

## AGENDA

### SCRUTINY COMMITTEE MEETING

Date: Wednesday, 7 November 2018

Time: 7.00pm

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

Membership:

Councillors Mike Baldock, Bobbin, Lloyd Bowen (Chairman), Roger Clark, Derek Conway, Mike Dendor (Vice-Chairman), Mick Galvin, Mike Henderson, Ken Ingleton, George Samuel, Ben Stokes, Lynd Taylor and Roger Truelove.

Quorum = 4

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Pages

#### 1. Emergency 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 3 October 2018 (Minute Nos. 255 - 263) as a correct record. [Minutes](#)

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. Scrutiny of Fees and Charges Proposals

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The Committee is asked to consider the proposals.

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

6. Performance Monitoring Report

67 - 80

The Committee is asked to consider the Performance Monitoring Report for the 1<sup>st</sup> Quarter.

The Cabinet Member for Finance and Performance, the Deputy Cabinet Members for Finance and Performance and the Business Improvement Officer (Policy) have been invited to attend the meeting for this item.

7. Sittingbourne Town Centre Update Report 81 - 82

To receive a written update.

### **Part Two - Business Items**

8. Other Review Progress Reports

The Committee is asked to consider updates on other reviews.

9. Cabinet Forward Plan 83 - 90

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

10. Urgent Business Requests

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

11. Committee Work Programme 91 - 92

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

### **Issued on Monday, 29 October 2018**

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

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

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<b>Scrutiny</b>	<b>Agenda Item:</b>
<b>Meeting Date</b>	7 November 2018
<b>Report Title</b>	Review of Fees & Charges 2019/20
<b>Cabinet Member</b>	Cllr Duncan Dewar-Whalley, Cabinet Member for Finance & Performance
<b>SMT Lead</b>	Nick Vickers, Chief Financial Officer
<b>Head of Service</b>	Nick Vickers, Chief Financial Officer
<b>Lead Officer</b>	Caroline Frampton, Principal Accountant
<b>Key Decision</b>	Yes
<b>Classification</b>	Open
<b>Forward Plan</b>	Reference number:
<b>Recommendations</b>	<ol style="list-style-type: none"> <li>1. To note the proposed fees and charges 2019/20 as set out in this report for submission to Council.</li> <li>2. To note that delegated authority be given to the Head of Commissioning, Environment &amp; Leisure Services in consultation with the Chief Financial Officer and the Cabinet Member for Environment and Rural Affairs to amend the 2019/20 charge for the new Environmental Fixed Penalty Notice for 'Duty of Care in the disposal of household waste' in the event that the draft national guidance on this specific Fixed Penalty Notice gets amended prior to implementation of the legislation.</li> <li>3. To note that the Animal Welfare Licensing charges are implemented on 15 November 2018.</li> <li>4. To note that the charges for the new Bourne Street Multi-Storey Car Park are implemented from its day of opening.</li> </ol>

## 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 2019/20. Charges will take effect from 1 April 2019 with the exception of those for Animal Welfare Licensing which will take effect from 15 November and the new Bourne Street Multi-Storey Car Park which will apply from the day of its opening.
- 1.2 Appendix I details proposals on a service-by-service basis for the level of fees to be charged in 2019/20 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 2018/19 budget for fees and charges for services.

- 1.3 We need to ensure that for discretionary services, where there is a choice over whether the local resident does choose to buy the service, they pay a level which covers costs and is reasonable in comparison to neighbouring councils.

## **2. Background**

- 2.1 In 2018/19 the fees and charges budget covered by this report where the Council sets the level of fees or charges was £3 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 2019/20; and Appendix II those that are set by Government.

## **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 7 November before submission to Council on 14 November 2018.

## **6. Implications**

<b>Issue</b>	<b>Implications</b>
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".

<b>Issue</b>	<b>Implications</b>
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, Statutory and Procurement	All proposals for charges reflect the relevant legislation.
Crime and Disorder	None identified.
Environment and Sustainability	None identified.
Health and Wellbeing	None identified.
Risk Management and Health and Safety	None identified.
Equality and Diversity	Where there are underlying policy issues to any proposed changes in charges, these will be supported by a service equality impact assessment, and any necessary mitigations undertaken.
Privacy and Data Collection	None identified

## **7. Appendices**

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

- Appendix I: Proposed fees and charges for 2019/20 set by the Council;
- Appendix II: Fees and charges set nationally by Government; and
- Appendix III: Summary of fee income for 2018/19 budget.

## **8. Background Papers**

8.1 None.

## Proposed fees and charges for 2019/20 set by the Council

	2018/19			2019/20			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
<b>Communications</b>							
<b>(D Clifford)</b>							
<b>Advertising Fees for Inside Swale (residents magazine)</b>							
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	<b>650.00</b>	<b>130.00</b>	<b>780.00</b>	Need to keep competitive with our local advertisers.
Internal full page	495.00	99.00	594.00	<b>495.00</b>	<b>99.00</b>	<b>594.00</b>	As above.
Half internal page (portrait or landscape)	275.00	55.00	330.00	<b>275.00</b>	<b>55.00</b>	<b>330.00</b>	As above.
Quarter internal page	150.00	30.00	180.00	<b>150.00</b>	<b>30.00</b>	<b>180.00</b>	As above.
Double internal page	895.00	179.00	1,074.00	<b>895.00</b>	<b>179.00</b>	<b>1,074.00</b>	As above.



## Proposed fees and charges for 2019/20 set by the Council

	2018/19			2019/20			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
<b>Housing Services (C Hudson)</b>							
<b>Home Inspection for Immigration Application Fee</b>							
Requests received to inspect and provide report on suitability of proposed home in connection with immigration applications	105.00	21.00	126.00	<b>116.66</b>	<b>23.34</b>	<b>140.00</b>	Discretionary service. Minimal service impact. Charge in line with other authorities. Applicants are able to use other agencies.
<b>Staying Put Handyperson Rates</b>							
Hourly rate for a handyperson	13.50	2.70	16.20	<b>13.50</b>	<b>2.70</b>	<b>16.20</b>	The charges are contractual as set by KCC who fund the service and not at the Council's discretion.
Subsidised hourly rate for a handyperson – client in receipt of benefits	5.00	1.00	6.00	<b>5.00</b>	<b>1.00</b>	<b>6.00</b>	As above.
Private disabled works (household not eligible for Disabled Facilities Grant)	150.00	0.00	150.00	<b>150.00</b>	<b>0.00</b>	<b>150.00</b>	As above.
Disabled Facilities Grant (DFG) fee (statutory % charge)			12.5%			<b>12.5%</b>	Fees charged as a percentage of total project cost to manage disabled works. Currently 12.50% (maximum set by MHCLG)

## Proposed fees and charges for 2019/20 set by the Council

	2018/19			2019/20			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
<b>Planning</b>							
<b>(J Freeman)</b>							
<b>Pre-Application Planning Advice</b>							
<b>Meetings</b>							
Very large major	1,666.66	333.34	2,000.00	<b>1,666.66</b>	<b>333.34</b>	<b>2,000.00</b>	The pre-application fees are top quartile with Kent LPAs and further increase could deter applicants submitting pre-applications and reducing potential income.
Major	833.33	166.67	1,000.00	<b>833.33</b>	<b>166.67</b>	<b>1,000.00</b>	As above.
Minor	416.67	83.33	500.00	<b>416.67</b>	<b>83.33</b>	<b>500.00</b>	As above.
Other (excluding householders and listed buildings)	125.00	25.00	150.00	<b>125.00</b>	<b>25.00</b>	<b>150.00</b>	As above.
Charities, voluntary groups and parish councils	0.00	0.00	0.00	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	As above.
Works/repairs to listed buildings	0.00	0.00	0.00	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	As above.
<b>Letters</b>							
Very large major	833.33	166.67	1,000.00	<b>833.33</b>	<b>166.67</b>	<b>1,000.00</b>	As above.
Major	416.67	83.33	500.00	<b>416.67</b>	<b>83.33</b>	<b>500.00</b>	As above.
Minor	208.33	41.67	250.00	<b>208.33</b>	<b>41.67</b>	<b>250.00</b>	As above.

## Proposed fees and charges for 2019/20 set by the Council

	2018/19			2019/20			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Other (excluding householders and listed buildings)	62.50	12.50	75.00	<b>62.50</b>	<b>12.50</b>	<b>75.00</b>	As above.
Householder	41.67	8.33	50.00	<b>41.67</b>	<b>8.33</b>	<b>50.00</b>	As above.
Charities, voluntary groups and parish councils	0.00	0.00	0.00	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	As above.
Works/repairs to listed buildings	0.00	0.00	0.00	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	As above.
Very large major: over 200 dwellings or 4 hectares. Commercial over 10,000m <sup>2</sup> or 2 hectares							
Major: 10-199 dwellings or less than 4 hectares. Commercial 1,000m <sup>2</sup> - 9,999m <sup>2</sup> or less than 2 hectares							
Minor: 1-9 dwellings or less than 0.5 hectares. Commercial less than 1,000m <sup>2</sup> or 1 hectare							
<b>Complaints made under the High Hedges Legislation</b>							
Standard fee	450.00	0.00	450.00	<b>400.00</b>	<b>0.00</b>	<b>400.00</b>	Whilst attempting to recover costs the significant fee attached to such an application can act as a deterrent to such submissions. Very few applications are made each year with no significant impact on budget.
<b>Planning Portal</b>							
Please note that from September 2018, the Planning Portal will be charging a £20 (£16.67 + VAT) service charge payable by applicants on any planning application that attracts a fee. Applications that do not attract a fee will not incur this service charge.							

## Proposed fees and charges for 2019/20 set by the Council

	2018/19			2019/20			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
<b>Planning Photocopying Charges</b>							
	Charges per page			Charges per page			
A4 Black/white	0.08	0.02	0.10	<b>0.12</b>	<b>0.03</b>	<b>0.15</b>	Fee increase in response to significant fall in requests for copies and reflect more closely actual cost of providing service.
A3 Black/white	0.16	0.04	0.20	<b>0.21</b>	<b>0.04</b>	<b>0.25</b>	As above.
A2 Or larger	2.50	0.50	3.00	<b>3.00</b>	<b>0.60</b>	<b>3.60</b>	As above.
A4 Colour	0.62	0.13	0.75	<b>1.00</b>	<b>0.20</b>	<b>1.20</b>	As above.
A3 Colour	1.25	0.25	1.50	<b>1.50</b>	<b>0.30</b>	<b>1.80</b>	As above.
<b>Local Land Charges</b>							
<b>Official Searches</b>							
LLC1 only	35.00	0.00	35.00	<b>37.00</b>	<b>0.00</b>	<b>37.00</b>	Increase in line with LLC across all three MKS authorities.
LLC1 only - additional parcel	10.00	0.00	10.00	<b>11.00</b>	<b>0.00</b>	<b>11.00</b>	As above.
Con 29	95.00	19.00	114.00	<b>99.00</b>	<b>19.80</b>	<b>118.80</b>	As above.
Con 29 - additional parcel	15.00	3.00	18.00	<b>16.00</b>	<b>3.20</b>	<b>19.20</b>	As above.
Standard search (LLC1 & Con29)	130.00	19.00*	149.00	<b>136.00</b>	<b>19.80*</b>	<b>155.80</b>	As above.
Standard search (LLC1 & Con29) - additional parcel	25.00	3.00*	28.00	<b>27.00</b>	<b>3.20*</b>	<b>30.20</b>	As above.
Part II enquiry - Con29 questions 4-21	10.00	2.00	12.00	<b>11.00</b>	<b>2.20</b>	<b>13.20</b>	As above.

## Proposed fees and charges for 2019/20 set by the Council

	2018/19			2019/20			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Part II enquiry - Con29 question 22	24.00	4.80	28.80	<b>25.00</b>	<b>5.00</b>	<b>30.00</b>	As above.
Additional questions	18.33	3.67	22.00	<b>19.00</b>	<b>3.80</b>	<b>22.80</b>	As above.
*VAT applicable only to the Con29 part of the charge.							
<b>Personal Searches</b>							
1.1 (a-l) (Planning)	5.00	1.00	6.00	<b>6.00</b>	<b>1.20</b>	<b>7.20</b>	As above.
1.1 (J, K, L) (Building Regulations)	5.00	1.00	6.00	<b>5.00</b>	<b>1.00</b>	<b>6.00</b>	SBC is passing on the direct cost of an external supplier providing the service.
2.1 (b-d)	5.00	1.00	6.00	<b>5.00</b>	<b>1.00</b>	<b>6.00</b>	Inflationary increase not appropriate for this fee.
3.1 Land for public purpose	2.50	0.50	3.00	<b>3.00</b>	<b>0.60</b>	<b>3.60</b>	As above.
3.3 Drainage matters	2.50	0.50	3.00	<b>3.00</b>	<b>0.60</b>	<b>3.60</b>	As above.
3.5 Railway schemes	2.50	0.50	3.00	<b>3.00</b>	<b>0.60</b>	<b>3.60</b>	As above.
3.7 Outstanding Notices	10.00	2.00	12.00	<b>10.00</b>	<b>2.00</b>	<b>12.00</b>	Inflationary increase not appropriate for this fee.
3.8 Building Regulations Contravention	2.50	0.50	3.00	<b>3.00</b>	<b>0.60</b>	<b>3.60</b>	As above.
3.9 Enforcement	5.00	1.00	6.00	<b>5.00</b>	<b>1.00</b>	<b>6.00</b>	Inflationary increase not appropriate for this fee.
3.10 CILs	2.50	0.50	3.00	<b>3.00</b>	<b>0.60</b>	<b>3.60</b>	As above.
3.12 Compulsory purchase	2.50	0.50	3.00	<b>3.00</b>	<b>0.60</b>	<b>3.60</b>	As above.
3.13b Contaminated land	2.50	0.50	3.00	<b>3.00</b>	<b>0.60</b>	<b>3.60</b>	As above.
3.13c Contaminated land	2.50	0.50	3.00	<b>3.00</b>	<b>0.60</b>	<b>3.60</b>	As above.

## Proposed fees and charges for 2019/20 set by the Council

	2018/19			2019/20			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
<b>Commissioning, Environment and Leisure (M Cassell)</b>							
<b>Car Parks and Season Tickets</b>							
All Swale Borough Council car parks are free to use between 6pm and 8am Monday to Sunday							
<b>Short Stay Covering</b>							
Faversham: Central car park (season tickets for business only), Institute Road car park (no season tickets)							
Sittingbourne: Albany Road, Central Avenue, Crown Quay Lane, The Forum, The Swallows, Swale House (weekends only), The Forum (business only), Station Street (up to 2 hours only).							
Sheerness (no season tickets): Rose Street (including land adjacent to Wood Street), Trinity Place, Beachfields							
Up to 30 minutes	0.42	0.08	0.50	<b>0.42</b>	<b>0.08</b>	<b>0.50</b>	General parking charges remain the same as they have undergone major reviews in recent years.
Up to 1 hour	0.83	0.17	1.00	<b>0.83</b>	<b>0.17</b>	<b>1.00</b>	As above.
Up to 2 hours	1.67	0.33	2.00	<b>1.67</b>	<b>0.33</b>	<b>2.00</b>	As above.
Up to 4 hours	3.33	0.67	4.00	<b>3.33</b>	<b>0.67</b>	<b>4.00</b>	As above.
Season per quarter (for business only Central car park, Faversham/ Forum, Sittingbourne)	195.83	39.17	235.00	<b>195.83</b>	<b>39.17</b>	<b>235.00</b>	As above.

## Proposed fees and charges for 2019/20 set by the Council

	2018/19			2019/20			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
	<b>Charges Apply from Date of opening</b>						
<b>Bourne Place Multi-Storey Car Park</b>							
The charge is for ALL parking bays including disabled and parent/child bays							
No season tickets will be permitted in this car park							
Patrons of Light Cinema will have free parking all day on Sundays only							
Up to 30 minutes	0.42	0.08	0.50	<b>0.42</b>	<b>0.08</b>	<b>0.50</b>	As above.
Up to 1 hour	0.83	0.17	1.00	<b>0.83</b>	<b>0.17</b>	<b>1.00</b>	As above.
Up to 2 hours	1.67	0.33	2.00	<b>1.67</b>	<b>0.33</b>	<b>2.00</b>	As above.
Up to 3 hours	2.50	0.50	3.00	<b>2.50</b>	<b>0.50</b>	<b>3.00</b>	New charge
Up to 4 hours	3.33	0.67	4.00	<b>3.33</b>	<b>0.67</b>	<b>4.00</b>	As above.
Up to 5 hours	4.17	0.83	5.00	<b>4.17</b>	<b>0.83</b>	<b>5.00</b>	New charge
Up to a maximum of 6 hours	5.00	1.00	6.00	<b>5.00</b>	<b>1.00</b>	<b>6.00</b>	New charge.
Over 6 hours (within 24 hour period)	12.50	2.50	15.00	<b>12.50</b>	<b>2.50</b>	<b>15.00</b>	New charge.
<b>Travelodge</b> (preferential rate for hotel guests (for 24 hours))	2.50	0.50	3.00	<b>2.50</b>	<b>0.50</b>	<b>3.00</b>	As above.

## Proposed fees and charges for 2019/20 set by the Council

	2018/19			2019/20			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
<b>Long Stay Covering</b>							
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	<b>0.42</b>	<b>0.08</b>	<b>0.50</b>	As above.
Up to 1 hour	0.83	0.17	1.00	<b>0.83</b>	<b>0.17</b>	<b>1.00</b>	As above.
Up to 2 hours	1.67	0.33	2.00	<b>1.67</b>	<b>0.33</b>	<b>2.00</b>	As above.
Up to 4 hours	3.33	0.67	4.00	<b>3.33</b>	<b>0.67</b>	<b>4.00</b>	As above.
Over 4 hours	4.17	0.83	5.00	<b>4.17</b>	<b>0.83</b>	<b>5.00</b>	As above.
Season per month (long stay car park)	73.33	14.67	88.00	<b>73.33</b>	<b>14.67</b>	<b>88.00</b>	As above.
Season per quarter (long stay car park)	195.83	39.17	235.00	<b>195.83</b>	<b>39.17</b>	<b>235.00</b>	As above.
<b>Long Stay Covering</b>							
Sittingbourne: Cockleshell Walk							
Up to 30 minutes	0.42	0.08	0.50	<b>0.42</b>	<b>0.08</b>	<b>0.50</b>	As above.
Up to 1 hour	0.83	0.17	1.00	<b>0.83</b>	<b>0.17</b>	<b>1.00</b>	As above.
Up to 2 hours	1.67	0.33	2.00	<b>1.67</b>	<b>0.33</b>	<b>2.00</b>	As above.
Up to 4 hours	2.50	0.50	3.00	<b>2.50</b>	<b>0.50</b>	<b>3.00</b>	As above.
Over 4 hours	3.33	0.67	4.00	<b>3.33</b>	<b>0.67</b>	<b>4.00</b>	As above.



## Proposed fees and charges for 2019/20 set by the Council

	2018/19			2019/20			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Season per month (long stay car park)	73.33	14.67	88.00	<b>73.33</b>	<b>14.67</b>	<b>88.00</b>	As above.
Season per quarter (long stay car park)	195.83	39.17	235.00	<b>195.83</b>	<b>39.17</b>	<b>235.00</b>	As above.
Leysdown: Promenade (seasonal) (all day between 1 March and 31 October)							
Up to 4 hours	1.75	0.35	2.10	<b>1.75</b>	<b>0.35</b>	<b>2.10</b>	As above.
All day	2.83	0.57	3.40	<b>2.83</b>	<b>0.57</b>	<b>3.40</b>	As above.
Motorcycles	0.00	0.00	0.00	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	As above.
Season tickets (to be used at any long stay car park throughout the Borough)							
Season per quarter	208.33	41.67	250.00	<b>208.33</b>	<b>41.67</b>	<b>250.00</b>	As above.
All pay and display car parks – closure of parking bays through events or other activities	Price on application.			<b>Price on application dependent on car park location, type of event (communal – enthusiast – voluntary/community) and local impact</b>			Revised charging arrangements for events based on type of event and local impact.

## Proposed fees and charges for 2019/20 set by the Council

	2018/19			2019/20			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
<b>Residents Only Parking Permits (off street) (5pm-9am evenings, weekends and bank holidays)</b>							
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	<b>17.08</b>	<b>3.42</b>	<b>20.50</b>	Increased in line with inflation (no increase since 2011).
Sheerness: Delamark Road car park (residents only)							
Per quarter	12.50	2.50	15.00	<b>12.92</b>	<b>2.58</b>	<b>15.50</b>	Increased in line with inflation (no increase since 2011).
<b>Residents' Parking Permits (on street)</b>							
Per annum	45.00	0.00	45.00	<b>45.00</b>	<b>0.00</b>	<b>45.00</b>	General parking charges remain the same as they have undergone major reviews in recent years.
Visitors permit book (10 days)	11.00	0.00	11.00	<b>11.00</b>	<b>0.00</b>	<b>11.00</b>	As above.
Visitors parking permits (per day)	1.10	0.00	1.10	<b>1.10</b>	<b>0.00</b>	<b>1.10</b>	As above.
Hourly scratchcards (per hour)	1.10	0.00	1.10	<b>1.10</b>	<b>0.00</b>	<b>1.10</b>	As above.
Hourly scratchcards (per book of 10 hours)	10.00	0.00	10.00	<b>10.00</b>	<b>0.00</b>	<b>10.00</b>	As above.
Business per annum	45.00	0.00	45.00	<b>45.00</b>	<b>0.00</b>	<b>45.00</b>	As above.
Nativity Close (exemption permit concession)	30.00	0.00	30.00	<b>30.00</b>	<b>0.00</b>	<b>30.00</b>	One-off admin fee.

## Proposed fees and charges for 2019/20 set by the Council

	2018/19			2019/20			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Residents/Business/Exemption permit concessions. Replacement permit for lost, stolen or destroyed permits	N/A	N/A	N/A	10.00	0.00	10.00	This supports the cost of administration.
<b>Outdoor Fitness Licence Fees (per annum)</b>							
Once a week (1-4 people)	0.00	0.00	0.00	0.00	0.00	0.00	No change proposed.
Once a week (5-15 people)	155.00	0.00	155.00	155.00	0.00	155.00	This is a relatively new scheme so no increase whilst market is being reviewed.
2-4 times a week (5-15 people)	310.00	0.00	310.00	310.00	0.00	310.00	As above.
5+ times a week (5-15 people)	515.00	0.00	515.00	515.00	0.00	515.00	As above.
Once a week (16-35)	360.00	0.00	360.00	360.00	0.00	360.00	As above.
2-4 times a week (16-35 people)	620.00	0.00	620.00	620.00	0.00	620.00	As above.
5+ times a week (16-35 people)	1,030.00	0.00	1,030.00	1,030.00	0.00	1,030.00	As above.
<b>Sports Facilities</b>							
<b><i>With changing facilities and showers</i></b>							
- Senior	60.00	12.00	72.00	61.42	12.28	73.70	Inflationary increase.
- Under 18s	20.00	4.00	24.00	20.50	4.10	24.60	As above.
- Under 16s & mini soccer	15.00	3.00	18.00	15.33	3.07	18.40	As above.

## Proposed fees and charges for 2019/20 set by the Council

	2018/19			2019/20			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
<b><i>With changing facilities only</i></b>							
- Senior	50.00	10.00	60.00	<b>51.17</b>	<b>10.23</b>	<b>61.40</b>	Inflationary increase.
- Under 18s	16.67	3.33	20.00	<b>17.08</b>	<b>3.42</b>	<b>20.50</b>	As above.
- Under 16s & mini soccer	14.17	2.83	17.00	<b>14.50</b>	<b>2.90</b>	<b>17.40</b>	As above.
<b><i>With no facilities</i></b>							
- Senior	34.17	6.83	41.00	<b>35.00</b>	<b>7.00</b>	<b>42.00</b>	Inflationary increase.
- Under 18s	15.00	3.00	18.00	<b>15.33</b>	<b>3.07</b>	<b>18.40</b>	As above.
- Under 16s & mini soccer	9.17	1.83	11.00	<b>9.42</b>	<b>1.88</b>	<b>11.30</b>	As above.
Block bookings of 10 or more series of lets is VAT exempt. Varies based on prices above minus VAT.							
<b>Allotments</b>							
Plots of 10 rods & pro rata	42.00	0.00	42.00	<b>43.00</b>	<b>0.00</b>	<b>43.00</b>	Inflation increase.
Plots of 10 rods & pro rata (OAPs/Disabled)	21.00	0.00	21.00	<b>21.50</b>	<b>0.00</b>	<b>21.50</b>	As above.
<b>King George's Pavilion</b>							
Main hall/tea room (hourly rate) (minimum hire 1 hour)							
Mon-Sun (9am-midnight)	10.00	0.00	10.00	<b>10.00</b>	<b>0.00</b>	<b>10.00</b>	Fees to remain the same in line with other hirers.
Playgroups (per morning)	25.00	0.00	25.00	<b>25.00</b>	<b>0.00</b>	<b>25.00</b>	As above.

## Proposed fees and charges for 2019/20 set by the Council

	2018/19			2019/20			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Tea room – for children’s parties only (per hour) minimum 1 hour hire	8.00	0.00	8.00	<b>8.00</b>	<b>0.00</b>	<b>8.00</b>	As above.
Caretaking services – set up and clear away: standard tables and/or chairs	6.00	0.00	6.00	<b>6.00</b>	<b>0.00</b>	<b>6.00</b>	As above.
Refundable deposits	150.00	0.00	150.00	<b>150.00</b>	<b>0.00</b>	<b>150.00</b>	As above.
Bank Holidays, New Year’s Eve	Double the standard rate			<b>Double the standard rate</b>			As above.
<b>Alleygate Key</b>							
Fee	17.92	3.58	21.50	<b>17.92</b>	<b>3.58</b>	<b>21.50</b>	Charge in line with cost of replacement key.
<b>Cemeteries Burial Fees</b>							
<b><i>Exclusive Right of Burial, Interment, Memorial &amp; Re-inscription Permits</i></b>							
1 <sup>st</sup> Burial Sittingbourne, Faversham & Murston	1,887.00	0.00	1,887.00	<b>1,933.00</b>	<b>0.00</b>	<b>1,933.00</b>	Major review of cemetery fees in 2016/17 to align with neighbouring Councils. Proposed inflationary increase for 2019/20.
1 <sup>st</sup> Burial Sheppey	1,730.00	0.00	1,730.00	<b>1,773.00</b>	<b>0.00</b>	<b>1,773.00</b>	As above.
1 <sup>st</sup> Burial if no use of previously purchased grave Sittingbourne, Faversham & Murston	940.00	0.00	940.00	<b>963.00</b>	<b>0.00</b>	<b>963.00</b>	As above.
1 <sup>st</sup> Burial if no use of previously purchased grave Sheppey	777.00	0.00	777.00	<b>796.00</b>	<b>0.00</b>	<b>796.00</b>	As above.

## Proposed fees and charges for 2019/20 set by the Council

	2018/19			2019/20			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
2 <sup>nd</sup> Burial Sittingbourne, Faversham & Murston	777.00	0.00	777.00	<b>796.00</b>	<b>0.00</b>	<b>796.00</b>	As above.
2 <sup>nd</sup> Burial Sheppey	642.00	0.00	642.00	<b>658.00</b>	<b>0.00</b>	<b>658.00</b>	As above.
3 <sup>rd</sup> Burial Sittingbourne, Faversham & Murston	642.00	0.00	642.00	<b>658.00</b>	<b>0.00</b>	<b>658.00</b>	As above.
<b><i>Cremated Remains</i></b>							
<i>(includes Exclusive Rights to Burial, Interment, Memorial &amp; Re-inscription Permit)</i>							
1 <sup>st</sup> Burial	594.00	0.00	594.00	<b>609.00</b>	<b>0.00</b>	<b>609.00</b>	As above.
1 <sup>st</sup> Burial (where no use has been made of previously purchased grave)	216.00	0.00	216.00	<b>221.00</b>	<b>0.00</b>	<b>221.00</b>	As above.
2 <sup>nd</sup> Burial	216.00	0.00	216.00	<b>221.00</b>	<b>0.00</b>	<b>221.00</b>	As above.
3 <sup>rd</sup> Burial	216.00	0.00	216.00	<b>221.00</b>	<b>0.00</b>	<b>221.00</b>	As above.
4 <sup>th</sup> Burial	216.00	0.00	216.00	<b>221.00</b>	<b>0.00</b>	<b>221.00</b>	As above.
Burial of loose ashes	100.00	0.00	100.00	<b>103.00</b>	<b>0.00</b>	<b>103.00</b>	As above.
<b><i>Child Coffin Burial</i></b>							
Under 12 years of age in child's plot (resident of Swale)	0.00	0.00	0.00	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	Staying same. No fee levied.
Under 12 years of age in adult's plot (resident of Swale)	216.00	0.00	216.00	<b>221.00</b>	<b>0.00</b>	<b>221.00</b>	Major review of cemetery fees in 2016/17 to align with neighbouring Councils. Proposed inflationary increase for 2019/20.

## Proposed fees and charges for 2019/20 set by the Council

	2018/19			2019/20			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Under 12 years of age in child's plot (non-resident of Swale)	144.00	0.00	144.00	<b>148.00</b>	<b>0.00</b>	<b>148.00</b>	As above.
Under 12 years of age in adult's plot (non-resident of Swale)	350.00	0.00	350.00	<b>360.00</b>	<b>0.00</b>	<b>360.00</b>	As above.
<b>Ancillary Services</b>							
Issue of letter of confirmation where deed is lost	60.00	0.00	60.00	<b>62.00</b>	<b>0.00</b>	<b>62.00</b>	Major review of cemetery fees in 2016/17 to align with neighbouring Councils. Proposed inflationary increase for 2019/20.
Use of chapel in Sittingbourne	85.00	0.00	85.00	<b>87.00</b>	<b>0.00</b>	<b>87.00</b>	As above.
Use of chapel in Faversham	115.00	0.00	115.00	<b>118.00</b>	<b>0.00</b>	<b>118.00</b>	As above.
Planted grave (per annum)	115.00	0.00	115.00	<b>118.00</b>	<b>0.00</b>	<b>118.00</b>	As above.
Turfed grave	At cost			At cost			
Transfer of deed ownership	60.00	0.00	60.00	<b>62.00</b>	<b>0.00</b>	<b>62.00</b>	As above.
Record search & certificate (each grave)	30.00	0.00	30.00	<b>31.00</b>	<b>0.00</b>	<b>31.00</b>	As above.
Extra cost of large coffin or casket (measuring 30 inches or more)	155.00	0.00	155.00	<b>160.00</b>	<b>0.00</b>	<b>160.00</b>	As above.
Exhumation of coffin	1,440.00	0.00	1,440.00	<b>1,600.00</b>	<b>0.00</b>	<b>1,600.00</b>	Above inflation increase of 10% to start to align with other LAs fees (average exhumation fee £2,233) and increased contractor costs.

## Proposed fees and charges for 2019/20 set by the Council

	2018/19			2019/20			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Exhumation of cremated remains	290.00	0.00	290.00	<b>297.00</b>	<b>0.00</b>	<b>297.00</b>	Major review of cemetery fees in 2016/17 to align with neighbouring Councils. Proposed inflationary increase for 2019/20.
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)							
<b>Seafront Memorial Bench</b>							
Memorial bench with basic installation	625.00	125.00	750.00	<b>640.00</b>	<b>128.00</b>	<b>768.00</b>	Inflationary increase.
Memorial bench with concrete installation	791.67	158.33	950.00	<b>810.67</b>	<b>162.13</b>	<b>972.80</b>	As above.
<b>Travelling Fairs and Fetes</b>							
Pitch premium for days open to the public only (per day)	800.00	0.00	800.00	<b>900.00</b>	<b>0.00</b>	<b>900.00</b>	The fee has not increased for a few years to stay competitive with other land owners, but we are getting increased competition so feel it is the right time to increase.
<b>Use of Council Land – Travelling Fairs</b>							
On site fee payable whether or not open to the public (including arrival and departure days)	56.00	0.00	56.00	<b>57.30</b>	<b>0.00</b>	<b>57.30</b>	As above.
Refundable deposit	600.00	0.00	600.00	<b>600.00</b>	<b>0.00</b>	<b>600.00</b>	Deposit there as deterrent only.



## Proposed fees and charges for 2019/20 set by the Council

	2018/19			2019/20			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
<b>Use of Council Land – Fetes</b>							
Fetes	50.00	0.00	50.00	<b>51.20</b>	<b>0.00</b>	<b>51.20</b>	Inflationary increase.
Refundable deposit	62.00	0.00	62.00	<b>62.00</b>	<b>0.00</b>	<b>62.00</b>	
<b>Beach Hut Charges</b>							
Locations now at Minster Leas and Leysdown							
Ground rental	385.00	0.00	385.00	<b>395.00</b>	<b>0.00</b>	<b>395.00</b>	Inflationary increase.
Licence fee	1,029.17	205.83	1,235.00	<b>1,055.00</b>	<b>211.00</b>	<b>1,266.00</b>	As above.
Refundable keys deposit	N/A	N/A	N/A	<b>25.00</b>	<b>0.00</b>	<b>25.00</b>	New to this report.
Purchase of beach hut	Market price			<b>Market price</b>			
<b>Access Over Open Space Licence</b>							
Used for residential properties requiring access over our land to undertake works/deliveries etc.							
Standard fee	65.00	0.00	65.00	<b>65.00</b>	<b>0.00</b>	<b>65.00</b>	This is a fee charged when removal or delivery firms require access over SBC open space to get to the front/back of a property. No increase proposed.

## Proposed fees and charges for 2019/20 set by the Council

	2018/19			2019/20			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
<b>Traffic Regulation Order Applications</b>							
<b><i>On application (yellow lines and changes to existing orders)</i></b>							
Small (1-30 consultations)	1,000.00	0.00	1,000.00	<b>1,000.00</b>	<b>0.00</b>	<b>1,000.00</b>	KCC can also issue TROs. They have their fee structure and the current SBC fees are set at a comparative price. It achieves additional income to offset the increasing maintenance costs of on-street lining and restrictions.
Medium (31-50 consultations)	1,200.00	0.00	1,200.00	<b>1,200.00</b>	<b>0.00</b>	<b>1,200.00</b>	As above.
Large (50+ consultations)	1,500.00	0.00	1,500.00	<b>1,500.00</b>	<b>0.00</b>	<b>1,500.00</b>	As above.
<b><i>On application (loading bays, single bays)</i></b>							
Small (1-30 consultations)	500.00	0.00	500.00	<b>500.00</b>	<b>0.00</b>	<b>500.00</b>	As above.
Medium (31-50 consultations)	750.00	0.00	750.00	<b>750.00</b>	<b>0.00</b>	<b>750.00</b>	As above.
Large (50+ consultations)	1,000.00	0.00	1,000.00	<b>1,000.00</b>	<b>0.00</b>	<b>1,000.00</b>	As above.
<b><i>No objections received (yellow lines and changes to existing orders)</i></b>							
Small (1-30 consultations)	500.00	0.00	500.00	<b>500.00</b>	<b>0.00</b>	<b>500.00</b>	As above.
Medium (31-50 consultations)	500.00	0.00	500.00	<b>500.00</b>	<b>0.00</b>	<b>500.00</b>	As above.
Large (50+ consultations)	500.00	0.00	500.00	<b>500.00</b>	<b>0.00</b>	<b>500.00</b>	As above.
<b><i>No objections received (loading bays, single bays)</i></b>							
Small (1-30 consultations)	250.00	0.00	250.00	<b>250.00</b>	<b>0.00</b>	<b>250.00</b>	As above.
Medium (31-50 consultations)	250.00	0.00	250.00	<b>250.00</b>	<b>0.00</b>	<b>250.00</b>	As above.

## Proposed fees and charges for 2019/20 set by the Council

	2018/19			2019/20			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Large (50+ consultations)	250.00	0.00	250.00	<b>250.00</b>	<b>0.00</b>	<b>250.00</b>	As above.
<b><i>Objections received (JTB report)</i></b>							
Small (1-30 consultations)	250.00	0.00	250.00	<b>250.00</b>	<b>0.00</b>	<b>250.00</b>	As above.
Medium (31-50 consultations)	250.00	0.00	250.00	<b>250.00</b>	<b>0.00</b>	<b>250.00</b>	As above.
Large (50+ consultations)	250.00	0.00	250.00	<b>250.00</b>	<b>0.00</b>	<b>250.00</b>	As above.
<b><i>Progress/implement scheme (yellow lines and changes to existing orders)</i></b>							
Small (1-30 consultations)	500.00	0.00	500.00	<b>500.00</b>	<b>0.00</b>	<b>500.00</b>	As above.
Medium (31-50 consultations)	600.00	0.00	600.00	<b>600.00</b>	<b>0.00</b>	<b>600.00</b>	As above.
Large (50+ consultations)	700.00	0.00	700.00	<b>700.00</b>	<b>0.00</b>	<b>700.00</b>	As above.
<b><i>Progress/implement scheme (loading bays, single bays)</i></b>							
Small (1-30 consultations)	100.00	0.00	100.00	<b>100.00</b>	<b>0.00</b>	<b>100.00</b>	As above.
Medium (31-50 consultations)	100.00	0.00	100.00	<b>100.00</b>	<b>0.00</b>	<b>100.00</b>	As above.
Large (50+ consultations)	100.00	0.00	100.00	<b>100.00</b>	<b>0.00</b>	<b>100.00</b>	As above.
Inclusion of new or amended waiting restrictions into Traffic Regulation Order	N/A	N/A	N/A	<b>1,000.00</b>	<b>0.00</b>	<b>1,000.00</b>	Proposed cost of adding new or amended waiting restrictions into Traffic Regulation Order which is already in progress, and therefore costs to SBC are minimal.

## Proposed fees and charges for 2019/20 set by the Council

	2018/19			2019/20			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
<b>Disabled Parking Bay Application</b>							
Per bay	0.00	0.00	0.00	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	No fee currently applied during 2018/19.
<b>Harbour Mooring Fees</b>							
Faversham Town Quay per night	7.50	1.50	9.00	<b>7.50</b>	<b>1.50</b>	<b>9.00</b>	Minimal annual income generated.
<b>Garden Waste Subscription (brown bins – domestic)</b>							
Fortnightly collection of garden waste including hire of bin Per annum – 26 collections	37.00	0.00	37.00	<b>37.00</b>	<b>0.00</b>	<b>37.00</b>	All three partners in the Mid Kent Waste Partnership are planning to keep the same as could potentially stop subscriptions from increasing therefore affecting recycling rates.
<b>Bulky Waste Collections</b>							
Charge covers up to 4 bulky items. If fridge/fridge-freezer charge covers only one item, but any size	25.00	0.00	25.00	<b>25.00</b>	<b>0.00</b>	<b>25.00</b>	Price reflective of encouraging residents to use the service rather than rogue traders.
<b>Wheeled Bins</b>							
Wheeled bins 140 litre	38.00	0.00	38.00	<b>38.90</b>	<b>0.00</b>	<b>38.90</b>	Inflationary increase.
Wheeled bins 180 litre	43.00	0.00	43.00	<b>44.00</b>	<b>0.00</b>	<b>44.00</b>	As above.
Wheeled bins 240 litre	43.00	0.00	43.00	<b>44.00</b>	<b>0.00</b>	<b>44.00</b>	As above.

## Proposed fees and charges for 2019/20 set by the Council

	2018/19			2019/20			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Wheeled bins 1,100 litre	435.00	0.00	435.00	<b>435.00</b>	<b>0.00</b>	<b>435.00</b>	This is a cost to commercial companies rather than residents and the fee is set to ensure section 106 agreements. This will be reviewed again next year.
Lid in lid 140 litre food waste bin	75.00	0.00	75.00	<b>76.80</b>	<b>0.00</b>	<b>76.80</b>	Inflationary increase.
Food waste container 23 litre	10.00	0.00	10.00	<b>10.20</b>	<b>0.00</b>	<b>10.20</b>	Inflationary increase.
Kitchen caddy 5 litre	5.00	0.00	5.00	<b>5.10</b>	<b>0.00</b>	<b>5.10</b>	Inflationary increase.
Note: Wheeled bins are non-vatable when supplied directly to a householder for domestic/household waste collection.							
<b>Additional Litter Bins (each)</b>							
Wybone 145 litre galvanised	250.00	50.00	300.00	<b>256.00</b>	<b>51.20</b>	<b>307.20</b>	As above.
Ashmount	205.00	41.00	246.00	<b>209.92</b>	<b>41.98</b>	<b>251.90</b>	As above.
Admiral	213.00	42.60	255.60	<b>218.09</b>	<b>43.61</b>	<b>261.70</b>	As above.
Broxap Turvy	208.00	41.60	249.60	<b>213.00</b>	<b>42.60</b>	<b>255.60</b>	As above.
Admiral bin liner	34.00	6.80	40.80	<b>34.84</b>	<b>6.96</b>	<b>41.80</b>	As above.
<b>Additional Dog Bins (each)</b>							
Additional dog bin (56 litre)	199.00	39.80	238.80	<b>203.75</b>	<b>40.75</b>	<b>244.50</b>	As above.
Additional dog bin (60 litre)	247.00	49.40	296.40	<b>252.92</b>	<b>50.58</b>	<b>303.50</b>	As above.
Additional dog bin (heavy duty)	638.00	127.60	765.60	<b>653.34</b>	<b>130.66</b>	<b>784.00</b>	As above.

## Proposed fees and charges for 2019/20 set by the Council

	2018/19			2019/20			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Bin store clearance – per occasion	100.00	20.00	120.00	<b>102.42</b>	<b>20.48</b>	<b>122.90</b>	As above.
<b>Wheeled Bins for Community Events</b>							
Provision of wheeled bins for events (cost per occasion) – delivery/collection charge	79.00	15.80	94.80	<b>80.92</b>	<b>16.18</b>	<b>97.10</b>	As above.
Wheeled bin hire (cost per bin)	10.00	2.00	12.00	<b>10.25</b>	<b>2.05</b>	<b>12.30</b>	As above.
Servicing of bins during event	Price on application		Price on application				
<b>Radar Key for Disabled Toilets</b>							
Fee	3.00	0.00	3.00	<b>3.00</b>	<b>0.00</b>	<b>3.00</b>	Covers cost of key.
<b>Street Naming &amp; Numbering</b>							
Changing or requesting new property	64.80	0.00	64.80	<b>66.40</b>	<b>0.00</b>	<b>66.40</b>	Inflationary increase.
New street name	108.00	0.00	108.00	<b>110.60</b>	<b>0.00</b>	<b>110.60</b>	As above.
New street developments (4 or more properties/units) per property/unit with minimum charge of £180	43.20	0.00	43.20	<b>44.20</b>	<b>0.00</b>	<b>44.20</b>	As above.
Provision of historical information relating to street naming & numbering	27.00	0.00	27.00	<b>27.60</b>	<b>0.00</b>	<b>27.60</b>	As above.
Changing street name	648.90	0.00	648.90	<b>664.50</b>	<b>0.00</b>	<b>664.50</b>	As above.

## Proposed fees and charges for 2019/20 set by the Council

	2018/19			2019/20			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
<b>Environmental – Fixed Penalty Notices (FPN)</b>							
Fly tipping	400.00 <sup>1</sup>	0.00	400.00 <sup>1</sup>	<b>400.00<sup>1</sup></b>	<b>0.00</b>	<b>400.00<sup>1</sup></b>	This is already set at the maximum limit as set out in the legislation (the early payment reduction will assist in keeping payment rates high and reduce costs for administration).
Householders duty of care – lack of care in disposal of waste	N/A	N/A	N/A	<b>400.00<sup>1</sup></b>	<b>0.00</b>	<b>400.00<sup>1</sup></b>	This is a new FPN that has been consulted on nationally. The guidance is in draft format at the time of producing this report. The fee is set at the maximum limit as set out in the draft guidance (the early payment reduction will assist in keeping payment rates high and reduce costs for administration). Delegated authority has been requested as a specific recommendation to reflect any changes in national guidance.
Abandoning a vehicle	120.00	0.00	120.00	<b>200.00</b>	<b>0.00</b>	<b>200.00</b>	This fee is set in legislation.
Smoking in an enclosed vehicle carrying a juvenile	50.00	0.00	50.00	<b>50.00</b>	<b>0.00</b>	<b>50.00</b>	This fee is set in legislation.
Refuse left out inappropriately	80.00	0.00	80.00	<b>80.00</b>	<b>0.00</b>	<b>80.00</b>	The Deregulation Act 2015 reduces the previous level of FPN (£100) to a scale of between £60 and £80.
Littering and graffiti	150.00	0.00	150.00	<b>150.00</b>	<b>0.00</b>	<b>150.00</b>	This is already set at the maximum limit as set out in the legislation.

## Proposed fees and charges for 2019/20 set by the Council

	2018/19			2019/20			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Dog fouling and other dog control orders	100.00	0.00	100.00	<b>100.00</b>	<b>0.00</b>	<b>100.00</b>	In October 2017 all previous Dog Control Orders are to be replaced by Public Space Protection Orders. It is recommended that Fixed Penalty Notices be set at the maximum allowed amount of £100 (set by legislation).
Fly posting	150.00	0.00	150.00	<b>150.00</b>	<b>0.00</b>	<b>150.00</b>	This is already set at the maximum limit as set out in the legislation.
Waste carrier offences	300.00	0.00	300.00	<b>300.00</b>	<b>0.00</b>	<b>300.00</b>	This is already set at the maximum limit as set out in the legislation.
Smoking in a smoke free premises or vehicle	50.00 <sup>2</sup>	0.00	50.00 <sup>2</sup>	<b>50.00<sup>2</sup></b>	<b>0.00</b>	<b>50.00<sup>2</sup></b>	This is already set at the maximum limit as set out in the legislation.
Failure to display no smoking signs in smoke free premises or vehicle	200.00 <sup>3</sup>	0.00	200.00 <sup>3</sup>	<b>200.00<sup>3</sup></b>	<b>0.00</b>	<b>200.00<sup>3</sup></b>	This is already set at the maximum limit as set out in the legislation.
Failure to comply with a Community Protection Notice	100.00	0.00	100.00	<b>100.00</b>	<b>0.00</b>	<b>100.00</b>	This is already set at the maximum limit as set out in the legislation.
Breach of any Public Space Protection Orders (PSPOs)	100.00	0.00	100.00	<b>100.00</b>	<b>0.00</b>	<b>100.00</b>	This is already set at the maximum limit as set out in the legislation.
<sup>1</sup> Reduced to £300 if paid in full within 7 days <sup>2</sup> Reduced to £30.00 if paid within 15 days <sup>3</sup> Reduced to £150.00 if paid within 15 days							



## Proposed fees and charges for 2019/20 set by the Council

	2018/19			2019/20			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
<b>Animal Welfare Licensing</b>							
The Animal Welfare (Licensing of Activities Involving Animals)(England) Regulations 2018 came into force on 1 October 2018. This legislation introduced a new risk based scoring regime for licensing animal establishments. The new scheme is accompanied by a new charging system based upon a star rating. National guidance from DEFRA has only recently been published which has made the timescales challenging for local authorities to introduce the appropriate fees and charges for these activities for the implementation date of 1 October 2018. Charges have been calculated using the Local Government Association guidance document on locally set licence fees ('Open for Business'). Dangerous Wild Animals and Zoo Licences have been tweaked to reflect estimated costs.							
<b>Part A</b> - Covers the application and authorisation process.							
<b>Part B</b> - Is the cost for administering and enforcing the legislative framework.							
<b>Boarding in Kennels for Dogs, Boarding for Cats, Day Care for Dogs, Home Boarding for Dogs, Breeding Dogs and Selling Animals as Pets</b>							
(Includes arranging the provision of home boarding for dogs and or dog day care with hosts)							
<b>Part A</b>	N/A	N/A	N/A	<b>211.00<sup>1</sup></b>	<b>0.00</b>	<b>211.00<sup>1</sup></b>	See introduction to Animal Licensing above.
<b>Part B</b>	N/A	N/A	N/A	<b>169.00</b>	<b>0.00</b>	<b>169.00</b>	See introduction to Animal Licensing above.
1 Star and 2 Star establishments - 1 year licence							
3 Star and 4 Star establishments - 2 year licence	N/A	N/A	N/A	<b>282.00</b>	<b>0.00</b>	<b>282.00</b>	See introduction to Animal Licensing above.
5 Star establishments - 3 year licence	N/A	N/A	N/A	<b>395.00</b>	<b>0.00</b>	<b>395.00</b>	See introduction to Animal Licensing above.

## Proposed fees and charges for 2019/20 set by the Council

	2018/19			2019/20			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
<b>Hiring of Horses</b>							
<b>Part A</b>	N/A	N/A	N/A	211.00 <sup>2</sup>	0.00	211.00 <sup>2</sup>	See introduction to Animal Licensing above.
<b>Part B</b> 1 Star and 2 Star establishments - 1 year licence	N/A	N/A	N/A	133.00 <sup>3</sup>	0.00	133.00 <sup>3</sup>	See introduction to Animal Licensing above.
3 Star and 4 Star establishments - 2 year licence	N/A	N/A	N/A	266.00 <sup>3</sup>	0.00	266.00 <sup>3</sup>	See introduction to Animal Licensing above.
5 Star establishments - 3 year licence	N/A	N/A	N/A	399.00 <sup>3</sup>	0.00	399.00 <sup>3</sup>	See introduction to Animal Licensing above.
<b>Keeping or Training Animals for Exhibition</b>							
<b>Part A</b> For a 3 year licence	N/A	N/A	N/A	282.00 <sup>1</sup>	0.00	282.00 <sup>4</sup>	See introduction to Animal Licensing above.
<b>Part B</b> For a 3 year licence	N/A	N/A	N/A	236.00 <sup>4</sup>	0.00	236.00 <sup>4</sup>	See introduction to Animal Licensing above.
<b>Dangerous Wild Animal Licence</b>							
<b>Part A</b> For a 2 year licence	N/A	N/A	N/A	225.00 <sup>1</sup>	0.00	225.00 <sup>1</sup>	See introduction to Animal Licensing above.
<b>Part B</b> For a 2 year licence	N/A	N/A	N/A	125.00	0.00	125.00	See introduction to Animal Licensing above.

## Proposed fees and charges for 2019/20 set by the Council

	2018/19			2019/20			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
<sup>1</sup> Plus vet fees based upon an hourly rate (including travel time) <sup>2</sup> Plus vet fees for an initial inspection based upon an hourly rate (including travel time) <sup>3</sup> Plus annual vet fees based upon an hourly rate (including travel time) <sup>4</sup> Plus vet fees (if applicable) based upon an hourly rate (including travel time) <sup>5</sup> Applicable annually for the duration of the licence							
<b>Other Charges</b>							
Licence renewals	N/A	N/A	N/A	Charged at the same rate as new applications			See introduction to Animal Licensing above.
Request for re-inspection (for all licences) (plus vet fees if applicable)	N/A	N/A	N/A	<b>71.00</b>	<b>0.00</b>	<b>71.00</b>	See introduction to Animal Licensing above.
<b>Requests for Variations</b>							
Administration amendment only	N/A	N/A	N/A	<b>34.00</b>	<b>0.00</b>	<b>34.00</b>	See introduction to Animal Licensing above.
Inspector visit (if required) (additional to administration charge)	N/A	N/A	N/A	<b>56.00</b>	<b>0.00</b>	<b>56.00</b>	See introduction to Animal Licensing above.
Vet fees	N/A	N/A	N/A	<b>Will be recharged based upon an hourly rate plus travel time</b>			

## Proposed fees and charges for 2019/20 set by the Council

	2018/19			2019/20			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
<b>Stray Dog Collection</b>							
Statutory collection charge element	25.00	0.00	25.00	<b>25.00</b>	<b>0.00</b>	<b>25.00</b>	Statutory charge.
Administration fee element for collection/ returned stray dogs	30.00	0.00	30.00	<b>30.00</b>	<b>0.00</b>	<b>30.00</b>	This amount ensures reasonable payment rates without the need for additional administration.
Out of hours administration fee or collection/returned stray dogs	40.00	0.00	40.00	<b>40.00</b>	<b>0.00</b>	<b>40.00</b>	As above.
Transport fee for returning dog to owner	25.00	0.00	25.00	<b>25.00</b>	<b>0.00</b>	<b>25.00</b>	This was a recently introduced fee that gives customers a choice between either picking the dog up themselves from the Kennels or for the Council to return it to them but for which they will have to pay this additional fee.
<b>Pest Control</b>							
Rats (per visit) with a minimum of 2 visits required	24.17	4.83	29.00	<b>24.17</b>	<b>4.83</b>	<b>29.00</b>	The recently agreed pest control contract fees are based upon these costs. An increase in costs will not result in an increase in income to the Council.
Rats (per visit) with a minimum of 2 visits required – clients on benefits	24.17	4.83	29.00	<b>24.17</b>	<b>4.83</b>	<b>29.00</b>	As above.
Mice (per visit) with a minimum of 2 visits required	24.17	4.83	29.00	<b>24.17</b>	<b>4.83</b>	<b>29.00</b>	As above.

## Proposed fees and charges for 2019/20 set by the Council

	2018/19			2019/20			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Mice (per visit) with a minimum of 2 visits required – clients on benefits	24.17	4.83	29.00	<b>24.17</b>	<b>4.83</b>	<b>29.00</b>	As above.
Wasps per nest	48.75	9.75	58.50	<b>48.75</b>	<b>9.75</b>	<b>58.50</b>	As above.
Wasps per additional nest	8.33	1.67	10.00	<b>8.33</b>	<b>1.67</b>	<b>10.00</b>	As above.
Fleas and other household pests (up to 6 rooms)	58.33	11.67	70.00	<b>58.33</b>	<b>11.67</b>	<b>70.00</b>	As above.
Each additional room (up to 4)	8.33	1.67	10.00	<b>8.33</b>	<b>1.67</b>	<b>10.00</b>	As above.
Cockroaches in domestic premises (up to 6 rooms)	58.33	11.67	70.00	<b>58.33</b>	<b>11.67</b>	<b>70.00</b>	As above.
Each additional room (up to 4)	8.33	1.67	10.00	<b>8.33</b>	<b>1.67</b>	<b>10.00</b>	As above.
Ants, insects etc.	25.00	5.00	30.00	<b>25.00</b>	<b>5.00</b>	<b>30.00</b>	As above.
Ants, insects etc. – clients on benefits	25.00	5.00	30.00	<b>25.00</b>	<b>5.00</b>	<b>30.00</b>	As above.
Bed bugs (up to 4 bedroom house). Anything larger will require a survey	233.33	46.67	280.00	<b>233.33</b>	<b>46.67</b>	<b>280.00</b>	As above.
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		<b>To be quoted by contractors (Goodwin Pest Management) on a job by job basis so as to remain competitive</b>			As above.	

## Proposed fees and charges for 2019/20 set by the Council

	2018/19			2019/20			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
For treatments outside of normal office hours (hourly rate)	As above			As above			As above.
Woodworm, birds, deathwatch beetle, foxes, moles & squirrels	Price on application (surveys required)			<b>Price on application (surveys required)</b>			As above.

## Proposed fees and charges for 2019/20 set by the Council

	2018/19			2019/20			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
<b>Environmental Health (T Beattie)</b>							
<b>Food Export Certificate</b>							
For existing or repeat businesses in Swale	84.50	0.00	84.50	<b>120.00</b>	<b>0.00</b>	<b>120.00</b>	Following a management review of the time taken to process certificates the increase is proposed to reflect the cost to the service of officer time, inspection and administration.
For new businesses applying for export certificates	N/A	N/A	N/A	<b>250.00</b>	<b>0.00</b>	<b>250.00</b>	New business require additional time to carry out full site inspections, detailed review of procedures and documentation a well a service administration costs.
Admin charge for changes to certificate	N/A	N/A	N/A	<b>25.00</b>	<b>0.00</b>	<b>25.00</b>	To cover the administration costs associated with re-issuing certificates.
Food in transit	30.00	0.00	30.00	<b>30.00</b>	<b>0.00</b>	<b>30.00</b>	
<b>Voluntary Surrender of Food</b>							
Charge for food unfit for human consumption or unsuitable for sale	N/A	N/A	N/A	<b>200.00</b>	<b>0.00</b>	<b>200.00</b>	Business sometimes require local authorities to provide certification for insurers or importing countries to confirm that food is either unsuitable for sale or unfit for human consumption.

## Proposed fees and charges for 2019/20 set by the Council

	2018/19			2019/20			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
<b>CIEH Level 2 Award Training in Food Safety in Catering</b>							
Fee charged to food handlers for training in food hygiene	52.00	13.00	65.00	<b>52.00</b>	<b>13.00</b>	<b>65.00</b>	
<b>Food Hygiene Rating Scheme</b>							
Fee to food businesses for re-inspection and re-scoring	160.00	0.00	160.00	<b>160.00</b>	<b>0.00</b>	<b>160.00</b>	
<b>Registration Fee under the Local Government (Miscellaneous Provision) Act</b>							
(Relates to establishments offering cosmetic piercing, electrolysis, tattooing or acupuncture)							
Standard fee	303.00	0.00	303.00	<b>313.00</b>	<b>0.00</b>	<b>313.00</b>	Rise to bring in line across the EH service.
Supplementary treatment registration fee (for additional beauty treatment registration inspection either at or after initial registration)	51.50	0.00	51.50	<b>53.00</b>	<b>0.00</b>	<b>53.00</b>	Rise to bring in line across the EH service.
<b>Requests for Environmental Information (e.g. contaminated land)</b>							
Charge per hour	20.00	5.00	25.00	<b>20.00</b>	<b>5.00</b>	<b>25.00</b>	This is the agreed fee for Mid Kent EH Contaminated Land and Env Information Regs requests.
Charges for photocopying apply at 10p per page plus postage							



## Proposed fees and charges for 2019/20 set by the Council

	2018/19			2019/20			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
<b>Private Water Supplies and Distribution</b>							
Risk assessment	500.00	0.00	500.00	<b>500.00</b>	<b>0.00</b>	<b>500.00</b>	These are the maximum statutory fees chargeable, but are discretionary and not subject to VAT.
Sampling	100.00	0.00	100.00	<b>100.00</b>	<b>0.00</b>	<b>100.00</b>	As above.
Investigation	100.00	0.00	100.00	<b>100.00</b>	<b>0.00</b>	<b>100.00</b>	As above.
Authorisation	100.00	0.00	100.00	<b>100.00</b>	<b>0.00</b>	<b>100.00</b>	As above.
Analysis – under Regulation 10	25.00	0.00	25.00	<b>25.00</b>	<b>0.00</b>	<b>25.00</b>	As above.
Analysis – check monitoring comm. Supplies	100.00	0.00	100.00	<b>100.00</b>	<b>0.00</b>	<b>100.00</b>	As above.
Analysis – audit monitoring	500.00	0.00	500.00	<b>500.00</b>	<b>0.00</b>	<b>500.00</b>	As above.

## Proposed fees and charges for 2019/20 set by the Council

	2018/19			2019/20			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
<b>Resources</b>							
<b>(D Fackrell)</b>							
<b>Taxi Licensing</b>							
Vehicle licence for 1 year	290.00	0.00	290.00	<b>290.00</b>	<b>0.00</b>	<b>290.00</b>	This fee rate came into effect in June 2017 following an extensive review. It is therefore not felt to be necessary to increase these charges for 2019/20.
Private Hire operator licence valid for 5 years	430.00	0.00	430.00	<b>430.00</b>	<b>0.00</b>	<b>430.00</b>	As above.
Licence and plate for temporary hire vehicle	40.00	0.00	40.00	<b>40.00</b>	<b>0.00</b>	<b>40.00</b>	As above.
Knowledge test – initial	25.00	0.00	25.00	<b>25.00</b>	<b>0.00</b>	<b>25.00</b>	As above.
Knowledge test – re-sit	25.00	0.00	25.00	<b>25.00</b>	<b>0.00</b>	<b>25.00</b>	As above.
Dual / Private Hire Drivers Badge for 1 year (for medical or over 70 years of age)	50.00	0.00	50.00	<b>50.00</b>	<b>0.00</b>	<b>50.00</b>	As above.
Upgrade Private Hire Drivers Badge to a Dual Badge	N/A	N/A	N/A	<b>35.00</b>	<b>0.00</b>	<b>35.00</b>	Due to changing the Taxi Street Knowledge Test drivers may drive a Private Hire Vehicle on a lower pass rate. They may take another test to upgrade to a Dual Badge.

## Proposed fees and charges for 2019/20 set by the Council

	2018/19			2019/20			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Dual / Private Hire Drivers Badge for 3 years	150.00	0.00	150.00	<b>150.00</b>	<b>0.00</b>	<b>150.00</b>	This fee rate came into effect in June 2017 following an extensive review. It is therefore not felt to be necessary to increase these charges for 2019/20.
Non-refundable plate fee (plate number only issued once)	50.00	0.00	50.00	<b>50.00</b>	<b>0.00</b>	<b>50.00</b>	As above.
Replacement plate	15.00	0.00	15.00	<b>15.00</b>	<b>0.00</b>	<b>15.00</b>	As above.
Change of address	10.00	0.00	10.00	<b>10.00</b>	<b>0.00</b>	<b>10.00</b>	As above.
Change of ownership licensed vehicle	35.00	0.00	35.00	<b>35.00</b>	<b>0.00</b>	<b>35.00</b>	As above.
Dual / Private Hire Drivers badge replacement	10.00	0.00	10.00	<b>10.00</b>	<b>0.00</b>	<b>10.00</b>	As above.
Replacement paper licence certificate	10.00	0.00	10.00	<b>10.00</b>	<b>0.00</b>	<b>10.00</b>	As above.
Change of vehicle on an existing plate	N/A	N/A	N/A	<b>80.00</b>	<b>0.00</b>	<b>80.00</b>	Replacement fee of 'Change existing vehicle from a Private Hire Vehicle to a Hackney Carriage Vehicle' and vice versa. Approved at General Licensing Committee on 2/10/18.
<b>Street Trading Licensing</b>							
Annual consents (not events)	100.00	0.00	100.00	<b>100.00</b>	<b>0.00</b>	<b>100.00</b>	The Street Trading Policy is to be reviewed and the cost of producing these consents will be investigated as part of that review ready for 2020/21.

## Proposed fees and charges for 2019/20 set by the Council

	2018/19			2019/20			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
6 month consents (not events)	50.00	0.00	50.00	<b>50.00</b>	<b>0.00</b>	<b>50.00</b>	As above.
One off consent	30.00	0.00	30.00	<b>30.00</b>	<b>0.00</b>	<b>30.00</b>	As above.
<b><i>Event Consents</i></b>							
1-19 stalls	65.00	0.00	65.00	<b>65.00</b>	<b>0.00</b>	<b>65.00</b>	As above.
20-49 stalls	130.00	0.00	130.00	<b>130.00</b>	<b>0.00</b>	<b>130.00</b>	As above.
50+ stalls	200.00	0.00	200.00	<b>200.00</b>	<b>0.00</b>	<b>200.00</b>	As above.
<b>Gambling Licensing</b>							
<b><i>New Applications/Applications for Provisional Statement</i></b>							
Small casino	N/A	N/A	N/A	<b>8,000.00</b>	<b>0.00</b>	<b>8,000.00</b>	Discretionary to a statutory maximum £8,000.
Large casino	N/A	N/A	N/A	<b>10,000.00</b>	<b>0.00</b>	<b>10,000.00</b>	Discretionary to a statutory maximum £10,000.
Bingo club	2,268.00	0.00	2,268.00	<b>2,330.00</b>	<b>0.00</b>	<b>2,330.00</b>	Discretionary to a Statutory Maximum £3,500.
Betting premises	2,268.00	0.00	2,268.00	<b>2,320.00</b>	<b>0.00</b>	<b>2,320.00</b>	Discretionary to a Statutory Maximum £3,000.
Tracks	1,775.00	0.00	1,775.00	<b>1,820.00</b>	<b>0.00</b>	<b>1,820.00</b>	Discretionary to a Statutory Maximum £2,500.
Family entertainment centres	1,775.00	0.00	1,775.00	<b>1,820.00</b>	<b>0.00</b>	<b>1,820.00</b>	Discretionary to a Statutory Maximum £2,000.
Adult gaming centre	1,775.00	0.00	1,775.00	<b>2,000.00</b>	<b>0.00</b>	<b>2,000.00</b>	Discretionary to a Statutory Maximum £2,000.

## Proposed fees and charges for 2019/20 set by the Council

	2018/19			2019/20			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Temporary use notice	N/A	N/A/	N/A	250.00	0.00	250.00	Discretionary to a Statutory Maximum £500.
<b><i>Licence Applications (Provisional Statement Holders)</i></b>							
Small casino	N/A	N/A/	N/A	3,000.00	0.00	3,000.00	Discretionary to a statutory maximum £3,000.
Large casino	N/A	N/A/	N/A	5,000.00	0.00	5,000.00	Discretionary to a statutory maximum £5,000.
Bingo club	935.00	0.00	935.00	960.00	0.00	960.00	Discretionary to a Statutory Maximum £1,200.
Betting premises	935.00	0.00	935.00	960.00	0.00	960.00	Discretionary to a Statutory Maximum £1,200.
Tracks	935.00	0.00	935.00	950.00	0.00	950.00	Discretionary to a Statutory Maximum £950.
Family entertainment centre	772.00	0.00	772.00	800.00	0.00	800.00	Discretionary to a Statutory Maximum £950.
Adult gaming centre	935.00	0.00	935.00	1,200.00	0.00	1,200.00	Discretionary to a Statutory Maximum £1,200.
<b><i>Annual Fee</i></b>							
Small casino	N/A	N/A/	N/A	5,000.00	0.00	5,000.00	Discretionary to a statutory maximum £5,000.
Large casino	N/A	N/A/	N/A	10,000.00	0.00	10,000.00	Discretionary to a statutory maximum £10,000.

## Proposed fees and charges for 2019/20 set by the Council

	2018/19			2019/20			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Bingo club	703.00	0.00	703.00	<b>720.00</b>	<b>0.00</b>	<b>720.00</b>	Discretionary to a Statutory Maximum £1,000.
Betting premises	450.00	0.00	450.00	<b>475.00</b>	<b>0.00</b>	<b>475.00</b>	Discretionary to a Statutory Maximum £600.
Tracks	703.00	0.00	703.00	<b>720.00</b>	<b>0.00</b>	<b>720.00</b>	Discretionary to a Statutory Maximum £1,000.
Family entertainment centres	610.00	0.00	610.00	<b>625.00</b>	<b>0.00</b>	<b>625.00</b>	Discretionary to a Statutory Maximum £750.
Adult gaming centre	703.00	0.00	703.00	<b>1,000.00</b>	<b>0.00</b>	<b>1,000.00</b>	Discretionary to a Statutory Maximum £1,000.
<b><i>Application to Vary</i></b>							
Small casino	N/A	N/A/	N/A	<b>4,000</b>	<b>0.00</b>	<b>4,000</b>	Discretionary to a statutory maximum £4,000.
Large casino	N/A	N/A/	N/A	<b>5,000</b>	<b>0.00</b>	<b>5,000</b>	Discretionary to a statutory maximum £5,000.
Bingo club	1,550.00	0.00	1,550.00	<b>1,590.00</b>	<b>0.00</b>	<b>1,590.00</b>	Discretionary to a statutory maximum £1,750.
Betting premises	1,308.00	0.00	1,308.00	<b>1,340.00</b>	<b>0.00</b>	<b>1,340.00</b>	Discretionary to a statutory maximum £1,500.
Tracks	1,186.00	0.00	1,186.00	<b>1,215.00</b>	<b>0.00</b>	<b>1,215.00</b>	Discretionary to a statutory maximum £1,250.
Family entertainment centres	800.00	0.00	800.00	<b>820.00</b>	<b>0.00</b>	<b>820.00</b>	Discretionary to a statutory maximum £1,000.
Adult gaming centre	800.00	0.00	800.00	<b>1,000.00</b>	<b>0.00</b>	<b>1,000.00</b>	Discretionary to a statutory maximum £1,000.

## Proposed fees and charges for 2019/20 set by the Council

	2018/19			2019/20			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Copy licence	26.50	0.00	26.50	<b>25.00</b>	<b>0.00</b>	<b>25.00</b>	Discretionary to a statutory maximum £25. Fee reduced due to being over the statutory maximum.
Notification of change	26.50	0.00	26.50	<b>30.00</b>	<b>0.00</b>	<b>30.00</b>	Discretionary to a statutory maximum £50.
<b><i>Application to Transfer a Licence</i></b>							
Small casino	0.00	0.00	0.00	<b>1,800.00</b>	<b>0.00</b>	<b>1,800.00</b>	Discretionary to a statutory maximum £1,800.
Large casino	0.00	0.00	0.00	<b>2,150.00</b>	<b>0.00</b>	<b>2,150.00</b>	Discretionary to a statutory maximum £2,150.
Bingo club	860.00	0.00	860.00	<b>960.00</b>	<b>0.00</b>	<b>960.00</b>	Discretionary to a statutory maximum £1,200.
Betting premises	860.00	0.00	860.00	<b>960.00</b>	<b>0.00</b>	<b>960.00</b>	Discretionary to a statutory maximum £1,200.
Tracks	860.00	0.00	860.00	<b>880.00</b>	<b>0.00</b>	<b>880.00</b>	Discretionary to a statutory maximum £950.
Family entertainment centres	860.00	0.00	860.00	<b>880.00</b>	<b>0.00</b>	<b>880.00</b>	Discretionary to a statutory maximum £950.
Adult gaming centre	860.00	0.00	860.00	<b>1,200.00</b>	<b>0.00</b>	<b>1,200.00</b>	Discretionary to a statutory maximum £1,200.
<b><i>Application for Re-instatement</i></b>							
Small casino	0.00	0.00	0.00	<b>1,800.00</b>	<b>0.00</b>	<b>1,800.00</b>	Discretionary to a statutory maximum £1,800.
Large casino	0.00	0.00	0.00	<b>2,150.00</b>	<b>0.00</b>	<b>2,150.00</b>	Discretionary to a statutory maximum £2,150.
Bingo club	860.00	0.00	860.00	<b>960.00</b>	<b>0.00</b>	<b>960.00</b>	Discretionary to a statutory maximum £1,200.

## Proposed fees and charges for 2019/20 set by the Council

	2018/19			2019/20			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Betting premises	860.00	0.00	860.00	<b>960.00</b>	<b>0.00</b>	<b>960.00</b>	Discretionary to a statutory maximum £1,200.
Tracks	860.00	0.00	860.00	<b>880.00</b>	<b>0.00</b>	<b>880.00</b>	Discretionary to a statutory maximum £950.
Family entertainment centres	860.00	0.00	860.00	<b>880.00</b>	<b>0.00</b>	<b>880.00</b>	Discretionary to a statutory maximum £950.
Adult gaming centre	860.00	0.00	860.00	<b>1,200.00</b>	<b>0.00</b>	<b>1,200.00</b>	Discretionary to a statutory maximum £1,200.
<b>Sex Establishment Licensing (sex shop, sex cinema and sex encounter venue)</b>							
Application fee and 1 <sup>st</sup> licence	4,200.00	0.00	4,200.00	<b>4,300.00</b>	<b>0.00</b>	<b>4,300.00</b>	Inflationary increase.
Annual licence renewal	650.00	0.00	650.00	<b>665.00</b>	<b>0.00</b>	<b>665.00</b>	As above.
Application to vary	750.00	0.00	750.00	<b>770.00</b>	<b>0.00</b>	<b>770.00</b>	As above.
Transfer of licence	25.00	0.00	25.00	<b>26.00</b>	<b>0.00</b>	<b>26.00</b>	As above.
Duplicate licence	15.00	0.00	15.00	<b>15.00</b>	<b>0.00</b>	<b>15.00</b>	This is an occasional charge so no increase proposed.
<b>Scrap Metal Dealers Licensing</b>							
Site licence	450.00	0.00	450.00	<b>460.00</b>	<b>0.00</b>	<b>460.00</b>	Inflationary increase.
Site licence renewal	425.00	0.00	425.00	<b>435.00</b>	<b>0.00</b>	<b>435.00</b>	As above.
Collections licence, grant or renewal	210.00	0.00	210.00	<b>215.00</b>	<b>0.00</b>	<b>215.00</b>	As above.
Variation – collector to site	70.00	0.00	70.00	<b>72.00</b>	<b>0.00</b>	<b>72.00</b>	As above.
Variation – site to collector	50.00	0.00	50.00	<b>51.00</b>	<b>0.00</b>	<b>51.00</b>	As above.



## Proposed fees and charges for 2019/20 set by the Council

	2018/19			2019/20			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Variation (minor administration, such as change of address)	30.00	0.00	30.00	<b>31.00</b>	<b>0.00</b>	<b>31.00</b>	As above.
Change of site manager	100.00	0.00	100.00	<b>102.00</b>	<b>0.00</b>	<b>102.00</b>	As above.

## Proposed fees and charges for 2019/20 set by the Council

	2018/19			2019/20			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
<b>Legal (P Narebor)</b>							
<b>Legal Charges for Third Parties</b>							
Hourly rate (no VAT)	216.00	0.00	216.00	<b>221.00</b>	<b>0.00</b>	<b>221.00</b>	The proposal is to raise the current flat rate MKLS fee of £216 per hour to £221 per hour (rounded to nearest 10 pence). The charge is pursuant to fees that an authority can charge for a discretionary service in accordance with the Local Government Act 2003, section 93. The charge will enable the cost of delivery of the service to be recovered and has been assessed in line with the Courts and Tribunals Solicitors' guideline hourly rates.
Hourly rate (when VAT applicable)				<b>221.00</b>	<b>44.20</b>	<b>265.20</b>	
<p><i>Note:</i></p> <p><i>VAT may be chargeable depending on the nature of the transaction</i></p> <p><i>VAT is not payable in relation to most income (as most income is S106 related, which derives from a statutory function) but VAT is payable in certain circumstances, e.g. charging for provision of extra copies of documents</i></p>							

## Proposed fees and charges for 2019/20 set by the Council

	2018/19			2019/20			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
<b>Property</b>							
<b>(A Adams)</b>							
<b>Room Hire of Swale House</b>							
<b><i>Non-Commercial</i></b>							
Council chamber (half day)	75.00	15.00	90.00	<b>75.00</b>	<b>15.00</b>	<b>90.00</b>	Review of charges not necessary as current hirers are all exempt.
Council chamber (full day)	125.00	25.00	150.00	<b>125.00</b>	<b>25.00</b>	<b>150.00</b>	As above.
Committee room (half day)	50.00	10.00	60.00	<b>50.00</b>	<b>10.00</b>	<b>60.00</b>	As above.
Committee room (full day)	75.00	15.00	90.00	<b>75.00</b>	<b>15.00</b>	<b>90.00</b>	As above.
Assembly room (half day)	37.50	7.50	45.00	<b>37.50</b>	<b>7.50</b>	<b>45.00</b>	As above.
Assembly room (full day)	62.50	12.50	75.00	<b>62.50</b>	<b>12.50</b>	<b>75.00</b>	As above.
<b><i>Commercial</i></b>							
Council chamber (half day)	150.00	30.00	180.00	<b>150.00</b>	<b>30.00</b>	<b>180.00</b>	As above.
Council chamber (full day)	250.00	50.00	300.00	<b>250.00</b>	<b>50.00</b>	<b>300.00</b>	As above.
Committee room (half day)	100.00	20.00	120.00	<b>100.00</b>	<b>20.00</b>	<b>120.00</b>	As above.
Committee room (full day)	150.00	30.00	180.00	<b>150.00</b>	<b>30.00</b>	<b>180.00</b>	As above.
Assembly room (half day)	75.00	15.00	90.00	<b>75.00</b>	<b>15.00</b>	<b>90.00</b>	As above.
Assembly room (full day)	125.00	25.00	150.00	<b>125.00</b>	<b>25.00</b>	<b>150.00</b>	As above.
Charity groups or meetings where Swale residents will benefit	No cost			No cost			

## Proposed fees and charges for 2019/20 set by the Council

	2018/19			2019/20			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
<b>Guildhall (minimum 1 session hire)</b>							
Main hall (minimum 1 session)							
Session (am/pm)	40.00	0.00	40.00	<b>40.00</b>	<b>0.00</b>	<b>40.00</b>	As above.
Refundable deposits	50.00	0.00	50.00	<b>50.00</b>	<b>0.00</b>	<b>50.00</b>	As above.
Bank Holidays, New Year's Eve	40.00 per session	0.00	40.00 per session	<b>40.00</b> per session	<b>0.00</b>	<b>40.00</b> per session	As above.

## Fees and charges set nationally by Government

	2018/19			2019/20			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
<b>Housing Services (C Hudson)</b>							
<b>Houses in Multiple Occupation Licensing</b>							
<b><i>New Application</i></b>							
Non-accredited landlord	638.00	0.00	638.00	<b>681.00</b>	<b>0.00</b>	<b>681.00</b>	Statute only allows for recovery of costs involved in managing and processing licence applications reviewed time involved and adjusted hourly costs accordingly.
Accredited landlord	523.00	0.00	523.00	<b>558.00</b>	<b>0.00</b>	<b>558.00</b>	As above.
<b><i>Renewal of Application</i></b>							
Non-accredited landlord	482.00	0.00	482.00	<b>514.00</b>	<b>0.00</b>	<b>514.00</b>	Statute only allows for recovery of costs involved in managing and processing licence applications reviewed time involved and adjusted hourly costs accordingly.

## Fees and charges set nationally by Government

	2018/19			2019/20			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Accredited landlord	367.00	0.00	367.00	<b>452.00</b>	<b>0.00</b>	<b>452.00</b>	Statute only allows for recovery of costs involved in managing and processing licence applications, so the time involved has been reviewed and hourly costs and time adjusted accordingly, whilst still leaving incentive for landlords to become accredited. The time taken to undertake a licence application has been reviewed as a result of changes to IT systems and the changes in licensing legislation, this showed the process is taking longer than previously calculated. The cost is still based on actual hourly rates for officers and the time taken to undertake the licensing process.
<b>Mobile Home Site Licence Fee</b>							
<b><i>New Mobile Home Site Licence Application Fee</i></b>							
1-5 mobile homes on site	144.00	0.00	144.00	<b>147.00</b>	<b>0.00</b>	<b>147.00</b>	Statute only allows for recovery of costs involved in inspecting site any excess would need to be then taken into account in the following year and fees would need to be adjusted accordingly. Changes to hourly rate only.
6-24 mobile homes on site	198.00	0.00	198.00	<b>202.00</b>	<b>0.00</b>	<b>202.00</b>	As above.

## Fees and charges set nationally by Government

	2018/19			2019/20			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
25-99 mobile homes on site	289.00	0.00	289.00	<b>295.00</b>	<b>0.00</b>	<b>295.00</b>	As above.
100+ mobile homes on site	289.00	0.00	289.00	<b>295.00</b>	<b>0.00</b>	<b>295.00</b>	As above.
<b>Annual Mobile Home Site Inspection Fee</b>							
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	162.00	0.00	162.00	<b>165.00</b>	<b>0.00</b>	<b>165.00</b>	Statute only allows for recovery of costs involved in inspecting site and any excess would need to be then taken into account in the following year and fees would need to be adjusted accordingly. Changes to hourly rate only.
25-99 mobile homes on site	143.00	0.00	143.00	<b>146.00</b>	<b>0.00</b>	<b>146.00</b>	Statute only allows for recovery of costs involved in inspecting site and any excess would need to be then taken into account in the following year and fees would need to be reduced accordingly - hourly rate adjusted.
100+ mobile homes on site	234.00	0.00	234.00	<b>239.00</b>	<b>0.00</b>	<b>239.00</b>	As above.

## Fees and charges set nationally by Government

	2018/19			2019/20			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
<b><i>Fee to Transfer or Amend Mobile Home Site Licence</i></b>							
Transfer or amend mobile home site licence	105.00	0.00	105.00	<b>107.00</b>	<b>0.00</b>	<b>107.00</b>	Statute only allows for recovery of costs involved in processing application and any excess would need to be then taken into account in the following year and fees would need to be reduced accordingly - hourly rate adjusted.
<b><i>Fee for the Deposit of Mobile Home Site Rules</i></b>							
Deposit of mobile home site rules	143.00	0.00	143.00	<b>146.00</b>	<b>0.00</b>	<b>146.00</b>	Statute allows for recovery of costs involved - hourly rate adjusted.
<b>Smoke and Carbon Monoxide Regulations 2015</b>							
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	<b>5,000.00</b>	<b>0.00</b>	<b>5,000.00</b>	Maximum fine set by statute.
<b>The Redress Scheme for Lettings Agency Work &amp; Management Work Order 2014</b>							
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	<b>5,000.00</b>	<b>0.00</b>	<b>5,000.00</b>	Maximum fine set by statute.



### Fees and charges set nationally by Government

	2018/19			2019/20			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
<b>Planning</b> (J Freeman)							
<b>Planning Fees</b>	The full details of current Planning fees can be found on <a href="http://www.swale.gov.uk/types-of-application-and-fees/">www.swale.gov.uk/types-of-application-and-fees/</a>						

## Fees and charges set nationally by Government

	2018/19			2019/20			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
<b>Commissioning &amp; Customer Contact (M Cassell)</b>							
<b>Car Parks Fixed Penalty Notices (rate depends on offence)</b>							
<b><i>Lower Penalty System</i></b>							
Up to 14 Days	25.00	0.00	25.00	<b>25.00</b>	<b>0.00</b>	<b>25.00</b>	Statutory fee set by Central Government.
14 days to 56 days	50.00	0.00	50.00	<b>50.00</b>	<b>0.00</b>	<b>50.00</b>	As above.
57 days to 70 days	75.00	0.00	75.00	<b>75.00</b>	<b>0.00</b>	<b>75.00</b>	As above.
After 70 days	82.00	0.00	82.00	<b>82.00</b>	<b>0.00</b>	<b>82.00</b>	As above.
<b><i>Higher Penalty System</i></b>							
Up to 14 days	35.00	0.00	35.00	<b>35.00</b>	<b>0.00</b>	<b>35.00</b>	As above.
14 days to 56 days	70.00	0.00	70.00	<b>70.00</b>	<b>0.00</b>	<b>70.00</b>	As above.
57 days to 70 days	105.00	0.00	105.00	<b>105.00</b>	<b>0.00</b>	<b>105.00</b>	As above.
After 70 days	112.00	0.00	112.00	<b>112.00</b>	<b>0.00</b>	<b>112.00</b>	As above.
<b><i>Dispensation/Waivers</i></b>							
Maximum 1 day	11.00	0.00	11.00	<b>11.00</b>	<b>0.00</b>	<b>11.00</b>	As above.
Maximum 1 week	33.00	0.00	33.00	<b>33.00</b>	<b>0.00</b>	<b>33.00</b>	As above.
Maximum 3 months	55.00	0.00	55.00	<b>55.00</b>	<b>0.00</b>	<b>55.00</b>	As above.
Admin fee	70.00	0.00	70.00	<b>70.00</b>	<b>0.00</b>	<b>70.00</b>	As above.

## Fees and charges set nationally by Government

	2018/19			2019/20			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
<b>Corporate Services (D Fackrell)</b>							
<b>Liquor Licensing</b>							
<b><i>Main Application Fees for Premises and Personal Liquor Licensing</i></b>							
Rateable Value B and A	100.00	0.00	100.00	<b>100.00</b>	<b>0.00</b>	<b>100.00</b>	Statutory fee set by Central Government.
Rateable Value B and B	190.00	0.00	190.00	<b>190.00</b>	<b>0.00</b>	<b>190.00</b>	As above.
Rateable Value B and C	315.00	0.00	315.00	<b>315.00</b>	<b>0.00</b>	<b>315.00</b>	As above.
Rateable Value B and D	450.00	0.00	450.00	<b>450.00</b>	<b>0.00</b>	<b>450.00</b>	As above.
Rateable Value B and E	635.00	0.00	635.00	<b>635.00</b>	<b>0.00</b>	<b>635.00</b>	As above.
<b><i>Main Annual Charge for Premises and Personal Liquor Licensing</i></b>							
Rateable Value B and A	70.00	0.00	70.00	<b>70.00</b>	<b>0.00</b>	<b>70.00</b>	As above.
Rateable Value B and B	180.00	0.00	180.00	<b>180.00</b>	<b>0.00</b>	<b>180.00</b>	As above.
Rateable Value B and C	295.00	0.00	295.00	<b>295.00</b>	<b>0.00</b>	<b>295.00</b>	As above.
Rateable Value B and D	320.00	0.00	320.00	<b>320.00</b>	<b>0.00</b>	<b>320.00</b>	As above.
Rateable Value B and E	350.00	0.00	350.00	<b>350.00</b>	<b>0.00</b>	<b>350.00</b>	As above.
Personal licence for alcohol	37.00	0.00	37.00	<b>37.00</b>	<b>0.00</b>	<b>37.00</b>	As above.
Personal licence change	10.50	0.00	10.50	<b>10.50</b>	<b>0.00</b>	<b>10.50</b>	As above.
Premises licence change	23.00	0.00	23.00	<b>23.00</b>	<b>0.00</b>	<b>23.00</b>	As above.

## Fees and charges set nationally by Government

	2018/19			2019/20			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Transfers	23.00	0.00	23.00	<b>23.00</b>	<b>0.00</b>	<b>23.00</b>	As above.
Temporary events	21.00	0.00	21.00	<b>21.00</b>	<b>0.00</b>	<b>21.00</b>	As above.
Register of interests	21.00	0.00	21.00	<b>21.00</b>	<b>0.00</b>	<b>21.00</b>	As above.
<b>Licensed Premises Gaming Machine Permit</b>							
Grant	150.00	0.00	150.00	<b>150.00</b>	<b>0.00</b>	<b>150.00</b>	Fees new to this report, but not new fees.
Existing operator grant	100.00	0.00	100.00	<b>100.00</b>	<b>0.00</b>	<b>100.00</b>	As above.
Variation	100.00	0.00	100.00	<b>100.00</b>	<b>0.00</b>	<b>100.00</b>	As above.
Transfer	25.00	0.00	25.00	<b>25.00</b>	<b>0.00</b>	<b>25.00</b>	As above.
Annual fee	50.00	0.00	50.00	<b>50.00</b>	<b>0.00</b>	<b>50.00</b>	As above.
Change of name	25.00	0.00	25.00	<b>25.00</b>	<b>0.00</b>	<b>25.00</b>	As above.
Copy of permit	15.00	0.00	15.00	<b>15.00</b>	<b>0.00</b>	<b>15.00</b>	As above.
<b>Licenses Premises Automatic Notification Process</b>							
On notification	50.00	0.00	50.00	<b>50.00</b>	<b>0.00</b>	<b>50.00</b>	Fees new to this report, but not new fees.
<b>Club Gaming Permits</b>							
Grant	200.00	0.00	200.00	<b>200.00</b>	<b>0.00</b>	<b>200.00</b>	Fees new to this report, but not new fees.
Grant (Club Premises Certificate holder)	100.00	0.00	100.00	<b>100.00</b>	<b>0.00</b>	<b>100.00</b>	As above.

## Fees and charges set nationally by Government

	2018/19			2019/20			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Existing Operator Grant	100.00	0.00	100.00	<b>100.00</b>	<b>0.00</b>	<b>100.00</b>	As above.
Variation	100.00	0.00	100.00	<b>100.00</b>	<b>0.00</b>	<b>100.00</b>	As above.
Renewal fee	200.00	0.00	200.00	<b>200.00</b>	<b>0.00</b>	<b>200.00</b>	As above.
Renewal (Club Premises Certificate Holder)	100.00	0.00	100.00	<b>100.00</b>	<b>0.00</b>	<b>100.00</b>	As above.
Annual Fee	50.00	0.00	50.00	<b>50.00</b>	<b>0.00</b>	<b>50.00</b>	As above.
Copy of permit	15.00	0.00	15.00	<b>15.00</b>	<b>0.00</b>	<b>15.00</b>	As above.
<b>Club Machine Permits</b>							
Grant	200.00	0.00	200.00	<b>200.00</b>	<b>0.00</b>	<b>200.00</b>	Fees new to this report, but not new fees.
Grant (Club Premises Certificate holder)	100.00	0.00	100.00	<b>100.00</b>	<b>0.00</b>	<b>100.00</b>	As above.
Existing Operator Grant	100.00	0.00	100.00	<b>100.00</b>	<b>0.00</b>	<b>100.00</b>	As above.
Variation	100.00	0.00	100.00	<b>100.00</b>	<b>0.00</b>	<b>100.00</b>	As above.
Renewal fee	200.00	0.00	200.00	<b>200.00</b>	<b>0.00</b>	<b>200.00</b>	As above.
Renewal (Club Premises Certificate Holder)	100.00	0.00	100.00	<b>100.00</b>	<b>0.00</b>	<b>100.00</b>	As above.
Annual Fee	50.00	0.00	50.00	<b>50.00</b>	<b>0.00</b>	<b>50.00</b>	As above.
Copy of permit	15.00	0.00	15.00	<b>15.00</b>	<b>0.00</b>	<b>15.00</b>	As above.

## Fees and charges set nationally by Government

	2018/19			2019/20			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
<b><i>FEC Gaming Machine Permits</i></b>							
Application fee	300.00	0.00	300.00	<b>300.00</b>	<b>0.00</b>	<b>300.00</b>	Statutory fee set by Central Government.
Renewal fee	300.00	0.00	300.00	<b>300.00</b>	<b>0.00</b>	<b>300.00</b>	As above.
Transitional application fee	100.00	0.00	100.00	<b>100.00</b>	<b>0.00</b>	<b>100.00</b>	As above.
Change of name	25.00	0.00	25.00	<b>25.00</b>	<b>0.00</b>	<b>25.00</b>	As above.
Copy of permit	15.00	0.00	15.00	<b>15.00</b>	<b>0.00</b>	<b>15.00</b>	As above.
<b><i>Prize Gaming Permits</i></b>							
Grant	300.00	0.00	300.00	<b>300.00</b>	<b>0.00</b>	<b>300.00</b>	Fees new to this report, but not new fees.
Renewal	300.00	0.00	300.00	<b>300.00</b>	<b>0.00</b>	<b>300.00</b>	As above.
Existing Operator Grant	100.00	0.00	100.00	<b>100.00</b>	<b>0.00</b>	<b>100.00</b>	As above.
Change of name	25.00	0.00	25.00	<b>25.00</b>	<b>0.00</b>	<b>25.00</b>	As above.
Copy of permit	15.00	0.00	15.00	<b>15.00</b>	<b>0.00</b>	<b>15.00</b>	As above.
Annual Fee	20.00	0.00	20.00	<b>20.00</b>	<b>0.00</b>	<b>20.00</b>	As above.
<b><i>Small Lottery Registration</i></b>							
Grant	40.00	0.00	40.00	<b>40.00</b>	<b>0.00</b>	<b>40.00</b>	Fees new to this report, but not new fees.
Annual Fee	20.00	0.00	20.00	<b>20.00</b>	<b>0.00</b>	<b>20.00</b>	As above.

## Fees and charges set nationally by Government

	2018/19			2019/20			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
<b>Town Centre Licence</b>							
Licence for large events of 10,000 people or more	500.00	0.00	500.00	<b>500.00</b>	<b>0.00</b>	<b>500.00</b>	No change proposed.

## Fees and charges set nationally by Government

	2018/19			2019/20			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
<b>Democratic Services</b>							
<b>(K Bescoby)</b>							
<b>Purchase of Electoral Register</b>							
<b><i>Full Register and the Notices of Alteration</i></b>							
Hard copies (standard charge) plus charge (a) below	10.00	0.00	10.00	<b>10.00</b>	<b>0.00</b>	<b>10.00</b>	Statutory charges.
(a) charge for each 1,000 entries	5.00	0.00	5.00	<b>5.00</b>	<b>0.00</b>	<b>5.00</b>	As above.
Data format (standard charge) plus charge (b) below	20.00	0.00	20.00	<b>20.00</b>	<b>0.00</b>	<b>20.00</b>	As above.
(b) charge for each 1,000 entries	1.50	0.00	1.50	<b>1.50</b>	<b>0.00</b>	<b>1.50</b>	As above.
<b><i>List of Overseas Electors</i></b>							
Hard copies (standard charge) plus charge (c) below	10.00	0.00	10.00	<b>10.00</b>	<b>0.00</b>	<b>10.00</b>	As above.
(c) charge per 100 entries	5.00	0.00	5.00	<b>5.00</b>	<b>0.00</b>	<b>5.00</b>	As above.
Data format (standard charge) plus charge (d) below	20.00	0.00	20.00	<b>20.00</b>	<b>0.00</b>	<b>20.00</b>	As above.
(d) charge per 100 entries	1.50	0.00	1.50	<b>1.50</b>	<b>0.00</b>	<b>1.50</b>	As above.



## Fees and charges set nationally by Government

	2018/19			2019/20			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
<b><i>Edited Register</i></b>							
<i>(Available for purchase by anyone)</i>							
Hard copies (standard charge) plus charge (e) below	10.00	0.00	10.00	<b>10.00</b>	<b>0.00</b>	<b>10.00</b>	As above.
(e) charge per 1,000 entries	5.00	0.00	5.00	<b>5.00</b>	<b>0.00</b>	<b>5.00</b>	As above.
Data format (standard charge) plus charge (f) below	20.00	0.00	20.00	<b>20.00</b>	<b>0.00</b>	<b>20.00</b>	As above.
(f) charge per 1,000 entries	1.50	0.00	1.50	<b>1.50</b>	<b>0.00</b>	<b>1.50</b>	As above.

## Fees and charges set nationally by Government

	2018/19			2019/20			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
<b>Environmental Health</b>							
<b>(T Beattie)</b>							
<b>Pollution Prevention Control</b>							
A2 New application	3,363.00	0.00	3,363.00	<b>3,363.00</b>	<b>0.00</b>	<b>3,363.00</b>	Fees not new, but new to this report. These are a series of complex statutory fees that we have a duty to charge on a wide variety of business and processes as specified in the relevant regulations. There is also a proviso that the fees change depending on whether we deem the business/process to be low, medium or high risk – again the fees are set by Government.
A2 Low	1,715.00	0.00	1,715.00	<b>1,715.00</b>	<b>0.00</b>	<b>1,715.00</b>	As above.
A2 Medium	1,715.00	0.00	1,715.00	<b>1,715.00</b>	<b>0.00</b>	<b>1,715.00</b>	As above.
A2 High	1,747.00	0.00	1,747.00	<b>1,747.00</b>	<b>0.00</b>	<b>1,747.00</b>	As above.
Part B Subsistence low	772.00	0.00	772.00	<b>772.00</b>	<b>0.00</b>	<b>772.00</b>	As above.
Part B Subsistence medium	1,161.00	0.00	1,161.00	<b>1,161.00</b>	<b>0.00</b>	<b>1,161.00</b>	As above.
Part B Subsistence high	1,747.00	0.00	1,747.00	<b>1,747.00</b>	<b>0.00</b>	<b>1,747.00</b>	As above.
Vehicle resprayers low	228.00	0.00	228.00	<b>228.00</b>	<b>0.00</b>	<b>228.00</b>	As above.
Vehicle resprayers medium	365.00	0.00	365.00	<b>365.00</b>	<b>0.00</b>	<b>365.00</b>	As above.
Vehicle resprayers high	548.00	0.00	548.00	<b>548.00</b>	<b>0.00</b>	<b>548.00</b>	As above.
PVR I & II Combined low	113.00	0.00	113.00	<b>113.00</b>	<b>0.00</b>	<b>113.00</b>	As above.

## Fees and charges set nationally by Government

	2018/19			2019/20			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
PVR I & II Combined medium	226.00	0.00	226.00	<b>226.00</b>	<b>0.00</b>	<b>226.00</b>	As above.
PVR I & II Combined high	341.00	0.00	341.00	<b>341.00</b>	<b>0.00</b>	<b>341.00</b>	As above.
Reduced fee low	79.00	0.00	79.00	<b>79.00</b>	<b>0.00</b>	<b>79.00</b>	As above.
Reduced fee medium	158.00	0.00	158.00	<b>158.00</b>	<b>0.00</b>	<b>158.00</b>	As above.
Part B Subsistence high	237.00	0.00	237.00	<b>237.00</b>	<b>0.00</b>	<b>237.00</b>	As above.
Vehicle resprayers low	1,447.00	0.00	1,447.00	<b>1,447.00</b>	<b>0.00</b>	<b>1,447.00</b>	As above.
Vehicle resprayers medium	1,611.00	0.00	1,611.00	<b>1,611.00</b>	<b>0.00</b>	<b>1,611.00</b>	As above.
Vehicle resprayers high	2,334.00	0.00	2,334.00	<b>2,334.00</b>	<b>0.00</b>	<b>2,334.00</b>	As above.
A2 Subsistence low (E-PRTR)	1,551.00	0.00	1,551.00	<b>1,551.00</b>	<b>0.00</b>	<b>1,551.00</b>	As above.
A2 Subsistence medium (E-PRTR)	1,715.00	0.00	1,715.00	<b>1,715.00</b>	<b>0.00</b>	<b>1,715.00</b>	As above.
A2 Subsistence high (E-PRTR)	2,438.00	0.00	2,438.00	<b>2,438.00</b>	<b>0.00</b>	<b>2,438.00</b>	As above.
Part B New applications	1,650.00	0.00	1,650.00	<b>1,650.00</b>	<b>0.00</b>	<b>1,650.00</b>	As above.
Reduced Fee New application	362.00	0.00	362.00	<b>362.00</b>	<b>0.00</b>	<b>362.00</b>	As above.
Vehicle resprayers	346.00	0.00	346.00	<b>346.00</b>	<b>0.00</b>	<b>346.00</b>	As above.
PVR I & II New application	257.00	0.00	257.00	<b>257.00</b>	<b>0.00</b>	<b>257.00</b>	As above.

## List of income from fees and charges for 2018/19 budgets

Charges set by the Council		
Service	Charge	2018/19 Budget £
Commissioning, Environment & Leisure	Car parks and season tickets	1,912,400
Commissioning, Environment & Leisure	Garden waste collections (brown bins)	367,500
Commissioning, Environment & Leisure	Residents parking permits (including voucher parking for visitors parking in residential bays)	121,000
Commissioning, Environment & Leisure	Cemeteries burial fees	105,110
Commissioning, Environment & Leisure	Bulky waste collections	57,000
Commissioning, Environment & Leisure	Residential wheeled bins	20,500
Commissioning, Environment & Leisure	Street naming and numbering	15,000
Commissioning, Environment & Leisure	Beach hut charges	7,500
Commissioning, Environment & Leisure	Seafront memorial bench	1,000
Commissioning, Environment & Leisure	Travelling fetes & fairs and access over open space licence	11,780
Commissioning, Environment & Leisure	Sports facilities	11,500
Commissioning, Environment & Leisure	Allotments	1,000
Commissioning, Environment & Leisure	Radar keys for disabled toilets	210
Resources	Taxi (Hackney Carriage) licensing	65,000
Resources	Gambling licensing	41,280
Resources	Legal services charges, including S106 application fees	91,440
Resources	Hire of meeting rooms at Swale House	100
Commissioning, Environment & Leisure	Fixed penalty notices – environmental response	3,000
Commissioning, Environment & Leisure	King George's Pavilion	13,980

## List of income from fees and charges for 2018/19 budgets

<b>Charges set by the Council</b>		
<b>Service</b>	<b>Charge</b>	<b>2018/19 Budget £</b>
Policy, Communications and Customer Services	Advertising fees for Inside Swale	6,000
Commissioning, Environment & Leisure	Annual animal licences	10,500
Commissioning, Environment & Leisure	Stray dog collection	7,000
Commissioning, Environment & Leisure	Pest control treatments	5,000
Commissioning, Environment & Leisure	Alleygate key	50
Housing, Economy & Community Services	Guildhall	600
Housing, Economy & Community Services	Town Centre Licence	-
Housing, Economy & Community Services	Staying put handyperson charges	2,200
Housing, Economy & Community Services	Home inspection for immigration application fee	100
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	275,000
Planning	Pre-application planning advice fees	90,000
Planning	S106 Monitoring fees	65,000
Planning	Photocopying charges	2,000
<b>Total fees &amp; charges set by the Council &amp; agreed as part of this report</b>		<b>3,312,850</b>

## List of income from fees and charges for 2018/19 budgets

<b>Charges set by Government</b>		
<b>Service</b>	<b>Charge</b>	<b>2018/19 Budget £</b>
Commissioning, Environment and Leisure	Fixed penalty notices – parking	504,890
Resources	Licences (premises and liquor, street trading, sex establishments and scrap metal)	99,500
Democratic Services	Purchase of electoral register	1,500
Housing, Economy & Community Services	Houses in multiple occupation	500
Housing, Economy & Community Services	Mobile home site licence fee	-
Housing, Economy & Community Services	Smoke or CO Alarm Regulations Redress Scheme for Lettings Agency Work & Management Work Order 2014	-
Planning	Planning fees – <a href="http://www.swale.gov.uk/types-of-application-and-fees/">www.swale.gov.uk/types-of-application-and-fees/</a>	951,850
<b>Total fees and charges set by Government</b>		<b>1,558,240</b>
<b>Grand total for all fees and charges</b>		<b>4,871,090</b>

<b>Scrutiny Meeting</b>	
<b>Meeting Date</b>	7 November 2018
<b>Report Title</b>	<b>Performance Monitoring – 2018/19 Quarter 1</b>
<b>Cabinet Member</b>	Cllr Dewar-Whalley, Finance and Performance
<b>SMT Lead</b>	Mark Radford, Chief Executive
<b>Lead Officer</b>	Tony Potter, Policy and Performance Officer

## **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 2018/19 (Apr - Jun 2018). 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 2018/19 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 2018/19 Quarter 1



Council Leader: Cllr Bowles • Deputy Leader: Cllr Lewin & Cllr Horton

## Corporate Overview

### Budget monitoring

At end of 2018/19 Quarter 1	Revenue budget			Capital expenditure	
	Budget	Projected year-end position		Budget	Actual spend
Swale Borough Council	£18,578,000	£54,000 (0%)	Underspend	£35,653,000	£3,275,000 (9%)

### Adverse audit opinions

Number of poor or weak control opinions received during 2018/19 Quarter 1: **0**

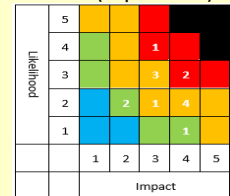
This scorecard includes all adverse opinions received across SBC. Where adverse opinions are received, details are provided here. No adverse opinions were received in 2018/19 Quarter 1.

### 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** ( $\geq 20$ ), **Red** ( $12 < 20$ ), **Amber** ( $5 < 12$ ), **Green** ( $3 < 5$ ), **Blue** ( $\leq 2$ ).



#### Comprehensive risk register: summary excerpt (corporate risks)

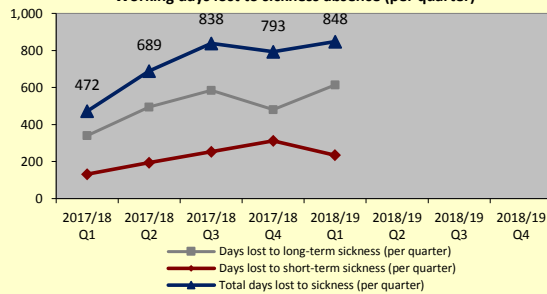
Highest residual risks at 2018/19 Q1	Service area	Score
Homelessness	Corporate risk	12
Cyber security	Corporate risk	12
General Data Protection Regulations (GDPR)	Corporate risk	12
Business Transformation	Corporate risk	9
Effect of funding restrictions on SBC	Corporate risk	9
Skills gap within Borough	Corporate risk	9

### Workforce count and sickness absence

#### Full-time equivalent workforce count

2017/18 Q1	281
2017/18 Q2	277
2017/18 Q3	275
2017/18 Q4	273
2018/19 Q1	270
2018/19 Q2	
2018/19 Q3	
2018/19 Q4	

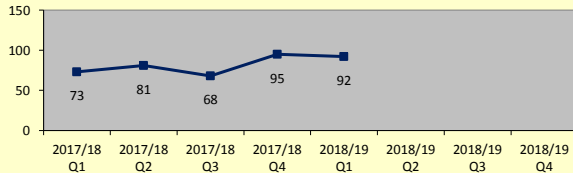
#### Working days lost to sickness absence (per quarter)



## Customer Perspective

### Customer feedback

#### Complaints received per quarter: total across SBC



#### Complaints and compliments across SBC: 2018/19 Quarter 1

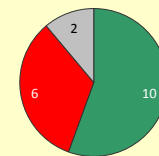
Total complaints received	92
Total complaints responded to within 10 working days	85
Proportion of complaints responded to within 10 working days (target: 90%)	92%
Total complaints referred to the Local Government Ombudsman	0
Total compliments received	36

## 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 2018/19. 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 by the fact that more indicators show deterioration from this point last year than show improvement. It should be noted that targets increased for 14 indicators this year, and the spread of Swale's comparable indicators across national quartiles where measurable remains excellent, with more than half in the best quartile nationally. Complaint levels have dropped marginally in the last quarter and timeliness in responding to them improved during Quarter 1. Long-term sickness increased in the quarter and short-term sickness fell, resulting in an overall increase in absence. The main reasons for long term absence continue to relate to mental health-related issues, hospital treatment and cancer. The levels due to other reasons have remained fairly consistent. No adverse audit opinions were received during the quarter. The risk section on this scorecard continues to show the highest-ranking corporate-level risks.

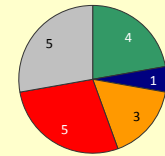
### Local area perception survey 2016

#### Indicators improved or deteriorated from 2015



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

#### Indicator quartile positions in 2008 Place Survey data



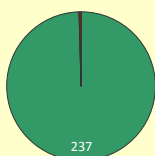
Green: best 25%. Blue: above median.  
Amber: below median.  
Red: worst 25%. Grey: no data.

This scorecard includes all 18 indicators derived from the LAPS. Next LAPS survey is 2018

## Service Perspective

### Planned actions

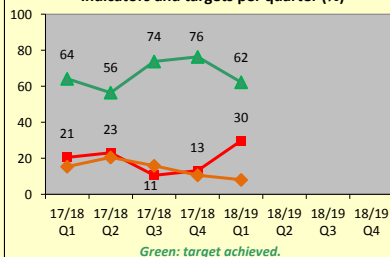
#### Actions in 2018/19 service plans



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

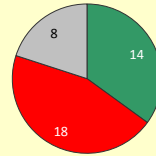
### Corporate performance indicators

#### Indicators and targets per quarter (%)



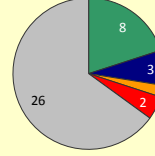
Green: target achieved.  
Amber: within tolerance. Red: target missed.

#### Indicators improved or deteriorated from 2017/18 Q1



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

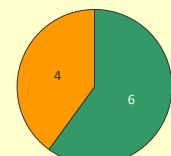
#### Quartile positions in latest available data



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.



# ENVIRONMENT AND RURAL AFFAIRS

## Balanced scorecard report for 2018/19 Quarter 1

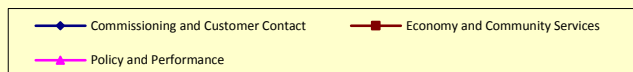
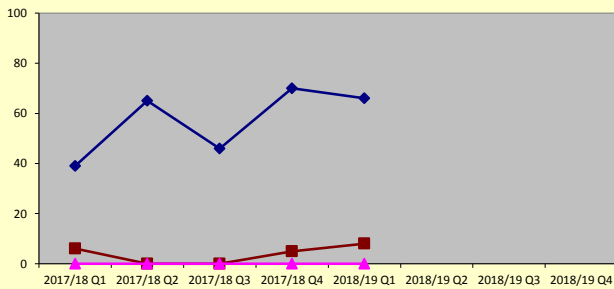


Cabinet Member: Cllr Simmons • Deputy Cabinet Member: Cllr Hampshire

### Customer Perspective

#### Customer feedback

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



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

2018/19 Quarter 1	No. rec'd	No. timely	% timely
Commissioning and Customer Contact	66	62	94
Economy and Community Services	8	6	75
Policy and Performance	0	0	N/A

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

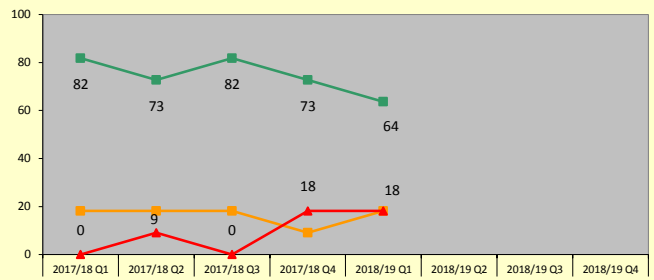
Compliments received during 2018/19 Quarter 1

Commissioning & Contact	24	Policy and Performance	0
Economy and Community	5		

### Service Perspective

#### Service plans: performance indicators and actions

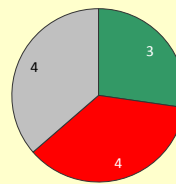
Indicators and targets per quarter (%)



There are 11 indicators in total. Green: target achieved.

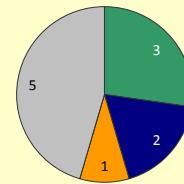
Amber: within tolerance. Red: target missed.

Indicators improved or deteriorated from 2017/18 Q1



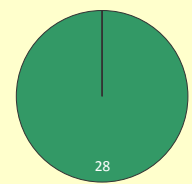
Green: improved.  
Red: deteriorated.  
Grey: static or no data.

Indicator quartile positions in latest available data



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

Actions in 2018/19 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 2018/19 Quarter 1	Budget 18/19	Projected year-end position
Commissioning and Customer Contact	£5,450,390	£64,000 (1%) Underspend
Economy and Community Services	£2,072,740	£31,000 (1%) Underspend
Policy and Performance	£223,320	£13,000 (6%) Underspend

#### Capital expenditure

At end of 2018/19 Quarter 1	Budget 18/19	Actual spend
Commissioning and Customer Contact	£1,324,000	£102,000 (8%)
Economy and Community Services	£31,426,000	£2,851,000 (9%)
Policy and Performance	£0	£0 (%)

#### Adverse audit opinions

Number of poor or weak control opinions received during 2018/19 Quarter 1: **0**

Where adverse opinions are received, details are provided here.  
No adverse opinions were received in 2018/19 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 2018/19. Some two-thirds of corporate performance indicators under this portfolio are meeting their targets, with slightly less indicators improving from this point last year than those that have deteriorated; whilst performance in Quarter 1 last year was exceptional, given that targets increase and performance generally dips during the first quarter, this is a reasonably healthy position. In addition, half of the indicators for which national comparator data is available are performing within the best quartile nationally. Complaint levels are stable albeit slightly up on last year due to bin collection vehicle problems that have been rectified, and timeliness in responding to them is generally good with an overall 92% responded to in 10 days. Budgets and service-plan actions continue to be well managed, and no adverse audit opinions were received during the quarter.

#### Large projects

Faversham Recreation Ground [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.

**List of Exceptions for 2018/19 Quarter 1**  
**Environment and Rural Affairs**

Ref	Title/Description	Why is this red on the scorecard?
<b>Performance indicators</b>		
LI/EH/001	Percentage of planning consultations responded to in 21 days	Year-on-year deterioration (2017/18 Q1: 96.3%; 2018/19 Q1: 89.9%). Note that this indicator is Amber against the target (target 90%; outturn 89.9%).
LI/TBC/01	Number of missed bins per annum	Red against y.t.d. target (target 546; outturn 748) Year-on-year deterioration (2017/18 Q1: 428; 2018/19 Q1: 748)
NI 191	Residual household waste per household.	Red against y.t.d. target (target 115kgs; outturn 222kgs).
NI 192	Percentage of household waste sent for reuse, recycling and composting	Amber against target (target 46.0%; outturn 45.0%)
NI 195a	Improved street and environmental cleanliness: Litter	Year-on-year deterioration (2017/18 Q1: 1; 2018/19 Q1: 4). Note that this indicator remains Green against the target (4).
NI 195b	Improved street and environmental cleanliness: Detritus	Year-on-year deterioration (2017/18 Q1: 3; 2018/19 Q1: 7). Note that this indicator remains Green against the target (8).

**Planned actions**

[No exceptions]

# FINANCE AND PERFORMANCE

Balanced scorecard report for 2018/19 Quarter 1

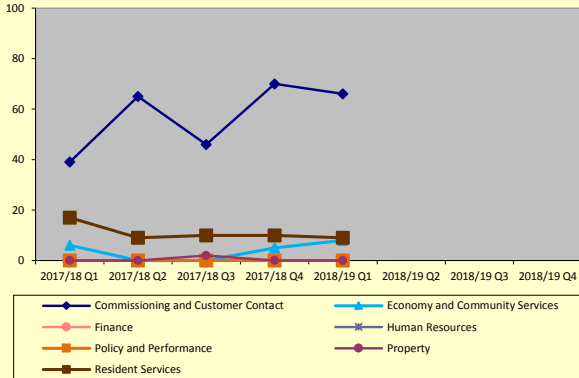


Cabinet Member: Cllr Dewar-Whalley • Deputy Cabinet Member: Cllr Wilcox & Cllr Kay

## Customer Perspective

### Customer feedback

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



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

2018/19 Quarter 1	No. rec'd	No. timely	% timely
Commissioning and Customer Contact	66	62	94
Economy and Community Services	8	6	75
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	9	6	67

Compliments received during 2018/19 Quarter 1

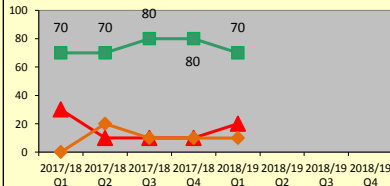
Commissioning and Customer Contact	24	Economy and Community Services	5
Finance	0	Human Resources	0
Property	0	Policy and Performance	0
Resident Services	6		

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

## Service Perspective

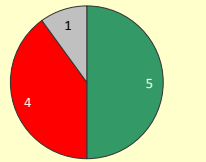
### Performance indicators

Indicators and targets per quarter (%)



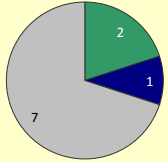
There are nine indicators in total.  
Green: target achieved.  
Amber: within tolerance. Red: target missed.

Indicators improved or deteriorated from 2017/18 Q1



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

Quartile positions in latest available data



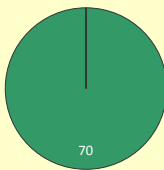
Green: best 25%. Blue: above median. Amber: below median. Red: worst 25%. Grey: no data.

## 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 2018/19. More than 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 in the top quartile and the third remains above the median. Complaint levels are stable albeit slightly up on last year following problems with bin collection vehicles that have been rectified, and timeliness in responding to them is slightly below target with 89% overall responded to in 10 days. The Sittingbourne skatepark project is currently behind schedule due to the delay in the discharging key planning conditions by contractors. Budgets and service-plan actions continue to be well managed and no adverse audit opinions were received during the quarter.

### Planned actions

Actions in 2018/19 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.

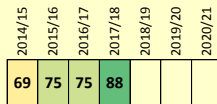
Sittingbourne skatepark [Project intranet site](#)

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

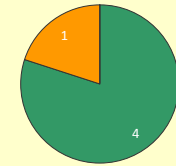
Annual customer satisfaction survey

Satisfaction with Mid-Kent ICT (%)



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

Indicators and targets 2018/19 Quarter 1



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

## Corporate Perspective

### Budget monitoring

At end of 2018/19 Quarter 1	Revenue budget		Capital expenditure	
	Budget 18/19	Projected year-end position	Budget 18/19	Actual spend
Commissioning and Customer Contact	£5,450,390	£64,000 (1%) Underspend	£1,324,000	£102,000 (8%)
Economy and Community Services	£2,072,740	£31,000 (1%) Underspend	£31,426,000	£2,851,000 (9%)
Finance	£3,190,070	£18,000 (1%) Overspend	£0	£0 (%)
Human Resources	£364,050	£0 (0%) Underspend	£0	£0 (%)
Policy and Performance	£223,320	£13,000 (6%) Underspend	£0	£0 (%)
Property	£564,060	£8,000 (1%) Overspend	£0	£49,000 (%)
Resident Services	£1,349,660	£52,000 (4%) Overspend	£2,743,000	£266,000 (10%)

### Adverse audit opinions

Number of poor or weak control opinions received during 2018/19 Quarter 1: **0**

Where adverse opinions are received, details are provided here.  
No adverse opinions were received in 2018/19 Quarter 1.

**List of Exceptions for 2018/19 Quarter 1**

**Finance and Performance**

<b>Ref</b>	<b>Title/Description</b>	<b>Why is this red on the scorecard?</b>
<b>Performance indicators</b>		
BV12a	Working days lost due to sickness absence (long-term)	Red against target (target: 2.05 days; outturn: 2.27 days). Year-on-year deterioration (2017/18 Q1: 1.21 days; 2018/19 Q1: 2.27 days).
BV12b	Working days lost due to sickness absence (short-term)	Red against target (target: 0.47 days; outturn: 0.87 days). Year-on-year deterioration (2017/18 Q1: 0.08 days; 2018/19 Q1: 0.87 days).
BV10	Percentage of non-domestic rates collected	Year-on-year deterioration (2017/18 Q1: 33.0%; 2018/19 Q1: 32.6%). Note that this indicator remains Green against the target (25.5%).
BV79b(i)	Percentage of recoverable HB overpayments that are recovered during period	Amber against target (target: 80.0%; outturn: 79.5%). Year-on-year deterioration (2017/18 Q1: 85.7%; 2018/19 Q1: 79.5%).

**Planned actions**

[No exceptions]

# HOUSING AND SAFER COMMUNITIES

Balanced scorecard report for 2018/19 Quarter 1

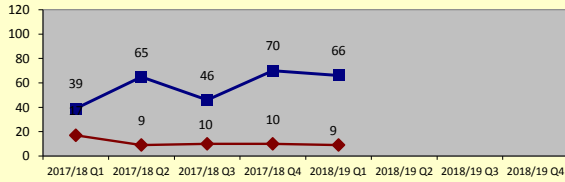


Cabinet Member: Cllr Horton • Deputy Cabinet Member: Cllr A Booth

## Customer Perspective

### Customer feedback

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



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

2018/19 Quarter 1	No. rec'd	No. timely	% timely
Resident Services	9	6	67
Commissioning and Customer Contact	66	62	94

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

Compliments received during 2018/19 Quarter 1

Resident Services	6
Commissioning and Customer Contact	24

### Summary from the Policy and Performance Team

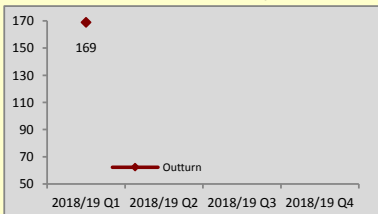
This scorecard gives an overview of council performance on the Housing and Safer Communities portfolio at the end of the first quarter of 2018/19.

This scorecard is currently being redesigned following the change to Cabinet portfolios, revisions to housing legislation and availability of data.

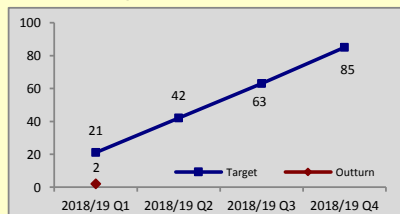
Complaint numbers under this portfolio remain stable and whilst timeliness in responding to them is somewhat adrift of target for one department, overall 91% were responded to within the target time of 10 days. Service-plan actions continue to be well managed and no adverse audit opinions were received during the quarter. Antisocial behaviour values remain low albeit slightly higher than last quarter whilst the all crime statistic has increased significantly in Q1 due to continued changes to the recording standards and definitions.

## Service Perspective

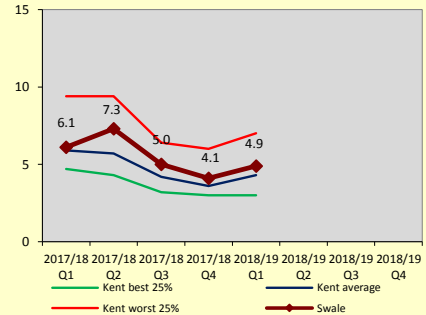
Number of households in temporary accommodation at end of quarter



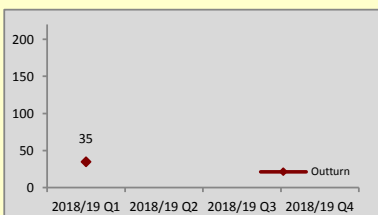
Number of long-term empty homes brought back into use (cumulative)



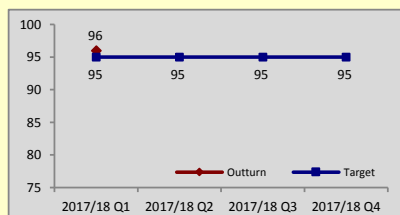
Antisocial behaviour incidents per 1,000 population



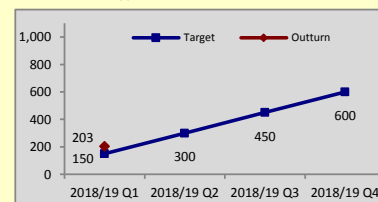
Number of DFG grants completed (cumulative)



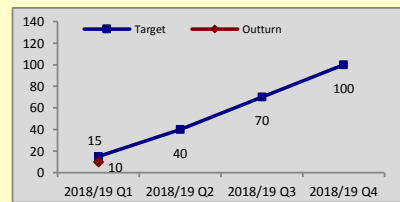
Enforcement action responses within seven working days (%)



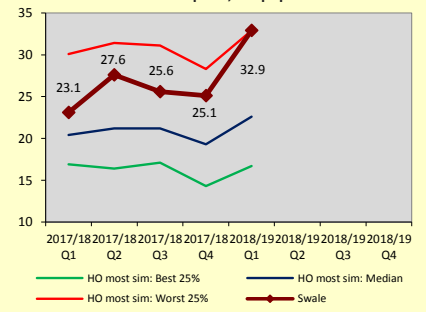
Number of jobs completed under the handyperson scheme (cumulative)



Gross number of affordable homes delivered (cumulative)



All crime per 1,000 population



## Corporate Perspective

### Revenue budget

At end of 2018/19 Quarter 1	Budget 18/19	Projected year-end position
Resident Services	£1,349,660	£52,000 (4%) Overspend
Commissioning and Customer Contact	£5,450,390	£64,000 (1%) Underspend

### Capital expenditure

At end of 2018/19 Quarter 1	Budget 18/19	Actual spend
Resident Services	£2,743,000	£266,000 (10%)
Commissioning and Customer Contact	£1,324,000	£102,000 (8%)

### Adverse audit opinions

Number of poor or weak control opinions received during 2018/19 Quarter 1:

Where adverse opinions are received, details are provided here.  
No adverse opinions were received in 2018/19 Quarter 1.

### Planned actions

Actions in 2018/19 Service Plans  
Green: complete or in progress. Amber: action due this quarter. Red: action overdue. Grey: action cancelled



### Large projects

Leisure contract replacement

[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.

**List of Exceptions for 2018/19 Quarter 1  
Housing and Safer Communities**

Ref	Title/Description	Why is this red on the scorecard?
<b>Performance indicators</b>		
CSP/0001	All crime per 1,000 population	Red against target (target: 101.3 crimes ; outturn: 109.2 crimes). Year-on-year deterioration (2017/18 Q1: 80 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.)
NI 155	Number of affordable homes delivered	Red against target (target: 15; outturn: 10). Year-on-year deterioration (2017/18 Q1: 36; 2018/19 Q1: 10).
NI 156	Number of households living in temporary accommodation	Red against target (target: 151; outturn: 169 households). Year-on-year deterioration (2017/18 Q1: 142 households; 2018/19 Q1: 169 households).
LI/HS/01	Number of long term homes brought back into use	Red against target (target: 21; outturn: 2).

**Planned actions**

[No exceptions]



# PLANNING SERVICES

Balanced scorecard report for 2018/19 Quarter 1

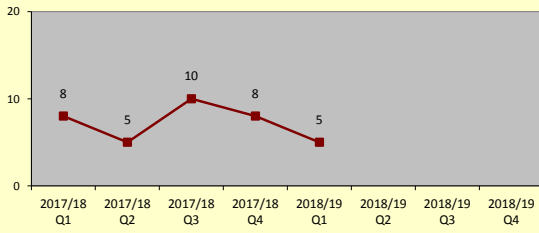


Cabinet Member: Cllr Lewin • Deputy Cabinet Member: Cllr Mulhern & Cllr Hunt

## Customer Perspective

### Customer feedback

Total complaints received per quarter



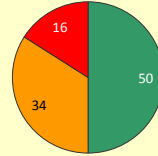
Complaints responded to within 10 working days (target: 90%)

2018/19 Quarter 1	No. rec'd	No. timely	% timely
Development Services	5	5	100

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

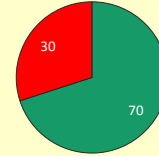
### Planning customer satisfaction survey 2018

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



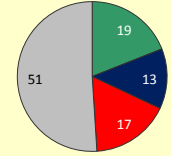
Green: good or very good. Amber: fair. Red: poor or very poor. Based on 55 responses.

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



Green: very or fairly satisfied. Red: very or fairly dissatisfied. Based on 55 responses.

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



Green: Swale better. Blue: Both the same. Red: Swale worse. Grey: Don't know. 55 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 2018/19. Whilst five of the eight corporate performance indicators deteriorated from Q1 2016/17, it should be recognised that last year's Q1 performance was particularly strong: 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 this quarter and all were responded to within 10 working days. Performance on planning enforcement timeliness and the processing of applications both remain above target, with planning income exceeding target due to significant major applications being received.

### Self-build and custom housebuilding register

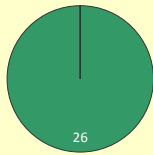
Number of applicants on the register at the end of each quarter

17/18 Q1	17/18 Q2	17/18 Q3	17/18 Q4	18/19 Q1	18/19 Q2	18/19 Q3	18/19 Q4
22	37	38	43	48			

## Service Perspective

### Planned actions

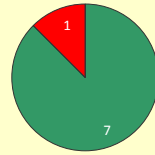
Actions in 2018/19 service plans



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

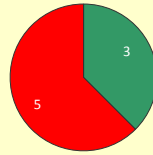
### All corporate performance indicators

Indicators and targets (RAG)



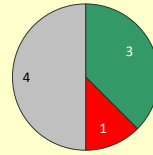
Green: target achieved. Amber: within tolerance. Red: target missed. Grey: no data or no target.

Indicators improved or deteriorated from 2017/18 Q1



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

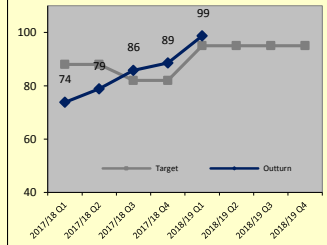
Indicator quartile positions in latest available data



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 (%)



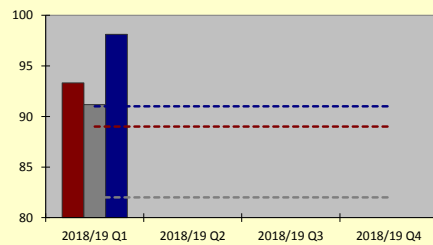
### Housing land supply

Five-year supply at 12/2017

	Dwellings
Five-year requirement*	4,261
Supply to 2020/21:	4,536
Equivalent years of supply:	5.3
Supply as proportion of requirement:	106.5%

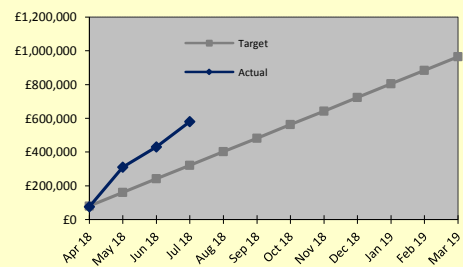
\*As per the Liverpool calculation, the requirement consists of the Local Plan requirement, plus recovery of shortfall to date, plus a 5% buffer.

### Timeliness of processing applications



Percentage processed in 13 weeks (majors) or eight weeks (minors/others)<sup>(\*)</sup>  
Brown: majors. Blue: minors. Dashes: targets. Bars: outturns.  
<sup>(\*)</sup> Includes agreements to Extensions of Time

### Planning fee income 2018/19



## Corporate Perspective

### Budget monitoring

At end of 2018/19 Quarter 1	Revenue budget			Capital expenditure	
	Budget 18/19	Projected year-end position		Budget 18/19	Actual spend
Development Services	£875,190	£29,000 (3%)	Underspend	£0	£0 (%)

### Adverse audit opinions

Number of poor or weak control opinions received during 2018/19 Quarter 1: **0**

Where adverse opinions are received, details are provided here.  
No adverse opinions were received in 2018/19 Quarter 1.

### Neighbourhood planning

Neighbourhood plans adopted: **1** Neighbourhood plans in development: **1**

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

### 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.

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 2018/19 Quarter 1  
Planning Services**

Ref	Title/Description	Why is this red on the scorecard?
<b>Performance indicators</b>		
LI/DC/DCE/006	Proportion of planning applications refused	Red against target (target: 15%; outturn: 15.8%). Year-on-year deterioration (2017/18 Q1: 14.2%; 2018/19 Q1: 15.8%).
LI/LS/LCC01	Percentage of all local land searches completed in five working days	Year-on-year deterioration (2017/18 Q1: 99.4%; 2018/19 Q1: 97.6%). Note that this indicator is Green against target (95%)
LI/DC/DCE/004	Percentage of delegated decisions (officers)	Year-on-year deterioration (2017/18 Q1: 92.7%; 2018/19 Q1: 89.6%). Note that this indicator is Green against target (86.5%)
NI 157a	Processing on planning applications: major (within 13 weeks)	Year-on-year deterioration (2017/18 Q1: 94.4%; 2018/19 Q1: 93.3%). Note that this indicator is Green against target (89%)
NI 157b	Processing on planning applications: minor (within 8 weeks)	Year-on-year deterioration (2017/18 Q1: 91.9%; 2018/19 Q1: 91.2%). Note that this indicator is Green against target (82%)

**Planned actions**

[No exceptions]

# REGENERATION

Balanced scorecard report for 2018/19 Quarter 1



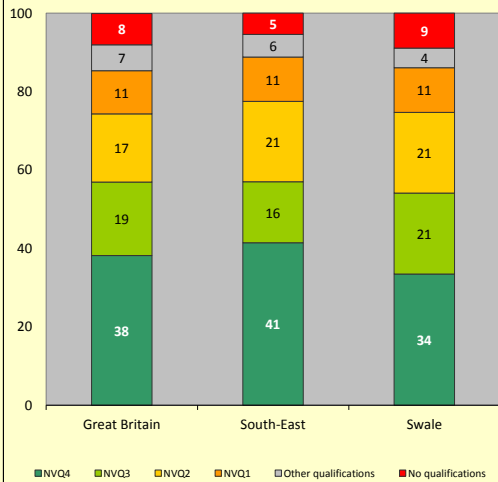
Cabinet Member: Cllr Cosgrove • Deputy Cabinet Member: Cllr Beart

## Portfolio Perspective: Business and Skills

### Swale skills profile

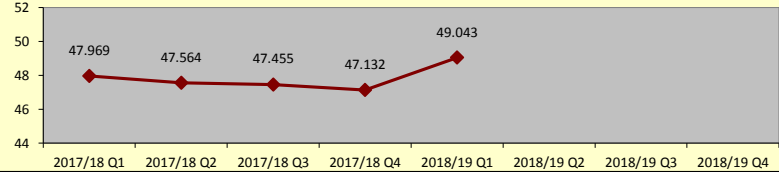
Proportion of workforce by NVQ qualification level (%)

Data from December 2017



### Rateable business income

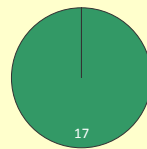
Net total business rates due for the year, adjusted quarterly for new and deleted liabilities (£m)



## Service Perspective

### Planned actions

Actions in 2018/19 service plans



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

## 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 2018/19. 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.

With specific regard to the STC project:

- + The electricity supply and the meter installation for the lighting in the Forum car park is current being arranged through UKPN & NPower.
  - + The new road alignment in front of the station is now in place with asphalt base and binder courses being installed and works started on the adjacent footways.
  - + Works continue in Dover Street to the new and existing retaining walls and with the installation of material to bring the road up to the new required levels.
  - + Works have now also started on the new bus stop/stand area in St. Michael's Road
- Development of the car park is underway:
- + The East and West stair cores and lift shaft are now complete.
  - + Steel frame erection commenced on 3rd September and is programmed for 5 weeks.

## Corporate Perspective

### Revenue budget

At end of 2018/19 Quarter 1	Budget 18/19	Projected year-end position
Economy and Community Services	£2,072,740	£31,000 (1%) Underspend

### Capital expenditure

At end of 2018/19 Quarter 1	Budget 18/19	Actual spend
Economy and Community Services	£31,426,000	£2,851,000 (9%)

### Adverse audit opinions

Number of poor or weak control opinions received during 2018/19 Quarter 1:

0

Where adverse opinions are received, details are provided here.

No adverse opinions were received in 2018/19 Quarter 1.

### Large projects

Sittingbourne Town Centre <http://sbcintranet/projects/Sittingbourne>

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.

# HEALTH & WELLBEING

Balanced scorecard report for 2018/19 Quarter 1



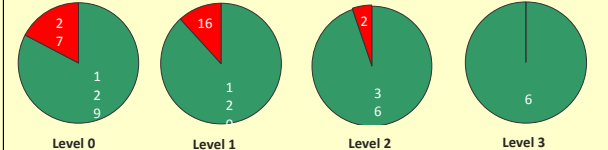
Cabinet Member: Cllr Aldridge • Deputy Cabinet Member: Cllr T Booth

## Safeguarding Perspective

### Safeguarding training

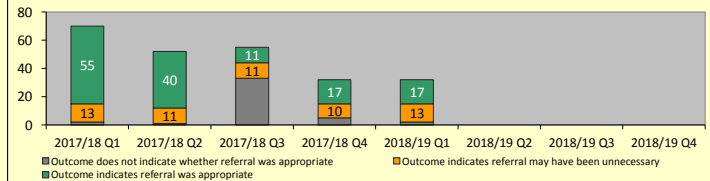
Staff up to date with mandatory training (by safeguarding role level)

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)



## Summary from the Policy and Performance Team

This scorecard gives an overview of council performance on the Health and Wellbeing portfolio at the end of the first quarter of 2018/19. Note that safeguarding referrals does not include 19 referrals pending outcomes at the time of the stats being collated.

The safeguarding level of a number of posts have been reviewed this quarter which has affected the total number of staff at level 1, 2 and 3. A domestic abuse training module was also released three weeks before the end of the quarter which has not been included in the stats as staff have not had enough time to complete the training. Plans are also in place to capture face to face safeguarding training performance stats for the few staff members in the field who do not have access to the on-line training system.

**List of Exceptions for 2018/19 Quarter 1**

**Regeneration**

Ref	Title/Description	Why is this red on the scorecard?
-----	-------------------	-----------------------------------

**Performance indicators**

[No exceptions]

**Planned actions**

[No exceptions]

**List of Exceptions for 2018/19 Quarter 1**

**Health and Wellbeing**

Ref	Title/Description	Why is this red on the scorecard?
-----	-------------------	-----------------------------------

**Performance indicators**

[No exceptions]

**Planned actions**

[No exceptions]

## Sittingbourne Town Centre Regeneration Scheme

### Update to Scrutiny Committee 7<sup>th</sup> November 2018

	Update
Construction	<ul style="list-style-type: none"> <li>All three retail units (The Food Warehouse, Home Bargains &amp; Costa Drive Through) continue to trade successfully on Princes Street Retail Park. The minor snagging items are now planned to be complete by the end of November although the removal of the hoarding along Milton Road will be programmed to align with the next road closure at Milton Road planned by Erith.</li> <li>There are a few minor snagging items to complete in the Forum car park. The installation of the electricity meter and the connection to the Distribution Network Operators (DNO) supply to energise the new lighting columns was completed on 12<sup>th</sup> October.</li> <li>The Phase 2 roadworks partially opened to traffic on 22<sup>nd</sup> October (St. Michael's Road through the station &amp; Milton Road) with works continuing in Dover Street until week commencing 29<sup>th</sup> October and to the paving in front of the station during November.</li> <li>PDR, the contractor constructing the Leisure Quarter were on site on schedule from 23<sup>rd</sup> October and are currently in the process of site set up and the erection of hoardings.</li> <li>As part of the PDR work, a section of Station Street within the footprint of the leisure development was stopped up on 22<sup>nd</sup> October and closed off to traffic.</li> <li>Huber, the contractor for the multi-storey car park are on schedule and continue to erect the last elements of the steel frame as well as installing the deck sheeting and deck reinforcement ahead of the concrete pour programmed for the beginning of November. Electricians are also installing the first fix electrics to the lift shafts and stair cores and to the decking.</li> </ul>
Planning	<ul style="list-style-type: none"> <li>Spirit continues to work with the Planning Team for the pre-commencement conditions relating to the Leisure site.</li> </ul>
Utility Services	<ul style="list-style-type: none"> <li>Spirit and PDR continue to work with the utility</li> </ul>

	companies in preparation for the leisure development.
Risks	<ul style="list-style-type: none"> <li>• Spirit is maintaining the Developers risk register through all phases of the scheme.</li> <li>• The SBC specific Risk Register continues to be updated to reflect the current project risks.</li> </ul>
Communications	<ul style="list-style-type: none"> <li>• Spirit's communication team continue to field and respond to enquiries regarding the scheme on a daily basis.</li> <li>• Spirit's communication team issued a press release and email to their business list (40+town centre businesses) on 19<sup>th</sup> October detailing the opening schedule for the A2 and personally visited businesses on Station Street ahead of the Station Street closure.</li> <li>• An email announcement was sent to all members on 22<sup>nd</sup> October providing an update on the road opening</li> <li>• The Leader and the Cabinet Member for Regeneration visited the Leisure site again on 25<sup>th</sup> October</li> <li>• Spirit's communication team will issue a further press release and email once Dover Street is open to traffic.</li> <li>• The Kent Messenger will visit the leisure site during week commencing 29<sup>th</sup> October.</li> </ul>
SBC Team and Governance	<ul style="list-style-type: none"> <li>• The appointed QS/Employers Agent for the MSCP from Ian Sayer &amp; Co continues to take responsibility for the regular meetings during the construction phase (the next monthly progress meeting is scheduled for 31<sup>st</sup> October) and is currently reviewing variations relating to the initial subterranean works.</li> <li>• The first progress meeting with Spirit, PDR and the Councils monitoring surveyor from Ward Williams Associates is scheduled for 1<sup>st</sup> November.</li> <li>• Cushman &amp; Wakefield continue to assist with the Managing Agent duties for the Retail Park and are currently developing a MA specification for the MSCP and Leisure Quarter.</li> <li>• Board meetings, Key Officer Group meetings and Internal Officer Group meetings continue.</li> </ul>

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

**December 2018 - March 2019**

**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 Alan Horton** – Deputy Leader and Cabinet Member for Housing and Safer Communities

**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 Sarah Aldridge** – Cabinet Member for Health 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](mailto: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>Cabinet Delegated Decision - Shellness Local Council Tax Discount Cabinet Delegated Decision – date to be confirmed.</p> <p>The hamlet of Shellness is not covered by the planning restrictions restricting occupation of holiday sites through the winter months which allow the Council to exempt properties from paying Council Tax whilst occupation is prohibited.</p> <p>The Cabinet Member for Finance and the Revenues and Benefits Manager have visited the site and have ascertained that the hamlet is not suitable for permanent occupation 12 months of the year so it is proposed to award a local discount to the hamlet during the winter months to recognise that this area is only suitable to be used as holiday accommodation.</p>	Cabinet	<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>Zoe Kent</p>
	<p>Health and Safety Policy V5</p> <p>To agree the Health and Safety Policy V5. This policy is reviewed every 3 years.</p>	Cabinet 12 December 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</p>	Open		<p>Cabinet Member for Finance and Performance</p> <p>Emma Larkins</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
			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>Draft Swale Cycling and Walking Framework</p> <p>An eight week consultation was carried out between the 10 August and 5 October 2018 seeking public views on ways to improve cycling and walking in the borough and suggestions to develop appropriate facilities. This report will present a summary of the comments received and will ask Cabinet for approval to adopt the Swale Cycling and Walking Policy Framework 2018-2022.</p>	Cabinet 12 December 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 area of the local authority.	Open		Cabinet Member for Regeneration  Charlotte Hudson

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>IT Strategy</p> <p>The IT strategy will lay out the objectives, priorities and mission for Mid-Kent IT over the next 5 years (2018-2023).</p>	Cabinet 12 December 2018	<p>Key</p> <p>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>	Fully exempt		<p>Cabinet Member for Finance and Performance</p> <p>Chris Woodward</p>
	Minutes of the Local Plan Panel held on 29 October 2018	Cabinet 12 December 2018	<p>Key</p> <p>This is not a key decision as the making and adoption of the LDF will ultimately be considered and decided by full Council.</p>	Open		<p>Cabinet Member for Planning</p> <p>James Freeman</p>
	Minutes of the Local Plan Panel held on 29 November 2018	Cabinet 12 December 2018	<p>Non-Key</p> <p>This is not a key decision as the making and adoption of the LDF will ultimately be considered and decided by full Council.</p>	Open		<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
	<p>Financial Management Report: April to September 2018</p> <p>This report shows the revenue and capital projected outturn for 2018/19 as at the end of period 6, covering the period from April to September 2018.</p>	Cabinet 12 December 2018	Non-Key This is not a key decision as it is for information only.	Open		Cabinet Member for Finance and Performance  Nick Vickers
	<p>Medium Term Financial Plan and 2019/20 Budget</p> <p>This report sets out the Council's Medium Term Financial Plan and proposals for the 2019/20 Budget.</p>	Cabinet 12 December 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 2019/20 Budget</p> <p>This report sets out the Council's Medium Term Financial Plan and proposals for the 2019/20 Budget.</p>	Cabinet 6 February 2019	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>Corporate Plan 2019-2022</p> <p>Adoption of the new Corporate Plan 2019-2022, which will replace the current plan "Making Swale a Better Place". The plan forms part of the Council's</p>	Cabinet 6 February 2019	Non-Key This is not a key decision as it will be considered and decided by full Council.	Open		Leader  David Clifford davidclifford@swale.gov.uk

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
	overarching policy framework, and adoption is therefore a matter for Full Council. Cabinet Members and officers will work on the Plan through the second half of 2018, and this will include consultation with all members via Policy Development and Review Committee and group leaders.					
	Treasury Management Strategy Statement and Investment Strategy 2019/20  This report sets out and seeks approval of the proposed Treasury Management Strategy and Investment Strategy for the Council in 2019/20. It will be proposed to Council at the meeting on 20 February 2019.	Cabinet 6 February 2019	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
	Minutes of the Swale Joint Transportation Board meeting held on 17 December 2018	Cabinet 6 February 2019	Non-Key	Open		Cabinet Member for Finance and Performance
	Minutes of the Local Plan Panel held on 28 February 2019	Cabinet 20 March 2019	Key This is not a key decision as the making and adoption of the LDF will ultimately be considered and decided by	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
			full Council.			
	Minutes of the Swale Joint Transportation Board meeting held on 18 March 2019	Cabinet 20 March 2019	Non-Key	Open		Cabinet Member for Regeneration
	Financial Management Report: April - December 2018  This report shows the revenue and capital projected outturn for 2018/19 as at the end of period 9, covering the period from April to December 2018.	Cabinet 20 March 2019	Non-Key This is not a key decision as it is for information only.	Open		Cabinet Member for Finance and Performance  Nick Vickers

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## Scrutiny Committee work programme - 2018/19

Review title	Reviewers	Status	07-Nov	15-Jan	23-Jan	27-Feb	21-Mar
Quarterly budget monitoring	Committee	Live			2nd Qtr		
Quarterly performance monitoring	Committee	Live	1st Qtr	2nd 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					
Non STC regeneration activity	Task and Finish Group	Live					

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