



AGENDA

CABINET MEETING

Date: Wednesday, 8 December 2021

Time: 7.00 pm

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

Membership:

Councillors Mike Baldock (Vice-Chairman), Monique Bonney, Angela Harrison, Ben J Martin, Richard Palmer, Julian Saunders, Roger Truelove (Chairman) and Tim Valentine.

Quorum = 3

Pages

RECORDING NOTICE

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Information for the Public

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Meeting Link: to be added.

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

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

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

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

2. Apologies for Absence

3. Minutes

To approve the [Minutes](#) of the Meeting held on 27 October 2021 (Minute Nos. 403 - 412) as a correct record.

4. Declarations of Interest

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

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

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

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

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

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

Part A Report for recommendation to Council

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December 2021 - to-follow

Issued on Wednesday, 1 December 2021

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

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

Cabinet	
Meeting Date	8 December 2021
Report Title	Budget 2022/23 and Medium-Term Financial Plan
Cabinet Member	Cllr Truelove, Leader and Cabinet Member for Finance
SMT Lead	Lisa Fillery, Director of Resources
Head of Service	Phil Wilson, Head of Finance and Procurement
Lead Officer	Phil Wilson, Head of Finance and Procurement
Key Decision	Yes
Classification	Open
Forward Plan	Reference Number:
Recommendations	<ol style="list-style-type: none"> 1. To endorse the draft 2022/23 revenue and capital budgets. 2. To endorse the Medium-Term Financial Plan.

1. Purpose of Report and Executive Summary

- 1.1 This report sets out draft 2022/23 revenue and capital budgets and the draft Medium Term Financial Plan (MTFP).
- 1.2 The Council is still in the midst of a highly complex situation arising from the Covid pandemic; very significant additional costs, significant loss of income and additional Government funding (both general and specific grants). The Council weathered the Covid financial pressures well, but in a way the significant amount of additional funding received should not detract from the very serious underlying financial issues.
- 1.3 The Government announced a Spending Review on 27 November. At time of writing the report, the target date for the provisional settlement is 5 December.
- 1.4 The contents of this report will form the basis of the formal scrutiny of the budget proposals on 26 January.

2. Background

Local Government Finance

- 2.1 Fundamental changes planned to the funding basis of councils have been deferred. No announcement has been made about the baseline reset or any of the other business rates reforms. Given that business rate pilots will be continuing until 2024/25, this suggests that the baseline reset will also be delayed. There was no announcement on the Fair Funding Review and the growing sense that it too will be delayed until 2025/26.
- 2.2 However, during an appearance before the Housing, Communities and Local Government Select Committee on 8 November, the Secretary of State for Levelling Up stated that the Government was to proceed with caution regarding the move to local government retaining 75% of business rates from the current 50%.
- 2.3 On 27 November, the Chancellor of the Exchequer announced the Spending Review 2021 that will cover the next three years (2022/23 to 2024/25). Details of the funding allocations will not be announced until the provisional settlement in December 2021. There are a number of settlement issues that will affect Swale:
- New Homes Bonus (NHB). There was no announcement on the future of NHB (there was a consultation paper earlier this year). Officials have not given any indication about whether NHB will disappear in 2022/23 or 2023/24, or whether it will continue in some form for the rest of the spending review period.
 - Ongoing COVID pressures. No new funding has been announced for any additional pressures in local government.
 - The threshold for “core” council tax increases remained at 2% We also anticipate the £5 per annum maximum increase will be permitted. There is no indication that there will be greater flexibility for districts
 - Public sector bodies will receive compensation for any additional contributions paid from the 1.25% increase from April 2022 onwards in National Insurance Contributions. The Treasury has set aside £1.7bn to £1.8bn every year to pay compensation, however, indications are that the compensation for local authorities will be included within overall grant allocations.
 - Business Rates: There will be a 50% discount for retail, hospitality and leisure sectors (up to a maximum of £110,000) in 2022/23. Local authorities will be fully funded for the additional costs of the discount.

Coalition Priorities

- 2.4 The administration's approach to managing the Council's finances and achieving priorities are:
- Revenue budget is highly constrained.
 - Use one-off monies to fund administration priorities.
 - Approach using one-off monies has been successful - Special Projects Fund/Improvement and Resilience Funds/ Town Centre funds.
- 2.5 The Council in May 2019 had revenue reserves of £22.2m and this had remained at £22.2m at 31 March 2021 (excluding reserves committed for supporting the collection fund). The approach has been to use one-off monies to support key Coalition priorities. So, the Business Rates Volatility Reserve and shared Business Rates funds have been committed to Coalition priorities. The projects supported from the Special Project Fund show the extent of support provided across the borough to deliver specific projects.

Covid

- 2.6 The Financial Management Report for 2021/22 which is also on the agenda for this Cabinet meeting, forecasts a budget variance of £359k due to the ongoing effect of the coronavirus pandemic, notably in the loss of income from car parking which is a result of the change in working patterns and there is a consequent significant reduction in the budget for car parking income for 2022/23.

Use of Reserves

- 2.7 Reserves are central both to achieving the Coalition priorities and to achieving a balanced budget position.
- 2.8 As at 31 March 2021 the revenue reserves were £22.2m (not including those reserves earmarked for use against the collection fund deficit). However, they are earmarked for particular functions:
- Reserves which are for an accounting adjustment between the value of income received and the value in the council's accounts for rental income (£0.5m);
 - Reserves earmarked for a particular project. Heads of Service have reviewed their reserves to determine whether the entire reserve is still required (£17.2m); and,
 - The General Fund (£3.1m after rollovers £294k plus transfer to Covid Recovery Fund of £1,043k).

- 2.9 Reserves can be used to balance the budget but as this is the use of one-off money it still leaves an underlying issue. Nonetheless Government will expect reserves to be utilised and have been critical of the level of reserves held by councils. Reserves will be an essential part of balancing the Swale budget for 2022/23.
- 2.10 Budget costs previously earmarked as being funded from reserves have been put back into the base budget notably Minimum Revenue Provision (MRP) (£302k) and pension increases (£182k).
- 2.11 We are proposing to end the special project fund with 2021/22 being the last year it is topped up by £1m from the Business Rates Volatility Reserve. This will mean a total of £3m will have been spent on the delivering projects across the borough.

Capital Strategy

- 2.12 The capital strategy will be reported to Cabinet and Council in February. A draft capital budget is presented for Cabinet to consider. New projects for the capital budget will be subject to individual business cases for decision by Cabinet.

Council Tax

- 2.13 The 2022/23 budget and the MTFP assume an increase of £4.95 per annum subject to confirmation in the Local Government Finance Settlement of the parameters for District Councils.

Contractual Price Inflation

- 2.14 The Council's major contracts are subject to price inflation provisions. The main contracts have the following provisions:

Contract	Inflation Provision
Refuse/ Street cleaning	Average Weighted Earnings (AWE) 40%, Consumer Price Index (CPI) 40%, and Diesel fuel index 20%
Grounds maintenance	Consumer Price Index
Leisure	Retail Price Index
Public Conveniences	AWE 55%, CPI 35%, and Diesel fuel index 10%.

Staff Pay

- 2.15 The budget currently reflects the fact that the staff pay increase, to which members' allowances increases are linked, is subject to negotiation with trade unions locally. The current budget provision is for a 2% increase plus further salary costs including increments where applicable. However this will need to be considered with the increase of the Real Living Wage to £2.90 announced on 15 November.

3. Proposals

- 3.1 Given the timing of this report this is an interim step in the development of fully balanced budget proposals.
- 3.2 The updated Medium Term Financial Plan is attached in Appendix I. It currently shows a gap to be closed for a balanced position of £2.3m.
- 3.3 To close this gap, it is proposed to use £1m for the Business Rates Volatility Reserve originally earmarked for the Special Projects Fund and a further £1.3m from reserves.
- 3.4 Variations from the 2021/22 base budget are set out in Appendix II. For convenience they are shown by Head of Service with the standard categories of Growth, Unavoidable Cost Pressures, Loss of Income, Service Savings and Additional Income.
- 3.5 The draft capital budget is attached in Appendix III.

4. Alternative Options

- 4.1 Do nothing – This is not recommended as the Council is legally required to set a balanced budget. The Constitution also requires the Scrutiny Committee to have budget proposals one month in advance of their January meeting. Further budget report will be submitted to Cabinet and Council in February 2022.

5. Consultation Undertaken or Proposed

- 5.1 Formal consultation with the business community will be undertaken. The Budget proposals contained in this report will be made available for comment on the Council's website from 9 December to 13 January.

6. Implications

Issue	Implications
Corporate Plan	The budget proposals support the achievement of the Council's corporate priorities.
Financial, Resource and Property	The report sets out the Council's resourcing position.
Legal, Statutory and Procurement	The Council is required to set a Council tax and a balanced budget.
Crime and Disorder	Any potential implications will be addressed by service managers in their budget proposals.
Environment and Climate/Ecological Emergency	The proposals support the Climate Change and Ecological motion agreed by Cabinet.

Issue	Implications
Health and Wellbeing	Any potential implications will be addressed by service managers in their budget proposals.
Safeguarding of Children, Young People and Vulnerable Adults	Any potential implications will be addressed by service managers in their budget proposals.
Risk Management and Health and Safety	Any potential implications will be addressed by service managers in their budget proposals.
Equality and Diversity	Any potential implications will be addressed by service managers in their budget proposals.
Privacy and Data Protection	Any potential implications will be addressed by service managers in their budget proposals.

7. Appendices

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

- Appendix I: Medium Term Financial Plan
- Appendix II: Budget variations
- Appendix III: Capital budget

8. Background Papers

None

2022/23 Medium Term Financial Plan (MTFP)

Service	2021/22	2022/23	2023/24	2024/25
	£'000	£'000	£'000	£'000
Chief Executive	263	240	240	240
Director of Neighbourhoods & Regeneration	224	225	225	225
Environment & Leisure	6,258	6,535	7,256	8,047
Planning	865	765	739	740
Housing & Community Services	3,472	3,440	3,440	3,440
Regeneration & Economic Development	(129)	(247)	(332)	(400)
Policy, Governance & Customer Services	2,273	2,253	2,253	2,253
Finance & Procurement	816	782	788	794
Corporate Overheads/Capital Financing	2,344	2,857	2,854	2,818
Revenues & Benefits	392	441	398	354
Environmental Health	522	521	521	521
MKS Legal	486	476	476	476
MKS Audit	182	182	182	182
MKS Human Resources	431	450	450	450
MKS Information Technology	1,362	1,362	1,362	1,362
Collection Fund Surplus	(50)	0	0	0
Pay and inflation	0	314	606	898
Sub Total Base Budget	19,711	20,596	21,458	22,400
Drainage Board	876	906	937	969
Historic contribution to reserves	93	93	93	93
Contribution to/ (from) reserve	(662)	52	106	106
Savings required	0	(2,316)	(2,683)	(3,127)
Grants				
Revenue Support Grant	(116)	(117)	(117)	0
Business Rates - Gross	(8,733)	(9,163)	(9,413)	(9,667)
Less NNDR share of homelessness funding	91	91	91	91
Local Council Tax Scheme Grant	(198)	0	0	0
Lower Tier Services Grant	(183)	0	0	0
Covid grant allocation	(996)	0	0	0
New Homes Bonus (assuming not just legacy payments)	(1,028)	(913)	(860)	(860)
Council Tax requirement	8,855	9,229	9,612	10,005
Annual savings required		(2,316)	(367)	(444)
Tax Base	48,040.12	48,760.72	49,492.13	50,234.51
Council Tax	184.32	189.26	194.21	199.16
Council Tax increase %		2.68%	2.61%	2.55%
Council Tax increase £		4.95	4.95	4.95
Tax Base increase %		1.50%	1.50%	1.50%

Please note that in all appendices, figures in brackets represent income or reductions in the net cost of services.

2022/23 Medium Term Financial Plan (MTFP)

Service	2021/22	Growth	Unavoidable Pressure	Loss of Income	Increased Income	Price Increases	Savings	Operational	2022/23
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Chief Executive	263						(23)		240
Director of Neighbourhoods & Regeneration	224							1	225
Environment & Leisure	6,258	281	93	373	(596)	198	(84)	12	6,535
Planning	865				(36)		(65)	1	765
Housing & Community Services	3,472	16					(49)	1	3,440
Regeneration & Economic Development	(129)	0			(101)	15	(47)	15	(247)
Policy, Governance & Customer Services	2,273					8	(25)	(3)	2,253
Finance & Procurement	816						(36)	2	782
Corporate Overheads/Capital Financing	2,344		570			11	(70)	2	2,857
Revenues & Benefits	392			87			(29)	(9)	441
Environmental Health	522	0						(1)	521
M&S Legal	486				(10)				476
M&S Audit	182								182
M&S Human Resources	431	19							450
M&S Information Technology	1,362								1,362
Collection Fund Surplus	(50)		50						0
Pay and inflation	0	314							314
Sub Total Base Budget	19,711	630	713	460	(743)	232	(428)	21	20,596

2022/23 Medium Term Financial Plan (MTFP)

Service	2021/22	Growth	Unavoidable Pressure	Loss of Income	Increased Income	Price Increases	Savings	Operational	2022/23
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Drainage Board	876	30							906
Historic contribution to reserves	93								93
Contribution from reserve	(662)	714							52
Savings required	0						(2,316)		(2,316)
Grants									
Revenue Support Grant	(116)				(1)				(117)
Business Rates - Gross	(8,733)				(430)				(9,163)
Less NNDR share of homelessness funding	91								91
Local Council Tax Scheme Grant	(198)			198					0
Lower Tier Services Grant	(183)			183					0
Covid grant allocation	(996)			996					0
New Homes Bonus	(1,028)			115					(913)
Council Tax requirement	8,855	1,374	713	1,952	(1,174)	232	(2,744)	21	9,229

Budget Variations

No.	Head of Service	Service	Service Description	Type of Spend/ Income	MTFP Category	Explanation of Budget Change	22/23 Increase Over & Above 21/22 £	23/24 Increase Over & Above 22/23 £	24/25 Increase Over & Above 23/24 £
1	REED	Chief Executive	Chief Exec - Dept Management	Salaries	Salary Savings	Salary savings	(23,000)	0	0
2					Salary Savings Total		(23,000)	0	0
3		Chief Executive Total					(23,000)	0	0
Page 14	CASSELL	Environment & Leisure	Cemeteries - Swale	Interment	Additional income	Variable burial income depending upon the number of burials requested	(11,350)	0	0
	CASSELL	Environment & Leisure	various	various	Additional income	Increase in Fees & Charges income	(23,680)	(1,000)	(1,000)
	CASSELL	Environment & Leisure	Swale Community Leisure Trust Ltd	Contracts	Additional income	Contractual changes do not include RPI uplift figures as dependent upon seeing Covid recovery.	(98,759)	(79,263)	0
	CASSELL	Environment & Leisure	S/B Multistorey Car Park	Season Tickets	Additional income	Only predicted for 22-23 due to current arrangement	(45,000)	45,000	0
8	CASSELL	Environment & Leisure	Civil Parking Enforcement	Suspended Parking Bays	Additional income	Revised fees and charges	(2,550)	0	0
9	CASSELL	Environment & Leisure	Recycling Campaign	Garden Waste Scheme-Brown Bins (not compost bins)	Additional income	Additional income from proposed increase in annual charge	(300,000)	(27,788)	(28,690)

Budget Variations

No.	Head of Service	Service	Service Description	Type of Spend/ Income	MTFP Category	Explanation of Budget Change	22/23 Increase Over & Above 21/22 £	23/24 Increase Over & Above 22/23 £	24/25 Increase Over & Above 23/24 £
10	CASELL	Environment & Leisure	Wheeled Bins	Grants & Contributions-no supply goods or services	Additional income	New bins for new estates	(30,000)	0	0
11	CASELL	Environment & Leisure	Wheeled Bins	Domestic/Residential Wheelie Bin Charge (lost/damaged/stolen bins)	Additional income	Income from proposed new charge for replacement bin	(85,000)	0	0
					Additional income Total		(596,339)	(63,051)	(29,690)
	CASELL	Environment & Leisure	various	various	Committed price increases	Inflation increases	31,110	14,605	14,975
14	CASELL	Environment & Leisure	Refuse & Recycling	Private Contractors	Committed price increases	Indexation on current contract up plus estimate for cost of new contract	90,831	364,944	384,245
15	CASELL	Environment & Leisure	Street Cleansing	Private Contractors	Committed price increases	Indexation on current contract up plus estimate for cost of new contract	76,705	317,065	335,004
16					Committed price increases Total		198,646	696,614	734,224
17	CASELL	Environment & Leisure	Grounds Maintenance	Maintenance - Grounds Contract	Growth items	This is based on the new contract	148,733	37,189	38,118

Budget Variations

No.	Head of Service	Service	Service Description	Type of Spend/ Income	MTFP Category	Explanation of Budget Change	22/23 Increase Over & Above 21/22 £	23/24 Increase Over & Above 22/23 £	24/25 Increase Over & Above 23/24 £
18	CASELL	Environment & Leisure	Open Spaces - Swale	Arboriculture (tree) contract	Growth items	Based on new Trees contract	31,000	980	1,000
19	CASELL	Environment & Leisure	Swale Car Parks	MKS charge for car park service	Growth items	Increase in cost for car parks partnership	15,000	0	0
20	CASELL	Environment & Leisure	Public Conveniences	Private Contractors	Growth items	Cost of new facilities	86,828	10,314	28,861
21					Growth items Total		281,561	48,483	67,979
Page 23 of 26	CASELL	Environment & Leisure	Coast Protection	Contribution to SBC costs from KCC	Loss of income	Coast protection agreement ending	12,750	1,500	640
	CASELL	Environment & Leisure	Open Spaces - Swale	Commuted Sums - Contracts	Loss of income	End of commuted sums provision	25,385	19,308	1,746
	CASELL	Environment & Leisure	Beach Huts	Beach Huts - plot and hut	Loss of income	Income variations	8,000	(5,000)	(2,000)
	CASELL	Environment & Leisure	S/B Multistorey Car Park	Fees & Chgs Vatable	Loss of income	Covid impact on parking expected to become permanent	20,000	0	0
26	CASELL	Environment & Leisure	Swale Car Parks	Fees & Chgs Vatable	Loss of income	Continued impact of Covid-19. Overall impact offset slightly by increased fees and charges	275,000	0	0
27	CASELL	Environment & Leisure	Swale Car Parks	Season Tickets	Loss of income	Continued impact of Covid-19	25,000	0	0

Budget Variations

No.	Head of Service	Service	Service Description	Type of Spend/ Income	MTFP Category	Explanation of Budget Change	22/23 Increase Over & Above 21/22 £	23/24 Increase Over & Above 22/23 £	24/25 Increase Over & Above 23/24 £
28	CASELL	Environment & Leisure	Special Collections	Fees & Chgs Vatable	Loss of income	A249 litter picking. This reduction is because SBC is not doing all of road.	6,450	0	0
29					Loss of income Total		372,585	15,808	386
30	CASELL	Environment & Leisure	Salaries	Salaries	Salary Savings	Net salary savings	(67,025)	0	0
31					Salary Savings Total		(67,025)	0	0
32	CASELL	Environment & Leisure	Public Conveniences	Business Rates	Service savings	A recent legislative change means that public conveniences no longer pay business rates.	(16,900)	0	0
33					Service savings Total		(16,900)	0	0
34	CASELL	Environment & Leisure	Wheeled Bins	Equipment Purchase	Unavoidable cost pressures	Increased cost of replacement bins	93,000	0	0
35					Unavoidable cost pressures Total		93,000	0	0
36		Environment & Leisure Total					265,528	697,854	772,899

Budget Variations

No.	Head of Service	Service	Service Description	Type of Spend/ Income	MTFP Category	Explanation of Budget Change	22/23 Increase Over & Above 21/22 £	23/24 Increase Over & Above 22/23 £	24/25 Increase Over & Above 23/24 £
37	WILSON	Collection Fund Surplus	Non-Specific Grants	Surplus/Deficit CTax Income (Budget)	Unavoidable cost pressures	No surplus is anticipated on the collection fund due to the after effects of covid and the reduction in C tax income	50,000	0	0
38					Unavoidable cost pressures Total		50,000	0	0
39		Collection Fund Surplus Total					50,000	0	0
40	WILSON	Corporate Costs	Financial Services	Supply of Insurance Cover	Committed price increases	Increase in cost of insurance cover	11,210	11,490	11,780
41					Committed price increases Total		11,210	11,490	11,780
42	WILSON	Corporate Costs	Interest Payable	Interest Payable	Service savings	Fewer loans This does not include Rainbow loan which will be reported separately	(38,900)	0	0
43	WILSON	Corporate Costs	Parish Councils (Footway Lighting)	Grants & Subscriptions	Service savings	Propose to end support to Parishes as they are able to increase their precept without restrictions	(19,855)	(19,855)	0

Budget Variations

No.	Head of Service	Service	Service Description	Type of Spend/ Income	MTFP Category	Explanation of Budget Change	22/23 Increase Over & Above 21/22 £	23/24 Increase Over & Above 22/23 £	24/25 Increase Over & Above 23/24 £
44	WILSON	Corporate Costs	Adjustments between accounting/funding basis - GF	Pension Enhancements	Service savings	Reductions in pension payments	(11,680)	0	0
45					Service savings Total		(70,435)	(19,855)	0
46	WILSON	Corporate Costs	Corporate Costs	External Audit Fee	Unavoidable cost pressures	Increase in audit fee	11,010	1,790	1,840
47	WILSON	Corporate Costs	Treasury Mgt & Bank Charges	Broker Fees	Unavoidable cost pressures	Increase in broker fees	9,900	0	0
48	WILSON	Corporate Costs	Pension no longer funded from Reserves	Pension	Unavoidable cost pressures	Pension no longer funded from reserves	181,640	0	0
49	WILSON	Corporate Costs	Adjustments between accounting/funding basis - GF	Minimum Revenue Provision	Unavoidable cost pressures	Borrowing cost of STC	335,000	3,000	(51,000)
50	WILSON	Corporate Costs	Adjustments between accounting/funding basis - GF	Payroll - Gross Pay	Unavoidable cost pressures	Net salary adjustments	33,130	0	0
51					Unavoidable cost pressures Total		570,680	4,790	(49,160)
52		Corporate Costs Total					511,455	(3,575)	(37,380)
53	WILSON	Finance & Procurement	Financial Services	Salaries	Salary Savings	Salary savings	(36,640)	4,908	5,106

Budget Variations

No.	Head of Service	Service	Service Description	Type of Spend/ Income	MTFP Category	Explanation of Budget Change	22/23 Increase Over & Above 21/22 £	23/24 Increase Over & Above 22/23 £	24/25 Increase Over & Above 23/24 £
54					Salary Savings Total		(36,640)	4,908	5,106
55		Finance & Procurement Total					(36,640)	4,908	5,106
56	HUDSON	Housing & Community Services	Housing Private Sector	Salaries	Growth items	New approved increase in establishment to deal with Empty Homes and Caravan work and Energy	16,100	0	0
					Growth items Total		16,100	0	0
					Salary Savings	Salary savings	(49,210)	0	0
59					Salary Savings Total		(49,210)	0	0
60		Housing & Community Services Total					(33,110)	0	0
61	SANDHER	MKS Human Resources	Apprenticeships	Payroll - Gross Pay	Growth items	Real living wage for apprentices	18,710	0	0
62					Growth items Total		18,710	0	0
63		MKS Human Resources Total					18,710	0	0
64	VALMOND	MKS Legal	Legal (Clientside Costs)	Legal Fees - Planning/S106 (Non-Business)	Additional income	Additional s106 income	(10,000)	0	0
					Additional income Total		(10,000)	0	0
66		MKS Legal Total					(10,000)	0	0

Budget Variations

No.	Head of Service	Service	Service Description	Type of Spend/ Income	MTFP Category	Explanation of Budget Change	22/23 Increase Over & Above 21/22 £	23/24 Increase Over & Above 22/23 £	24/25 Increase Over & Above 23/24 £
67	FREEMAN	Planning	Development Management	PPA - Planning Performance Agreement	Additional income	New item	(25,500)	0	0
68	FREEMAN	Planning	Development Management	S106 Monitoring Fees	Additional income	Additional income from s106 fees anticipated	(10,000)	0	0
69					Additional income Total		(35,500)	0	0
70	FREEMAN	Planning	Development Management	Salaries	Salary Savings	Salary savings	(58,839)	(27,300)	0
71					Salary Savings Total		(58,839)	(27,300)	0
72	FREEMAN	Planning	Spatial Policy	Fees and Services	Service savings	Reduction in fees required	(6,000)	0	0
73					Service savings Total		(6,000)	0	0
74		Planning Total					(100,339)	(27,300)	0
75	CLIFFORD	Policy, Governance & Customer Services	General Democratic Costs	Allowances	Committed price increases	Increase in NI costs for members	7,257	0	0
76					Committed price increases Total		7,257	0	0
77	CLIFFORD	Policy, Governance & Customer Services	Operational service savings	Operational service savings	Service savings	Operational service savings	(9,000)	0	0
78	CLIFFORD	Policy, Governance & Customer Services	Swale BC Publications	Developing & Printing	Service savings	Decrease in costs for Inside Swale	(7,500)	0	0

Budget Variations

No.	Head of Service	Service	Service Description	Type of Spend/ Income	MTFP Category	Explanation of Budget Change	22/23 Increase Over & Above 21/22 £	23/24 Increase Over & Above 22/23 £	24/25 Increase Over & Above 23/24 £
79	CLIFFORD	Policy, Governance & Customer Services	Swale BC Publications	Postage	Service savings	Decrease in costs for Inside Swale	(8,000)	0	0
80					Service Savings Total		(24,500)	0	0
81		Policy, Governance & Customer Services Total					(17,243)	0	0
82	JOHNSON	Regeneration & Economic Development	Rental income	rental income	Additional income	Rental income increases	(100,977)	(52,223)	(78,353)
					Additional Income Total		(100,977)	(52,223)	(78,353)
83	JOHNSON	Regeneration & Economic Development			Committed price increases	Utility costs	15,342	0	0
85					Committed Prices Total		15,342	0	0
86	JOHNSON	Regeneration & Economic Development	Salaries	Salaries	Salary savings	Salary savings	(35,515)	0	0
87					Salary Savings Total		(35,515)	0	0
88	JOHNSON	Regeneration & Economic Development	Business & Skills	Fees and Services	Service savings	Deletion of the learning & skills operational budget	(11,780)	0	0
89					Service savings Total		(11,780)	0	0
90		Regeneration & Economic Development Total					(132,930)	(52,223)	(78,353)

Budget Variations

No.	Head of Service	Service	Service Description	Type of Spend/ Income	MTFP Category	Explanation of Budget Change	22/23 Increase Over & Above 21/22 £	23/24 Increase Over & Above 22/23 £	24/25 Increase Over & Above 23/24 £
91	KENT	Revenues & Benefits	MKS Enforcement Service - Council Tax	MKS Debt Recovery Service Income	Loss of income	Reduction in income due to revised forecast of proportion of debt that can be recovered	87,000	(43,500)	(43,500)
92					Loss of income Total		87,000	(43,500)	(43,500)
93	KENT	Revenues & Benefits	Housing Benefit & C Tax Support - Administration	H.B Admin Subsidy	Service savings	Admin grant	(8,726)	0	0
94	KENT	Revenues & Benefits	Council Tax Collection	Postage	Service savings	Postage savings	(20,000)	0	0
95					Service savings Total		(28,726)	0	0
96		Revenues & Benefits Total					58,274	(43,500)	(43,500)
97		Service Total					550,705	576,164	618,772
98		Operational Items Total					20,983	(7,151)	30,835
99		Grand Total					571,688	569,013	649,607

		To Match Appendix I:					£'000	£'000	£'000
		Grand Total (above)					571	570	650
		Base Budget					19,711	20,596	21,458
		Pay and Inflation					314	292	292
		Base Budget Total					20,596	21,458	22,400

Capital Programme

	Detail	2021/22 Original Budget	2021/22 Revised Budget	2022/23 Original Budget	2023/24 Original Budget	Budget Later Years
		£	£	£	£	£
Environment & Leisure - M. Cassell						
Gunpowder Works Oare Faversham – S106	S106	0	9,000	0	0	0
New Play Area – Iwade Schemes – S106	S106	0	45,000	0	0	0
Resurfacing Promenade, The Leas – External Grant	External Grant	0	79,970	0	0	0
Modular Toilet Kiosk - Minster Leas - Special Project	Special Project SPF 22	0	24,360	0	0	0
Milton Creek Access Road – Reserves	Reserves	0	40,000	0	0	0
Barton's Point Coastal Park - replacement bridge - Capital Receipts	Capital Receipts	0	148,400	0	0	0
Beach Huts – Capital Receipts	Capital Receipts	0	60,000	0	0	0
Sheppey Improvement Fund – Capital Receipts	Capital Receipts	250,000	250,000	0	0	0
Sheppey Improvement Fund - Loan	Loan	0	16,000	0	0	0
Faversham Recreation Ground Outdoor Gym equipment - S106	S106		4,940			
Faversham Recreation Ground Improvements – External Grants/S106	External Grant	0	15,800	0	0	0
Open Spaces Play Equipment – S106	S106	100,000	456,000	0	0	0
Leisure Centres – Internal / External Borrowing	Internal/External	0	293,850	0	0	0
Swallows Leisure Centre - Capital Works	Covid Recovery Fund	0	81,740	0	0	0
Play Improvements – Reserves	Special Projects	0	150,000	0	0	0
Play Improvements – Capital Receipts	Capital Receipts	50,000	50,000	0	0	0
Play Improvements – Diligent Drive – Reserves	Special Projects	0	18,000	0	0	0
Public Toilets for Queenborough All Tide Landing	Improvement & Resilience Fund	0	6,900	0	0	0
Public Toilets - Forum Sittingbourne - Special Project	Special Project SPF 24	0	42,080	0	0	0
Toilet Block & Shower Block - Barton Point – Special Projects	Special Project SPF 23	0	184,280	0	0	0
Wheeled Bins - Reserves	R & R	35,000	286,000	35,000	35,000	35,000
St Anne's Footbridge Lighting - Reserves	SPF 16	0	41,250			
Total Environment & Leisure		435,000	2,303,570	35,000	35,000	35,000

Capital Programme

	Detail	2021/22 Original Budget	2021/22 Revised Budget	2022/23 Original Budget	2023/24 Original Budget	Budget Later Years
		£	£	£	£	£
<u>Housing & Community Services - C. Hudson</u>						
CCTV – Reserves	R & R Reserve	15,000	45,000	15,000	15,000	15,000
CCTV Monitoring Control Centre – Reserves	R & R Reserve	0	4,960	0	0	0
Disabled Facilities Grant Mandatory – External Grant	External Grant	2,062,800	3,301,260	2,062,800	2,062,800	2,062,800
Disabled Facilities Grant – External Grant	External Grant	0	1,927,530	0	0	0
Winter Warmth Grants	External Grant	0	6,780	0		
Rainbow Homes	Internal/External	11,500,000	11,500,000	11,500,000	0	0
Rainbow Homes - Business Planning Work	Internal/External	250,000	250,000	0	0	0
Murston Old Church	Community Fund CFB 62	0	20,000	0	0	0
Sheppey Hall Improvement	Special Project SPF 11	40,000	0	0	0	0
Thistle Hill Community Centre - Solar PV installation	Special Project SPF 30	20,000	20,000	0	0	0
Land Regeneration/Improvement Works at Dolphin Barge Museum & Skatepark	Special Project SPF 18	37,920	37,920	0	0	0
Land Regeneration/Improvement Works at Dolphin Barge Museum & Skatepark	Capital Receipts	14,140	14,140	0	0	0
Total Housing & Community Services		13,939,860	17,127,590	13,577,800	2,077,800	2,077,800
<u>Regeneration & Economic Development - J. Johnson</u>						
High Streets - Various	High Street Fund	0	780,430	0	0	0
High Streets - Various	S106	0	100,000	0	0	0
High Streets - Various	Improvement & Resilience Fund	0	106,920	0	0	0
Sittingbourne Town Centre –Internal/External Borrowing	Internal/External	0	1,079,700	0	0	0
Footpath Contribution – High Street Sittingbourne – S106	S106	0	5,660	0	0	0

Capital Programme

	Detail	2021/22 Original Budget	2021/22 Revised Budget	2022/23 Original Budget	2023/24 Original Budget	Budget Later Years
		£	£	£	£	£
Faversham Creek Basin Regeneration Project (Swing Bridge) – Capital Receipts	Capital Receipts	0	200,000	0	0	0
Queenborough & Rushenden Klondyke Land Improvement	External Grant - Housing Infrastructure Fund (HIF)	0	1,103,490	0	0	0
Swale House Refurbishment - Internal/External	Internal/External	3,000,000	50,000	1,912,400	0	0
Coronation Clock Tower Sheerness - Reserves	Reserves/ s106	0	185,000	0	0	0
Redevelopment of Master's House, Sheerness	Capital Receipts/ external grant/ reserves	0	1,550,000	0	0	0
Sheppey Capital Investments	Capital Receipts	850,000	0	0	0	0
Total Regeneration & Economic Development		3,850,000	5,161,200	1,912,400	0	0
Policy						
Council Chamber IT equipment	Capital Receipts	0	0	50,000	0	0
Total Policy		0	0	50,000	0	0
Planning – J. Freeman						
Faversham Reach Public Footpath ZF43	Faversham Creek Footpath Reserve	0	60,000	0	0	0
Total Planning		0	60,000	0	0	0
ICT - C. Woodward						
ICT Infrastructure & Equipment Replacement - Reserves	R & R	299,300	349,700	0	0	0
Total ICT		299,300	349,700	0	0	0
Total Capital Programme		18,524,160	25,002,060	15,575,200	2,112,800	2,112,800

Capital Programme

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Cabinet		Agenda Item:
Meeting Date	8 December 2021	
Report Title	Review of Fees & Charges 2022/23	
Cabinet Member	Cllr Roger Truelove, Leader and Cabinet Member for Finance	
SMT Lead	Lisa Fillery, Director of Resources	
Head of Service	Phil Wilson, Head of Finance and Procurement	
Lead Officer	Caroline Frampton, Principal Accountant and Lyn Stringer, Insurance Officer	
Key Decision	Yes	
Classification	Open	
Forward Plan	Reference number:	
Recommendations	<ol style="list-style-type: none"> 1. To agree the proposed fees and charges 2022/23 as set out in this report. 2. Regarding Taxi Licensing that delegated authority be given to the Head of Housing & Community Services in consultation with the Director of Resources and the Cabinet Member for Community Services to amend the fees and charges as a result of a review of the charges in 2021/22. 	

1. Purpose of Report and Executive Summary

- 1.1 This report invites Cabinet to consider the proposals for the level of fees and charges to be levied for the next financial year 2022/23. Charges will take effect from 1 April 2022.
- 1.2 All the charges included in this report under the Council's control will take effect from 1 April 2022.
- 1.3 Appendix I details proposals on a service-by-service basis for the level of fees to be charged in 2022/23 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 2021/22 budget for fees and charges for service.
- 1.4 We need to ensure that for discretionary services, where there is a choice over whether the local resident does choose to buy the service, they pay a level which covers costs and is reasonable in comparison to neighbouring councils.

2. Background

- 2.1 In 2021/22 the fees and charges budget covered by this report where the Council sets the level of fees or charges was £3,991,000 (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 2022/23 and Appendix II those that are set by Government.
- 3.2 Heads of Service were advised that any indexation be based on the Consumer Price Index (June 2.5%) be used and rounded to the nearest 10 pence.

4. Alternative Options

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

5. Consultation Undertaken or Proposed

- 5.1 Any necessary consultation will be undertaken by the managers of the relevant service area.
- 5.2 There will be specific consultation required on changes to hackney carriages charges.

6. Implications

Issue	Implications
Corporate Plan	The income from fees and charges is a key component of the Council’s budget and is key to supporting the Corporate Plan objectives.
Financial, Resource and Property	Work will continue on the detailed impact of the proposals. In proposing the new charges, consideration has been given to the likely impact on income levels given the anticipated response of service users to increases in charges.
Legal, Statutory and Procurement	All proposals for charges reflect the relevant legislation.
Crime and Disorder	None identified.

Issue	Implications
Environment and Climate/ Ecological Emergency	None identified.
Health and Wellbeing	None identified.
Safeguarding of Children, Young People and Vulnerable Adults	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 2022/23 set by the Council
- Appendix II: Fees and charges set nationally by Government
- Appendix III: Summary of fee income for 2021/22 budget

8. Background Papers

None.

Proposed fees and charges for 2022/23 set by the Council

	2021/22			2022/23			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Housing Services (C Hudson)							
Home Inspection for Immigration Application Fee							
Requests received to inspect and provide report on suitability of proposed home in connection with immigration applications	123.00	24.60	147.60	126.10	25.20	151.30	The charges reflect officer time and the 2.5% increase. This is a discretionary service that we offer in line with most other authorities, there is little demand for the service, but it is competitively priced to provide a service for residents who may wish to get independent confirmation of their property's fitness for the immigration authorities.
Staying Put Handyperson Rates							
Hourly rate for a handyperson	13.50	2.70	16.20	13.50	2.70	16.20	Need to maintain current fee as costs were agreed in the contract with Kent County Council (KCC) supporting people.
Subsidised hourly rate for a handyperson – client in receipt of benefits	5.00	1.00	6.00	5.00	1.00	6.00	As above.

Proposed fees and charges for 2022/23 set by the Council

	2021/22			2022/23			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Private disabled works (household not eligible for Disabled Facilities Grant)	150.00	0.00	150.00	150.00	0.00	150.00	No price increase. The Council does not undertake much private work due to time available. Rate remains the same to offer vulnerable clients an affordable service.
Disabled Facilities Grant (DFG) fee (statutory % charge)	12.5%			12.5%			The rate is charged as part of the Disabled Facility Grant where Staying Put act in their capacity as the home improvement agency for the client. The rate is the same as other agencies in Kent, the client is free to choose other agencies if they wish; this keeps us competitive and funds the service.
Alleygate Key							
Fee	17.92	3.58	21.50	17.92	3.58	21.50	No price increase. Reimbursement of costs.
Town Centre Licence							
Licence for large events of 10,000 people or more	500.00	0.00	500.00	500.00	0.00	500.00	No price increase.

Proposed fees and charges for 2022/23 set by the Council

	2021/22			2022/23			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Planning (J Freeman)							
Pre-Application Planning Advice							
Meetings							
Very large major	2,750.00	550.00	3,300.00	2,916.67	583.33	3,500.00	Increased charge
Major	1,833.33	366.67	2,200.00	2,083.33	416.67	2,500.00	Increased charge
Minor	458.33	91.67	550.00	458.33	91.67	550.00	No change.
Other (excluding householders and listed buildings)	137.50	27.50	165.00	137.50	27.50	165.00	No change.
Charities, voluntary groups and parish councils	0.00	0.00	0.00	0.00	0.00	0.00	No change.
Works/repairs to listed buildings	0.00	0.00	0.00	0.00	0.00	0.00	No change.
Letters							
Very large major	916.67	183.33	1,100.00	916.67	183.33	1,100.00	No change
Major	458.34	91.67	550.00	458.33	91.67	550.00	No change
Minor	229.16	45.83	275.00	229.17	45.83	275.00	No change
Other (excluding householders and listed buildings)	68.75	13.75	82.50	68.75	13.75	82.50	No change
Householder	45.84	9.17	55.00	45.83	9.17	55.00	No change

Proposed fees and charges for 2022/23 set by the Council

	2021/22			2022/23			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Charities, voluntary groups and parish councils	0.00	0.00	0.00	0.00	0.00	0.00	No change.
Works/repairs to listed buildings	0.00	0.00	0.00	0.00	0.00	0.00	No change.
Very large major: over 200 dwellings or 4 hectares. Commercial over 10,000m ² or 2 hectares							
Major: 10-199 dwellings or less than 4 hectares. Commercial 1,000m ² - 9,999m ² or less than 2 hectares							
Minor: 1-9 dwellings or less than 0.5 hectares. Commercial less than 1,000m ² or 1 hectare							
Complaints made under the High Hedges Legislation							
Standard fee	550.00	0.00	550.00	565.00	0.00	565.00	2.5% increase rounded up
Planning Portal							
The Planning Portal will be charging a £20 (£16.67 + VAT) service charge payable by applicants on any planning application that attracts a fee. Applications that do not attract a fee will not incur this service charge.							
Planning Photocopying Charges							
	Charges per page			Charges per page			
A4 Black/white	0.17	0.03	0.20	0.17	0.03	0.20	No change. Very limited income received (£200 per annum). Changing charge will not have any significant impact on budget

Proposed fees and charges for 2022/23 set by the Council

	2021/22			2022/23			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
A3 Black/white	0.25	0.05	0.30	0.25	0.05	0.30	As above.
A2 Or larger	3.33	0.67	4.00	3.33	0.67	4.00	As above.
A4 Colour	1.67	0.33	2.00	1.67	0.33	2.00	As above.
A3 Colour	2.50	0.50	3.00	2.50	0.50	3.00	As above.
Local Land Charges							
Official Searches							
LLC1 only	40.00	0.00	40.00	42.00	0.00	42.00	5% increase
LLC1 only - additional parcel	11.00	0.00	11.00	12.00	0.00	12.00	5% increase rounded up.
Con 29	100.00	20.00	120.00	102.50	20.50	123.00	2.5% increase.
Con 29 - additional parcel	17.50	3.50	21.00	17.50	3.50	21.00	No change
Standard search (LLC1 & Con29)	140.00	20.00*	160.00	144.50	20.50*	165.00	3% increase rounded up.
Standard search (LLC1 & Con29) - additional parcel	28.50	3.50*	32.00	29.50	3.50*	33.00	2,5% rounded up.
Part II enquiry - Con29 questions 4-21	12.50	2.50	15.00	13.00	2.60	15.60	4% increase.
Part II enquiry - Con29 question 22	25.00	5.00	30.00	25.00	5.00	30.00	No change.
Additional questions	19.00	3.80	22.80	19.50	3.90	23.40	2.5% rounded up.
*VAT applicable only to the Con29 part of the charge.							

Proposed fees and charges for 2022/23 set by the Council

	2021/22			2022/23			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Personal Searches							
Enhanced Personal Search	15.00	0.00	15.00	15.00	0.00	15.00	No change.
1.1 (a-l) (Planning)	6.00	1.20	7.20	6.50	1.30	7.80	8% increase rounded up.
1.1 (J, K, L) (Building Regulations)	6.00	1.20	7.20	6.50	1.30	7.80	8% increase rounded up.
2.1 (b-d)	5.00	1.00	6.00	5.25	1.05	6.30	5% increase.
3.1 Land for public purpose	3.00	0.60	3.60	3.25	0.65	3.90	8% increase rounded up.
3.3 Drainage matters	3.00	0.60	3.60	3.25	0.65	3.90	8% increase rounded up.
3.5 Railway schemes	3.00	0.60	3.60	3.25	0.65	3.90	8% increase rounded up.
3.7 Outstanding Notices	10.00	2.00	12.00	10.00	2.00	12.00	No change.
3.8 Building Regulations Contravention	3.00	0.60	3.60	3.25	0.65	3.90	8% increase rounded up.
3.9 Enforcement	6.00	1.20	7.20	6.50	1.30	7.80	8% increase rounded up.
3.10 CILs	4.00	0.80	4.80	4.50	0.90	5.40	12% increase rounded up.
3.12 Compulsory purchase	3.00	0.60	3.60	3.25	0.65	3.90	8% increase rounded up.
3.13b Contaminated land	3.00	0.60	3.60	3.25	0.65	3.90	8% increase rounded up.
3.13c Contaminated land	3.00	0.60	3.60	3.25	0.65	3.90	8% increase rounded up.

Proposed fees and charges for 2022/23 set by the Council

	2021/22			2022/23			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Environment and Leisure							
(M Cassell)							
Car Parks and Season Tickets							
All Swale Borough Council car parks are free to use between 6pm and 8am Monday to Sunday (Excluding the Forum car park Sittingbourne)							
Forum car park Sittingbourne is free to use between midnight and 8am Monday to Sunday							
Short Stay Covering							
Faversham: Central car park (season tickets for business only), Institute Road car park (no season tickets)							
Sittingbourne: Albany Road, Central Avenue, Crown Quay Lane, The Forum, The Swallows, Swale House (weekends only), The Forum (business only) and Milton Regis (up to 2 hours only)							
Sheerness (no season tickets): Rose Street (including land adjacent to Wood Street), Trinity Place, Beachfields, and Hope Street							
Up to 30 minutes	0.42	0.08	0.50	0.50	0.10	0.60	Increased charge
Up to 1 hour	0.83	0.17	1.00	1.00	0.20	1.20	As above.
Up to 2 hours	1.67	0.33	2.00	2.00	0.40	2.40	As above.
Up to 4 hours	3.33	0.67	4.00	4.00	0.80	4.80	As above.
Season per quarter (for business only Central car park, Faversham/ Forum, Sittingbourne)	195.83	39.17	235.00	200.83	40.17	241.00	As above.

Proposed fees and charges for 2022/23 set by the Council

	2021/22			2022/23			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Electric vehicle parking/charging per kilowatt hour (kWh)	n/a	n/a	n/a	0.21	0.04	0.25	New charge.
Sittingbourne: East Street car park, Albany Service Road car park							
Maximum stay 1 hour	n/a	n/a	n/a	1.00	0.20	1.20	New charge. (cashless transactions only)
<i>Bourne Place Multi-Storey Car Park</i>							
The charge is for ALL parking bays including disabled and parent/child bays							
Patrons of Light Cinema will have free parking all day on Sundays and after 6pm Mon-Sat. Ticket must be validated at the Light before payment at car park machine							
Up to 30 minutes	0.42	0.08	0.50	0.50	0.10	0.60	Increased in line with surface car park charges.
Up to 1 hour	0.83	0.17	1.00	1.00	0.20	1.20	As above
Up to 2 hours	1.67	0.33	2.00	2.00	0.40	2.40	As above
Up to 3 hours	2.50	0.50	3.00	3.00	0.60	3.60	As above
Up to 4 hours	3.33	0.67	4.00	4.00	0.80	4.80	As above
Up to 5 hours	4.17	0.83	5.00	5.00	1.00	6.00	As above
Up to a maximum of 6 hours	5.00	1.00	6.00	6.00	1.20	7.20	As above
Over 6 hours (within 24 hour period)	5.83	1.17	7.00	7.00	1.40	8.40	As above
Lost ticket	5.83	1.17	7.00	7.00	1.40	8.40	As above

Proposed fees and charges for 2022/23 set by the Council

	2021/22			2022/23			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Season ticket per quarter (subject to a maximum capacity)	195.83	39.17	235.00	200.83	40.17	241.00	As above
Travelodge (Preferential rate for hotel guests (for 24 hours))	2.50	0.50	3.00	2.50	0.50	3.00	Contractually held.
Long Stay Covering							
Faversham: Partridge Lane, Queens Hall Sittingbourne: Spring Street, St Michael's Road, Bell Road Sheerness: Albion Place, Beach Street, Bridge Road, Cross Street, Trinity Road							
Up to 30 minutes	0.42	0.08	0.50	0.50	0.10	0.60	Increased charge.
Up to 1 hour	0.83	0.17	1.00	1.00	0.20	1.20	As above.
Up to 2 hours	1.67	0.33	2.00	2.00	0.40	2.40	As above.
Up to 4 hours	3.33	0.67	4.00	4.00	0.80	4.80	As above.
Over 4 hours	4.17	0.83	5.00	5.00	1.00	6.00	As above.
Season per month (long stay car park)	73.33	14.67	88.00	75.00	15.00	90.00	As above.
Season per quarter (long stay car park)	195.83	39.17	235.00	200.83	40.17	241.00	As above.

Proposed fees and charges for 2022/23 set by the Council

	2021/22			2022/23			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Long Stay Covering							
Sittingbourne: Cockleshell Walk							
Up to 30 minutes	0.42	0.08	0.50	0.50	0.10	0.60	Increased charge.
Up to 1 hour	0.83	0.17	1.00	1.00	0.20	1.20	As above.
Up to 2 hours	1.67	0.33	2.00	2.00	0.40	2.40	As above.
Up to 4 hours	2.50	0.50	3.00	4.00	0.80	4.80	As above.
Over 4 hours	3.33	0.67	4.00	5.00	1.00	6.00	As above.
Season per month (long stay car park)	73.33	14.67	88.00	75.00	15.00	90.00	As above.
Season per quarter (long stay car park)	195.83	39.17	235.00	200.83	40.17	241.00	As above.
Leysdown: Promenade (seasonal) (all day between 1 March and 31 October)							
Up to 1 hour	n/a	n/a	n/a	1.00	0.20	1.20	New charge.
Up to 2 hours	n/a	n/a	n/a	2.00	0.40	2.40	New charge.
Up to 4 hours	1.75	0.35	2.10	4.00	0.80	4.80	Increased charge.
All day	2.83	0.57	3.40	5.00	1.00	6.00	As above.
Motorcycles	0.00	0.00	0.00	0.00	0.00	0.00	
Season tickets (to be used at any long stay car park throughout the Borough - excluding Bourne Place)							
Season per quarter	208.33	41.67	250.00	213.33	42.67	256.00	Increased charge.

Proposed fees and charges for 2022/23 set by the Council

	2021/22			2022/23			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Replacement for lost, stolen or destroyed season tickets	8.33	1.67	10.00	8.33	1.67	10.00	No change proposed.
All pay and display car parks – closure of parking bays through events or other activities	Price on application dependent on car park location, type of event (commercial – enthusiast – voluntary/ community) and local impact		Price on application dependent on car park location, type of event (commercial – enthusiast – voluntary/community) and local impact				No change proposed
Residents Only Parking Permits (off street) (5pm-9am evenings, weekends and bank holidays)							
Faversham: Central car park (residents of Cross Lane and Bank Street), Queens Hall (residents of Victoria Place and Dorset Place) Sheerness: Albion Place (residents of Harris Road, Portland Terrace and Albion Place), Cross Street (Sheerness town centre residents), Trinity Road (residents of Trinity Road only)							
Per quarter	17.08	3.42	20.50	17.08	3.42	20.50	No change proposed.
Sheerness: Delamark Road car park (residents only)							
Per quarter	12.92	2.58	15.50	12.92	2.58	15.50	No change proposed.
Residents' Parking Permits (on street)							
Per annum	45.00	0.00	45.00	45.00	0.00	45.00	No change proposed.
Visitors permit book (10 days)	11.00	0.00	11.00	11.00	0.00	11.00	As above.

Proposed fees and charges for 2022/23 set by the Council

	2021/22			2022/23			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Visitors parking permits (per day)	1.10	0.00	1.10	1.10	0.00	1.10	As above.
Hourly scratchcards (per hour)	1.10	0.00	1.10	1.10	0.00	1.10	As above.
Hourly scratchcards (per book of 10 hours)	10.00	0.00	10.00	10.00	0.00	10.00	As above.
Business per annum	45.00	0.00	45.00	45.00	0.00	45.00	As above.
Nativity Close (exemption permit concession admin fee)	30.00	0.00	30.00	30.00	0.00	30.00	As above.
Residents/Business/Exemption permit concessions. Replacement permit for lost, stolen or destroyed permits	10.00	0.00	10.00	10.00	0.00	10.00	As above.
<i>Dispensation / Waivers</i>							
Maximum 1 day	11.00	0.00	11.00	12.00	0.00	12.00	Increased charge
Maximum 1 week	33.00	0.00	33.00	36.00	0.00	36.00	As above.
Maximum 2 weeks	n/a	n/a	n/a	45.00	0.00	45.00	New charge.
Maximum 1 month	n/a	n/a	n/a	60.00	0.00	60.00	New charge.
Over 1 month (to a maximum of 3 months) - per month (or part month)	n/a	n/a	n/a	50.00	0.00	50.00	New charge.
Suspension admin fee	70.00	0.00	70.00	100.00	0.00	100.00	Increased charge.

Proposed fees and charges for 2022/23 set by the Council

	2021/22			2022/23			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Sports Facilities							
<i>With changing facilities and showers</i>							
- Senior	63.00	12.60	75.60	64.60	12.90	77.50	Increased.
- Under 18s	21.00	4.20	25.20	21.50	4.30	25.80	As above.
- Under 16s & mini soccer	15.75	3.15	18.90	16.20	3.20	19.40	As above.
<i>With changing facilities only</i>							
- Senior	52.50	10.50	63.00	53.80	10.70	64.50	Increased.
- Under 18s	17.50	3.50	21.00	17.90	3.60	21.50	As above.
- Under 16s & mini soccer	14.80	2.96	17.80	15.10	3.00	18.10	As above.
<i>With no facilities</i>							
- Senior	35.90	7.18	43.10	36.80	7.30	44.10	Increased.
- Under 18s	15.67	3.13	18.80	16.00	3.20	19.20	As above.
- Under 16s & mini soccer	9.60	1.92	11.50	9.85	1.95	11.80	As above.

Proposed fees and charges for 2022/23 set by the Council

If your booking meets all of the rules below, you can choose to save money and not pay VAT on the booking.

VAT exemption rules

- The booking consists of 10 or more dates.
- Each booking is for the same sport.
- Each booking is in the same place. This condition is still met where a different pitch, court or lane is used (or a different number of pitches, courts or lanes), as long as these are at the same location.
- The gap between each session is at least 1 day but not more than 14 days (for a gap to be at least 1 day, 24 hours must elapse between the start of each booking). The length of the bookings may be different on different dates. There is no exception for gaps greater than 14 days if the facility is closed for any reason (such as the Christmas period).
- The booking is to be paid for as a whole and there is written evidence to the fact. This must include evidence that payment is to be made in full whether or not the right to use the facility for any specific booking is actually exercised. Provision for a refund given by the provider in the event of the unforeseen non-availability of their facility would not affect this condition.
- The facilities are booked out to a school, club, association or an organisation representing affiliated clubs or constituent associations, such as a local league.
- The person to whom the facilities are booked has exclusive use of them during the bookings.

If you want your booking to be VAT exempt, you must make sure that it meets all of the rules above. Because the rules are given to us by the government, we cannot change them.

Proposed fees and charges for 2022/23 set by the Council

	2021/22			2022/23			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
All bookings must be paid for in full before the start of the booking. You cannot change VAT exempt bookings once they have been paid for, so you must make sure the dates and times are right for you.							
Allotments							
Plots of 10 rods & pro rata	44.10	0.00	44.10	45.20	0.00	45.20	Increased.
Plots of 10 rods & pro rata (OAPs/Disabled)	22.10	0.00	22.10	22.60	0.00	22.60	As above.
King George's Pavilion							
Main hall/tea room (hourly rate) (minimum hire 1 hour)							
Mon-Sun (9am-midnight)	10.10	0.00	10.10	10.30	0.00	10.30	Increased.
Playgroups (per morning)	25.20	0.00	25.20	25.80	0.00	25.80	As above.
Tea room – for children's parties only (per hour) minimum 1 hour hire	8.10	0.00	8.10	8.30	0.00	8.30	Increased.
Caretaking services – set up and clear away: standard tables and/or chairs	6.10	0.00	6.10	6.20	0.00	6.20	As above.
Refundable deposits	150.00	0.00	150.00	150.00	0.00	150.00	No increase.
Bank Holidays, New Year's Eve	Double the standard rate		Double the standard rate				

Proposed fees and charges for 2022/23 set by the Council

	2021/22			2022/23			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Cemeteries Burial Fees							
<i>Includes Exclusive Right of Burial for 50 years, Interment, Memorial & Re-inscription Permits</i>							
1 st Burial Sittingbourne, Faversham & Murston	1,933.00	0.00	1,933.00	1,982.00	0.00	1,982.00	Increased. Rounded up to nearest £.
1 st Burial Sheppey and Iwade	1,773.00	0.00	1,773.00	1,817.00	0.00	1,817.00	As above.
1 st Burial if no use of previously purchased grave Sittingbourne, Faversham & Murston	963.00	0.00	963.00	982.00	0.00	982.00	Amended due to new Exclusive Right of Burial extension fee below to bring all sites into line.
1 st Burial if no use of previously purchased grave Sheppey	796.00	0.00	796.00	816.00	0.00	816.00	As above.
2 nd Burial Sittingbourne, Faversham & Murston	796.00	0.00	796.00	816.00	0.00	816.00	As above.
2 nd Burial Sheppey and Iwade	658.00	0.00	658.00	675.00	0.00	675.00	As above.
3 rd Burial Sittingbourne, Faversham & Murston	658.00	0.00	658.00	675.00	0.00	675.00	As above.
Extended right of burial extension – 10 years	N/A	N/A	N/A	200.00	0.00	200.00	New charge.
Extended right of burial extension – 20 years	N/A	N/A	N/A	400.00	0.00	400.00	New charge.
Extended right of burial extension – 30 years	N/A	N/A	N/A	600.00	0.00	600.00	New charge.

Proposed fees and charges for 2022/23 set by the Council

	2021/22			2022/23			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Extended right of burial extension – 40 years	N/A	N/A	N/A	800.00	0.00	800.00	New charge.
<i>Cremated Remains (all sites)</i> <i>(includes Exclusive Rights to Burial for 50 years, Interment, Memorial & Re-inscription Permit)</i>							
1 st Burial	594.00	0.00	594.00	608.80	0.00	608.80	Increased.
1 st Burial (where no use has been made of previously purchased grave)	216.00	0.00	216.00	221.40	0.00	221.40	As above.
2 nd Burial	216.00	0.00	216.00	221.40	0.00	221.40	As above.
3 rd Burial	216.00	0.00	216.00	221.40	0.00	221.40	As above.
4 th Burial	216.00	0.00	216.00	221.40	0.00	221.40	As above.
Burial of loose ashes	100.00	0.00	100.00	102.50	0.00	102.50	As above.
Extended right of burial extension – 10 years	N/A	N/A	N/A	77.50	0.00	77.50	New charge.
Extended right of burial extension – 20 years	N/A	N/A	N/A	155.00	0.00	155.00	New charge.
Extended right of burial extension – 30 years	N/A	N/A	N/A	232.40	0.00	232.40	New charge.
Extended right of burial extension – 40 years	N/A	N/A	N/A	309.90	0.00	309.90	New charge.

Proposed fees and charges for 2022/23 set by the Council

	2021/22			2022/23			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Child Burial							
Under 18 years of age	Covered by Children's Funeral Fund for England. Subject to criteria.			Covered by Children's Funeral Fund for England. Subject to criteria.			
Ancillary Services							
Issue of letter of confirmation where deed is lost	62.00	0.00	62.00	63.60	0.00	63.60	Increased.
Use of chapel in Sittingbourne	87.00	0.00	87.00	89.10	0.00	89.10	As above.
Use of chapel in Faversham	118.00	0.00	118.00	120.90	0.00	120.90	As above.
Turfed grave	At cost			At cost			
Transfer of deed ownership	62.00	0.00	62.00	63.50	0.00	63.50	Increased.
Record search & certificate (each grave)	31.00	0.00	31.00	31.70	0.00	31.70	As above.
Extra cost of large coffin or casket (measuring 30 inches or more)	160.00	0.00	160.00	164.00	0.00	164.00	As above.
Exhumation of coffin	1,600.00	0.00	1,600.00	1,640.00	0.00	1,640.00	As above.
Exhumation of cremated remains	297.00	0.00	297.00	304.40	0.00	304.40	As above.
Other services (vatable)	At cost			At cost			
Non-residents of Swale (not living in Swale at time of death or have not been a resident of Swale for at least 15 consecutive years) required to pay double the costs set out above (except child burials)							

Proposed fees and charges for 2022/23 set by the Council

	2021/22			2022/23			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Memorial Bench (Seafronts & Green Space, Excludes Cemeteries)							
Memorial bench with basic installation	656.10	131.22	787.30	675.00	135.00	810.00	Increased. Rounded up to nearest £.
Memorial bench with concrete installation	831.00	166.20	997.20	854.17	170.83	1,025.00	As above.
Travelling Fairs							
Pitch premium for days open to the public only (per day)	905.50	0.00	905.50	930.00	0.00	930.00	Increased. Rounded up to nearest £.
Pitch premium for days open to the public only (per day) Local Operator	299.00	0.00	299.00	310.00	0.00	310.00	As above.
Use of Council Land – Travelling Fairs							
On site fee payable whether or not open to the public (including arrival and departure days)	57.90	0.00	57.90	60.00	0.00	60.00	Increased.
On site fee payable whether or not open to the public (including arrival and departure days) Local Operator	19.10	0.00	19.10	20.00	0.00	20.00	As above.
Refundable deposit	600.00	0.00	600.00	615.00	0.00	615.00	As above.
Use of Council Land – Travelling Shows							
On site fee for days open to the public	201.20	0.00	201.20	206.20	0.00	206.20	Increased.

Proposed fees and charges for 2022/23 set by the Council

	2021/22			2022/23			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
On site fee payable when not open to the public (including arrival and departure days)	57.90	0.00	57.90	59.30	0.00	59.30	As above.
Refundable deposit	600.00	0.00	600.00	615.00	0.00	615.00	As above.
Use of Council Land – Events							
On site fee for small commercial events – day usage of open space	201.20	0.00	201.20	210.00	0.00	210.00	Increased. Rounded up to nearest £.
On site fee for large commercial events – day usage of open space	Price on Application			Price on Application			
On site fee for enthusiast event – day usage of open space	100.60	0.00	100.60	105.00	0.00	105.00	Increased. Rounded up to nearest £.
On site fee for community/voluntary event – day usage of open space	0.00	0.00	0.00	0.00	0.00	0.00	
Refundable deposit	200.00	0.00	200.00	205.00	0.00	205.00	Increased. Rounded up to nearest £.
Beach Hut Charges							
Locations now at Minster Leas and Leysdown							
Ground rental – beach hut owned	404.90	0.00	404.90	415.00	0.00	415.00	Increased.
Annual rental	1,081.50	216.30	1,297.80	1,108.50	221.70	1,330.20	As above.

Proposed fees and charges for 2022/23 set by the Council

	2021/22			2022/23			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Weekly rental	n/a	n/a	n/a	80.00	16.00	96.00	Proposed new charge to allow usage of unrented huts plus make available to more local people.
Refundable keys deposit	25.00	0.00	25.00	25.00	0.00	25.00	No change.
Transfer of an owned beach hut licence	A fee of three times the ground rent or 10% of the sale value whichever is greatest			A fee of three times the ground rent or 10% of the sale value whichever is greatest			No change.
Purchase of beach hut	Market price			Market price			No change.
Access Over Open Space Licence							
Used for residential properties requiring access over our land to undertake works/deliveries etc.							
Standard fee	65.40	0.00	65.40	67.00	0.00	67.00	Increased.
Traffic Regulation Order Applications							
<i>On application (yellow lines and changes to existing orders)</i>							
Small (1-30 consultations)	1,006.00	0.00	1,006.00	1,100.00	0.00	1,100.00	Rounded up to nearest £100
Medium (31-50 consultations)	1,207.20	0.00	1,207.20	1,300.00	0.00	1,300.00	As above.
Large (50+ consultations)	1,509.00	0.00	1,509.00	1,600.00	0.00	1,600.00	As above.
<i>On application (loading bays, single bays)</i>							
Small (1-30 consultations)	503.00	0.00	503.00	520.00	0.00	520.00	Increased.

Proposed fees and charges for 2022/23 set by the Council

	2021/22			2022/23			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Medium (31-50 consultations)	754.50	0.00	754.50	780.00	0.00	780.00	As above.
Large (50+ consultations)	1,006.00	0.00	1,006.00	1,040.00	0.00	1,040.00	As above.
<i>No objections received (yellow lines and changes to existing orders)</i>							
All size consultations	503.00	0.00	503.00	520.00	0.00	520.00	Increased.
<i>No objections received (loading bays, single bays)</i>							
All size consultations	251.50	0.00	251.50	260.00	0.00	260.00	Increased.
<i>Objections received (Joint Transportation Board report)</i>							
All size consultations	251.50	0.00	251.50	260.00	0.00	260.00	Increased.
<i>Progress/implement scheme (yellow lines and changes to existing orders)</i>							
Small (1-30 consultations)	503.00	0.00	503.00	520.00	0.00	520.00	Increased.
Medium (31-50 consultations)	603.60	0.00	603.60	620.00	0.00	620.00	As above.
Large (50+ consultations)	704.20	0.00	704.20	730.00	0.00	730.00	As above.
<i>Progress/implement scheme (loading bays, single bays)</i>							
Small (1-30 consultations)	100.60	0.00	100.60	110.00	0.00	110.00	Increased.
Medium (31-50 consultations)	100.60	0.00	100.60	110.00	0.00	110.00	As above.
Large (50+ consultations)	100.60	0.00	100.60	110.00	0.00	110.00	As above.

Proposed fees and charges for 2022/23 set by the Council

	2021/22			2022/23			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Inclusion of new or amended waiting restrictions into Traffic Regulation Order	1,006.00	0.00	1,006.00	1,100.00	0.00	1,100.00	Increased.
White Bar Markings							
Installation of new white bar marking across vehicle crossing	125.00	25.00	150.00	128.20	25.60	153.80	2.5% increase, rounded to nearest 10p.
Re-painting existing white bar marking across vehicle crossing	104.17	20.83	125.00	106.75	21.35	128.10	As above.
Installation of Advisory Bays on Private Lane (e.g. Disabled Bay in Housing Association Car Park)							
Installation of Advisory Parking Bay on Private Land	n/a	n/a	n/a	100.00	0.00	100.00	Proposed introduction of new fee
Street Naming & Numbering							
Changing or requesting new property	65.20	0.00	65.20	75.00	0.00	75.00	Increased.
New street name	108.60	0.00	108.60	150.00	0.00	150.00	As above.
New street developments (4 or more properties/units) per property/unit with minimum charge of £180	44.50	0.00	44.50	50.00	0.00	50.00	As above.

Proposed fees and charges for 2022/23 set by the Council

	2021/22			2022/23			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Provision of historical information relating to street naming & numbering	27.80	0.00	27.80	30.00	0.00	30.00	As above.
Changing street name	668.50	0.00	668.50	700.00	0.00	700.00	As above.
Harbour Mooring Fees							
Faversham Town Quay per night	7.58	1.52	9.10	7.75	1.55	9.30	Indexation applied plus round up to nearest 10p.
Garden Waste Subscription (brown bins – domestic)							
Fortnightly collection of garden waste (excluding Christmas where service is suspended for 2 weeks). Fee includes hire of bin. Price is per annum	40.00	0.00	40.00	45.00	0.00	45.00	Swale garden waste bin charges remain some of the lowest in the county. Waste & Resources Action Programme (WRAP) suggested that the national average price for garden bin subscriptions in 2020 was approx. £43. With inflation this would now be £45.
Bulky Waste Collections							
Charge covers up to 4 bulky items. If fridge/fridge-freezer, charge covers only one item, but any size	25.20	0.00	25.20	26.00	0.00	26.00	Inflation increase

Proposed fees and charges for 2022/23 set by the Council

	2021/22			2022/23			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Wheeled Bins							
Wheeled bins 140 litre	39.80	0.00	39.80	41.10	0.00	41.10	Inflation increase
Wheeled bins 180 litre	45.10	0.00	45.10	46.60	0.00	46.60	As above.
Wheeled bins 240 litre	45.10	0.00	45.10	46.60	0.00	46.60	As above.
Wheeled bins 1,100 litre	437.60	0.00	437.60	451.80	0.00	451.80	As above.
Lid in lid 140 litre food waste bin	78.70	0.00	78.70	81.30	0.00	81.30	As above.
Food waste container 23 litre	10.50	0.00	10.50	10.80	0.00	10.80	As above.
Kitchen caddy 5 litre	5.20	0.00	5.20	5.40	0.00	5.40	As above
Replacement domestic 180 litre or 240 litre refuse or recycling bin if damaged, lost or stolen (unless damaged during emptying by contractor). This fee includes delivery of new bin and removal/disposal of old bin.	N/A	N/A	N/A	30.00	0.00	30.00	This is a new charge to contribute towards rising costs of bin replacements. Most local authorities in Kent already charge for replacement bins. This new charge will be in line with the lowest charged level in the county. In Swale, charges will only apply for replacement blue and green bins – all other domestic bins will remain free.
Note: Wheeled bins are non-vatable when supplied directly to a householder for domestic/household waste collection.							

Proposed fees and charges for 2022/23 set by the Council

	2021/22			2022/23			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Additional Litter Bins (each)							
Wybone 145 litre galvanised (fee does not include emptying the bin)	262.42	52.48	314.90	375.00	75.00	450.00	Manufacturers have increased the price of the bins due to material cost increases. The cost of installation is factored into this price.
Bin Store Clearance							
Per occasion	125.80	0.00	125.80	129.90	0.00	129.90	Inflation increase
Wheeled Bins for Community Events							
Provision of wheeled bins for events (cost per occasion) – delivery/ collection charge	83.00	16.60	99.60	85.70	17.10	102.80	As above.
Wheeled bin hire (cost per bin)	10.50	2.10	12.60	10.80	2.20	13.00	As above.
Servicing of bins during event	Price on application			Price on application			
Radar Key for Disabled Toilets							
Fee	3.00	0.00	3.00	3.00	0.00	3.00	Customers to be pointed to national website for provision, but radar keys will still be available from reception if customer is unable to purchase online.

Proposed fees and charges for 2022/23 set by the Council

	2021/22			2022/23			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Environmental – Fixed Penalty Notices (FPN)							
Fly tipping	400.00 ¹	0.00	400.00 ¹	400.00¹	0.00	400.00¹	Already set at maximum permitted.
Householders duty of care – lack of care in disposal of waste	400.00 ¹	0.00	400.00 ¹	400.00¹	0.00	400.00¹	As above.
Refuse left out inappropriately	80.00	0.00	80.00	80.00	0.00	80.00	As above.
Littering and graffiti	150.00	0.00	150.00	150.00	0.00	150.00	As above.
Fly posting	150.00	0.00	150.00	150.00	0.00	150.00	As above.
Waste carrier offences	300.00	0.00	300.00	300.00	0.00	300.00	As above.
Failure to comply with a Community Protection Notice	100.00	0.00	100.00	100.00	0.00	100.00	As above.
Breach of any Public Space Protection Orders (PSPOs)	100.00	0.00	100.00	100.00	0.00	100.00	As above.
¹Reduced to £300.00 if paid in full within 10 days							
All of these Environmental FPN's are at the maximum allowed by the Government banding							
Animal Welfare Licensing							
The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 came into force on 1 October 2018. Charges have been calculated using the Local Government Association guidance document on locally set licence fees ('Open for Business').							
Part A - Covers the application and authorisation process.							
Part B - Is the cost for administering and enforcing the legislative framework.							

Proposed fees and charges for 2022/23 set by the Council

	2021/22			2022/23			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Boarding in Kennels for Dogs, Boarding for Cats, Day Care for Dogs, Home Boarding for Dogs, Breeding Dogs and Selling Animals as Pets							
(This fee applies to both arranging the provision of accommodation for other people's dogs and/or host families where dogs are boarded within the Borough.)							
Part A	212.30 ¹	0.00	212.30 ¹	217.60¹	0.00	217.60¹	Inflation increase only.
Part B	170.00	0.00	170.00	174.30	0.00	174.30	As above.
1 Star and 2 Star establishments - 1 year licence							
3 Star and 4 Star establishments - 2 year licence	283.70	0.00	283.70	290.80	0.00	290.80	As above.
5 Star establishments - 3 year licence	397.40	0.00	397.40	407.30	0.00	407.30	As above.
Hiring of Horses							
Part A	212.30 ¹	0.00	212.30 ¹	217.60¹	0.00	217.60¹	As above.
Part B	170.00	0.00	170.00 ³	174.30³	0.00	174.30³	As above.
1 Star and 2 Star establishments - 1 year licence							
3 Star and 4 Star establishments - 2 year licence	283.70 ²	0.00	283.70 ²	290.80²	0.00	290.80²	As above.
5 Star establishments - 3 year licence	397.40 ²	0.00	397.40 ²	407.30²	0.00	407.30²	As above.

Proposed fees and charges for 2022/23 set by the Council

	2021/22			2022/23			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Keeping or Training Animals for Exhibition							
Part A For a 3 year licence	212.30 ¹	0.00	212.30 ¹	217.60₁	0.00	217.60₁	As above.
Part B For a 3 year licence	397.40 ³	0.00	397.40 ³	407.30³	0.00	407.30³	As above.
Dangerous Wild Animal Licence							
Part A For a 2 year licence	212.30 ¹	0.00	212.30 ¹	217.60¹	0.00	217.60¹	As above.
Part B For a 2 year licence	283.70 ³	0.00	283.70 ³	290.80³	0.00	290.80³	As above.
Zoo Licence (Please discuss your application with the Animal Control Officer prior to applying for a licence.)							
Part A For a 4 year licence	955.70 ²	0.00	955.70 ²	979.60²	0.00	979.60²	As above.
Part B For a 4 year licence	528.60 ³	0.00	528.60 ³	541.80³	0.00	541.80³	As above.

Proposed fees and charges for 2022/23 set by the Council

	2021/22			2022/23			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
¹ Plus vet fees based upon an hourly rate (including travel time) ² Plus vet fees for an initial inspection based upon an hourly rate (including travel time) ³ Plus annual vet fees based upon an hourly rate (including travel time)							
Other Charges							
Licence renewals	Charged at the same rate as new applications			Charged at the same rate as new applications			
Request for re-inspection (for all licences) (plus vet fees if applicable)	90.50	0.00	90.50	92.80	0.00	92.80	As above.
Requests for Variations							
Administration amendment only	34.20	0.00	34.20	35.10	0.00	35.10	As above.
Inspector visit (if required) (additional to administration charge)	56.30	0.00	56.30	57.70	0.00	57.70	As above.
Vet fees	Will be recharged based upon an hourly rate plus travel time			Will be recharged based upon an hourly rate plus travel time			
Stray Dog Collection							
Fee for collecting/returning stray dogs	35.00	0.00	35.00	35.90	0.00	35.90	As above.
Out of hours fee for collecting/returning stray dogs	45.00	0.00	45.00	46.10	0.00	46.10	As above.

Proposed fees and charges for 2022/23 set by the Council

	2021/22			2022/23			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Transport fee for returning dog to owner	30.00	0.00	30.00	30.80	0.00	30.80	As above.
Pest Control							
Rats (per visit) with a minimum of 2 visits required	25.00	5.00	30.00	25.60	5.10	30.70	As above.
Mice (per visit) with a minimum of 2 visits required	25.00	5.00	30.00	25.60	5.10	30.70	As above.
Wasps per nest	50.00	10.00	60.00	51.30	10.30	62.60	As above.
Wasps per additional nest	9.17	1.83	11.00	9.40	1.90	11.30	As above.
Fleas and other household pests (up to 6 rooms)	59.17	11.83	71.00	60.60	12.10	72.70	As above.
Each additional room (up to 4)	9.17	1.83	11.00	9.40	1.90	11.30	As above.
Cockroaches in domestic premises (up to 6 rooms)	59.17	11.83	71.00	60.60	12.10	72.70	As above.
Each additional room (up to 4)	9.17	1.83	11.00	9.40	1.90	11.30	As above.
Ants, insects etc.	25.83	5.17	31.00	26.50	5.30	31.80	As above.
Bed bugs (up to 4 bedroom house). Anything larger will require a survey	238.33	47.67	286.00	244.50	48.90	293.40	As above.

Proposed fees and charges for 2022/23 set by the Council

	2021/22			2022/23			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Hourly charge for treatments carried out on industrial and commercial properties (hourly rate)	To be quoted by contractors on a job by job basis so as to remain competitive			To be quoted by contractors on a job by job basis so as to remain competitive			As above.
For treatments outside of normal office hours (hourly rate)	As above			As above			As above.
Woodworm, birds, death watch beetle, foxes, moles & squirrels	Price on application (surveys required)			Price on application (surveys required)			As above.

Proposed fees and charges for 2022/23 set by the Council

	2021/22			2022/23			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Environmental Health (T Beattie)							
Food Export Certificate							
For businesses already in receipt of Export Health Certificate (EHC) issued by Swale BC	121.00	0.00	121.00	124.00	0.00	124.00	One certificate issued in first half of 21-22
For new businesses applying for export certificates	251.00	0.00	251.00	257.00	0.00	257.00	Business that have no history of export require more resource at initial visits.
Admin charge for changes to certificate	25.50	0.00	25.50	26.00	0.00	26.00	2.5% Inflation increase.
Sampling associated with Export Health Certificates (per hour)	n/a	n/a	n/a	55.00	11.00	66.00	In specific situations, e.g. export of high risk products of plant origin sampling is required in line with EU requirements.
EHC for transit to destination country	35.00	0.00	35.00	36.00	0.00	36.00	2.5% Inflation increase.
Voluntary Surrender of Food							
Charge for food unfit for human consumption or unsuitable for sale	205.00	0.00	205.00	210.00	0.00	210.00	2.5% Inflation increase.

Proposed fees and charges for 2022/23 set by the Council

	2021/22			2022/23			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Chartered Institute of Environmental Health (CIEH) Level 2 Award Training in Food Safety in Catering							
Fee charged to food handlers for training in food hygiene	65.00	0.00	65.00	n/a	n/a	n/a	This course can be taken online at a cheaper rate and so it is not financially feasible for the Council to run it.
Food Hygiene Rating Scheme							
Fee to food businesses for re-inspection and re-scoring	164.00	0.00	164.00	168.00	0.00	168.00	2.5% Inflation increase.
Food Business Advice							
Food hygiene advice (per hour)	45.84	9.16	45.84	55.00	11.00	66.00	Advice – pre-opening, changes of process etc. to enable efficient businesses process, including travel time to site.
Registration Fee under the Local Government (Miscellaneous Provision) Act							
(Relates to establishments offering cosmetic piercing, electrolysis, tattooing or acupuncture)							
Standard fee	320.00	0.00	320.00	328.00	0.00	328.00	2.5% Inflation increase.
Supplementary treatment registration fee (for additional beauty treatment registration inspection either at or after initial registration)	54.50	0.00	54.50	56.00	0.00	56.00	2.5% Inflation increase.

Proposed fees and charges for 2022/23 set by the Council

	2021/22			2022/23			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Tattoo and Beauty Treatment Events (falling within the Local Government (Miscellaneous Provisions) Act)	200.00	0.00	200.00	205.00	0.00	205.00	2.5% Inflation increase.
Tattoo and Beauty Treatment Event charge for Artists (new artist registrations)	25.00	0.00	25.00	25.00	0.00	25.00	No increase.
Requests for Environmental Information (e.g. Contaminated land)							
Charge per hour	20.83	4.17	25.00	20.83	4.17	25.00	The fee for a basic search for environmental information.
Requests for Enhanced Environmental Information for Contaminated Land and Professional Opinion							
Charge per hour	45.84	9.16	55.00	55.00	11.00	66.00	Benchmarking with other regulatory services indicated our previous rate as being substantially lower. The new rate reflects on costs and competency requirements
Charges for photocopying apply at 10p per page plus postage							
Pre-Application Consultation for Environmental Health Advice for Acoustics, Air Quality, Contaminated Land Assessments							
Charge per hour	45.84	9.16	55.00	55.00	11.00	66.00	Hourly officer charge.

Proposed fees and charges for 2022/23 set by the Council

	2021/22			2022/23			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Private Water Supplies Regulations 2016 & 2018 Amendments							
Risk assessment (hourly rate)	45.84	9.16	55.00	55.00	11.00	66.00	Hourly officer charge.
Sampling (hourly rate)	45.84	9.16	55.00	55.00	11.00	66.00	Hourly officer charge.
Investigation (hourly rate)	45.84	9.16	55.00	55.00	11.00	66.00	Hourly officer charge.
Derogation request	45.84	9.16	55.00	55.00	11.00	66.00	Hourly officer charge.
Analysis – Group A	25.00	0.00	25.00	n/a	n/a	n/a	This charge will vary. SBC is invoiced directly by the laboratory and SBC will recover the full laboratory costs from the supply owner.
Analysis – Group B	100.00	0.00	100.00	n/a	n/a	n/a	As above.
Analysis – audit monitoring	500.00	0.00	500.00	n/a	n/a	n/a	As above.

Proposed fees and charges for 2022/23 set by the Council

	2021/22			2022/23			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Housing & Community Services (D Fackrell)							
Taxi Licensing							
Vehicle licence for 1 year This will be discussed with members at the General Licensing Committee in January 2022 alongside proposals for changes to the taxi policy	290.00	0.00	290.00	290.00	0.00	290.00	This fee rate came into effect in June 2017 following an extensive review. The policy and fees are being reviewed during 2021/22. Any changes will need to be consulted on.
Private Hire operator licence valid for 5 years	430.00	0.00	430.00	430.00	0.00	430.00	As above.
Licence and plate for temporary hire vehicle	40.00	0.00	40.00	40.00	0.00	40.00	As above.
Knowledge test – initial	25.00	0.00	25.00	25.00	0.00	25.00	As above.
Knowledge test – re-sit	25.00	0.00	25.00	25.00	0.00	25.00	As above.
Dual / Private Hire Drivers Badge for 1 year (for medical or over 70 years of age)	50.00	0.00	50.00	50.00	0.00	50.00	As above.
Upgrade Private Hire Drivers Badge to a Dual Badge	35.00	0.00	35.00	35.00	0.00	35.00	As above.
Dual / Private Hire Drivers Badge for 3 years	150.00	0.00	150.00	150.00	0.00	150.00	As above.

Proposed fees and charges for 2022/23 set by the Council

	2021/22			2022/23			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Non-refundable plate fee (plate number only issued once)	50.00	0.00	50.00	50.00	0.00	50.00	As above.
Replacement plate	15.00	0.00	15.00	15.00	0.00	15.00	As above.
Change of address	10.00	0.00	10.00	10.00	0.00	10.00	As above.
Change of ownership licensed vehicle	35.00	0.00	35.00	35.00	0.00	35.00	As above.
Dual / Private Hire Drivers badge replacement	10.00	0.00	10.00	10.00	0.00	10.00	As above.
Replacement paper licence certificate	10.00	0.00	10.00	10.00	0.00	10.00	As above.
Change of vehicle on an existing plate	80.00	0.00	80.00	80.00	0.00	80.00	As above.
Street Trading Licensing							
Annual consents (not events)	130.00	0.00	130.00	130.00	0.00	130.00	These fees were updated in 2021/22 following a review of the Policy
6 month consents (not events)	65.00	0.00	65.00	65.00	0.00	65.00	As above.
One off consent	10.00	0.00	10.00	10.00	0.00	10.00	As above
Assistants Badge	15.00	0.00	15.00	15.00	0.00	15.00	As above.

Proposed fees and charges for 2022/23 set by the Council

	2021/22			2022/23			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Gambling Licensing							
<i>New Applications/Applications for Provisional Statement</i>							
Small casino	8,000.00	0.00	8,000.00	8,000.00	0.00	8,000.00	Discretionary to a Statutory Maximum £8,000.
Large casino	10,000.00	0.00	10,000.00	10,000.00	0.00	10,000.00	Discretionary to a Statutory Maximum £10,000.
Bingo club	2,389.00	0.00	2,389.00	2,449.00	0.00	2,449.00	Discretionary to a Statutory Maximum £3,500. 2.5% inflationary increase applied.
Betting premises	3,000.00	0.00	3,000.00	3,000.00	0.00	3,000.00	Discretionary to a Statutory Maximum £3,000.
Tracks	1,866.00	0.00	1,866.00	2,500.00	0.00	2,500.00	Discretionary to a Statutory Maximum £2,500.
Family entertainment centres	1,866.00	0.00	1,866.00	1,913.00	0.00	1,913.00	Discretionary to a Statutory Maximum £2,000. 2.5% inflationary increase applied.
Adult gaming centre	2,000.00	0.00	2,000.00	2,000.00	0.00	2,000.00	Discretionary to a Statutory Maximum £2,000
Temporary use notice	256.50	0.00	256.50	263.00	0.00	263.00	Discretionary to a Statutory Maximum £500. 2.5% inflationary increase applied.

Proposed fees and charges for 2022/23 set by the Council

	2021/22			2022/23			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
<i>Licence Applications (Provisional Statement Holders)</i>							
Small casino	3,000.00	0.00	3,000.00	3,000.00	0.00	3,000.00	Discretionary to a Statutory Maximum £3,000.
Large casino	5,000.00	0.00	5,000.00	5,000.00	0.00	5,000.00	Discretionary to a Statutory Maximum £5,000.
Bingo club	985.90	0.00	985.90	1,010.60	0.00	1,010.60	Discretionary to a Statutory Maximum £1,200. 2.5% inflationary increase applied.
Betting premises	1,200.00	0.00	1,200.00	1,200.00	0.00	1,200.00	Discretionary to a Statutory Maximum £1,200.
Tracks	950.00	0.00	950.00	950.00	0.00	950.00	Discretionary to a Statutory Maximum £950.
Family entertainment centre	819.90	0.00	819.90	840.40	0.00	840.40	Discretionary to a Statutory Maximum £950. 2.5% inflationary increase applied.
Adult gaming centre	1,200.00	0.00	1,200.00	1,200.00	0.00	1,200.00	Discretionary to a Statutory Maximum £1,200.
<i>Annual Fee</i>							
Small casino	5,000.00	0.00	5,000.00	5,000.00	0.00	5,000.00	Discretionary to a Statutory Maximum £5,000.
Large casino	10,000.00	0.00	10,000.00	10,000.00	0.00	10,000.00	Discretionary to a Statutory Maximum £10,000.

Proposed fees and charges for 2022/23 set by the Council

	2021/22			2022/23			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Bingo club	739.40	0.00	739.40	758.00	0.00	758.00	Discretionary to a Statutory Maximum £1,000. 2.5% inflationary increase applied
Betting premises	600.00	0.00	600.00	600.00	0.00	600.00	Discretionary to a Statutory Maximum £600.
Tracks	739.40	0.00	739.40	1,000.00	0.00	1,000.00	Discretionary to a Statutory Maximum £1,000.
Family entertainment centres	643.80	0.00	643.80	660.00	0.00	660.00	Discretionary to a Statutory Maximum £750. 2.5% inflationary increase applied.
Adult gaming centre	1,000.00	0.00	1,000.00	1,000.00	0.00	1,000.00	Discretionary to a Statutory Maximum £1,000.
<i>Application to Vary</i>							
Small casino	4,000.00	0.00	4,000.00	4,000.00	0.00	4,000.00	Discretionary to a Statutory Maximum £4,000.
Large casino	5,000.00	0.00	5,000.00	5,000.00	0.00	5,000.00	Discretionary to a Statutory Maximum £5,000.
Bingo club	1,629.70	0.00	1,629.70	1,670.00	0.00	1,670.00	Discretionary to a Statutory Maximum £1,750. 2.5% inflationary increase applied.
Betting premises	1,500.00	0.00	1,500.00	1,500.00	0.00	1,500.00	Discretionary to a Statutory Maximum £1,500.
Tracks	1,247.40	0.00	1,247.40	1,250.00	0.00	1,250.00	Discretionary to a Statutory Maximum £1,250.

Proposed fees and charges for 2022/23 set by the Council

	2021/22			2022/23			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Family entertainment centres	845.00	0.00	845.00	866.00	0.00	866.00	Discretionary to a Statutory Maximum £1,000. 2.5% inflationary increase applied.
Adult gaming centre	1,000.00	0.00	1,000.00	1,000.00	0.00	1,000.00	Discretionary to a Statutory Maximum £1,000.
Copy licence	25.00	0.00	25.00	25.00	0.00	25.00	Discretionary to a Statutory Maximum £25.
Notification of change	35.20	0.00	35.20	36.00	0.00	36.00	Discretionary to a Statutory Maximum £50. 2.5% inflationary increase applied.
<i>Application to Transfer a Licence</i>							
Small casino	1,800.00	0.00	1,800.00	1,800.00	0.00	1,800.00	Discretionary to a Statutory Maximum £1,800.
Large casino	2,150.00	0.00	2,150.00	2,150.00	0.00	2,150.00	Discretionary to a Statutory Maximum £2,150.
Bingo club	985.90	0.00	985.90	1,010.60	0.00	1,010.60	Discretionary to a Statutory Maximum £1,200. 2.5% inflationary increase applied.
Betting premises	1,200.00	0.00	1,200.00	1,200.00	0.00	1,200.00	Discretionary to a Statutory Maximum £1,200.
Tracks	905.40	0.00	905.40	950.00	0.00	950.00	Discretionary to a Statutory Maximum £950.

Proposed fees and charges for 2022/23 set by the Council

	2021/22			2022/23			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Family entertainment centres	905.40	0.00	905.40	928.00	0.00	928.00	Discretionary to a Statutory Maximum £950. 2.5% inflationary increase applied.
Adult gaming centre	1,200.00	0.00	1,200.00	1,200.00	0.00	1,200.00	Discretionary to a Statutory Maximum £1,200.
<i>Application for Re-instatement</i>							
Small casino	1,800.00	0.00	1,800.00	1,800.00	0.00	1,800.00	Discretionary to a Statutory Maximum £1,800.
Large casino	2,150.00	0.00	2,150.00	2,150.00	0.00	2,150.00	Discretionary to a Statutory Maximum £2,150.
Bingo club	985.90	0.00	985.90	1,010.60	0.00	1,010.60	Discretionary to a Statutory Maximum £1,200. 2.5% inflationary increase applied.
Betting premises	1,200.00	0.00	1,200.00	1,200.00	0.00	1,200.00	Discretionary to a Statutory Maximum £1,200.
Tracks	905.40	0.00	905.40	950.00	0.00	950.00	Discretionary to a Statutory Maximum £950.
Family entertainment centres	905.40	0.00	905.40	928.00	0.00	928.00	Discretionary to a Statutory Maximum £950. 2.5% inflationary increase applied.
Adult gaming centre	1,200.00	0.00	1,200.00	1,200.00	0.00	1,200.00	Discretionary to a Statutory Maximum £1,200.

Proposed fees and charges for 2022/23 set by the Council

	2021/22			2022/23			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Sex Establishment Licensing (sex shop, sex cinema and sex encounter venue)							
Application fee and 1 st licence	4,411.30	0.00	4,411.30	4,522.00	0.00	4,522.00	2.5% inflationary increase applied.
Annual licence renewal	684.10	0.00	684.10	701.20	0.00	701.20	As above.
Application to vary	789.70	0.00	789.70	809.40	0.00	809.40	As above.
Transfer of licence	30.00	0.00	30.00	31.00	0.00	31.00	As above.
Duplicate licence	15.00	0.00	15.00	15.50	0.00	15.50	As above.
Scrap Metal Dealers Licensing							
Site licence	472.80	0.00	472.80	484.60	0.00	484.60	2.5% inflationary increase applied.
Site licence renewal	452.70	0.00	452.70	464.00	0.00	464.00	As above.
Collections licence, grant or renewal	221.30	0.00	221.30	226.80	0.00	226.80	As above.
Variation – collector to site	75.50	0.00	75.50	77.40	0.00	77.40	As above.
Variation – site to collector	55.30	0.00	55.30	56.70	0.00	56.70	As above.
Variation (minor administration, such as change of address)	35.20	0.00	35.20	36.10	0.00	36.10	As above.
Change of site manager	105.60	0.00	105.60	108.20	0.00	108.20	As above.
Pleasure Boat Licence							
Licence	145.90	0.00	145.90	149.60	0.00	149.60	2.5% inflationary increase applied.
Pavement Licence							

Proposed fees and charges for 2022/23 set by the Council

	2021/22			2022/23			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Application Fee	100.00	0.00	100.00	100.00	0.00	100.00	Discretionary to a Statutory Maximum of £100.

Proposed fees and charges for 2022/23 set by the Council

	2021/22			2022/23			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Legal (C Valmond)							
Legal Charges for Third Parties							
Hourly rate (no VAT)	225.00	0.00	225.00	225.00	0.00	225.00	No Change
Hourly rate (when VAT applicable)	225.00	45.00	270.00	225.00	45.00	270.00	As above
Note: VAT may be chargeable depending on the nature of the transaction. 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.							

Proposed fees and charges for 2022/23 set by the Council

	2021/22			2022/23			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Property							
(J Johnson)							
Room Hire of Swale House							
<i>Non-Commercial</i>							
Council chamber (half day)	75.00	15.00	90.00	75.00	15.00	90.00	Review of charges not necessary as current hirers are all exempt.
Council chamber (full day)	125.00	25.00	150.00	125.00	25.00	150.00	As above.
Committee room (half day)	50.00	10.00	60.00	50.00	10.00	60.00	As above.
Committee room (full day)	75.00	15.00	90.00	75.00	15.00	90.00	As above.
Assembly room (half day)	37.50	7.50	45.00	37.50	7.50	45.00	As above.
Assembly room (full day)	62.50	12.50	75.00	62.50	12.50	75.00	As above.
<i>Commercial</i>							
Council chamber (half day)	150.00	30.00	180.00	150.00	30.00	180.00	As above.
Council chamber (full day)	250.00	50.00	300.00	250.00	50.00	300.00	As above.
Committee room (half day)	100.00	20.00	120.00	100.00	20.00	120.00	As above.
Committee room (full day)	150.00	30.00	180.00	150.00	30.00	180.00	As above.
Assembly room (half day)	75.00	15.00	90.00	75.00	15.00	90.00	As above.
Assembly room (full day)	125.00	25.00	150.00	125.00	25.00	150.00	As above.

Proposed fees and charges for 2022/23 set by the Council

	2021/22			2022/23			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Charity groups or meetings where Swale residents will benefit	No cost			No cost			
Guildhall (minimum 1 session hire)							
Main hall (minimum 1 session)							
Session (am/pm)	40.00	0.00	40.00	40.00	0.00	40.00	As above.
Refundable deposits	50.00	0.00	50.00	50.00	0.00	50.00	As above.
Bank Holidays, New Year's Eve	40.00 per session	0.00	40.00 per session	40.00 per session	0.00	40.00 per session	As above.
Landlord's Consent Fee							
Assignments, subletting, charging	300.00	60.00*	360.00	300.00	60.00*	360.00	Fees are maintained at the appropriate level.
Alterations	300.00	60.00*	360.00	300.00	60.00*	360.00	As above.
* VAT is only applicable if the rent is subject to VAT.							

Fees and charges for 2022/23 set nationally by the Government

	2021/22			2022/23			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Housing Services (C Hudson)							
Houses in Multiple Occupation Licensing							
<i>New Application</i>							
Non-accredited landlord	708.50	0.00	708.50	724.30	0.00	724.30	Statute only allows for recovery of costs involved in processing applications; costs reflect officer time.
Accredited landlord	580.60	0.00	580.60	602.00	0.00	615.70	Statute only allows for recovery of costs involved in processing applications; costs reflect officer time and relevant oncosts and discount 15% for accreditation
<i>Renewal of Application</i>							
Non-accredited landlord	534.80	0.00	534.80	567.70	0.00	567.70	Statute only allows for recovery of costs involved in processing applications; costs reflect amendment to officer time and relevant oncosts
Accredited landlord	470.20	0.00	470.20	482.50	0.00	482.50	Statute only allows for recovery of costs involved in processing applications; costs reflect officer time and relevant oncosts and 15 % off for accreditation

Fees and charges for 2022/23 set nationally by the Government

	2021/22			2022/23			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Mobile Home Site Licence Fee							
<i>New Mobile Home Site Licence Application Fee</i>							
1-5 mobile homes on site	153.00	0.00	153.00	156.80	0.00	156.80	Statute only allows for recovery of costs involved in managing and processing licence applications;
6-24 mobile homes on site	210.00	0.00	210.00	215.20	0.00	215.20	As above.
25-99 mobile homes on site	267.00	0.00	267.00	273.70	0.00	273.70	As above.
100+ mobile homes on site	307.00	0.00	307.00	314.70	0.00	314.70	As above.
<i>Annual Mobile Home Site Inspection Fee</i>							
Relevant sites occupied solely by owners and family members	No charge			No charge			These sites once set up cause no additional work to the Council.
1-5 mobile homes on site	No charge			No charge			As above.
6-24 mobile homes on site	172.00	0.00	172.00	176.30	0.00	176.30	Statute only allows for recovery of costs involved in inspecting site and recovery of relevant administration costs, any excess charges would need to be taken into account in the following year and fees would need to be reduced or increased accordingly.
25-99 mobile homes on site	206.00	0.00	206.00	211.20	0.00	211.20	As above.
100+ mobile homes on site	248.70	0.00	248.70	254.90	0.00	254.90	As above.

Fees and charges for 2022/23 set nationally by the Government

	2021/22			2022/23			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
<i>Fee to Transfer or Amend Mobile Home Site Licence</i>							
Transfer or amend mobile home site licence	111.30	0.00	111.30	132.60	0.00	132.60	Statute only allows for recovery of costs involved in inspecting site and administration, any excess charges would need to be taken into account in the following year and fees would need to be reduced or increased accordingly. Officer time adjusted.
<i>Fee for the Deposit of Mobile Home Site Rules</i>							
Deposit of mobile home site rules	152.90	0.00	152.90	186.90	0.00	186.90	Statute only allows for recovery of relevant costs; any excess charges would need to be taken into account in the following year and fees would need to be reduced or increased accordingly. Officer time adjusted.
Smoke and Carbon Monoxide Regulations 2015							
Fine level progresses to maximum fine permitted (1st offence £1,500, 2nd £2,500, 3rd £5,000)							
Penalty charge for non-compliance of Smoke or CO Alarm Regulations	5,000.00	0.00	5,000.00	5,000.00	0.00	5,000.00	Maximum fine set by statute intermediate levels set by Cabinet.
The Redress Scheme for Lettings Agency Work & Management Work Order 2014							
Fine level progresses to maximum fine permitted (1st offence £2,500, 2nd £5,000)							

Fees and charges for 2022/23 set nationally by the Government

	2021/22			2022/23			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Penalty charge for non-compliance of Redress Scheme for Letting Agents Order	5,000.00	0.00	5,000.00	5,000.00	0.00	5,000.00	Maximum fine set by statute.
Non-Compliance with Minimum Energy Standards in Private Rented Properties							
<i>Breaching the ban on letting a property with an F or G rating for less than 3 months (Statutory maximum £2,000)</i>							
First offence £1,000 (or £750 if paid within 21 days)	1,000.00	0.00	1,000.00	1,000.00	0.00	1,000.00	Maximum fine set by statute.
All other offences £2,000 (or £1,500 if paid within 21 days)	2,000.00	0.00	2,000.00	2,000.00	0.00	2,000.00	As above.
<i>Breaching the ban on letting a property with an F or G rating for more than three months (Statutory maximum £4,000)</i>							
First offence £2,000 (or £1,500 if paid within 21 days)	2,000.00	0.00	2,000.00	2,000.00	0.00	2,000.00	Maximum fine set by statute.
All other offences £4,000 (or £3,000 if paid within 21 days)	4,000.00	0.00	4,000.00	4,000.00	0.00	4,000.00	As above.
<i>Registering false or misleading information on the Private Rented Sector Exemptions Register (Statutory maximum £1,000)</i>							
First offence £500 (or £375 if paid within 21 days)	500.00	0.00	500.00	500.00	0.00	500.00	Maximum fine set by statute.

Fees and charges for 2022/23 set nationally by the Government

	2021/22			2022/23			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
All other offences £2,000 (or £1,500 if paid within 21 days)	2,000.00	0.00	2,000.00	2,000.00	0.00	2,000.00	As above.
<i>Failing to provide information to the council demanded by a Compliance Notice (Statutory maximum £2,000)</i>							
First offence £1,000 (or £750 if paid within 21 days)	1,000.00	0.00	1,000.00	1,000.00	0.00	1,000.00	Maximum fine set by statute.
All other offences £2,000 (or £1,500 if paid within 21 days)	2,000.00	0.00	2,000.00	2,000.00	0.00	2,000.00	As above.

Fees and charges for 2022/23 set nationally by the Government

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

Fees and charges for 2022/23 set nationally by the Government

	2021/22			2022/23			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Environment & Leisure							
(M Cassell)							
Civil Parking Enforcement - Penalty Charge Notices (rate depends on offence)							
<i>Lower Penalty System</i>							
Up to 14 Days	25.00	0.00	25.00	25.00	0.00	25.00	Statutory charge.
14 days to 56 days	50.00	0.00	50.00	50.00	0.00	50.00	As above.
57 days to 70 days	75.00	0.00	75.00	75.00	0.00	75.00	As above.
After 70 days	82.00	0.00	82.00	82.00	0.00	82.00	As above.
<i>Higher Penalty System</i>							
Up to 14 days	35.00	0.00	35.00	35.00	0.00	35.00	As above.
14 days to 56 days	70.00	0.00	70.00	70.00	0.00	70.00	As above.
57 days to 70 days	105.00	0.00	105.00	105.00	0.00	105.00	As above.
After 70 days	112.00	0.00	112.00	112.00	0.00	112.00	As above.
Environmental Fixed Penalty Notices							
Anti Idling (failure to turn off engine once requested to do so)	20.00 ¹	0.00	20.00 ¹	20.00¹	0.00	20.00¹	As above.
Abandoning a vehicle	200.00	0.00	200.00	200.00	0.00	200.00	As above.

Fees and charges for 2022/23 set nationally by the Government

	2021/22			2022/23			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Repairing vehicles on a road (or) exposing vehicles for sale on a road	n/a	n/a	n/a	100.00	0.00	100.00	This legislation came into force in 2005 via the Clean Neighbourhoods and Environment Act (CNEA). Adding this fee is for housekeeping purposes as not previously displayed here. Non-commercial (i.e., privately owned by residents) vehicles for sale are exempt from the legislation. Privately owned vehicles being repaired on the road are exempt if they meet certain criteria i.e., not being repaired for gain or reward (unless causing annoyance), or as a result of an accident/ breakdown at that location. This legislation is intended to target commercial operations that cause issues whilst using the highway as a salesroom or workshop. The £100 FPN charge is set by government within the CNEA legislation (Part 2, Section 6(8)).
Smoking in a smoke free premises or vehicle	50.00 ²	0.00	50.00 ²	50.00²	0.00	50.00²	Statutory charge.
Failure to display no smoking signs in smoke free premises or vehicle	200.00 ³	0.00	200.00 ³	200.00³	0.00	200.00³	Statutory charge.
Smoking in an enclosed vehicle carrying a person under 18	50.00 ²	0.00	50.00 ²	50.00²	0.00	50.00²	Statutory charge.

Fees and charges for 2022/23 set nationally by the Government

	2021/22			2022/23			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
¹ Increases to £40 if not paid within 28 days ² Reduced to £30.00 if paid within 15 days ³ Reduced to £150.00 if paid within 15 days							
Stray Dog Collection							
Statutory Charge	25.00	0.00	25.00	25.00	0.00	25.00	Statutory charge.

Fees and charges for 2022/23 set nationally by the Government

	2021/22			2022/23			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Housing and Community Services							
(D Fackrell)							
Liquor Licensing							
<i>Main Application Fees for Premises and Personal Liquor Licensing</i>							
Rateable Value B and A	100.00	0.00	100.00	100.00	0.00	100.00	Statutory fee set by Central Government.
Rateable Value B and B	190.00	0.00	190.00	190.00	0.00	190.00	As above.
Rateable Value B and C	315.00	0.00	315.00	315.00	0.00	315.00	As above.
Rateable Value B and D	450.00	0.00	450.00	450.00	0.00	450.00	As above.
Rateable Value B and E	635.00	0.00	635.00	635.00	0.00	635.00	As above.
<i>Main Annual Charge for Premises and Personal Liquor Licensing</i>							
Rateable Value B and A	70.00	0.00	70.00	70.00	0.00	70.00	As above.
Rateable Value B and B	180.00	0.00	180.00	180.00	0.00	180.00	As above.
Rateable Value B and C	295.00	0.00	295.00	295.00	0.00	295.00	As above.
Rateable Value B and D	320.00	0.00	320.00	320.00	0.00	320.00	As above.
Rateable Value B and E	350.00	0.00	350.00	350.00	0.00	350.00	As above.
Personal licence for alcohol	37.00	0.00	37.00	37.00	0.00	37.00	As above.
Personal licence change	10.50	0.00	10.50	10.50	0.00	10.50	As above.
Premises licence change	23.00	0.00	23.00	23.00	0.00	23.00	As above.

Fees and charges for 2022/23 set nationally by the Government

	2021/22			2022/23			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Transfers	23.00	0.00	23.00	23.00	0.00	23.00	As above.
Temporary events	21.00	0.00	21.00	21.00	0.00	21.00	As above.
Register of interests	21.00	0.00	21.00	21.00	0.00	21.00	As above.
Licensed Premises Gaming Machine Permit							
Grant	150.00	0.00	150.00	150.00	0.00	150.00	As above.
Existing operator grant	100.00	0.00	100.00	100.00	0.00	100.00	As above.
Variation	100.00	0.00	100.00	100.00	0.00	100.00	As above.
Transfer	25.00	0.00	25.00	25.00	0.00	25.00	As above.
Annual fee	50.00	0.00	50.00	50.00	0.00	50.00	As above.
Change of name	25.00	0.00	25.00	25.00	0.00	25.00	As above.
Copy of permit	15.00	0.00	15.00	15.00	0.00	15.00	As above.
Licenses Premises Automatic Notification Process							
On notification	50.00	0.00	50.00	50.00	0.00	50.00	As above.
Club Gaming Permits							
Grant	200.00	0.00	200.00	200.00	0.00	200.00	As above.
Grant (Club Premises Certificate holder)	100.00	0.00	100.00	100.00	0.00	100.00	As above.
Existing Operator Grant	100.00	0.00	100.00	100.00	0.00	100.00	As above.

Fees and charges for 2022/23 set nationally by the Government

	2021/22			2022/23			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Variation	100.00	0.00	100.00	100.00	0.00	100.00	As above.
Renewal fee	200.00	0.00	200.00	200.00	0.00	200.00	As above.
Renewal (Club Premises Certificate Holder)	100.00	0.00	100.00	100.00	0.00	100.00	As above.
Annual Fee	50.00	0.00	50.00	50.00	0.00	50.00	As above.
Copy of permit	15.00	0.00	15.00	15.00	0.00	15.00	As above.
<i>Club Machine Permits</i>							
Grant	200.00	0.00	200.00	200.00	0.00	200.00	As above.
Grant (Club Premises Certificate holder)	100.00	0.00	100.00	100.00	0.00	100.00	As above.
Existing Operator Grant	100.00	0.00	100.00	100.00	0.00	100.00	As above.
Variation	100.00	0.00	100.00	100.00	0.00	100.00	As above.
Renewal fee	200.00	0.00	200.00	200.00	0.00	200.00	As above.
Renewal (Club Premises Certificate Holder)	100.00	0.00	100.00	100.00	0.00	100.00	As above.
Annual Fee	50.00	0.00	50.00	50.00	0.00	50.00	As above.
Copy of permit	15.00	0.00	15.00	15.00	0.00	15.00	As above.
<i>Family Entertainment Centre Gaming Machine Permits</i>							
Application fee	300.00	0.00	300.00	300.00	0.00	300.00	As above.

Fees and charges for 2022/23 set nationally by the Government

	2021/22			2022/23			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Renewal fee	300.00	0.00	300.00	300.00	0.00	300.00	As above.
Transitional application fee	100.00	0.00	100.00	100.00	0.00	100.00	As above.
Change of name	25.00	0.00	25.00	25.00	0.00	25.00	As above.
Copy of permit	15.00	0.00	15.00	15.00	0.00	15.00	As above.
Prize Gaming Permits							
Grant	300.00	0.00	300.00	300.00	0.00	300.00	As above.
Renewal	300.00	0.00	300.00	300.00	0.00	300.00	As above.
Existing Operator Grant	100.00	0.00	100.00	100.00	0.00	100.00	As above.
Change of name	25.00	0.00	25.00	25.00	0.00	25.00	As above.
Copy of permit	15.00	0.00	15.00	15.00	0.00	15.00	As above.
Annual Fee	20.00	0.00	20.00	20.00	0.00	20.00	As above.
Small Lottery Registration							
Grant	40.00	0.00	40.00	40.00	0.00	40.00	As above.
Annual Fee	20.00	0.00	20.00	20.00	0.00	20.00	As above.

Fees and charges for 2022/23 set nationally by the Government

	2021/22			2022/23			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Electoral Services							
(D Clifford)							
Purchase of Electoral Register							
<i>Full Register and the Notices of Alteration</i>							
Hard copies (standard charge) plus charge (a) below	10.00	0.00	10.00	10.00	0.00	10.00	Statutory charges.
(a) charge for each 1,000 entries	5.00	0.00	5.00	5.00	0.00	5.00	As above.
Data format (standard charge) plus charge (b) below	20.00	0.00	20.00	20.00	0.00	20.00	As above.
(b) charge for each 1,000 entries	1.50	0.00	1.50	1.50	0.00	1.50	As above.
<i>List of Overseas Electors</i>							
Hard copies (standard charge) plus charge (c) below	10.00	0.00	10.00	10.00	0.00	10.00	As above.
(c) charge per 100 entries	5.00	0.00	5.00	5.00	0.00	5.00	As above.
Data format (standard charge) plus charge (d) below	20.00	0.00	20.00	20.00	0.00	20.00	As above.
(d) charge per 100 entries	1.50	0.00	1.50	1.50	0.00	1.50	As above.

Fees and charges for 2022/23 set nationally by the Government

	2021/22			2022/23			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
<i>Edited Register</i>							
<i>(Available for purchase by anyone)</i>							
Hard copies (standard charge) plus charge (e) below	10.00	0.00	10.00	10.00	0.00	10.00	As above.
(e) charge per 1,000 entries	5.00	0.00	5.00	5.00	0.00	5.00	As above.
Data format (standard charge) plus charge (f) below	20.00	0.00	20.00	20.00	0.00	20.00	As above.
(f) charge per 1,000 entries	1.50	0.00	1.50	1.50	0.00	1.50	As above.
<i>Marked Polling Station and Absent Voter Registers</i>							
Hard copies (standard charge) plus charge (g) below	10.00	0.00	10.00	10.00	0.00	10.00	As above.
(g) charge per 1,000 entries	2.00	0.00	2.00	2.00	0.00	2.00	As above.
Data format (standard charge) plus charge (h) below	10.00	0.00	10.00	10.00	0.00	10.00	As above.
(h) charge per 1,000 entries	1.00	0.00	1.00	1.00	0.00	1.00	As above.

Fees and charges for 2022/23 set nationally by the Government

	2021/22			2022/23			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Environmental Health (T Beattie)							
Public Health Control of Diseases Act 1984							
Various Fixed Penalty Notices (FPN's) issues under the Coronavirus legislation						Due to the pandemic and changing situation, control measures issued by Government include a number of FPNs district authorities can issue. Fees scale are subject to variation and their purpose is to act as a deterrent to the spread of Coronavirus.	
Pollution Prevention Control (PPC)							
A2 Process Application Fees							
A2 New application	3,363.00	0.00	3,363.00	3,363.00	0.00	3,363.00	Set by Government.
Additional fee for operating without a permit (A2 and Standard Part B)	1,188.00	0.00	1,188.00	1,188.00	0.00	1,188.00	As above.
A2 Process Subsistence Fees							
A2 Low	1,447.00	0.00	1,447.00	1,447.00	0.00	1,447.00	As above.
A2 Medium	1,610.00	0.00	1,610.00	1,610.00	0.00	1,610.00	As above.
A2 High	1,747.00	0.00	1,747.00	1,747.00	0.00	1,747.00	As above.
A2 Low (E-PRTR)	1,551.00	0.00	1,551.00	1,551.00	0.00	1,551.00	As above.

Fees and charges for 2022/23 set nationally by the Government

	2021/22			2022/23			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
A2 Medium (E-PRTR)	1,715.00	0.00	1,715.00	1,715.00	0.00	1,715.00	No increase in charge by DEFRA for any Pollution Prevention Charges.
A3 High (E-PRTR)	2,438.00	0.00	2,438.00	2,438.00	0.00	2,438.00	As above.
Part B Process Application Fees							
Part B (Standard Process)	1,650.00	0.00	1,650.00	1,650.00	0.00	1,650.00	As above.
Part B Standard Process Subsistence Fees							
Part B Subsistence low	772.00	0.00	772.00	772.00	0.00	772.00	As above.
Part B Subsistence medium	1,161.00	0.00	1,161.00	1,161.00	0.00	1,161.00	As above.
Part B Subsistence high	1,747.00	0.00	1,747.00	1,747.00	0.00	1,747.00	As above.
Part B Reduced Fee Application Fees (including car re-sprayers)							
Reduced fee application fee	362.00	0.00	362.00	362.00	0.00	362.00	As above.
Part B Reduced Fee Subsistence Fees (including car re-sprayers)							
Reduced fee subsistence low	228.00	0.00	228.00	228.00	0.00	228.00	As above.
Reduced fee subsistence medium	365.00	0.00	365.00	365.00	0.00	365.00	As above.
Reduced fee subsistence high	548.00	0.00	548.00	548.00	0.00	548.00	As above.
Petrol Vapour Recovery I and Dry Cleaners Application Fees							
PVR I & DC New Application	155.00	0.00	155.00	155.00	0.00	155.00	As above.

Fees and charges for 2022/23 set nationally by the Government

	2021/22			2022/23			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
Petrol Vapour Recovery I and Dry Cleaners Subsistence Fees							
PVR I and DC subsistence fees low	79.00	0.00	79.00	79.00	0.00	79.00	As above.
PVR I and DC subsistence fees medium	158.00	0.00	158.00	158.00	0.00	158.00	As above.
PVR I and DC subsistence fees high	237.00	0.00	237.00	237.00	0.00	237.00	As above.
Petrol Vapour Recovery I & II Combined Application Fees							
PVR I & II Application Fees	257.00	0.00	257.00	257.00	0.00	257.00	As above.
Petrol Vapour Recovery I & II Combined Subsistence Fees							
PVR I & II Subsistence low	113.00	0.00	113.00	113.00	0.00	113.00	As above.
PVR I & II Subsistence medium	226.00	0.00	226.00	226.00	0.00	226.00	As above.
PVR I & II Subsistence high	341.00	0.00	341.00	341.00	0.00	341.00	As above.
Part B Mobile Concrete Crusher Plant – Application Fee per Number of Permits							
1 – 2	1,650.00	0.00	1,650.00	1,650.00	0.00	1,650.00	As above.
3 – 7	985.00	0.00	985.00	985.00	0.00	985.00	As above.
8 or more	498.00	0.00	498.00	498.00	0.00	498.00	As above.
Part B Mobile Concrete Crusher Plant – Subsistence Fee per Number of Permits							
1 – 2 Low	626.00	0.00	626.00	626.00	0.00	626.00	As above.

Fees and charges for 2022/23 set nationally by the Government

	2021/22			2022/23			Comment
	Charge	VAT 20%	Total Charge	Charge	VAT 20%	Total Charge	
	£	£	£	£	£	£	
1 – 2 Medium	1,034.00	0.00	1,034.00	1,034.00	0.00	1,034.00	As above.
1 – 2 High	1,551.00	0.00	1,551.00	1,551.00	0.00	1,551.00	As above.
3 – 7 Low	385.00	0.00	385.00	385.00	0.00	385.00	As above.
3 – 7 Medium	617.00	0.00	617.00	617.00	0.00	617.00	As above.
3 – 7 High	924.00	0.00	924.00	924.00	0.00	924.00	As above.
8 or over Low	198.00	0.00	198.00	198.00	0.00	198.00	As above.
8 or over Medium	316.00	0.00	316.00	316.00	0.00	316.00	As above.
8 or over High	473.00	0.00	473.00	473.00	0.00	473.00	As above.
Late Payment of Subsistence Fee							
All Permits	52.00	0.00	52.00	52.00	0.00	52.00	Applied following 8 week payment window.
Operating without a Permit Fee							
Reduced Fee Activities	71.00	0.00	71.00	71.00	0.00	71.00	Fee applied in addition to permit fee should officers become aware of business operating without permit. The purpose is to ensure consistency of application across businesses within sectors.
Standard Part B and A2	1,188.00	0.00	1,188.00	1,188.00	0.00	1,188.00	As above.

List of income from fees and charges for 2021/22 budgets

Charges set by the Council		
Service	Charge	2021/22 Budget £'000
Environment & Leisure	Car parks and season tickets	2,102
Environment & Leisure	Multi-storey car park	100
Environment & Leisure	Garden waste collections (brown bins)	580
Environment & Leisure	Residents parking permits (including voucher parking for visitors parking in residential bays)	121
Environment & Leisure	Cemeteries burial fees	120
Environment & Leisure	Bulky waste collections	97
Environment & Leisure	Residential wheeled bins	21
Environment & Leisure	Street naming and numbering	36
Environment & Leisure	Beach hut charges	33
Environment & Leisure	Memorial bench	1
Environment & Leisure	Travelling fetes & fairs and access over open space licence	13
Environment & Leisure	Sports facilities	8
Environment & Leisure	Allotments	1
Environment & Leisure	Radar keys for disabled toilets	-
Housing & Community Services	Taxi (Hackney Carriage) licensing	90
Housing & Community Services	Gambling licensing	21
MKS Legal	Legal services charges, including S106 application fees	51
Regeneration & Economic Development	Hire of meeting rooms at Swale House	-
Environment & Leisure	Fixed penalty notices – environmental response	110
Environment & Leisure	King George's Pavilion	14
Policy, Governance and Customer Services	Advertising fees for Inside Swale	6
Environment & Leisure	Annual animal licences	16
Environment & Leisure	Stray dog collection	8
Environment & Leisure	Pest control treatments	5
Environment & Leisure	Alleygate key	-

List of income from fees and charges for 2021/22 budgets

Charges set by the Council		
Service	Charge	2021/22 Budget £'000
Housing & Community Services	Guildhall	-
Housing & Community Services	Town Centre Licence	-
Housing & Community Services	Staying put handyperson charges	-
Housing, & Community Services	Home inspection for immigration application fee	-
Mid-Kent Environmental Health Service	CIEH Level 2 Award Training in Food Safety in Catering	-
Mid-Kent Environmental Health Service	Registration fee under the Local Government (Misc Provisions) Act	5
Mid-Kent Environmental Health Service	Request for environmental information	1
Mid-Kent Environmental Health Service	Food export certificate	-
Planning	Local land charges	236
Planning	Pre-application planning advice fees	130
Planning	S106 Monitoring fees	65
Planning	Photocopying charges	-
Total fees & charges set by the Council & agreed as part of this report		3,991

List of income from fees and charges for 2021/22 budgets

Charges set by Government		
Service	Charge	2021/22 Budget £'000
Environment & Leisure	Civil Parking Enforcement - Penalty Charge Notices	523
Resources	Licences (premises and liquor, street trading, sex establishments and scrap metal)	146
Policy, Governance and Customer Services	Purchase of electoral register	2
Housing & Community Services	Houses in multiple occupation	1
Housing & Community Services	Mobile home site licence fee	-
Housing & Community Services	Smoke or CO Alarm Regulations Redress Scheme for Lettings Agency Work & Management Work Order 2014	-
Planning	Planning fees – www.swale.gov.uk/types-of-application-and-fees/	1,167
Total fees and charges set by Government		1,839
Grand Total for all Fees and Charges		5,830

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Cabinet		Agenda Item: 7
Meeting Date	8 December 2021	
Report Title	Council Tax Support Scheme 2022/23	
Cabinet Member	Cllr Roger Truelove, Leader and Cabinet Member for Finance	
SMT Lead	Lisa Fillery, Director of Resources	
Head of Service	Lisa Fillery, Director of Resources	
Lead Officer	Zoe Kent, Revenues and Benefits Manager	
Recommendations	<ol style="list-style-type: none"> 1. That the Council Tax Support scheme for 2022/23 is kept the same as 2021/22 and the Council Tax Support continues as a maximum award of 80%. 2. To investigate the implementation of a banded Council Tax Support scheme for 2023/24 	

1 Purpose of Report and Executive Summary

- 1.1 The Council Tax Support Scheme (CTS) was introduced by the Department for Communities and Local Government (DCLG) in April 2013 as a replacement for Council Tax Benefit (CTB) administered on behalf of the Department for Work and Pensions (DWP). Each year the local Scheme must be approved by Full Council by 31 January.
- 1.2 The purpose of this report is to consider the percentage reduction that should be set for the 2022/23 scheme.

2 Background

- 2.1 Prior to the introduction of the scheme in April 2013 the Kent authorities worked together to design a CTS scheme. A common approach was adopted across Kent, with the new scheme broadly replicating the former CTB scheme, but with a basic reduction in entitlement for working age claimants.
- 2.2 As part of its introduction, central government set out a number of key elements:
 - 1) The duty to create a local scheme for working age applicants was placed with billing authorities;
 - 2) Government funding was reduced initially by the equivalent of 10% from the levels paid through benefit subsidy to authorities under the previous CTB scheme; and

- 3) Persons of pension age, although allowed to apply for CTS, would be dealt with under regulations prescribed by central government, and not the authorities' local scheme.
- 2.3 In Swale, under the current scheme working age claimants must pay at least 20% of their Council Tax liability, this is the percentage set by many of the district councils in Kent. Although there is a common approach across Kent, local schemes at district level have been tailored to local needs, so in some parts of Kent the percentage varies.
- 2.4 The Kent districts have been able to use the changes to the empty property discounts to vary the amount working age claimants pay towards their liability. Since its introduction in April 2013, our own local scheme has been reviewed annually; however; the core elements remain as were originally agreed.
- 2.5 Under the Kent-wide agreement the major precepting authorities agreed to collectively pay to each district council an administration fee to assist with the costs of the delivery of the scheme.
- 2.6 It has been recognised by the Kent Finance Officers Group that the contributions that the major precepting authorities make towards the administration of the scheme are essential. It was therefore agreed to base the allocation of the administration fee on the size of the caseload. Swale has been allocated £133,857 administration fee for 2020/21, the second highest award in Kent.
- 2.7 When the new scheme started in April 2013, it resulted in approximately 5,000 households within the Borough paying some council tax for the first time. In addition, approximately 2,500 other households who received partial assistance saw increases in their bills.
- 2.8 Collection of the council tax balances in these cases has been challenging. However, with focus on these accounts and some changes to recovery processes, the scheme has been successful. The administrative fee paid by the major preceptors has been essential in assisting with the cost of the recovery of these debts.
- 2.9 A banded scheme should be considered for the 2023/34 scheme. This may provide further simplification for working age claimants and should reduce the administration costs of the scheme.
- 2.10 The overall level of applicants, both working age and pension age, has fallen since the introduction of CTS to 10,051 as at 1 April 2021, compared with 13,381 as at 1 April 2013. This was mainly due to a reduction in unemployment, the rise of the pension age and changes brought into the scheme from April 2017. As a result, the total cost of the scheme had reduced since its inception.
- 2.11 The initial '90%' funding that the government passed on to authorities through Revenue Support Grant to support the costs of local schemes has effectively

been cut as part of the wider reductions in local government financial settlements. The amount of RSG received by the Council is now nil, although costs have reduced due to a lower claimant base than in 2013, the outcome is that a greater share of the cost burden is falling on the billing authorities and the other major precepting bodies.

Table 1: CTS expenditure by year

Year	Expenditure
2013/14	£10,712,895
2014/15	£ 9,940,783
2015/16	£ 9,801,120
2016/17	£ 9,723,402
2017/18	£ 8,950,857
2018/19	£ 8,854,129
2019/20	£ 8,602,987
2020/21	£ 9,680,057
2021/22	£10,020,838

- 2.12 In 2019/20 it was agreed that the scheme for 2020/21 would provide more support for those claimants living on a low income. The amount of support was increased from 75% to 80% and incomes such as Child Benefit and Child Maintenance which had previously been taken into account were disregarded. The non-dependant deductions were also reduced from a maximum of £15 to £10.

3 Proposal

- 3.1 In April 2020 the minimum amount working age claimants pay towards their Council Tax was reduced to 20%. This change was brought in because it was felt that many claimants were struggling to pay their Council Tax instalments. As state benefits had not increased for a number of years it was getting harder for claimants to meet the increased Council Tax amounts.
- 3.2 Collection of Council Tax from working age claimants since the commencement of the scheme is shown in table 2 below. Prior to the first year of the scheme Swale accepted a grant from DCLG which limited the amount claimants had to pay to a minimum of 8.5%, leading to the highest collection rate for 2013/14. There was a dip in collection in 2014/15 when the amount to be paid doubled. Collection since then has risen as claimants have adjusted to budgeting for this amount. However, as the amount of Council Tax charged has increased each year the percentage collected has dropped. With the restrictions that have been brought in due to the Covid-19 pandemic the current year's collection is down by 2.5% compared with 2019/20.

Table 2: Percentage collected by year

Year	Minimum % paid by working age claimants	Percentage collected
2013/14	8.5%	87.59%
2014/15	15%	81.80%
2015/16	15%	85.30%
2016/17	15%	85.80%
2017/18	20%	86.10%
2018/19	25%	85.50%
2019/20	25%	84.50%
2020/21	20%	83.00%
2021/22	20%	54.10%*

*2021/22 figure as at 30.09.2021

- 3.3 Given the objectives of the review set out at 2.12, it is important that we seek to not increase the overall costs of the scheme significantly whilst maintaining fairness and the feasibility of the scheme.
- 3.4 It is likely if the amount to be paid by working age claimants was increased, collection would continue to fall increasing the cost of recovery.
- 3.5 The conclusion is that the most practical option would be for the CTS for 2022/23 to be kept the same as for 2021/22 and to continue as a reduction of 20%.

4 Alternative Options

- 4.1 Changes could be made to the CTS scheme for 2022/23 either increasing or reducing the amount payable by working age claimants. Increasing the amount is not recommended because this is likely to affect the collection rate, this would then increase the cost of recovery for the Council Tax section. Reducing the amount payable would affect the budgets of the council and the major precepting authorities so could therefore have an effect on the services currently provided.

5 Consultation Undertaken or Proposed

- 5.1 Consultation has been carried out with the major preceptors. As it is recommended that there will be no change to the scheme a public consultation has not taken place. Appendix I shows the results from the consultation carried out in 2019 prior to the implementation of the 2020/21 scheme.

6 Implications

Issue	Implications
Corporate Plan	<p>The objectives and priorities in the corporate plan.</p> <p>Performance is measured through BV9 Percentage of Council Tax collected in year.</p>
Financial, Resource and Property	<p>The costs of awards made under the CTS scheme impact on the declared tax base, and thereby the council tax yield.</p>
Legal and Statutory	<p>The Council has a statutory duty to consult on a proposed scheme under the Local Government Finance Act 2012 and Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012 (as amended).As mention in paragraph 5.1, case law has determined the guiding principles for fair consultation, which we followed.</p> <p>Regard needs to be made to the rules around consultation laid out through the Supreme Court ruling in the case of R (on the application of Moseley) v London Borough of Haringey (2014), and in particular, the need to set out alternative choices within the consultation. Referred to in paragraph 5.2.</p> <p>As no changes to the scheme are recommended a public consultation has not taken place.</p>
Crime and Disorder	<p>Not directly applicable</p>
Sustainability	<p>Not directly applicable</p>
Health and Wellbeing	<p>Residents who have difficulty in paying their Council Tax can put in a claim for a Section 13A discretionary award. Those whose health appears to be affected will be signposted to appropriate advice.</p> <p>The Revenues and Benefits team works with other sections of the authority, CA, financial charities, and the major housing providers in the area to ensure those residents who are struggling with debt or other problems are signed posted to the correct advice and agencies.</p>
Risk Management and Health and Safety	<p>Not directly applicable</p>

Equality and Diversity	A full Community Impact Assessment has been carried out.
Privacy and Data Protection	All requirements have been adhered to.

7 Appendices

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

- Appendix I: CIA CTS Scheme 2022/23
- Appendix II: CTS Scheme review of the consultation 2019

8 Background Documents

Council Tax Support Report 2021/22 Scheme Full Council 11.11.2020

<https://services.swale.gov.uk/meetings/ieListDocuments.aspx?CIId=128&MIId=2300&Ver=4>

Community Impact Assessment

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

When to assess

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

Public sector equality duty

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

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

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

Protected characteristics

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

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

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

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

Due regard

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

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

Collecting and using equality information

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

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

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

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

Case law principles

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

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

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

Lead officer:	<i>Zoe Kent</i>
Decision maker:	<i>Council</i>
People involved:	<i>Zoe Kent</i>
Decision: <ul style="list-style-type: none"> • Policy, project, service, contract • Review, change, new, stop 	<ul style="list-style-type: none"> • <i>This is a localised scheme that the Borough is required to put in place to give financial help towards Council Tax to those residents on a low income.</i> • <i>We are required to review this scheme before 11 March of the financial year.</i>
Date of decision: The date when the final decision is made. The CIA must be complete before this point and inform the final decision.	<i>Full Council – 12 January 2022</i>
Summary of the decision: <ul style="list-style-type: none"> • Aims and objectives • Key actions • Expected outcomes • Who will be affected and how? • How many people will be affected? 	<p><i>What are the aims and objectives?</i></p> <ol style="list-style-type: none"> 1. <i>To provide help towards Council Tax as a localised Council Tax Support scheme to those on a low income in the Borough</i> 2. <i>To provide pensioners with the support as per The Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012 as amended by The Council Tax Reduction Schemes (Prescribed Requirements) (England) (Amendment) Regulations 2018</i> 3. <i>To provide working age claimants support taking into consideration the reduction in financial support provided within the Government grants towards the Council Support Scheme.</i> 4. <i>Support vulnerable people</i> 5. <i>Support claimants back into work</i> <p><i>What are the key actions?</i></p> <ul style="list-style-type: none"> • <i>Providing a scheme that supports those claimants on a low income</i> • <i>Putting into place a scheme that does not mean a financial burden to the authority which could lead to putting other services provided by the Borough at risk.</i> • <i>Continuing to design and deliver services to meet the needs of vulnerable customers</i> • <i>Consider user feedback, engagement and consultation when designing or changing the scheme</i> <p><i>What are the expected outcomes?</i></p> <p><i>To put in place a scheme that balances the needs of vulnerable claimants against the budget requirements of the Borough.</i></p> <p><i>Who will be affected?</i></p> <p><i>Those working-age residents who are on a low income who claim help towards their Council Tax. This covers all areas of the Borough but particularly those who live in deprived areas.</i></p> <p><i>How many people will be affected?</i></p> <p><i>6,235 working age claimants will be affected by the changes to the scheme (9.6% of all Council Tax account holders).</i></p>

Information and research:

- Outline the information and research that has informed the decision.
- Include sources and key findings.
- Include information on how the decision will affect people with different protected characteristics.

Since 1st April 2013, the Council has maintained a local Council Tax Support scheme. This replaced the national Council Tax Benefit scheme, which ended on 31 March 2013.

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

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

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

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

Changes since 2013

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

From April 2017 changes were made to the scheme including:

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

The changes brought in were:

1. *Reducing the maximum level of support for working age applicants from 80 per cent to 75 per cent.*
2. *Removing the Family Premium for all new working age applicants*
3. *Reducing backdating to one month*
4. *Using a set income for self-employed earners after 18 months self-employment.*
5. *Reducing the period for which a person can be absent from Great Britain and still receive Council Tax Reduction to four weeks.*

6. *To introduce a standard level of non-dependant deduction of £15 for all working-age claimants who have non-dependants resident with them who work 16 hours or more per week.*

In April 2018 further changes were made to the scheme including:

- *The need to change the scheme to align with Universal Credit as the caseload changed to more claimants receiving Universal Credit to top up their earnings.*
- *To again address potential shortfalls in funding due to the continued reduction in Central Government grants.*

The changes brought in were

1. *Reducing the maximum level of support for working age applicants from 80 per cent to 75 per cent.*
2. *Reducing the capital limit from the existing £16,000 to £10,000.*
3. *Restricting the level of the maximum level of Council Tax Support payable to the equivalent of a Band D charge*
4. *Applying a fixed income period to Universal Credit claims for Council Tax Support to avoid multiple changes*
5. *To disregard Bereavement Support payments inline with the Housing Benefit regulations*

In April 2019 no major changes were made to the scheme.

In April 2020 a number of changes were made to the scheme. The changes were brought in to increase the support provided to working age claimants.

A review was undertaken to consider the effectiveness of the Council Tax Support scheme; and a public consultation was carried out to gather views as to whether the current scheme should be changed. The review considered whether changes to the working age scheme meet the following:

- *to increase the more accurate targeting of support to those working age applicants who most need it;*
- *to continue to align the scheme with proposed changes to Housing Benefit and Universal Credit; and*
- *to address potential shortfalls in funding due to the continued reduction in Central Government grants.*

The Council sort feedback through the consultation as to whether further increases in council tax, cuts to services, and use of limited savings should be considered as an alternative to changing the Council Tax Reduction Scheme.

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

All of these options were rejected.

The Council approved the following changes:

- a. *To reduce the minimum payment from 25% to 20%.*

- b. *To reduce the standard level of non-dependant deduction from £15 to £10 for all claimants who have a non-dependant living with them who works more than 16 hours per week.*
- c. *To disregard Child Maintenance paid to a claimant or partner in the calculation of Council Tax Support.*
- d. *To disregard Child Benefit paid to a claimant or partner in the calculation of Council Tax Support.*
- e. *To put in place a fixed income period for all working age claims where the claimant or partner are either working or in receipt of Universal Credit?*
- f. *To apply a tolerance to Universal Credit claims so information received from the DWP can be automated?*

In 2021/22 no changes were made to the scheme.

The Proposed Scheme for 2022/23

It is proposed that no changes are made to the scheme for 2022/23.

Scope of the Community Impact Assessment

The following identifies the potential impact on claimants and particularly groups of claimants from the consultation that was carried out in 2019.

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

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

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

Disability

Working age people with disabilities continue to make up a high proportion of the caseload at 23%. Working age people with disabilities receive more per week than working age people without disabilities on average, due to the design of the scheme that ignores certain disability benefits and awards higher applicable amounts.

Age

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

Carers

There is a slightly higher proportion of claimants with a carer in the household, than the population generally overall (13%). Working age claimants with a carer in the household receive more per week, on average than working age claimants without a carer in the

household. The main reason for this is the treatment of both disability and care within the existing scheme.

Gender

Females continue to make up a high proportion of the caseload at 63%. Although, there is a difference between the average amounts females and males receive per week, this is due to factors relating to circumstances which directly affect the calculation of council tax reduction, and is not linked to a claimant's sex directly.

Ethnicity

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

Other protected characteristics

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

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

Actions to mitigate any identified impacts

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

Under the scheme, claimants will potentially be able to receive additional support up to the full level of their Council Tax.

Method of Consultation

When the scheme has changed the Council has used the following methods to obtain the view of taxpayers.

Stakeholders Methodology

1. Existing claimants (both working age and pensionable age web based questionnaire)

Hard copy documents to be provided as necessary

2. Council taxpayers and service users generally

Web based questionnaire

Hard copy documents to be provided as necessary

3. Interested organisations and groups.

Web based questionnaire

4. Organisations with significant interest to be notified directly

Hard copy documents to be provided as necessary

General Awareness

Provision of information and awareness raising of changes and proposals

News releases

Face-to-face communication at customer service points

	<p><i>Information in libraries/surgeries and other public venues</i></p> <p><i>The Council's website and social media</i></p> <p>Analysis and Assessment</p> <p><i>A full analysis and assessment will be provided</i></p>
<p>Consultation:</p> <ul style="list-style-type: none"> ▪ Has there been specific consultation on this decision? ▪ What were the results of the consultation? ▪ Did the consultation analysis reveal any difference in views across the protected characteristics? ▪ Can any conclusions be drawn from the analysis on how the decision will affect people with different protected characteristics? 	<p><i>No there are no proposed changes to the 2022/23 scheme so a consultation is not necessary. A review has been carried out of the current working age Council Tax Support caseload and the effects over the past year of the Covid-19 pandemic. In 2020/21 MHCLG provided a grant of £150 towards every CTS working age CTS customers' Council Tax. This helped those on a low income in receipt of CTS, particularly if they had higher expenses or could not work during the pandemic.</i></p> <p><i>In April 2021 KCC provided a similar grant of £50 towards every working age CTS customers' Council Tax. As the economy started to open up again, people returned to work and Council Tax collection started to increase again. The £50 grant was provided to ease claimants back to their monthly Council Tax instalments.</i></p> <p><i>It is not thought that any of the protected characteristics should have been affected differently since the Covid-19 restrictions have been lifted. KCC have also provided a Section 13A grant so any people who may have been adversely affected can claim extra help towards their Council Tax.</i></p> <p><i>The results of the previous consultation from 2019/20 can be found in Appendix I: CTS scheme review of the consultation</i></p> <p><i>Options 1, 4 and 6 received a higher amount of responses in favour of accepting the changes across the protected characteristics. In the case of option 1 disabled responders had a higher positive response to this option which asked whether the scheme should remain the same with the same level of support. This was also the case with the responses from those in receipt of CTS.</i></p> <p><i>Those with a protected characteristic often receive a premium giving them extra help, e.g. a carer or disability premium, giving them higher levels of help towards their Council Tax payments.</i></p> <p><i>Claimants with children will have less income for their living expenses and for caring for their children if they have to pay more towards their Council Tax.</i></p>

Is the decision relevant to the aims of the equality duty?	
Guidance on the aims can be found in the EHRC's PSED Technical Guidance .	
Aim	Yes/No
1) Eliminate discrimination, harassment and victimisation	Yes
2) Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it	Yes

3) Foster good relations between persons who share a relevant protected characteristic and persons who do not share it	No
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Assess the relevance of the decision to people with different protected characteristics and assess the impact of the decision on people with different protected characteristics.

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

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

<p>Conclusion:</p> <ul style="list-style-type: none"> Consider how due regard has been had to the equality duty, from start to finish. There should be no unlawful discrimination arising from the decision (see PSED Technical Guidance). <p>Advise on the overall equality implications that should be taken into account in the final decision, considering relevance and impact.</p>	<p>Summarise this conclusion in the body of your report</p> <p>We have considered how all groups with protected characteristics will be affected by the scheme.</p> <p>As in previous year's schemes, those with a protected characteristic such as the disabled or those with children, receive a higher income (due to extra benefits being awarded to cover these costs) than a single claimant or couple especially those who are under 25. To mitigate these issues the Council provides a Section 13A discretionary hardship scheme.</p> <p>The evidence from the database of current claimants suggests that there could be some limited potential for the scheme to impact more adversely on people with particular protected characteristics (primarily women and people with a disability than on people without those characteristics, and thus not to contribute to the advancement of equality of opportunity for people with and without protected characteristics. However, as stated above the adverse impact on individuals is relatively small and the Section 13A discretionary hardship scheme can help those who could be affected.</p>
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Timing

- Having 'due regard' is a state of mind. It should be considered at the inception of any decision.

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

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

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

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

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

Action Plan

Issue	Action	Due date	Lead Officer	Manager	Cabinet Member
Financial hardship for CTRS working age claimants	Further consultation work to be carried out in Quarter 3 2021/22	02/2022	Zoe Kent	Lisa Fillery	Cllr Roger Truelove
Drop in collection rate for Council Tax	The collection of Council Tax to be monitored throughout the financial year 2021/22	02/2022	Zoe Kent	Lisa Fillery	Cllr Roger Truelove

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

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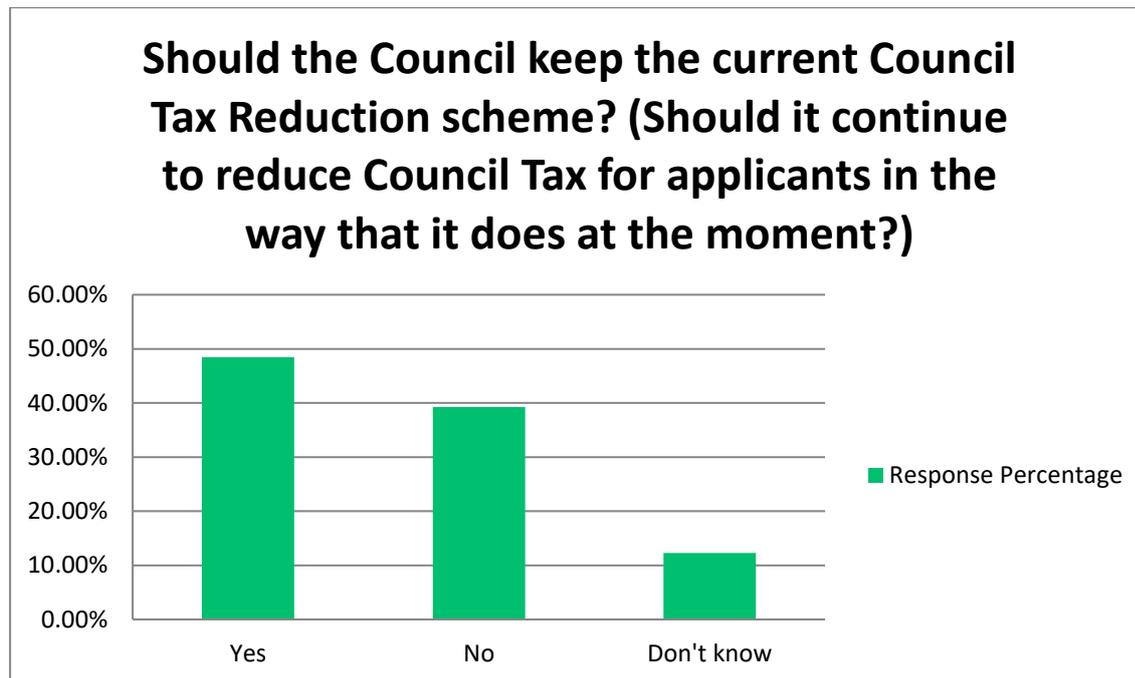
Council Tax Support Scheme Options

A consultation was carried out for 4 weeks ending on 18 November 2019, 134 people responded to the consultation with many commenting on the proposals. Responders were asked to comment on six options to change the scheme. They were also asked whether the Council should use alternative means such as increasing Council Tax or reducing services to cover the cost of the scheme.

This paper gives an overview of the responses.

Option	% agreeing with the option
Should the Council keep the current Council Tax Support scheme? (Should it continue to reduce Council Tax for applicants in the way and to the extent that it does at the moment?)	48%
Option 1 – Should we increase the maximum level of support for working age applicants to 80%	50%
Option 2 - Should we reduce the standard level of non dependant deduction from £15 to £10 for all claimants who have a non dependant living with them who works more than 16 hours per week?	32%
Option 3 – Should we disregard Child Maintenance paid to a claimant or partner in the calculation of Council Tax Support?	43%
Option 4 – Should we disregard Child Benefit paid to a claimant or partner in the calculation of Council Tax Support?	53%
Option 5 –Should we apply a fixed income period to Universal Credit claims for Council Tax Support to avoid multiple changes?	46%
Option 6 – Should we apply a tolerance to Universal Credit claims for Council Tax Support to avoid multiple changes?	61%
Do you think we should choose any of the following options rather than the proposed changes to the Council Tax Reduction Scheme? Please select one answer for each source of funding.	
Increase the level of Council Tax	19%
Find savings from cutting other Council Services	28%
Use the Council's reserves	56%
If the Council were to choose these other options to make savings, what would be your order of preference?	
Increase the level of Council Tax – Most Preferred	18%
Least Preferred	70%
Reduce funding available for other Council Services – Most Preferred	26%
Least Preferred	47%
Use the Council's reserves – Most Preferred	51%
Least Preferred	18%

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



Gender	Yes	No	Don't know
Male	21	17	6
Female	34	31	10

Age	Yes	No	Don't know
18-24	1	2	0
25-34	10	9	2
35-44	15	15	4
45-54	8	11	2
55-64	14	5	3
65-74	9	3	2
75-84	1	1	2
85+	0	0	1

Disability	Yes	No	Don't know
Disabled	19	13	6
Not Disabled	32	31	8

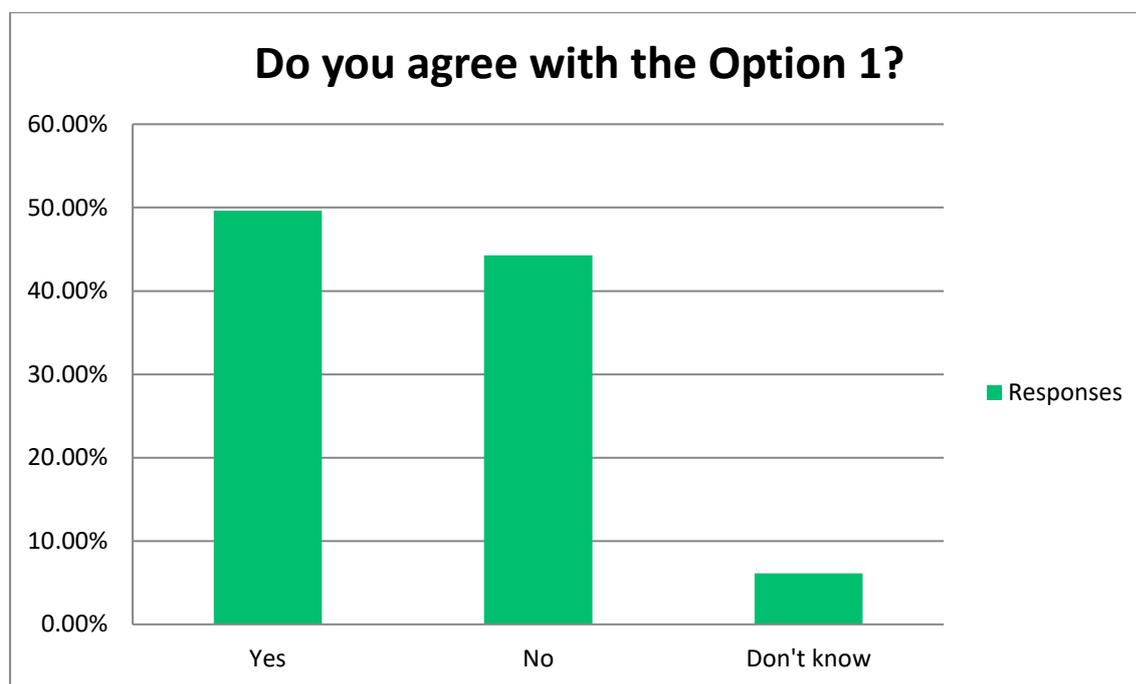
Ethnicity	Yes	No	Don't know
White British	52	41	15
Asian	2	1	0
Black	0	0	0
Mixed	0	0	0
Other	0	1	0

CTS	Yes	No	Don't know
In receipt of CTS	34	14	6
Not in receipt of CTS	25	35	9

48 % of responders felt the scheme should continue to reduce Council Tax for applicants in the way that it does at the moment. We asked those who answered yes did they agree we should increase the maximum level of support further from 75% to 80%. 50% were in favour of increasing the maximum level of support. Of those responders who agreed that support should be increased further, 88% agreed it should be increased to 80%.

Comments were equally split between those who felt the Council should be helping those on a low income, especially as Council Tax can be a large proportion of their income. Others felt that people should be encouraged to work and providing too much help isn't fair for those who do work.

Option 1 – Should we increase the maximum level of support for working age applicants to 80%?



Gender	Yes	No	Don't know
Male	20	25	0
Female	42	26	8

Age	Yes	No	Don't know
18-24	1	1	1
25-34	11	9	1
35-44	14	17	3
45-54	9	12	0
55-64	15	7	2
65-74	10	5	0
75-84	2	1	1
85+	0	1	0

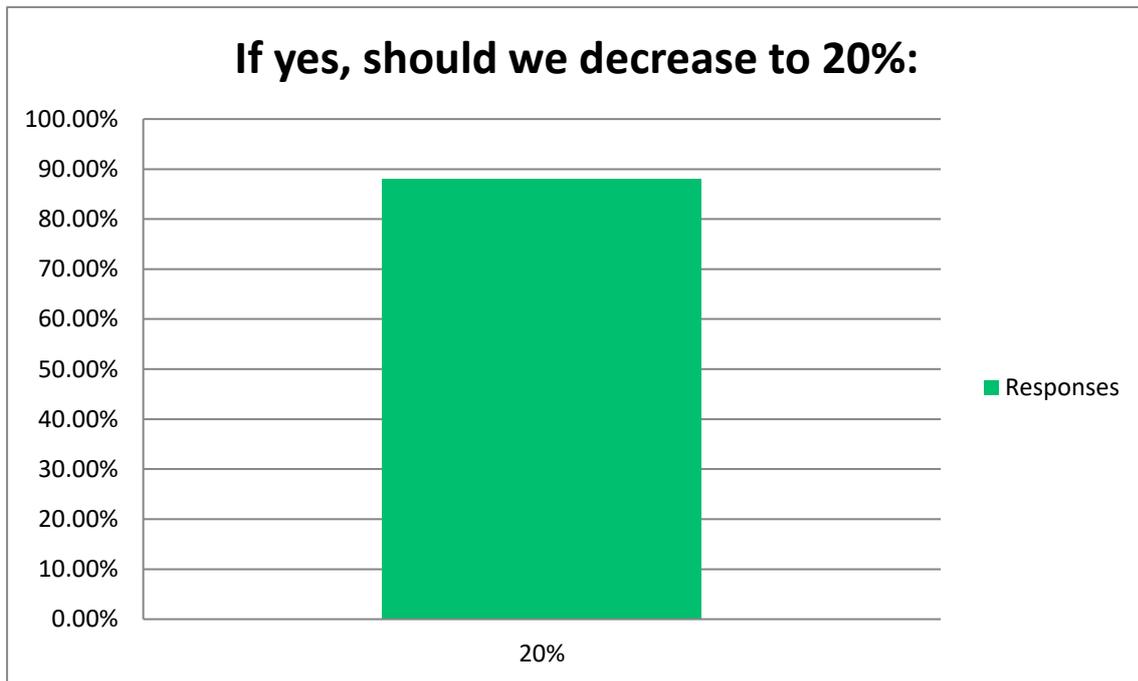
Disability	Yes	No	Don't know
Disabled	28	10	1
Not Disabled	29	39	4

Ethnicity	Yes	No	Don't know

White British	57	45	7
Asian	1	2	0
Black	0	0	0
Mixed	0	0	0
Other	0	1	0

CTS	Yes	No	Don't know
In receipt of CTS	38	9	6
Not in receipt of CTS	24	46	1

If you answered yes, should we decrease the percentage to 20%?



Gender	
Male	20
Female	36

Age	
18-24	1
25-34	10
35-44	13
45-54	9
55-64	12
65-74	9
75-84	2
85+	0

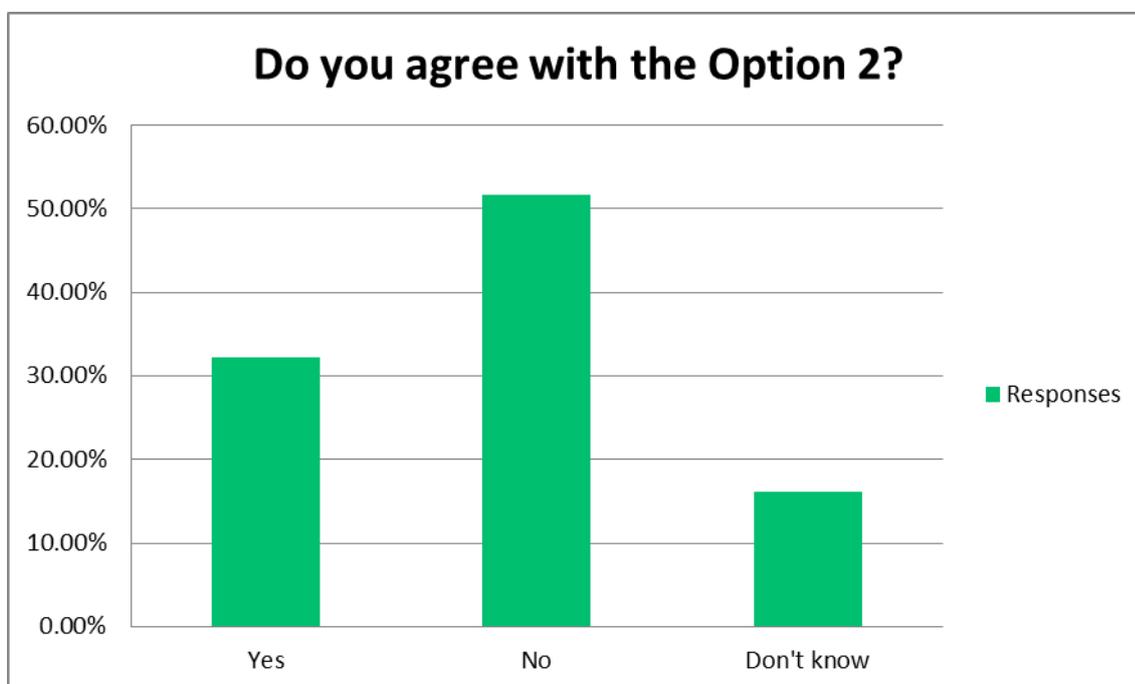
Disability	
Disabled	26
Not Disabled	26

Ethnicity	
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White British	52
Asian	1
Black	0
Mixed	0
Other	0

CTS	
In receipt of CTS	32
Not in receipt of CTS	24

Option 2 - To reduce the standard level of non dependant deduction from £15 to £10 for all claimants who have a non dependant living with them who works more than 16 hours per week?



Gender	Yes	No	Don't know
Male	16	25	2
Female	23	34	16

Age	Yes	No	Don't know
18-24	0	1	2
25-34	5	12	4
35-44	12	15	5
45-54	9	11	1
55-64	5	11	6
65-74	5	7	1
75-84	2	1	0
85+	0	1	0

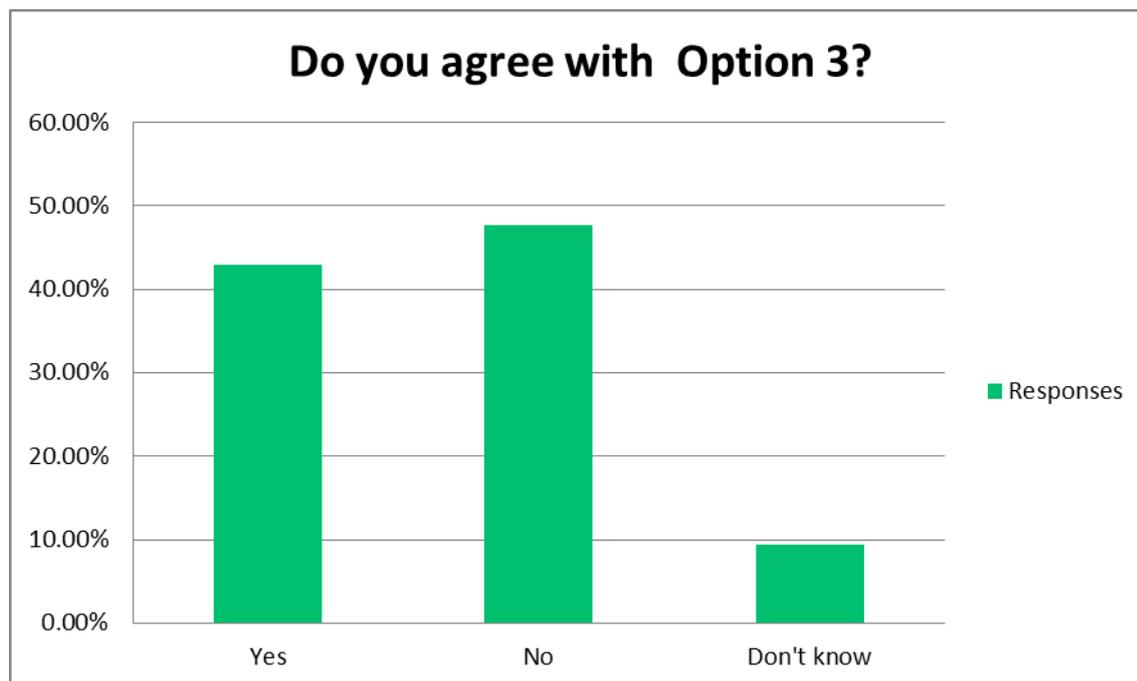
Disability	Yes	No	Don't know
Disabled	12	19	6
Not Disabled	22	37	10

Ethnicity	Yes	No	Don't know
White British	34	53	18
Asian	1	2	0
Black	0	0	0
Mixed	0	0	0
Other	0	1	0

CTS	Yes	No	Don't know
In receipt of CTS	19	19	10
Not in receipt of CTS	17	44	7

Overall, a greater proportion of responders (52%), were not in favour of reducing the non-dependant deduction to £10 per week for working age applicants. The comments on this option were split between those who felt non-dependants are often paid a low wage so cannot afford £15 per week, to those who felt that if there are non-dependants working in a household they should be paying the higher amount as a contribution.

Option 3 - To disregard Child Maintenance paid to a claimant or partner in the calculation of Council Tax Support?



Gender	Yes	No	Don't know
Male	12	32	2
Female	40	23	10

Age	Yes	No	Don't know
18-24	2	0	0

25-34	8	9	4
35-44	14	18	1
45-54	10	11	0
55-64	7	10	5
65-74	8	6	2
75-84	3	1	0
85+	0	1	0

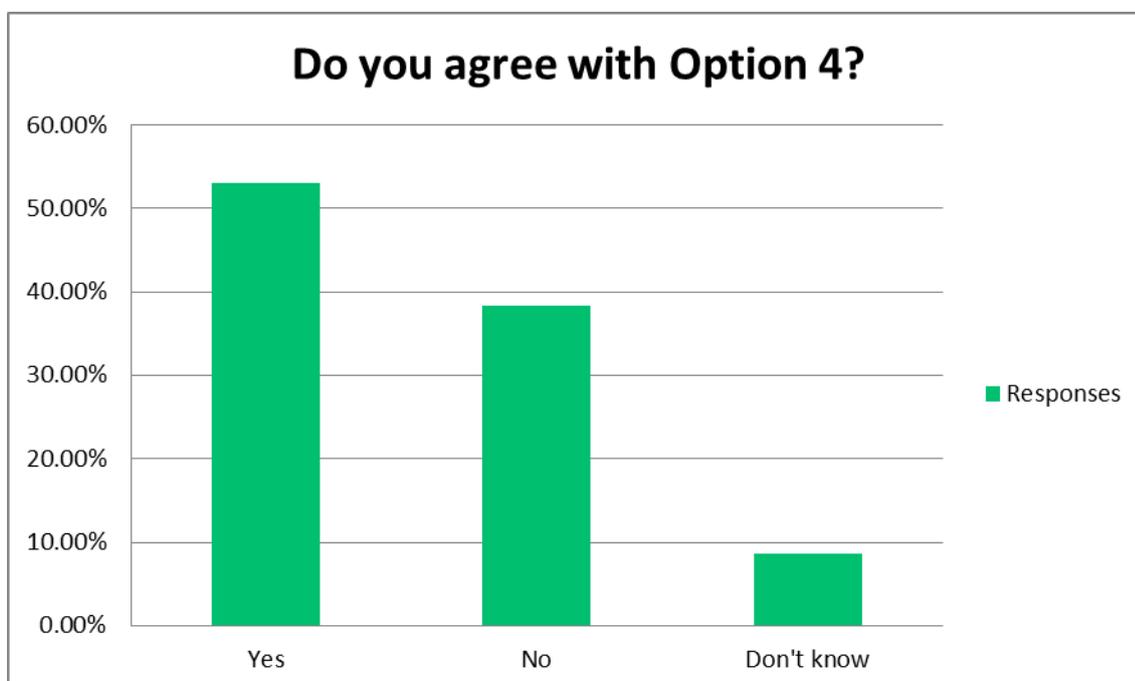
Disability	Yes	No	Don't know
Disabled	17	19	5
Not Disabled	32	34	5

Ethnicity	Yes	No	Don't know
White British	48	48	11
Asian	1	1	1
Black	0	0	0
Mixed	0	0	0
Other	0	0	0

CTS	Yes	No	Don't know
In receipt of CTS	23	20	9
Not in receipt of CTS	29	40	1

Although less than half of responders agreed with this option, those who commented mainly felt that maintenance should be used towards the costs of raising a child. Comments were also received that it is often not a reliable source of income.

Option 4 – To disregard Child Benefit paid to a claimant or partner in the calculation of Council Tax Support



Gender	Yes	No	Don't know
Male	16	28	2
Female	46	18	9

Age	Yes	No	Don't know
18-24	2	0	0
25-34	13	6	2
35-44	20	12	1
45-54	7	12	1
55-64	10	8	4
65-74	9	5	2
75-84	3	1	0
85+	0	1	0

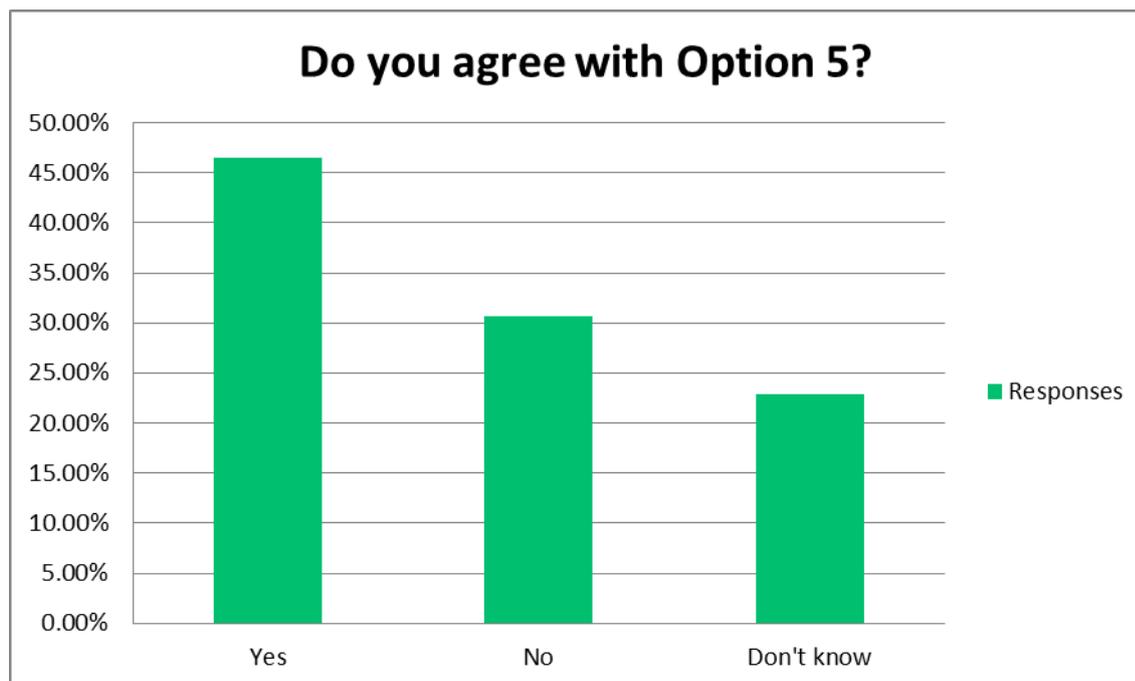
Disability	Yes	No	Don't know
Disabled	20	15	3
Not Disabled	37	28	6

Ethnicity	Yes	No	Don't know
White British	26	39	10
Asian	2	0	1
Black	0	0	0
Mixed	0	0	0
Other	0	1	0

CTS	Yes	No	Don't know
In receipt of CTS	26	18	9
Not in receipt of CTS	40	28	1

The majority of responders agreed with this option. Those who commented felt it would simplify the system. It would also help claimants with budgeting.

Option 5 - Should we apply a fixed income period to Universal Credit claims for Council Tax Support to avoid multiple changes?



Gender	Yes	No	Don't know
Male	23	17	6
Female	32	20	21

Age	Yes	No	Don't know
18-24	1	1	1
25-34	9	6	6
35-44	18	9	6
45-54	8	9	4
55-64	10	6	5
65-74	8	3	5
75-84	2	1	1
85+	0	0	1

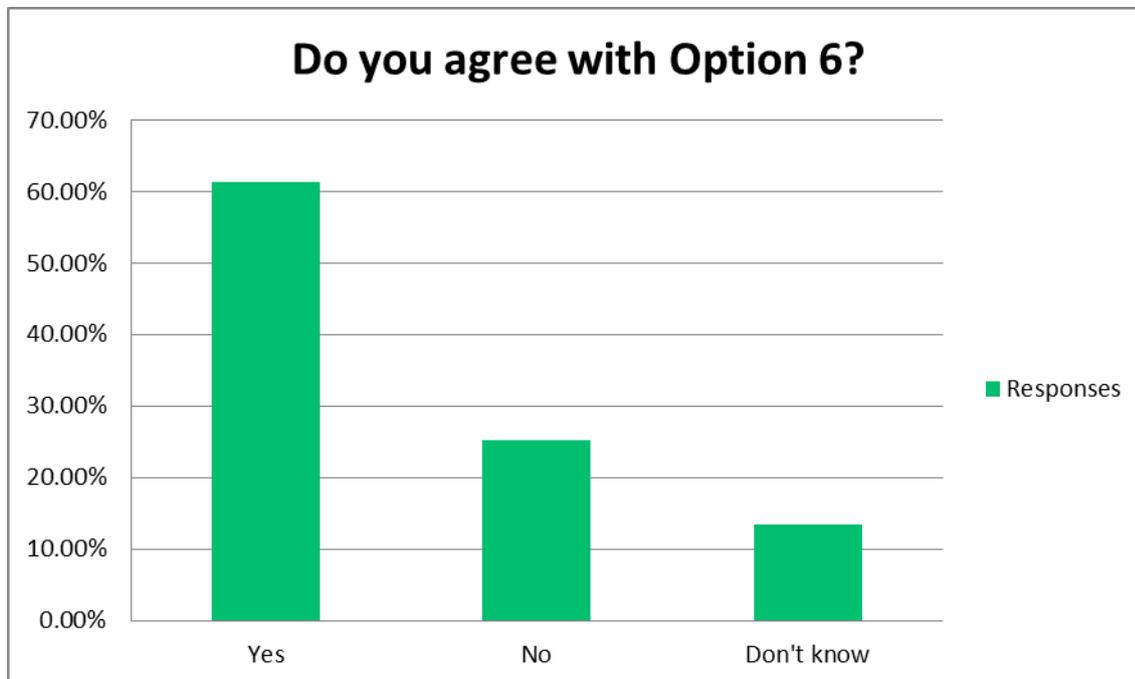
Disability	Yes	No	Don't know
Disabled	20	10	8
Not Disabled	31	25	16

Ethnicity	Yes	No	Don't know
White British	47	34	26
Asian	2	1	0
Black	0	0	0
Mixed	0	0	0
Other	0	0	0

CTS	Yes	No	Don't know
In receipt of CTS	23	12	17
Not in receipt of CTS	35	26	9

Those who commented on this option felt that it would be good for those on zero hours contracts and felt it was difficult to budget when the amount of Council Tax payable changed each month. Some responders felt this change would make payments more manageable.

Option 6- To apply a tolerance to Universal Credit claims for Council Tax Support to avoid multiple changes?



Gender	Yes	No	Don't know
Male	32	12	2
Female	41	17	15

Age	Yes	No	Don't know
18-24	1	1	1
25-34	12	7	2
35-44	18	8	7
45-54	12	7	1
55-64	15	2	4
65-74	11	4	1
75-84	4	0	0
85+	0	1	0

Disability	Yes	No	Don't know
Disabled	28	4	6
Not Disabled	39	24	9

Ethnicity	Yes	No	Don't know
White British	64	27	16
Asian	2	0	1
Black	0	0	0
Mixed	0	0	0

Other	0	0	0
CTS	Yes	No	Don't know
In receipt of CTS	29	11	12
Not in receipt of CTS	47	20	3

Option 6 received the highest number of positive responses. Most responders who commented felt this made the scheme fairer for those in receipt of Universal Credit and a sensible way of saving on administration costs.

Survey Demographics and Applied Weighting

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

This table tells us that men and women are correctly represented. It also shows that people aged 25 years and under and those aged 75 and over are under-represented.

Those with a disability are correctly represented.

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

	Survey		Population	
	Count	%	Count	%
Gender (Over 18s Mid-year Population Estimates)				
Men	46	37.4%	56,261	49%
Women	77	62.6%	58,927	51%
Age (Over 18s Mid-year Population Estimates)				
18 to 24 years	3	2%	11,413	10%
25 to 34 years	21	17%	18,158	16%
35 to 44 years	33	27%	17,656	15%
45 to 54 years	21	17%	21,144	18%
55 to 64 years	24	19%	18,443	16%
65 to 74 years	17	14%	16,347	14%
75 years and over	5	4%	12,027	11%
Ethnicity (2011 Census 18 years and over)				
White groups	112	97%	101,848	97%
BME	4	3%	3,027	3%
Disability (2011 Census all people)				
Disability	40	35%	25,322	19%
No Disability	73	65%	110,513	81%

Age Male	Population		Survey	
	Count	%	Count	%
18 to 24 years	6,039	5%	2	1%
25 to 34 years	9,001	8%	27	8%
35 to 44 years	8,421	7%	27	8%
45 to 54 years	10,388	9%	40	12%
55 to 64 years	9,252	8%	41	12%
65 to 74 years	7,927	7%	21	6%
75 years and over	5,233	5%	7	2%
Age Female				
18 to 24 years	5,374	5%	2	1%
25 to 34 years	9,157	8%	32	10%
35 to 44 years	9,235	8%	47	14%
45 to 64 years	10,756	9%	39	12%
55 to 64 years	9,191	8%	31	9%
65 to 74 years	8,420	7%	17	5%
75 years and over	6,794	6%	0	0%

Calculated using the ONS Mid-year population estimates
<https://www.ons.gov.uk/peoplepopulationandcommunity/populationandmigration/populationestimates/datasets/populationestimatesforukenglandandwalesscotlandandnort hernireland>

Responses to the consultation questions

Have your say on the Council Tax Reduction Scheme

I have read the background information about the Council Tax Reduction Scheme. This question must be answered before you can continue.		
Answer Choices	Response Percentage	Response Count
Yes	98.51%	132
No	1.49%	2
Answered		134
Skipped		0

Should the Council keep the current Council Tax Reduction scheme? (Should it continue to reduce Council Tax for applicants in the way that it does at the moment?)		
Answer Choices	Response Percentage	Response Count
Yes	48.46%	63
No	39.23%	51
Don't know	12.31%	16
Answered		130
Skipped		4

Do you agree with the Option 1?		
Answer Choices	Response Percentage	Response Count
Yes	49.62%	65
No	44.27%	58
Don't know	6.11%	8
Answered		131
Skipped		3

If yes, should we decrease to 20%?		
Answer Choices	Responses	
20%	88.06%	59
Answered		59
Skipped		67

Do you agree with the Option 2?		
Answer Choices	Responses Percentage	Response Count
Yes	32.26%	40
No	51.61%	64
Don't know	16.13%	20
Answered		124
Skipped		10

Do you agree with Option 3?		
Answer Choices	Response Percentage	Response Count
Yes	42.97%	55
No	47.66%	61
Don't know	9.38%	12
Answered		128
Skipped		6

Do you agree with Option 4?		
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Answer Choices	Response Percentage	Response Count
Yes	53.13%	68
No	38.28%	49
Don't know	8.59%	11
Answered		128
Skipped		6

Do you agree with Option 5?		
Answer Choices	Response Percentage	Response Count
Yes	46.46%	59
No	30.71%	39
Don't know	22.83%	29
Answered		127
Skipped		7

Answer Choices	Response Percentage	Response Count
Yes	61.42%	78
No	25.20%	32
Don't know	13.39%	17
Answered		127
Skipped		7

Do you think we should choose any of the following options to fund the changes to the Council Tax Reduction Scheme? Please select one answer for each source of funding.				
	Yes	No	Don't Know	Total
Increase the level of Council Tax	24	88	16	128
Reduce funding available for other Council Services	36	73	18	127
Use the Council's savings	74	38	19	131
Answered	132			
Skipped	2			

If the Council were to choose these other options to make savings, what would be your order of preference?				
	Yes	No	Don't Know	Total
Increase the level of Council Tax	24	16	91	131
Reduce funding available for other Council Services	34	36	61	131
Use the Council's savings	68	41	24	133
Answered	133			
Skipped	1			

Are you, or someone in your household, getting a Council Tax Reduction at this time?		
Answer Choices	Response Percentage	Response Count
Yes	42.11%	56
No	53.38%	71
Don't know/unsure	4.51%	6
Answered		133
Skipped		1

What is your sex?		
Answer Choices	Response Percentage	Response Count
Female	57.89%	77
Male	34.59%	46
Prefer not to say	7.52%	10
Answered		133
Skipped		1

What is your age?		
Answer Choices	Response Percentage	Response Count
18-24	2.26%	3
25-34	15.79%	21
35-44	25.56%	34
45-54	15.79%	21
55-64	18.05%	24
65-74	12.78%	17
75-84	3.01%	4
85+	0.75%	1
Prefer not to say	6.02%	8
Answered		133
Skipped		1

Disability: Are your day to day activities limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?		
Answer Choices	Response Percentage	Response Count
Yes	30.30%	40
No	55.30%	73
Don't know/unsure	2.27%	3
Prefer not to say	12.12%	16
Answered		132

Skipped	2
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Ethnic Origin: What is your ethnic group?		
Answer Choices	Response Percentage	Response Count
White British	84.85%	112
Mixed/Multiple ethnic groups	0.00%	0
Asian or Asian British	2.27%	3
Black/African/Caribbean/Black British	0.00%	0
Other ethnic group	0.76%	1
Prefer not to say	9.85%	13
Other (please specify)		5
Answered		132
Skipped		2

Agenda Item 8

Cabinet	Agenda Item:
Meeting Date	8 December 2021
Report Title	Financial Management Report – Second Quarter 2021/22
Cabinet Member	Cllr Roger Truelove, Leader and Cabinet Member for Finance
SMT Lead	Lisa Fillery, Director of Resources
Head of Service	Phil Wilson, Head of Finance and Procurement
Lead Officer	Phil Wilson, Head of Finance and Procurement, Caroline Frampton, Principal Accountant
Key Decision	Yes
Classification	Open
Forward Plan	Reference number:
Recommendations	<ol style="list-style-type: none">1. To note the projected revenue overspend of £359,000.2. To approve the additional funding from the Covid Recovery Fund towards two schemes as detailed in paragraph 3.8.3. To approve that delegated authority be given to the Leader and the Director of Resources to top up the Improvement & Resilience Fund as required from the Business Rates Economic Development Pool Reserve in order to meet the costs of the development of the Master's House.4. To approve the changes to the capital funding as detailed in paragraph 3.13.5. To note the capital expenditure of £2,533,419 as detailed in paragraph 3.14 and Appendix I Table 8.6. To note the additional Government funding received by the Council in response to the coronavirus as detailed in paragraph 3.3.7. To approve the capital variances and their funding as detailed in paragraph 3.15 and Appendix I Table 8 refers.

1. Purpose of Report and Executive Summary

1.1 This report sets out the revenue and capital projected outturn position for 2021/22. The report is based on service activity up to the end of September 2021 and is collated from monitoring returns from budget managers.

1.2 The headline figures are:

- Projected revenue overspend on services of £359,000 - Table 1;

- Projected net impact of the Coronavirus pandemic of £726,000 as at end of September 2021.

2. Background

- 2.1 The Council operates a budget monitoring process at Head of Service level, with regular reports to the Leader and Cabinet Member for Finance and the Strategic Management Team.
- 2.2 Financial monitoring reports are presented to Cabinet on a quarterly basis, as well as to Scrutiny Committee.
- 2.3 This report will be going to Cabinet on 8 December.

3. Proposals

Revenue Outturn

- 3.1 As at the end of September 2021 the forecast revenue overspend projected to 31 March 2022 is £359,000.

Table 1 - Projected Variance by Service at 30 September 2021

Service	Service Manager	Working Budget £	Projected Outturn £	Projected Variance £
Chief Executive	L. Reed	263,320	211,320	(52,000)
Policy, Communications & Customer Services	D. Clifford	1,245,620	1,129,620	(116,000)
Democratic and Electoral Services	D. Clifford	1,052,660	1,075,660	23,000
Director of Neighbourhood & Regeneration	E. Wiggins	192,860	192,860	0
Housing & Community	C. Hudson	3,563,140	3,691,140	128,000
Planning	J. Freeman	883,380	998,380	115,000
Environment and Leisure	M. Cassell	6,285,170	6,279,170	(6,000)
Regeneration & Economic Development	J. Johnson	1,195,000	1,180,000	(15,000)
Property	J. Johnson	(65,500)	(39,500)	26,000
Finance & Procurement	P. Wilson	950,760	950,760	0
Revenues & Benefits	Z. Kent	376,390	347,390	(29,000)
Environmental Health	T. Beattie	528,830	561,830	33,000
Information Technology	C. Woodward	1,351,820	1,351,820	0
Internal Audit	R. Clarke	188,690	188,690	0
Human Resources	B. Sandher	462,910	462,910	0
Legal	C. Valmond	516,780	510,780	(6,000)
STC - Cinema/Hotel/Restaurants	J. Johnson	(796,590)	(796,590)	0
STC - Retail Park	J. Johnson	(474,810)	(474,810)	0
Contributions to Reserves for services shown above (Table 2)	P. Wilson	0	(3,000)	(3,000)
Corporate Items	Corporate	2,347,570	2,806,570	459,000
NET REVENUE SERVICE EXPENDITURE		20,068,000	20,625,000	557,000
Financed by:				
Revenue Support Grant		(116,000)	(116,000)	0
Other Government Grants		(1,377,000)	(1,575,000)	(198,000)
Business Rates		(8,642,000)	(8,642,000)	0
New Homes Bonus		(1,028,000)	(1,028,000)	0
Collection Fund Surplus		(50,000)	(50,000)	0
Council Tax Requirement		(8,855,000)	(8,855,000)	0
TOTAL FINANCING		(20,068,000)	(20,266,000)	(198,000)
NET EXPENDITURE (Contribution from General Fund)		0	359,000	359,000

3.2 The revenue overspend of £359,000 includes four anticipated contributions to/from reserves, which will be made at year-end in order to comply with statute and previous Cabinet decisions, and these are detailed below:

Table 2: Transfer to Reserves from Ringfenced Services and non Ringfenced Services

Service	Description	£'000
Ringfenced Services:-		
Revenues and Benefits	The net saving at year end will be transferred to the Revenues and Benefits reserve.	119
Local Planning & Conservation	The overspend on the local plan will be transferred to the reserve at year-end to be used solely to fund Local Plan associated work in accordance with previous Cabinet decisions.	(40)
Total Ringfenced Services		79
Non Ringfenced Services:-		
Environment & Leisure	Proposed to use the Covid Reserve to fund the additional capital expenditure re Swallows Roof (reported in Table 3 & Appendix I Table 8. Refer to paragraph 3.8)	(82)
TOTAL		(3)
For noting only:-		
Environment & Leisure	Proposed to use reserves to fund the loss of income claims re Leisure Centres (Covid) (reported in service line in Table 1) refer to paragraph 3.8	(320)

3.3 It is estimated that the Council will receive additional Government Covid funding of £198k of sales, fees and charges income for 2021/22. This is included in the forecasts in Table 1.

Business Rates

3.4 The Council collects business rates and distributes them to preceptors including the Government, Kent County Council (KCC), the Fire Authority and the Council and this is accounted for in the Collection Fund. The original forecast for 2021/22 was that the Council would collect £53m in total in 2021/22. Later the Government announced new reliefs on business rates for retail, local newspapers and nurseries which would reduce the income from business rates by £7m, but this will be offset by Government grants.

3.5 The Council budgeted that its share of the total business rates collected for 2020/21 would be £8.642m. There is a complicated system of levies and tariffs, and any deficit on the Collection Fund for 2021/22 will be allocated to each preceptor as a cost in future years.

3.6 The Business Rates Collection Fund has set aside £12m for appeals, of which the Council's share is £5m.

Improvement and Regeneration Funds

3.7 Table 3 below details the second quarter position on a number of reserve funds.

Table 3: Improvement and Regeneration Funds

	Balance as at 1 April 2021	Topping Up of Funds 2021/22	Fund Committed as at 1 April 2021	Funds committed after 1 April 2021 (Appendix I Table 7) 2021/22	Forecast Balance Unallocated
Funds	£'000	£'000	£'000	£'000	£'000
Improvement and Resilience	1,000	0	0	(780)	220
Covid Recovery	0	1,043	0	(47)	996
Special Projects	1,055	1,000	(815)	(1,124)	116
Performance	271	0	(122)	(55)	94
Communities	411	0	(52)	(44)	315
Pension & Redundancy	52	50	0	(52)	50
Sheppey Improvement Fund (Capital)	0	250	0	(295)	(45)
Regeneration	149	0	0	0	149
TOTAL	2,938	2,343	(989)	(2,397)	1,895

3.8 It is recommended that the following schemes are funded from the Covid Recovery Fund.

- Swallows Roof – additional capital expenditure - £82k (reported in quarter 1 report)
- Swallows and Sheppey Leisure Centres - loss of income claims - £320k (refer to Table 6 Appendix I)

The balance on the Covid Recovery Fund if the above are approved will be £594k.

3.9 The Sheppey Improvement Fund is £250,000 from capital receipts. Three projects have been allocated to be funded from this reserve: Sheppey War Memorial (£60,000); Public Toilets Sheerness Seafront (estimated £120,000) and Barton Point drainage works (estimated £115,000). The estimates for all these projects total £295,000 which currently exceeds the Fund by £45,000. Work is ongoing to address this difference and an update will be provided later.

3.10 It is recommended that delegated authority be given to the Leader and the Director of Resources to top up the Improvement & Resilience Fund as

required from the Business Rates Economic Development Pool Reserve in order to meet the costs of the development of the Master's House.

3.11 Table 7 in Appendix I details the new allocations from the above funds to date.

Capital Expenditure

3.12 This section of the report details actual capital expenditure to end of September 2021 and highlights any variations between the revised 2021/22 capital budget and the projected outturn.

3.13 The revised budget includes the following approvals as detailed in Table 4 below. As a result of the ongoing review of the financial resources the funding for a couple of schemes has changed.

Table 4: Capital Approvals

	£
Original Budget	18,524,160
Capital rollovers from 2020/21 as agreed by Cabinet 14/7/21	5,880,660
St Anne's Footbridge Lighting– to be met from Special Project Funding (SPFBID16). New LED light units and a new control cabinet for the electrical supply	41,250
Master's House £1.55m – Following a review of financial resources the funding for this scheme is now as follows; capital receipts £850,000, £273k grant funding, £112k Reserves (Improvement & Resilience Fund) and the balance of £314k from Reserves (Kent Pool Economic Development Business Rates reserve).	700,000
Sheerness War Memorial – £60,000 payment is a grant and £16,000 is a loan. To be funded from the Sheppey Improvement Fund of £250,000 (Cabinet Report 16/12/20 minute 350/12/2020).	For noting only
CCTV Monitoring Control Centre – Reserves – CCTV (Cabinet Report 22/09/21).	4,960
Winter Warmth Grants – externally funded.	6,780
Faversham Recreation Ground Improvement – S106 (Cabinet Report 22/09/21).	15,800
Swallows Leisure Centre – Roof Improvements (Cabinet Report 22/09/21)	81,740
Queenborough & Rushenden Klondyke Land – External Grant (Cabinet Report 22/09/21)	487,450
Swale House Refurbishment – Cabinet March 2021 approved budget for scheme (Cabinet Report 17/03/21 minute 563/03/2021). Original budget was £3m, Cabinet approved £1.9m.	(1,100,000)
Schemes approved following Quarter 1 Report to Cabinet:-	
High Street Various Projects. To be funded from High Streets Fund £780k, S106 £100k and Improvement & Resilience Fund £107k.	987,350

	£
Barton Point drainage work - £115,000 estimate. To be funded from the Sheppey Improvement Fund of £250,000.	For noting only
Sheerness Seafront Public Conveniences - £120,000 estimate. To be funded from the Sheppey Improvement Fund of £250,000.	For noting only
Sheppey Improvement Fund - £61k to be funded from capital receipts	61,000
Faversham Reach Public Footpath ZF43 - £60,000. To be funded from the Faversham Creek Footpath Reserve.	60,000
Murston Old Church - £20,000 – to be met from Communities Fund (CFBID62).	20,000
Coronation Clock Tower, Sheerness £185,000 – Following a review of financial resources the funding for this scheme is now as follows; £127k Reserves (Town Centres/High Streets Fund), £20k Reserves (Improvement & Resilience Fund) and £38k from S106 receipts.	185,000
Sheppey Hall Improvement (Special Projects Fund SPFBID11) – this bid was completed in 2020/21 and therefore this capital funding is not required in 2021/22.	(40,000)
Public toilets for Queenborough All Tide Landing – to be funded from the Improvement & Resilience Fund.	6,900
TOTAL	25,923,050

3.14 Actual expenditure to end of September 2021 was £2,533,419. This represents 10% of the revised budget. Further details are set out in Table 8 of Appendix I.

3.15 The following projects totalling £1,036,403 (of which £616k is external funding) require approval by Cabinet for funding in 2021/22: -

- Queenborough & Rushenden Klondyke Land - £616k – this is fully funded from external Grant;
- Sittingbourne Town Centre - £420k – this is funded from internal/ external borrowing.

3.16 Table 5 below summarises the capital expenditure to date compared to the revised budget.

Table 5: Capital Programme Expenditure

	2021/22 Revised Budget	2021/22 Actual to Date	2021/22 Projected Variance
	£'000	£'000	£'000
Environment & Leisure	2,273	280	0
Housing & Community Services	17,204	859	0
Planning	60	60	0
Regeneration & Economic Development	6,037	1,335	(876)
Information Technology	350	0	0
Total Capital Programme	25,923	2,533	(876)
Total funded by the Council	19,191	698	(1,492)
Total Partnership funded	6,732	1,835	616
% Spent to date compared to Revised Budget			10

Payment of Creditors

3.17 For April to September 2021, 98.6% of invoices from suppliers were paid within 30 days of receipt of invoice against the target of 97%.

Sundry Debtors

3.18 Tables 9.1 and 9.2 in Appendix I analyse the sundry debt outstanding.

4. Alternative Options

4.1 None identified – this report is largely for information.

5. Consultation Undertaken or Proposed

5.1 Heads of Service and Strategic Management Team have been consulted in preparing this report.

6. Implications

Issue	Implications
Corporate Plan	Good financial management is key to supporting the Corporate Plan objectives.
Financial, Resource and Property	As detailed in the report
Legal, Statutory and Procurement	None identified at this stage.
Crime and Disorder	None identified at this stage.
Environment and Climate/Ecological Emergency	The report identifies a wide range of expenditure headings which support the Council's Climate and Emergency Action Plan.

Issue	Implications
Health & Wellbeing	None identified at this stage.
Safeguarding of Children, Young People and Vulnerable Adults	None identified at this stage.
Risk Management and Health and Safety	The Council's overall financial position is a key risk in the Council's Corporate Risk Register.
Equality and Diversity	None identified at this stage.
Privacy and Data Protection	None identified at this stage.

7. Appendices

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

- Appendix I: Financial Report 2021/22

8. Background Papers

[**Revenue Budget and Capital Programme 2021/22**](#)

Service – Cabinet Member (Head of Service)	£'000
CHIEF EXECUTIVE – Cllr R Truelove (Larissa Reed)	
Other Variances:	
Salary underspend	(37)
Special Projects & Swale Stars	(14)
Other net savings	(1)
TOTAL	(52)
POLICY, DEMOCRATIC SERVICES, COMMUNICATIONS AND CUSTOMER SERVICES – Cllr R Truelove (David Clifford)	
Policy, Communications & Customer Services:	
Other Variances:	
Salary underspend – Policy – vacant posts	(80)
Salary underspend – Customer Service Centre	(36)
Sub Total	(116)
Democratic Services and Electoral Services:	
Other Variances:	
Democratic Services – Members Allowances & Travel	23
Sub Total	23
TOTAL	(93)
DIRECTOR OF NEIGHBOURHOOD & REGENERATION – (Emma Wiggins)	
Other Variances:	
Nil variance	-
TOTAL	-
HOUSING AND COMMUNITY SERVICES – Cllr B Martin, Cllr R Palmer, Cllr A Harrison (Charlotte Hudson)	
Community Services:	
Other Variances:	
Licences – salary costs savings	(26)
Licences – reduced income	21
Sub-total	(5)
Housing:	
Other Variances:	
Salary costs overspend	47
Homelessness – temporary accommodation houses overspend	13
Homelessness – other overspend	74
Private Sector Housing – net variations	(1)
Sub-total	133
TOTAL	128

Service – Cabinet Member (Head of Service)	£'000
PLANNING - Cllr M Baldock (James Freeman)	
Other Variances:	
Planning Fees income – additional income (excluding major applications)	(125)
Planning Fees income – additional income from major application - Highsted Park (South-east Sittingbourne)	(290)
Planning consultation advice - additional advice to handle the significant major applications including Highstead Park in planning fees income (includes agency support £52k)	200
Appeal Costs – Additional costs – Litigation costs	233
Development Control / Services – salaries	(32)
Enforcement – Salaries – additional agency costs partly offset by vacant posts	81
Spatial Planning Team – salaries underspend offset by additional agency expenditure	19
Dangerous Structures	2
Local Plan overspend – Judicial Review. This will be funded from the Local Plan reserve in 2021/22	40
Mid Kent Planning Support	(10)
Other	(3)
TOTAL	115
N.B. The overspend on the local plan will be met from the ring-fenced reserve to be used solely to fund Local Plan associated work.	
<i>Total settlement has not yet been determined for the Wises Lane Planning appeal cost. This cost is not reflected above.</i>	
ENVIRONMENT AND LEISURE – Cllr Saunders, Cllr A Harrison, Cllr R Palmer, Cllr Bonney, Cllr Valentine (Martyn Cassell)	
Coronavirus Related Variances:	
Parking Management:	
Car Parks pay and display – income shortfall	500
Parking season tickets – income shortfall	33
Residents Parking Permits & Voucher Parking reduced income	1
Parking Enforcement – deficit relating to on-street parking	54
Multi-Storey Car Park – income shortfall	40
Leisure & Sports Centres:	
Swallows and Sheppey Leisure Centres - Loss of income (LOI) claims	320
Leisure Centres Loss of Income claim to be offset by reserves (refer to paragraph 3.8)	(320)
Public Conveniences – additional equipment costs	4

Service – Cabinet Member (Head of Service)	£'000
Other Variances:	
Environmental Response Team – Section 96 of the Clean Neighbourhoods and Environment Act of 2005 advises that income must be spent on ‘qualifying functions’. Any surplus will be transferred to the ring-fenced account at year end	0
Cemeteries:	
Premises expenditure	9
Interments additional income	(12)
Client & Amenity Services:	
Head of Service and Client and Amenity Services – salary & staff costs savings	(21)
Net Transport and other costs savings	(4)
Technical Services – net salary and other costs savings	(3)
Coast Protection, Harbour & Quays, Seafront – net reduced income	7
Contracts	
Additional salary costs	5
Net Transport costs savings and other	(5)
Animal Welfare, Dog Warden Service:	
Salary costs savings	(4)
Licences additional income	(2)
Environmental Services – salary costs savings	(2)
Highways – net underspend	(1)
Leisure & Sports Centres:	
Consultancy costs overspend	6
Serco Operating Contract overspend	7
Swale Community Leisure Trust management agreement	(84)
Recycling & Waste Minimisation, Refuse Collection and Street Cleansing:	
Garden Waste collections – additional income	(240)
Wheeled Bins purchase – additional expenditure (increasing replacements needed of original bins). <i>Intend to use the ‘Wheeled Bins Repairs & Renewals Reserve’ to fund costs of £150,000 this year.</i>	0
Sale of Wheeled bins – additional income (bins provided under S106 agreements, sales to developers etc.)	(50)
Refuse contract – additional income due from Biffa due to service not being to standard/level expected as per contract (essentially compensation for unachieved service, known as “Perf Mech”).	(33)
Variations to Contract – savings	(20)
Special Collections – additional income (incl. bulky waste & A249)	(80)
Other – net additional costs	3

Table 6 – Significant Variances

APPENDIX I

Service – Cabinet Member (Head of Service)	£'000
Public Conveniences:	
Public Conveniences – net cost savings on premises expenses (including reduced business rates)	(19)
Contract cost additional expenditure (including additional site maintenance costs for new facilities)	27
Parks & Open Spaces, Sports Pitches, Countryside & Country Parks, Allotments and Pest Control:	
Play areas – equipment maintenance & purchase additional cost	2
Pest control – reduced commission income	2
Sports Pitches – net additional premises costs	3
Countryside – net other costs underspend	(8)
Countryside – additional rental income	(14)
Grounds Maintenance Contract – net costs savings	(40)
Parking Management:	
Parking Partnership with Maidstone Borough Council – additional costs	28
Multi-Storey Car Park additional income from season tickets	(56)
Electric Vehicle Charging Points income	(16)
Residents Parking Permits additional income	(10)
Business Rates additional costs	10
Off-street (car parks) Penalty Charge Notices (PCN's) additional income	(8)
Other – net costs savings	(15)
TOTAL	(6)
FINANCE & PROCUREMENT – Cllr R Truelove (Phil Wilson)	
Other Variances:	
Nil variance reported	-
TOTAL	-
REVENUES & BENEFITS – Cllr R Truelove (Zoe Kent)	
Coronavirus Related Variances:	
Reduced income – Mid Kent debt recovery due to courts being shut	87
Other Variances:	
Department for Works and Pensions (DWP) additional housing benefit grants (*)	(99)
DWP Housing Benefit Admin Subsidy Grant increase (*)	(20)
Net Other Costs	3
TOTAL	(29)
N.B. A net saving of (£119k) as detailed (*) will be transferred to reserves at year end	

Service – Cabinet Member (Head of Service)	£'000
PROPERTY SERVICES – Cllr M Bonney (Joanne Johnson)	
Other Variances:	
Property salary underspend as a result of vacant posts offset by additional agency costs	25
Use of reserves to meet additional costs identified above	(25)
Net Other Costs	26
TOTAL	26
REGENERATION & ECONOMIC DEVELOPMENT – Cllr M Baldock, Cllr M Bonney (Joanne Johnson)	
Other Variances:-	
Salary net underspend	(15)
TOTAL	(15)
ENVIRONMENTAL HEALTH – Cllr J Saunders (Tracey Beattie)	
Other Variances:	
Shared Service costs – 2021/22 Budget reported service savings for the Air Quality Project Officer.	42
Net Other Income/Savings	(9)
TOTAL	33
INFORMATION TECHNOLOGY – Cllr R Truelove (Chris Woodward)	
Other Variances:	
Nil variance reported	-
TOTAL	-
INTERNAL AUDIT – Cllr R Truelove (Rich Clarke)	
Other Variances:	
Nil variance reported	-
TOTAL	-
HUMAN RESOURCES – Cllr R Truelove (Bal Sandher)	
Other Variances:	
Nil variance reported	-
TOTAL	-
LEGAL – Cllr R Truelove (Claudette Valmond)	
Other Variances:	
Legal shared service – reduced costs	(7)
S106 additional income – additional income	(29)
External legal fees	30
TOTAL	(6)
CONTRIBUTIONS TO/FROM (-) RESERVES FROM SERVICES SHOWN ABOVE (Table 2)	
Local Plan	(40)

Service – Cabinet Member (Head of Service)	£'000
Revenue Services	119
Contribution from reserves to fund additional capital expenditure	(82)
TOTAL	(3)
CORPORATE ITEMS	
Other Variances:	
Treasury Management & Bank Charges	33
Insurance – additional properties and increases in the All Risks portfolio	46
Minimum Revenue Provision	22
Other net staff costs (including recruitment costs)	10
Salaried post funding from reserves not required as offset by savings under Policy, Governance and Customer Services	63
Sittingbourne Town Centre – Bus companies compensation	286
Other net savings	(1)
TOTAL	459
Net Financing variations – additional Covid grants	(198)
NET EXPENDITURE (Overspend)	359

The forecast salary variances identified in Table 5 above are collated in the table below and total £173k underspend on the total salary/ agency budget of £13.6m.

Service	£'000
Salary underspend - Chief Executive	(37)
Salary underspend – Policy	(80)
Salary underspend – Customer Service Centre	(36)
Salary underspend – Regeneration & Economic Development	(15)
Salary overspend – Housing & Community (including Licencing)	21
Salary underspend - Development Management	(32)
Salary overspend – Enforcement	81
Salary overspend – Spatial Planning	19
Salary underspend - Environment & Leisure	(29)
Salary overspend – Property due to vacancies offset by agency costs	25
Salary underspend – Legal	(43)
Salary underspend – Finance	(13)
Net other staff costs including pension costs underspend	(34)
Total	(173)

Table 7 – 2021/22 New allocations from Funds

Fund	£
Covid Recovery Fund	
Welcome Back Fund Posts (CFBID01)	36,500
Covid 19 Recovery Wellbeing (CFBID02)	10,856
Total Covid Recovery Project Fund	47,356
Special Project Fund	
Wild Estuary (SPBID40)	37,080
Application for Play Area Refurbishment (SPBID41)	28,000
Kemsley Community Centre (SPBID42)	50,000
Biodiversity, Queens Hall car park Faversham (SPBID43)	6,310
Bowls Wheelchair (SPBID44)	2,394
Cricket Nets – Colts Cricket Club Upchurch (SPBID45)	10,000
St Anne’s Footbridge Lighting Increase Fund (SPBID16 £41,250)	31,250
Active Travel (SPFBID46)	100,000
Parks Infrastructure Fund (SPBID03#2)	150,000
Members Grants 2021/22 (SPBID02)	53,800
Area Committees (SPBID39#2)	188,000
Climate Change & Ecological Officer (SPBID33#2)	31,614
Special Projects Officer (SPBID05#2)	55,000
Greenspaces Activities Co-ordinator (SPBID34#2)	35,000
Proposed Schemes:-	
CCTV	14,000
Proposals for 2022/23:-	
Members Grants 2022/23 (SPBID02#3)	53,800
Special Projects Officer 2022/23 (SPBID05#3)	55,000
Greenspaces Activities Co-Ordinator 2022/23 (SPBID34#3)	35,000
Area Committees 2022/23 (SPBID39#3)	188,000
Total Special Project Fund Forecast	1,124,248
Improvement and Resilience Fund	
£250k has been allocated to: Health & Communities, Economic Development, Climate, Heritage	
<u>Health & Communities</u>	
Early Childhood Development Pilot Project (IRFBID01)	39,916
Sheppey Community Bus (IRFBID03)	10,000
Milton Creek Country Park Container (IRFBID04)	2,800
Commissioning of Cultural Activity (IRFBID07)	6,000
Hop Festival eCommerce Website (IRFBID08)	4,000

Table 7 – 2021/22 New allocations from Funds

Fund	£
Summer Festival 2021 (IRFBID09)	5,500
Breaking Barriers Innovations – Isle of Sheppey Project (IRFBID15)	36,000
Sittingbourne Remembrance Service (IRFBID16)	3,000
Sittingbourne Christmas Lights (IRFBID20)	4,270
Sheerness Community Lantern Parade (IRFBID21)	2,415
Sheppey District Scout Centre Works (IRFBID22)	19,490
<u>Economic Development</u>	
Digital review of Visit Swale and digital media channels (Twitter and Facebook) (IRFBID02)	5,000
Sheerness Clock Tower (IRFBID05)	19,572
Toilets for the Queenborough All Tide Landing (IRFBID06)	6,895
Contribution to High Street Fund (IRFBIDTBC)	106,917
Redevelopment of Master’s House (IRFBIDTBC)	111,616
<u>Climate</u>	
Tree Planting (IRFBID10)	25,000
LED in SBC Properties, Car Parks and Open Spaces (IRFBID11)	70,000
EV Chargers On-Street Residential ChargePoint Scheme Application (IRFBID12)	50,000
Car Club (IRFBID13)	52,000
Climate and Ecological Emergency Business Event (IRFBID14)	5,000
Air Quality (IRFBIDTBC)	48,000
<u>Heritage</u>	
Closed Churchyards Repairs / War Memorials and Maintenance #1 (IRFBIDTBC)	45,000
Closed Churchyards Repairs / War Memorials and Maintenance #2 (IRFBIDTBC)	25,000
Additional Tree Officer resource – TPO register (IRFBID17)	17,500
1 Year Fixed term Principal Planning Officer in Planning Policy (IRFBID18)	48,500
Planning Enforcement Notice Register (IRFBID19)	11,000
Total Improvement and Resilience Fund	780,391
Sheppey Improvement Fund (Capital Receipts)	
Sheerness War Memorial	60,000
Sheerness Seafront Public Conveniences	120,000
Barton Point Drainage Work	115,000
Total Sheppey Improvement Fund	295,000
Performance Fund	
Consultancy costs for writing Waste, Recycling and Street Cleansing specification ready for retender (BID140)	25,000
Planning Costs (2021/22 Approval) (1 year)	30,000

Table 7 – 2021/22 New allocations from Funds**APPENDIX I**

Fund	£
Total Performance Fund	55,000
Communities Fund	
Sittingbourne Community Hub – Capacity and Demand Report	1,375
20's Festival Community Grant Support	3,000
Murston Old Church	20,000
The Mill Project	20,000
Total Communities Fund	44,375
Pension & Redundancy	
Officer Redundancy	52,228
Total Pension & Redundancy Fund	52,228
Total All Funds	2,398,598

Table 8 – Capital Programme 2021/22

Capital Scheme	Funding SBC/ Partnership (P)	2021/22 Original Budget £	2020/21 Rollovers (Agreed by Cabinet 14/07/21) £	Other Approvals (refer to paragraph 3.13 in Report) £	2021/22 Revised Budget £	2021/22 Actual to Date £	2021/22 Projected Variance for Year £	Notes
<u>Environment & Leisure - M. Cassell</u>								
Gunpowder Works Oare, Faversham – S106	P	0	9,000	0	9,000	0	0	
New Play Area – Iwade Schemes – S106	P	0	45,000	0	45,000	0	0	
Resurfacing Promenade, The Leas – External Grant	P	0	79,970	0	79,970	6,145	0	
Modular Toilet Kiosk – Minster Leas – Reserves	SBC	0	24,360	0	24,360	0	0	
Milton Creek Country Park Access Road – Reserves	SBC	0	40,000	0	40,000	0	0	
Barton’s Point Coastal Park – Replacement Bridge – Capital Receipts	SBC	0	148,400	0	148,400	140,585	0	
Beach Huts – Capital Receipts	SBC	0	60,000	0	60,000	0	0	
Sheppey Improvement Fund – Capital Receipts	SBC	250,000	0	(250,000)	0	0	0	
Sheppey Improvement Fund - Public Toilets, Sheerness Seafront – Capital Receipts	SBC	0	0	120,000	120,000	0	0	
Sheppey improvement Fund - Barton Point drainage works – Capital Receipts	SBC	0	0	115,000	115,000	15,000	0	
Faversham Recreation Ground Outdoor Gym equipment – S106	P	0	4,940	0	4,940	0	0	
Faversham Recreation Ground Improvement - S106	P	0	0	15,800	15,800	15,804	0	
Open Spaces Play Equipment - S106 (Budget only)	P	100,000	356,000	0	456,000	0	0	

Table 8 – Capital Programme 2021/22

Capital Scheme		Funding SBC/ Partnership (P)	2021/22 Original Budget	2020/21 Rollovers (Agreed by Cabinet 14/07/21)	Other Approvals (refer to paragraph 3.13 in Report)	2021/22 Revised Budget	2021/22 Actual to Date	2021/22 Projected Variance for Year	Notes
			£	£	£	£	£	£	
Leisure Centres (Budget Only)	SBC	0	293,850	0	293,850	0	0		
Swallows Leisure Centre - Capital Works (Swallows roof)	SBC	0	0	81,740	81,740	61,194	0		
Play Improvements – Reserves – SPF	SBC	0	150,000	0	150,000	0	0		
Play Improvements - Capital Receipts	SBC	50,000	0	0	50,000	0	0		
Play Improvements, Diligent Drive – Reserves SPF	SBC	0	18,000	0	18,000	0	0		
Public Toilets for Queenborough All Tide Landing – Reserves	SBC	0	0	6,900	6,900	0	0		
Public Toilets Refurbishment, Forum, Sittingbourne – Reserves	SBC	0	42,080	0	42,080	0	0		
Modular Public Toilets Kiosk, Milton Creek Country Park, Sittingbourne – Reserves	SBC	0	84,280	(82,600)	1,680	1,683	0		
Public Toilets and Showers, Bartons Point, Sheppey – Reserves	SBC	0	100,000	82,600	182,600	0	0		
Wheeled Bins – Repairs & Renewals Reserve	SBC	35,000	251,000	0	286,000	0	0		
St Anne's Footbridge Lighting – Reserves	SBC	0	0	41,250	41,250	39,512	0		
Total Environment & Leisure		435,000	1,706,880	130,690	2,272,570	279,923	0		
<u>Housing & Community Services - C. Hudson</u>									
CCTV - Repairs & Renewals Reserve	SBC	15,000	30,000	0	45,000	0	0		
CCTV Monitoring Control Centre at Multi Storey Car Park – Reserves	SBC	0	0	4,960	4,960	4,959	0		
Disabled Facilities Grants (DFG) Mandatory Grants – External Grant	P	2,062,800	1,238,460	0	3,301,260	698,297	0		

Table 8 – Capital Programme 2021/22

Capital Scheme	Funding SBC/ Partnership (P)	2021/22 Original Budget £	2020/21 Rollovers (Agreed by Cabinet 14/07/21) £	Other Approvals (refer to paragraph 3.13 in Report) £	2021/22 Revised Budget £	2021/22 Actual to Date £	2021/22 Projected Variance for Year £	Notes
DFG Discretionary Grants – External Grant	P	0	1,927,530	0	1,927,530	0	0	
HRG – Housing Repair Grants over 60	SBC	0	0	0	0	1,816	0	(A)
RHB2 Decent Home Loans Owner Occupier	SBC	0	0	0	0	8,143	0	(A)
Winter Warmth Grants – External Grant	P	0	0	6,780	6,780	11,679	0	
Rainbow Homes – internal / external borrowing	SBC	11,500,000	0	0	11,500,000	0	0	
Rainbow Homes – Business Planning Work – internal / external borrowing	SBC	250,000	0	0	250,000	17,715	0	
Murston Old Church	SBC	0	0	20,000	20,000	20,000	0	
Sheppey Hall Improvements – Reserves	SBC	40,000	0	(40,000)	0	0	0	
Thistle Hill Comm Centre, Solar PV installation – Reserves	SBC	20,000	0	0	20,000	20,000	0	
Sheppey Improvement Fund - Sheerness War Memorial – Capital Receipts	SBC	0	0	60,000	60,000	60,000	0	
Sheppey Improvement Fund - Sheerness War Memorial – Loan	SBC	0	0	16,000	16,000	16,000	0	
Land Regeneration/Improvement Works at Dolphin Barge Museum and Skatepark – Reserves	SBC	37,920	0	0	37,920	0	0	
Land Regeneration/Improvement Works at Dolphin Barge Museum and Skatepark – Capital Receipts	SBC	14,140	0	0	14,140	0	0	
Total Housing & Community Services		13,939,860	3,195,990	67,740	17,203,590	858,609	0	

Table 8 – Capital Programme 2021/22

Capital Scheme	Funding SBC/ Partnership (P)	2021/22 Original Budget £	2020/21 Rollovers (Agreed by Cabinet 14/07/21) £	Other Approvals (refer to paragraph 3.13 in Report) £	2021/22 Revised Budget £	2021/22 Actual to Date £	2021/22 Projected Variance for Year £	Notes
Regeneration & Economic Development – J. Johnson								
High Streets – Reserves	SBC	0	0	780,430	780,430	0	0	
High Streets – S106	P	0	0	100,000	100,000	0	0	
High Streets – Reserves	SBC	0	0	106,920	106,920	0	0	
Sittingbourne Town Centre – internal / external borrowing	SBC	0	659,330	0	659,330	11,350	420,365	(B)
Footpath contribution - High St, Sittingbourne – S106	P	0	5,660	0	5,660	0	0	
Faversham Creek Basin Regeneration Project (swing bridge) – Capital Receipts	SBC	0	200,000	0	200,000	0	0	
Queenborough & Rushenden Klondyke Land – External Grant	P	0	0	487,450	487,450	1,103,488	616,038	(B)
Swale House Refurbishment	SBC	3,000,000	62,400	(1,100,000)	1,962,400	7,770	(1,912,400)	(C)
Sheerness Clock Tower – Reserves	SBC	0	0	165,420	165,420	157,675	0	
Sheerness Clock Tower – S106	P	0	0	19,580	19,580	0	0	
Sheppey Capital Investments – Capital Receipts	SBC	850,000	0	(850,000)	0	0	0	
Redevelopment of Master’s House, Sheerness – Capital Receipts	SBC	0	0	850,000	850,000	54,604	0	
Redevelopment of Master’s House, Sheerness – External Grants	P	0	0	273,000	273,000	0	0	
Redevelopment of Master’s House, Sheerness – Reserves	SBC	0	0	427,000	427,000	0	0	
Total Regeneration & Economic Development		3,850,000	927,390	1,259,800	6,037,190	1,334,887	(875,997)	

Table 8 – Capital Programme 2021/22

Capital Scheme	Funding SBC/ Partnership (P)	2021/22 Original Budget £	2020/21 Rollovers (Agreed by Cabinet 14/07/21) £	Other Approvals (refer to paragraph 3.13 in Report) £	2021/22 Revised Budget £	2021/22 Actual to Date £	2021/22 Projected Variance for Year £	Notes
<u>Planning Services – J. Freeman</u>								
Faversham Reach Public Footpath ZF43	SBC	0	0	60,000	60,000	60,000	0	
Total Planning Services		0	0	60,000	60,000	60,000	0	
<u>ICT - C. Woodward</u>								
I.T. MKIP Payment – Reserves	SBC	299,300	50,400	0	349,700	0	0	
Total ICT		299,300	50,400	0	349,700	0	0	
Total Capital Programme Funded by SBC	SBC	16,361,360	2,214,100	615,620	19,191,080	698,006	(1,492,035)	
Total Capital Programme Funded by Partners	P	2,162,800	3,666,560	902,610	6,731,970	1,835,413	616,038	
Total Capital Programme		18,524,160	5,880,660	1,518,230	25,923,050	2,533,419	(875,997)	

NOTES TO TABLE 8:

A – It is not possible to budget for these grant payments that are treated as capital. They are all funded from internal resources.

B – Refer to paragraph 3.15.

C – Underspend projected which will be rolled forward to 22/23.

Table 9.1 – Sundry Debt Outstanding (including not due) by due date

	September 2021 £'000	September 2020 £'000
Not due (less than 1 month)	650	315
1-2 months	9	4
2-6 months	100	160
6-12 months	134	104
1-2 years	47	205
2-3 years	30	20
3-4 years	16	17
4-5 years	10	9
5-6 years	2	24
6 years +	29	34
Total	1,027	892
Total due (over 1 month)	377	577
% Total over 1 month	36	65

2 - 6 months includes £14k relating to Kent Auto Salvage and £25k related to S106 receipt.

6 – 12 months £12k relating to Kent Auto Salvage.

2 – 3 years includes £9k car loan; £5k relating to charges on property.

3 - 4 years include £14k relating to charges on property and rent deposit debts which are being paid off via payment plans.

6 years + includes £24k relating to charges on property. The balance are rent deposit debts which are being paid off via payment plans.

It should be noted that these tables include debts raised for all our grants receivable from Kent County Council, the NHS, etc.

Table 9.2 – Sundry Debt Outstanding (including not due) by Service

	September 2021 £'000	September 2020 £'000
Property	130	251
Commissioning, Environment & Leisure	131	56
Housing, Economy & Communities	179	290
Legal	0	0
Environmental Health	6	6
Planning	0	28
Communications	0	1
Other	581	260
Total	1,027	892

Other – includes S106 agreement – Land at Station Road Teynham which was not due at the end of September - £524k

Cabinet	
Meeting Date	8 th December 2021
Report Title	Swale Cemetery Regulations 2021
Cabinet Member	Cllr Julian Saunders, Cabinet Member for Environment
SMT Lead	Emma Wiggins, Director of Neighbourhoods & Regeneration
Head of Service	Martyn Cassell – Head of Environment & Leisure
Lead Officer	Kerrie Houghting
Key Decision	Yes
Classification	Open
Recommendations	1. To approve the Swale Cemetery Regulations 2021.

1 Purpose of Report and Executive Summary

- 1.1 The purpose of this report is to seek Member approval of the proposed Cemetery Regulations. Managing cemeteries brings with it an element of risk for the general public whilst visiting and this looks to establish the rules to encourage a safer and pleasant environment for all.
- 1.2 The regulations cover the Council owned cemeteries throughout the Borough. As the landowner, the Council has responsibilities under both civil and criminal law in terms of health and safety whilst also addressing the needs of grave owners dealing with their bereavement and those visiting for quiet contemplation.

2 Background

- 2.1 There is no statutory duty on a local authority to provide burial facilities but where they do then the management is governed by the Local Authority Cemeteries Order (LACO) 1977. Burial authorities are given the power to provide cemeteries by virtue of the Local Government Act 1972.
- 2.2 LACO 1977 gives burial authorities wide ranging powers of management to do what is considered necessary or desirable for the management, regulation and control of the cemeteries. We also have an obligation to keep the cemeteries in good order and repair from a safety element whilst maintaining records, plans, issuing deeds, etc.
- 2.3 The Council currently has a very out of date set of regulations that are not fully fit for purpose in helping to create a pleasant environment with the ease of maintenance. It is also necessary to consider the emotional aspect of this service whilst providing these facilities. A set of regulations enables us to help facilitate

better provision, operation, administration and management to achieve the standards expected by the bereaved and the wider community for this service.

- 2.4 The current set of regulations that we work to were approved and adopted by the Council on 12th July 1995 so it has been necessary to review these, updating them and bringing in line with changes to industry standards and our local experiences and knowledge.
- 2.5 The Institute of Cemetery & Crematorium Management (ICCM) were involved in this review, offering their advice on the standards of service expected for the industry. They were founded in 1913 to provide policy and best practice guidance to Burial and Cremation authorities with the aim to raise standards for bereaved through promotion, education and training.
- 2.6 Some of the key changes to bring to the attention of Members are the introduction of clauses to help deal with items considered to be unsafe being left on graves e.g. alcohol, balloons, etc. in order to assist us with the control of anti-social behaviour such as persons creating a disturbance, playing games and drug taking. Furthermore, other items placed on graves present issues for grass cutting and maintenance of memorials, so on occasions these may need to be removed from the area. It also brings reference to the Public Spaces Protection Order 2020 in relation to dogs in the cemeteries.
- 2.7 These regulations help to clarify the process for booking a burial and when to notify us of extras such as horses, large congregations, large coffins, etc. It introduces more safety legislation for memorial installations but gives them more choice as to who they should be registered with. It updates the office details as the District Offices have closed since the last version and a main point is that it brings in Iwade Cemetery which has recently opened. Some of the guidance for this site differs to others and we have tried to capture this in the regulations as we will need to be stricter for this new site.
- 2.8 We understand that cemetery users may have expectations of the historic regulations and we plan to work with Funeral Directors and grave owners to advise of any changes that need implementing from these amended regulations. We will also publish the document on our website to communicate the information and to refer the public to as necessary. It will be a joint effort of those mentioned to be able to implement and enforce on these rules so no additional resource necessary. Having clear guidance will make this task easier for all.
- 2.9 We may need to improve the signage to emphasise any of the rules on site.

3 Proposals

- 3.1 To approve the proposed regulations.

4 Alternative Options

- 4.1 It could be considered to have different regulations for each cemetery but the majority of issues that are being addressed could occur at any of the sites. Consistency across the Borough will stop any confusion and permissions. However, it has been necessary to add some additional information for Iwade Cemetery as this new site does not offer all the options for grave types and there is a different specification for the memorials.
- 4.2 The option to do nothing and keep the existing regulations would mean that we would continue to operate using an out of date version of rules. This is not recommended as we would struggle to officially deal with some of the issues that have arisen over the years which we have tried to address as part of the changes. The regulations will help us to guide and enforce on some of these problems. It is also necessary to bring in reference to the new site and changes in the industry.

5 Consultation Undertaken or Proposed

- 5.1 As part of this process, we have consulted with the ICCM on a number of occasions to ensure we are working in line with recommended good practice and offering a service that is fit for the needs of the bereaved.
- 5.2 The review has taken place factoring in issues that have occurred over the last few years and have been discussed with various Managers so there has been internal consultation at a number of levels.
- 5.3 We will circulate the document to our Grounds maintenance contractors, Funeral Directors and Memorial Masons.
- 5.4 The report and regulations went to Environment, Health and Wellbeing Cabinet Advisory Committee on 20 October 2021, where they noted its contents and agreed for it to go through to Cabinet for approval.

6 Implications

Issue	Implications
Corporate Plan	The regulations support a number of Corporate Plan objectives especially within the priority 'Investing in our environment and responding positively to global challenge'.
Financial, Resource and Property	The cemeteries are maintained under the Grounds Maintenance contract with their staff on site for burials and contractual obligations. In addition to this, the Green Spaces team are involved in monitoring the sites and burial administration is carried out by the Service Delivery team. The creation of the Regulations has no direct financial implications. However effective management of the cemeteries will ensure that

	costs for providing burial services can be kept as reasonable as possible for residents of the Borough. Some expenditure on advertising the regulations may be required but can be covered within existing revenue budgets.
Legal, Statutory and Procurement	<p>Cemeteries are governed by the recommendations of the Local Authorities Cemeteries Order 1977 and powers are given under the Local Government Act 1972.</p> <p>In addition to this, for Civil and Criminal law there is a requirement to take responsibility for Health and Safety and a duty of care to visitors.</p>
Crime and Disorder	The regulations look to incorporate Anti-Social Behaviour elements giving the powers to ask people to leave the cemetery if under the influence or causing a disturbance with subsequent legal action if necessary.
Environment and Climate/Ecological Emergency	The regulations look to reduce the type and amount of permitted commemorative items on graves. These can have an impact on wildlife and the environment. The effective maintenance of the site under the grounds maintenance contract will also look to promote biodiversity.
Health and Wellbeing	It is important that we provide residents with a range of options to remember those they have lost. Having a pleasant environment will help to improve the wellbeing of visitors. Clearer details will also give the bereaved better guidance at a time when they may be struggling with taking in the information and making clear decisions, so this should reduce the stress of the process.
Safeguarding of Children, Young People and Vulnerable Adults	The regulations state that children under 14 should be accompanied by a responsible adult. It also says that children should not be allowed to climb trees, memorials, etc for their own safety. Vulnerable adults are not addressed specifically in this document.
Risk Management and Health and Safety	<p>Getting those who enter our cemeteries for work, pleasure or to visit the graves of loved ones to follow our guidance on what they can and can't do will help to minimise the risks on site.</p> <p>The risk for Health and Safety should be greatly improved.</p>
Equality and Diversity	<p>This process has been to update the previous regulations with recommended good practices for cemeteries. It tries to be as fair as possible to all and not to discriminate in any way.</p> <p>For the development of our new cemetery at Iwade we have considered religion as part of this process and worked with the local Muslim community to introduce a small section specifically to meet their needs.</p>

	<p>We're aware certain communities prefer different options of commemorating graves and will work with them to help them to understand the implication of these regulations.</p> <p>Unfortunately, due to the nature of these old sites, accessibility may be more difficult for the disabled, but we will always try to assist if we are notified of any issues.</p>
Privacy and Data Protection	We have systems in place to cover the holding of personal data in relation to burial information.

7 Appendices

- 7.1 The following documents are to be published with this report and form part of the report:
- Appendix I: Cemetery Regulations – version 2021

8 Background Papers

- 8.1 None.

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Cemetery Regulations

**Swale Borough Council
2021**

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1. Introduction

- 1.1. These regulations have been produced to ensure the effective management of Swale Borough Council's Cemeteries. They are intended to ensure that the cemeteries are maintained to a safe and high standard for the benefit of those who visit and work within them. They ensure a balance between the highest possible standards, whilst avoiding unnecessary restrictions on individual choices.
- 1.2. The Council reserves the right to alter or add to these regulations which shall come into force during 2021.
- 1.3. To assist with Swale Borough Council's ongoing commitment to bereaved people, visitors and workforce, we respectfully request that all visitors to Swale Borough Council's cemeteries comply with these regulations.
- 1.4. These regulations update the approved regulations of 1st October 1995 and will replace all former versions of the regulations prior to the commencement of this date.
- 1.5. These regulations apply to all cemeteries and burial grounds owned, provided or maintained by Swale Borough Council.
- 1.6. These sites include:
 - **Bell Road Cemetery**, Bell Road, Sittingbourne ME10 4EP
 - **Capel Road Cemetery**, Capel Road, Sittingbourne ME10 4HB
 - **Murston Cemetery**, Side of Murston Church, Church Road, Sittingbourne ME10 3RU
 - **Halfway Cemetery**, Western Avenue, Halfway, Isle of Sheppey ME12 3BS
 - **Love Lane Cemetery**, Love Lane, Faversham ME13 8BJ
 - **Iwade Cemetery**, All Saints Close, Iwade ME9 8SH
- 1.7. All funeral bookings, general enquiries and comments regarding the cemeteries should be directed to:

Cemeteries Administration
Swale Borough Council
Swale House
East Street
Sittingbourne
Kent
ME10 3HT

Telephone: 01795 417312
Email: cemeteriesadmin@swale.gov.uk
Web: swale.gov.uk

1.8. Burial registers for the following cemeteries are held at the following location

- **Bell Road Cemetery** – Swale House, East Street, Sittingbourne ME10 3HT
- **Capel Road Cemetery** - Swale House, East Street, Sittingbourne ME10 3HT
- **Murston Cemetery** – Swale House, East Street, Sittingbourne ME10 3HT
- **Halfway Cemetery** – Sheppey Gateway, High Street, Sheerness ME12 1NL
- **Love Lane Cemetery** – The Alexander Centre, Preston Street, Faversham ME13 8NZ
- **Iwade Cemetery** – Swale House, East Street, Sittingbourne ME10 3HT

These are public records and are available to view by appointment only. Please telephone our Customer Service Centre on 01795 417850 to make arrangements.

2. Definitions

2.1. In these regulations, the following definitions apply:

The Council – Swale Borough Council and any successor

LACO – The Local Authorities Cemeteries Order 1977

Exclusive Right of Burial – The rights granted by the Council to the purchaser/s for a defined period of time not exceeding 100 years, which when exercised enable the grave owner/s to determine who is buried within a grave space or allow a memorial to be placed thereon. This does not constitute purchase of the land itself, rather the rights associated with the purchased grave.

Purchased Grave – A grave in which an Exclusive Right of Burial has been granted.

Grave Owner – The person/s to whom the Exclusive Right of Burial has been granted.

Interment – The burial of human remains including both a full body burial and cremated remains.

Authorised Officer – The Officer appointed by the Council for the management and undertakings within all cemetery sites.

Resident – Any person who lived in the Borough at their time of death, or for at least 15 consecutive years during their lifetime.

Non-Resident – Any person who was not living in the Borough at the time of their death, or who has not lived in the Borough for at least 15 consecutive years during their lifetime.

3. Administration

- 3.1. These regulations are made under and are in addition to the provisions of the Local Authorities Cemeteries Order 1977, The Local Government Act 1972 and any other appropriate legislation currently in force.
- 3.2. Where these regulations prohibit or limit actions which may be taken by members of the public, the Council reserves the right to take any action necessary to ensure compliance and to recharge the cost of that action to the person causing the contravention of the regulations.
- 3.3. The Council reserves the right to amend these regulations as required, and to deal with any circumstances or contingency not provided for in the regulations as necessary.

4. Admission to the Cemeteries

- 4.1. Cemetery visiting times are as follows:
N.B. All weekends and bank holiday hours are unaffected from the times below

Month	Open	Close
January	08:00	16:00
February	08:00	16:00
March	08:00	17:30
April	08:00	18:00
May	08:00	19:15
June	08:00	19:15
July	08:00	19:15
August	08:00	19:15
September	08:00	17:30
October	08:00	17:30
November	08:00	16:00
December	08:00	16:00

- 4.2. The cemeteries are places of peace and quiet reflection. They are also workplaces. Visitors to the cemeteries are welcome, but please respect the special nature of the sites, the needs of other users and safety factors. No games, sports, riding of bicycles, skateboards, roller blades, scooters or similar are allowed in the cemeteries. No consumption of alcohol or non-prescription drugs may take place within the cemeteries and any person under the influence of such substances will be asked to leave.
- 4.3. Any person creating a disturbance, such as interfering with a funeral, grave, headstone, flowers, plants, trees etc, will be required to leave the cemetery immediately and may be the subject of subsequent legal action.

- 4.4. Children under the age of 14 are welcome in the cemeteries but must be supervised by a responsible adult. It is particularly important that children are not allowed to climb on any trees, monuments, memorials or other structure within the cemeteries.
- 4.5. Dogs are permitted in the cemeteries but are restricted to the main pathways and must always be kept on a short lead and under control, including clearing up any fouling. The Public Spaces Protection Order 2020 applies.
- 4.6. Vehicles are permitted in the cemeteries where it is appropriate to do so but they must not exceed the speed limit of 10mph and must obey any instructions given to them by an officer of the Council or our contractors as our representatives.
- 4.7. Vehicles must only be driven on the main driveways and avoid parking where it will cause a nuisance to other visitors or damage to graves or grassed areas.
- 4.8. The Council or any of its employees cannot accept responsibility for the loss or damage to any vehicle or its contents whilst in the cemeteries.
- 4.9. Visitors with special access requirements should contact the Council's authorised officer who would be pleased to assist.

5. General Regulations

- 5.1. No employee of the Council or Contractor is permitted to take any gratuity, or to undertake paid private work of any kind in connection with the cemeteries, either in their own time or during their employed hours.
- 5.2. No person shall canvass or solicit for business in the cemeteries.
- 5.3. The approval of the Council must be obtained before photographing or filming (including drones) in cemeteries. Any photography or filming that is approved must not allow the identification of individuals buried within the cemetery.

6. Fees and Charges

- 6.1. The Council will publish a scale of fees and charges annually. Residents of Swale will qualify for reduced fees compared to non-residents.
- 6.2. All fees for interments, memorials, grave transfers or other works must be paid in full to the Council in advance.

7. Graves

- 7.1. Graves for the burial of full coffin interments or the burial of cremated remains are available in Swale Cemeteries. Bell Road, Capel Road, Halfway and Murston

Cemeteries only has the option of re-opening existing family graves for full burial or cremated remains.

- 7.2. All burials shall take place in a purchased grave with a current legal owner.
- 7.3. Where the Council's records indicate that a grave was not purchased in the past, then no burial or memorial works will be permitted without this first being resolved and any resolution must be justified/evidenced. If the grave is a communal grave, then this is unlikely to be possible due to other parties being involved.
- 7.4. The types of full graves available are lawn graves and kerb graves. Cremated remains graves have the option of flat or upright memorials. However, all types may not be available at each site so please enquire first. Further information on memorial regulations can be found in the memorial sections.
- 7.5. All graves will be excavated and prepared by the Council's approved contractors only. No other person or company will be allowed to undertake excavations within the cemeteries except with the express permission of the authorised officer. The depth of each grave will be determined by the Council in accordance with the provisions of the Local Authorities Cemeteries Order 1977.
- 7.6. The maximum number of full coffin burials within a grave space shall be 2 for Sheppey and Iwade cemeteries and 3 for Sittingbourne and Faversham cemeteries. This is subject to the size of the coffin/casket selected.
- 7.7. Graves that have been historically sold to accommodate up to 4 full burials will be honoured where possible.
- 7.8. For full burials in a coffin, the first burial shall be at the maximum depth available, unless otherwise agreed with the Council's authorised officer.
- 7.9. For burials of cremated remains in a full grave space, the grave owner will have a choice whether they are buried at the maximum depth available (incurring an additional fee), if future full coffin burials are required or at a depth of 914mm (36") if only being used for cremated remains. Where the grave is re-opened for cremated remains, following completion of full burials, then less than 914mm (36") may be achieved.
- 7.10. Where the family choose a larger sized coffin or casket, this may have an adverse impact on the number of burials that are achievable within a grave space due to being of a larger construction.
- 7.11. Where a coffin exceeds 762mm (30") in width, an additional fee will be chargeable to enable the grave to be prepared if possible. This may be difficult for a re-open or include the purchase of an adjacent grave if required and available.

- 7.12. In the 12 months following any burial, the contractors will monitor each grave to assess when soil is required to reinstate a grave and make the area level. This is subject to the grave being clear of items and it may also be necessary to mound the soil whilst it settles.
- 7.13. Following grave settlement, the surface of each grave shall be level with the surrounding ground and left suitable for turfing, if this applies to the grave type.
- 7.14. Artificial turf is not permitted for use in any of our cemeteries.
- 7.15. No unauthorised memorial shall be permitted on any grave space. This includes (but is not limited to) vases, jars, bottles or glass containers, plastic, timber or other types of fencing or artefacts of any type. The Council reserves the rights to remove any unauthorised or unsafe items.
- 7.16. The Council are looking to reduce the use of plastic or artificial items as these impact on the wildlife and environment. This includes (but is not limited to) the use of artificial flowers and we reserve the right to remove any items that are considered to be of risk or deemed excessive, inappropriate or of poor condition.

8. Exclusive Right of Burial

- 8.1. The Exclusive Right of Burial to a grave may be issued to either a single person or to a maximum of two people. In the case of joint ownership, each person will have an equal right to the grave and are responsible for authorising any re-opening of the grave or memorial works equally.
- 8.2. The Council no longer offers the option of pre-purchased graves.
- 8.3. Where graves have previously been purchased, the remaining period that the Exclusive Right of Burial runs for will be upheld.
- 8.4. In any instances where unforeseen circumstances prevent a pre-purchased grave from being able to be used, every effort will be made to provide an alternative grave space with no additional cost to the grave owner/s.
- 8.5. The Exclusive Right of Burial will not be issued in the name of any third party such as a memorial mason or funeral director, except in exceptional circumstances granted by the Council's authorised officer. The grave deed on every occasion will be sent directly to the grave owner unless they have given specific instructions otherwise.
- 8.6. The Exclusive Right of Burial to any grave also permits for a memorial to be fitted on the grave subject to the grave owner's permission, payment of any relevant memorial application fee and subject to the Council's regulations on memorials.
- 8.7. The Exclusive Right of Burial can only be transferred via the relevant legal process laid out in the Local Authorities Cemeteries Order 1977.

9. Coffins and Containers

- 9.1. Coffins, caskets and urns for burial must be made from suitable biodegradable materials such as wood, wicker, cane, bamboo, wool and cardboard. Non-biodegradable materials such as metal, fibreglass and plastic will not be permitted.
- 9.2. The coffin or container must bear suitable details to allow the identification of the deceased and this must be fixed so as to be visible to the authorised officer or their representative prior to the burial.
- 9.3. Details of any special type of coffin or container must be advised to and approved by the authorised officer at the time of the initial telephone booking and confirmed on the interment notice.
- 9.4. A coffin must not be opened in the cemetery without the permission of the authorised officer. Cremated remains containers may be opened for the purpose of scattering ashes.

10. Booking of Burials

- 10.1. A provisional booking for a burial must be made by telephone to the authorised officer at Swale Borough Council offices on 01795 417312.
- 10.2. The provisional booking must be followed up by the submission of a completed Notice of Interment, registration form and any other required burial paperwork to the authorised officer a minimum of **3 working days** in advance of the intended date and time of the funeral. Receipt of the accurately completed burial paperwork will act as confirmation of the provisional booking. It may be necessary to request details of the coffin size or other information in advance to assist with the arrangements and preparation.
- 10.3. If there is any issue obstructing the receipt of burial forms by the Authority outside of the specified timeframe, then this should be brought to the authorised officer's attention immediately.
- 10.4. As much information relating to the funeral as possible must be given to the authorised officer in advance of the burial time, particularly if such information will assist with the smooth running of the service, such as but not limited to, horse drawn hearses, large congregations, large coffins, releasing of doves, singers or additional speakers.
- 10.5. In order to reopen a grave for a further interment, the written permission of the registered owner/s must be given through their signature on the Notice of Interment prior to the burial service.

- 10.6. If a grave owner is deceased and not the person who is to be buried, then a legal transfer of ownership must occur before a burial can take place. If the person being buried is the grave owner, the burial can be permitted (space permitting) but it would be advised to arrange for the transfer of ownership of the grave space at the earliest convenience. Advice can be given regarding this process by contacting Swale Borough Council offices on 01795 417312.
- 10.7. It is the responsibility of the person making the funeral arrangements to ensure that any memorial on a grave to be opened is removed asap and at least **3 working days** in advance of the intended date and time of the burial. The memorial (including any landings or foundations) must be removed from the cemetery and stored at the memorial mason's premises until such time as they can be replaced following the burial service and appropriate settlement of the soil.
- 10.8. The authorised officer will determine the appropriate fees to be paid for the funeral which must be paid fully in advance.

11. Burials

- 11.1. At all times of the year, funerals will normally be permitted during the following times:

Monday	10:00 – 14:00
Tuesday	10:00 – 14:00
Wednesday	10:00 – 14:00
Thursday	10:00 – 14:00
Friday	10:00 – 13:00

Note: If using the chapel then bookings will take place 30 mins prior to the finish times, except for Friday which will be 60 mins.

The authorised officer retains the right to vary these times in exceptional circumstances and to charge additional fees if necessary.

- 11.2. All funerals will be subject to control of the authorised officer but will be represented by our contractors, who will meet the cortege at the cemetery gates or the previously agreed meeting place and direct the route to the chapel and/or graveside, as appropriate.
- 11.3. The time appointed for a burial must be punctually observed. The authorised officer reserves the right to delay a late arriving funeral in the event that it impacts on another service. Should unavoidable costs be incurred due to a late arriving or late running funeral, the Council will seek to recover these costs from the funeral director arranging the funeral service.

- 11.4. It is the responsibility of the person making the funeral arrangements to organise a minister, celebrant or other officiant for the funeral service if one is required.
- 11.5. Any floral tributes from the funeral service will be placed on top of the grave following the backfill and will remain in situ for a minimum of 14 days before being cleared by Council staff.

12. Memorials – General Regulations

- 12.1. All memorial masons applying to work in Swale Borough Council cemeteries must be suitably qualified to NAMM or BRAMM standards and must hold sufficient and suitable public liability insurance.
- 12.2. All memorial masons must agree to abide by the Council's regulations and work to current industry standards such as the NAMM Code of Working Practice/ BRAMM Blue Book. All memorials and fixing methods must comply with the current version of the British Standard, BS8415.
- 12.3. Memorials must be constructed of materials suitable to the environment and of natural stone and fit for the intended period of the grave lease. The Council reserves the right to reject an application for any memorial that it deems unsuitable.
- 12.4. Before any memorial can be erected or works undertaken to an existing memorial, an application must be submitted to the authorised officer on the appropriate form supplied by the Council. The application should include accurate dimensions, a drawing of the memorial, the exact wording for any inscription and details of the foundation and fixings to be used.
- 12.5. The memorial mason is responsible for checking that the size of the memorial will fit on site without causing any problems or inconvenience to other visitors or grave owners prior to submitting the memorial application.
- 12.6. The owner of the Exclusive Right of Burial must sign the memorial application form giving their permission for any proposed works. If the owner is deceased, a lawful transfer of ownership must be completed before any memorial permit can be authorised, subject to the provisions of the Local Authorities Cemeteries Order 1977.
- 12.7. Once an accurately completed memorial permit application has been received, the Council will then process this and issue the fixing mason with the appropriate paperwork to proceed with the works. The memorial mason will be responsible for ensuring that the ground conditions are suitable for installation, there is room for the memorial and foundation and that sufficient time has been left following the interment.
- 12.8. No memorials are allowed on graves other than those for which an application has been approved for a suitably qualified and insured memorial mason.

- 12.9. The right to place and maintain a memorial will only be granted for the same period of time that the Exclusive Right of Burial on any grave space has left to run.
- 12.10. The Council may take specialist advice when considering the suitability of any memorial to be placed in the cemeteries. The cost of this advice must be paid for by the person applying for permission to place the memorial in the cemetery.
- 12.11. The Council reserves the right to reject any application that is deemed inappropriate. Should the Council give approval, the memorial must not be taken into the cemetery until the memorial mason (or funeral director on behalf of the applicant) have received the authority to install.
- 12.12. Memorials shall be placed on the grave space so that the centre of the memorial shall be in line with the centre head position of the graves unless permission has been otherwise granted by the authorised officer.
- 12.13. The memorial mason must inscribe their company name, grave and section reference either on the reverse of the memorial or either side of the base plate in lettering not exceeding 25mm (1") in height. No trademark, phone number or other advertising is permitted.
- 12.14. Memorial masons will only be allowed to work within the cemeteries between office opening hours. No work is permitted outside of these hours without the express permission of the authorising officer.
- 12.15. All memorials or other materials for any memorial or grave may be brought into the cemeteries by a light motor vehicle with a maximum laden weight of 3.5 tonnes along the main roads in the cemetery in such a manner as the authorised officer may direct.
- 12.16. Any such vehicle must be removed from the cemetery immediately on request from the authorised officer or their representatives. Any damages arising which may be caused to the grounds, walls, trees, buildings or memorials or any other part of the cemetery shall be repaired at the expense of the business or person responsible for carrying such materials.
- 12.17. Memorial masons must remove all arisings from the cemetery at the conclusion of their work and must leave the area in a tidy condition. It is not permitted for memorials to be stored in the cemetery prior to re-fixing following a burial. All such memorials must be removed from the site by the memorial mason appointed to remove the memorial, prior to the grave being excavated and stored at their premises.

13. Temporary Memorials

- 13.1. A temporary wooden marker may be placed on the grave as soon as practicable after a burial bearing the name of the person interred and may also show additional information such as their age, date of death or grave reference.
- 13.2. The temporary marker is for the purpose of identifying the grave until the placing of a headstone or other permanent vase or memorial.
- 13.3. Temporary markers will be permitted for a period of 18 months following a burial service and removed either after this period or at such a time that the temporary marker falls into disrepair.

14. Memorials – Lawn Graves (Note - Iwade Cemetery has specific technical guidance)

- 14.1. In lawn section memorials shall not exceed 1000mm (39”) in height measured from ground level, 1000mm (39”) in width and it is recommended to be at least 76mm (3”) in thickness. Vases shall not exceed 200mm (8”) in height.
- 14.2. Memorials must be fixed in accordance with British Standard BS8415 and the relevant industry codes of practice.
- 14.3. Lawn memorials must be set in straight lines and may feature up to two flower vases incorporated into the base. No other vases, railings or artefacts that will impede grass cutting are permitted on the grave. The planting of fresh flowers may take place at the head of the grave in an area of up to 3 square foot immediately in front of the lawn memorial.
- 14.4. The Council reserves the right to remove any items from the grave that do not comply with regulations and that present a health and safety risk or interfere with proper maintenance of the cemetery. Such items include, but are not limited to: Balloons, alcohol, trees, solar lights and ornamental edging.
- 14.5. Such items will be stored by the Council for 90 days and may be collected during this time by prior notification to the authorised officer. Should any items not be collected within this time, they will be disposed of at the Council’s discretion. Items that are broken or dangerous will be disposed of immediately.

15. Memorials – Full Memorial Graves

- 15.1. On plots where kerb memorials are permitted, lengths shall not exceed 2135mm (84”) and widths shall not exceed 915mm (36”) excluding the foundation stone/landing which should be appropriate for the size of the installed memorial. Kerbstones are restricted to these areas and cannot be added or placed on lawn graves. Any height above 1000mm (39”) will need to be considered by the Councils authorised officer, must be appropriate to the surrounding area and structurally sound.

15.2. Memorials must be fixed in accordance with British Standard BS8415 and the relevant industry codes of practice.

16. Memorials – Cremated Remains Graves

16.1. There are currently two types of cremated remains memorials. Some sections of the cemeteries have separate plots for these, therefore the memorial should be designed for the appropriate area.

16.2. Flat ashes memorials shall not exceed a width and length of 760mm (30"). The tablet should not exceed 150mm (6") in height from the ground.

16.3. Upright ashes memorials shall not exceed a height of 1000mm (39") and width of 760mm (30"). A small cremation kerb is allowed, but the overall feature should not exceed 760mm (30") in depth.

16.4. Memorials should be set in straight lines and must be fixed in accordance with British Standard BS8415 and the relevant industry codes of practice.

17. Care of Graves and Memorials

17.1. All memorials are the sole responsibility of the grave owner during the period of the Exclusive Right of Burial of the grave, and the Council shall not be held responsible for any damage to or caused by the memorial. Due to ever increasing costs of Memorial purchase and maintenance, it is recommended that owners make arrangements to insure their memorial.

17.2. The Council reserves the right to repair or make safe any memorial that becomes unsafe or falls into disrepair and to recover any expenses from the registered owner.

17.3. The Council will undertake routine safety checks of all memorials and will notify the grave owner at the last registered address, where it is possible to do so, to make them aware of the concerns. The grave owner will be given a period of 6 months from the date of the letter to affect the necessary repairs.

17.4. The Council reserves the right to temporarily make safe any memorial that poses a threat to health and safety until such works in 17.3. are completed.

17.5. If required repairs are not made by the grave owner, the Council reserves the right to either repair or remove the memorial at the grave owner's expense.

17.6. Grave spaces are required to be kept in an orderly condition and all litter must be removed from the cemetery.

- 17.7. All flower holders or other items left on graves are at the owner's risk. The Council cannot be held responsible for any damage howsoever caused. The Council reserves the right to remove any articles from any grave that are likely to cause risk, damage or offence to other visitors of the cemetery, or that interfere with the Council's management of the site.
- 17.8. No tree shall be planted on any grave space. Only suitable planting such as annual bedding or small shrubs will be permitted in the head border of a lawned grave. The Council may remove plants or trees that it considers unsuitable or that infringe on other grave spaces or interfere with the Council's overall maintenance of the cemetery.
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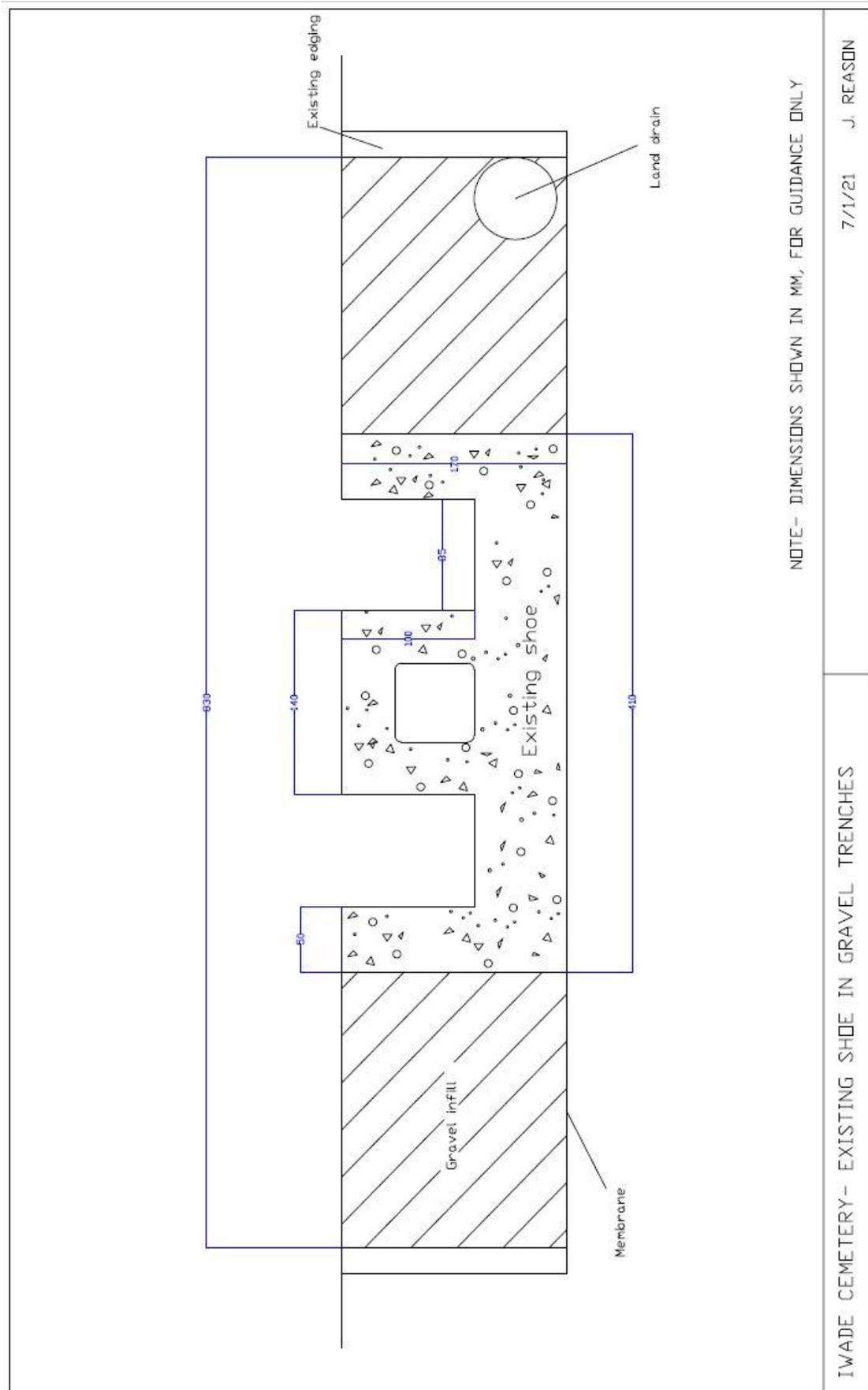
1. Introduction

- 1.1 These notes are supplementary to the Swale Regulations 2021.
- 1.2 These notes set out additional guidance in relation to the setting out and methods to be adopted specifically for graves within Iwade Cemetery situated at All Saints Close, Iwade ME9 8SH
- 1.3 Attention is drawn to the drawing titled 'Iwade Cemetery Grave Layout,' Appendix A.1 attached, which shows the layout of the grave plots and gravel trenches that have been provided for the purposes of installing headstones. Some of these trenches have pre-installed bases for accommodating headstones and others contain only gravel, a land drain and membrane.
- 1.4 The drawing titled 'Iwade Cemetery – Existing Shoe in Gravel Trenches,' Appendix A.2 attached, shows the arrangement of the trench with installed Shefford shoe foundations and the drawing titled 'Iwade Cemetery – War Memorial Shoe Installation Details' Appendix A.3 attached, shows the detail for the gravel-only filled trenches, using the War Memorial type of shoe. It should be noted that some additional excavation is required to accommodate the War Memorial shoe; the gravel trenches were designed for the installed shoes and these are no longer available. These additional excavations are set out in the latter drawing and will require an approximately 914mm wide x 102mm long x 127mm deep (36" x 4" x 5") adjustment to the trench; dug by hand with particular attention to be paid to the existing land drain – this is to be retained and relocated accordingly within the trench. The excavation shall be carried out on the 'downhill' side of the trench, facing in a South Easterly direction. All dimensions to be checked on site.
- 1.5 Headstones for both types of foundation shall be 76mm (3") in depth in order that they fit into the Shefford shoe/War Memorial shoe and shall be set into an approved mortar; Ordinary Portland Cement (see also 1.8).
- 1.6 Please note that surface-placed memorial planters will be permitted, of the type roughly shown in drawing titled 'Memorial Planter, Appendix A.4 attached, and free-standing units, but these must be contained within the gravel bed in front of the headstone and shall not overlap onto the timber edging and grass, or exceed the width of the headstone. The dimensions for any such planter(s) shall be ascertained prior to installation to ensure compliance with this condition and shall not exceed 2 Nr units in any case. Notification and details of the arrangement of the planter is to be submitted to Swale Borough Council also prior to installation.
- 1.7 It should be noted that when selecting any reinforced pre-cast concrete foundations, the mason must firstly consult the foundation manufacturer to confirm that their foundations fully comply with the current BS8415:2018 Recommendations for the Reinforcement of Pre-cast Foundations. Also note that no actual size of pre-cast concrete lawn memorial foundation is stipulated in BS8415 but, for standard lawn

memorials, BRAMM Blue Book (Reference guide for Memorial Masons and Burial Authorities) strongly recommends that a minimum size should be 914mm x 381mm x 76mm (36" x 15" x 3") for suitably reinforced concrete. In line with this, memorials should have dimensions of 1219mm x 610mm x 76mm (48" x 24" x 3") as a maximum, and 914mm x 559mm x 76mm (36" x 22" x 3") as a minimum size requirement, given that 152mm – 229mm (6"- 9") of this will be below ground level leaving a maximum of 1000mm (3' 3") visible. The minimum size above will allow two inscriptions of reasonable length plus some additional space for any embellishment/artwork/ carving/photoplaques etc, should this be required. Maximum size has been calculated for three or so inscriptions.

- 1.8 These explicit guidelines have been issued to avoid the use of memorial stones that do not comply with BS8415 and the repercussions of over- or undersized stones that will not be suitable for the foundations required/already installed. Any alterations or adaptations to new or existing foundation shoes is not permitted. Only the foundation arrangements on the attached drawings shall be used at Iwade, with the specified memorial stones as set out in 1.6. No other arrangements or deviations from sizes or methods is permitted and any installation will require approval by Swale Borough Council with details to be provided as necessary.
- 1.9 It is necessary that 'moderate' pointing only be employed (preventing memorial 'rocking') to allow ease of lifting the stone(s) when/as necessary. It is considered that any further action other than this will lead to broken foundations and subsequent potential long-term instability. Only Ordinary Portland Cement pointing shall be used; chemical fixing will not be permitted.
- 1.10 The installed shoes comply with BS8415 and have been load-tested for validation. Swale Borough Council is responsible for the structural integrity of the installed shoe foundations and any failure thereof including any future movement of the shoe when compliant memorial stones have been fitted. This responsibility will not be valid however if there is any damage caused to existing shoes or the guidance within these notes has not been followed. In the event of any damage caused, the mason will be responsible for rectifying this or replacement at his own cost. The mason will be responsible for newly installed War Memorial foundations and shall provide guarantees/warranties accordingly for structural integrity/non-movement and memorial stone stability.

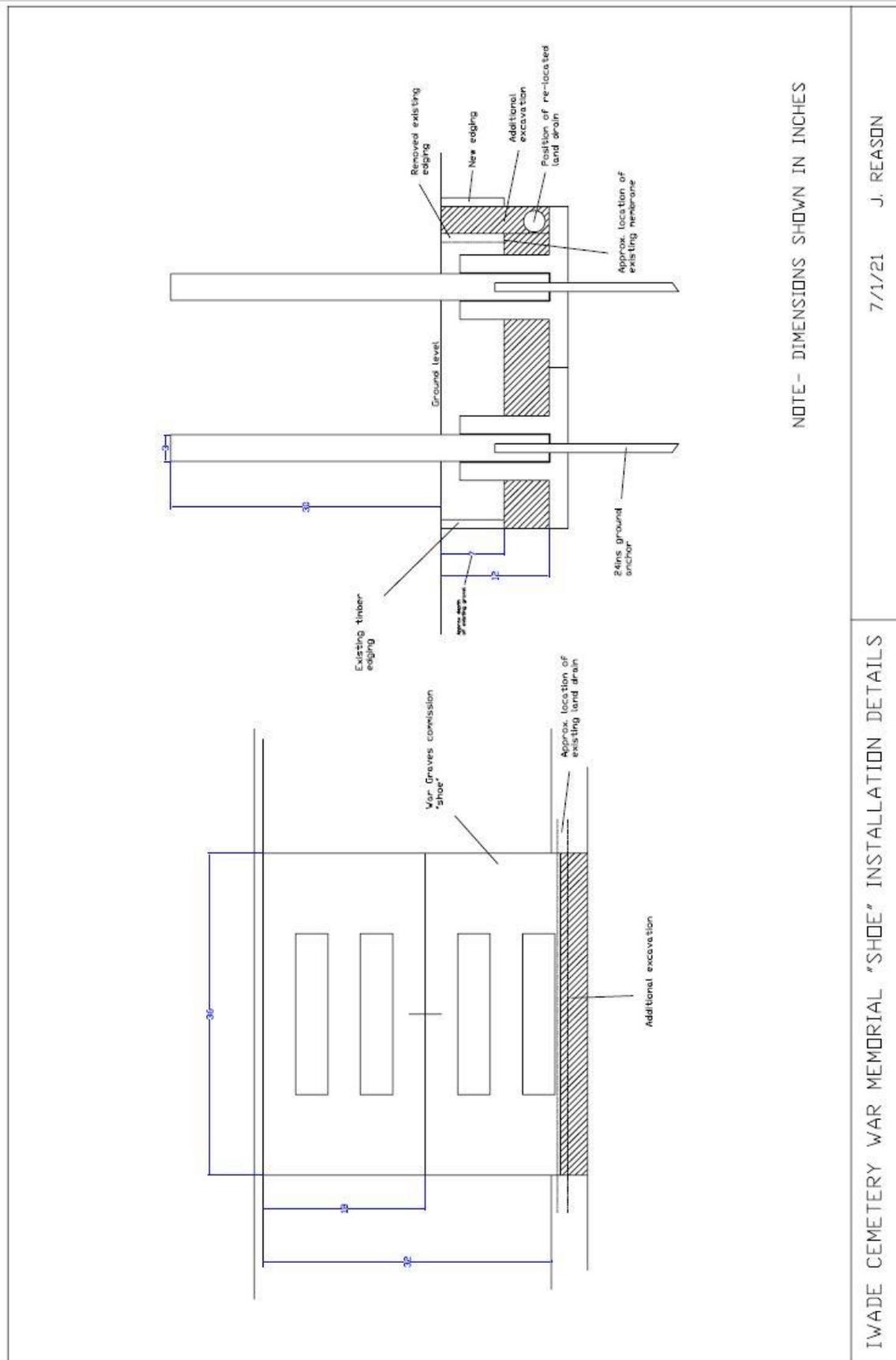


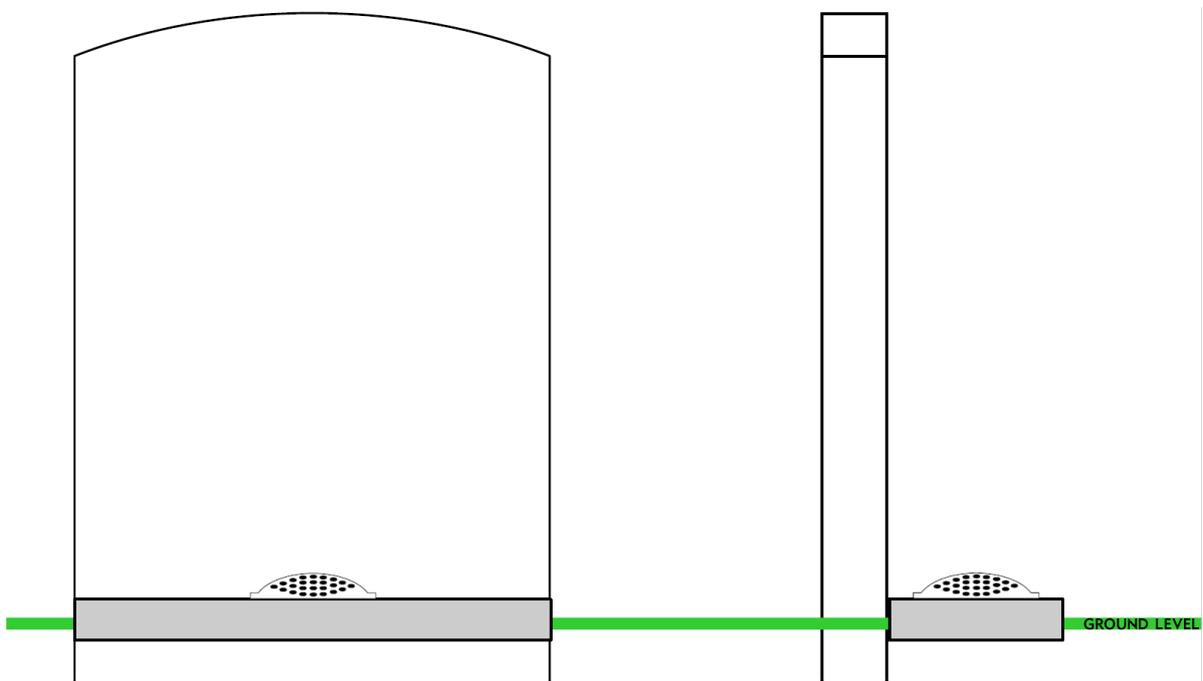


NOTE-- DIMENSIONS SHOWN IN MM, FOR GUIDANCE ONLY

IWADE CEMETERY– EXISTING SHOE IN GRAVEL TRENCHES

7/1/21 J. REASON





1. Car Park

The car park area is shared with Iwade @ The Barn Trust. Please park responsibly and do not block access to the facilities or any gates. Vehicles should not be left in the car park overnight. The Trust reserves the rights to lock the gate if they encounter problems with the site.

2. Toilet facilities

There is a toilet within the barn, which is available for our staff/contractors use only.

3. Burial Ground access

Only contractors or hearses are permitted to drive through the inner gate which leads to the grave plots. There is limited space at the hammer head for turning and it is designed for a vehicle to pull into one side and then back into the other.

4. Burials

The cemetery includes full burial plots, child plots plus a small section for Muslim burials and cremated remains. There is no funeral bier on site so please be aware of this for carrying the coffin to graveside.

5. Floral tributes

Funeral tributes can be placed across the length of the grave after the burial but faded and dying flowers will be removed by the Contractors when it is appropriate to do so. For families maintaining the grave space, only the shingle area can be used and this must not encroach on adjoining graves.

6. Memorial works

Iwade Cemetery allows headstones only – there are no kerb sections and monolith memorials are fixed using either one of the provided ‘in situ’ Shefford Shoe or a Commonwealth War Grave shoe type fixing. Please refer to the separate technical guidance on installation and use of the foundations needed for the memorials.

The shingle section sits outside of the burial space so allows for the placement of the memorial quicker than is permitted on other sites within the borough. An application will need to be made in the usual way but the memorial can be installed once approved and when the Mason is able to supply it.

There is the option of a vase plinth being added to the memorial but nothing should be placed in the buried section which will be maintained as lawn only for ease of maintenance and for a more uniform visual appearance at this site. Any unauthorised items will be removed.

Memorials will be installed back to back, apart from a few areas at the end of rows where this is not possible and also the Muslim section where the layout has single rows.

The cremated remains section will allow upright memorials only and must comply with our regulations for this style of memorial.

It is not permitted to install any surround or structure at this site and there should be no planting. Section 14.4 of the regulations apply for all cemeteries but in addition there should be no personal artifacts so these are left at the owners risk and any unauthorised items will be removed.

7. Facilities

There is a litter bin for visitors to use.

There is a standpipe available for access to water for fresh flowers.

There is a plan of the site available for viewing on the noticeboard.

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Cabinet Meeting	
Meeting Date	8 December 2021
Report Title	Commissioning & Procurement Policy
Cabinet Member	Roger Truelove, Leader and Cabinet Member for Finance
SMT Lead	Lisa Fillery, Director of Resources
Head of Service	Phil Wilson, Head of Finance and Procurement
Lead Officer	Charlotte Knowles, Commissioning Manager
Key Decision	No
Classification	Open
Recommendations	1. To adopt the new Commissioning & Procurement Policy.

1 Purpose of Report and Executive Summary

- 1.1 The intention is to replace the existing Commissioning Framework and the Procurement Strategy documents with a combined Commissioning and Procurement Policy.
- 1.2 The aim of the new Commissioning and Procurement Policy is to bring both of these elements together and create a seamless process that will encourage officers and Members to embed sound Commissioning processes in everything they deliver.
- 1.3 The Policy updates the Council's principles around commissioning decisions and the procurement processes for buying goods, works and services, ensuring they meet the Coalition's priorities.

2 Background

- 2.1 The current Procurement Strategy was approved in 2013 and aimed to help move the Council in a new direction of providing services to the community. The strategy set out the principles for how the Council purchased what it needed and also contained an action plan on how it wanted to achieve that. The action plan set short (one year or less), medium (one to five years) and long term (longer than five years) actions to help deliver this. The strategy is therefore overdue a review.
- 2.2 The current Commissioning Framework was approved in 2012. Sitting as a separate document, the Commissioning Framework took a more generic approach to how the Council should make decisions ahead of the procurement stage. Whilst many services end up being procured, the various Commissioning stages help officers and Members to really think about what end outcome is required and what the best way of achieving that is. So commissioning is deciding how we deliver a service and procurement is a tool that could be used to achieve that.

- 2.3 Both of the current documents stand alongside the technical 'Contract Standing Orders' (CSO's) and 'Financial Regulations' for Swale that sit within the Constitution and set our process rules. There is then a suite of templates that are used to complete the processes. These are also being reviewed and updated.
- 2.4 The following paragraphs set out what has been added to the proposed policy.
- 2.5 Recent internal audits have been undertaken on procurement processes and contract management. Both audits identified areas for improvement that have been included in the new Commissioning and Procurement Policy. Training on Commissioning, Procurement and contract management has been delivered to spending officers in March 2021 and will be delivered every two years.
- 2.6 The EU exit has the potential for a range of changes in this area of legislation. The EU principles of procurement were enshrined in UK law and as the Government were keen to ensure a smooth transition, very little has changed so far. Currently we adhere to the Public Contracts Regulations 2015 (and subsequent revisions) and the National Procurement Strategy 2018. However, a green paper 'Transforming Public Procurement' was released in December 2020. The consultation on this paper ran from 15 December 2020 to 10 March 2021. The Government's goal is to 'speed up and simplify our procurement processes, place value for money at their heart, and unleash opportunities for small businesses, charities and social enterprises to innovate in public service delivery.' The policy has been updated to include the national changes that have been implemented so far and it is expected that new legislation will be introduced to Parliament either late 2021 or early 2022.
- 2.7 At the same time, the current administration were keen to explore new ways of delivering services. In order to speed up delivery of their priorities a 'Commissioning working group' was established from Cabinet and Deputy Cabinet Members. The working group established two workstreams – amending the Contract Standing Orders and revising the Procurement Strategy.
- 2.8 A report was taken General Purposes Committee on 16 December 2020 and Council on 6 January 2021 which amended the Contract Standing Orders. As well as correcting a number of inaccuracies, the thresholds were amended to make the required procurement process proportionate to the level of spend and to help simplify the process for local businesses. The main changes were to increase the tender threshold from £25,000 to £100,000 and to reduce the number of quotes required for lower level spend. All of the changes were approved and officers are now operating to the new rules.
- 2.9 The next workstream was the review of the Procurement strategy. The new Commissioning & Procurement Policy incorporates elements of the Commissioning Framework and the current Commissioning Framework will be replaced with an officer 'how to guide'.
- 2.10 The purpose of the new Commissioning and Procurement Policy is to set out the principles for procurement. The technical CSO and Financial Regulations documents then cover the process.

- 2.11 Members of the working group discussed a number of key drivers for change. They wanted to ensure that all options of service delivery are explored, including in-house. The current strategy had a propensity for 'contracting out', whereas members stated that the greater flexibility and control of in-house or trading company delivery should not be ruled out.
- 2.12 Member involvement in decision-making was a topic for discussion. The Local Government Association (LGA) produced a document called 'A Councillors' guide to procurement' in 2019 which sets out the role Members can play. This is focussed around setting the corporate procurement strategy, influencing the early commissioning cycle stages (analyse and plan), overseeing specifications, approving final contract awards and then reviewing performance. The document is clear that Members should not be involved with commercial negotiations, or the evaluation of tenders. The policy therefore explains the greater role Members can play in the process.
- 2.13 Members have set out their direction and focussed on economic development and using direct staff and contractor employment to support the local economy. Payment of the [Real Living wage](#) and making sure contracts are achievable for local, smaller companies are high on the list. The proposed policy includes the new option for councils to reserve contracts below the relevant UK thresholds (currently £189,330 for services, £4,733,252 for Works), to the UK or Kent County area and by Small and Medium Enterprises (SME) and the Voluntary and Community Sector (VCS) under Procurement Policy Note (PPN) 11/20.
- 2.14 The Council has also set ambitious targets relating to the Climate and Ecological Emergency and Members are keen that commissioning and procurement is used to secure gains in reducing the Council's carbon footprint. The proposed policy includes a section on the action plan.

3 Proposals

- 3.1 To adopt the new Commissioning & Procurement Policy.

4 Alternative Options

- 4.1 Do nothing and keep the existing Strategy. This option is not recommended as the Procurement Strategy is out of date and does not meet administration priorities.

5 Consultation Undertaken or Proposed

- 5.1 Consultation was undertaken with the officer group following SMT in March. The group consisted of the then Head of Commissioning, Environment and Leisure, Chief Financial Officer, Head of Housing and Community Services, and the Head of Policy Governance & Customer Services. The Leader, the Deputy Cabinet Member for Finance, the Member Commissioning and Procurement Working Group and Mid Kent Legal Services have also been consulted.

Cabinet Advisory Committee

5.2 This report went to the Policy, Finance and Housing Cabinet Advisory Committee on 13 October and has been updated to take account of members' comments.

6 Implications

Issue	Implications
Corporate Plan	The policy supports the priority: 'Renewing local democracy and making the Council fit for the future'.
Financial, Resource and Property	Whilst there are no direct financial implications of amending the previous strategy, the principles established in the new Policy could have an impact in the cost of service delivery. However, the draft policy states: "The Council will make decisions about the purchasing or delivery of services on the basis of value for money". As such each commissioning process should look at the requirements of the service and business case into each of the options.
Legal, Statutory and Procurement	There is various legislation and guidance linked to the spending of public money. The Public Contracts Regulations 2015, Bribery Act, Public Services (Social Value) Act 2012. The draft policy states: "The Council will fulfil its statutory duties meeting the requirements of the Public Contracts Regulations and taking account of case law that emerges."
Crime and Disorder	None identified at this stage.
Environment and Climate/Ecological Emergency	The draft policy contains a section on sustainable procurement and references the Climate and Ecological Emergency Action Plan. One of the key changes is the continued monitoring of methods presented at tender stage and the inclusion of environmental considerations in specifications.
Health and Wellbeing	The draft policy contains a section on Social Value.
Safeguarding of Children, Young People and Vulnerable Adults	The policy has a specific section on Safeguarding. The council sets different requirements for Safeguarding depending upon the contract type. There are strict criteria of what contractors are required to demonstrate at each stage.
Risk Management and Health and Safety	The policy requires officers and Members to assess the risks of each commissioning process.
Equality and Diversity	There are no differential equality issues raised by the proposals in this report.
Privacy and Data Protection	The standard terms and conditions that are used for procurements include privacy and data protection clauses.

7 Appendices

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

- Appendix I – Proposed Commissioning & Procurement Policy

8 Background Papers

None.

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SWALE BOROUGH COUNCIL COMMISSIONING & PROCUREMENT POLICY

INTRODUCTION

Background

1. Swale Borough Council is continuously exploring the best way to deliver its responsibilities and to procure works, goods and services for its community, to meet the funding challenges it has and where practicable to meet the aspirations of the National Procurement Strategy for Local Government. The Council will also have regard for the National Procurement Policy Statement which states that contracting authorities should consider the following national priority outcomes alongside any additional local priorities in their procurement activities:
 - creating new businesses, new jobs and new skills;
 - tackling climate change and reducing waste; and,
 - improving supplier diversity, innovation and resilience.
2. The Council has a track record of improving its procurement approach and processes. These include:
 - utilising specialist procurement support in procuring major long-term contracts, for example, on leisure, grounds maintenance and waste;
 - utilising a category spend approach across the Council to identify further opportunities for efficiency savings;
 - working collaboratively with other authorities to procure works goods and services where beneficial;
 - engaging with other Procurement practitioners in the County to deliver best practice; and,
 - engaging with local businesses to increase the number of Small and Medium Enterprises (SMEs) bidding for works.
3. This Policy aims to set a clear framework for commissioning and procurement which reflects the Council's Corporate Plan 2020 – 2023 and its priorities. The new policy puts further focus on the commissioning stages and stands alongside Contract Standing Orders contained within the Council's Constitution.

Working definitions

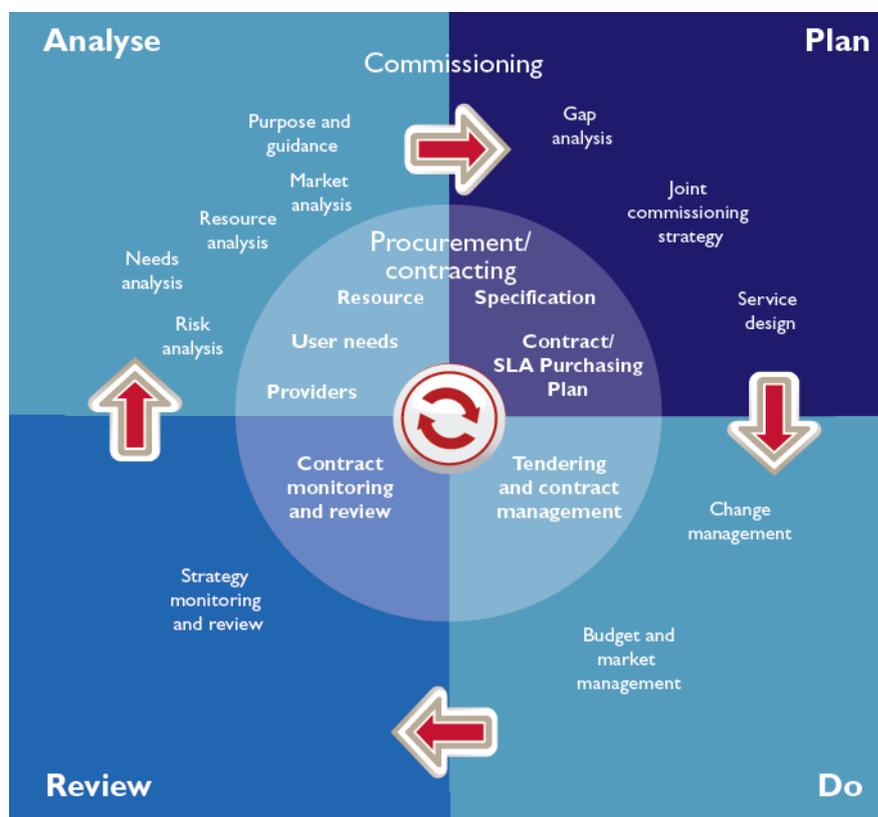
4. **Commissioning** is the process the Council carries out to decide how to spend its money to get the most appropriate services and secure the best outcomes for the local community. Commissioning is a decision-making process, and the outcome of those decisions may result in undertaking an external procurement process or providing in-house or alternative delivery models. As applicable, it should be informed by consultation (which will comply with the relevant policy / strategy) with service users and research with suppliers and the market more generally about what is both possible, and appropriate to provide.

Commissioning decisions therefore balance the needs and aspirations of service users with the opportunities of the market and the budgets that are available.

5. **Procurement** is the way the Council obtains works, goods and services from external sources. This ranges for example from everyday supplies of office stationery to whole service area provision and major construction projects. The way in which procurement takes place is subject to statutory provisions and case law, as well as our own Contract Standing Orders, that form part of the Council's Constitution.
6. **Soft Market testing** is an exercise designed to test commercial markets' capabilities of meeting a set of requirements. The outcome of market testing may result in the service being commissioned from an internal or an external service provider. The Council actively encourages market testing and market engagement.
7. **Outsourcing** is the award of a contract to an external service provider without any in-house bid being involved.
8. **Partnerships** have many variations. They include the provision of shared services; for example, through Mid Kent Services, which includes Swale, Maidstone and Tunbridge Wells Borough Councils. They may provide an opportunity to develop an approach to service delivery that moves away from a contractual relationship to an agreement based potentially on shared objectives, shared risk, mutual learning, joint investment and sharing of reward.
9. In delivering a modern approach to good commissioning and procurement practice the essentials include:
 - ensuring that all procurements over the value of £5,000 or more are added to the Commissioning Forward Plan;
 - starting the process early, allowing sufficient time for a thorough assessment of the need and options available prior to tendering. Councillor involvement at this stage is important; and,
 - adopting a proportionate approach built around recognition of the commissioning and procurement cycle and the four stages:
 - **Analyse** - 'Analyse' is the first stage of the Commissioning Cycle. It involves reviewing the current service by engaging with employees, managers, Councillors and relevant partners to gain a greater understanding of the service and reviewing the needs of service users. It will also involve looking at national strategy / policy, comparable situations nationally, and any new services that may be available in the market.
 - **Plan** - Based on the outcome of the 'Analyse' stage, the 'Plan' stage will identify whether there are any duplications or gaps in service provision. It will identify which resources are available, and which are required to deliver identified needs. Decisions can

then be taken on the allocation of resources in line with priorities and the move towards the design of an appropriate service. Certain contracts will require robust project management planning.

- **Do** - The 'Do' stage involves ensuring that services are delivered efficiently, effectively and as planned. For in-house services, it is still important that project plans or procedures/delivery guidelines are created. If external involvement will be necessary, a procurement process or a 'transparent competitive' process will be carried out and a suitable provider will be secured.
- **Review** - The 'Review' stage involves monitoring the service and its impact and analysing whether the service is achieving the intended outcome. This involves analysing data on finance, activity and outcomes, and consulting with service users. Performance management for in-house services or contract management for external suppliers is key. An evaluation will then be completed.



CORE PRINCIPLES

Ethical behaviour

10. The highest standards of professional behaviour are expected from all Councillors and officers in their dealings with partners and suppliers. Officers will comply fully with the requirements of the [Bribery Act 2010](#) and the Council

expects our suppliers to comply also. We will act with integrity and, openness in accordance with the Public Contracts Regulations 2015 when we undertake procurement, and we will embrace the requirements for transparency. Any conflicts of interest in the procurement process will be documented and managed in line with our constitution. All decisions will be communicated clearly.

11. All officers involved in the commissioning and procurement process will act fairly with our suppliers in all matters, including ensuring prompt payment in accordance with agreed terms. Should disputes arise we will seek to resolve them promptly. There will be no favouritism or bias shown towards one supplier over another. Our actions will, therefore, be underpinned by our values:
 - **Fairness** - being objective to balance the needs of all those in our community
 - **Integrity** - being open, honest and taking responsibility
 - **Respect** - embracing and valuing the diversity of others
 - **Service** - delivering high quality, cost effective public service
 - **Trust** - delivering on our promises to each other, customers and our partners.

12. The Council is committed to ensuring that its contractors are good employers and expects them to hold the following principles:
 - Safe working conditions
 - Promotion of good health
 - Employment is freely chosen
 - Non-excessive working hours (in line with the Working Time Directive)
 - Training is provided
 - Non discrimination
 - Diversity, equality and good workforce practices are encouraged
 - Elimination of child labour
 - Elimination of inhumane treatment
 - Environmental awareness (more details from paragraph 38 – Sustainable Procurement)

13. In July 2019, the Council made a commitment to paying the [Real Living Wage](#) for its directly employed staff and a commitment to review its application to the Council's contracts. For contracts, this applies to those contracted staff who work two or more hours a week, for eight or more consecutive weeks a year. The Real Living Wage does not apply to contractors that supply the Council with products e.g. stationery suppliers. Best endeavours should be made to paying the Real Living Wage where applicable in all contracts as they come up for

renewal, but we recognise this may not be possible in all contracts, particularly contracts shared with other authorities.

Effective practice

14. The Council will fulfil its statutory duties meeting the requirements of the Public Contracts Regulations and taking account of case law that emerges. We will also ensure that we follow our own Contract Standing Orders, Constitution, internal audit and other best practice requirements.
15. No one individual shall be empowered to authorise all stages of the tender process. There should be a minimum of three tender evaluators, contract awards will be approved either by the relevant Head of Service where the value of the contract is less than £100,000 or currently by the Cabinet (However this will be the role of committees under the committee structure due to be implemented from May 2022) where the value is over £100,000. There are also other controls in place such as invoice approval limits.
16. As part of the commissioning and procurement planning process, the length and type of supplier relationship will be decided that is appropriate to what is being purchased having undertaken market analysis where appropriate. Supplier relationships will incorporate the principles of continuous improvement and seek to obtain targeted improvements in delivery, quality and price.

Decision Making

17. Examples of when Commissioning and Procurement processes may be taken include:
 - as part of the Council's annual service planning and budgeting process;
 - prior to the expiry of an existing contract;
 - following a fundamental service review as a matter of urgency if a service / contract is failing; and,
 - when a new priority or project emerges.
18. Decisions on service delivery must be based on clear and justifiable evidence. They must also be transparent and have an audit trail which can be scrutinised.
19. The lowest price will not be the sole criteria for establishing value but will be an important factor to secure cashable efficiency savings for the Council. Criteria will be established prior to tender exercises to enable a balanced assessment to be made which considers quality, deliverability and fitness for purpose as appropriate. Such criteria will be shared with potential suppliers and will usually be the Most Economically Advantageous Tender (MEAT).

The role of Councillors in Commissioning and Procurement

20. Councillors are a key part of any commissioning process as detailed in the Local Government Association's 2019 publication 'A Councillor's guide to

procurement'. The Cabinet currently adopts the corporate commissioning and procurement policy to make sure it aligns with the corporate priorities. However this will be the role of committees under the committee structure due to be implemented from May 2022.

21. Councillors have a role in setting the strategic direction of contract requirements. Where legislation allows and as appropriate under the members code of conduct, this can include working with officers at the early stages of service delivery decisions, to assisting with setting the specifications. Members may not take part in evaluation of bids. Currently the Cabinet is responsible at the contract approval point in accordance with CSOs, to ensure that the procurement has delivered the outcomes intended at the start. However this will be the role of committees under the committee structure due to be implemented from May 2022.
22. At the time of writing, the role of Scrutiny Committee also provides an additional opportunity for decisions to be challenged. However this will be the role of committees under the committee structure due to be implemented from May 2022.
23. Following award of contract, Lead officers / Heads of Service should provide Councillors with regular contract monitoring information to enable them to review performance of strategic suppliers and take prompt action as appropriate.

Risk Management

24. The Council will make sure that any risks to the authority or the community it serves are properly recognised in all its commissioning and procurement activity. It will identify risks, evaluate their potential consequences, and effectively manage those risks accordingly at every stage of the process. Risk logs will be created for all procurements over £100,000 over the life of the contract including any extension period/s. However, there may be low value procurements that are high risk that may also require risk logs.
25. The standard risk management process e.g. corporate and operational risk registers should assess the risks of contracts when they have been commissioned and throughout their lifetime. This is a lead officer function and overseen by Heads of Service.

Supporting Local Businesses and Small and Medium Enterprises

26. We will work with local businesses and community organisations, as well as micro, small and medium enterprises (SMEs), as far as the legal framework and Contract Standing Orders allow and as appropriate to the contract.
27. As part of its encouragement of partnerships, the Council will continue to support the development of capacity within the Voluntary and Community Sector (VCS) through providing guidance and adhering to the principles of the Kent Partners' Compact agreement.

- 28. From 1 January 2021, councils may reserve contracts below the relevant UK thresholds under the Regulations, to the UK or Kent County area and by SME / VCS under Procurement Policy Note (PPN) 11/20.
- 29. Where possible, the Council will package procurement works in a way that enables small local business to demonstrate their competitive advantage.
- 30. The Council will ensure that procurement processes are appropriate to the scale and risk involved so that they are not unduly onerous especially for local and small suppliers.

The Public Services (Social Value) Act 2012

- 31. The Public Services (Social Value) Act 2012 places a requirement on commissioners to consider the economic, environmental, and social benefits of their approaches to procurement before the process starts. They also must consider whether they should consult on these issues.
- 32. When considering how a procurement process might improve the social, economic, and environmental well-being of a relevant area the Council will only consider those matters that are relevant and proportionate to the proposed procurement and will take those matters into account.
- 33. As a minimum, the Council will consider Social Value in all tenders over £100,000, however, it should also be considered for any relevant contracts below this threshold.
- 34. Social value will include any demonstrable contribution that each bidder intends to make towards the elements set out in Table 1 below. Additional elements specific to individual procurement exercises may be identified through the pre-procurement ‘market testing’ commissioning phase of the process.

Table 1: Examples of Social Value

Economic	Environmental	Social
Numbers of local jobs created and sustained	Contributing to climate change mitigation targets	Increasing volunteering opportunities
Number of apprentice positions	Championing and using environmentally friendly goods and services	Enabling community development and engagement
Number of work placement schemes for school age residents	Reducing carbon footprint and food miles	Encouraging social integration and community cohesion (social capital)
Number of people taken out of ‘out of work’ benefits	Protecting biodiversity	Enhancing and celebrating local culture and heritage

Number of training opportunities	Waste minimisation, reuse and recycling	Contributing to health improvement programme and addressing health inequalities
Ensuring fair working conditions and payment	Reduced pollution	
Ensuring ethical supply (e.g. Fair Trade)	Water use minimisation and energy efficiency	

35. Officers should consider adding social value factors into specifications and the assessment of social value shall also be included as a separately identifiable and scored component of the 'quality' element. This shall comprise 20% of the quality element. Therefore, if the cost-quality balance is 60%:40%, the social value component of the whole assessment exercise will be 8%.
36. Assessment of Social Value will be undertaken in the same way as the 'quality' element of all tenders – with tenderers setting out their proposals against our broadly defined preferred 'social value' aspirations and these being scored through the assessment process.

Sustainable Procurement

37. Swale Borough Council declared a climate and ecological emergency on 26 June 2019 and has adopted a Climate and Ecological Emergency Action Plan. Best endeavours should be made to applying its principles to procurement policies and processes covering goods and works as well as services. However, we recognise this may not be possible in all contracts as there may be a need to balance the cost of these with the cost of other priorities.
38. The Action Plan identifies seven focus areas:
- Council operations - The majority of the Council's carbon footprint comes from procured services. As contracts come up for renewal and further technology becomes more mainstream, there is an opportunity to secure services that have a lower carbon footprint. For example, the Council have replaced its fleet vehicles with electric vehicles. The Council also aims to eliminate single-use plastics from Council operations wherever possible.
 - Buildings and energy efficiency – The Council aims to improve energy efficiency of the homes in Swale and has contracted a fuel and water poverty outreach service to help vulnerable residents reduce utility bills and energy consumption.
 - Transport and air quality – The Council are seeking to make sustainable transport more attractive to improve air quality and reduce carbon emissions. It is committed to installing more EV charging points across the borough.

- Resource consumption and waste – The Council aims to reduce the amount of waste and to maximise the proportion that is recycled or composted.
- Ecology and biodiversity - Ecology, biodiversity and green space are vital to mitigating climate change. The Council aims to increase tree planting on Council land and minimise contractors' use of fertilizers, pesticides and weed killers.
- Energy generation and storage - Renewable energy is a key component of how Swale will achieve zero net carbon emissions. Our utility supply contract now supplies green electricity and green gas.
- Resilience, adaption and offsetting – The Council aims to ensure that the borough is robustly prepared for a changing climate and that robust adaptation measures are implemented to ensure resilience for all.

39. It is recognised that procurement has a vital role in furthering sustainable development, through our procurement of goods, services and works. Therefore, all procurement decisions should consider and where possible embed the climate and ecological emergency. The Council will strive to achieve the following:

People, education and awareness

- Educate, train and encourage staff to review their consumption of goods and services, reduce usage and adopt usage of more environmentally friendly products.
- Communicate our approach to sustainable procurement to all staff, suppliers and stakeholders.

Procurement strategy, policy and process

- Promote and embed best practice for sustainable procurement.
- Where appropriate, work in partnership with other public bodies and councils to maximise sustainable procurement gains through collaboration and information sharing.

Environmental products

- Consider the costs and benefits of environmentally-friendly goods and services including minimising 'procurement miles' to help reduce the Council's carbon footprint.
- Where such exact specification is not possible, enable suppliers to submit offers for environmentally friendly alternatives.
- Continue to improve the levels of recycling, reduced usage, bulk delivery and better packaging.

Engaging suppliers

- Communicate our sustainability objectives to our contractors and suppliers.
- Encourage and persuade our contractors and suppliers to adopt environmentally friendly processes and supply environmentally friendly goods and services as part of the Climate and Ecological Emergency agenda.
- Use sustainability criteria, part of the Social Value supplier evaluation process, in the award of contracts.

Measurements and results

- Comply with all legislation relevant to sustainability.
- Officers will be required to regularly monitor sustainability outcomes throughout the delivery of the contract which will be included within the contract management guidance.

Equalities and Diversity

40. The Council's commitment to equal opportunities as regards service users and potential service users, contractor staffing and relationships with our own staff, will be built into procurement considerations.
41. We will seek to reflect the diversity, profile and nature of our community as part of our approach to commissioning.
42. We will have regard to appropriate workforce strategies in the contractual process.
43. We will build equality into how we commission, procure and deliver services in accordance with the Council's Equalities Scheme. We will include a proportionate assessment of tenderers' approaches to equalities and diversity as part of our evaluation criteria as appropriate.

TUPE

44. If an in-house service is being outsourced, employees affected by the procurement process will be consulted and those who may transfer as a consequence of a procurement decision will be protected under the Transfer of Undertakings (Protection of Employment) Regulations 2006 (TUPE). TUPE legislation protects employee rights when the business or undertaking for which they work transfers to a new employer. The Council will ensure that legislation is observed in all applicable contract opportunities let by the Council where staff may be transferred from an incumbent contractor to a new supplier.

Category management

45. Where multiple departments purchase similar products or services, a category management approach should be considered. Nominated lead officers for individual categories of cumulative expenditure of £100,000 or more, over a four-year period are responsible for reviewing opportunities to make further improvement in value for money, in conjunction with the Head of Service with responsibility for commissioning. Current categories include:

Category	Current Responsible Officer
Fleet Vehicles	Commissioning Manager
Stationery	Head of Property
ICT equipment and software	IT Business Manager
Agency Staff	HR Manager
Utilities	Head of Regeneration & Economic Development
Legal Fees	Head of Legal Partnership
Advertising, printing and graphics	Communications Manager
Recruitment and training	HR Manager
Building maintenance	Head of Regeneration & Economic Development

New categories will be periodically added through the analysis of spend undertaken by the commissioning team.

Appraisal of alternative service delivery options

46. When considering commissioning services, a range of delivery options should be considered. Each service should be assessed on its merits, considering all the pros and cons, having regard to benchmarking and the cost of the procurement process balanced against the risks and cost-benefit of the options for service delivery.
47. When considering commissioning and procurement the options include:
- consider whether the service is still required or whether it should be de-commissioned
 - collaborate with partners
 - provide services in-house
 - outsource those services; or
 - Re-commission to revised specification.
48. Council services will be regularly reviewed to ensure they are being delivered in the most cost-effective manner.

Types of contract

49. We will use the most appropriate contracting arrangement available for any given circumstance. For some contracts, there will be a straightforward contractual relationship, whereby we place an order and make payment once it is delivered. However, for other goods and services, particularly those that are delivered over a long period of time, there is much less certainty for both parties, and it may therefore be appropriate to enter into longer contracts whereby the relationship between the client and the contractor is a more open and transparent one, sharing both risks and returns. The Council will continually review its standard contract terms and conditions and will be used in the majority of cases. Any deviations will be agreed by the relevant officers stated in the Contracted Standing Orders.
50. We will ensure that contracts build in efficiency improvement expectations. Where risks are shared and where there are opportunities for 'profit sharing' arrangements, open book accounting will be considered.
51. For contracts with a duration of 5+ years, the Council should consider including an inflationary mechanism. Currently, the Council's preferred method is the Consumer Price Index (CPI). For more specialist and complex contracts, a basket of indices may be considered.

Minimising the transactions cost of procurement

52. We will aim to minimise the 'transactional' costs of conducting procurement activities. There are two key methods for doing this. One way is to use Framework agreements wherever appropriate to expedite the procurement process. Framework agreements are a form of procurement used to create an "umbrella" agreement with suppliers. They set out the terms and conditions under which works, goods, or services can be purchased throughout the period of the agreement, including price, quality, quantities, and timescales. Frameworks are beneficial as they can save the need to issue repeated tenders for the same or similar requirements. There are many Frameworks available to Local Authorities that are managed by other buying authorities or by specialist organisations such as Yorkshire Purchasing Organisation (YPO), Eastern Shires Purchasing Organisation (ESPO) or the Crown Commercial Service. The use of Frameworks can lead to economies of scale, reduced administrative burden and consequent savings. However, this should be balanced with the use of local suppliers who are not normally listed on national Frameworks.
53. The second way of minimising the transaction cost of procurement would be to undertake joint procurement processes with other authorities to share tendering costs.

Tendering

54. The procurement process will follow the Council's statutory duties meeting the Public Contracts Regulations and taking account of case law that emerges. We will also ensure that we follow our own Contract Standing Orders, Constitution and internal audit and other best practice requirements.

55. The tendering process will be monitored independently via our corporate Commissioning team and relevant Head of Service. Any complaints or queries regarding a tendering process will also be dealt with independently via Internal Audit in the first instance.

Evaluation techniques

56. **The Standard Differential Model (SDM):** based on price and quality. SDM awards the lowest price/cost (excluding abnormally low bids) maximum points, and the other tenderers scores are reduced in proportion with their price. (Lowest tender price / by tender price x price weighting e.g. 60) For example:

Financial scoring:

Tender Company	Price Submitted £	Points Awarded
A	50,000	60.00
B	55,000	54.54
C	57,000	52.63
D	67,000	44.78

57. The quality/non-price score is then added to the price score and the contract is awarded to the tender/s with the highest points. This is known as the Most Economically Advantageous Tender (MEAT).
58. SDM is the most widely used evaluation method but has a substantial emphasis on price, if there is more than a 40% weighting on price, it is likely that the lowest price will win.

Price / Quality Evaluation

59. The Council will make decisions about the purchasing or delivery of services on the basis of value for money; that is to say the best balance of price and quality, and **not** simply on the basis of the lowest cost.
60. The Council will adopt an assumed default of 60% cost and 40% quality for the purposes of assessing both formal tenders and Expressions of Interest.
61. Deviations from this default will be permitted, though these will require justification and approval in advance by the Director or Head of Service for the relevant area and the Commissioning Manager. Justifications will be determined on their merits, and the precedents that are set as a result. Examples of when deviations may be permitted include:
- consultancy work where there is a higher weighting on quality or technical assessment;
 - construction or demolition work (which is more regulated and quantifiable) may be weighted more toward price;
 - s106 contributions; and,

- externally funded projects/goods/services.
62. However, deviation will not normally be permitted beyond a maximum of 80% for either cost or quality – in other words, there will be at least 20% of the assessment based on either cost or quality unless:
- The duration of the contract will not exceed 4 weeks and
 - the nature of the goods or services being provided is such that there is no ability for the suppliers/contractors to offer a difference in terms of quality (e.g. demolition) and
 - the value of the contract will not exceed £100,000.
63. Where relevant, the assessment of Health & Safety shall be included as a separately identifiable and scored component of the ‘quality’ element as appropriate.
64. Where tenders appear to be abnormally low, bidders must be given the opportunity to explain the price or costs proposed in their tender. The lead officer (in conjunction with Mid Kent Legal Services) must then assess the information provided by consulting the tenderer. The tender may, not must, be rejected if the evidence supplied does not satisfactorily account for the low level of price or costs proposed.
65. Where stated within the procurement documentation, submissions that fail to meet the minimum quality score (i.e. less than 50%) may be excluded whether or not other points awarded to the bidder are higher than those awarded to the successful supplier.

Alternative Evaluation Models

66. The Standard Differential Model may not be the best model for all procurements. There are around 27 different evaluation models, some of the most well-known and commonly used are listed below. Through this new policy each procurement exercise will be determined on its merits to identify the most appropriate method for each at the early commissioning stages.
67. Use of alternative evaluation models should be approved by the relevant Director or Head of Service and the Commissioning Manager.
68. **Ratio evaluation:** The basic principle to calculate a tender’s value for money is to divide, quite literally, value by money (Quality score divided by price = Quality/Price score). For example:

Tender	Quality Score	Price	Quality/Price Score
A	50	£10	5.0
B	66	£12	5.5
C	60	£15	4.0
D	75	£15	5.0

69. **Kuiper 2:** This is a variation on the Ratio Evaluation and turns the calculation around, so that you divide the price by the quality score, but in this method, the contract is awarded to the lowest score not the highest. Example:

Tender	Price	Quality Score	Quality/Price Score
A	£10	50	0.20
B	£12	66	0.18
C	£15	60	0.25
D	£15	75	0.20

70. **Telgen:** To use this method, a price range must be set, defining the maximum and minimum prices. The price calculation is then defined by subtracting the individual bid price from the maximum price and dividing that score by the score defined by subtracting the minimum price from the maximum price:

$$(\text{Max Price} - \text{Bid price}) \div (\text{Max Price} - \text{Min Price}) = \text{Weight of the price}$$

Min price	Max price	Bid price	Weight of the Price
£8	£30	£10	0.91
£8	£30	£12	0.82
£8	£30	£15	0.68

71. The Weighted Price score is then added to the Weighted Quality score to identify the winning bid.

Insurance Levels

72. The standard levels of insurance cover that contractors / suppliers should hold are:

- Employer Liability minimum £10 million
- Public Liability minimum £5 million
- Professional Indemnity £2 million (if applicable)
- Product Liability £2million (if applicable)

73. Lower levels may be accepted by the Head of Finance & Procurement in certain circumstances such as if there is no potential for financial loss to the Council.

Safeguarding

74. All contracts over £25,000 will have a Safeguarding Level assigned, either Nil, Bronze, Silver or Gold. However, there may be additional contracts regardless of value that require a safeguarding level set. The relevant service manager will be responsible for considering this for contracts with a value of less than £25,000. Suppliers will need to meet the required standard of the assigned levels:

Safeguarding Level	Description
Nil	Contract irrelevant to safeguarding No contact with children/young people/vulnerable adults and/or parents/carers
Bronze	Limited contact with children/young people/vulnerable adults and/or parents/carers
Silver	Regular contact with children/young people/vulnerable adults and/or parents/carers Not direct service to vulnerable people but regular contact within delivery of services
Gold	Regular contact with children/young people/vulnerable adults and/or parents/carers or any unsupervised contact Direct service to vulnerable people, safeguarding essential to service

75. More detailed requirements of each level can be found within [Bronze, Silver and Gold Safeguarding Requirements](#) document (contained in Annex 1).

Contract Management

76. All contracts (including partnering arrangements etc) will include standard terms and conditions and performance measures based on the outcomes set out in the specification. These will clearly set out what information needs to be collected and submitted (including clear definitions), how often, in what format etc. It will be a requirement that the winning tenderer agrees to comply with all Council policies and statutory requirements, for example the Data Quality policy.
77. Each officer responsible for the management of a contract will have regular (at least quarterly is recommended) meetings with contractors as appropriate to the contract to discuss Key Performance Indicators, and how the service can be delivered more efficiently and/or effectively to secure continuous improvement.
78. Lead officers should monitor contracts to ensure that any added value (including Social Value and Climate Emergency commitments) which were proposed in the tender over and above the original specification is achieved.
79. Any contract changes must be fully documented. Material changes must be by formal contract variation in consultation with Mid Kent Legal Services and Commissioning.
80. Where there are emerging service delivery failures, an action plan will be agreed with the contractor to restore performance to that specified. The

Council will be clear about the ladder of escalation up to and including contract termination, including the use of financial penalties if specified in the contract.

81. Where there are contract disputes the Council will seek to resolve them swiftly, using the methodology provided in the contracts themselves, such as mediation. If the process has to be escalated, then Mid Kent Legal Services can assist with either terminating the contract or advising on litigation strategy.

Annex I

Other Policies / Strategies linked to Commissioning & Procurement

- [Corporate Plan 2020 - 2023](#)
- [Local First Policy](#)
- [Corporate Equality Scheme 2016 - 2020](#)
- [Medium Term Financial Plan](#)
- [Community Asset Transfer Policy](#)
- [Service Improvement and Value for Money Strategy](#)
- [ICT Strategy](#)
- [Risk Management Framework](#)
- [Kent Environment Strategy](#)
- [Climate Change and Ecological Emergency Action Plan](#)
- [Commissioning - How to guide](#)
- [Contract Management Guidance](#)
- [Protected Disclosure Policy \(Whistleblowing\)](#)
- [Bribery Act Policy](#)
- [Swale Borough Council Constitution](#)
- [Safeguarding Policy](#)
- [Kent Partners' Compact agreement](#)
- [PPN 11/20 - Reserving Below Threshold Procurements](#)
- [Bronze, Silver and Gold Safeguarding Requirements](#)
- [National Procurement Policy Statement](#)
- [National Procurement Strategy for Local Government](#)
- [\[LGA A councillor's guide to procurement\]\(#\)](#)
- [Data Quality Standard](#)

Cabinet Meeting	
Meeting Date	Wednesday 8 th December 2021
Report Title	Safeguarding Policy refresh 2021
Cabinet Member	Cllr Angela Harrison, Cabinet Member for Health and Wellbeing
SMT Lead	Emma Wiggins
Head of Service	Charlotte Hudson
Lead Officer	Stephanie Curtis, ECS Manager
Key Decision	No
Classification	Open
Recommendations	1. For Cabinet to approve the revised Safeguarding Policy and associated appendices

1 Purpose of Report and Executive Summary

- 1.1 This report summarises the amendments that are proposed to be made to the Safeguarding Policy and associated appendices and asks that Cabinet agree the revisions made.

2 Background

- 2.1 The Safeguarding Policy was last reviewed in 2019 and is subject to an annual review to ensure that it reflects any legislative or procedural changes. There had been a delay to the planned refresh due to the pandemic and whilst internal and external audits were completed for safeguarding.

- 2.2 The main amendments that have been made to the previous version of the Safeguarding Policy are below:

- Foreword has been amended to reflect new Chief Executive in post;
- References to ‘Safeguarding Champions’ has been removed from the Policy as no longer felt that these champion posts are needed as safeguarding is well embedded within teams;
- Legal duties (section 3) have been amended to reflect:
 - Domestic Abuse Act 2021 Requirements
 - Duties in relation to advocacy services for adults (as recommended by Kent Safeguarding Adults Board audit)
 - Duties in relation to Carers Assessments (as recommended by Kent Safeguarding Adults Board audit)
 - Support to care leavers required (as recommended by Kent Safeguarding Children Multi-Agency Partnership audit);

- Upcoming duty in relation to preventing serious violence.
- Section 8 has been added which details the escalation process and the process for which case reviews would need to take place. There was a recommendation this be added by the external audit completed by the Kent Safeguarding Adults Board, however with an increase in cases needing to be escalated due to a differing view by SBC officers and those from another partner this discusses how this should be done. There are still some escalation paths that we need to determine within other agencies (such as health partners), however the principle for escalation as documented remains.
- Section 9 has been added which discusses procurement and contract management and the separate processes in place for these in a safeguarding context.
- Section 10 has been added to ensure clarity regarding the roles of the Kent Safeguarding Children Multi-Agency Partnership and the Kent Safeguarding Adult Board, at the recommendation of external audits.
- Section 12 which includes the training plan for staff has been reviewed. An addition has been made which includes suicide awareness training inputs for all staff that have contact with residents. There is a large amount of content for completion, with many refreshers for staff due.
- Appendix 1 has been added which details the case standards for which the safeguarding team need adhere to. These had existed as a separate document but have been integrated into the policy to ensure they are also kept under regular review, as recommended by the internal audit.

3 Proposals

- 3.1 For Cabinet to approve the revised Safeguarding Policy and associated appendices

4 Alternative Options

- 4.1 That the Safeguarding Policy is not revised. This is not recommended as although the current Policy is largely accurate in relation to legislative requirements, it is not complete; and a number of recommendations were made by internal and external audits for inclusion within the policy.

5 Consultation Undertaken or Proposed

- 5.1 Consultation has taken place with team managers, of those teams that identify the greater number of safeguarding concerns.

6 Implications

Issue	Implications
Corporate Plan	This policy refresh will contribute to the corporate priority 3 to tackle deprivation and create equal opportunities for everyone
Financial, Resource and Property	<p>Existing staffing in place (1 FTE ECS Manager; and 1 FTE Safeguarding Officer) to manage the implementation of this policy. Temporary 0.5 Wellbeing officer in post until March 22 to support increase in referrals and quarterly updates provided to SMT on case levels and any concern in resource levels.</p> <p>In order to deliver the proposed staff training plan, there is a financial cost for some of the sessions. However this would be met through existing budgets or contributions made to the safeguarding Boards/partnerships.</p>
Legal, Statutory and Procurement	<p>The Children Act 1989 states that the child's welfare is paramount and that every child has a right to protection from abuse, neglect and exploitation. The Children Act 2004 specifies the statutory guidance relating to Swale Borough Council under this agenda.</p> <p>The Safeguarding Policy also highlights other legislation relating to this agenda and requirements upon the Council including The Care Act 2014, Counter Terrorism Act 2015; Modern Slavery Act 2015; and Domestic Abuse Act 2021.</p>
Crime and Disorder	Through the implementation of the Safeguarding Policy and addressing safeguarding concerns of vulnerable individuals, there will naturally be some cases where the individual is also supported to address crime and anti-social behavioural issues, through referrals and information sharing with other agencies.
Environment and Climate/Ecological Emergency	No air quality, or climate/ecological emergency implications have been identified at this stage.
Health and Wellbeing	The Safeguarding Policy will ensure that the Council responds appropriately to safeguard children and vulnerable adults. This also extends to welfare concerns that may not have met the thresholds for referrals to statutory services, but by addressing the needs identified, improves the community's health and wellbeing.
Safeguarding of Children, Young People and Vulnerable Adults	This revised Safeguarding Policy details the Council's response to Safeguarding and the process by which it should be managed.
Risk Management and Health and Safety	Safeguarding has in the past been one of the risks identified in the corporate risk register, but due to the levels of controls in place as identified by this Policy is now only within the Housing and Communities Service Plan Risk Register.

	An internal audit on safeguarding was completed in October 2021 with a classification of 'sound'. A number of recommendations were identified for inclusion within a revised Safeguarding Policy.
Equality and Diversity	No specific equality and diversity implications have been identified at this stage. All safeguarding concerns are handled in an appropriate manner for the case in question.
Privacy and Data Protection	The safeguarding database 'My Concern' referenced within the Policy as part of the recording process, has a high level of security – all users must be approved by the safeguarding team and given an appropriate level of access. All referrals can also securely be saved here and case notes. The Policy has also been updated to reflect data retention and case standards for logging/monitoring cases to ensure a high level of privacy and data protection compliance. Section 4.4.10 discusses information sharing.

7 Appendices

Appendix 1 – Swale Borough Council Safeguarding Policy 2021 Refresh

8 Background Papers

There are no background papers.

Appendix 1 – Safeguarding policy Refresh 2021

Safeguarding Policy

December 2021 Review

Foreword



Ensuring that the most vulnerable in our community are protected is something which is the responsibility of us all. This policy provides essential information about how we will deal with concerns about the safety of a vulnerable child and adult. This policy also sets out clearly how we will work with others and support people to report abuse or concerns. It also ensures that, through training and review of our policies, the council will always work in a way which promotes safeguarding and tackles any form of abuse of vulnerable people

Larissa Reed, Chief Executive, Swale Borough Council

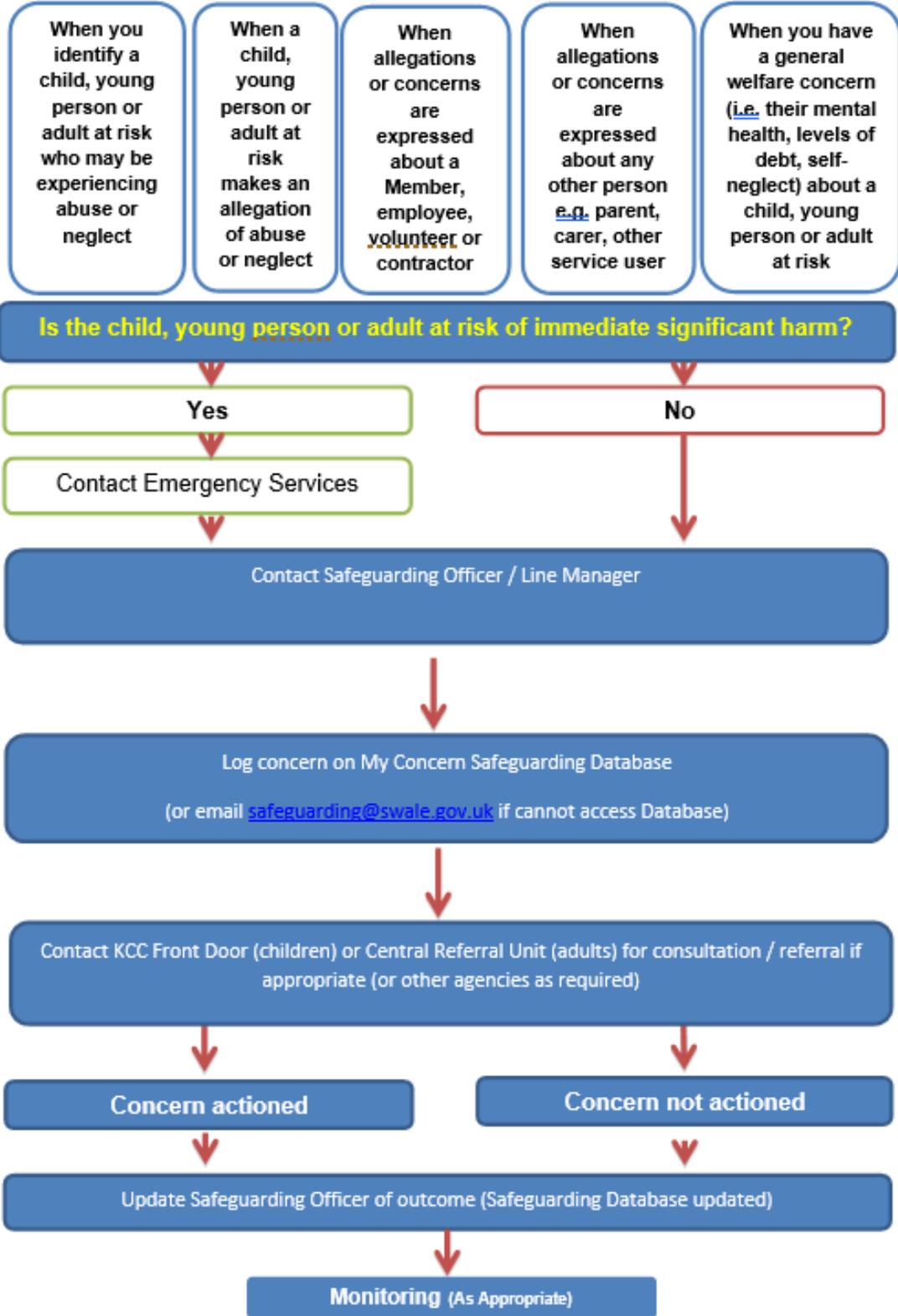


It's not my job. It's none of my business.

How many times have we heard or read that? Well, Safeguarding is our job and it is our business. If in doubt, report it. Someone else can decide whether there is any substance – you don't have to; you just have to be concerned. Better to be Safe than Sorry.

Councillor Angela Harrison, Swale Borough Council

Safeguarding 'Quick View' Procedure



1. Introduction

Safeguarding is 'everyone's business'. This policy sets out Swale Borough Council's (SBC) responsibilities under the Children Act 2004, Care Act 2014 and other legislation to ensure children, young people and adults at risk are kept safe from harm.

2. Purpose

2.1 The purpose of this policy and the associated procedures are to protect and promote the welfare of the children, young people and adults using or receiving services provided or commissioned by SBC. The policy also aims to support the Council, its officers, elected members and volunteers in fulfilling their statutory responsibilities. Swale Borough Council is not a Children's Services Authority and it is not the role of the Council to investigate allegations of abuse. However, all Elected Members, employees, volunteers and contracted services providers have a clear responsibility to take action when they suspect or recognise that a child, young person or adult at risk may be a victim of significant harm or abuse.

2.2 This policy demonstrates how SBC will meet its legal obligations and reassure members of the public, service users, Members, employees, volunteers and those working on behalf of the Council as to:

- a) What they can expect SBC to do to protect and safeguard children, young people and adults at risk;
- b) That they are able to safely voice any concerns through an established procedure;
- c) That all reports of abuse or potential abuse are dealt with in a serious and effective manner;
- d) That they can raise even a basic welfare concern for a child or adult and that appropriate action will be taken;
- e) That there is an efficient recording and monitoring system in place;
- f) That Members, employees, volunteers and contractors receive appropriate training;
- g) That robust 'safer' recruitment procedures are in place.

3. Legal Duties

3.1 The Children Act 1989 states that the child's welfare is paramount and that every child has a right to protection from abuse, neglect and exploitation. Statutory guidance on making arrangements to safeguard and promote the welfare of children under Section 10, 11 and 13 of the Children Act 2004 and specifies what is required of SBC. This includes:

- Senior management commitment to the importance of safeguarding and promoting children's welfare;
- A clear statement of the Council's responsibilities to children, available to staff;
- Clear lines of accountability for work on safeguarding and promoting well being;
- Using the views of children and young people to help shape services;

- Safer recruitment procedures for those coming into contact with children and young people;
 - Appropriate training for staff;
 - A duty to promote inter-agency cooperation between named agencies, including district councils;
 - Representation on, and participation in, local safeguarding children's boards;
 - Effective working relations within the Council and with other agencies to safeguard and promote well-being and to share information effectively.
- 3.2** Under the Children Act 2004 and Working Together to Safeguard Children 2018, SBC has a duty to co-operate with Kent County Council (KCC) in discharging its duties as a Children's Services Authority and to promote the well-being of children and young people.
- 3.3** KCC is the lead agency for the protection of adults at risk. SBC is committed to working in partnership with KCC in delivering their responsibilities around Safeguarding Adults.
- 3.4** SBC must carry out its responsibilities by ensuring that the needs and interests of children, young people and adults at risk are considered by all Members, employees, volunteers and contracted services, when taking decisions in relation to service provision.
- 3.5** SBC policies and procedures are governed by The Care Act 2014 that provides the legal framework for how local authorities (in this case Kent County Council) and other parts of the system such as relevant partners (which includes SBC as a district council) should protect adults at risk of abuse or neglect. SBC has a duty to co-operate with KCC in the exercise of:
- (a) their respective functions relating to adults with needs for care and support
 - (b) their respective functions relating to carers, and
 - (c) functions of theirs the exercise of which is relevant to functions referred to in paragraph (a) or (b).
- 3.6** The Counter-Terrorism Act 2015 dictates that local authorities are vital to the Prevent work which exists to reduce the risk of people being drawn into terrorism. Local authorities must use counter-terrorism local profiles (CTLPs) for SBC must be used to assess the risk of individuals being drawn into terrorism. SBC must incorporate the duty into existing policies and procedures to fulfil safeguarding responsibilities ensuring there are clear and robust policies to identify and safeguard children at risk. Furthermore SBC must develop a Prevent action plan should there be a risk to identify interventions to be actioned. SBC must also ensure that appropriate frontline staff, including those of its contractors, have a good understanding of Prevent and are trained to recognise vulnerability to being drawn into terrorism and are aware of available programmes to deal with the issue. The Community Safety Plan is utilised to ensure a consistent response to Prevent is provided across local partner agencies and that this duty is met by SBC.

- 3.7** Under the Modern Slavery Act 2015 SBC has a statutory duty to report and provide notification to the National Crime Agency about any potential victims of modern slavery or trafficking that we encounter. Adult victims are able to remain anonymous should they wish to do so. SBC are under a duty to co-operate with the Commissioner.
- 3.8** The Domestic Abuse Act 2021 had placed a number of additional duties on Swale Borough Council that must be considered within our safeguarding response. These include:
- The definition of Domestic Abuse has been changed to cover those ‘personally connected’;
 - Children are now to be seen as a victim of Domestic Abuse in their own right, if they hear or experience the effects of the abuse and should be able to access support;
 - Appropriate priority will be given to victims of Domestic Abuse and like for like lifetime tenancies will be upheld. Victims should not find that their tenure is affected by fleeing DA;
 - The individual fleeing DA should be offered safe accommodation or at the choice of the victim to remain in their own home have access to the sanctuary scheme and local support;
 - It is recognised that many people will wish to flee with animals, and will try to accommodate needs or look for solutions;
 - That there should be promotion of the one stop shops and local support groups and services;
 - Swale BC must contribute to the local partnership board and creation of a local needs assessment.
- 3.9** Section 68 of the Care Act 2014 requires that the Local Authority (upper tier authority) must arrange for an independent advocate to represent and support an adult who is the subject of a safeguarding enquiry or review, where the adult has ‘substantial difficulty’ in being involved in the process and where there is no other ‘appropriate person’ to represent them. For Swale Borough Council, although this duty does not apply directly to us, officers must have due regard to this need and ensure that appropriate signposting can take place to advocacy services as required.
- 3.10** Under the Care Act 2014, a carer is an individual who provides or intends to provide care for another adult. If a carer has any level of needs for support, they are entitled to a carer’s assessment, which would be conducted by Kent County Council. Swale Borough Council must have due regard for the needs of carers and make a referral for a needs assessment, as required.
- 3.11** The Children and Social Work Act 2017 places a number of duties on housing authorities to work jointly with a children’s services authorities in relation to housing of care leavers. All young people need to have safe and appropriate accommodation to meet their needs, with planned supportive transitions to independent living. Any homelessness risks should be identified and acted upon at an early stage.

3.12 Under the Police, Crime Sentencing and Courts Act 21, when enacted, will place a duty on responsible authorities, including district councils, to work together to prevent and reduce serious violence. For Swale Borough Council, this duty will be discharged through its cooperation with the Swale Community Safety Partnership. If any victims of serious violence are identified through the safeguarding processes, appropriate referrals will be made to support agencies.

4. Policy Position

4.1 Principles

SBC believes Safeguarding is committed to the following principles for children, young people and adults at risk:

- Their welfare is paramount;
- Whatever their background and culture, parental or pregnancy status, age, disability, gender, racial origin, religious belief, sexual orientation and/or gender identity, they have the right to participate in society in an environment which is safe and free from violence, fear, abuse, bullying and discrimination;
- They have the right to be protected from harm, exploitation, abuse, and to be provided with safe environments to live and play;
- Working in partnership with them, alongside their parents or carers and other agencies, is essential to the promotion of their welfare.

4.2 Policy Statement

SBC is committed to safeguarding children, young people and adults at risk from abuse when they are engaged in services organised and provided by, or on behalf of, the Council. The Council will:

- a) Endeavour to keep residents and service users safe from abuse. Suspicion of abuse will be responded to promptly and appropriately. We will always act in the best interests of the child, young person or adults at risk;
- b) Proactively seek to promote the welfare and protection of all children, young people and adults at risk living in Swale at all times;
- c) Ensure that unsuitable people are prevented from working with children, young people and adults at risk through robust 'safer recruitment' procedures;
- d) Deal with any concern raised by a Member, employee, volunteer, contracted service provider, or member of the public appropriately and sensitively;
- e) Any Safeguarding referrals made by a Member, employee, volunteer or contracted service provider cannot be anonymous and should be made in the knowledge that, during the course of enquiries, the referrers may be required as prosecution witnesses;
- f) Not tolerate harassment of any Member, employee, volunteer, contracted service provider or child, young person or vulnerable adult who raises concerns of abuse or neglect;
- g) Work in co-operation with KCC as required under the Children Act 2004 and the Care Act 2014 to make appropriate changes and amendments to improve the

Council's safeguarding policies and procedures as recommended by Adult and Child Safeguarding Partnership Boards;

- h) Prevent abuse by using good practice to create a safe and healthy environment and avoid situations where abuse or allegations of abuse could occur;
- i) Establish an appropriate governance structure, made up with delegates from appropriate departments across the Council to monitor activity and make necessary improvements around this agenda, led by the Safeguarding Officer.

4.3 Scope

4.3.1 This policy covers all Members, employees and volunteers at SBC, including contracted service providers

4.3.2 While Members, employees, volunteers and contracted services providers are likely to have varied levels of contact with children, young people and adults at risk as part of their duties and responsibilities for the Council, everyone should be aware of the potential indicators of abuse and neglect and be clear about what to do if they have concerns. Responsibilities are limited and it is important to remember the following:

IT IS NOT THE RESPONSIBILITY OF ANY SBC MEMBER, EMPLOYEE, VOLUNTEER OR CONTRACTED SERVICE PROVIDER TO DETERMINE WHETHER ABUSE IS ACTUALLY TAKING PLACE

HOWEVER:

IT IS THE RESPONSIBILITY OF THE MEMBER, EMPLOYEE, VOLUNTEER OR CONTRACTED SERVICE PROVIDER TO TAKE THE ACTIONS SET OUT IN THE PROCEDURE, IF THEY ARE CONCERNED ABUSE MAYBE TAKING

4.4 Safeguarding Roles, Responsibilities and Governance in SBC

4.4.1 SBC offers a range of training dependent on the role. Safeguarding training offered ranges from basic awareness training via Elms E-Learning, to more in depth training provided through the Safeguarding Boards or other external training providers. Staff at SBC are assigned a role category which determines the level of Safeguarding training required. Below are the categories of staff roles. All staff will be advised of the required safeguarding training for their level by the Safeguarding leads, as agreed with Senior Management Team. This training plan is shown in Appendix I.

0 – No contact with children/young people/adults at risk and/or parents/carers;

1 – Limited contact with children/young people/adults at risk/ and/or parents/carers-no unsupervised contact;

2 – Regular contact with children/young people/adults at risk and/or parents/carers or any unsupervised contact;

3 – Professional advisers and designated leads for children’s and/or adults at risk safeguarding irrespective of the level of contact with children/young people/adults at risk and/or parents/carers.

4 - Strategic responsibility for safeguarding children and/or adults at risk for the organisation irrespective of the level of contact with children/young people/adults at risk and/or parents/carers.

4.4.2 Chief Executive or Officer from the Strategic Management Team (SMT)

The Chief Executive and SMT are responsible for ensuring that this policy and related procedures are implemented, monitored and consistently reviewed.

4.4.3 Lead Cabinet Member

The Member with the portfolio for safeguarding children and adults at risk is responsible for ensuring the implementation, consistent monitoring and improvements of the Safeguarding Policy and related procedures.

4.4.4 Economy and Community Services Manager

The Economy and Community Services Manager is responsible on behalf of the Head of Housing and Community Services for implementing this policy and procedures and ensuring regular monitoring.

4.4.5 Safeguarding Officer

The Safeguarding Officer is responsible for dealing with reports or concerns about the protection of children, young people and adults at risk appropriately and in accordance with the procedures that underpin this policy.

4.4.6 All Heads of Service must ensure that appropriate employees are subject to Disclosure and Barring Service checks and that their staff members comply with this policy and the related procedures.

4.4.7 All Service Managers (and Contract Managers responsible for contracted service providers) are responsible for ensuring that employees follow this policy and its related procedures and receive the safeguarding training and support they need, in line with their responsibilities and level of contact with children, young people and adults at risk.

4.4.8 All Members, employees and volunteers are responsible for carrying out their duties in a way that actively safeguards and promotes the welfare of children, young people and adults at risk. They must also act in a way that protects them from wrongful allegations of abuse as far as possible. They must bring safeguarding concerns to the attention of the Safeguarding Officer.

4.4.9 Contractors, sub-contractors or other organisations funded by or on behalf of the Council are responsible for applying the correct safeguarding procedures. Please see section 9 of this policy for more information.

4.4.10 Information sharing is vital to safeguarding and promoting the welfare of children and adults at risk. The lawful basis for processing most safeguarding-related personal data will usually be ‘public task’ or ‘legal obligation’, and the consent of the data subject is therefore not necessary. Information which is relevant to safeguarding will sometimes be ‘special category’ data, meaning it is particularly sensitive and therefore subject to more stringent restrictions. The Data Protection Act 2018 allows special category personal data to be processed without the consent of a child or an at-risk adult for the purpose of protecting their wellbeing or preventing harm to them, as long as the processing is necessary for reasons of substantial public interest and their consent cannot reasonably be obtained.

5. Safeguarding Procedures

5.1 Introduction

The procedure for reporting a concern or allegation informs all SBC Members, employees, volunteers and those contracted service providers that have accepted this policy, of what actions they should take if they have concerns or suspicions, or encounter a case of abuse or neglect in any child, young person or adult at risk.

Even for those experienced in working with child or adult abuse it is not always easy to recognise a situation where abuse may occur or already has taken place. Whilst it is accepted that staff are not experts at such recognition all staff have a duty to act if they have any concerns and discuss with an appropriate Safeguarding representative within SBC.

Abuse is a form of maltreatment that can occur in several forms which are not mutually exclusive.

<p>For children, types of abuse include:</p> <ul style="list-style-type: none"> Physical Psychological Sexual Grooming Child Sexual Exploitation Female Genital Mutilation Online Abuse/Cyberbullying/Bullying Child Trafficking/Modern Slavery Domestic Abuse Self-neglect/Self-injurious Forced Marriage 	<p>Types of adult abuse include:</p> <ul style="list-style-type: none"> Physical Sexual Psychological Discrimination Exploitation Financial Organisational Domestic Abuse Self-neglect/Self-injurious Modern slavery/Human trafficking Neglect and acts of Omission Female Genital Mutilation Inappropriate Restraint
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

There are five main situations when Members, employees, volunteers and contracted service providers may need to respond and report a concern or case of alleged or suspected abuse. These are set out below:

5.2 When you identify a child, young person or adult at risk who may be experiencing abuse or neglect, you should:

- Stay calm and try to get another witness, if it does not compromise the situation;
- If you believe the person is 'at risk' of immediate significant harm, which includes situations which any Member, employee or volunteer would reasonably believe requires the emergency services, then you must contact the relevant emergency service and notify the Safeguarding Officer, Line Manager or Head of Service;
- Immediately report to and inform the Safeguarding Officer, Line Manager or Head of Service (as appropriate and where possible);
- Record all details you are aware of and log your concern, as soon as possible, on the My Concern Database (Safeguarding Database). If you are not registered on the Database, please email your concern to safeguarding@swale.gov.uk
- Consultation with the Kent Front Door (Children Social Services) or Central Referral Unit (Adult social services) and/or referral to be made and recorded with support from the Safeguarding Officer/Safeguarding Champion/Line Manager.
- The Kent and Medway Self Neglect Protocol is in place to guide all agencies in the process to follow for cases of possible self-neglect by adults. As an identifying agency, it may be that Swale BC needs to lead this process. This protocol can be found at <https://kmsab.org.uk/professionals/kmsab-policies>
- Outcome of the consultation/referral to be recorded on the Safeguarding Database.

5.3 When a child, young person or adult at risk makes an allegation of abuse or bullying, you should:

- Stay calm and try to get another witness, if it does not compromise the situation;
- If you believe the person is 'at risk' of immediate significant harm, which includes situations which any Member, employee or volunteer would reasonably believe requires the emergency services, then you must contact the relevant emergency service and notify the Safeguarding Officer, Line Manager or Head of Service;
- Listen carefully to what is said and allow the person to talk at their own pace, being careful not to compromise potential evidence;
- Find an appropriate opportunity to explain it is likely that information will need to be shared with other responsible people, do not promise to keep secrets;
- Only ask questions for clarification, the use of open questions e.g. what, where, when, who? is advisable, do not ask leading questions (that suggest certain answers as this could compromise evidence);
- Reassure the child, young person adult at risk that they have done the right thing in telling you;
- Tell them what you will do next and who you will inform;
- Immediately report to and inform the Safeguarding Officer, Line Manager or Head of Service (as appropriate and where possible);
- Record all details you are aware of and log your concern, as soon as possible, on the My Concern Database (Safeguarding Database). If you are not registered on the Database, please email your concern to safeguarding@swale.gov.uk

- Consultation with the Kent Front Door (Children Social Services) or Central Referral Unit (Adult social services) and/or referral to be made and recorded with support from the Safeguarding Officer/Safeguarding Champion/Line Manager.
- Outcome of the consultation/referral to be recorded on the Safeguarding Database.

5.3 When allegations or concerns are expressed about a Member, employee, volunteer or contracted service provider, you should:

- Take the allegation or concern seriously;
- Immediately inform the Safeguarding Officer, Line Manager, Head of Service or Contract Manager (as appropriate);
- The Safeguarding Officer informs Human Resources or Contract Manager at the earliest opportunity, provides a report of the incident and the intended action in accordance with 'Managing Allegations' procedure;
- If you believe the child, young person or adult is 'at risk' of immediate significant harm, which includes situations which you would reasonably believe requires the emergency services, then you should contact the relevant emergency service and then notify the Safeguarding Officer, Line Manager or Head of Service;
- Record all details you are aware of and log your concern, as soon as possible, on the My Concern Database (Safeguarding Database). If you are not registered on the Database, please email your concern to safeguarding@swale.gov.uk
- The Safeguarding Officer has a consultation with Kent Front Door/Kent Central Referral Unit or makes formal referral
- The Safeguarding Officer follows procedures outlined in 'Managing Allegations' procedure and makes contact with the KCC Local Authority Designated Officer (LADO). The KCC LADO can support Human Resources or Contract Manager with appropriate decision-making;
- Any Member, employee or volunteer can make a referral to the KCC LADO if they believe a case has been inappropriately or ineffectively investigated by SBC

5.4 When allegations or concerns are expressed about any other person (e.g. parent, carer, other service user), you should:

- Take the allegation or concern seriously;
- If you believe the child, young person or adult is 'at risk' of immediate significant harm, which includes situations which you would reasonably believe requires the emergency services, then you should contact the relevant emergency service and then notify the Safeguarding Officer, Line Manager or Head of Service and immediately ;
- Immediately report to and inform the Safeguarding Officer & Line Manager or Head of Service (as appropriate);
- Record all details you are aware of and log your concern, as soon as possible, on the My Concern Database (Safeguarding Database). If you are not registered on the Database, please email your concern to safeguarding@swale.gov.uk and contact your team's Safeguarding Champion;

- Consultation with Kent Front Door/Kent Central Referral Unit and/or referral to be made with support from the Safeguarding Officer/Safeguarding Champion/Line Manager;
- Outcome of the consultation/referral to be recorded on the Safeguarding Database.

5.5 When you have a general welfare concern (i.e. their mental health, levels of debt etc) about a child, young person or adult at risk you should:

- Discuss your concern as soon as possible with a Safeguarding Officer – formal consultation or referrals to social care or the Police may not be needed, but a wider range of referrals to support agencies could be looked into and made.

5.6 For all concerns, there may be cases identified to the Safeguarding Officers that meet the criteria for the multi-agency Swale Vulnerability Panel. This panel focuses on adults that have been or are likely to be a victim of crime or ASB; are isolated; felt to be self-neglect; have a diagnosed, or felt undiagnosed, mental health condition; meet the threshold for statutory services but limited engagement. Cases should be referred to this panel by the Safeguarding Officers if it is felt the criteria are met, for a multi-agency discussion on how best to support the adult.

5.7 Recording Concerns

If any Member, employee or volunteer has concerns about the welfare or safety of a child, young person or adult at risk, or has concerns about the behaviour of a Member, employee or volunteer, it is vitally important to record all relevant details regardless of whether or not the concerns are shared with the Police, KCC or other appropriate partners.

The My Concern Safeguarding Database is in place to record and manage all safeguarding concerns. A new Concern should be logged on the database for all events of concern (even if no referral is subsequently made).

The Safeguarding Database can be found at: <https://www.myconcern.education>

It is the responsibility of the person who directly observes/witnesses the event (e.g. living situation) of concern or who has participated in the meeting/conversation that has caused concern, to record details of the concern. The record should be clear which person provided the information and there must be clear differentiation between opinion and fact.

If the person who has witnessed/observed/participated in the event of concern and is unable to log their concern on the Safeguarding database, the details of the concern should be emailed directly, as soon as possible, to safeguarding@swale.gov.uk to alert the Safeguarding Officer. Their Line Manager should also be alerted to this, who may be able to log the concern on their behalf.

Records may be used for: Evidence for investigations and inquires; Court Proceedings; Monitoring Quality Assurance; and Disciplinary procedures. The Safeguarding Officer will then manage the process and follow guidance on information sharing, confidentiality, consent and making appropriate referrals to KCC and other agencies.

Appendix 1 details the case standards that are expected for the online case management of safeguarding concerns. This covers the logging of; ongoing management; and closure of concerns.

Employees will be allocated a My Concern Login within those teams that identify the greater number of safeguarding concerns. User accounts will be reviewed at least annually, or when notification of a leaver is received by the safeguarding team, with accounts deactivated as required.

6. Recruitment

SBC is committed to safer recruitment procedures set out by the Kent Safeguarding Children Multi-Agency Partnership (KSCMP) Where it is identified that services or staff have regular contact with children, young people and adults at risk, or will hold safeguarding responsibility, then appropriate procedures are initiated by the recruiting Manager and the relevant Human Resources Officer. Managers who are recruiting for a post of safeguarding level 2 or 3 are required to have completed 'Safer Recruitment' training within the last 3 years.

It is the responsibility of the recruiting manager to undertake a risk assessment for the job description and person specification for those roles likely to involve regular and/or substantial unsupervised contact with children, young people or adults at risk before recruitment takes place. This will determine the safeguarding level of all roles and ensure that only appropriate individuals are selected to undertake DBS procedures.

7 DBS Disclosures

SBC is not a Children's Services Authority therefore scope for working directly with children, young people or vulnerable adults is limited. DBS disclosures should only be sought where a Member, employee or volunteer has substantial, regular or unsupervised contact with children, young people and adults at risk as part of their duties or responsibilities for, or on behalf of, the Council.

SBC will refer any member of staff or volunteer to DBS for consideration for the barred list(s) if SBC thinks a person has:

- harmed or poses a risk of harm to a child or vulnerable adult
- has satisfied the harm test; or
- has received a caution or conviction for a relevant offence and;
- the person they're referring is, has or might in future be working in regulated activity and;
- the DBS may consider it appropriate for the person to be added to a barred list

Please see the separate DBS Policy for further information.

8. Escalating Concerns and Case Reviews

There may be times when officers working on a safeguarding case cannot resolve the concern, or may disagree with another professional from another agency as to the best way forward. These should in the first instance be flagged to the ECS Manager or Safeguarding Officer, if not already done so. These officers may determine the best path forward, particularly if relating to another agency, may be to raise to the Head of Housing and Communities. A referral can also be made to the Vulnerability Panel to problem solve an approach for a case.

The Kent and Medway Safeguarding Adults Board have an escalation policy in place for when professional disagree about a way forward with a safeguarding adult case. This can be found at <https://kmsab.org.uk/professionals/kmsab-policies>

There are also occasions when either the Kent and Medway Safeguarding Adults Board, Kent Children Safeguarding Multi-agency Partnership or Kent Community Safety Partnership convene a case review to identify any lessons that can be learnt from the handling of a case between agencies. There are set criteria for when each of these can be convened and procedures in place for their management, but are typically when there has been a death or serious harm caused. Details of these can be found as follows:

- Domestic Homicide review: <https://www.kent.gov.uk/about-the-council/partnerships/kent-community-safety-partnership/domestic-homicide-reviews>
- Safeguarding Adult Review - <https://kmsab.org.uk/professionals/kmsab-policies>
- Kent Child Safeguarding Practice review – <https://www.kscmp.org.uk/prcedures>

The ECS Manager and Safeguarding Officers will hold details of the procedures for these reviews and will be the point of contact for the lead agencies that may convene these reviews.

Should any officers feel that a case that they are working on meets the criteria for one of these reviews, the ECS Manager will lead on the completion of any relevant notifications to the above Partnership(s) as appropriate.

9. Procurement and contract monitoring

Where Council services are contracted externally, assurance needs to be in place that the contractor or sub-contractor adequately deal with safeguarding concerns. The Safeguarding Contract Management Framework is in place to manage this compliance. At the point of all procurement, all contracts with a level of engagement with children, young people or vulnerable adults need to be graded 'Gold, Silver or Bronze' depending on their level of contact. Compliance to a range of measures will be confirmed by the Safeguarding Team. A

contractors ongoing compliance to these safeguarding measures will also need to be monitored by the lead contract manager, in line with the Council's Contract Monitoring Procedure.

10. Safeguarding Partnership Boards

Kent Safeguarding Children Multi-Agency Partnership (KCSMP) is set-up as a result of the Working Together to Safeguard Children 2018 and is led by the Local Authority (Kent County Council), Kent Police and Health to ensure partners work together to safeguard children. Swale Borough Council has a duty to cooperate with this partnership and any relevant sub-groups, including compliance with its partnership policies. This includes to complete a bi-annual Section 11 Audit to ensure compliance with all safeguarding children legislation. Further details on the KSCMP are available at <https://www.kscmp.org.uk>

The Kent Adult Safeguarding Board is an equivalent statutory partnership to ensure member agencies work together to help keep adult's safe from harm and to protect their rights. Again, Swale Borough Council has a duty to cooperate with the partnership including its sub-groups; compliance with multi-agency policies; and to complete a bi-annual audit to ensure compliance with all legislation to safeguard adults.

11. Key Safeguarding Contacts

Safeguarding Officer:

Email: safeguarding@swale.gov.uk

This email must be used to ensure all safeguarding concerns or questions are picked up by the Officers and wider team. Personal email addresses should not be used for reporting of new concerns or urgent case updates.

Phone: 01795 417457 or 'Safeguarding' on Skype

Kent County Council

Kent County Council Adults Social Services – **03000 41 61 61**
Social Services Children & Families – **03000 41 11 11**
Social Services Out of Hours – **03000 41 91 91**

Kent Police

Emergency – 999
Non-emergency - 101

12. Safeguarding Training

Table 1 details the agreed minimum level of training expected for each Safeguarding Contact Level (see section 4.4.1 for definition of levels). Specific roles will also be offered enhanced training to improve their safeguarding response.

E-learning will be required to be refreshed every three years. The Face-to-face training will also be three years, with the exception of Safeguarding Children (Designated Officer) which will be refreshed every two years.

Training compliance will be reported quarterly to Senior Management Team.

Table 1: Safeguarding Training Plan: Minimum learning requirement

Safeguarding Contact Level	Level of Contact definition	Minimum learning requirements
0	No contact with children/young people/adults at risk and/or parents/carers	Elms e-learning 1. Safeguarding Children 2. Safeguarding Adults 3. Combined Safeguarding Issues 4. Domestic Abuse
1	Limited contact with children/young people/adults at risk and/or parents/carers-no unsupervised contact	Elms e-learning 1. Safeguarding Children 2. Safeguarding Adults 3. Combined Safeguarding Issues 4. Domestic Abuse 5. Suicide Awareness
2	Regular contact with children/young people/adults at risk and/or parents/carers or any unsupervised contact	Face-to-Face 1. Prevent (Counter-Terrorism) training 2. Modern Slavery training 3. Child Sexual Exploitation training 4. Child Protection: Basic Awareness 5. Safeguarding Adults 6. Domestic Abuse 7. Suicide Awareness
	Professional advisers and	Face-To-Face

3	designated leads for safeguarding children and/or adults at risk, irrespective of the level of contact with children/young people/adults at risk and/or parents/carers	<ol style="list-style-type: none"> 1. Prevent (Counter-Terrorism) training 2. Modern Slavery training 3. Child Sexual Exploitation training 4. Child Protection: Basic Awareness 5. Safeguarding Adults 6. Domestic Abuse 7. Suicide Awareness 8. Safeguarding Children (Designated Staff)
4	Strategic responsibility for safeguarding children and/or adults at risk for the organisation irrespective of the level of contact with children/young people/adults at risk and/or parents/carers.	<p>Elms e-learning</p> <ol style="list-style-type: none"> 1. Safeguarding Children 2. Safeguarding Adults 3. Combined Safeguarding Issues 4. Domestic Abuse <p>Face to Face</p> <ol style="list-style-type: none"> 1. Safeguarding Children (Designated Staff) 2. Safeguarding Adults

Appendix 1 – Case Standards

Introduction

This case note guidance is to be used to inform the management of safeguarding cases by Swale Borough Council and its Safeguarding Leads. It aims to ensure that a 'good' standard is reached and maintained for all safeguarding case records.

It is important that case records are 'good' as they demonstrate the actions taken to safeguard individuals; can evidence why decisions were made and support provided; and allow for better information sharing and cross-agency communications. They may also be provided as evidence in case reviews by other agencies. It will also ensure that other members of the Safeguarding team can sufficiently cover the service in the absence of the Safeguarding Officers(s).

These standards have been compiled following guidance and advice from the Kent Safeguarding Multi-Agency Partnership and internal Audit team.

Recording of new cases

- All concerns should be logged on the My Concern database for management.
- All new cases should be logged within 2 working days of them being raised to the Safeguarding Leads,
- As far as possible, the officer raising the concern should be encouraged them to log the case on the database. If this is not possible, the reporting team should be included in the initial details of the concern.
- A new case should be logged for all concerns raised to the team.
 - If the personal details of the individual(s) in question are unknown such as name, these should be logged as 'unknown' but with as many details as possible to differentiate them.
- A case owner should be allocated to each case at the point it is logged, dependant on the date it is received by the team. For example:
 - Case allocation to Leanne Cook if received on a Monday/Tuesday/Weds PM
 - Case allocation to Laura Harmsworth if received on a Wednesday AM/Thurs/Fri
- For concerns raised by Housing Options, their housing database (Locata) must be reviewed at the point the concern is raised. Appropriate notes should be copied or transposed across to the Safeguarding Database to detail the safeguarding concern.
- All notes should be recorded in clear English, within any use of acronyms explained. These should also be explained in any notes copied over from Locata.
- As far as possible, distinction should be made between opinion and fact.

Ongoing case management

- Ongoing cases should be reviewed in a timely manner, a minimum of bi-weekly. If it is felt that a case does not require update on this frequency, the case notes should reflect the reasoning for this e.g. a meeting is due to take place in 2 weeks.
- If there are no updates to note, but the case review has been completed, a note should be added to state this.
- Case owners are responsible for flagging to the ECS Manager if their updates are falling outside of this time period.
- All case updates must be logged on the database within 2 working days of their receipt, or another team member be asked to complete if needed.
- An update should be logged that the case has been reviewed, even if there are no updates to provide.
- The case owner is responsible for logging of all updates on each case, unless they are on leave or off sick. In which case another member of the team will log these.
- Justifications should be added in for decision making where appropriate, such as information sharing or any deviation from procedures.
- Emails that detail any specific issues with the case and action taken, should be attached as separate files, rather than the body of the text copied and pasted into a file note. This does not need to be all correspondence.

Referrals and Outcomes

- All referrals should be logged in the 'referral section' of the database.
- This should include when it is not necessary to make a referral, due to the case already being open to another agency.
- Outcomes of referrals must be chased prior to a case being filed. If an agency is unable or unwilling to provide an outcome, in discussion with the ECS Manager a decision can be made to file a case without this.

Case Filing

- A case should be filed when:
 - I. the appropriate agencies are engaged with the family/individual and taking appropriate action;
 - II. The individual/family has been signposted to support;
 - III. The individual/family will not consent to referrals and its deemed they have capacity;
- When it is determined that a case can be closed, a note should be logged detailing the reasoning for this and the outcomes achieved.
- Case closures must be reviewed by the ECS Manager. A task must be raised for them to review and close the case. If it is the case that the ECS Manager is the lead for a concern, another Safeguarding Lead should review that case for closure.

- Case closures must be completed within 2 weeks of being raised.
- If the reviewing officer does not feel the case can be closed, this must be documented within the case notes and fed back to the case owner.
- As far as possible, case closures should be completed by the ECS Manager or an officer independent to the case.

Handovers

- A handover email should be sent to the other Safeguarding Officer (or ECS Manager in the absence of the other Safeguarding Officer) at the end of a working period of any cases that require update, review or action for the following period.

Management Oversight and Review

- In Safeguarding Officer's 121s, cases that have been open longer than 3 months will be discussed. Any other cases that the Safeguarding Officer feels should be raised may also be discussed, including any that they are struggling to progress or are facing difficulty with.
- Team meetings will also be used monthly to highlight any cases that are of concern or an officer is unsure how to progress.
- A performance report will be presented to Senior Management Team on a quarterly basis. A Safeguarding Officer will be responsible for the development of this.

Re-opening of cases

- If a similar concern is raised for an individual within 1 month of a previous one being filed, the concern can be re-opened and where possible, allocated to the previous case lead.
- If a longer time period has passed or the concern is of a different nature, a new concern should be logged.

Review

This guidance will be reviewed on an annual basis.

Cabinet Meeting	
Meeting Date	Wednesday 8 th December 2021
Report Title	Healthy and Active Lives Framework
Cabinet Member	Cllr Angela Harrison, Cabinet Member for Health & Wellbeing
SMT Lead	Emma Wiggins, Director of Regeneration & Neighbourhoods
Head of Service	Charlotte Hudson, Head of Housing & Community Services
Lead Officer	Russell Fairman, Community (Sport and Physical Activity) Officer
Key Decision	No
Classification	Open
Recommendations	1. To approve the draft Healthy and Active in Swale Framework 2022 – 2027 to enable 8-week consultation period.

1 Purpose of Report and Executive Summary

- 1.1 This report provides Cabinet with an update on the Active Lives Framework 2017-2022 (ALF) and proposal for the draft Healthy & Active Lives Framework 2022 – 2027 (HALF).
- 1.2 This report highlights that although significant work has been developed and positive progress made against the ALF in the borough, the population still has a significant number of individuals that are inactive and poor health related data compared to other Kent authorities.

2 Background

- 2.1 In 2012 the current Sport and Physical Activity Framework “Move Ourselves” was adopted, which provided a platform for the sector in Swale to contribute to improving the health and wellbeing of the borough. The ALF carried on directing the Council’s support for Physical Activity and Sport (PAS) with the enabling and facilitating role to ensure that we maximised the support that we could provide to the sector.
- 2.2 The HALF is now looking at how both the PAS and Health sectors can support each other with the Sport & Physical and Health & Wellbeing officers linking together with shared objectives. The development of the Sports Grant to Health and Community grants will assist both officers to engage with projects across the borough.

- 2.3 The 2017-22 ALF focused on six objectives and reviewing internally and externally they have been merged to form four key priorities for the HALF.
- 2.4 The 2017–22 ALF also had a number of targets to measure impact but due to significant changes in collection through Sport England’s Active Lives survey, the data that is now presented by Sport England showing trends and documented in the draft HALF on page 5 & 6.
- 2.5 With the expiration of the current framework, a review and assessment of progress against priorities, national and strategic drivers and consultation with the local PAS and Health sectors has taken place. This identified that there has been a national shift in approach from traditional sector approach to develop sport for sport’s sake to help use PAS to support more active and healthier lifestyles in the wider community. This is highlighted in the new Sport England strategy – Uniting the Movement, a 10-year vision to transform lives and communities through sport and physical activity.
- 2.6 The draft Swale Healthy and Active Lives Framework – Helping Swale be healthy through active lives 2022-27 (attached in Appendix I) has thus been developed and focuses on the following key priorities:

Healthier and Active Lives

Providing and developing of activities and or programmes that help residents be more active. Sharing information and opportunities that enable residents to become more aware of the benefits of a healthier and active lifestyle, empowering them to get involved within their local community.

Healthy & Active Environments

Understanding the requirements for traditional facilities to provide safe places to be active along with the ability for residents to create their own environment to be active at home and in their community.

Learning and Adapting

Creating awareness of the variety of courses and training available through Governing Bodies and providers for individuals in both professional and voluntary roles, ensuring the provision of PAS and Health activities and programmes is to the highest standards. Exploring related training to be able to adapt provision to support the social and personal development of those delivering and the participants.

Partnerships and Promotion

These two focuses will be encouraging and facilitating partnerships between organisations that can offer a range of activities and programmes that builds the PAS and Health infrastructures across Swale. Promotion of these partnerships, campaigns, and the benefits their services have in creating healthier lifestyles for residents in Swale.

- 2.7 Progress against the delivery of this framework will be tracked through Sport England’s Active Lives survey which now breaks the population into ‘Active’ and ‘Inactive’ with the later taking part in less than 30 minutes of exercise/activity a week. This is now forming the new focus for Sport England’s work to address ‘Inactivity’ and improving ‘Healthier Lifestyles’ whilst continuing to support the traditional ‘Sporting’ Offer.

3 Proposals

- 3.1 To agree the draft Healthy and Active Lives Framework – ‘Helping Swale be healthy through active lives’ and enable an eight-week consultation period.

4 Alternative Options

- 4.1 To not adopt the revised Healthy and Active Lives Framework this is not recommended as there are significant health inequalities in the borough, which PAS and Health sectors can work together to address. The framework also enables the Council to demonstrate its partnership working between the PAS and Health sectors with related officers working together.

5 Consultation Undertaken or Proposed

- 5.1 Six online focus groups and an online survey were held during August, September, and October 2020 with the Health & Active Swale network.
- 5.2 Internally conversations between officers in Planning, Housing, Open Spaces and Property Services have contributed to the framework’s development.

6 Implications

Issue	Implications
Corporate Plan	The framework supports Priority 3 within the plan, directly contributing to areas 3.1; 3.2; 3.3 and 3.5. In addition, the framework will be able to influence Priorities 2.2, 2.4.
Financial, Resource and Property	The priorities of the Healthy and Active Lives Framework will be largely delivered within the network of partners and their existing resources. Internally it will be within the current Economy and Community Services team and budgets; providing the conduit to identify and co-ordinate any external resources.
Legal, Statutory and Procurement	None identified at this stage.
Crime and Disorder	Physical Activity and Sport can provide a successful diversion from Anti-Social Behaviour.

Environment and Climate/Ecological Emergency	None identified at this stage.
Health and Wellbeing	Increased activity within inactive residents will have an impact on the individual's health and wellbeing; developing links between PAS and Health sectors can support this locally taking direction from national leads including Sport England and Public Health England.
Safeguarding of Children, Young People and Vulnerable Adults	None identified at this stage, reference to standards required through National Governing Bodies of Sport that partners delivering opportunities should adhere and or work towards.
Risk Management and Health and Safety	None identified at this stage.
Equality and Diversity	<p>The Healthy & Active Lives Framework will be open to support all community groups that aim to increase the activity levels and support healthier lifestyles in residents.</p> <p>Increasing participation requires all sectors to be able to cope with an influx of diverse users; a co-ordinated support with all sectors will help provide a whole system approach to be able to cater for all requirements of the new users.</p> <p>Local community-based clubs & organisations require a pool of volunteers with suitable expertise to be able to deliver what is required by the community.</p> <p>Volunteering by residents can also increase their employability through skill and knowledge development, which could in turn lead to reductions in unemployed numbers within the borough.</p> <p>Exploring opportunities for PAS and Health sector clients to become more active will lead to a positive lifestyle change.</p>
Privacy and Data Protection	Any data held by the SPA function of the Council will adhere to the Councils policies to secure personal and sensitive information.

7 Appendices

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

- Appendix I: Healthy and Active Lives Framework 2022 - 27 – ‘Helping Swale be healthy through active lives’

8 Background Papers

8.1 Swale Borough Council [Active Lives Framework 201722 – Towards an Active Swale](#)

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Healthy and Active Lives Framework

2022 – 2027

**Helping Swale be healthy
through active lives**

Foreword

It is with great pleasure that I can introduce the Healthy and Active Lives Framework that sets out our vision for the borough, engaging with partners to develop a document that can also be used by them to support their priorities and developments. The focus has been to explore how the Physical Activity & Sport sector can link closer to the Health sector to help residents of Swale understand how being active can and will have positive effects on both their mental and physical health.

This framework builds upon the success of the Sports and Physical Activity Framework (2012 – 2017) and the Active Lives Framework (2017-2022) continuing the emphasis on how the sectors can review their provision and programmes to engage with the 29.9% of individuals in our communities that are currently inactive.

Although this document is away from the historic focus of sport for sport's sake it is still key to the success of this framework to support the organisations, clubs and residents that are running, supporting, or participating in current and traditional activities in the borough. Working with these partners is key to help explore ideas of how traditional physical activity and sports can be adapted within their programmes to increase activity levels and the wellbeing of residents.

This framework provides an overarching document that will help engage and encourage partnerships across public, private, and voluntary sectors throughout the borough. Supporting all levels of interest from those wanting to improve their mental and physical health to those representing their club, county, or national team; this framework is 'Helping Swale be healthier through active lives'

<Add photo of AH>

Angela Harrison
Cabinet Member for Health and Wellbeing

Introduction

The Council has had a Framework to guide its work within the Physical Activity and Sport (PAS) sector going back to 2012 with the adoption of the Sport and Physical Activity Framework (SPAF) for Swale and followed up in 2017 with the Active Lives Framework (ALF). Both documents provided the Council with its direction to support the sector as well as a document partners can use to help them develop their programmes, activities, and facilities. This new version, the Healthy and Active Lives Framework (HALF) aims to help demonstrate and create a stronger link between the benefits of an active life and the affect it has on an individual's physical and mental health.

The HALF will remain the overarching document for PAS and links with the Health and Wellbeing Plan adopted in March 2021. Together these documents will drive the strategic priorities that PAS and Health can deliver for the Council and partners in the borough. It draws together the suite of strategies both that Swale Borough Council has developed and those from external bodies to review the existing priorities for the borough.

The new direction for PAS to link closer with Health partners and programmes is mirrored at a national level with the continued influence of Sport England; their new strategy has set out a ten-year plan to engage, develop opportunities and create awareness to support individuals to become more active. The Sport's Governing Bodies that oversee and manage the range of activities related to their sport are too recognising the important role they and the organisations delivering activities can play to support both the enthusiast that wants competitive opportunities as well as identifying recreational activities to help inactive residents to become more active.

The PAS network in Swale has been key to influencing the work of the Council as well developing this framework and at a local level this provides a key partnership for providers to review their programmes to make them more inclusive. Exploring links with Health partners will help share information, good practice and synergies of provision that will identify resources that are focused on those at risk of health issues and how PAS can support them the embrace positive attitudes towards their own lifestyles.

Methodology

The Healthy and Active Lives Framework has been developed by:

- Hosting six online focus groups and an online survey with partners to explore their priorities and views on the framework
- Analysing key PAS and Health influencers at a national, regional, and local level to understand their priorities.

The Healthy and Active Lives Framework sets out:

- A Vision for promoting Healthier and Active Lives in Swale.
- How PAS partners can support each other to sustain and increase participation.
- Exploring the synergies between PAS and Health partners to work together, adapt and encourage positive changes to address issues affecting individual mental and physical health.
- How success can be measured

ALF 2017 - 2022

The 2017-22 framework focused on the following 6 objectives:

1. **Active You** - This priority is about offering activities that are in the right places at the right time and will enable residents of all abilities to participate and challenge themselves in a supportive environment.
2. **Active and Healthier Lives** - This priority is about the development of programmes and campaigns that help residents understand the benefit that an active life can have on their health.
3. **Active Facilities** - This priority focuses on making the best use of the facilities available in Swale including open spaces, land, and water, ensuring they are as accessible and affordable as possible to encourage participation and usage.
4. **Active Learning** - This priority identifies opportunities through SPA to develop activity specific skills and general learning to support the social and personal development of the volunteers delivering opportunities in Swale.
5. **Active Together** - This priority is about ensuring the SPA infrastructure in Swale is strong with almost 300 known organisations offering activities but the cultural differences can provide barriers to partnership work, opportunities should be explored to help develop partnerships.
6. **Active Promotion** - This priority is about co-ordinating the promotion of the benefits of a more active lifestyle with activity at the heart of the message will raise the profile and recognition of the SPA partners.

During 2017 – 2022 the PAS partners have delivered a wide range of programme and activities to enhance and develop activity in Swale. Some of the highlights include:

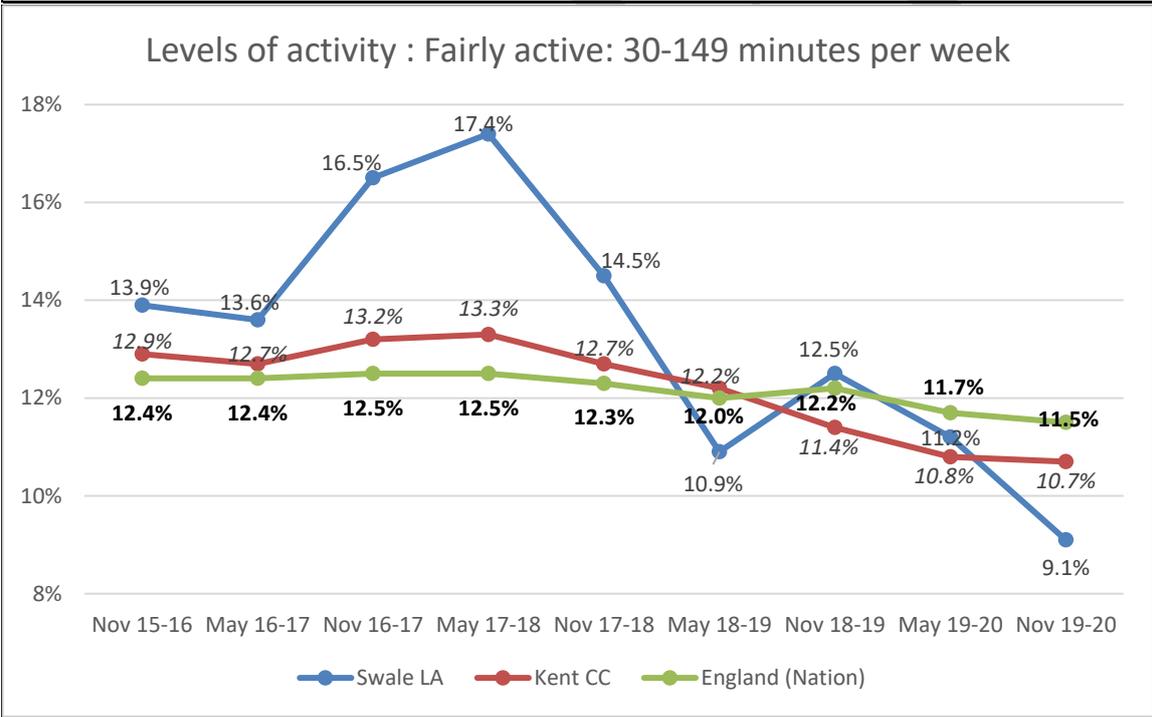
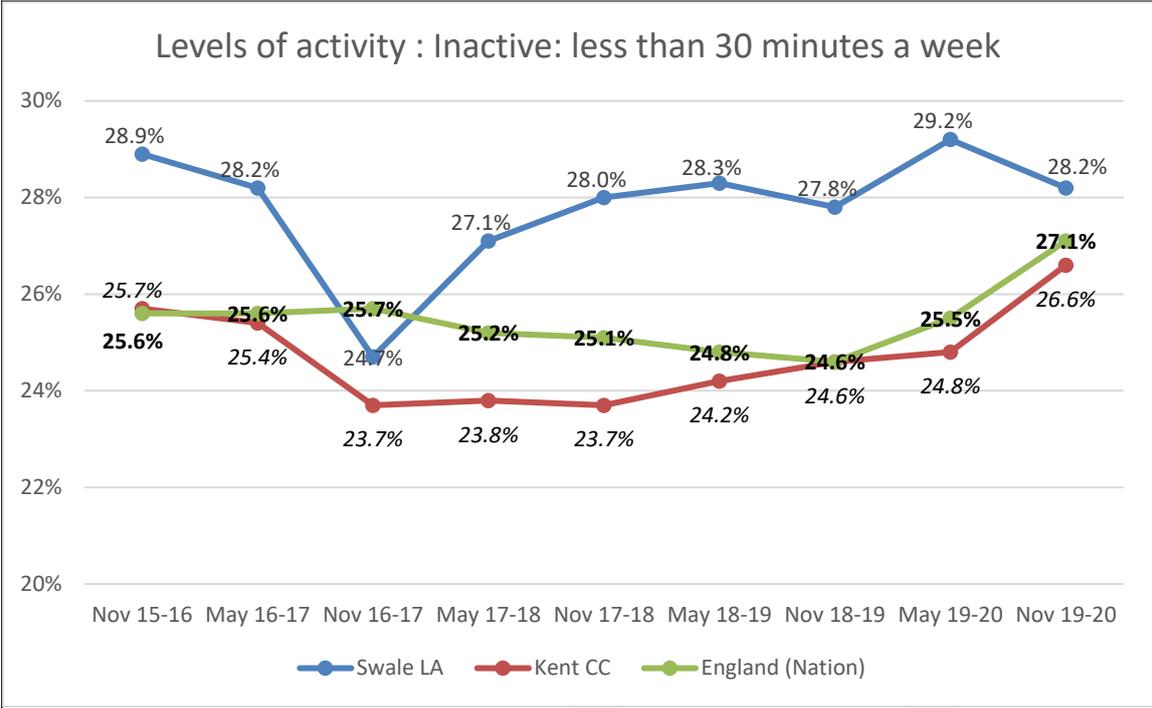
- Continued 'enabling and facilitating' role within the Council to support organisations with PAS as their core objective, responding to their needs and supporting the public, private and voluntary sectors.
- The council has employed a Health & Wellbeing Officer to develop links with the Health Sector and explore delivery of programmes to improve healthier lifestyles, producing the councils 'Health & Wellbeing Plan'.
- Managing the Sports Grant Scheme of £20k per annum until March 2020, distributing over 100 grants of up to £1000 to local organisations to help increase participation in their programmes.
- Establishing the new Community Grant scheme to provide up to £1k grants for organisations develop opportunities to support PAS and Health programmes, activities and opportunities.
- A successful Heritage Lottery Fund application lead by Swale Borough Council to develop the Faversham Recreation Ground.
- Continued funding for local leisure provision at Sheerness, Sittingbourne and Faversham.
- Annually support the Swale Youth Development Fund (SYDF) with a grant of £3,690 that compliments their own fundraising to distribute to young people with talent in Swale.
- Facilitating the Secondary school Heads of PE meetings to establish an Inter-school activity shield for participation and attainment, linking with the Sport England School Games Co-ordinators for the area.
- Until the end of the programme in 2020 the Council has managed the Sport England Satellite Club Programme in Swale to develop community links with schools securing over £40k to support after school activities.

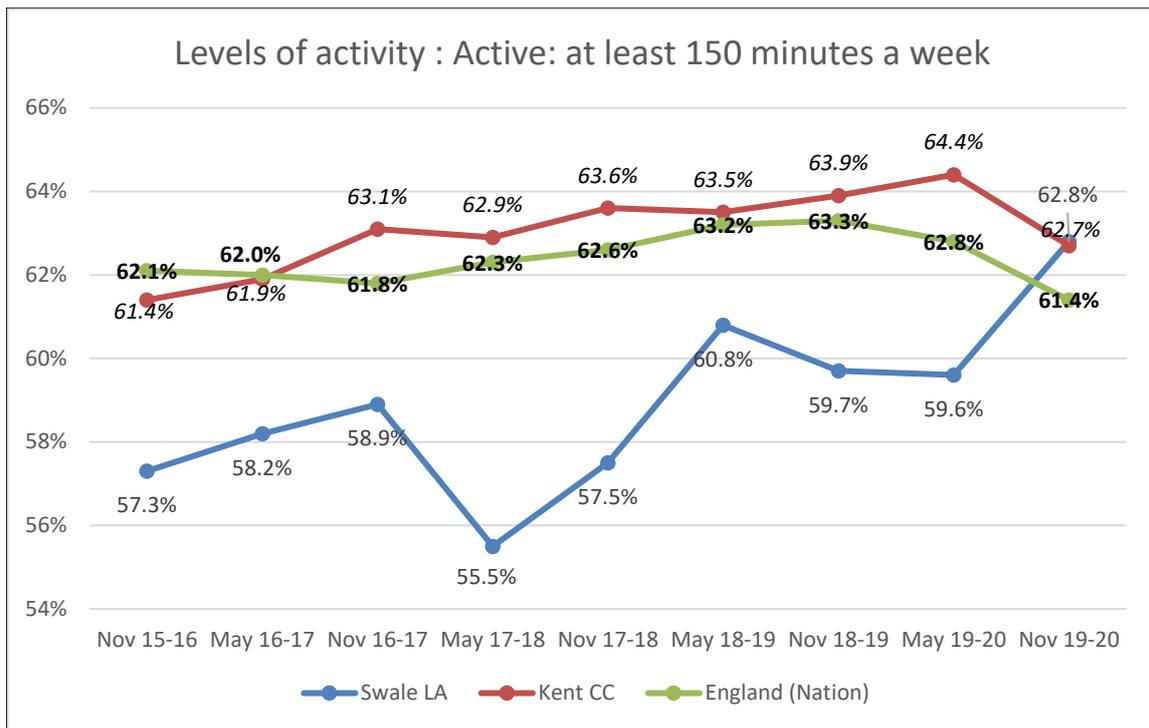
- Adding to the parkrun offer in Swale by supporting and contributing to the introduction of The Leas 5k event and the Faversham Junior 2k Established; assisting the existing Sittingbourne parkrun with staff volunteering to take over the running the event on three occasions.
- Acknowledging the continued efforts of volunteers within all clubs to maintain and increase participation in PAS.
- Assisting the Swale School Football Association to help raise the profile of talented players in Swale and establish seven district teams.
- Developing and facilitating the Walking Football network with six teams supported to provide sessions across Swale.
- Supporting organisations with facility developments including Old Bordenians Hockey Club, Swale Martial Arts, Sheerness Weight Training Club, Sheppey Utd, Faversham Town Football Club.
- Manage the Country Parks, green and open spaces within the borough.
- Establishing Tennis for Free coaching at King Georges courts and supporting Sittingbourne Tennis Club to access courts on the Milton Recreation ground multisport facility.
- Delivering the Infant Games with the School Games co-ordinator to help community clubs engage with primary schools.
- Linking through the Integrated Care Partnership with Medway Unitary Authority to establish the Medway & Swale Physical Activity Alliance.
- Supporting clubs and organisations with COVID recovery and accessing Government funding via the Council's Business Regeneration Team.

The ALF listed indicators that are used by national partners to demonstrate the impact being active can have on an individual and how Swale is performing regarding PAS and Health indicators. The measures were directly taken from research undertaken by Sport England through their Active Lives survey, building on the foundations of their Active People survey.

Physical Activity Indicators

The Sport England 'Active Lives Survey' takes a cross section of the population and provides data on activity levels at a local, regional, and national level. The charts taken from Sport England's online tool show the trends in activity levels –





The charts show in Swale and across the County that participation has fluctuations but does demonstrate there are segments of the community that are inactive, what is unclear is it it's the same people or do residents move between levels of activity.

Current Situation

Swale Context

- Swale is made up of over 37,000 hectares of countryside, coastal and urban areas and has 3 distinct parts: Faversham, Sittingbourne, and Isle of Sheppey plus a large rural hinterland.
- The population is estimated to increase from 151,000 to 165,500 by 2029, with the 65+ age group continuing to be a growing population. PAS and Health provision for this demographic will be key to keeping this ageing population active, helping to prevent high-cost health conditions.
- Addressing issues surrounding deprivation continues to be a priority with Swale being the third highest in Kent and 69th across the Nation.
- There are 20.7% of children in the borough living with poverty, over 6,500 children within families receiving Child Tax Credit and over 4,200 qualifying for free school meals.
- In the Census 2011 - 92.9% of Swale's residents classify themselves as White British, 2.6% as White Other, 0.6% as White Irish, 1.2% Mixed/multiple ethnicities, 1.2% as Asian/Asian British and 1.0% Black/African/Caribbean/Black British. The diversity of the borough is increasing.

Sport and Physical Activity

- The Sport England Active Lives survey 2020/21 classifies 29.9% of adults in Swale as 'Inactive' doing less than 30 minutes in a week; this is above the national average of 27.5%.
- In addition, the Active Lives survey 2020/21 results classifies 7.9% of adults in Swale as 'Fairly Active' taking part in 30-149 mins of activity compared to 11.6% Nationally; 62.2% are classified as 'Active' taking part in 150+ of activity compared nationally with 60.9%.
- The COVID pandemic has seen the emergence and importance of online content to motivate individuals within their home active environments with the Chartered Institute for the Management of Sport & Physical Activity (CIMSPA) launching their first policy for 'Delivering Sport and Physical Activity online'.

Health and well being

- Significant health inequalities exist with a 11.7-year difference in life expectancy between the two ends of the deprivation scale, and a 3.4-year difference between males and females; at the time of the report specific data on other genders was not available or statistically significant to be included but will be monitored.
- The latest figures available for 2019/20 by Public Health England showed that 61.6% of Swale residents were classified as overweight or obese compared to 62.8% Nationally and 61.5% in Kent.
- In Swale the prevalence of excess weight in Year six in 35.6%, slightly higher than 34.6% Nationally. The latest results from the 2018/19 academic year Sport England Active Lives Children and Young People Survey, show that Swale had 36.7% of Years 3 to 6 and 25% of years 7 to 11 doing less than 30 minutes of activity a day
- Prior and during the COVID pandemic in 2020 the barriers to participation included lack of information, time constraints, cost, access, travel constraints, childcare requirements, ill health, and a lack of motivation.

- Diabetes is a condition that can directly result from lack of exercise and poor diet often associated with obesity and being overweight. In Swale, Public Health England figures have the rate of diabetes at 7.8%, slightly higher than the National rate of 6.8%. Whereas the diagnosis rate shows 84.2% of people who display symptoms that could be, but not exclusively are attributable to diabetes, are being diagnosed with the illness against 78% Nationally.

PAS Infrastructure

- Latest data from the Sport England Active Lives shows 44.0% of residents in 2019/20 are currently members of clubs and participated in activities in the past year.
- There are over 300 known PAS and Health contacts connected to the Healthy and Active Swale network.
- There are 285 sports facilities in Swale.
- The Sport England 'Social and economic value of community sport and physical activity in England' research shows that for every £1 spent on community sport and physical activity in England £3.91 worth of impacts are generated... there are over 50 sports related businesses in Swale contribute to the local economy.

What you said

Virtual focus groups were held during August and September 2020 with a range of partners attending the six sessions, and during October an online survey was circulated to the Healthy & Active Swale network to gauge their views on the direction of the framework.

The 24 partners that attended the focus groups and the one that completed the electronic survey all indicated that the vision and priorities were still relevant and combining some to reduce from six to four doesn't lose any of the areas of focus. Supporting the development of the framework internal council colleagues were involved. The summary of the feedback is detailed below:

- Clubs and organisations need support from Local Authorities to help recruit and build confidence for members to return after COVID lockdowns.
- How PAS organisations can help spread good practise with healthier lifestyles as well as delivering activities.
- Are we able to use the same thinking to help build confidence for residents to be more active as well as working and cooking with raw food ingredients; helping to reduce food waste?
- It will still be a club's priority to focus on members and those that are active; but bigger clubs could diversify to help inactive residents with support from Governing Bodies and Local Authorities.
- Support should be available for the range of private, public, and voluntary sector facilities that provide a range of opportunities, engaging local businesses with community groups.
- There needs to be an organisation(s) to help promote what is available in the borough for all levels of ability.
- Funding information and or grants are vital for voluntary clubs, organisations, and individuals.
- Stronger links between Health and PAS sector to help provide opportunities to get residents active as well as share health related information and programmes.

- The gap between school and community activities/relationships has been affected during the COVID lockdowns, how can the framework help with this and strengthening relationships.
- The understanding that Active Travel can be as important to creating healthier lifestyles than taking part in activities.
- PAS needs to embrace social media to communicate internally as well as promoting its programmes and activities.
- Costs of using facilities a barrier, can school sites be accessed?
- Accessibility of facilities and activities can depend on geographical and social barriers that are hard to address.
- Having the right volunteer workforce is key to the running of clubs as well as the delivery of activities.
- Not one sector will be able to address the obesity issue and all elements of the community can support.
- Can the framework help co-ordination between council departments especially with Planning and the development of suitable and appropriate facilities?

Strategic Fit

There is a need for stronger partnerships between the Health and PAS sector to support residents with healthier lifestyles, as a result there are several national and local strategies that will be important in the development and delivery of opportunities, table 1 provides a summary of the strategies:

National/ Regional	Local
<ul style="list-style-type: none"> ▪ Department of Digital, Culture, Media, and Sport – Sporting Future: A New Strategy for an Active Nation. ▪ Sport England – Uniting the Movement 10-year vision to transform lives and communities through sport and physical activity. ▪ Kent Sport – Strategy currently under consultation and delayed whilst appointing new Director. ▪ Department of Health & Social Care – Single departmental plan?? ▪ Public Health England – Everybody active, every day ▪ Change4Life campaign (PHE) 	<ul style="list-style-type: none"> ▪ Working together for a better borough: Corporate Plan 2020-2023 ▪ Swale’s Local Plan ▪ SBC - Health and Wellbeing Improvement Plan ▪ Playing Pitch Strategy – 2016 - 2026 ▪ Open Spaces & Play Strategy – 2017-2022 ▪ Indoor & Built Facility sports Strategy 2015 - 2025

The Vision

That residents of Swale are encouraged, motivated, and informed of the benefits that being active has on their mental and physical health. Enabling them and partners to adapt and address issues and influences surrounding them and live life to the full, be happy, well and reach their full potential.

The Priorities

Healthier and Active Lives

Providing and developing of activities and or programmes that help residents be more active. Sharing information and opportunities that enable residents to become more aware of the benefits of a healthier and active lifestyle, empowering them to get involved within their local community.

PAS and Health partners can contribute through –

- Offer activities and programmes for various levels of ability that will help residents be more active and understand the benefits of healthier lifestyles.
- Understanding the motivations for individuals to be active and provide a supportive environment to encourage them.
- Providing targeted support or information for all residents and or specific demographics
- Existing or exploring new partnership working to enhance your offer.
- Provide activities that safely raises the heart rate and gets you moving.
- Understand what creates barriers for people to join in and see if you can address them e.g., isolation, health.
- Explore opportunities to promote within your workplace
- Provide opportunities to engage with families of participants to become more active with multi-generational opportunities
- Embracing new technologies to raise awareness of the benefits of being active
- Promote the social benefits of volunteering within local community organisations

Healthy & Active Environments

Understanding the requirements for traditional facilities to provide safe places to be active along with the ability for residents to create their own environment to be active at home and in their community.

PAS and Health partners can contribute through –

- Raising the profile of existing facilities, open spaces and areas activities can or do take place in.
- Supporting the development and planning of new and existing facilities, ensuring National Governing Bodies of Sport requirements are considered.
- Explore ways to diversify facilities and the offer they can provide to residents of Swale.
- Adapting to new ways and technology that can enhance facilities and resident's ability to engage with them.
- Share knowledge of the full range of community facilities that can host activities and programmes.
- Explore opportunities to transfer facilities to community organisations
- Provide PAS and Health sector representation and influence into local planning and developer contributions
- Provide facilities that are safe, good quality, multi-sport, accessible and affordable.
- Awareness for residents on how they can create their own active environment at home, work, and leisure.
- Working with the education sector to explore ways to promote facility use and engagement with PAS and Health activities and programmes.

Learning and adapting

Creating awareness of the variety of courses and training available through Governing Bodies and providers for individuals in both professional and voluntary roles, ensuring the provision of PAS and Health activities and programmes is to the highest standards. Exploring related training to be able to adapt provision to support the social and personal development of those delivering and the participants.

PAS and Health partners can contribute through –

- Support workforce development across the sectors and raising awareness of the skills in the borough to provide safe and suitable opportunities.
- Develop the awareness within providers to explore options for adapting opportunities and the need for change to encourage inactive residents.
- Respond to wider health influences and issues that arise that can affect activities and programmes.
- Encourage and promote the role of volunteers supporting your organisation.

Partnerships and Promotion

These two focuses will be encouraging and facilitating partnerships between organisations that can offer a range of activities and programmes that builds the PAS and Health infrastructures across Swale. Promotion of these partnerships, campaigns, and the benefits their services have in creating healthier lifestyles for residents in Swale.

PAS and Health partners can contribute through –

- Contribute to the local network and develop partnerships to help explore how the PAS and Health sectors and deliver opportunities and services to residents.
- Link with national campaigns and events that showcase local and national examples of good practice to cover all aspects of a healthier lifestyle
- Be open to partnerships with non-traditional PAS or Health organisations that will support shared objectives.
- Share information and promotional material with members, participants, and colleagues to raise awareness and profile of PAS and Health initiatives.
- Demonstrate good practise on the delivery of activities and programmes and share within the PAS and Health networks.
- Use of new technologies to help promote opportunities and engage residents to make positive changes to their lifestyles.
- Advertise their organisation, activity, or programmes for the borough through agreed channels

Activities and Case Studies

(note: suggested case studies if we want to include, this was debated in the last version?)

Swale Borough Council Sports grants

parkrun UK events in Swale

Sheppey Utd Facility Development

Faversham Recreation Ground Heritage Lottery

Swale Youth Development Fund

Swale Borough Council – Health & Wellbeing Officer and Health & Wellbeing Improvement Plan

DRAFT

Outcomes/ Success Measures

PAS Indicators

The Sport England 'Active Lives Survey' is being used to measure sport and activity throughout England providing data on the levels of activity at a local, regional, and national level. The 2020/21 results will be used to help track the trend in Activity levels during the HALF.

Activity Levels		Swale	Kent	England	5-year trend
Inactive	0-30 mins	29.9%	27.3%	27.5%	
Active	31-149 mins	7.9%	11.5%	11.6%	
Active	150 mins +	62.2%	61.2%	60.9%	

Health Indicators

The following information has been taken from the KCC Public Health Observatory findings listed as of October 2021, that provides 'Analysis, knowledge and evidence to improve health and wellbeing across Kent: starting well, living well and ageing well'.

Measures	Swale	Kent	5-year trend
Reception year obesity	11.2%	10.4%	
Year 6 Obesity	22.3%	20.0%	
Reception year excess weight	27.5%	22.2%	
Year 6 excess weight	35.6%	34.6%	
Adults classified as overweight or obese	61.6%	61.5%	
Life expectancy at birth (male/female)	78.72 / 82.71	79.89 / 83.46	
Life expectancy at 65 years (male/female)	18.84/20.95	18.9/21.3	
Recorded serious mental health conditions	0.72	0.84	
Hospital admissions for mental health (per 1000k)	198.2	194.9	

Be involved

Not one organisation can be responsible for encouraging and motivating more people to choose a healthier lifestyle. The main aim of the HALF will be to help align the key priorities of agencies involved in PAS and Health in Swale. We welcome contact from any organisation interested in playing its part.

How to use the Framework

The Healthy and Active Lives Framework has been developed to help support partners to both sustain their current provision and explore options to adapt and develop their programmes to help increase opportunities for inactive residents. It will be through partnership working and aligning PAS and Health organisations priorities that the network will be able to maximise resources.

The Healthy and Active Lives Framework will help:

- Evidence the role PAS can take to support healthier lifestyles
- Support organisations to deliver and develop PAS and Health programmes and activities
- Build on existing and encourage new partnerships
- Diversify partners programmes to meet changing needs of the sector
- Provide a focal point for the PAS and Health network in Swale
- Promote equality and safeguarding good practise in provision
- Sustain organisations and celebrate the PAS heritage in Swale
- Identify funding sources to invest in PAS and Health in Swale
- Put the varying needs of the user at the centre of services and activities

Further information

If you would like to help achieve the priorities set out in the Healthy & Active Lives Framework or for more information on the Healthy and Active Swale Network then contact:

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