase added and rounded where necessary.
Beach Hut Charges	Inflationary increase added and rounded where necessary, with the exception of purchase of beach hut, which has a market sales price.
Food Export Certificate	There is a 3% inflationary increase for businesses in Swale.
Registration Fee under the Local Government (Miscellaneous Provision) Act	Increase of 3% to keep charge in line across the Mid Kent Environmental Health Service for this service.

Fee or Charge	Comments
Environmental – Fixed Penalty Notices (FPN)	<p>Majority of charges are not changing because they are set in legislation.</p> <p>The charge for refuse left out inappropriately is being reduced as the Deregulation Act 2015 reduces the previous level of FPN (£100) to a scale of between £60 and £80.</p> <p>The dog fouling charge is increasing. In October 2017 all previous Dog Control Orders are to be replaced by Public Space Protection Orders.</p> <p>The Government currently sets the maximum limit for fixed penalties for littering and graffiti and is currently reviewing them. Therefore, in the event of a change in these limits, the report requests that delegated authority be given in order to increase the proposed 2018/19 charges for these penalties so they will continue to be set at the maximum limit set by the Government.</p>
Alleygate Key	Slight increase due to rise in price of key from manufacturer.
Legal Charges for Third Parties (Section 106 contracts)	The fee is proposed to increase to the nearest £ in line with inflation. On the relatively few occasions when we have had to engage a private planning solicitor to draft Section 106 agreements on our behalf their standard charging rate has been on a par or in excess of the proposed hourly rate, thus we are aware that we are charging developers an appropriate market rate.
Home Inspection for Immigration Application Fee	This charge is in line with other Kent authorities.
Pre-Application Planning Advice	A full review of the pre-application service including associated charges has recently been undertaken, with a view to increasing charges, particularly significant major planning applications more in line with those being set by other Local Planning Authorities in Kent.
Local Land Charges	Local Land Charges fees have been reviewed as they have remained static (except for VAT changes) since the formation of the Mid Kent Planning Support service in June 2014. The fees have been aligned across the three Boroughs using the guidance on property search fees, and legal advice on Environmental Information Regulations fees. This will lead to improved efficiency of service, clarity for customers and reflects the high quality service Mid Kent Local Land Charges customers receive.

Fee or Charge	Comments
Houses in Multiple Occupation Licensing	Statute only allows for recovery of costs involved in managing and processing licence applications. Increased hourly rate cost.
Mobile Home Site Licence Fee	Statute allows only for recovery of costs involved in inspecting site/processing applications. Any excess would need to be taken into account in the following year and fees would need to be reduced accordingly. Small sites (1-5 mobile homes and sites solely occupied by owners and family members) are not inspected as no benefit gained by inspecting sites of this size as they pose no risk and are generally all family owned and would take away resources from other areas.

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 2018/19, with the majority of charges not changing

Fee or Charge	Comments
Parking Permits	On street parking permits for businesses is to increase to bring the charge in line with residents parking permit charges.

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 2018/19

Fee or Charge	Comments
Car Parks & Season Tickets	Car park pay and display charges and season tickets have undergone major reviews over the last two years. The majority of charges are not changing, with the exception of the following. As part of the Sittingbourne Regeneration, there will be two new charges; one for the new cinema and one for the hotel.
Car Parks – Loss of Parking Bays	A new charge has been introduced to all pay and display car parks to recover any income lost as a result of an event or other activity resulting in the loss of pay and display parking bays.
Car Parks Dispensation/Waivers	Bay suspensions are used to manage on-street parking demand. Although managed by our agent a fee has been applied to cover administration costs.

Fee or Charge	Comments
Disabled Parking Bay Application	Other local authorities are starting to levy charges for this function. The Government legislation allows a charge up to £250. Thanet District Council charge £250 and Dartford Borough Council charge £250 but only if a full traffic order is required. We receive approximately 50 applications a year. The process is quite involved. This will cover the cost of officer time but not the cost of physically marking out the bay.
Additional Litter and Dog Bins	Costs based on current purchase price from Procurement Framework. Only includes standard supply. If modifications requested then these will be charged extra.
Wheeled Bins for Community Events	<p>Delivery/Collection charge for additional wheeled bins for events – This covers the costs of our cleansing contractor delivering the bin ahead of the event and then collecting afterwards.</p> <p>Wheelie bin hire for events - This is a per bin hire charge and includes the emptying and cleaning after the event. This needs to be considered with the delivery/collection charge above.</p>
Bin Store Clearance	Generally used where a bin collection has been refused on grounds of contamination. They can choose to clear area themselves or pay us to do so.
Harbour Mooring Fees	Capturing a pre-existing charge that has not been published in this report. Minimal income, just formalising the ability to charge.
Food Hygiene Rating Scheme (fee to food businesses)	<p>The Food Standards Agency (FSA) has agreed that local authorities can introduce cost recovery for requests from food businesses to carry out revisits for Food Hygiene Rating Scheme rescores, under the Localism Act 2011. There are clear guidelines for its implementation and the charge only applies to revisits where no statutory enforcement is being considered and therefore does not impact on our duty to protect public health.</p> <p>In line with other local authorities in Kent we are proposing to charge £160 per Food Hygiene Rating Scheme re-inspection.</p>
Private Water Supplies and Distribution	This fee already exists, but has not been included in previous reports. Charges have increased by 3% in line with the three authorities in the partnership.

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 15 November before submission to Council on 22 November 2017.

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.

Issue	Implications
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 2018/19 set by the Council;
- Appendix II: Fees and charges set nationally by Government; and
- Appendix III: Summary of fee income for 2017/18 budget.

8. Background Papers

8.1 None.

Proposed fees and charges for 2018/19 set by the Council

	2017/18			2018/19		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
Car Parks and Season Tickets 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). Multi-Storey Car Park (when available, no season tickets).						
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 (for business only Central car park, Faversham/ Forum, Sittingbourne)	195.83	39.17	235.00	195.83	39.17	235.00
Sittingbourne Multi-Storey Car Park - Concessions						
Travelodge – preferential rate for hotel guests (for 24 hours)	N/A	N/A	N/A	2.50	0.50	3.00
Light Cinema – free parking to cinema customers after 6pm each day and all day on Sundays	0.00	0.00	0.00	0.00	0.00	0.00
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)	73.33	14.67	88.00	73.33	14.67	88.00
Season per quarter (long stay car park)	195.83	39.17	235.00	195.83	39.17	235.00

Proposed fees and charges for 2018/19 set by the Council

	2017/18			2018/19		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
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
Season per month (long stay car park)	73.33	14.67	88.00	73.33	14.67	88.00
Season per quarter (long stay car park)	195.83	39.17	235.00	195.83	39.17	235.00
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
Season tickets (to be used at any long stay car park throughout the Borough)						
Season per quarter	208.33	41.67	250.00	208.33	41.67	250.00
All pay and display car parks – loss of parking bays through events or other activities	N/A	N/A	N/A	Price on application. Average cost per bay per day for each bay lost		
Residents Only Parking Permits (off street) (5pm-9am evenings, weekends and bank holidays)						
Faversham: Central car park (residents of Cross Lane and Bank Street), Queens Hall (residents of Victoria Place and Dorset Place)						
Sheerness: Albion Place (residents of Harris Road, Portland Terrace and Albion Place), Cross Street (Sheerness town centre residents), Trinity Road (residents of Trinity Road only)						
Per quarter	16.67	3.33	20.00	16.67	3.33	20.00
Sheerness: Delamark Road car park (residents only)						
Per quarter	12.50	2.50	15.00	12.50	2.50	15.00
Residents' Parking Permits (on street) One Change						
Per annum	45.00	0.00	45.00	45.00	0.00	45.00
Visitors permit book (10 days)	11.00	0.00	11.00	11.00	0.00	11.00
Visitors parking permits (per day)	1.10	0.00	1.10	1.10	0.00	1.10

Proposed fees and charges for 2018/19 set by the Council

	2017/18			2018/19		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
Hourly scratchcards (per hour)	1.10	0.00	1.10	1.10	0.00	1.10
Hourly scratchcards (per book of 10 hours)	10.00	0.00	10.00	10.00	0.00	10.00
Business per annum	40.00	0.00	40.00	45.00	0.00	45.00
Dispensation Waivers / Suspensions						New
Maximum 1 day	N/A	N/A	N/A	11.00	0.00	11.00
Maximum 1 week	N/A	N/A	N/A	33.00	0.00	33.00
Maximum 3 months	N/A	N/A	N/A	55.00	0.00	55.00
Administration fee	N/A	N/A	N/A	70.00	0.00	70.00
Street Naming & Numbering						Change
Changing or requesting new property	63.00	0.00	63.00	64.80	0.00	64.80
New street name	105.00	0.00	105.00	108.00	0.00	108.00
New street developments (4 or more properties/units) per property/unit with minimum charge of £180	42.00	0.00	42.00	43.20	0.00	43.20
Provision of historical information relating to street naming & numbering	26.25	0.00	26.25	27.00	0.00	27.00
Changing street name	630.00	0.00	630.00	648.90	0.00	648.90
Taxi Licensing						Change
Vehicle licence for 1 year	290.00	0.00	290.00	290.00	0.00	290.00
Private Hire operator licence valid for 5 years	430.00	0.00	430.00	430.00	0.00	430.00
Six monthly check for when vehicle is between 5 and 10 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	25.00	0.00	25.00	25.00	0.00	25.00
Knowledge test – re-sit	25.00	0.00	25.00	25.00	0.00	25.00
Dual Badge for 1 year (for medical or over 70 years of age)	N/A	N/A	N/A	50.00	0.00	50.00
Dual Badge for 3 years	150.00	0.00	150.00	150.00	0.00	150.00
Non-refundable plate fee (plate number only issued once)	100.00	0.00	100.00	50.00	0.00	50.00
Replacement plate	15.00	0.00	15.00	15.00	0.00	15.00

Proposed fees and charges for 2018/19 set by the Council

	2017/18			2018/19		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
Change of address	10.00	0.00	10.00	10.00	0.00	10.00
Change of ownership licensed vehicle	35.00	0.00	35.00	35.00	0.00	35.00
Disclosure Barring Service (DBS) search fee (every 3 years or £13.00 per year if signed up to the DBS online service)	44.00	0.00	44.00	44.00	0.00	44.00
Dual driver badge replacement	9.50	0.00	9.50	10.00	0.00	10.00
Replacement paper licence certificate	10.50	0.00	10.50	10.00	0.00	10.00
Change from Private Hire to Hackney Carriage	90.00	0.00	90.00	80.00	0.00	80.00
Change from Hackney Carriage to Private Hire	70.00	0.00	70.00	80.00	0.00	80.00
Failure to attend the vehicle test (10 minutes prior to the test start time)	27.40	0.00	27.40	27.40	0.00	27.40
Outdoor Fitness Licence Fees (per annum) Change						
Once a week (1-4 people)	N/A	N/A	N/A	80.00	0.00	80.00
Once a week (5-15 people)	150.00	0.00	150.00	155.00	0.00	155.00
2-4 times a week (5-15 people)	300.00	0.00	300.00	310.00	0.00	310.00
5+ times a week (5-15 people)	500.00	0.00	500.00	515.00	0.00	515.00
Once a week (16-35)	350.00	0.00	350.00	360.00	0.00	360.00
2-4 times a week (16-35 people)	600.00	0.00	600.00	620.00	0.00	620.00
5+ times a week (16-35 people)	1,000.00	0.00	1,000.00	1,030.00	0.00	1,030.00
Garden Waste Subscription (brown bins – domestic) Change						
Fortnightly collection of garden waste including hire of bin Per annum – 26 collections	35.00	0.00	35.00	37.00	0.00	37.00
Bulky Waste Collections 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	25.00	0.00	25.00

Proposed fees and charges for 2018/19 set by the Council

	2017/18			2018/19		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
Wheeled Bins	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	38.00	0.00	38.00	75.00	0.00	75.00
Food waste container 23 litre	5.00	0.00	5.00	10.00	0.00	10.00
Kitchen caddy 5 litre	1.00	0.00	1.00	5.00	0.00	5.00
Additional Litter Bins	New Charge					
Wybone 145 litre galvanised - each	N/A	N/A	N/A	250.00	50.00	300.00
Ashmount - each	N/A	N/A	N/A	205.00	41.00	246.00
Admiral - each	N/A	N/A	N/A	213.00	42.60	255.60
Broxap Turvy - each	N/A	N/A	N/A	208.00	41.60	249.60
Admiral bin liner - each	N/A	N/A	N/A	34.00	6.80	40.80
Additional dog bin (56 litre) - each	N/A	N/A	N/A	199.00	39.80	238.80
Additional dog bin (60 litre) - each	N/A	N/A	N/A	247.00	49.40	296.40
Additional dog bin (heavy duty) - each	N/A	N/A	N/A	638.00	127.60	765.60
Bin store clearance – per occasion	N/A	N/A	N/A	100.00	20.00	120.00
Wheeled Bins for Community Events						
Provision of wheeled bins for events (cost per occasion) – delivery/collection charge	N/A	N/A	N/A	79.00	15.80	94.80
Wheeled bin hire (cost per bin)	N/A	N/A	N/A	10.00	2.00	12.00
Servicing of bins during event	N/A	N/A	N/A	Price on application		
Radar Key for Disabled Toilets	No Change					
Fee	3.00	0.00	3.00	3.00	0.00	3.00

Proposed fees and charges for 2018/19 set by the Council

	2017/18			2018/19		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
Sports Facilities						Change
<i>With changing facilities and showers</i>						
- Senior	58.33	11.67	70.00	60.00	12.00	72.00
- Under 18s	16.67	3.33	20.00	20.00	4.00	24.00
- Under 16s & mini soccer	12.50	2.50	15.00	15.00	3.00	18.00
<i>With changing facilities only</i>						
- Senior	48.33	9.67	58.00	50.00	10.00	60.00
- Under 18s	14.17	2.83	17.00	16.67	3.33	20.00
- Under 16s & mini soccer	11.67	2.33	14.00	14.17	2.83	17.00
<i>With no facilities</i>						
- Senior	28.75	5.75	34.50	34.17	6.83	41.00
- Under 18s	12.50	2.50	15.00	15.00	3.00	18.00
- Under 16s & mini soccer	7.92	1.58	9.50	9.17	1.83	11.00
Block bookings of 10 or more series of lets is VAT exempt						
Allotments						Change
Plots of 10 rods & pro rata	40.00	0.00	40.00	42.00	0.00	42.00
Plots of 10 rods & pro rata (OAPs/Disabled)	20.00	0.00	20.00	21.00	0.00	21.00
Cemeteries Burial Fees						Change
<i>Exclusive Right of Burial, Interment, Memorial & Re-inscription Permits</i>						
1 st Burial Sittingbourne, Faversham & Murston	1,834.00	0.00	1,834.00	1,887.00	0.00	1,887.00
1 st Burial Sheppey	1,681.00	0.00	1,681.00	1,730.00	0.00	1,730.00
1 st Burial if no use of previously purchased grave Sittingbourne, Faversham & Murston	730.00	0.00	730.00	940.00	0.00	940.00
1 st Burial if no use of previously purchased grave Sheppey	600.00	0.00	600.00	777.00	0.00	777.00
2 nd Burial Sittingbourne, Faversham & Murston	755.00	0.00	755.00	777.00	0.00	777.00
2 nd Burial Sheppey	624.00	0.00	624.00	642.00	0.00	642.00
3 rd Burial Sittingbourne, Faversham & Murston	624.00	0.00	624.00	642.00	0.00	642.00

Proposed fees and charges for 2018/19 set by the Council

	2017/18			2018/19		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
Cremated Remains						
<i>(includes Exclusive Rights to Burial, Interment, Memorial & Re-inscription Permit)</i>						
1 st Burial	577.00	0.00	577.00	594.00	0.00	594.00
1 st Burial (where no use has been made of previously purchased grave)	210.00	0.00	210.00	216.00	0.00	216.00
2 nd Burial	210.00	0.00	210.00	216.00	0.00	216.00
3 rd Burial	210.00	0.00	210.00	216.00	0.00	216.00
4 th Burial	210.00	0.00	210.00	216.00	0.00	216.00
Burial of loose ashes	95.00	0.00	95.00	100.00	0.00	100.00
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	216.00	0.00	216.00
Under 12 years of age in child's plot (non-resident of Swale)	140.00	0.00	140.00	144.00	0.00	144.00
Under 12 years of age in adult's plot (non-resident of Swale)	340.00	0.00	340.00	350.00	0.00	350.00
Ancillary Services						
Issue of letter of confirmation where deed is lost	55.00	0.00	55.00	60.00	0.00	60.00
Use of chapel in Sittingbourne	80.00	0.00	80.00	85.00	0.00	85.00
Use of chapel in Faversham	110.00	0.00	110.00	115.00	0.00	115.00
Planted grave (per annum)	110.00	0.00	110.00	115.00	0.00	115.00
Turfed grave	At cost			At cost		
Transfer of deed ownership	55.00	0.00	55.00	60.00	0.00	60.00
Record search & certificate (each grave)	30.00	0.00	30.00	30.00	0.00	30.00
Extra cost of large coffin or casket (measuring 30 inches or more)	150.00	0.00	150.00	155.00	0.00	155.00
Exhumation of coffin	1,400.00	0.00	1,400.00	1,440.00	0.00	1,440.00
Exhumation of cremated remains	280.00	0.00	280.00	290.00	0.00	290.00
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)						

Proposed fees and charges for 2018/19 set by the Council

	2017/18			2018/19		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
Seafront Memorial Bench			Change			
Memorial bench with basic installation	605.00	121.00	726.00	625.00	125.00	750.00
Memorial bench with concrete installation	770.00	154.00	924.00	791.67	158.33	950.00
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
Use of Council Land – Travelling Fairs						
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
Use of Council Land – Fetes						
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			Change			
Locations now at Minster Leas and Leysdown						
Ground rental	375.00	0.00	375.00	385.00	0.00	385.00
Licence fee	1,000.00	200.00	1,200.00	1,029.17	205.83	1,235.00
Purchase of beach hut	8,333.33	1,666.67	10,000.00	Market price		
Access Over Open Space Licence			No Change			
Used for residential properties requiring access over our land to undertake works/deliveries etc.						
Standard fee	65.00	0.00	65.00	65.00	0.00	65.00
Traffic Regulation Order Applications			No Change			
On application (yellow lines and changes to existing orders)						
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
On application (loading bays, single bays)						
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

Proposed fees and charges for 2018/19 set by the Council

	2017/18			2018/19		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
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
<i>Objections received (JTB report)</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
<i>Progress/implement scheme (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)	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
<i>Progress/implement scheme (loading bays, single bays)</i>						
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
Disabled Parking Bay Application				New Charge		
Per bay	N/A	N/A	N/A	50.00	0.00	50.00
Harbour Mooring Fees				New Charge		
Faversham Town Quay per night	7.50	1.50	9.00	7.50	1.50	9.00
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

Proposed fees and charges for 2018/19 set by the Council

	2017/18			2018/19		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
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
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

Proposed fees and charges for 2018/19 set by the Council

	2017/18			2018/19		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
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
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	82.00	0.00	82.00	84.50	0.00	84.50
Food in transit	30.00	0.00	30.00	30.00	0.00	30.00
CIEH Level 2 Award Training in Food Safety in Catering No Change						
Fee charged to food handlers for training in food hygiene	65.00	0.00	65.00	52.00	13.00	65.00

Proposed fees and charges for 2018/19 set by the Council

	2017/18			2018/19		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
Registration Fee under the Local Government (Miscellaneous Provision) Act						Change
(Relates to establishments offering cosmetic piercing, electrolysis, tattooing or acupuncture)						
Standard fee	294.00	0.00	294.00	303.00	0.00	303.00
Supplementary treatment registration fee (for additional beauty treatment registration inspection either at or after initial registration)	50.00	0.00	50.00	51.50	0.00	51.50
Requests for Environmental Information (e.g. contaminated land)						No Change
Charge per hour	25.00	0.00	25.00	20.00	5.00	25.00
Charges for photocopying apply at 10p per page plus postage						
Food Hygiene Rating Scheme						New Change
Fee to food businesses for re-visit and re-scoring	N/A	N/A	N/A	160.00	0.00	160.00
Private Water Supplies and Distribution						New
Risk assessment	N/A	N/A	N/A	500.00	0.00	500.00
Sampling	N/A	N/A	N/A	100.00	0.00	100.00
Investigation	N/A	N/A	N/A	100.00	0.00	100.00
Authorisation	N/A	N/A	N/A	100.00	0.00	100.00
Analysis – under Regulation 10	N/A	N/A	N/A	25.00	0.00	25.00
Analysis – check monitoring comm. Supplies	N/A	N/A	N/A	100.00	0.00	100.00
Analysis – audit monitoring	N/A	N/A	N/A	500.00	0.00	500.00
Environmental - Fixed Penalty Notices (FPN)						Change
Fly tipping	400.00*	0.00	400.00*	400.00*	0.00	400.00*
Abandoning a vehicle	120.00	0.00	120.00	120.00	0.00	120.00
Smoking in an enclosed vehicle carrying a juvenile	50.00	0.00	50.00	50.00	0.00	50.00
Refuse left out inappropriately	100.00	0.00	100.00	80.00	0.00	80.00
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	100.00	0.00	100.00
Fly posting	80.00	0.00	80.00	80.00	0.00	80.00

Proposed fees and charges for 2018/19 set by the Council

	2017/18			2018/19		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
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)	100.00	0.00	100.00	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			No Change			
Statutory collection charge	25.00	0.00	25.00	25.00	0.00	25.00
Administration fee for collection/ returned stray dogs	30.00	0.00	30.00	30.00	0.00	30.00
Out of hours administration fee or collection/returned stray dogs	40.00	0.00	40.00	40.00	0.00	40.00
Transport fee for returning dog to owner	25.00	0.00	25.00	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

Proposed fees and charges for 2018/19 set by the Council

	2017/18			2018/19		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
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 contractors (Goodwin Pest Management) on a job by job basis so as to remain competitive		To be quoted by contractors (Goodwin Pest Management) 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)			
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

Proposed fees and charges for 2018/19 set by the Council

	2017/18			2018/19		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
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 1 hour 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	15.86	3.17	19.03	17.92	3.58	21.50
Town Centre Licence	No Change					
Licence for large events of 10,000 people or more	500.00	0.00	500.00	500.00	0.00	500.00
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

Proposed fees and charges for 2018/19 set by the Council

	2017/18			2018/19		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
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	210.00	0.00	210.00	216.00	0.00	216.00
<i>Note: VAT may be chargeable depending on the lease</i>						
Home Inspection for Immigration Application Fee Change						
Requests received to inspect and provide report on suitability of proposed home in connection with immigration applications	95.00	19.00	114.00	105.00	21.00	126.00
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
Private disabled works (household not eligible for DFG)	150.00	0.00	150.00	150.00	0.00	150.00
Disabled Facilities Grant (DFG) fee (statutory % charge)	12.5%			12.5%		

Proposed fees and charges for 2018/19 set by the Council

	2017/18			2018/19		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
Pre-Application Planning Advice						Change
Meetings						
Very large major	833.33	166.67	1,000.00	1,666.66	333.34	2,000
Major	416.67	83.33	500.00	833.33	166.67	1,000
Minor	208.33	41.67	250.00	416.67	83.33	500.00
Other (excluding householders and listed buildings)	83.33	16.67	100.00	125.00	25.00	150.00
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	833.33	166.67	1,000
Major	208.33	41.67	250.00	416.67	83.33	500.00
Minor	104.17	20.83	125.00	208.33	41.67	250.00
Other (excluding householders and listed buildings)	41.67	8.33	50.00	62.50	12.50	75.00
Householder	20.83	4.17	25.00	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
Very large major: over 200 dwellings or 4 hectares. Commercial over 10,000m ² or 2 hectares						
Major: 10-199 dwellings or less than 4 hectares. Commercial 1,000m ² - 9,999m ² or less than 2 hectares						
Minor: 1-9 dwellings or less than 0.5 hectares. Commercial less than 1,000m ² or 1 hectare						
Complaints made under the High Hedges Legislation						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

Proposed fees and charges for 2018/19 set by the Council

	2017/18			2018/19		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
A3 Colour	1.25	0.25	1.50	1.25	0.25	1.50
Local Land Charges						Change
Official Searches						
LLC1 only	36.30	0.00	36.30	35.00	0.00	35.00
LLC1 only - additional parcel	N/A	N/A	N/A	10.00	0.00	10.00
Con 29	79.20	0.00	79.20	95.00	19.00	114.00
Con 29 - additional parcel	N/A	N/A	N/A	15.00	3.00	18.00
Standard search (LLC1 & Con29)	115.50	0.00	115.50	130.00	19.00*	149.00
Standard search (LLC1 & Con29) – additional parcel	36.30	0.00	36.30	25.00	3.00*	28.00
Part II enquiry - Con29 questions 4-21	N/A	N/A	N/A	10.00	2.00	12.00
Part II enquiry - Con29 question 22	N/A	N/A	N/A	24.00	4.80	28.80
Additional questions	N/A	N/A	N/A	18.33	3.67	22.00
*VAT applicable only to the Con29 part of the charge.						
Personal Searches						
1.1 (a-l) (Planning)	N/A	N/A	N/A	5.00	1.00	6.00
1.1 (J, K, L) (B. Regs)	N/A	N/A	N/A	5.00	1.00	6.00
2.1 (b-d)	N/A	N/A	N/A	5.00	1.00	6.00
3.1 Land for public purpose	N/A	N/A	N/A	2.50	0.50	3.00
3.3 Drainage matters	N/A	N/A	N/A	2.50	0.50	3.00
3.5 Railway schemes	N/A	N/A	N/A	2.50	0.50	3.00
3.7 Outstanding Notices	N/A	N/A	N/A	10.00	2.00	12.00
3.8 B. Regs Contravention	N/A	N/A	N/A	2.50	0.50	3.00
3.9 Enforcement	N/A	N/A	N/A	5.00	1.00	6.00
3.10 CILs	N/A	N/A	N/A	2.50	0.50	3.00
3.12 Compulsory purchase	N/A	N/A	N/A	2.50	0.50	3.00
3.13b Contaminated land	N/A	N/A	N/A	2.50	0.50	3.00
3.13c Contaminated land	N/A	N/A	N/A	2.50	0.50	3.00

Fees and charges set nationally by Government

	2017/18			2018/19		
	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
<i>Dispensation/Waivers</i>						
						New charge
Maximum 1 day	N/A	N/A	N/A	11.00	0.00	11.00
Maximum 1 week	N/A	N/A	N/A	33.00	0.00	33.00
Maximum 3 months	N/A	N/A	N/A	55.00	0.00	55.00
Admin fee	N/A	N/A	N/A	70.00	0.00	70.00
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

Fees and charges set nationally by Government

	2017/18			2018/19		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
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
Purchase of Electoral Register						
						No Change
Full Register and the Notices of Alteration						
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
List of Overseas Electors						
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
Edited Register						
<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
New Application						
Non-accredited landlord	632.00	0.00	632.00	638.00	0.00	638.00

Fees and charges set nationally by Government

	2017/18			2018/19		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
Accredited landlord	518.00	0.00	518.00	523.00	0.00	523.00
<i>Renewal of Application</i>						
Non-accredited landlord	477.00	0.00	477.00	482.00	0.00	482.00
Accredited landlord	363.00	0.00	363.00	367.00	0.00	367.00

Mobile Home Site Licence Fee						Change
<i>New Mobile Home Site Licence Application Fee</i>						
1-5 mobile homes on site	142.00	0.00	142.00	144.00	0.00	144.00
6-24 mobile homes on site	196.00	0.00	196.00	198.00	0.00	198.00
25-99 mobile homes on site	248.00	0.00	248.00	289.00	0.00	289.00
100+ mobile homes on site	285.00	0.00	285.00	289.00	0.00	289.00
<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	160.00	0.00	160.00	162.00	0.00	162.00
25-99 mobile homes on site	196.00	0.00	196.00	143.00	0.00	143.00
100+ mobile homes on site	231.00	0.00	231.00	234.00	0.00	234.00
<i>Fee to Transfer or Amend Mobile Home Site Licence</i>						
Transfer or amend mobile home site licence	89.00	0.00	89.00	105.00	0.00	105.00
<i>Fee for the Deposit of Mobile Home Site Rules</i>						
Deposit of mobile home site rules	132.00	0.00	132.00	143.00	0.00	143.00
Smoke and Carbon Monoxide Regulations 2015						No Change
Fine level progresses to maximum fine permitted (1st offence £1,500, 2nd £2,500, 3rd £5,000)						
Penalty charge for non-compliance of Smoke or CO Alarm Regulations	5,000.00	0.00	5,000.00	5,000.00	0.00	5,000.00

Fees and charges set nationally by Government

	2017/18			2018/19		
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge
	£	£	£	£	£	£
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

Planning Fees

Planning fees are currently set by the Government, although this is currently being reviewed. The full details of current Planning fees can be found on www.swale.gov.uk/types-of-application-and-fees/

List of income from fees and charges for 2017/18 budgets

Charges set by the Council		
Service	Charge	2017/18 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 2017/18 budgets

Charges set by the Council		
Service	Charge	2017/18 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
Total fees and charges agreed as part of this report		2,851,940

Charges set by Government or an External Body		
Service	Charge	2017/18 Budget £
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
Planning	Planning fees – www.swale.gov.uk/types-of-application-and-fees/	668,800
Total fees and charges set nationally and by external bodies		1,245,190

Scrutiny Meeting	
Meeting Date	15 November 2017
Report Title	Performance Monitoring – 2017/18 Quarter 1
Cabinet Member	Cllr Dewar-Whalley, Finance and Performance
SMT Lead	Mark Radford, Chief Executive
Lead Officer	David Clifford, Policy and Performance Manager

1 Purpose of Report and Executive Summary

- 1.1 This report presents the quarterly portfolio-based balanced scorecard performance reports for the first quarter of 2017/18 (April - June 2017). The scorecards seek to provide a holistic overview of council performance on each portfolio from a range of perspectives.

2 Background

- 2.1 Strategic performance monitoring by Cabinet and the Scrutiny Committee has been primarily through portfolio balanced scorecards for several years now. The scorecards seek to deal with 'performance' in the broadest sense, rather than focusing only on traditional measures such as output indicators.

3 Proposal

- 3.1 Appendix I provides a scorecard for each cabinet portfolio, plus one providing a corporate overview. This latter includes information which is only relevant from a cross-organisational perspective, together with an aggregated summary of some of the information which is included in more detail on individual portfolio scorecards.
- 3.2 With the exception of the corporate overview, each scorecard also includes a separate list of 'exceptions', providing more information on items shown as red on the scorecards.
- 3.3 Items may show as red for a number of reasons (e.g. failure to meet target, deterioration from the same quarter last year, etc), and the fact that a scorecard contains some red items does not necessarily imply that there is a problem. The purpose of the exception reports is to enable members to consider where further investigation may be fruitful.

4 Appendices

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

- Appendix I: Cabinet scorecard reports for 2017/18 Quarter 1.

5 Background Papers

- Monthly SMT performance reports
- Quarterly complaints reports
- Internal audit reports and comprehensive risk register
- Briefing on the local area perception survey 2016

CORPORATE OVERVIEW

Balanced scorecard report for 2017/18 Quarter 1



Council Leader: Cllr Bowles • Deputy Leader: Cllr Lewin

Corporate Overview

Budget monitoring

At end of 2017/18 Quarter 1	Revenue budget			Capital expenditure	
	Budget	Projected year-end position		Budget	Actual spend
Swale Borough Council	£18,351,000	£386,620	(2%) Underspend	£3,590,655	£1,266,840 (35%)

Adverse audit opinions

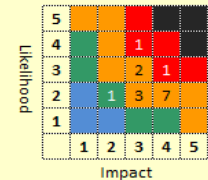
Number of poor or weak control opinions received during 2017/18 Quarter 1: **1**

This scorecard includes all adverse opinions received across SBC.
Details of adverse opinions: Leisure Centre Contract (weak controls opinion)

Risk management

Comprehensive risk register: spread of residual scores (corporate risks)

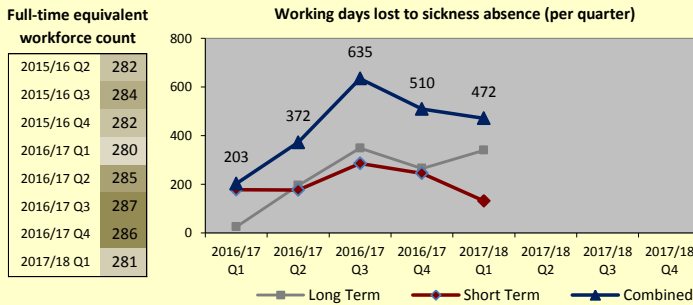
The council's comprehensive risk register lists in one place and in a consistent format all of the council's risks. Scores used in this summary are the residual combined impact and likelihood score, after risk mitigation actions have been taken.
Scores are graded **Black** (≥ 20), **Red** ($12 < 20$), **Amber** ($5 < 12$), **Green** ($3 < 5$), **Blue** (≤ 2).



Comprehensive risk register: summary excerpt (corporate risks)

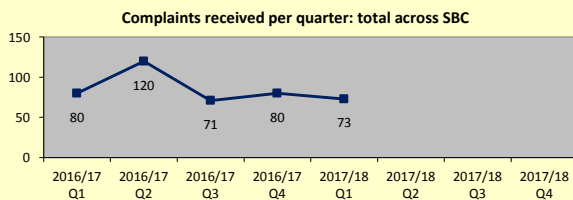
Highest residual risks at 2017/18 Q1	Service area	Score
Infrastructure investment (regeneration)	Corporate risk	12
Homelessness	Corporate risk	12
Workforce skills (borough-wide)	Corporate risk	9
Cyber security	Corporate risk	9
Sittingbourne town centre	Corporate risk	8
Other regeneration projects	Corporate risk	8
Local plan and planning decisions	Corporate risk	8

Workforce count and sickness absence



Customer Perspective

Customer feedback



Complaints and compliments across SBC: 2017/18 Quarter 1

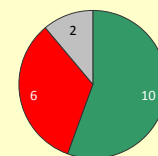
Total complaints received	73
Total complaints responded to within 10 working days	63
Proportion of complaints responded to within 10 working days (target: 90%)	86%
Total complaints referred to the Local Government Ombudsman	1
Total compliments received	69

Summary from the Policy and Performance Team

This scorecard gives an overview of the state of the council at the end of the first quarter of 2017/18. Some two-thirds of corporate performance indicators are on target; while performance on this measure often dips during Quarter 1, this year's figure is slightly lower than at the same point last year. This is further reflected in the fact that more indicators show deterioration from this point last year than show improvement. It should be noted that targets increased for 15 indicators this year, and the spread of Swale's comparable indicators across national quartiles remains excellent, with more than half in the best quartile nationally. Overall complaint levels remain low and stable, but timeliness in responding to them dipped slightly during Quarter 1, narrowly missing the target of 90% within ten days. Long-term sickness increased in the quarter, but short-term sickness fell, resulting in an overall decrease in absence. One adverse audit opinion was received during the quarter, related to the leisure centre contract. The risk section on this scorecard continues to show the highest-ranking corporate-level risks. SMT is currently undertaking a refresh of these corporate-level risks to identify emerging risks and update the position on risks to our major projects, the results of which will be reported in the scorecard next quarter.

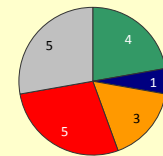
Local area perception survey 2016

Indicators improved or deteriorated from 2015



Green: improved.
Red: deteriorated.
Grey: static or no data.

Indicator quartile positions in 2008 Place Survey data



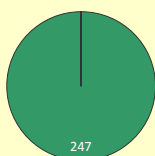
Green: best 25%. Blue: above median. Amber: below median. Red: worst 25%. Grey: no data.

This scorecard includes all 18 indicators derived from the LAPS.

Service Perspective

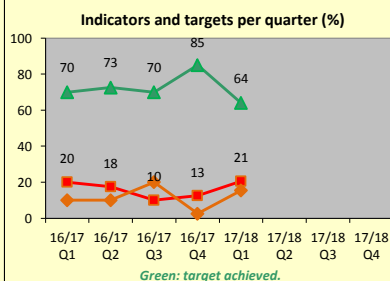
Planned actions

Actions in 2017/18 service plans

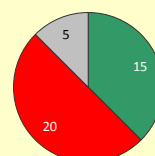


Green: complete or in progress.
Amber: action due this quarter. Red: action overdue. Grey: cancelled.

Corporate performance indicators

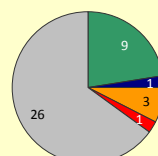


Indicators improved or deteriorated from 2016/17 Q1



Green: improved. Red: deteriorated. Grey: static or no data.

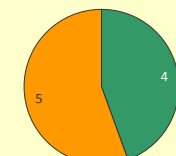
Quartile positions in latest available data



Green: best 25%. Blue: above median. Amber: below median. Red: worst 25%. Grey: no data.

Large projects

All large projects across SBC



Green: No issues. Amber: Minor issues raised/envisaged. Red: Significant issues raised/envisaged.

This scorecard includes all large projects and service-plan actions across SBC and all 40 performance indicators in the corporate set.

ENVIRONMENT AND RURAL AFFAIRS

Balanced scorecard report for 2017/18 Quarter 1

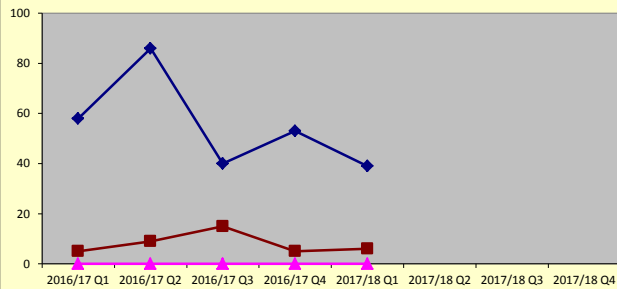


Cabinet Member: Cllr Simmons • Deputy Cabinet Member: Cllr Gent

Customer Perspective

Customer feedback

Total complaints received per quarter (figures relate to whole departments)



◆ Commissioning and Customer Contact
■ Economy and Community Services
▲ Policy and Performance

Complaints responded to within 10 working days (target: 90%)

2017/18 Quarter 1	No. rec'd	No. timely	% timely
Commissioning and Customer Contact	39	33	85
Economy and Community Services	6	6	100
Policy and Performance	0	0	N/A

One complaint was referred to the Local Government Ombudsman during the quarter.

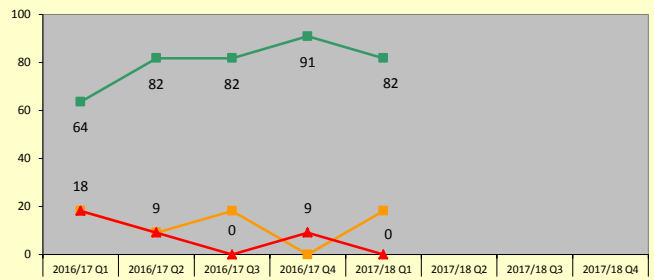
Compliments received during 2017/18 Quarter 1

Commissioning & Contact	44	Policy and Performance	0
Economy and Community	7		

Service Perspective

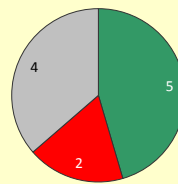
Service plans: performance indicators and actions

Indicators and targets per quarter (%)



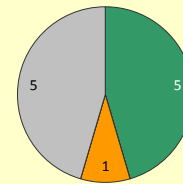
There are 12 indicators in total. Green: target achieved.
Amber: within tolerance. Red: target missed.

Indicators improved or deteriorated from 2016/17 Q1



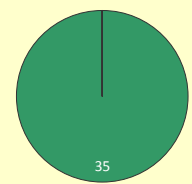
Green: improved.
Red: deteriorated.
Grey: static or no data.

Indicator quartile positions in latest available data



Green: best 25%.
Blue: above median.
Amber: below median.
Red: worst 25%.
Grey: no data.

Actions in 2017/18 service plans



Green: complete or in progress.
Amber: action due this quarter.
Red: action overdue.
Grey: action cancelled.

Corporate Perspective

Revenue budget

At end of 2017/18 Quarter 1	Budget 17/18	Projected year-end position
Commissioning and Customer Contact	£5,576,800	£304,830 (5%) Underspend
Economy and Community Services	£2,007,830	£47,450 (2%) Underspend
Policy and Performance	£218,310	£9,120 (4%) Underspend

Capital expenditure

At end of 2017/18 Quarter 1	Budget 17/18	Actual spend
Commissioning and Customer Contact	£623,040	£373,722 (60%)
Economy and Community Services	£820,750	£543,993 (66%)
Policy and Performance	£0	£0 (%)

Adverse audit opinions

Number of poor or weak control opinions received during 2017/18 Quarter 1: 0

Where adverse opinions are received, details are provided here.
No adverse opinions were received in 2017/18 Quarter 1.

Summary from the Policy and Performance Team

This scorecard gives an overview of council performance on the Environment and Rural Affairs portfolio at the end of the first quarter of 2017/18. Performance on corporate indicators is generally good, with over three-quarters on target; given that performance generally dips during the first quarter, this is a healthy position. In addition, five out of seven indicators show improvement over this point last year and all but one of the indicators for which national comparator data is available are performing within the best quartile nationally. Complaint levels are stable and timeliness in responding to them is generally good. Budgets and service-plan actions continue to be well managed, and no adverse audit opinions were received during the quarter.

Large projects

There are currently no large projects in this portfolio.

List of Exceptions for 2017/18 Quarter 1
Environment and Rural Affairs

Ref	Title/Description	Why is this red on the scorecard?
Performance indicators		
NI 192	Percentage of household waste sent for reuse, recycling and composting	Year-on-year deterioration (2016/17 Q1: 43.73%; 2017/18 Q1: 42.99). Note that this indicator is Amber against target (45%).
LI/EH/001	Proportion of planning consultations responded to in 21 days (environmental health)	Year-on-year deterioration (2016/17 Q1: 97.8%; 2017/18 Q1: 96.3%). Note that this indicator is Green against target (88.0%).
Planned actions		
[No exceptions]		

FINANCE AND PERFORMANCE

Balanced scorecard report for 2017/18 Quarter 1

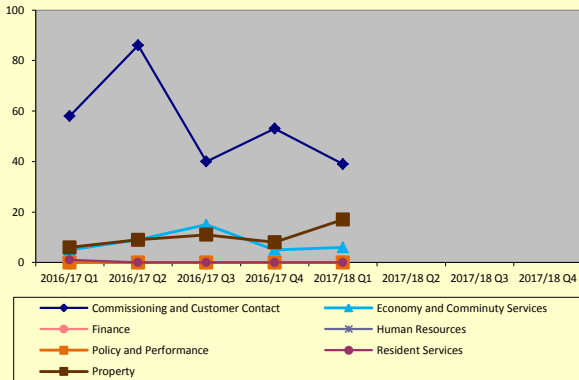


Cabinet Member: Cllr Dewar-Whalley • Deputy Cabinet Member: Cllr Wilcox

Customer Perspective

Customer feedback

Total complaints received per quarter (figures relate to whole departments)



Complaints responded to within 10 working days (target: 90%)

2017/18 Quarter 1	No. rec'd	No. timely	% timely
Commissioning and Customer Contact	39	33	85
Economy and Community Services	6	6	100
Finance	0	0	N/A
Human Resources	0	0	N/A
Property	0	0	N/A
Policy and Performance	0	0	N/A
Resident Services	17	14	82

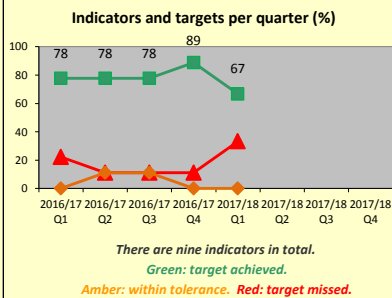
Compliments received during 2017/18 Quarter 1

Commissioning and Customer Contact	44	Economy and Community Services	7
Finance	0	Human Resources	0
Property	0	Policy and Performance	0
Resident Services	16		

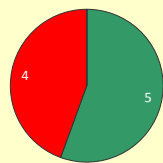
1 complaints were referred to the Local Government Ombudsman during the quarter.

Service Perspective

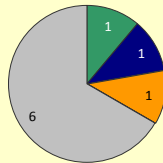
Performance indicators



Indicators improved or deteriorated from 2016/17 Q1



Quartile positions in latest available data



There are nine indicators in total.
Green: target achieved.
Amber: within tolerance. Red: target missed.

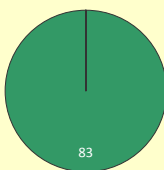
Green: improved. Red: deteriorated. Grey: static or no data.
Green: best 25%. Blue: above median. Amber: below median. Red: worst 25%. Grey: no data.

Summary from the Policy and Performance Team

This scorecard gives an overview of council performance on the Finance and Performance portfolio at the end of the first quarter of 2017/18. Some two-thirds of corporate performance indicators under this portfolio are meeting their targets, and more indicators have improved from this point last year than have deteriorated. Only three of this portfolio's indicators can be compared across authorities, of which two are performing above the national median and one below; this is the same as last quarter. Customer Service Centre performance dipped in June due to two elections placing more demand on staff and training needs for the new telephone system, but performance is expected to be back on target next quarter. The Sittingbourne skatepark project is currently behind schedule due to the delay in the land being transferred to the Council. Budgets and service-plan actions continue to be well managed and no adverse audit opinions were received during the quarter.

Planned actions

Actions in 2017/18 service plans



Green: complete or in progress. Amber: action due this quarter. Red: action overdue. Grey: action cancelled.

Large projects

Income generation	Project intranet site
Project status at end of quarter:	Green
Both: no changes to timescales, budget or quality since last report. And: no future changes to timescales, budget, quality or risks envisaged.	
Sittingbourne skatepark	Project intranet site
Project status at end of quarter:	Amber
Either: minor deviation from timescales, budget or quality since last report. Or: minor future changes to timescales, budget, quality or risks envisaged.	

Mid-Kent ICT performance

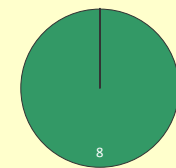
Annual customer satisfaction survey

Satisfaction with Mid-Kent ICT (%)

Year	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21
Satisfaction	69	75	75				

The target is 75% of respondents satisfied or very satisfied.

Indicators and targets 2017/18 Quarter 1



Green: target achieved. Amber: within tolerance. Red: target missed. Grey: no data.

Corporate Perspective

Budget monitoring

At end of 2017/18 Quarter 1	Revenue budget			Capital expenditure	
	Budget 17/18	Projected year-end position		Budget 17/18	Actual spend
Commissioning and Customer Contact	£5,576,800	£304,830 (5%)	Underspend	£623,040	£373,722 (60%)
Economy and Community Services	£2,007,830	£47,450 (2%)	Underspend	£820,750	£543,993 (66%)
Finance	£867,830	£1,270 (0%)	Underspend	£2,500	£0 (0%)
Human Resources	£316,000	£30,000 (9%)	Underspend	£0	£0 (%)
Policy and Performance	£218,310	£9,120 (4%)	Underspend	£0	£0 (%)
Property	£585,320	£36,140 (6%)	Underspend	£0	£0 (%)
Resident Services	£1,161,260	£94,190 (8%)	Overspend	£2,066,990	£343,211 (17%)

Adverse audit opinions

Number of poor or weak control opinions received during 2017/18 Quarter 1: **0**

Where adverse opinions are received, details are provided here.
No adverse opinions were received in 2017/18 Quarter 1.

List of Exceptions for 2017/18 Quarter 1

Finance and Performance

Ref	Title/Description	Why is this red on the scorecard?
Performance indicators		
BV78a	Speed of processing new HB/CTB claims	Red against target (target: 20 days; outturn: 22.6 days). Indicator improved since 2016/17 Q1 (26 days).
BV8	Proportion of invoices paid on time (within 30 days)	Year-on-year deterioration (2016/1 Q1: 99.63%; 2017/18 Q1: 98.05%). Note that this indicator remains Green against the target (97.0%).
BV12a	Working days lost due to sickness absence (long-term)	Red against target (target: 1.05 days; outturn: 1.21 days). Year-on-year deterioration (2016/1 Q1: 0.09 days; 2017/18 Q1: 1.21 days).
BV79b(i)	Percentage of recoverable HB overpayments that are recovered during period	Year-on-year deterioration (2016/17 Q1: 90.5%; 2017/18 Q: 85.7%). Note that this indicator remains Green against the target (75%).
LI/IC/CSC/002	Proportion of abandoned calls.	Red against target (target: 4.3%; outturn: 4.7%).
LI/IC/CSC/004	Percentage of calls to customer contact centre answered in 20 secs.	Red against target (target: 84%; outturn: 75.5%).
LI/IA/004	Audit recommendations implemented.	Red against target (target: 95%; outturn: 89.5%). Year-on-year deterioration (2016/1 Q1: 100%; 2017/18 Q1: 89.5%).
Planned actions		
[No exceptions]		

HOUSING AND WELLBEING

Balanced scorecard report for 2017/18 Quarter 1

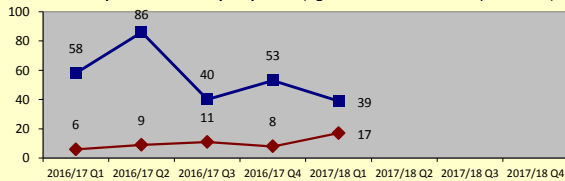


Cabinet Member: Cllr Pugh • Deputy Cabinet Member: Cllr Aldridge

Customer Perspective

Customer feedback

Total complaints received per quarter (figures relate to whole departments)



Complaints responded to within 10 working days (target: 90%)

2017/18 Quarter 1	No. rec'd	No. timely	% timely
Resident Services	17	14	82
Commissioning and Customer Contact	39	33	85

One complaint was referred to the Local Government Ombudsman during the quarter.

Compliments received during 2017/18 Quarter 1

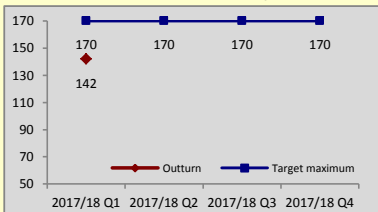
Resident Services	16
Commissioning and Customer Contact	44

Summary from the Policy and Performance Team

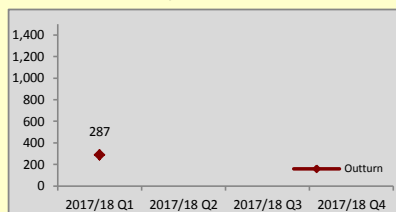
This scorecard gives an overview of council performance on the Housing and Wellbeing portfolio at the end of the first quarter of 2017/18. While the number of households in temporary accommodation increased throughout 2016/17 to an all time high of 190, the rate dropped in the first quarter of this year to its lowest point for three quarters. This is certainly a welcome respite, but in view of the ongoing nature of the national and local issues which are driving the volatility of demand for homelessness services and making it more difficult to move households out of temporary accommodation, it is by no means certain at this stage that the worst is behind us, a point which is reflected in the budget forecast for the Resident Services team. Complaint numbers under this portfolio remain low, but timeliness in responding to them is slightly adrift of target. One adverse audit opinion for the Leisure Service Contract was received under this portfolio during the quarter, with the project continuing to experience minor issues. Service-plan actions continue to be well managed.

Service Perspective

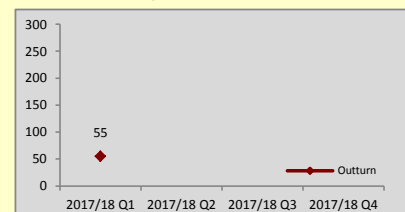
Number of households in temporary accommodation at end of quarter



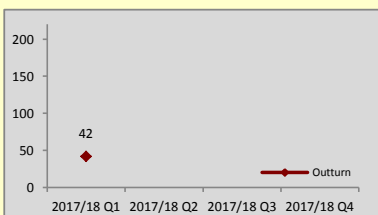
Number of new prevention cases opened (cumulative)



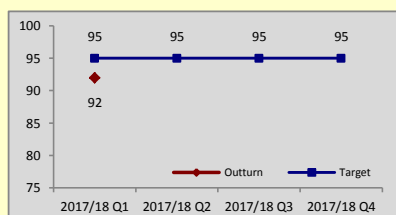
Number of households prevented from becoming homeless (cumulative)



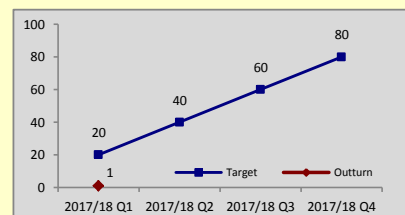
Number of DFG grants completed (cumulative)



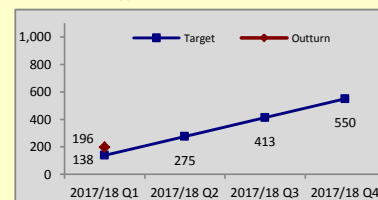
Enforcement action responses within seven working days (%)



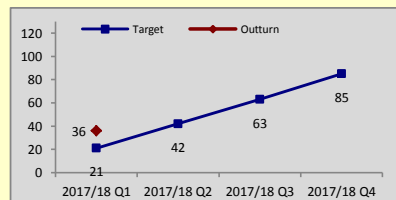
Number of long-term empty homes brought back into use (cumulative)



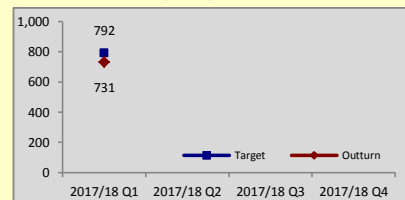
Number of jobs completed under the handyperson scheme (cumulative)



Gross number of affordable homes delivered (cumulative)



Active Swale 4 U (health trainers programme) Number of participants (cumulative)



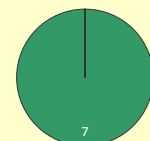
Corporate Perspective

Revenue budget

At end of 2017/18 Quarter 1	Budget 17/18	Projected year-end position
Resident Services	£1,161,260	£94,190 (8%) Overspend
Commissioning and Customer Contact	£5,576,800	£304,830 (5%) Underspend

Planned actions

Actions in 2017/18 Service Plans
Green: complete or in progress. Amber: action due this quarter. Red: action overdue. Grey: action cancelled



Capital expenditure

At end of 2017/18 Quarter 1	Budget 17/18	Actual spend
Resident Services	£2,066,990	£343,211 (17%)
Commissioning and Customer Contact	£623,040	£373,722 (60%)

Large projects

Leisure contract replacement	Project intranet site
Project status at end of quarter:	Amber
Either: minor deviation from timescales, budget or quality since last report. Or: minor future changes to timescales, budget, quality or risks envisaged.	
Sittingbourne skatepark	Project intranet site
Project status at end of quarter:	Amber
Either: minor deviation from timescales, budget or quality since last report. Or: minor future changes to timescales, budget, quality or risks envisaged.	

Adverse audit opinions

Number of poor or weak control opinions received during 2017/18 Quarter 1:

Details of adverse opinions: Leisure Centre Contract (weak controls opinion)

**List of Exceptions for 2017/18 Quarter 1
Housing and Wellbeing**

Ref	Title/Description	Why is this red on the scorecard?
Performance indicators		
NI 156	Number of households living in temporary accommodation.	Year-on-year deterioration (2016/17 Q1: 113 households; 2017/18 Q1: 142 households). Worst quartile nationally (National 25th percentile: >70 households).
LI/HS/001	Number of long term empty homes brought back into use	Red against target (target: 20 homes; outturn: 1 home). Year-on-year deterioration (2016/17 Q1: 17 homes; 2017/18 Q1: 1 home).
Planned actions		
[No exceptions]		

PLANNING SERVICES

Balanced scorecard report for 2017/18 Quarter 1

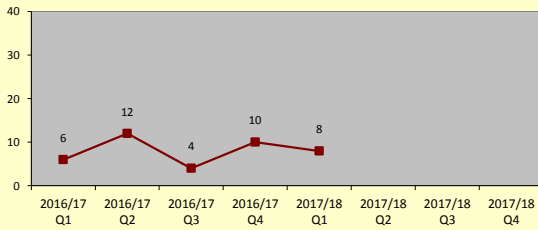


Cabinet Member: Cllr Lewin • Deputy Cabinet Member: Cllr Mulhern

Customer Perspective

Customer feedback

Total complaints received per quarter



Complaints responded to within 10 working days (target: 90%)

2017/18 Quarter 1	No. rec'd	No. timely	% timely
Development Services	8	7	88

No complaints were referred to the Local Government Ombudsman during the quarter.

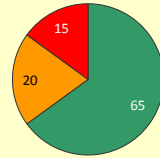
Self-build and custom housebuilding register

Number of applicants on the register at the end of each quarter

16/17 Q1	16/17 Q2	16/17 Q3	16/17 Q4	17/18 Q1	17/18 Q2	17/18 Q3	17/18 Q4
6	5	9	17	22			

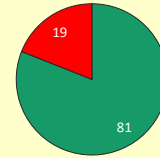
Planning customer satisfaction survey 2014 (survey runs every three years)

Overall how would you rate the Planning Service? (%)



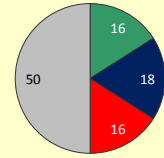
Green: good or very good. Amber: fair. Red: poor or very poor. Based on 212 responses.

How satisfied are you with service in the last 18 months?



Green: very or fairly satisfied. Red: very or fairly dissatisfied. Based on 210 responses.

How does Swale compare to other planning authorities? (%)



Green: Swale better. Blue: Both the same. Red: Swale worse. Grey: Don't know. 159 responses.

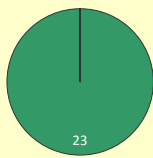
Summary from the Policy and Performance Team

This scorecard gives an overview of council performance on the Planning Services portfolio at the end of the first quarter of 2017/18. Whilst six of the eight corporate performance indicators deteriorated from Q1 2016/17, it should be recognised that last years Q1 performance was particularly strong: whilst in this quarter only one indicator did not achieve target and the percentage of indicators that are comparable with the best quartile performance range increased from 50% to 75%. Complaints were down slightly this quarter and timeliness for responding to them was just below the target level. Performance on planning enforcement timeliness dropped in this quarter due to a combination of annual leave, sickness and recruitment challenges. For more information on budget monitoring further detail is available in the Financial Management Report April-June 2017

Service Perspective

Planned actions

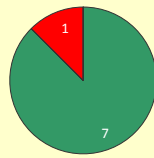
Actions in 2017/18 service plans



Green: complete or in progress. Amber: action due this quarter. Red: action overdue. Grey: action cancelled.

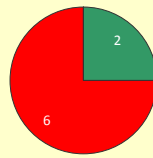
All corporate performance indicators

Indicators and targets (RAG)



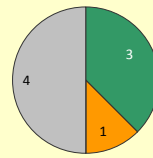
Green: target achieved. Amber: within tolerance. Red: target missed. Grey: no data or no target.

Indicators improved or deteriorated from 2016/17 Q1



Green: improved. Red: deteriorated. Grey: static or no comparator data.

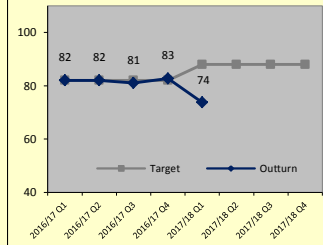
Indicator quartile positions in latest available data



Green: best 25%. Blue: above median. Amber: below median. Red: worst 25%. Grey: no data.

Planning enforcement

Cases where complainant is informed of outcome within 21 days (%)



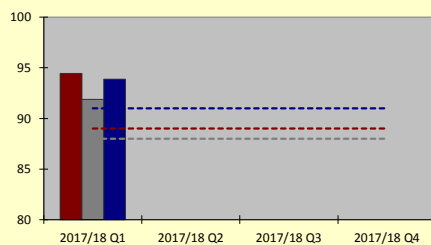
Housing land supply

Five-year supply at 11/2016

	Dwellings
Five-year requirement*	4,192
Supply to 2020/21:	4,492
Equivalent years of supply:	5.4
Supply as proportion of requirement:	107.2%

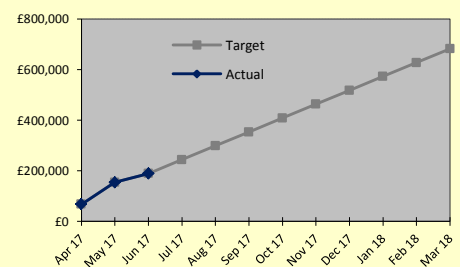
*As per the Liverpool calculation, the requirement consists of the Local Plan requirement, plus recovery of shortfall to date, plus a 5% buffer.

Timeliness of processing applications



Percentage processed in 13 weeks (majors) or eight weeks (minors/others). Brown: majors. Grey: minors. Blue: others. Dashes: targets. Bars: outturns.

Planning fee income 2017/18



Corporate Perspective

Budget monitoring

At end of 2017/18 Quarter 1	Revenue budget		Capital expenditure	
	Budget 17/18	Projected year-end position	Budget 17/18	Actual spend
Development Services	£962,190	£83,530 (9%) Overspend	£0	£0 (%)

Adverse audit opinions

Number of poor or weak control opinions received during 2017/18 Quarter 1: 0

Where adverse opinions are received, details are provided here. No adverse opinions were received in 2017/18 Quarter 1.

Large projects

Community Infrastructure Levy <http://sbcintranet/projects/Local%20devel>
Project status at end of quarter: Green
Both: no changes to timescales, budget or quality since last report. And: no future changes to timescales, budget, quality or risks envisaged.

Neighbourhood planning

Neighbourhood plans adopted: 1

Absolute number of plans adopted and in development since 2011/12

Local Plan <http://sbcintranet/projects/Local%20devel>
Project status at end of quarter: Green
Both: no changes to timescales, budget or quality since last report. And: no future changes to timescales, budget, quality or risks envisaged.

**List of Exceptions for 2017/18 Quarter 1
Planning Services**

Ref	Title/Description	Why is this red on the scorecard?
Performance indicators		
LI/DC/DCE/007	Planning Enforcement - Informing complainant within 21 days	Red against target (target: 88%; outturn: 73.8%). Year-on-year deterioration (2016/17 Q1: 82%; 2017/18 Q1: 73.8%).
LI/DC/DCE/004	Percentage of delegated decisions (officers)	Improved from worst quartile nationally (Swale: 92.71%; national 25th percentile: 91%).
LI/LS/LCC01	Percentage of all local land searches completed in five working days	Year-on-year deterioration (2016/17 Q1: 100%; 2017/18 Q1: 99.37%). Note that this indicator is Green against target (95%)
BV109a NI 157a	Processing of planning applications: major applications (within 13 weeks)	Year-on-year deterioration (2016/17 Q1: 100%; 2017/18 Q1: 94.44%). Note that this indicator is Green against target (89%)
BV109c NI 157c	Processing of planning applications: other applications (within 8 weeks)	Year-on-year deterioration (2016/17 Q1: 97.96; 2017/18 Q1: 93.88%). Note that this indicator is Green against target (91%)
LI/TBC/02	Proportion of major planning applications overturned at appeal	Year-on-year deterioration (2016/17 Q1: 0%; 2017/18 Q1: 5.56%). Note that this indicator is Green against target (10%)
LI/DC/DCE/006	Proportion of planning applications refused	Year-on-year deterioration (2016/17 Q1: 12%; 2017/18 Q1: 14.24%). Note that this indicator is Green against target (15%)
Planned actions		
[No exceptions]		

REGENERATION

Balanced scorecard report for 2017/18 Quarter 1

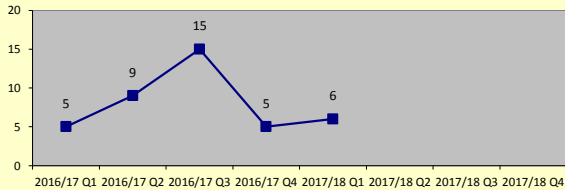


Cabinet Member: Cllr Cosgrove • Deputy Cabinet Member: Cllr Hunt

Customer Perspective

Customer feedback

Total complaints received per quarter (figures relate to whole departments)



Economy and Community Services

Complaints responded to within 10 working days (target: 90%)

2017/18 Quarter 1	No. rec'd	No. timely	% timely
Economy and Community Services	6	6	100

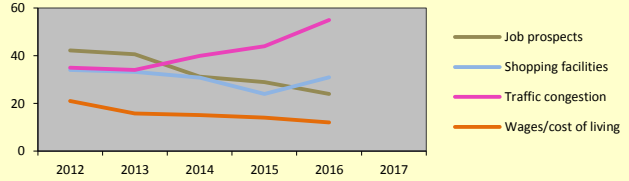
No complaints were referred to the Local Government Ombudsman during the quarter.

Complaints received during 2017/18 Quarter 1

Economy and Community Services	7
--------------------------------	---

Local area perception survey 2016

Regeneration-related features of local life most in need of improvement (% of respondents)



Summary from the Policy and Performance Team

This scorecard gives an overview of council performance and wider demographic information on the Regeneration portfolio at the end of the first quarter of 2017/18. As with all the scorecards, it is focused on areas of the portfolio which can be managed quantitatively rather than, for example, large bespoke projects. The number of enquiries to the business support service has dropped as a positive result of streamlining the service using the website and online chat facilities, while total business rates due for the year increased by nearly £1m in the last quarter and is nearly £400k higher than the equivalent period last year. No adverse audit opinions were received under this portfolio during the quarter and budgets and service plan actions continue to be well managed.

Service Perspective

Planned actions

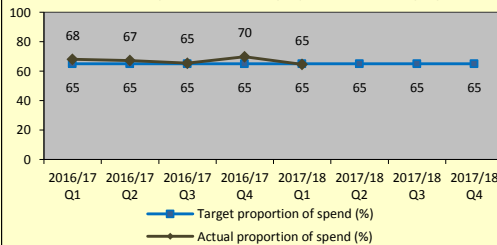
Actions in 2017/18 service plans



Green: complete or in progress. Amber: action due this quarter. Red: action overdue. Grey: action cancelled.

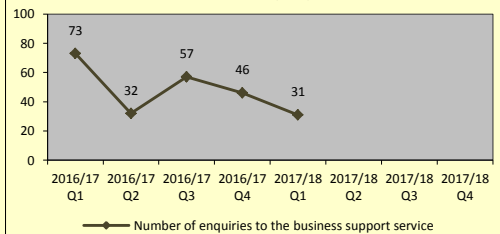
Local procurement

Proportion of council spend with businesses whose HQ is in Swale or which are a significant local employer (≥30 local employees)



Business support

Number of enquiries to the business support service (absolute number per quarter)



Corporate Perspective

Revenue budget

At end of 2017/18 Quarter 1	Budget 17/18	Projected year-end position
Economy and Community Services	£2,007,830	£47,450 (2%) Underspend

Capital expenditure

At end of 2017/18 Quarter 1	Budget 17/18	Actual spend
Economy and Community Services	£820,750	£543,993 (66%)

Adverse audit opinions

Number of poor or weak control opinions received during 2017/18 Quarter 1: **0**

Where adverse opinions are received, details are provided here.

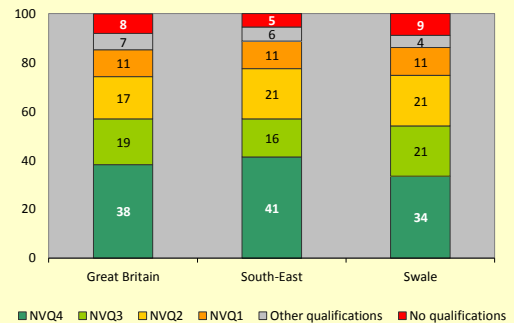
No adverse opinions were received in 2017/18 Quarter 1.

Portfolio Perspective: Business and Skills

Swale skills profile

Proportion of workforce by NVQ qualification level (%)

Data from January 2017



Large projects

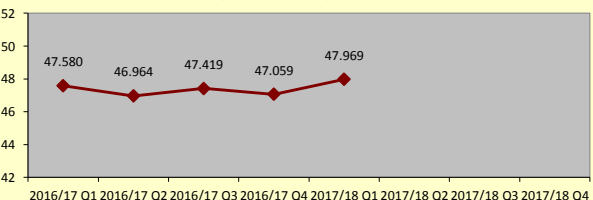
Sittingbourne Town Centre <http://sbcintranet/projects/Sittingbourne%20T>

Project status at end of quarter: **Amber**

Either: minor deviation from timescales, budget or quality since last report.
Or: minor future changes to timescales, budget, quality or risks envisaged.

Rateable business growth

Net total business rates due for the year, adjusted quarterly for new and deleted liabilities (£m)



List of Exceptions for 2017/18 Quarter 1 Regeneration		
Ref	Title/Description	Why is this red on the scorecard?
Performance indicators		
LI/PRO/03	Proportion of spend with businesses whose HQ is in Swale or which are a significant local employer	Year-on-year deterioration (2016/17 Q1: 68%; 2017/18 Q1: 64.56%). Note that this indicator is Amber against target (65%).
Planned actions		
[No exceptions]		

SAFER FAMILIES AND COMMUNITIES

Balanced scorecard report for 2017/18 Quarter 1

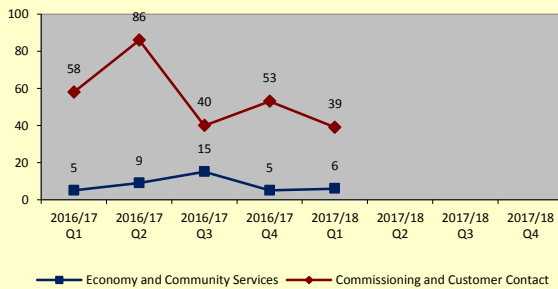


Cabinet Member: Cllr Horton • Deputy Cabinet Member: Cllr Hampshire

Customer Perspective

Customer feedback

Total complaints received per quarter (figures relate to whole departments)



Complaints responded to within 10 working days (target: 90%)

2017/18 Quarter 1	No. rec'd	No. timely	% timely
Economy and Community Services	6	6	100
Commissioning and Customer Contact	39	33	85

Local Government Ombudsman complaints

1 complaints were referred to the Local Government Ombudsman during the quarter.

Compliments received during 2017/18 Quarter 1

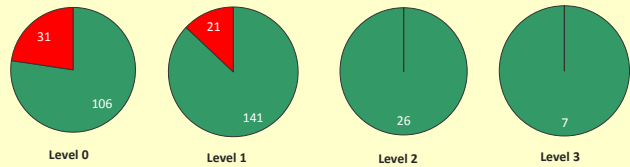
Economy and Community Services	7
Commissioning and Customer Contact	44

Safeguarding Perspective

Safeguarding training

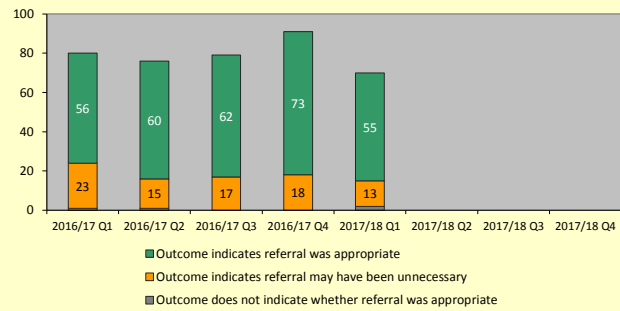
Staff up to date with mandatory training (by safeguarding role level)

Figures are absolute numbers of staff. Green: number up to date. Red: Number not up to date.



Safeguarding referrals

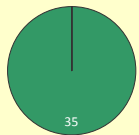
Safeguarding referrals made by SBC to external agencies (per quarter)



Service Perspective

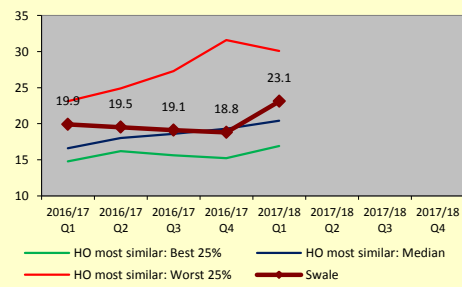
Planned actions

Actions in 2017/18 service plans

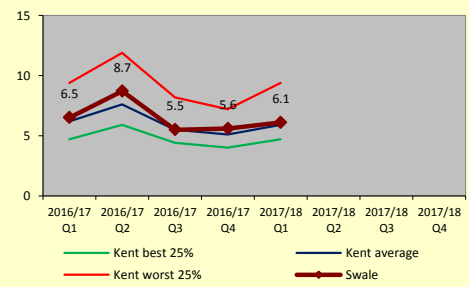


Green: complete or in progress. Amber: action due this quarter. Red: action overdue. Grey: action cancelled.

All crime per 1,000 population



Antisocial behaviour incidents per 1,000 population

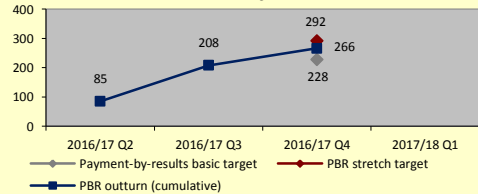


Corporate Perspective

Revenue budget

At end of 2017/18 Quarter 1	Budget 17/18	Projected year-end position
Economy and Community Services	£2,007,830	£47,450 (2%) Underspend
Commissioning and Customer Contact	£5,576,800	£304,830 (5%) Underspend

Troubled families



Capital expenditure

At end of 2017/18 Quarter 1	Budget 17/18	Actual spend
Economy and Community Services	£820,750	£543,993 (66%)
Commissioning and Customer Contact	£623,040	£373,722 (60%)

Summary from the Policy and Performance Team

This scorecard gives an overview of council performance on the Safer Families and Communities portfolio at the end of the first quarter of 2017/18. The proportion of relevant staff up-to-date with mandatory safeguarding training increased to 81% in the quarter which is particularly good given that the minimum amount of training for Levels 0 and 1 increased recently; nonetheless, the drive to ensure 100% compliance continues. The number of safeguarding referrals is back to its Q1 level last year, while the number of potentially unnecessary referrals is considerably down on that point, suggesting an improved understanding of what constitutes an appropriate referral. Antisocial behaviour incidents continue to track the Kent average, whilst the all-crime figure continues to be a challenge nationally given the ongoing changes to the crime recording system. No adverse audit opinions were received under this portfolio during the quarter, and budgets and service-plan actions continue to be well managed.

Adverse audit opinions

Number of poor or weak control opinions received during 2017/18 Quarter 1: 0

Where adverse opinions are received, details are provided here.

No adverse opinions were received in 2017/18 Quarter 1.

List of Exceptions for 2017/18 Quarter 1
Safer Families and Communities

Ref	Title/Description	Why is this red on the scorecard?
Performance indicators		
CSP/0001	All crime per 1,000 population	Red against target (target: 77.2 crimes ; outturn: 80 crimes). Year-on-year deterioration (2016/17 Q1: 73.6 crimes). (Note: Crime figures on the scorecard are provided on a discrete quarterly basis for ease of visual comprehension, but the corporate performance indicator is based on rolling years.)
Planned actions		
[No exceptions]		

OVERVIEW AND SCRUTINY LOG OF RECOMMENDATIONS



Cttee	Review title	Rec #	Summary of recommendation	Status	Head of service	Implementation target date	Notes
Scrutiny	STC Regeneration	3	That a monthly update to questions, in a format to be agreed in conjunction with the Scrutiny Committee Chairman and Policy and Performance Officer, be provided by the Cabinet Member for Regeneration to all Members in the form of a bulletin.	Accepted	E.Wiggins	Ongoing	Cabinet's response was: "Cabinet agree on the principle of regular updating to members, in a standard 'bulletin' format to be agreed. However, monthly updating is not considered reasonable, and instead reporting every two months, shortly after the STC Project Board meeting, is considered to be more practicable. These can be timed to coincide with the regular face-to-face updates for Group Leaders that the Cabinet Member has agreed to continue." Updates provided to Scrutiny Committee - alternatively in person and through a written report at each meeting. A further briefing for all Members is being prepared to explain the details of the Phase 2 roadworks.
Scrutiny	Leisure and tourism	1	Promotion and marketing - to commit a minimum of £25,000 to the tourism base budget to allow for substantial marketing and promotion of Swale as a tourist destination	Pending	C.Hudson	Ongoing	A Visitor Economy Strategy (VES) is currently being developed and will identify tourism priorities and make budget recommendations. The VES has been put back to the February 2018 Cabinet but the Policy Development and Review Committee are due to consider the VES before approval by Cabinet.
Scrutiny	Leisure and tourism	2	Promotion and marketing - to agree an objective of growing Swale tourism by 5 – 10% over the next four years	Pending	C.Hudson	Ongoing	Visitor Economy Strategy will set out target market segments in conjunction with industry
Scrutiny	Leisure and tourism	3	Promotion and marketing - to consider as part of the future tourism plans the best forms of branding of Swale	Accepted	C.Hudson	Ongoing	To be included as part of the work to be undertaken on the Visitor Economy Strategy
Scrutiny	Leisure and tourism	4	Visitors and local infrastructure - SBC should identify and provide sufficient coach parking in convenient locations to meet the demands of all visitors to Swale	Accepted	C.Hudson	Ongoing	Internal discussions with parking team underway on this critical issue
Scrutiny	Leisure and tourism	5	Visitors and local infrastructure - SBC should work closely with tourist attractions to ensure the Borough has a comprehensive coverage of up to date "brown tourist signs", including on strategic routes	Accepted	C.Hudson	Ongoing	Technical help is provided to visitor attractions through Visit Swale and Visit Kent using national visitor guidance and will continue
Scrutiny	Leisure and tourism	6	Visitors and local infrastructure - provision of more local signs	Accepted	C.Hudson	Ongoing	Will be reviewed as part of Visitor Economy Strategy
Scrutiny	Leisure and tourism	7	Visitors and local infrastructure - consideration given to whether the funding of these signs could be supported by SBC, either through a new fund, Member grants, Section 106 grants or a combination of these	Accepted	C.Hudson	Ongoing	Will be reviewed as part of Visitor Economy Strategy
Scrutiny	Leisure and tourism	8	Visitors and local infrastructure - SBC should make sustained efforts to influence KCC Highways and Highways England to fulfil their responsibilities to keep roads clean, and do the same with Network Rail in relation to the approaches to local stations	Accepted	C.Hudson	Ongoing	Establish high level tourism stakeholder group to monitor Visitor Economy Strategy including external drivers impacting on tourism, leisure and hospitality
Scrutiny	Leisure and tourism	9	Working with the local tourism sector - that SBC facilitates the establishment of collaborative groups preferably led by the private sector and/or voluntary sector	Pending	C.Hudson	Ongoing	This is a model that has worked well in other LA areas where Visitor Economy Strategies and/or Destination Management Plans have been developed
Scrutiny	Leisure and tourism	10	Working with the local tourism sector - that SBC establishes a challenge fund of £3,000 to support new activities or events	Pending	C.Hudson	Ongoing	Will be reviewed as part of Visitor Economy Strategy
Scrutiny	Leisure and tourism	11	Research and intelligence - to conduct a full economic assessment of tourism in Swale. It is understood that this has been arranged to cover 2015 using "Destination Research". This should be repeated strictly every three years which has not recently been met	Accepted	C.Hudson	Ongoing	Model has been run based on 2015 data and the Visitor Economy Strategy will contain performance measures including volume and value data: noted requirement for performance monitoring every three years
Scrutiny	Leisure and tourism	12	Research and intelligence - additionally extra information should be sought from useful reports available on the tourism market	Accepted	C.Hudson	Ongoing	Council is in membership of Visit Kent and British Destinations Association and has access to tourism research and data on demand. The services of these and other agencies will be used in the preparation of the Visitor Economy Strategy

Scrutiny	Leisure and tourism	13	Research and intelligence - to make contact with several other similar Boroughs to develop a benchmarking programme to seek the best ways of increasing the economic and cultural effects of tourism. A minimum of £2,000 pa should be set aside for research	Accepted	C.Hudson	Ongoing	Districts meet twice a year through Visit Kent and the matter can be considered through this Forum
Scrutiny	Leisure and tourism	14	Financial and other support to the sector - SBC to proactively assist local tourist organisations to find and bid for grants to increase tourism	Pending	C.Hudson	Ongoing	Noted
Scrutiny	Leisure and tourism	15	Financial and other support to the sector - consider the creation and promotion of a challenge fund worth around £5,000, subject to future review, which local tourism businesses could bid for		C.Hudson	Ongoing	State Aid rules may apply and a review will be undertaken to see how/if this might be best achieved
Scrutiny	Leisure and tourism	16	Financial and other support to the sector - that SBC increases the availability of officer time to ensure the best possible potential achievement of all the recommendations made by the Scrutiny Committee		C.Hudson	Ongoing	Will be reviewed as part of the Visitor Economy Strategy
Scrutiny	Housing Services	1	Cabinet should consider what more the Council can do to help housing associations to provide more affordable and social housing in Swale	Accepted	A.Christou	Ongoing	Cabinet's response: Agreed. The council works in close partnership with these key organisations, meeting regularly, and supporting funding bids for their homes with the Homes and Communities Agency National Affordable Housing Programme. As the scrutiny committee review report confirms, the operating landscape of social housing providers is changing, and it has become more challenging for them to provide the level of affordable rented housing that is needed within the borough. Housing association Boards are now taking difficult decision to focus more greatly on shared ownership housing, than rented housing, due to viability of house building schemes and the requirement of the lenders. This does not accord with Swale local plan requirements, or the needs of local residents and this will be fully considered within the development of the upcoming housing and homelessness strategy for Swale.
Scrutiny	Housing Services	2	Cabinet should consider ways to provide housing associations a closer role in planning applications for housing developments, e.g. by routinely consulting them	Accepted	A.Christou	Ongoing	Cabinet's response: Agreed. Housing associations partners are engaged in the development of the local plan, and consulted in all relevant planning policies as well as discussions on a site by site basis, as housing developments come forward. We will continue to seek additional ways to provide a closer role where possible and appropriate.
Scrutiny	Housing Services	3	Cabinet considers whether it should make further capital investments into selective housing stock	Rejected	A.Christou	Complete	Cabinet's response: The Council has agreed an investment strategy for the Council that has two criteria; financial return and strategic impact particularly from a regeneration perspective. Further investment in housing stock does not meet those objectives and there are more cost effective ways of securing alternative accommodation that buying stock eg the Council's arrangement for use a number of Optivo properties. The main focus of the Housing Options team remains on preventing homelessness and thereby reducing the need for use of temporary accommodation.
Scrutiny	Housing Services	4	Cabinet considers whether the Council is doing enough to alleviate social housing pressures, and whether Swale should follow the lead of other councils and adopt a less risk adverse approach to property acquisition	Rejected	A.Christou	Complete	Cabinet's response: Each Council is in a different financial position; for example some councils take no New Homes Bonus (NHB) into the base budget, which allows them to either buy properties direct or use the NHB to fund debt costs. This Council does take New Homes Bonus into the base and without that would have to find £2.7m of savings to fund this loss of funding annually. There is no scope within either the revenue or capital budget for further acquisition of properties.
Scrutiny	Housing Services	5	That the Housing Team, supported by the Cabinet Member for Housing and Wellbeing, bid for capital funding should any empty properties become available that owners agree to let the Council use	Accepted	A.Christou	Ongoing	Cabinet's response: Agreed. The Council supports owners and landlords to secure cost-effective loans to renovate properties to bring back to use with some success. If and when such properties become available, the council will take a proactive approach, including where possible bidding for funds to make best use of the property to meet local needs.
Scrutiny	Housing Services	6	Cabinet should consider whether the residency criteria (i.e. living in Swale for four years out of five) in Swale's housing allocations policy is a help or hindrance towards helping those in housing need, and if the latter, whether the policy should be	Accepted	A.Christou	Ongoing	Cabinet's response: Agreed. With the soon to be implemented Homelessness Reduction Act, and recent case law affecting Reasonable Preference requirements the allocations policy does require a full review, and this will begin by December 2017.
Scrutiny	Housing Services	7	That Cabinet can be encouraged to write to the Secretary of State for Communities and Local Government drawing attention to the severe pressure Swale was facing in housing homeless families	Accepted	A.Christou	Ongoing	Cabinet's response: Agreed.
Key to status							
	Pending: Awaiting cabinet decision on whether to accept or reject.						
	Rejected: Recommendation not accepted by cabinet.						
	Accepted: Recommendation accepted, still within target date for implementation.						
	Implemented: Recommendation accepted, implementation complete.						

Overdue: Recommendation accepted, target date for implementation exceeded.					

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

December 2017 - March 2018

Notes:

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

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

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

Councillor Andrew Bowles - Leader

Councillor Gerry Lewin – Deputy Leader and Cabinet Member for Planning

Councillor Duncan Dewar-Whalley - Cabinet Member for Finance and Performance

Councillor Mike Cosgrove - Cabinet Member for Regeneration

Councillor David Simmons – Cabinet Member for Environment and Rural Affairs

Councillor Alan Horton – Cabinet Member for Safer Families and Communities

Councillor Ken Pugh – Cabinet Member for Housing and Wellbeing

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

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

Item	Decision item and background information	Decision maker, date of meeting	Key Decision	Will the report be exempt or have any exempt appendices?	List of the documents submitted to the decision maker	Lead Member and Lead Officer
	<p>Street Markets - Contract Extension</p> <p>Contract award made on 3 +2 years - to seek approval to extend to allow continuous market operation for two years.</p>	<p>Cabinet 6 December 2017</p>	<p>Non-Key This is not a key decision because is it not likely to result in the local authority incurring expenditure or savings in excess of £100,000 or to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.</p>	<p>Open</p>		<p>Cabinet Member for Regeneration</p> <p>Lyn Newton</p>
	<p>Civil Enforcement Contract Tender Award</p>	<p>Cabinet 6 December 2017</p>	<p>Key It is likely to result in the</p>	<p>Open</p>		<p>Cabinet Member for Safer Families and Communities</p>

Item	Decision item and background information	Decision maker, date of meeting	Key Decision	Will the report be exempt or have any exempt appendices?	List of the documents submitted to the decision maker	Lead Member and Lead Officer
	To consider the Civil Enforcement Contract Tender Award.		Council incurring expenditure above £100,000 or the making of savings which are, significant having regard to the local authority's budget for the service or function to which the decision relates.			Martyn Cassell
	<p>Financial Management Report April to September 2017</p> <p>This report shows the revenue and capital projected outturn for 2017/18 as at the end of period 6, covering the period from April to September 2017.</p>	Cabinet 6 December 2017	Non-Key This is not a key decision as it is for information only.	Open		<p>Cabinet Member for Finance and Performance</p> <p>Nick Vickers</p>

Item	Decision item and background information	Decision maker, date of meeting	Key Decision	Will the report be exempt or have any exempt appendices?	List of the documents submitted to the decision maker	Lead Member and Lead Officer
	<p>Medium Term Financial Plan and 2018/19 Budget</p> <p>This report sets-out the Council's Medium Term Financial Plan and proposals for the 2018/19 Budget.</p>	Cabinet 6 December 2017	<p>Non-Key</p> <p>This is not a key decision as it will be considered and decided by full Council.</p>	Open		<p>Cabinet Member for Finance and Performance</p> <p>Nick Vickers</p>
	<p>Cabinet Delegated Decision</p> <p>Date of meeting to be confirmed.</p> <p>Sale of land adj. 1 East Green, Kemsley.</p> <p>This report seeks approval for the sale of a small parcel of land to the adjoining owner on the terms provisionally agreed.</p>	Cabinet	<p>Non-Key</p> <p>This is not a key decision because is it not likely to result in the local authority incurring expenditure or savings in excess of £100,000 or to be significant in terms of its effects on communities living or working in an area comprising two or more wards</p>			<p>Cabinet Member for Finance and Performance</p> <p>Kent Parker</p>

Item	Decision item and background information	Decision maker, date of meeting	Key Decision	Will the report be exempt or have any exempt appendices?	List of the documents submitted to the decision maker	Lead Member and Lead Officer
			or electoral divisions in the area of the local authority.			
	<p>Sale of Land at Minster Cliffs Estate</p> <p>This report seeks approval for the sale of land to be developed for housing subject to planning permission and on the terms provisionally agreed.</p>	<p>Cabinet 10 January 2018</p>	<p>Key It is likely to result in the Council incurring expenditure above £100,000 or the making of savings which are, significant having regard to the local authority's budget for the service or function to which the decision relates.</p>	<p>Part exempt</p>		<p>Cabinet Member for Finance and Performance</p> <p>Kent Parker</p>
	<p>Minutes of the South Thames Gateway Building Control Joint Committee held on 7 December 2017</p>	<p>Cabinet 10 January 2018</p>	<p>Non-Key This is not a key decision because is it</p>	<p>Open</p>		<p>Cabinet Member for Planning</p> <p>James Freeman</p>

Item	Decision item and background information	Decision maker, date of meeting	Key Decision	Will the report be exempt or have any exempt appendices?	List of the documents submitted to the decision maker	Lead Member and Lead Officer
			not likely to result in the local authority incurring expenditure or savings in excess of £100,000 or to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.			
	Minutes of the Swale Joint Transportation Board meeting held on 18 December 2017	Cabinet 10 January 2018	Non-Key This is not a key decision because is it not likely to result in the local authority incurring	Open		Cabinet Member for Regeneration

Item	Decision item and background information	Decision maker, date of meeting	Key Decision	Will the report be exempt or have any exempt appendices?	List of the documents submitted to the decision maker	Lead Member and Lead Officer
			expenditure or savings in excess of £100,000 or to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.			
	<p>Visitor Economy Strategy</p> <p>This sets-out priority actions for the tourism sector in Swale from 2017 to 2020.</p>	<p>Cabinet 7 February 2018</p>	<p>Key It is likely to result in the Council incurring expenditure above £100,000 or the making of savings which are, significant having regard</p>	<p>Open</p>		<p>Cabinet Member for Regeneration</p> <p>Lyn Newton</p>

Item	Decision item and background information	Decision maker, date of meeting	Key Decision	Will the report be exempt or have any exempt appendices?	List of the documents submitted to the decision maker	Lead Member and Lead Officer
			to the local authority's budget for the service or function to which the decision relates.			
	<p>Treasury Management Strategy Statement and Investment Strategy 2018/19</p> <p>This report sets-out and seeks approval of the proposed Treasury Management Strategy and Investment Strategy for the Council in 2018/19. It will be proposed to Council at the meeting on 21 February 2018.</p>	Cabinet 7 February 2018	Non-Key This is not a key decision as it will be considered and decided by full Council.	Open		Cabinet Member for Finance and Performance Nick Vickers
	<p>Medium Term Financial Plan and 2018/19 Budget</p> <p>This report sets-out the Council's Medium Term Financial Plan and</p>	Cabinet 7 February 2018	Non-Key This is not a key decision as it will be considered and decided	Open		Cabinet Member for Finance and Performance Nick Vickers

Item	Decision item and background information	Decision maker, date of meeting	Key Decision	Will the report be exempt or have any exempt appendices?	List of the documents submitted to the decision maker	Lead Member and Lead Officer
	proposals for the 2018/19 Budget.		by full Council.			
	<p>Financial Management Report: April - December 2017</p> <p>This report shows the revenue and capital projected outturn for 2017/18 as at the end of period 9, covering the period from April to December 2017.</p>	Cabinet 7 March 2018	<p>Non-Key This is not a key decision because is it not likely to result in the local authority incurring expenditure or savings in excess of £100,000 or to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.</p>	Open		<p>Cabinet Member for Finance and Performance</p> <p>Nick Vickers</p>

Item	Decision item and background information	Decision maker, date of meeting	Key Decision	Will the report be exempt or have any exempt appendices?	List of the documents submitted to the decision maker	Lead Member and Lead Officer
	Minutes of the Local Development Framework Panel held on 8 February 2018	Cabinet 7 March 2018	Non-Key This is not a key decision as the making and adoption of the LDF will ultimately be considered and decided by full Council.	Open		Cabinet Member for Planning Gill Harris
	Minutes of the Swale Joint Transportation Board meeting held on 19 March 2018	Cabinet 23 May 2017	Non-Key This is not a key decision because is it not likely to result in the local authority incurring expenditure or savings in excess of £100,000 or to be significant in terms of its effects on communities living or working in an area	Open		Cabinet Member for Regeneration

Item	Decision item and background information	Decision maker, date of meeting	Key Decision	Will the report be exempt or have any exempt appendices?	List of the documents submitted to the decision maker	Lead Member and Lead Officer
			comprising two or more wards or electoral divisions in the area of the local authority.			
	Minutes of the South Thames Gateway Building Control Joint Committee held on 15 March 2018	Cabinet 23 May 2018	Non-Key This is not a key decision because is it not likely to result in the local authority incurring expenditure or savings in excess of £100,000 or to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the	Open		Cabinet Member for Planning James Freeman

Item	Decision item and background information	Decision maker, date of meeting	Key Decision	Will the report be exempt or have any exempt appendices?	List of the documents submitted to the decision maker	Lead Member and Lead Officer
			area of the local authority.			

Scrutiny Committee work programme - 2017/18

Review title	Reviewers	Status	15-Nov	11-Jan	25-Jan	28-Feb	22-Mar
Quarterly budget monitoring	Committee	Live			2nd Qtr		3rd Qtr
Quarterly performance monitoring	Committee	Live	1st Qtr	2nd Qtr			3rd Qtr
Scrutiny of 2018/19 Budget proposals	Committee	Live			√		
Scrutiny of 2018/19 Fees and Charges proposals	Committee	Live	√				
STC update - Cabinet Member and officers present	Committee	Live		√			√
STC update - written report only	Committee	Live	√			√	
Development Management	Task and Finish Group	Live					√
Planning Enforcement	Committee	Live	√			√	
Presentation by waste team	Committee	Live				√	
Non STC regeneration activity	Task and Finish Group	Not scoped					
CCTV	Task and Finish Group	Not scoped					

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