

AGENDA

COUNCIL MEETING

Date: Wednesday, 23 February 2022

Time: 7.00 pm

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

Quorum = 16

Pages

Information for the Public

*Members of the press and public can listen to this meeting live. Details of how to join the meeting will be added to the website on 22 February 2022.

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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 10 November 2021 (Minute Nos. 413 - 424) 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 Mayor 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.

5. Mayor's Announcements

6. Leader's Statement

7. Questions submitted by the Public

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

8. Questions submitted by Members

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

9. Nomination of Mayor 2022/23

Each candidate's proposer and seconder will be invited to speak for up to three minutes in support of their nomination.

If more than one nomination is received for the position, a secret ballot will be taken.

10. Nomination of Deputy Mayor 2022/23

Each candidate's proposer and seconder will be invited to speak for up to three minutes in support of their nomination.

If more than one nomination is received for the position, a secret ballot will be taken.

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Issued on Tuesday, 15 February 2022

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

Full Council		Agenda Item:
Meeting Date	23 February 2022	
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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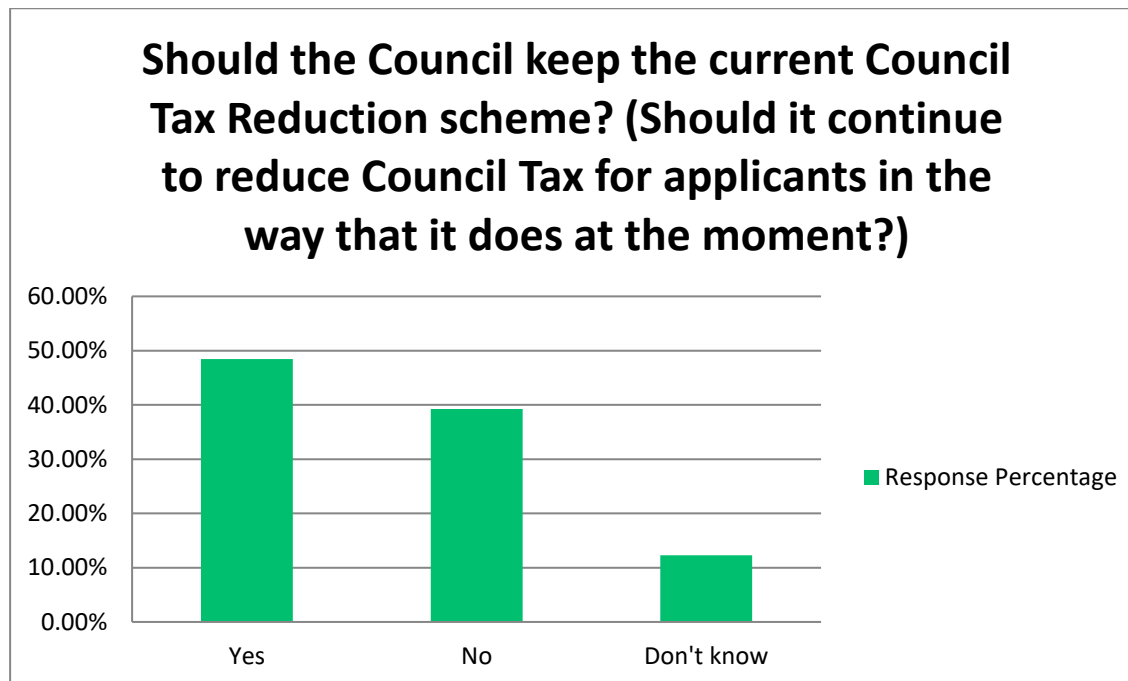
Council Tax Support Scheme Options

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

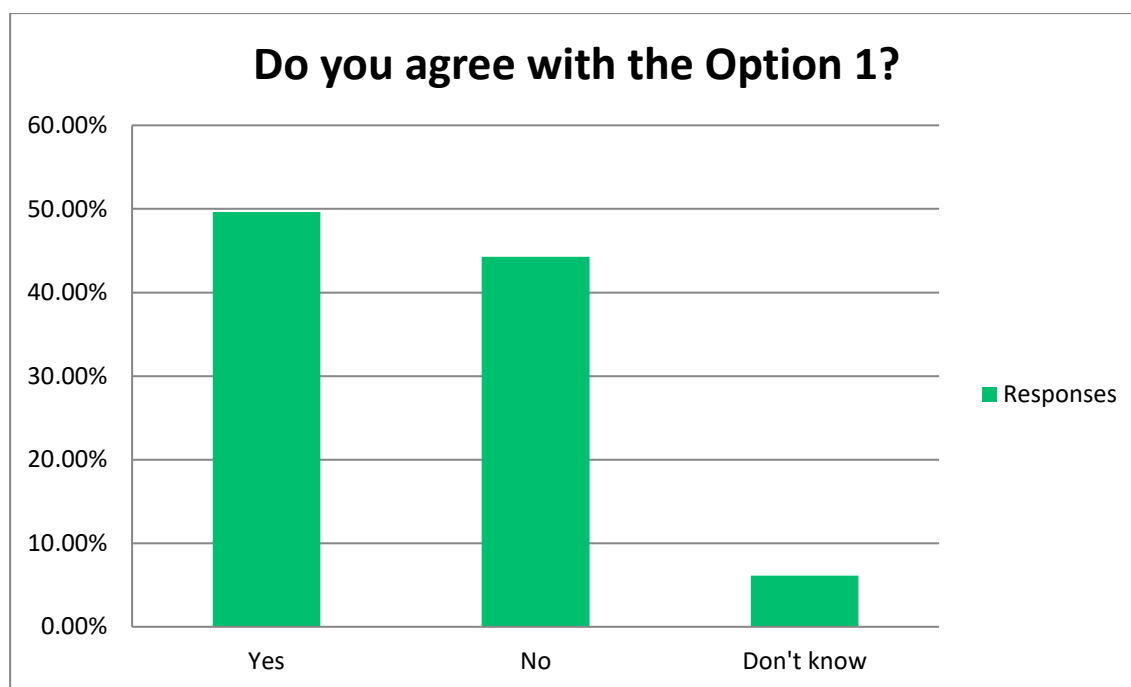
Ethnicity	Yes	No	Don't know
White British	52	41	15
Asian	2	1	0
Black	0	0	0
Mixed	0	0	0
Other	0	1	0

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

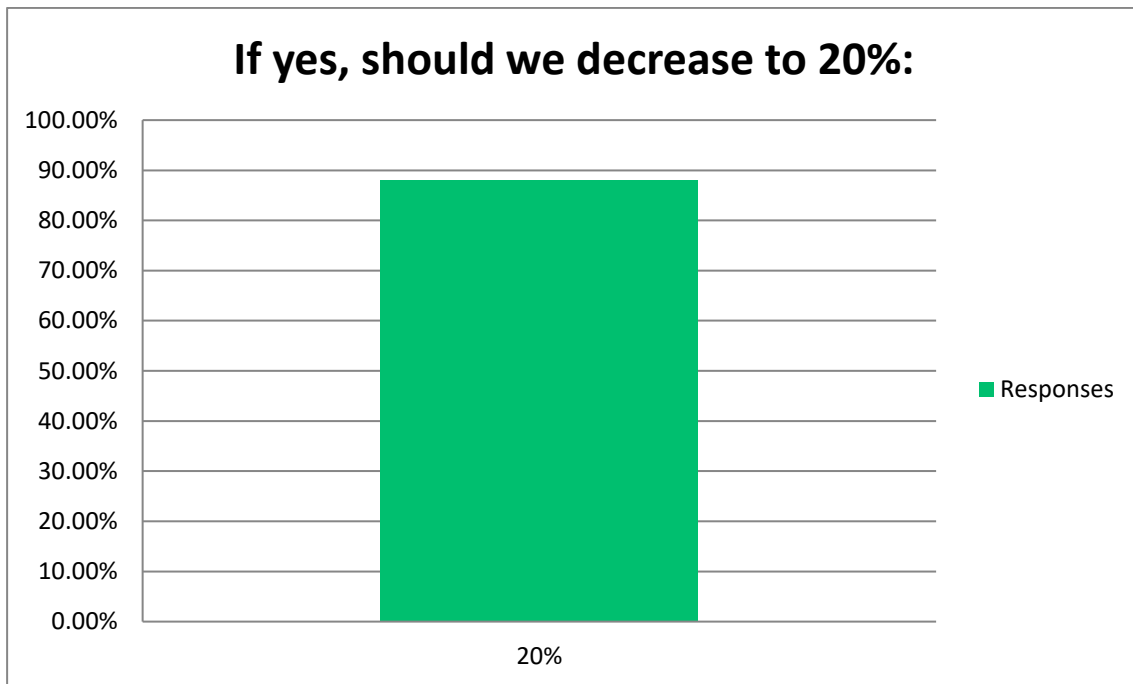
Disability	Yes	No	Don't know
Disabled	28	10	1
Not Disabled	29	39	4

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

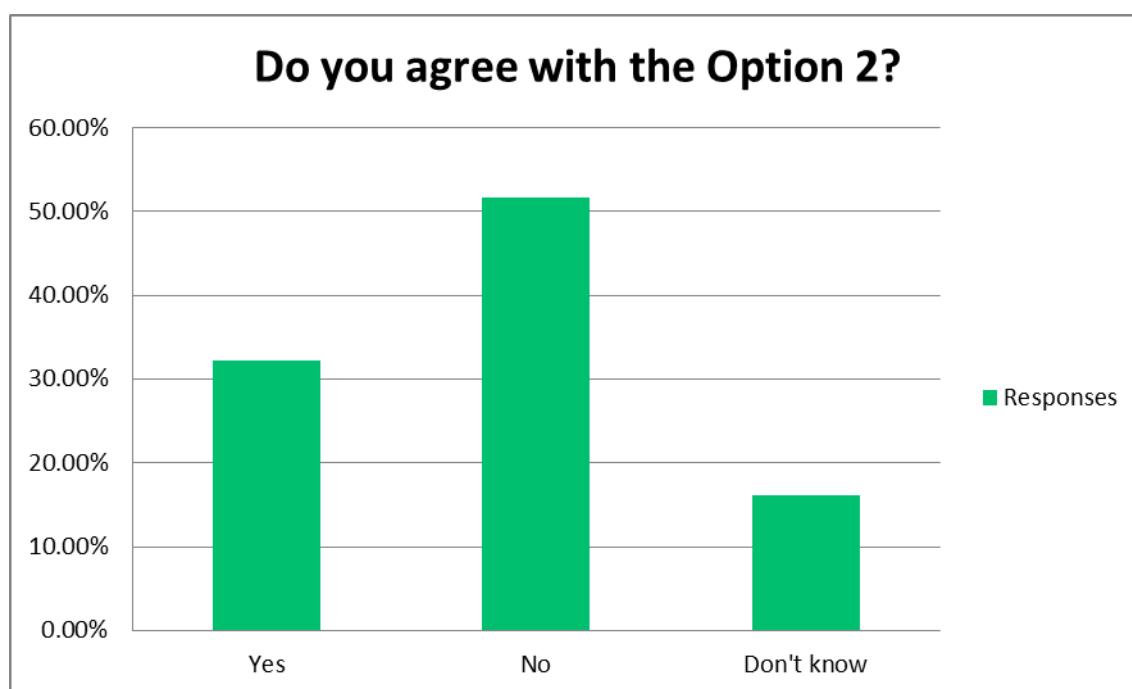
Disability	
Disabled	26
Not Disabled	26

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

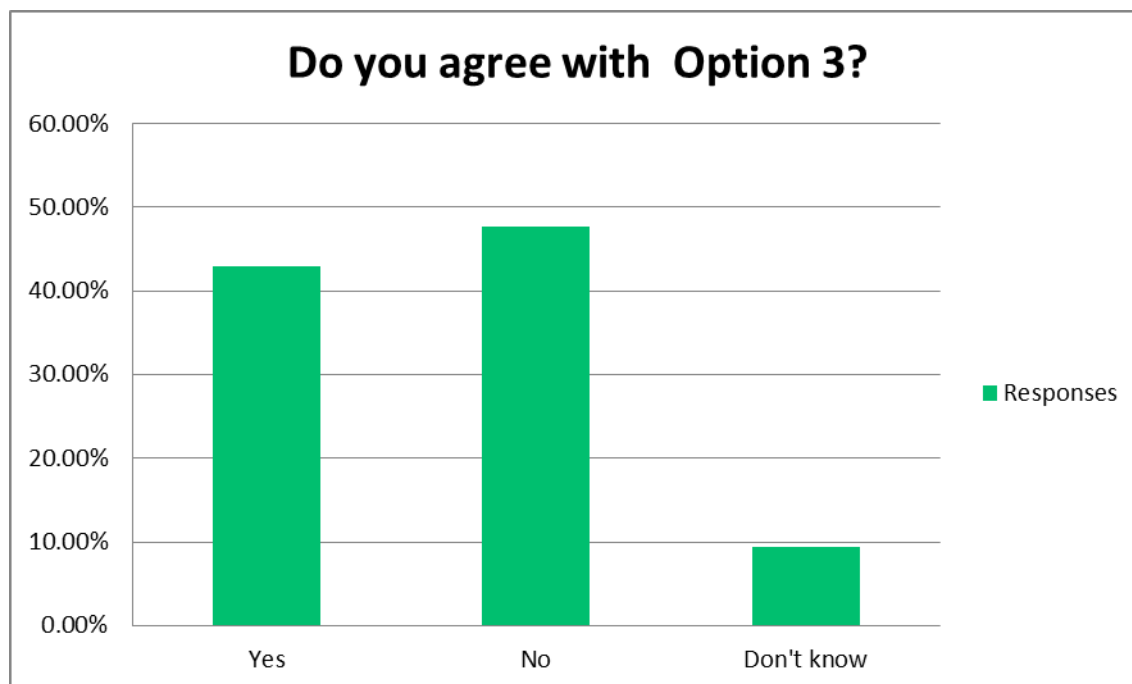
Disability	Yes	No	Don't know
Disabled	12	19	6
Not Disabled	22	37	10

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

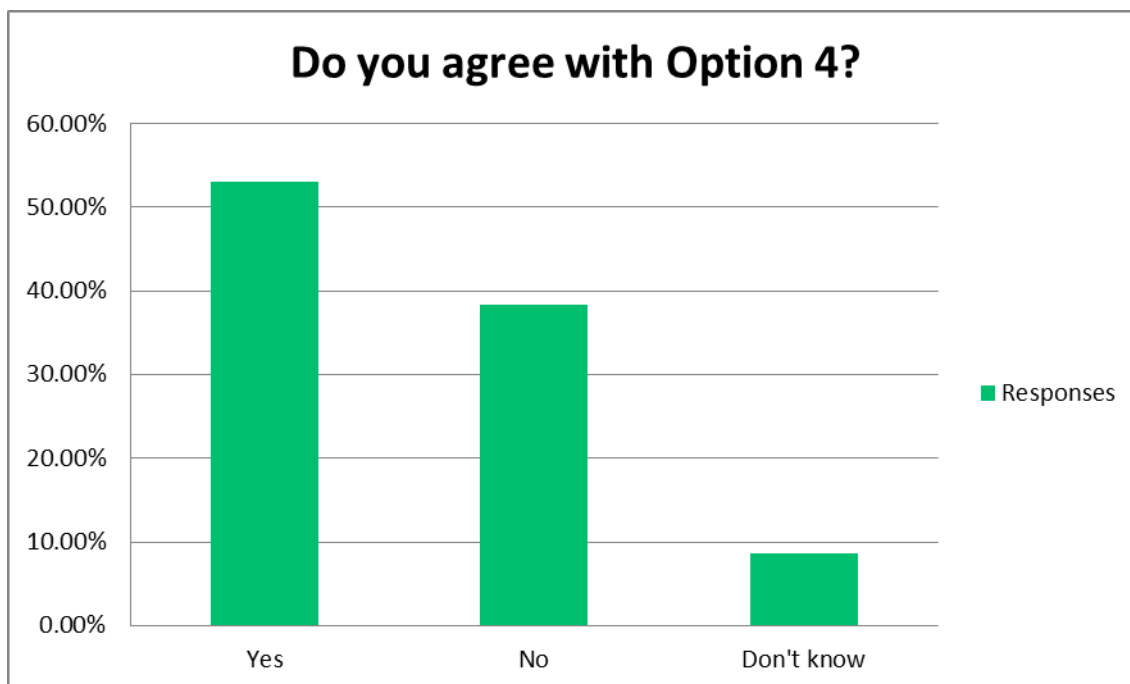
Disability	Yes	No	Don't know
Disabled	17	19	5
Not Disabled	32	34	5

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

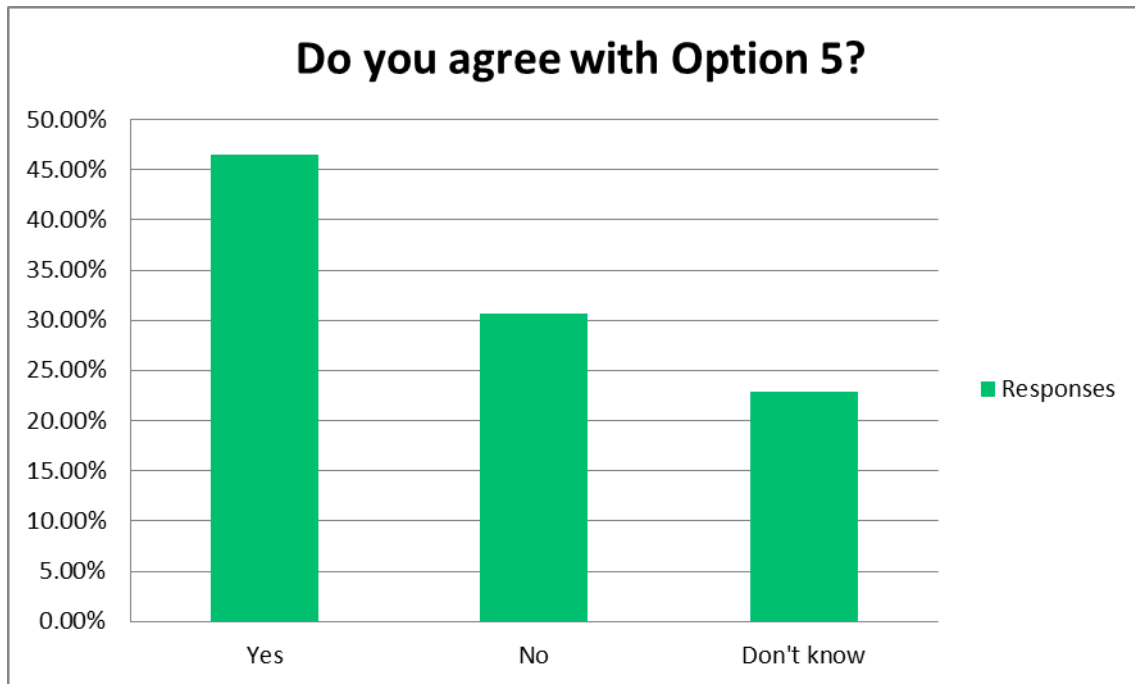
Disability	Yes	No	Don't know
Disabled	20	15	3
Not Disabled	37	28	6

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

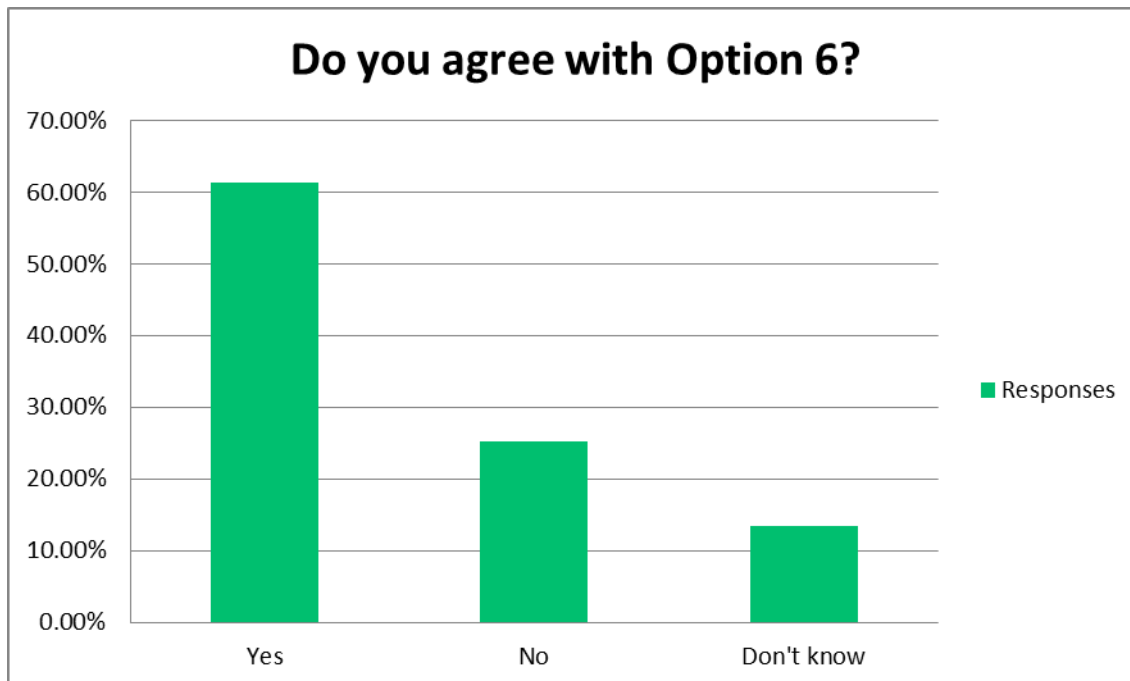
Disability	Yes	No	Don't know
Disabled	20	10	8
Not Disabled	31	25	16

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

Council Meeting	Agenda Item:
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Meeting Date	23 February 2022
Report Title	Budgets and Council Tax for 2022/23
Cabinet Member	Cllr Roger Truelove, Leader and Cabinet Member for Finance
SMT Lead	Larissa Reed, Chief Executive and Lisa Fillery, Director of Resources
Head of Service	Philip Wilson, Head of Finance and Procurement
Lead Officer	Philip Wilson, Head of Finance and Procurement
Key Decision	Yes
Classification	Open

Recommendations	<ol style="list-style-type: none"> 1. That Members note the Director of Resource’s opinion on the robustness of the budget estimates and the adequacy of reserves. 2. That Minute Number 501/02/22 approved by the Cabinet on 9 February 2022 on the report on the Medium Term Financial Plan and the 2022/23 Revenue and Capital Budgets be approved. 3. That the resolutions contained in Appendix I be approved. 4. That in accordance with the proposals contained within SI 2014 No. 165 that a recorded vote be taken on the 2022/23 Budget and Council Tax.
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1. Purpose of Report and Executive Summary

- 1.1 At their meeting on 9 February 2022, the Cabinet recommended the 2022/23 Revenue Budget, the Capital Programme for 2022/23 to 2023/24 and the Medium Term Financial Plan for 2022/23 to 2024/25.
- 1.2 The purpose of this report is for the Council to approve the Council Tax Requirement, Revenue Budget and Capital Programme and Council Tax for the year 2022/23 as set out in the report to the Cabinet on 9 February 2022, subject to any amendments, and to approve the Council Tax Resolutions set out in Appendix I.
- 1.3 This report reflects the latest information available for the preceptors at the time of writing this report (10 February). Should there be any changes to these, members will be informed.

2. Background

- 2.1 As part of the 2022/23 budget setting process, the Cabinet first received a report on the budget proposals for 2022/23 and an update on the Medium Term Financial Plan on 8 December 2021. The draft budget was considered by Scrutiny on 2 February 2022 and by the Cabinet at its meeting on 9 February 2022.

3. Proposal

- 3.1 In accordance with Section 25 of the Local Government Act 2003 the Council's Section 151 Officer is required to report formally to the Council on the robustness of the estimates and the adequacy of the reserves. It should be noted that Section 26 of the Act gives the Secretary of State power to set a minimum level of reserves for which an authority must provide in setting its budget. The Section 151 Officer (the Director of Resources), in accordance with Local Government Act 2003, hereby has confirmed her opinion that the 2022/23 budget submitted is robust and that the reserves are reasonable given an assessment of risks. robust and that the reserves are reasonable given an assessment of risks. The medium term savings requirement will need to be addressed in future budget rounds as it is not sustainable to continue to rely on significant transfers from reserves to support the base budget position. The Budget report to the Cabinet on 9 February 2022 set out the background to this opinion.
- 3.2 All councils have to provide the Government with a forecast for their business rates to be collected for the forthcoming financial year (NNDR1), which has a statutory deadline of 31 January. For 2022/23 the Council is part of the Kent Business Rate Pool and the NNDR1 forms for the other Pool authorities are being collated and any significant changes will be reported to members as part of the monitoring reports during 2022/23.
- 3.3 The Town and Parish Council Precepts for 2022/23 are detailed in Appendix I and total £1,660,788. The increase in the average Band D Council Tax for parished areas is 3.14% and results in an average Band D Council Tax for parishes of £50.63 for 2022/23 (£33.94 including those areas of the borough which are unparished).
- 3.4 As well as its own Council Tax, Swale Borough Council collects on behalf of the other 'precepting authorities', i.e. Kent County Council, the Kent and Medway Fire and Rescue Authority and the Kent Police & Crime Commissioner.
- 3.5 At the time of writing this report, Kent and Medway Fire and Rescue Authority were due to meet on 18 February 2022. This report is based upon a precept of £4,030,165, which results in a Band D Council Tax of £82.35 (1.89%, £1.53 increase).
- 3.6 The Police and Crime Panel met on 2 February 2022 to consider the budget proposals from the Kent Police & Crime Commissioner. The decision was for a precept of £11,165,538, which results in a Band D Council Tax of £228.15 (4.58%, £10.00 increase).

- 3.7 At the time of writing the report, Kent County Council were due to meet on 10 February 2022 and set their precept at £71,512,297 resulting in a Band D Council Tax of £1,461.24 (2.994%, £42.48 increase including Adult Social Care precept).
- 3.8 Appendix II provides more detail on the calculation of the Council Tax requirement and a summary of the calculation of Band D Council Tax.
- 3.9 Appendix III is the Budget report submitted to Cabinet on 9 February 2022.

4. Alternative Options

- 4.1 The options are detailed in the Budget report to the Cabinet on 9 February 2022.

5. Consultation Undertaken or Proposed

- 5.1 Details on the consultation on the budget are in the Budget report to the Cabinet on 9 February 2022.

6. Implications

Issue	Implications
Corporate Plan	As detailed in the Budget report to the Cabinet on 9 February 2022.
Financial, Resource and Property	As detailed in the Budget report to the Cabinet on 9 February 2022.
Legal, Statutory and Procurement	As detailed in the Budget report to the Cabinet on 9 February 2022.
Crime and Disorder	As detailed in the Budget report to the Cabinet on 9 February 2022.
Environment and Climate/ Ecological Emergency	As detailed in the Budget report to the Cabinet on 9 February 2022.
Health and Wellbeing	As detailed in the Budget report to the Cabinet on 9 February 2022.
Safeguarding of Children, Young People and Vulnerable Adults	As detailed in the Budget report to the Cabinet on 9 February 2022.
Risk Management and Health & Safety	As detailed in the Budget report to the Cabinet on 9 February 2022.
Equality and Diversity	As detailed in the Budget report to the Cabinet on 9 February 2022.
Privacy and Data Protection	As detailed in the Budget report to the Cabinet on 9 February 2022.

7. Appendices

- 7.1 The following documents are to be published with this report and form part of the report:
- Appendix I: Council Tax Resolutions

- Appendix II: (i) Council Tax Requirement 2022/23
(ii) Calculation of Band D Council Tax 2022/23
- Appendix III: Budget Report to Cabinet 9 February 2022

8. Background Papers

8.1 As detailed in the Budget report to the Cabinet on 9 February 2022.

Council is recommended to resolve as follows:

1. That it be noted that, further to the Officer Delegated decision taken on 10 December 2021, the Council calculated:
 - 1.1 the Council Tax Base 2022/23 for the whole Council area as 48,939.46 (item T in the formula in Section 31B of the Local Government Finance Act 1992, as amended) (the 'Act') and,
 - 1.2 for dwellings in those parts of its area to which a Parish Precept relates as set out below:

Parish / Town Council	Tax Base
Bapchild	467.78
Bobbing	985.82
Borden	1,104.39
Boughton-Under-Blean	698.98
Bredgar	292.21
Doddington	228.21
Dunkirk	525.39
Eastchurch	848.91
Eastling	149.22
Faversham Town Council	6,880.49
Graveney & Goodnestone	185.21
Hartlip	364.85
Hernhill	299.08
Iwade	1,459.01
Leysdown	1,164.61
Lower Halstow	457.35
Luddenham	41.82
Lynsted	477.89
Milstead	90.36
Minster	5,643.03
Newington	1,055.46
Newnham	158.92
Norton & Buckland	189.97
Oare	173.90
Ospringe	285.14
Queenborough Town Council	900.32
Rodmersham	241.95
Selling	374.26
Sheerness	2,834.17
Sheldwich, Leaveland & Badlesmere	351.31
Stalisfield	98.94
Teynham	944.08
Throwley	146.19
Tonge	444.24
Tunstall	705.54
Upchurch	1,030.52
Warden	503.02
Total Parished Areas	32,802.54

2. That, as a preliminary step, the calculation of the Council Tax requirement for the Council's own purposes for 2022/23 (excluding parish precepts) is £9,262,772, as detailed in the report to Cabinet on 9 February 2022.
3. That the following amounts be calculated for the year 2022/23 in accordance with Sections 30 to 36 of the Act:
 - 3.1 £83,130,628 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act taking into account all precepts issued to it by Parish Councils.
 - 3.2 £72,207,068 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.
 - 3.3 £10,923,560 being the amount by which the aggregate at 3.1 above exceeds the aggregate at 3.2 above, calculated by the Council in accordance with Section 31A(4) of the Act, as its Council Tax requirement for the year. (Item R in the formula in Section 31B of the Act.)
 - 3.4 £223.21 being the amount at 3.3 above (Item R), all divided by item 1.1 above, calculated by the Council, in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year (including Parish precepts).
 - 3.5 £1,660,788 being the aggregate amount of all special items (Parish precepts) referred to in Section 34(1) of the Act.
 - 3.6 £189.27 being the amount at 3.4 above, less the result given by dividing the amount at 3.5 above by 1.1 above, calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no Parish precept relates.

3.7 Part of the Council's area

Parish / Town Council	£ p
Bapchild	217.87
Bobbing	208.52
Borden	247.36
Boughton-Under-Blean	282.26
Bredgar	225.83
Doddington	227.47
Dunkirk	221.83
Eastchurch	245.11
Eastling	224.27
Faversham Town Council	269.66
Graveney & Goodnestone	249.74
Hartlip	211.20
Hernhill	236.08
Iwade	224.63
Leysdown	220.09
Lower Halstow	271.79
Luddenham	189.27
Lynsted	228.51
Milstead	258.99
Minster	224.27
Newington	244.67
Newnham	223.56
Norton & Buckland	225.89
Oare	249.65
Ospringe	216.89
Queenborough Town Council	265.91
Rodmersham	236.80
Selling	224.01
Sheerness	238.65
Sheldwich, Leaveland & Badlesmere	213.75
Stalisfield	218.41
Teynham	253.88
Throwley	214.91
Tonge	196.47
Tunstall	220.57
Upchurch	224.99
Warden	219.09

being the amounts given by adding to the amount at 3.6 above the amounts of the special item or items relating to dwellings in those parts of the Council's area mentioned above divided in each case by the amount at 1.2 above, calculated by the Council, in accordance with Section 34(3) of the Act, as the basic amounts of its Council Tax for the year for dwellings in those parts of its area to which special items relate.

3.8

	Band -A	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
	£ p	£ p	£ p	£ p	£ p	£ p	£ p	£ p	£ p
Bapchild	121.04	145.25	169.45	193.66	217.87	266.29	314.70	363.12	435.74
Bobbing	115.84	139.01	162.18	185.35	208.52	254.86	301.20	347.53	417.04
Borden	137.42	164.91	192.39	219.88	247.36	302.33	357.30	412.27	494.72
Boughton-Under-Blean	156.81	188.17	219.54	250.90	282.26	344.98	407.71	470.43	564.52
Bredgar	125.46	150.55	175.65	200.74	225.83	276.01	326.20	376.38	451.66
Doddington	126.37	151.65	176.92	202.20	227.47	278.02	328.57	379.12	454.94
Dunkirk	123.24	147.89	172.53	197.18	221.83	271.13	320.42	369.72	443.66
Eastchurch	136.17	163.41	190.64	217.88	245.11	299.58	354.05	408.52	490.22
Eastling	124.59	149.51	174.43	199.35	224.27	274.11	323.95	373.78	448.54
Faversham Town Council	149.81	179.77	209.74	239.70	269.66	329.58	389.51	449.43	539.32
Graveney & Goodnestone	138.74	166.49	194.24	221.99	249.74	305.24	360.74	416.23	499.48
Hartlip	117.33	140.80	164.27	187.73	211.20	258.13	305.07	352.00	422.40
Hernhill	131.16	157.39	183.62	209.85	236.08	288.54	341.00	393.47	472.16
Iwade	124.79	149.75	174.71	199.67	224.63	274.55	324.47	374.38	449.26
Leysdown	122.27	146.73	171.18	195.64	220.09	269.00	317.91	366.82	440.18
Lower Halstow	150.99	181.19	211.39	241.59	271.79	332.19	392.59	452.98	543.58
Luddenham	105.15	126.18	147.21	168.24	189.27	231.33	273.39	315.45	378.54
Lynsted	126.95	152.34	177.73	203.12	228.51	279.29	330.07	380.85	457.02
Milstead	143.88	172.66	201.44	230.21	258.99	316.54	374.10	431.65	517.98
Minster	124.59	149.51	174.43	199.35	224.27	274.11	323.95	373.78	448.54
Newington	135.93	163.11	190.30	217.48	244.67	299.04	353.41	407.78	489.34
Newnham	124.20	149.04	173.88	198.72	223.56	273.24	322.92	372.60	447.12
Norton & Buckland	125.49	150.59	175.69	200.79	225.89	276.09	326.29	376.48	451.78
Oare	138.69	166.43	194.17	221.91	249.65	305.13	360.61	416.08	499.30
Ospringe	120.49	144.59	168.69	192.79	216.89	265.09	313.29	361.48	433.78
Queenborough Town Council	147.73	177.27	206.82	236.36	265.91	325.00	384.09	443.18	531.82
Rodmersham	131.56	157.87	184.18	210.49	236.80	289.42	342.04	394.67	473.60
Selling	124.45	149.34	174.23	199.12	224.01	273.79	323.57	373.35	448.02
Sheerness Town Council	132.58	159.10	185.62	212.13	238.65	291.68	344.72	397.75	477.30
Sheldwich, Leaveland & Badlesmere	118.75	142.50	166.25	190.00	213.75	261.25	308.75	356.25	427.50
Stalisfield	121.34	145.61	169.87	194.14	218.41	266.95	315.48	364.02	436.82
Teynham	141.04	169.25	197.46	225.67	253.88	310.30	366.72	423.13	507.76
Throwley	119.39	143.27	167.15	191.03	214.91	262.67	310.43	358.18	429.82
Tonge	109.15	130.98	152.81	174.64	196.47	240.13	283.79	327.45	392.94
Tunstall	122.54	147.05	171.55	196.06	220.57	269.59	318.60	367.62	441.14
Upchurch	124.99	149.99	174.99	199.99	224.99	274.99	324.99	374.98	449.98
Warden	121.72	146.06	170.40	194.75	219.09	267.78	316.46	365.15	438.18
All other parts of the Council's area	105.15	126.18	147.21	168.24	189.27	231.33	273.39	315.45	378.54

being the amounts given by multiplying the amounts at 3.6 and 3.7 above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.

4. That it be noted that, for the year 2021/22, Kent County Council, the Kent Police & Crime Commissioner, and the Kent and Medway Fire and Rescue Authority have stated the following amounts in precepts issued to the Council, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of dwelling shown below:

Valuation Bands

SWALE BOROUGH COUNCIL

-A	A	B	C	D	E	F	G	H
£105.15	£126.18	£147.21	£168.24	£189.27	£231.33	£273.39	£315.45	£378.54

KENT COUNTY COUNCIL

-A	A	B	C	D	E	F	G	H
£811.80	£974.16	£1,136.52	£1,298.88	£1,461.24	£1,785.96	£2,110.68	£2,435.40	£2,922.48

THE KENT POLICE & CRIME COMMISSIONER

-A	A	B	C	D	E	F	G	H
£126.75	£152.10	£177.45	£202.80	£228.15	£278.85	£329.55	£380.25	£456.30

KENT AND MEDWAY FIRE AND RESCUE AUTHORITY

-A	A	B	C	D	E	F	G	H
£45.75	54.90	£64.05	£73.20	£82.35	£100.65	£118.95	£137.25	£164.70

5. That, having calculated the aggregate in each case of the amounts at 3.8 and 4 above, the Council, in accordance with Sections 30 and 36 of the Local Government Finance Act 1992, hereby sets the following amounts as the amounts of Council Tax for the year 2022/23 for each of the categories of dwellings shown below:

	Band -A	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
	£ p	£ p	£ p	£ p	£ p	£ p	£ p	£ p	£ p
Bapchild	1,105.34	1,326.41	1,547.47	1,768.54	1,989.61	2,431.75	2,873.88	3,316.02	3,979.22
Bobbing	1,100.14	1,320.17	1,540.20	1,760.23	1,980.26	2,420.32	2,860.38	3,300.43	3,960.52
Borden	1,121.72	1,346.07	1,570.41	1,794.76	2,019.10	2,467.79	2,916.48	3,365.17	4,038.20
Boughton-Under-Blean	1,141.11	1,369.33	1,597.56	1,825.78	2,054.00	2,510.44	2,966.89	3,423.33	4,108.00
Bredgar	1,109.76	1,331.71	1,553.67	1,775.62	1,997.57	2,441.47	2,885.38	3,329.28	3,995.14
Doddington	1,110.67	1,332.81	1,554.94	1,777.08	1,999.21	2,443.48	2,887.75	3,332.02	3,998.42
Dunkirk	1,107.54	1,329.05	1,550.55	1,772.06	1,993.57	2,436.59	2,879.60	3,322.62	3,987.14
Eastchurch	1,120.47	1,344.57	1,568.66	1,792.76	2,016.85	2,465.04	2,913.23	3,361.42	4,033.70
Eastling	1,108.89	1,330.67	1,552.45	1,774.23	1,996.01	2,439.57	2,883.13	3,326.68	3,992.02
Faversham Town Council	1,134.11	1,360.93	1,587.76	1,814.58	2,041.40	2,495.04	2,948.69	3,402.33	4,082.80
Graveney & Goodnestone	1,123.04	1,347.65	1,572.26	1,796.87	2,021.48	2,470.70	2,919.92	3,369.13	4,042.96
Hartlip	1,101.63	1,321.96	1,542.29	1,762.61	1,982.94	2,423.59	2,864.25	3,304.90	3,965.88
Hernhill	1,115.46	1,338.55	1,561.64	1,784.73	2,007.82	2,454.00	2,900.18	3,346.37	4,015.64
Iwade	1,109.09	1,330.91	1,552.73	1,774.55	1,996.37	2,440.01	2,883.65	3,327.28	3,992.74
Leysdown	1,106.57	1,327.89	1,549.20	1,770.52	1,991.83	2,434.46	2,877.09	3,319.72	3,983.66
Lower Halstow	1,135.29	1,362.35	1,589.41	1,816.47	2,043.53	2,497.65	2,951.77	3,405.88	4,087.06
Luddenham	1,089.45	1,307.34	1,525.23	1,743.12	1,961.01	2,396.79	2,832.57	3,268.35	3,922.02
Lynsted	1,111.25	1,333.50	1,555.75	1,778.00	2,000.25	2,444.75	2,889.25	3,333.75	4,000.50
Milstead	1,128.18	1,353.82	1,579.46	1,805.09	2,030.73	2,482.00	2,933.28	3,384.55	4,061.46
Minster	1,108.89	1,330.67	1,552.45	1,774.23	1,996.01	2,439.57	2,883.13	3,326.68	3,992.02
Newington	1,120.23	1,344.27	1,568.32	1,792.36	2,016.41	2,464.50	2,912.59	3,360.68	4,032.82
Newnham	1,108.50	1,330.20	1,551.90	1,773.60	1,995.30	2,438.70	2,882.10	3,325.50	3,990.60
Norton & Buckland	1,109.79	1,331.75	1,553.71	1,775.67	1,997.63	2,441.55	2,885.47	3,329.38	3,995.26
Oare	1,122.99	1,347.59	1,572.19	1,796.79	2,021.39	2,470.59	2,919.79	3,368.98	4,042.78
Ospringe	1,104.79	1,325.75	1,546.71	1,767.67	1,988.63	2,430.55	2,872.47	3,314.38	3,977.26
Queenborough Town Council	1,132.03	1,358.43	1,584.84	1,811.24	2,037.65	2,490.46	2,943.27	3,396.08	4,075.30
Rodmersham	1,115.86	1,339.03	1,562.20	1,785.37	2,008.54	2,454.88	2,901.22	3,347.57	4,017.08
Selling	1,108.75	1,330.50	1,552.25	1,774.00	1,995.75	2,439.25	2,882.75	3,326.25	3,991.50
Sheerness Town Council	1,116.88	1,340.26	1,563.64	1,787.01	2,010.39	2,457.14	2,903.90	3,350.65	4,020.78
Sheldwich, Leaveland & Badlesmere	1,103.05	1,323.66	1,544.27	1,764.88	1,985.49	2,426.71	2,867.93	3,309.15	3,970.98
Stalisfield	1,105.64	1,326.77	1,547.89	1,769.02	1,990.15	2,432.41	2,874.66	3,316.92	3,980.30
Teynham	1,125.34	1,350.41	1,575.48	1,800.55	2,025.62	2,475.76	2,925.90	3,376.03	4,051.24
Throwley	1,103.69	1,324.43	1,545.17	1,765.91	1,986.65	2,428.13	2,869.61	3,311.08	3,973.30
Tonge	1,093.45	1,312.14	1,530.83	1,749.52	1,968.21	2,405.59	2,842.97	3,280.35	3,936.42
Tunstall	1,106.84	1,328.21	1,549.57	1,770.94	1,992.31	2,435.05	2,877.78	3,320.52	3,984.62
Upchurch	1,109.29	1,331.15	1,553.01	1,774.87	1,996.73	2,440.45	2,884.17	3,327.88	3,993.46
Warden	1,106.02	1,327.22	1,548.42	1,769.63	1,990.83	2,433.24	2,875.64	3,318.05	3,981.66
All other parts of the Council's area	1,089.45	1,307.34	1,525.23	1,743.12	1,961.01	2,396.79	2,832.57	3,268.35	3,922.02

6. That it be determined the Council's relevant basic amount of Council Tax for 2022/23 is not excessive in accordance with principles approved under Section 52ZC of the Local Government Finance Act 1992. The principles for the 2022/23 financial year are set out in Annex A of The Referendums Relating to Council Tax Increases (Principles) (England) Report 2022/23. As the billing authority, the Council has not been notified by a major precepting authority that its relevant basic amount of Council Tax for 2022/23 is excessive and therefore the billing authority is not required to hold a referendum in accordance with Section 52ZK of the Local Government Finance Act 1992.

7. That the revenue and capital estimates for 2022/23 in Appendix III be approved.

Council Tax 2022/23

Our Council Tax requirement is:

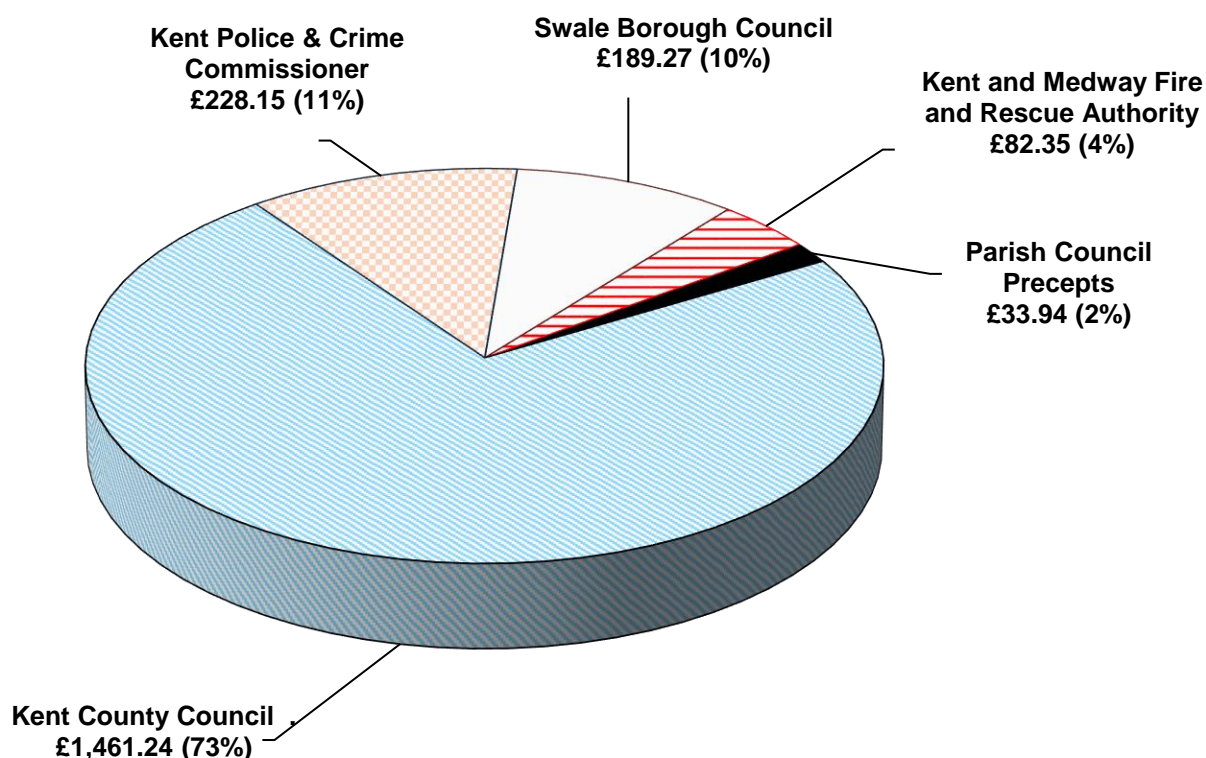
	2021/22 £	2022/23 £
Swale Budget Requirement	19,039,755	18,941,772
Less Revenue Support Grant	(116,000)	(119,000)
Less Business Rates	(8,642,000)	(9,072,000)
Less Collection Fund Surplus	(50,000)	0
Less Additional Grants	(1,377,000)	(488,000)
Council Tax Requirement	8,854,755	9,262,772
Band D Council Tax	£184.32	£189.27
Tax Base	48,040.12	48,939.46

As well as our own Council Tax, we collect on behalf of the other 'precepting authorities', i.e. Kent County Council (2.994%, £42.48 increase including Adult Social Care precept), the Kent and Medway Fire and Rescue Authority (1.89%, £1.53 increase) and the Kent Police & Crime Commissioner (4.58%, £10.00 increase). For a Band D property this equates to an overall increase of 3.10%, £58.96 compared to the increase of 4.91%, £88.98 in 2021/22. Where applicable there will be an additional sum collected on behalf of the Parish Councils which have chosen to levy a local precept (see Appendix I).

2021/22		Authority	2022/23	
Precept £	Band D Council Tax £		Precept £	Band D Council Tax £
68,157,401	1,418.76	Kent County Council	71,512,297	1,461.24
10,479,952	218.15	Kent Police & Crime Commissioner	11,165,538	228.15
3,882,602	80.82	Kent and Medway Fire and Rescue Authority	4,030,165	82.35
8,854,755	184.32	Swale Borough Council	9,262,772	189.27
91,374,710	1,902.05	Basic Council Tax	95,970,772	1,961.01
1,574,957	32.78	Parish Council Precepts*	1,660,788	33.94
92,949,667	1,934.83	Council Tax inc. Parish Precepts	97,631,560	1,994.95

* The Band D Council Tax is the average tax in respect of Parish Council Precepts for the whole Borough.

Allocation of Council Tax:



Cabinet Meeting	
Meeting Date	9 February 2022
Report Title	2022/23 Revenue Budget/ Medium Term Financial Plan and Capital Strategy
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
Key Decision	Yes
Classification	Open
Recommendations	<p>5. To approve the 2022/23 Revenue Budget proposals.</p> <p>6. To approve the proposed Council Tax Band D increase for 2022/23 to £189.27.</p> <p>7. To note the Medium Term Financial Plan.</p> <p>8. To approve the Capital Strategy.</p> <p>9. To approve the Capital Programme proposals.</p> <p>10. To note the additional amount of Council Tax for Parish Precepts.</p> <p>11. To approve the Minimum Revenue Provision Statement as set out in Appendix VII</p>

1. Purpose of Report and Executive Summary

- 1.1 This report sets out the Council's Revenue and Capital budget proposals for 2022/23, the Medium Term Financial Plan (MTFP) and the Capital Strategy.
- 1.2 Cabinet received a budget report on 8 December prior to the Provisional Local Authority Grant Settlement announced on 16 December. This report reflects the implications of the Settlement.
- 1.3 The previous budget report to Cabinet emphasized the need for the Council to be able to support residents to cope with the Covid pandemic by maintaining the Council's core services. That report was finalised at the beginning of December and cases are continuing to rise once again following the spread of the Omicron variant.
- 1.4 This report, if agreed by Cabinet, will then go forward to Council on 23 February.

2. Background

Provisional Local Government Finance Settlement 2022/23

- 2.1 The draft Settlement announced some additional one off grant funding for 2022/23 and a further year's allocation of New Homes Bonus. Unfortunately, the settlement was once again for one year only, despite some indications that there would be a return to multi year settlement data this time.
- 2.2 The main issues to highlight from the settlement are:

Funding Source	Amount (£)	Comments
Settlement Additional Funding		
Revenue Support Grant	2,000	
Lower Tier Services Grant	192,000	Another year's allocation of this grant - to prevent any lower tier Council having a negative Spending Power change
Service Grant	296,000	New grant allocation for one year only
New Homes Bonus	494,000	One year only
Total	984,000	

Lower Medway Internal Drainage Board Precept

- 2.3 The assumptions made in the draft budget proposal are in line with the levy due from the Board for 2022/23.

Staff Pay

- 2.4 The pay proposal will come separately to Council but the budget assumes a 2% increase and that is still the intention. The Council will continue to apply increases to the Real Living Wage, which may be in excess of the average increase applied across the pay scales.

Capital Strategy

- 2.5 The Capital Strategy gives a high-level overview of how capital expenditure, capital financing and treasury management activity contribute to the provision of local public services. The proposed Treasury Management Strategy is reported separately to this meeting. The proposed Capital Programme and its funding are detailed in Appendix V to this report.
- 2.6 Councils are required to balance their revenue budget annually and cannot borrow to achieve a balanced position. However, they have very far reaching powers to borrow to fund capital expenditure. This has historically been funded from borrowing from the Public Works Loan Board (PWLB), which is part of the Debt Management Office which is part of the Treasury. Borrowing can be for up to 50 years at rates which are below commercial rates.
- 2.7 Government and the Chartered Institute of Public Finance and Accountancy (CIPFA) has taken a pretty dim view of Council borrowing to acquire assets for income generation purposes only. There has been extensive media coverage of some of the most egregious examples of this behaviour, it is very widespread. This Council has had a clear policy of not borrowing for income purposes only and the Sittingbourne Town Centre (STC) development is classified as a Regeneration project in the Council's accounts. Council in February 2020 agreed the following principles:
- Investing in sustainable, affordable and social housing to increase overall supply,
 - Using the ability to borrow at low rates of interest for the benefit of the physical and social infrastructure of the borough and for broader social value, and
 - Ensuring that the costs of borrowing are manageable long term within the Revenue budget.
- 2.8 Council also agreed that in future, rather than announcing a borrowing facility with no linkage to a particular project, the specific project agreed by Cabinet will have a borrowing limit associated with it. This limit can be varied by Cabinet.
- 2.9 The Council has not made and will not make any direct commercial investments outside of the Borough. Capital funds will be used for the benefit of local residents.
- 2.10 The Sittingbourne Town Centre retail and leisure developments are now complete with the cinema, bowling alley and Nandos now all open.
- 2.11 Looking ahead to 2022/23 there will be two major capital projects which are reflected in the draft Capital Budget:

- Housing company - in October 2020 Cabinet agreed to establish Swale Rainbow Homes Ltd. The outline business case envisaged the Council providing up to £23m of funding through loans to support the delivery of 139 new homes. The exact arrangements for the drawdown of this funding will follow the detailed planning and procurement phases. The cost of the borrowing will be wholly met by the company. Because the company is a wholly owned by the Council its accounts will need to be incorporated into those of the Council requiring the company to have the same financial year as the Council.
 - Swale House refurbishment - in December Cabinet received an update report on this project and the intention is to bring a detailed report to Cabinet in March. At this point the Capital budget allows for £1.9m, this is a prudent figure reflecting energy savings and additional rental income to meet borrowing costs. Cabinet may decide on a higher figure and this will then be reflected in following years revenue budgets.
- 2.12 Debt is only a temporary source of finance, since loans must be repaid, and this is therefore replaced over time by other financing, usually from revenue which is known as Minimum Revenue Provision (MRP). MRP is a charge to the revenue budget which then accrues on the Balance Sheet; it is not an external payment. Alternatively, capital receipts may be used to replace debt finance. The Council's policy on MRP is set out in Appendix VII.
- 2.13 All organisations need to manage their cash flow. For most Councils their cash flow level is much larger than their reserves as they take in funds through sources such as Business Rates and Council Tax which they hold before making payments to other bodies such as Kent County Council (KCC). The Council's daily cash balances averaged £33.8m in the 6 months to 30 September. With short-term deposit rates continuing to be very low, where a Council is investing in a capital project, it can fund this capital investment from cash flow and this is known as internal borrowing. Internal borrowing defers the financial commitment to external borrowing. MRP still has to be made. The Finance Department closely monitors cash flow to ensure that there is no adverse impact.
- 2.14 For any significant investment the Council will supplement the expertise of Members and Officers with appropriate external specialist expertise to ensure that proposals are fully tested and risks considered.
- 2.15 The Chief Financial Officer believes that the Capital Strategy and Capital Programme proposed are sustainable.

3. Proposals

Medium Term Financial Plan

- 3.1 The updated Medium Term Financial Plan is attached in Appendix I.

Balanced Budget Proposals

3.2 The 8 December Cabinet report showed a balanced position but based on a gap of £2.3m being closed by the use of £1m from the Business Rates Volatility Reserve originally earmarked for the Special Projects Fund and a further £1.3m from reserves.

3.3 The table below shows variations since the December budget report:

Budget Heading	Variation £'000
Corporate Restructure	95
Take out Footway Lighting saving	20
Additional inflation costs on contracts	100
M365 licences for roll out	15
Mobile working app - Contracts	10
Government Grant allocation	(984)
NI costs	113
CT base	(34)
Total	(665)

3.4 The overall effect of all the variations in this report are summarised below:

	£'000
Requirement for balanced position December Cabinet	2,316
Less budget variations paragraph 3.3	(665)
New requirement for balanced position	1,651

3.5 Detailed revenue budget proposals are attached in Appendix II.

3.6 An analysis of the budget risks is detailed in Appendix VIII.

Council Tax

3.7 The budget proposals assume an increase of £4.95 in the Band D Council Tax to £189.27.

3.8 The Collection Fund and Council Tax base are set out in Appendix III.

3.9 The Council Tax base was set at 48,939.46 by the Director of Resources.

3.10 Parish precepts are shown in Appendix IV.

Capital Programme

3.11 The Capital Budget is attached in Appendix V.

Reserves

3.12 The key principles for the management of Reserves moving forward are:

- Maintain a prudent level of reserves to allow the Council to deal with unexpected one-off events;
- Funding the Council's strategic priorities; and,
- Fund one-off items of expenditure to support service delivery.

3.13 When the Council is considering its budget requirement, it is the Director of Resources' duty under S25 of the Local Government Act 2003 to report on the adequacy of reserves. These have been reviewed in line with guidance from the Chartered Institute of Public Finance and Accountancy.

3.14 The Council seeks to maintain a minimum of £1.5m as its General Fund balance and there is no reason to change this - the balance at 1 April 2021 was £4.484m. The Council holds earmarked reserves for specific purposes. The remaining unallocated funds form the General Reserve. The Director of Resources' view is that the level of reserves and balances held by the Council are at a reasonable level. Reserves and balances are set out in Appendix VI which shows the Budget forecast, but all in-year changes will be reflected in closedown and in the Council's financial accounts.

3.15 The Council's Section 151 Officer (Director of Resources), in accordance with the Local Government Act 2003, has hereby confirmed her opinion that the 2022/23 budget is robust, and the reserves are reasonable given the risks faced by the Council. The medium term savings requirement will need to be addressed in future budget rounds as it is not sustainable to continue to rely on significant transfers from reserves to support the base budget position.

4. Alternative Options

- 4.1 Do nothing - this is not recommended as the Council is legally required to set a balanced budget.
- 4.2 The December report upon which this report builds has been considered by Scrutiny Committee.

5. Consultation Undertaken or Proposed

- 5.1 The budget proposals were reported to Cabinet on 8 December 2021 and were examined by Scrutiny Committee on 2 February 2022.
- 5.2 Consultation with the business community has taken place.

- 5.3 An online budget consultation exercise took place and the results are summarised in Appendix IX.

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.
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: Detailed Revenue Budget Proposals
- Appendix III: Collection Fund and Council Tax Base
- Appendix IV: Parish Precepts
- Appendix V: Capital Programme and Funding
- Appendix VI: Estimated Use of Revenue Reserves 2021/22 - 2024/25
- Appendix VII: Minimum Revenue Provision Statement

- Appendix VIII: Budget Risks
- Appendix IX: Budget Consultation

8. Background Papers

Cabinet Agenda papers 8 December 2021

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	6,645	7,366	8,157
Planning	865	765	739	740
Housing & Community Services	3,472	3,440	3,440	3,440
Regeneration & Economic Development	(129)	(152)	(237)	(305)
Policy, Governance & Customer Services	2,273	2,253	2,253	2,253
Finance & Procurement	816	782	788	794
Corporate Overheads/Capital Financing	2,344	2,877	2,874	2,838
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	1,377	1,377	1,377
Collection Fund Surplus	(50)	0	0	0
Pay and inflation	0	427	719	1,011
Sub Total Base Budget	19,711	20,949	21,811	22,753
Drainage Board	876	906	937	969
Historic contribution to reserves	93	93	93	93
Contribution from reserve	(662)	52	106	106
Cumulative Savings required	0	(1,651)	(2,875)	(3,318)
Grants				
Revenue Support Grant	(116)	(119)	(119)	(2)
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)	(192)	0	0
Services Grant	0	(296)	0	0
Covid grant allocation	(996)	0	0	0
New Homes Bonus (assuming not just legacy payments)	(1,028)	(1,407)	(983)	(983)
Council Tax requirement	8,855	9,263	9,648	10,042
Annual savings required		(1,651)	(1,224)	(443)
Tax Base	48,040.12	48,939.46	49,673.55	50,418.65
Council Tax £	184.32	189.27	194.22	199.17
Council Tax increase %		2.69%	2.62%	2.55%
Council Tax increase £		4.95	4.95	4.95
Tax Base increase %		1.87%	1.50%	1.50%

2022/23 Medium Term Financial Plan (MTFP)

Service	2021/22	Growth	Unavoidable Pressure	Loss of income	Increased income	Price increases	Savings	Operational	2022/23	Commentary
	£'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)	308	(84)	12	6,645	Growth - New Grounds & Tree contract. Pressure = replacement bin costs. Loss of Parking income. New income from Green Waste increase, charging for replacement bins and leisure contract changes. Inflation increases at £308k
Planning	865				(36)		(65)	1	765	Planning income increases and staff savings
Housing & Community Services	3,472	16					(49)	1	3,440	Staff savings
Regeneration & Economic Development	(129)	95			(101)	15	(47)	15	(152)	Increased rental income and staffing costs & Savings
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	(50)	2	2,877	Cost of Capital financing and pension costs previously funded from reserves
Revenues & Benefits	392			87			(29)	(9)	441	
Environmental Health	522							(1)	521	
MKS Legal	486				(10)				476	

2022/23 Medium Term Financial Plan (MTFP)

Service	2021/22	Growth	Unavoidable Pressure	Loss of income	Increased income	Price increases	Savings	Operational	2022/23	Commentary
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	
MKS Audit	182								182	
MKS Human Resources	431	19							450	
MKS Information Technology	1,362					15			1,377	
Collection Fund Surplus	(50)		50						0	
Pay and inflation	0	314				113			427	Pay award, increment costs and increase National Insurance charge
Sub-Total Base Budget	19,711	725	713	460	(743)	470	(408)	21	20,949	
Drainage Board	876	30							906	Inflationary increase to levy
Historic contribution to reserves	93								93	
Contribution from reserve	(662)	714							52	Build back one off use of reserves
Savings required	0						(1,651)		(1,651)	Savings required to balance the budget

2022/23 Medium Term Financial Plan (MTFP)

Service	2021/22	Growth	Unavoidable Pressure	Loss of income	Increased income	Price increases	Savings	Operational	2022/23	Commentary
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	
Grants										
Revenue Support Grant	(116)				(3)				(119)	
Business Rates - Gross	(8,733)				(430)				(9,163)	business rate growth assumption
Less NNDR share of homelessness funding	91								91	
Local Council Tax Scheme Grant	(198)			198					0	One off grant allocation for 2021/22
Lower Tier Services Grant	(183)			183	(192)				(192)	One off grant allocations for 2021/22 & 2022/23
Services Grant 2022/23	0			0	(296)				(296)	One off grant allocations for 2021/22 & 2022/23
Covid grant allocation	(996)			996					0	One off grant allocation for 2021/22
New Homes Bonus (assuming not just legacy payments)	(1,028)			115	(494)				(1,407)	End of grant payments due
Council Tax requirement	8,855	1,469	713	1,952	(2,158)	470	(2,059)	21	9,263	
CT requirement	(8,855)				(374)		(34)		(9,263)	

Revenue Budget Proposals

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
4	CASELL	Environment & Leisure	Cemeteries - Swale	Interment	Additional income	Variable burial income depending upon the number of burials requested	(11,350)	0	0
5	CASELL	Environment & Leisure	various	various	Additional income	Increase in Fees & Charges income	(23,680)	(1,000)	(1,000)
6	CASELL	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
7	CASELL	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	CASELL	Environment & Leisure	Civil Parking Enforcement	Suspended Parking Bays	Additional income	Revised fees and charges	(2,550)	0	0
9	CASELL	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)

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Revenue Budget Proposals

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)
13	CASELL	Environment & Leisure	various	various	Committed price increases	Inflation increases	31,110	14,605	14,975
14	CASELL	Environment & Leisure	Contracts Team	Mobile working app	Committed price increases	Overhead for mobile working app	10,000	0	0
15	CASELL	Environment & Leisure	Refuse & Recycling	Private Contractors	Committed price increases	Indexation on current contract up plus estimate for cost of new contract	160,831	364,944	384,245
16	CASELL	Environment & Leisure	Street Cleansing	Private Contractors	Committed price increases	Indexation on current contract up plus estimate for cost of new contract	106,705	317,065	335,004
17					Committed price increases Total		308,646	696,614	734,224
18	CASELL	Environment & Leisure	Grounds Maintenance	Maintenance - Grounds Contract	Growth items	This is based on the new contract	148,733	37,189	38,118

Revenue Budget Proposals

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 £
19	CASELL	Environment & Leisure	Open Spaces - Swale	Arboriculture (tree) contract	Growth items	Based on new Trees contract	31,000	980	1,000
20	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
21	CASELL	Environment & Leisure	Public Conveniences	Private Contractors	Growth items	Cost of new facilities	86,828	10,314	28,861
22					Growth items Total		281,561	48,483	67,979
23	CASELL	Environment & Leisure	Coast Protection	Contribution to SBC costs from KCC	Loss of income	Coast protection agreement ending	12,750	1,500	640
24	CASELL	Environment & Leisure	Open Spaces - Swale	Commuted Sums - Contracts	Loss of income	End of commuted sums provision	25,385	19,308	1,746
25	CASELL	Environment & Leisure	Beach Huts	Beach Huts - plot and hut	Loss of income	Income variations	8,000	(5,000)	(2,000)
26	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
27	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
28	CASELL	Environment & Leisure	Swale Car Parks	Season Tickets	Loss of income	Continued impact of Covid-19	25,000	0	0

Revenue Budget Proposals

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 £
29	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
30					Loss of income Total		372,585	15,808	386
31	CASELL	Environment & Leisure	Salaries	Salaries	Salary Savings	Net salary savings	(67,025)	0	0
32					Salary Savings Total		(67,025)	0	0
33	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
34					Service savings Total		(16,900)	0	0
35	CASELL	Environment & Leisure	Wheeled Bins	Equipment Purchase	Unavoidable cost pressures	Increased cost of replacement bins	93,000	0	0
36					Unavoidable cost pressures Total		93,000	0	0
37		Environment & Leisure Total					375,528	697,854	772,899
38	FREEMAN	Planning	Development Management	PPA - Planning Performance Agreement	Additional income	New item	(25,500)	0	0

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Revenue Budget Proposals

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 £
39	FREEMAN	Planning	Development Management	S106 Monitoring Fees	Additional income	Additional income from s106 fees anticipated	(10,000)	0	0
40					Additional income Total		(35,500)	0	0
41	FREEMAN	Planning	Development Management	Salaries	Salary Savings	Salary savings	(58,839)	(27,300)	0
42					Salary Savings Total		(58,839)	(27,300)	0
43	FREEMAN	Planning	Spatial Policy	Fees and Services	Service savings	Reduction in fees required	(6,000)	0	0
44					Service savings Total		(6,000)	0	0
45		Planning Total					(100,339)	(27,300)	0
46	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
47					Growth items Total		16,100	0	0
48	HUDSON	Housing & Community Services	Salaries	Salaries	Salary Savings	Salary savings	(49,210)	0	0
49					Salary Savings Total		(49,210)	0	0
50		Housing & Community Services Total					(33,110)	0	0

Revenue Budget Proposals

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 £
51	JOHNSON	Regeneration & Economic Development	Rental income	rental income	Additional income	Rental income increases	(100,977)	(52,223)	(78,353)
52					Additional Income Total		(100,977)	(52,223)	(78,353)
53	JOHNSON	Regeneration & Economic Development			Committed price increases	Utility costs	15,342	0	0
54					Committed Prices Total		15,342	0	0
55	JOHNSON	Regeneration & Economic Development	Salaries	Salaries	Growth items	Net salaries movement from restructure	95,000	0	0
56					Unavoidable cost pressures Total		95,000	0	0
57	JOHNSON	Regeneration & Economic Development	Business & Skills	Fees and Services	Salary savings	Salary savings	(35,515)	0	0
58					Salary savings Total		(35,515)	0	0
59	JOHNSON	Regeneration & Economic Development	Business & Skills	Fees and Services	Service savings	Reduction of the learning & skills operational budget	(11,780)	0	0
60					Service savings Total		(11,780)	0	0
61		Regeneration & Economic Development Total					(37,930)	(52,223)	(78,353)
62	CLIFFORD	Policy, Governance & Customer Services	General Democratic Costs	Allowances	Committed price increases	Increase in NI costs for members	7,257	0	0

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Revenue Budget Proposals

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 £
63					Committed price increases Total		7,257	0	0
64	CLIFFORD	Policy, Governance & Customer Services	Operational service savings	Operational service savings	Service savings	Operational service savings	(9,000)	0	0
65	CLIFFORD	Policy, Governance & Customer Services	Swale BC Publications	Developing & Printing	Service savings	Decrease in costs for Inside Swale	(7,500)	0	0
66	CLIFFORD	Policy, Governance & Customer Services	Swale BC Publications	Postage	Service savings	Decrease in costs for Inside Swale	(8,000)	0	0
67					Service Savings Total		(24,500)	0	0
68		Policy, Governance & Customer Services Total					(17,243)	0	0
69	WILSON	Finance & Procurement	Financial Services	Salaries	Salary Savings	Salary savings	(36,640)	4,908	5,106
70					Salary Savings Total		(36,640)	4,908	5,106
71		Finance & Procurement Total					(36,640)	4,908	5,106
72	WILSON	Corporate Costs	Financial Services	Supply of Insurance Cover	Committed price increases	Increase in cost of insurance cover	11,210	11,490	11,780
73					Committed price increases Total		11,210	11,490	11,780
74	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

Revenue Budget Proposals

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 £
75	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	0	(19,855)	0
76	WILSON	Corporate Costs	Adjustments between accounting/funding basis - GF	Pension Enhancements	Service savings	Reductions in pension payments	(11,680)	0	0
					Service savings Total		(50,580)	(19,855)	0
77	WILSON	Corporate Costs	Corporate Costs	External Audit Fee	Unavoidable cost pressures	Increase in audit fee	11,010	1,790	1,840
79	WILSON	Corporate Costs	Treasury Mgt & Bank Charges	Broker Fees	Unavoidable cost pressures	Increase in broker fees	9,900	0	0
80	WILSON	Corporate Costs	Pension no longer funded from Reserves	Pension	Unavoidable cost pressures	Pension no longer funded from reserves	181,640	0	0
81	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)
82	WILSON	Corporate Costs	Adjustments between accounting/funding basis - GF	Payroll - Gross Pay	Unavoidable cost pressures	Net salary adjustments	33,130	0	0

Revenue Budget Proposals

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 £
83					Unavoidable cost pressures Total		570,680	4,790	(49,160)
84		Corporate Costs Total					531,310	(3,575)	(37,380)
85	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)
86					Loss of income Total		87,000	(43,500)	(43,500)
87	KENT	Revenues & Benefits	Housing Benefit & C Tax Support - Administration	Housing Benefit Admin Subsidy	Service savings	Admin grant	(8,726)	0	0
88	KENT	Revenues & Benefits	Council Tax Collection	Postage	Service savings	Postage savings	(20,000)	0	0
89					Service savings Total		(28,726)	0	0
90		Revenues & Benefits Total					58,274	(43,500)	(43,500)
91	VALMOND	MKS Legal	Legal (Clientside Costs)	Legal Fees - Planning/S106 (Non-Business)	Additional income	Additional s106 income	(10,000)	0	0
92					Additional income Total		(10,000)	0	0
93		MKS Legal Total					(10,000)	0	0
94	SANDHER	MKS Human Resources	Apprenticeships	Payroll - Gross Pay	Growth items	Real living wage for apprentices	18,710	0	0
95					Growth items Total		18,710	0	0

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Revenue Budget Proposals

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 £
96		MKS Human Resources Total					18,710	0	0
97	WOODWARD	MKS ICT	ICT Software	Software licence	Committed price increases	M365 additional licences	15,000	0	0
98					Committed price increases Total		15,000	0	0
99		MKS ICT Total					15,000	0	0
100	WILSON	Collection Fund Surplus	Non-Specific Grants	Surplus/Deficit Council Tax 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
101					Unavoidable cost pressures Total		50,000	0	0
102		Collection Fund Surplus Total					50,000	0	0
103		Service Total					790,560	576,164	618,772
104		Operational Items Total					20,983	(7,151)	30,835
105		Grand Total					811,543	569,013	649,607

		To Match Appendix I:					£'000	£'000	£'000
		Grand Total (above)					811	570	650
		Base Budget					19,711	20,949	21,811
		Pay and Inflation					427	292	292
		Base Budget Total					20,949	21,811	22,753

Collection Fund and Council Tax Base

Tax Base

The tax base for 2022/23 is 48,939.46.

Collection Fund

As the Billing Authority, Swale Borough Council had to make an estimate of the surplus or deficit on the Collection Fund for Council Tax and Business Rates in January 2022, notifying Kent County Council, the Police and Crime Commissioner for Kent and the Kent & Medway Towns Fire & Rescue Authority of their proportions. The declared deficit of £9,653,000 is shared as follows:

	£'000
Central Government	4,586
Kent County Council	1,178
The Police and Crime Commissioner for Kent	53
Kent & Medway Towns Fire & Rescue Authority	113
Swale Borough Council	3,723
Total	9,653

These amounts are not added to precepts or budgets but must be taken into account by each Authority when setting their basic Council Tax. One of the main causes of the deficit was the announcement in the Budget on 3 March 2021 that the government would continue to provide eligible retail, hospitality and leisure properties with 100% business rates relief from 1 April 2021 to 30 June 2021 and that this would be followed by 66% business rates relief for the period from 1 July 2021 to 31 March 2022 if certain criteria were met. The Government has compensated councils for this loss of business rate income through grants.

Other Preceptors

Kent County Council, the Kent & Medway Fire Authority and the Kent Police and Crime Commissioner will set their own precepting for all valuation bands. These tax levels will form part of the overall Council Tax to be set by full Council on 23 February 2022.

Parish Council Precepts

Parish Council precept demands have been submitted during January 2022 as and when the Parish Councils met to set their precepts. These will be expressed as an additional precept.

Parish Precepts

Parish / Town Council	Additional Council Tax for Band D 2021/22 £	Tax Base 2022/23	Parish Precept (rounded) 2022/23 £	Additional Council Tax for Band D 2022/23 £	Additional Council Tax for Band D 2022/23 % Change
Bapchild	27.76	467.78	13,379	28.60	3.03%
Bobbing	19.25	985.82	18,980	19.25	0.00%
Borden	55.80	1,104.39	64,151	58.09	4.10%
Boughton-under-Blean	85.59	698.98	65,000	92.99	8.65%
Bredgar	35.73	292.21	10,684	36.56	2.32%
Doddington	38.20	228.21	8,718	38.20	0.00%
Dunkirk	26.88	525.39	17,105	32.56	21.13%
Eastchurch	46.57	848.91	47,402	55.84	19.91%
Eastling	35.00	149.22	5,223	35.00	0.00%
Faversham Town Council	78.05	6,880.49	553,132	80.39	3.00%
Graveney & Goodnestone	61.42	185.21	11,200	60.47	-1.55%
Hartlip	21.71	364.85	8,000	21.93	1.01%
Hernhill	36.27	299.08	14,000	46.81	29.06%
Iwade	35.43	1,459.01	51,585	35.36	-0.20%
Leysdown	31.36	1164.61	35,890	30.82	-1.72%
Lower Halstow	82.59	457.35	37,740	82.52	-0.08%
Luddenham	0.00	41.82	0	0.00	0.00%
Lynsted	36.32	477.89	18,753	39.24	8.04%
Milstead	60.72	90.36	6,300	69.72	14.82%
Minster	35.00	5,643.03	197,506	35.00	0.00%
Newington	54.85	1,055.46	58,472	55.40	1.00%
Newnham	34.29	158.92	5,449	34.29	0.00%
Norton & Buckland	37.72	189.97	6,956	36.62	-2.92%
Oare	57.63	173.90	10,500	60.38	4.77%
Ospringe	28.06	285.14	7,875	27.62	-1.57%
Queenborough Town Council	76.12	900.32	69,000	76.64	0.68%
Rodmersham	42.87	241.95	11,500	47.53	10.87%
Selling	34.93	374.26	13,000	34.74	-0.54%
Sheerness Town Council	50.30	2,834.17	139,962	49.38	-1.83%
Sheldwich, Leaveland & Badlesmere	24.76	351.31	8,600	24.48	-1.13%
Stalisfield	29.14	98.94	2,883	29.14	0.00%
Teynham	56.65	944.08	61,000	64.61	14.05%
Throwley	25.72	146.19	3,749	25.64	-0.31%
Tonge	5.04	444.24	3,200	7.20	42.86%
Tunstall	29.55	705.54	22,080	31.30	5.92%
Upchurch	44.93	1,030.52	36,814	35.72	-20.50%
Warden	30.02	503.02	15,000	29.82	-0.67%
TOTAL			1,660,788		

Capital Programme and Funding

	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	0	23,000,000	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	5,627,590	25,077,800	2,077,800	2,077,800
<u>Environment & Leisure - M. Cassell</u>						
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 - Receipts	Capital Receipts	0	148,400	0	0	0
Beach Huts – Capital Receipts	Capital Receipts	0	60,000	0	0	0

Capital Programme and Funding

	Detail	2021/22 Original Budget	2021/22 Revised Budget	2022/23 Original Budget	2023/24 Original Budget	Budget Later Years
		£	£	£	£	£
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 – Ext 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	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
<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 and Funding

	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	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	13,502,060	27,075,200	2,112,800	2,112,800

Estimated Use of Revenue Reserves 2021/22 - 2024/25

Group Title	At 1 April 2021 including 2020/21 Rollforwards £	2021/22 £	Balance 31 March 2022 £	2022/23 £	Balance 31 March 2023 £	2023/24 £	Balance 31 March 2024 £	2024/25 £	Balance 31 March 2025 £
General Fund Reserve	(4,484,000)	2,248,598	(2,235,402)	0	(2,235,402)	0	(2,235,402)	0	(2,235,402)
Earmarked Revenue Reserves									
Business Rates Volatility Reserve	(2,826,291)	2,000,000	(826,291)	500,000	(326,291)	300,000	(26,291)	0	(26,291)
Budget Contingency Reserve	0	(2,000,000)	(2,000,000)	1,651,000	(349,000)	0	(349,000)	0	(349,000)
North Kent Housing & Commercial Growth Business Rates	(1,673,250)	50,000	(1,623,250)	100,000	(1,523,250)	0	(1,523,250)	0	(1,523,250)
Council Tax/Housing Benefits Reserve	(1,413,404)	942,000	(471,404)	114,000	(357,404)	114,000	(243,404)	114,000	(129,404)
Preceptors Council Tax Support	(1,157,677)	1,000,000	(157,677)	50,000	(107,677)	0	(107,677)	0	(107,677)
Kent Pool Economic Development Business Rates	(1,094,190)	334,000	(760,190)	0	(760,190)	0	(760,190)	0	(760,190)
Special Projects Fund Reserve	(1,055,233)	494,094	(561,139)	561,139	(0)	0	(0)	0	(0)
Improvement and Resilience Fund	(1,000,000)	1,000,000	0	0	0	0	0	0	0
Town Centres/ High Street Fund	(758,146)	258,146	(500,000)	500,000	(0)	0	(0)	0	(0)
Building Maintenance Fund	(618,644)	50,000	(568,644)	50,000	(518,644)	50,000	(468,644)	50,000	(418,644)
Communities Fund	(410,865)	184,000	(226,865)	0	(226,865)	0	(226,865)	0	(226,865)
ICT Reserve	(381,026)	145,425	(235,601)	111,850	(123,751)	111,850	(11,901)	(40,000)	(51,901)

Estimated Use of Revenue Reserves 2021/22 - 2024/25

Group Title	At 1 April 2021 including 2020/21 Rollforwards £	2021/22 £	Balance 31 March 2022 £	2022/23 £	Balance 31 March 2023 £	2023/24 £	Balance 31 March 2024 £	2024/25 £	Balance 31 March 2025 £
Disabled Facilities Grant	(316,617)	0	(316,617)	78,724	(237,894)	0	(237,894)	0	(237,894)
Wheeled Bins	(279,795)	150,000	(129,795)	129,795	(0)	0	(0)	0	(0)
Performance Fund	(271,426)	92,000	(179,426)	30,000	(149,426)	30,000	(119,426)	30,000	(89,426)
On Street Parking	(272,701)	3,780	(268,921)	268,921	0	0	0	0	0
Business Rates Growth Fund - Heritage Strategy Reserve	(225,753)	61,000	(164,753)	73,000	(91,753)	91,753	0	0	0
Financial Services	(201,520)	61,520	(140,000)	70,000	(70,000)	35,000	(35,000)	0	(35,000)
Visitor Economy Framework	(178,492)	50,000	(128,492)	50,000	(78,492)	50,000	(28,492)	28,492	0
Waste & Recycling	(171,717)	0	(171,717)	50,000	(121,717)	100,000	(21,717)	13,000	(8,717)
Local Plan Reserve	(167,321)	0	(167,321)	30,000	(137,321)	30,000	(107,321)	0	(107,321)
Homelessness/Housing Reserves	(165,817)	14,505	(151,312)	55,416	(95,897)	0	(95,897)	0	(95,897)
Regeneration Fund	(151,534)	151,534	0	0	0	0	0	0	0
Environmental Initiatives	(125,842)	10,000	(115,842)	30,000	(85,842)	30,000	(55,842)	30,000	(25,842)
Environmental Health Shared Service Reserves	(124,324)	15,637	(108,687)	63,000	(45,687)	36,730	(8,957)	3,400	(5,557)
Revenues & Benefits	(118,069)	50,000	(68,069)	63,800	(4,269)	4,269	0	0	0
Elections Reserve	(101,021)	0	(101,021)	0	(101,021)	100,000	(1,021)	0	(1,021)
HR & Training Reserve	(97,590)	13,000	(84,590)	33,000	(51,590)	8,000	(43,590)	8,000	(35,590)
Licensing Reserves	(95,627)	16,750	(78,877)	0	(78,877)	0	(78,877)	0	(78,877)
Coast Protection	(89,596)	0	(89,596)	30,000	(59,596)	30,000	(29,596)	29,596	(0)

Estimated Use of Revenue Reserves 2021/22 - 2024/25

Group Title	At 1 April 2021 including 2020/21 Rollforwards £	2021/22 £	Balance 31 March 2022 £	2022/23 £	Balance 31 March 2023 £	2023/24 £	Balance 31 March 2024 £	2024/25 £	Balance 31 March 2025 £
Insurance	(83,288)	63,288	(20,000)	10,000	(10,000)	10,000	0	0	0
Cemeteries Reserve	(80,075)	0	(80,075)	25,000	(55,075)	2,000	(53,075)	2,000	(51,075)
Milton Creek access road	(74,740)	0	(74,740)	57,000	(17,740)	0	(17,740)	0	(17,740)
Area Committees Fund	(71,746)	71,746	0	0	0	0	0	0	0
CCU Reserves	(70,292)	5,292	(65,000)	(15,000)	(80,000)	(15,000)	(95,000)	(15,000)	(110,000)
Democratic Services	(67,500)	67,500	0	0	0	0	0	0	0
Closed Churchyards and War Memorials	(65,900)	30,000	(35,900)	30,000	(5,900)	5,900	0	0	0
Tree Surveys and works in closed churchyards	(63,000)	0	(63,000)	15,000	(48,000)	15,000	(33,000)	15,000	(18,000)
Faversham Creek Footpath	(60,000)	60,000	0	0	0	0	0	0	0
Sports Reserves	(58,900)	0	(58,900)	58,900	0	0	0	0	0
Pension & Redundancy Reserve	(52,172)	(50,000)	(102,172)	100,000	(2,172)	0	(2,172)	0	(2,172)
Audit Reserve	(51,525)	0	(51,525)	0	(51,525)	0	(51,525)	0	(51,525)
Business Rates Growth Fund - Sheppey Lower Road Improvements	(50,000)	0	(50,000)	0	(50,000)	0	(50,000)	0	(50,000)
Sittingbourne Market Relocation	(43,746)	43,746	0	0	0	0	0	0	0

Estimated Use of Revenue Reserves 2021/22 - 2024/25

Group Title	At 1 April 2021 including 2020/21 Rollforwards £	2021/22 £	Balance 31 March 2022 £	2022/23 £	Balance 31 March 2023 £	2023/24 £	Balance 31 March 2024 £	2024/25 £	Balance 31 March 2025 £
Planning Appeals	(41,220)	41,220	0	0	0	0	0	0	0
COVID recovery Reserve	0	(17,000)	(17,000)	0	(17,000)	0	(17,000)	0	(17,000)
Other reserves	(494,487)	16,911	(477,577)	252,921	(224,656)	52,756	(171,900)	0	(171,900)
Total Earmarked Revenue Reserves	(16,972,078)	5,480,093	(11,491,985)	5,227,465	(6,264,520)	1,192,258	(5,072,262)	268,488	(4,803,774)
Total Usable Revenue Reserves	(21,456,078)	7,728,691	(13,727,387)	5,227,465	(8,499,922)	1,192,258	(7,307,665)	268,488	(7,039,177)
Accounting Adjustments									
Collection Fund Reserves	(7,295,909)	7,295,909	0	0	0	0	0	0	0
Loan Fund Provision Reserve	(175,001)	106,001	(69,000)	6,000	(63,000)	6,000	(57,000)	6,000	(51,000)
Rent - accounting adjustment	(543,690)	50,000	(493,690)	50,000	(443,690)	50,000	(393,690)	0	(393,690)
CCTV - Accounting provision	(50,000)	50,000	0	0	0	0	0	0	0
Commuted Sums - Accounting Provision	(266,364)	53,000	(213,364)	53,000	(160,364)	53,000	(107,364)	53,000	(54,364)
Total Accounting Adjustments	(8,330,963)	7,554,910	(776,054)	109,000	(667,054)	109,000	(558,054)	59,000	(499,054)
Total Reserves	(29,787,041)	15,283,600	(14,503,440)	5,336,465	(9,166,976)	1,301,258	(7,865,718)	327,488	(7,538,230)

Minimum Revenue Provision Statement

Where the Council finances capital expenditure by debt, it must put aside resources to repay that debt in later years. The amount charged to the revenue budget for the repayment of debt is known as Minimum Revenue Provision (MRP), although there has been no statutory minimum since 2008. The Local Government Act 2003 requires the Council to have regard to the former Ministry of Housing, Communities and Local Government's "Guidance on Minimum Revenue Provision" (the MHCLG Guidance) most recently issued in 2018. Please note that this guidance is still referred to as MHCLG guidance despite the name change of the department to Department of Levelling Up, Housing & Communities (DLUHC).

The broad aim of the MHCLG Guidance is to ensure that capital expenditure is financed over a period that is either reasonably commensurate with that over which the capital expenditure provides benefits, or, in the case of borrowing supported by Government Revenue Support Grant, reasonably commensurate with the period implicit in the determination of that grant.

The MHCLG Guidance requires the Council to approve an Annual MRP Statement each year and recommends a number of options for calculating a prudent amount of MRP. The following statement incorporates options recommended in the Guidance as well as locally determined prudent methods.

For 2022/23 it is recommended that:

- for supported expenditure, and for all capital expenditure incurred prior to 1 April 2008, MRP will, under delegated authority, be calculated using the Annuity Method over 50 years;
- MRP for all self-financed capital expenditure incurred from 1 April 2008 will, under delegated authority, be calculated under the Asset Life (Equal Instalments of Principal) Method;
- Where former operating leases have been brought onto the balance sheet on 1 April 2022 due to the adoption of the IFRS 16 Leases accounting standard, and the asset values have been adjusted for accruals, prepayments, premiums and/or discounts, then the annual MRP charges will be adjusted so that the total charge to revenue each year remains unaffected by the new standard;
- MRP in respect of leases and Public Finance Initiative (PFI) schemes will match the element of the rent or charge that goes to write down the balance sheet liability, to ensure that the impact on the revenue account is neutral; and
- where loans are made to other bodies for their capital expenditure, no MRP will be charged but the Council would apply the capital receipt arising from the principal repayments to reduce the Capital Financing Requirement instead. In years where there is no principal repayment, MRP will be charged in accordance with the MRP policy for the assets funded by the loan, including where appropriate, delaying MRP until the year after the assets become operational.

Capital expenditure incurred during 2022/23 will not be subject to a MRP charge until 2023/24. MRP is not required until an asset is operational.

The budget implications of MRP are detailed elsewhere in this report and the estimated Capital Financing Requirement is detailed in the Annual Treasury Strategy.

Budget Risks

Issue	Risk	Mitigation	Rating
COVID-19	Many of the council's budgets are affected by CV-19 be that directly or indirectly. The uncertainty around the ability to reduce the impact of CV-19 is very high.	The MTFP seeks to address the budget impacts as they are currently estimated. Ongoing monitoring of the position will be required as the pandemic position develops.	High
Uncertainty of future Central Government funding	New local government funding regime TBC - localisation of business rates, Fair Funding, Comprehensive Spending Review and New Homes Bonus	MTFP, engagement in local government finance reform work, advice from technical advisers LG Futures/Pixel, Local Government Association (LGA). One off funding announced for 22/23 maintains the uncertain position for future years.	High
Waste and Street Cleansing contract	<p>A) External factors leading to current contract failure requiring early or emergency re-tender</p> <p>B) Procurement of new contract at the end of the current contract term</p> <p>C) Impact of changes in government legislation on contracted service.</p>	<p>A) Engagement with the contractor</p> <p>B) Early preparation for contract renewal – working group in place to determine new contract requirements and ensure full compliance with procurement regulation</p> <p>C) Maximise use of new burdens claims for cost of legislative changes, respond to consultations</p>	High
Revenue Contribution from Reserves	The proposed budget relies on contributions of c£1.7m from reserves to deliver a balanced position. This is not sustainable in the medium term.	Early preparation of 23/24 MTFP to address the ongoing budget gap and deliver a sustainable base budget position	High
Excessive inflationary increase to contracts/projects	External market forces push prices continually higher beyond budget allocations for major contracts and utility services	Ongoing review of procurement approach and monitoring of inflation position to ensure timely and accurate financial planning	Medium

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Budget Risks

Issue	Risk	Mitigation	Rating
Sittingbourne Town Centre regeneration	Loss of tenants due to difficult operating conditions, failure to let newly developed units resulting in loss of tenants and income	Project monitoring, guarantees on rental income and active marketing	Medium
Planning fee income	Reliance on majors income, relationship with cost base to service demand	Judgement in setting base budget, ongoing monitoring	Medium
Car parking income	Disruption due to STC and CV-19 reduced town centre economic activity	Judgement in setting base budget, ongoing monitoring	Medium
Homelessness	Increasing demand on service following wider statutory responsibilities of Homeless Reduction Act and impact on resident due to current economic factors	Strategy refresh, grant funding for specialist services. Xantura pilot to target prevention work, tender of nightly let accommodation. Temporary Accommodation review.	Medium
Local Plan Review	Resource to support the review, in particular external consultants e.g., highways modelling	Ongoing discussion about requirements, making use of external sources of funding where possible	Medium
Planning appeals costs	Increased legal costs from appeals	Planning Committee decisions	Medium
Business rate income	Higher appeals, businesses choosing not to locate in the borough, business failure	Provide for appeals, openness to businesses, business support and signposting.	Medium
Cyber security	Cost pressures from actions to ensure compliance	Pragmatic view on the costs of compliance and the risks associated	Low

Budget Consultation

Below are the questions raised in the online budget consultation exercise and the responses received.

The Council needs to prepare a balanced budget so that its costs are met by its income. The council intends to increase its income. How would you suggest we might do that?

- Thin out services and reduce staffing or merge fully with adjacent boroughs
- Increase Council Tax for higher band properties
- Draw on Reserves.
- not though council tax. high already.
- Council bosses take a pay cut
- Introduce residents parking permits and visitors permits in busy and central areas (London commuters parking instead of paying for the Station Car Park) or people parking their commercial vehicles in residential areas. Increase penalties for littering. Run full financial audit on expenses and costs for all council projects with third party suppliers and contractors.
- Why not reduce costs instead of increasing income
- Rather than increasing income, look at decreasing expenditure. Turn off street lighting in the early morning, cut expensive colour printed brochures and newsletters,
- Increase community events and levelling up high street to attract more people participate indirectly increase parking incomes, sustainable business improvement for business rates income.
- Turning off streetlights.
- Increase fees and charges

Do you believe the Council should reduce its spending?

Answer Choices	Responses	
Yes	73.33%	11
No	26.67%	4
	Answered	15
	Skipped	7

Budget Consultation

What services would you reduce?

- Most of these are essential services and are interlinked. Also, I am unable to answer this question without knowing the grants available from elsewhere e.g. I understand that economic development and regeneration (of high streets etc) are sometimes covered by government funding via KCC with a successful bid.
- Anything related to local economic development as I'd say this and the recent town development has failed to deliver on a number of fronts and the road layout has significantly increased town congestion.
- Reduce OAP "free travel" to 50% in order to allow more commercial management of bus services in particular as costs fluctuate for providers and ticket price rises are more evenly distributed - not resting only on the few full-ticket passengers.
- property services
- Housing benefits
- Have fewer Councillors
- Street lighting and publicity costs
- Property services
- Street lighting, property services
- planning

Do you believe the Council should reduce its spending on some services to be able to spend more on others?

Answer Choices	Responses	
Yes	71.43%	10
No	28.57%	4
	Answered	14
	Skipped	8

Which services would you reduce spending on and which services would you spend more on?

- How do you monitor the £500,000+ paid to Faversham Town Council? e.g., are they spending this wisely / what footfall do their countless events generate in reality? They are employing more and more staff but what do they all do and does it actually benefit any more than a handful of residents? Their draft budget shows a 3% increase in salaries. They are forever generating new ideas rather than concentrating on core issues, commercial realities and the time constraints they have.
- Planning. Staff in part can work from home. Sell or develop Swale House site.
- None

Budget Consultation

- Transport subsidies to OAPs (I am an OAP)
- planning, property services, economic development, regeneration
- council tax and housing benefit
- Street lighting and tourism publicity
- property services and street lighting
- heritage

The Band D Council Tax for Swale Council for this year is £184.32 and the suggested increase for 2022/2023 is £4.95. In the current financial circumstances do you think that this is an appropriate amount to charge?

Answer Choices	Responses	
Yes	50.00%	6
No	50.00%	6
	Answered	12
	Skipped	10

Please use the text box below for any general comments on the Council's budget that you would like to make.

- Why has the £200,000 for the Faversham Creek Bridge disappeared from the budget? I see a vast sum being budgeted for Sittingbourne and Sheppey - but nothing for Faversham.
- No joined up thinking. You spend our money attracting people to town, then make it difficult/expensive to park. Wardens everywhere. New car park is a joke and several times.
- I've seen boy racers racing up and down. Dangerous, so no longer take my family to local cinema and drive to Rochester instead.
- I was unable to detect the legal costs for the abortive Wises Lane legal challenge at Borden? As, I believe, the sums are large, it would be helpful to have them broken out in the Budget accounts for the 2021/22 FY.
- The subsidies for transport show little or no understanding of the impact on commercial bus travel providers.
- Council bosses should take a pay cut.
- Every single resident of Swale, regardless Council Tax band, must get the Council Tax increase. Stop discrimination of residents with Band D who are seeing increase of the Council Tax a few years in a row.
- Disagree to increase council tax on the extreme difficult years ahead to all with high inflation rate and most people have been financially affected by the pandemic and being making redundant.

Budget Consultation

- I know people whose properties were band B, then they extensively extended and now their properties are four and five bedrooms instead of the original two. Yet they are paying band B prices. How is that fare on others who only have two bedrooms still? If people extend their property, then they should have a council tax review at the same time. SBC are missing out on thousands of pounds and people are sitting pretty paying hardly any council tax while they live a huge house.

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Council		Agenda Item:
Meeting Date	23 February 2022	
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 Council 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. The 2022/23 fees and charges were considered by Cabinet on 8 December 2021 and by Scrutiny Committee on 26 January 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 An online consultation took place and the results are summarised in appendix IV.
- 5.2 There will be specific consultation required on changes to hackney carriages charges.
- 5.3 The proposed fees and charges for 2022/23 were considered by Scrutiny Committee on 26 January 2022. A paper was tabled at Cabinet meeting on 9 February 2022 which set out two recommendations submitted by the Scrutiny Committee. The first recommendation was “that the appropriate committee, post May 2022, consider the creation of an intermediate fee between minor and major applications for pre-application advice; review the whole pre-application advice charging structure; and charges for individual households also be considered.” The Cabinet agreed the motion that they did not progress the recommendation from the Scrutiny Committee. The second recommendation from Scrutiny was “that the fee for replacement bins be removed.” The Cabinet agreed the motion that they continued to progress with the charge for replacement bins.

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.
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
- Appendix IV: Fees and charges consultation

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	126.08	25.22	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, Cockleshell Walk 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							
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.
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

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	
	£	£	£	£	£	£	
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)							
Permit per annum	45.00	0.00	45.00	45.00	0.00	45.00	No change proposed.
Visitors permit book (10 days) available to residents only	11.00	0.00	11.00	11.00	0.00	11.00	As above.
Visitors parking permits (per day) available to residents only	1.10	0.00	1.10	1.10	0.00	1.10	As above.
On Street Paid Parking							
Hourly scratchcards (per hour) available to non-residents in specific bays	1.10	0.00	1.10	1.10	0.00	1.10	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	
	£	£	£	£	£	£	
Hourly scratchcards (per book of 10 hours) available to non-residents in specific bays	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.
Sports Facilities							
<i>With changing facilities and showers</i>							

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	
	£	£	£	£	£	£	
- Senior	63.00	12.60	75.60	64.58	12.92	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	16.17	3.23	19.40	As above.
<i>With changing facilities only</i>							
- Senior	52.50	10.50	63.00	53.75	10.75	64.50	Increased.
- Under 18s	17.50	3.50	21.00	17.92	3.58	21.50	As above.
- Under 16s & mini soccer	14.80	2.96	17.80	15.08	3.02	18.10	As above.
<i>With no facilities</i>							
- Senior	35.90	7.18	43.10	36.75	7.35	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	9.83	1.97	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	129.17	25.83	155.00	Increased.
Re-painting existing white bar marking across vehicle crossing	104.17	20.83	125.00	108.33	21.67	130.00	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).	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. The new fee is one of the lowest in the County in recognition of the levels of deprivation in the Borough. 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	85.67	17.13	102.80	As above.
Wheeled bin hire (cost per bin)	10.50	2.10	12.60	10.83	2.17	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	This charge is applicable for returning dogs to properties within the Swale borough only. Dog owners outside the borough will need to make their own collection arrangements.
Pest Control							
Rats (per visit) with a minimum of 2 visits required	25.00	5.00	30.00	25.58	5.12	30.70	As above.
Mice (per visit) with a minimum of 2 visits required	25.00	5.00	30.00	25.58	5.12	30.70	As above.
Wasps per nest	50.00	10.00	60.00	52.17	10.43	62.60	As above.
Wasps per additional nest	9.17	1.83	11.00	9.42	1.88	11.30	As above.
Fleas and other household pests (up to 6 rooms)	59.17	11.83	71.00	60.58	12.12	72.70	As above.
Each additional room (up to 4)	9.17	1.83	11.00	9.42	1.88	11.30	As above.
Cockroaches in domestic premises (up to 6 rooms)	59.17	11.83	71.00	60.58	12.12	72.70	As above.
Each additional room (up to 4)	9.17	1.83	11.00	9.42	1.88	11.30	As above.
Ants, insects etc.	25.83	5.17	31.00	26.50	5.30	31.80	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	
	£	£	£	£	£	£	
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.
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.
Application for Re-instatement							
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	615.70	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	-

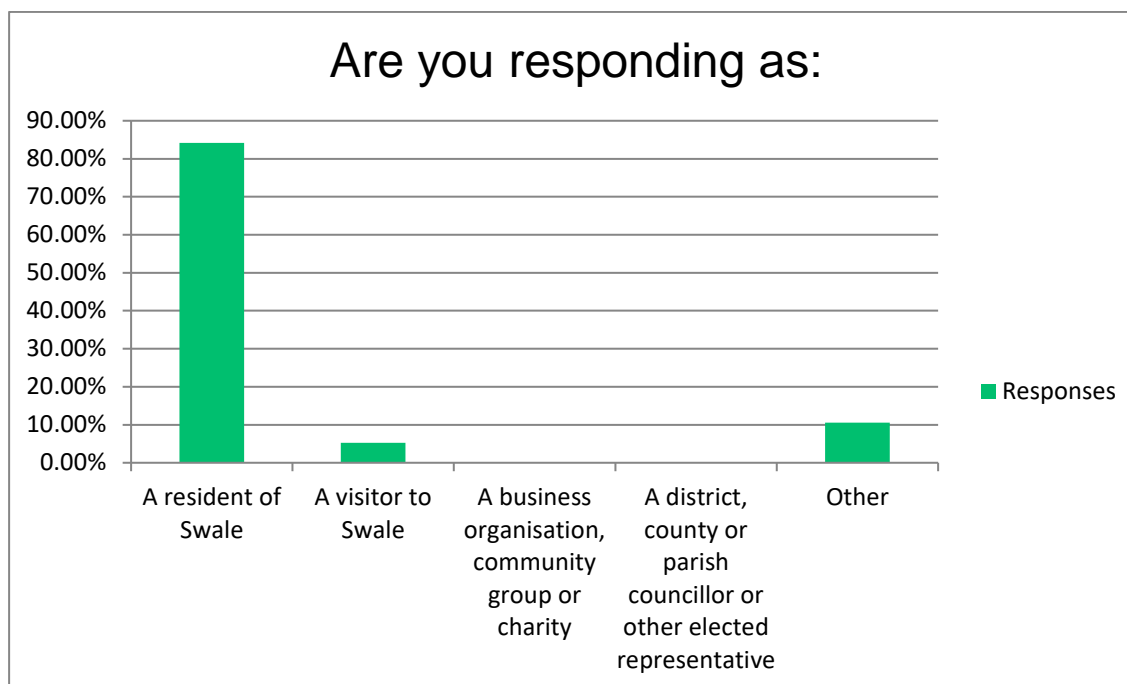
List of income from fees and charges for 2021/22 budgets

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

Fees and Charges Consultation



Please use the text box below for any general comments on any of the Council's Fees and Charges that you would like to make.

- Pre-Application Planning Advice - meetings and letters for very large major and for major should be charged as much as possible and at least to cover the cost of time
- I was unable to detect the costs of the abortive legal challenges over Wises Lane/Borden? How/when will those costs be accounted for in the public interest?
- I was told recently that swale council was looking at making residents pay for broken or missing bins, whilst other councils may already be doing this I think this is unacceptable because in the last year I've had to replace a household waste bin because the contractors broke it and I've now been waiting for a black food waste caddy since the end of November because again the contractors broke that too. I think maybe you should insert a clause in the contract for waste collection that if the contractors own stupidity break the bin their organisation should pay for it.
- Increase the charge for using Car Parks. Stop making rest of residents to pay for what they are not using.
- I think it's wrong to expect residents to pay for replacement bins when they are lost or broken. It isn't the residents fault if the bin falls into the freighter or if the big men are heavy handed when emptying the bins throwing them to the ground.

Fees and Charges Consultation

- The fee for 30 min parking should not be increased so as to encourage shoppers. Should be considered that Sundays should be 1 hour free.
- Seems reasonable
- I do not wish to have to pay for street lighting when 1. we don't have any where we live and 2. it is bad for the environment, wildlife and we really should be reducing our human impact not increasing it. Bellaway development in Faversham is truly shocking with its light pollution. The street lights are blinding.
- As the consultation - single "two inch box" on your website - is not fit to input a response and there is no facility to upload a letter, I am responding via email to an officer.
- Pre-Application Planning Advice
 - Very large major and Major (letters and meetings) – these should be set as high as possible and at the very least cover the cost of officer time. Should this be done on an hourly rate basis?
 - Minor (ie up to 10 dwellings). It seems that this encourages applicants to restrict themselves to 9 (large, executive) dwellings eg Shepherd Neame in Ospringe. Land is a scarce resource and we need the right type of houses. The Shepherd Neame guys presented to Faversham Town Council recently and informed us that the pre-app advice given by the Swale officer was to restrict themselves to 9! Presumably they pay less for advice as well as avoid s 106, even though this is a huge area capable of accommodating many more, much needed started homes.
- Residents' Parking Permits (on street)
 - These should be increased – £45 is very little per annum for someone who can afford to run a car. We should be encouraging Active Travel and the reduction of vehicles on the streets.
 - Scratch cards (daily and hourly) as above – why are these at cheaper rates per hour than parking in a car park? Surely people should be paying more for the convenience of parking in a street?
- Street Naming & Numbering
 - These charges should at least cover the cost of officer time. This is payable by big developers with deep pockets.
- Wheelie bin
 - New charge – how will this be policed? How will swale know whether Biffa or a resident damaged the bin? How will swale prevent a resident damaging their own bin and swapping it with someone else's bin? I can see this leading to bin thefts! It seems unfair to charge residents who

Fees and Charges Consultation

are unable to monitor the timing of the biffa collection and bring their bin in as soon as emptied. Many residents are out at work all day. We have, on numerous occasions, been asked to leave (particularly) brown bins out for days/weeks, as the collections are so random. Yet again the brown bins were put out last week on the Knole, Faversham and have yet to be collected.

- Street clear up after events
 - I do not know how this is charged. But this is a major operation and should be (if not already) charged to the event organiser based on the event size.
- Environmental FPN
 - Waste left out inappropriately. Are FPN actually issued? Is there the manpower to enforce, as I see this frequently on the streets?
- Pest control
 - These charges should be in line with commercial rates. I assume these are the rates charged by the commercial/accredited firms and swale simply acts as the middle man. I am not sure who bears the cost of this fee as surely the pest control firm has to be paid. If residents are simply being signposted to an accredited firm – surely it is cheaper for the resident to approach the firm directly?
- Guildhall hire charge
 - It is not clear which Guildhall – I assume not Faversham as not for profit/charity organisations can hire Faversham Guildhall for free and this would be part of Faversham's budget.
- Stray Dog Collection
 - Listed on page 33 and again on page 60 - but the rates are different. Has this been double counted in the sums?

Council	
Meeting Date	23 February 2022
Report Title	Treasury Management Strategy 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	Phil Wilson, Head of Finance and Procurement & Olga Cole, Management Accountant
Key Decision	Yes
Classification	Open
Recommendations	1. To approve the Treasury Management Strategy 2022/23 and the Prudential and Treasury Management Indicators.

1. Purpose of Report and Executive Summary

- 1.1 The Chartered Institute of Public Finance and Accountancy’s Code of Practice for Treasury Management in Public Services and the Prudential Code require the Council to approve a Treasury Strategy and Prudential Indicators before the start of each financial year.
- 1.2 The Chartered Institute of Public Finance and Accountancy (CIPFA) has defined Treasury Management as: “The management of the organisation’s borrowing, investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks”.
- 1.3 This report sets out and seeks approval of the proposed Treasury Management Strategy, the Prudential and Treasury Management Indicators for 2022/23.
- 1.4 This report fulfils the Council’s legal obligation under the Local Government Act 2003 to have regard to both the CIPFA Code and the requirements of the 2018 Ministry of Housing, Communities and Local Government (MHCLG) Investment Guidance. Should the assumptions upon which this report is based change significantly, then a revised Treasury Strategy will be submitted for approval. Please note that this guidance is still referred to as MHCLG guidance despite the name change of the department to Department of Levelling Up, Housing & Communities (DLUHC).

2. Background

Interest Rate Forecast and Market Outlook

- 2.1 The ongoing impact on the UK from coronavirus, together with higher inflation, the likelihood of higher interest rates, and the country's trade position post-Brexit, will be major influences on the Authority's treasury management strategy for 2022/23.
- 2.2 The Bank of England (BoE) held the Bank Rate at 0.10% in November 2021 and then increased the Bank Rate to 0.25% in December 2021 while maintaining its Quantitative Easing programme at £895 billion. There was a further increase in the Bank Rate to 0.50% in February 2022.
- 2.3 The Council's treasury management adviser Arlingclose is forecasting that Bank Rate will continue to rise in calendar Quarter 1 2022 to subdue inflationary pressures and the perceived desire by the BoE to move away from emergency levels of interest rates. Arlingclose's forecast is set out below:

Bank Rate	Dec-21	Mar-22	Jun-22	Sep-22	Dec-22	Mar-23	Jun-23	Sep-23	Dec-23	Mar-24	Jun-24	Sep-24	Dec-24
	%	%	%	%	%	%	%	%	%	%	%	%	%
Upside Risk	0.00	0.00	0.25	0.25	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50
Arlingclose	0.25	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50
Downside Risk	0.00	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25	-0.25

- 2.4 For the purpose of setting the 2022/23 budget, it has been assumed that new treasury investments will be made at an average rate of 0.1%, and that new short-term loans will be borrowed at an average rate of 0.5%.

Borrowing Strategy

- 2.5 The Council's chief objective, when borrowing money, is to strike an appropriately low risk balance between securing low interest costs and achieving certainty of those costs over the period for which funds are required.
- 2.6 The Council currently holds £10 million of loans, a decrease of £5 million on the previous year, as part of its strategy for funding previous years' capital programmes.
- 2.7 Councils are required to balance their revenue budget annually and cannot borrow to achieve a balanced position. However, they have very far reaching powers to borrow to fund capital expenditure. This has historically been funded from borrowing from the Public Works Loan Board (PWLB), which is part of the Debt Management Office which is part of the Treasury. Borrowing can be for up to 50 years at rates which are below commercial rates.

- 2.8 CIPFA has published its revised Prudential Code and Treasury Management Code of Practice and these are available for sale on the CIPFA publications website. the Revised Prudential Code takes immediate effect from December 2021, although authorities may defer introducing the revised reporting requirements until the 2023/24 financial year if they wish. It particularly highlights that the requirement that local authorities must not borrow to invest primarily for financial return applies with immediate effect. In August 2021 HM Treasury significantly revised their PWLB guidance. This includes a statement highlighting that the government and CIPFA are clear that borrowing to invest for yield is not permitted under the prudential framework.
- 2.9 This Council has had a clear policy of not borrowing for income purposes only and the Sittingbourne Town Centre (STC) development is classified as a Regeneration project in the Council's accounts.
- 2.10 With short-term interest rates currently lower than long-term rates, it is likely to be more cost effective in the short-term to either use internal resources, or to borrow short-term loans instead of borrowing at fixed rates for long periods. By doing so, the Council is able to reduce net borrowing costs (despite foregone investment income) and reduce overall treasury risk. The benefits of internal/short-term borrowing will be monitored regularly. Arlingclose will assist the Council with this 'cost of carry' and breakeven analysis. The advice from Arlingclose is to continue to borrow short term from other local authorities.
- 2.11 The Council may also consider forward starting loans, where the interest rate is fixed in advance, but the cash is received in later years. This would enable certainty of cost to be achieved without suffering a "cost of carry" in the intervening period. In addition, the Council may borrow short-term loans to cover unplanned cash flow shortages.
- 2.12 The approved sources of long-term and short-term borrowing are:
- HM Treasury's PWLB Lending facility;
 - Any institution approved for investments;
 - UK Local Authorities;
 - Any other UK public sector body
 - Any other bank or building society authorised to operate in the UK;
 - UK public and private sector pension funds (except the Kent Pension Fund); and,
 - Capital market bond investors
 - UK Municipal Bonds Agency plc and other special purpose companies created to enable local authority bond issues
- 2.13 In addition, capital finance may be raised by the following methods that are not borrowing, but may be classed as other debt liabilities:
- Leasing
 - Hire Purchase

- Private Finance Initiative
- Sale and Leaseback

2.14 The Council has the following loans outstanding:

Lender	Amount (£ million)	Borrowing rate	Start Date of Loan	Maturity Date of loan	Duration
Derbyshire County Council	5	0.30 %	08/04/2021	07/04/2022	12 months
London Borough of Islington	5	0.20 %	01/03/2021	28/02/2022	12 months
Total	10				

Rainbow Homes

2.15 In March 2020, the Cabinet approved proposals to set up a housing company which will help deliver affordable homes for local people without placing financial burden on the Council. Council-owned land would be transferred to the company to provide around 139 new properties, in exchange for an equity share in the company. The estimated build costs, energy efficiency and lifecycle costs of developing, managing and maintaining the initially planned 139 properties to be up to £23 million, which would be initially paid for through a 50-year loan to the company.

Investment Strategy

2.16 The Council holds significant invested funds, representing income received in advance of expenditure plus balances and reserves held. In the past 12 months, the Council's investment balance has averaged £38m compared with £39m in the previous financial year.

2.17 The CIPFA Code requires the Council to invest its funds prudently, and to have regard to the security and liquidity of its investments before seeking the highest rate of return, or yield. The Council's objective when investing money is to strike an appropriate balance between risk and return, minimising the risk of incurring losses from defaults and the risk of receiving unsuitably low investment income.

2.18 Given the increasing risk and very low returns from short-term unsecured bank investments, the Council largely uses Money Market Funds for short-term investments. The only long-term investment remains the £3 million in the Church, Charities and Local Authorities (CCLA) Property Fund.

2.19 The Council could make use of the following asset classes for both Treasury and Non Treasury investments:

Treasury Investments	
Government	Loans to, and bonds and bills issued or guaranteed by, national governments, regional and local authorities and multilateral development banks. These investments are not subject to bail-in, and there is generally a lower risk of insolvency, although they are not zero risk. Investments with the UK Government are deemed to be low credit risk due to its ability to create additional currency and therefore may be made in unlimited amounts for up to 50 years.
Banks and Building Societies (unsecured)	Accounts, deposits, certificates of deposit and senior unsecured bonds with banks and building societies, other than multilateral development banks. These investments are subject to the risk of credit loss via a bail-in should the regulator determine that the bank is failing or likely to fail. See below for arrangements relating to operational bank accounts
Operational Bank Accounts	The Council may incur operational exposures, for example through current accounts, collection accounts and merchant acquiring services, to any UK bank with credit ratings no lower than BBB- and with assets greater than £25 billion. These are not classed as investments but are still subject to the risk of a bank bail-in, and balances will therefore be kept below £500,000 per bank. The Bank of England has stated that in the event of failure, banks with assets greater than £25 billion are more likely to be bailed-in than made insolvent, increasing the chance of the Council maintaining operational continuity.
Money Market Funds	Pooled funds that offer same-day or short notice liquidity and very low or no price volatility by investing in short-term money markets. They have the advantage over bank accounts of providing wide diversification of investment risks, coupled with the services of a professional fund manager in return for a small fee. Although no sector limit applies to money market funds, the Authority will take care to diversify its liquid investments over a variety of providers to ensure access to cash at all times
Strategic Pooled Funds	Bond, equity and property funds offer enhanced returns over the longer term, but are more volatile in the short term. These allow the Council to diversify into asset classes other than cash without the need to own and manage the underlying investments. Because these funds have no defined maturity date, but are available for withdrawal after a notice period, their performance and continued suitability in meeting the Council's investment objectives will be monitored regularly.
Registered Providers (unsecured)	Loans to and bonds issued by, guaranteed by registered providers of social housing and registered social landlords, formerly known as housing associations. These bodies are regulated by the Regulator of Social Housing. As providers of public services, they retain the likelihood of receiving government support if needed.
Secured investments	Investments secured on the borrower's assets, which limits the potential losses in the event of insolvency. The amount and quality of the security will be a key factor in the investment decision. Covered bonds and reverse repurchase agreements with banks and building societies are exempt from bail-in. Where there is no investment specific credit rating, but the collateral upon which the investment is secured has a credit rating, the higher of the collateral credit rating and the counterparty credit rating will be used. The combined secured and unsecured investments with any one counterparty will not exceed the cash limit for secured investments.

Other Investments	This category covers treasury investments not listed above, for example unsecured corporate bonds and company loans. Non-bank companies cannot be bailed-in but can become insolvent placing the Council's investment at risk. Loans to unrated companies will only be made either following an external credit assessment or to a maximum of £1 million per company as part of a diversified pool in order to spread the risk widely.
Non-Treasury Investments	
Non-Treasury Investments	The Council invests in property in the borough and will, where there are opportunities, consider further investment, where this is primarily related to the functions of the Council such as service delivery and regeneration. However, the Council will not borrow to invest primarily for financial return.

- 2.20 The Council will retain the CCLA property fund and keep the remaining monies primarily in Money Market Funds and the Debt Management Account Deposit Facility (DMADF) (an investment facility operated by the UK Government). The Director of Resources does not believe that investing in equity or bond funds is advisable at the current time, given equity market valuations and the impact on bond investments. This will be reviewed as market conditions develop.
- 2.21 Currently the Council makes no direct investments in equities or corporate bonds. If this changed in the year the Director of Resources will ensure that investments are consistent with the Council's health and climate change objectives.
- 2.22 Credit ratings are obtained and monitored by the Council's treasury advisers, who will notify changes in ratings as they occur. Where an entity has its credit rating downgraded, so that it fails to meet the approved investment criteria then:
- no new investments will be made;
 - any existing investments that can be recalled or sold at no cost will be; and,
 - full consideration will be given to the recall or sale of all other existing investments with the affected counterparty.
- 2.23 Where a credit rating agency announces that a credit rating is on review for possible downgrade (also known as "rating watch negative" or "credit watch negative") so that it may fall below the approved rating criteria, then only investments that can be withdrawn on the next working day will be made with that organisation until the outcome of the review is announced. This policy will not apply to negative outlooks, which indicate a long-term direction of travel, rather than an imminent change of rating.
- 2.24 The Council understands that credit ratings are good, but not perfect, predictors of investment default. Full regard will, therefore, be given to other available information on the credit quality of the organisations in which it invests, including credit default swap prices, financial statements, information on potential government support and reports in the quality financial press and analysis and advice from the Council's treasury management adviser. No investments will be made with an organisation if there are substantive doubts about its credit quality, even though it may meet the credit rating criteria.

2.25 When deteriorating financial market conditions affect the creditworthiness of all organisations, as happened in 2008 and 2020, this is not generally reflected in credit ratings, but can be seen in other market measures. In these circumstances, the Council will restrict its investments to those organisations of higher credit quality and reduce the maximum duration of its investments to maintain the required level of security. The extent of these restrictions will be in line with prevailing financial market conditions. If these restrictions mean that insufficient commercial organisations of high credit quality are available to invest the Council's cash balances, then the surplus will be deposited with the UK Government, or with other local authorities. This will cause investment returns to fall, but will protect the principal sum invested.

2.26 The Council currently has the following Investments:

Counterparty	Long-Term Rating	Balance Invested at 31 December 2022 £'000
Debt Management Office (Bank of England)	AA-	12,255
Invesco Money Market Fund	AAmmf	3,000
DWS (Deutsche) Money Market Fund	AAmmf	3,000
Goldman Sachs Money Market Fund	AAmmf	3,000
Aberdeen Standard Money Market Fund	AAmmf	3,000
Black Rock Money Market Fund	AAmmf	3,000
JP Morgan Money Market Fund	AAmmf	2,180
Morgan Stanley Money Market Fund	AAmmf	3,000
SSGA Money Market Fund	AAmmf	240
CCLA Property Fund		3,000
Total Investments		35,675

2.27 The ratings above are from Fitch credit rating agency. A description of the grading is provided below:

- AA Investments are judged to be of a high quality and are subject to very low credit risk.
- AAmmf Funds have very strong ability to meet the dual objectives of providing liquidity and preserving capital.

2.28 The definition of investments in CIPFA's revised Codes now covers all the financial assets of the Council, as well as other non-financial assets which the Council holds primarily for financial return. This is replicated in the Ministry of Housing, Communities and Local Government's (MHCLG's) 2018 Investment Guidance, in which the definition of investments is further broadened to also include all such assets held partially for financial return. The Prudential and Treasury Management Codes now have detailed definitions of treasury, service and commercial investments.

2.29 The Council has not made, and will not make, any direct commercial investments outside of the Borough. Capital funds will be used for the benefit of local residents.

- 2.30 At 31 March 2021 the Council held £3.599 million of longstanding investments in 13 directly owned properties. These investments generated £0.163 million of investment income for the Council in 2020/21 after taking account of direct costs, representing a rate of return of 4.5% and this level of income is forecast for 2021/22 and 2022/23. No significant change in this Investment is anticipated in 2021/22 or 2022/23.
- 2.31 Although not strictly counted as investments, since no money has exchanged hands yet, loan commitments carry similar risks to the Council and are included here for completeness.
- 2.32 The loans made by the Council are shown below:

	31 March 2021
	£'000
Housing repair loans	2,002
Employee car loans	138
Other debtors	2,746
Total	4,886

- 2.33 The main risk when making service loans is that the borrower will be unable to repay the principal lent and/or the interest due. In order to limit this risk, a loss allowance is calculated for each debt reflecting the statistical likelihood that the debtor will be unable to meet their contractual commitments to the Council, which for 2021/22 was £0.2 million. The loss allowance was been calculated by reference to the Council's historic experience of default. In addition, to mitigate risk, all debts have to be managed in accordance with the Council's Financial Regulations.
- 2.34 The most significant loans shown are the Housing Repair Loans which are loans for private sector housing home adaptations – landlords and owner-occupiers can apply for a loan for adaptations that will enable them to stay in their own homes. The risk relating to these loans is low as they are a charge of the property and are repayable when a property is sold.
- 2.35 An analysis of short-term debtors is reported to Cabinet as part of the quarterly Financial Management Report.

3. Proposal

- 3.1 The Council may invest its surplus funds with any of the counterparty types in the table below, subject to the cash limits (per counterparty) and the time limits shown.

Counterparty	Time Limit	Cash Limits
The UK Government	50 years	Unlimited
Local Authorities and other government entities	25 years	£3m
Major UK banks / building societies unsecured deposits*	13 months	£3m
Leeds Building Society unsecured deposits*	As per credit advice	£1.5m

Counterparty	Time Limit	Cash Limits
Close Brothers unsecured deposits*	As per credit advice	£1.5m
Money Market Funds*	n/a**	£3m each
Strategic Pooled Funds e.g., Absolute return, Equity income, Corporate Bond Funds, Multi Asset Funds	n/a**	£3m each
CCLA Property Fund	n/a**	£3m
Registered providers (unsecured) *	5 years	£3m in aggregate
Secured Investments*	25 years	£3m in aggregate
Other Investments *	5 years	£3m in aggregate
Non treasury investments	As per credit advice	To be agreed on a case by case basis

* Minimum credit rating: Treasury investments in the sectors marked with an asterisk will only be made with entities whose lowest published long-term credit rating is no lower than [A-]. Where available, the credit rating relevant to the specific investment or class of investment is used, otherwise the counterparty credit rating is used. However, investment decisions are never made solely based on credit ratings, and all other relevant factors including external advice will be taken into account.

**These funds have no defined maturity dates, but are available for withdrawal after a notice period.

- 3.2 The Director of Resources in consultation with the Leader may consider longer duration depending on market conditions.
- 3.3 The Council may also purchase property for investment purposes, but the Council will not borrow to invest primarily for financial return. The Council may also make loans and investments for service purposes, for example in shared ownership housing, as loans to local businesses and landlords, or as equity investments and loans to the Council's owned companies.
- 3.4 The Council does not directly invest in financial derivatives although these may be present in pooled funds and will be managed in line with the overall treasury strategy. The Council will only use standalone financial derivatives (such as swaps, forwards, futures and options) where they can be clearly demonstrated to reduce the overall level of the financial risks that the Council is exposed to. In line with the CIPFA Code, the Council will seek external advice and will consider that advice before entering into financial derivatives to ensure that it fully understands the implications.
- 3.5 The Director of Resources ensures that any commercial deals meet the regulatory requirements and the CIPFA prudential framework.

Treasury Adviser

- 3.6 The Council has appointed Arlingclose Limited as its treasury management adviser and receives specific advice on investment, debt and capital finance issues. Officers meet with Arlingclose on a quarterly basis, receive information daily and attend relevant training courses.

3.7 The day to day treasury management activity is undertaken on the Council's behalf by Kent County Council's Treasury & Investments team to the criteria set out in this report. This has been particularly beneficial in using their relationships to obtain the low cost loans from other Councils.

4. Alternative Options

4.1 The Strategy is intended to give flexibility with regard to borrowing and investment options.

4.2 The CIPFA Code does not prescribe any particular treasury management strategy for local authorities to adopt. The Director of Resources, having consulted the Leader and Cabinet Member for Finance, believes that the above Strategy represents an appropriate balance between risk management and cost effectiveness. Some alternative strategies, with their financial and risk management implications, are listed below.

Alternative	Impact on income and expenditure	Impact on risk management
Invest in a narrower range of counterparties and/or for shorter times	Interest income will be lower	Lower chance of losses from credit related defaults, but any such losses may be greater
Invest in a wider range of counterparties and/or for longer times	Interest income will be higher	Increased risk of losses from credit related defaults, but any such losses may be smaller
Borrow additional sums at long-term fixed interest rates	Debt interest costs will rise; need to ensure that this is offset by higher investment income	Higher investment balance leading to a higher impact in the event of a default; however long-term interest costs may be more certain
Borrow short-term or variable loans instead of long-term fixed rates	Debt interest costs will initially be lower	Increases in debt interest costs will be broadly offset by rising investment income in the medium term, but long-term costs may be less certain

5. Consultation Undertaken or Proposed

5.1 Consultation has been taken with Arlingclose.

6. Implications

Issue	Implications
Corporate Plan	Good management of the Council's cash balances assists the overall financial position of the Council and this helps to meet the emerging Corporate Plan objectives.
Financial, Resource and Property	The budget for net investment income in 2022/23 is £(88,550).

Issue	Implications
Legal, Statutory and Procurement	Government and CIPFA requirements complied with.
Crime and Disorder	Not applicable
Environment and Climate/Ecological Emergency	Not applicable
Health and Wellbeing	Not applicable
Safeguarding of Children, Young People and Vulnerable Adults	Not applicable
Risk Management and Health and Safety	Risk is controlled through adherence to specific guidance included in CIPFA's Treasury Management Code of Practice and Cross-Sectoral Guidance Notes. The principle of security of funds over-rides investment performance considerations.
Equality and Diversity	Not applicable
Privacy and Data Protection	Not applicable

7. Appendices

7.1 The following appendices are published with this report and form part of the report.

- Appendix I Prudential and Treasury Management Indicators

8. Background Papers

None

Acronyms Used:

BoE	The Bank of England
CCLA	Church, Charities and Local Authorities
CFR	Capital Financing Requirement
CIPFA	The Chartered Institute of Public Finance and Accountancy
DLUHC	Department of Levelling Up, Housing & Communities
DMADF	Debt Management Account Deposit Facility
MHCLG	Ministry of Housing, Communities and Local Government
PWLB	Public Works Loan Board
STC	Sittingbourne Town Centre

Prudential and Treasury Management Indicators

Background

There is a requirement under the Local Government Act 2003 for local authorities to have regard to CIPFA's Prudential Code for Capital Finance in Local Authorities (the "CIPFA Prudential Code") when setting and reviewing their Prudential Indicators. The objectives of the Prudential Code are to ensure, within a clear framework, that the capital investment plans of local authorities are affordable, prudent and sustainable, and that treasury management decisions are taken in accordance with good professional practice. To demonstrate that the Council has fulfilled these objectives, the Prudential Code sets out the following indicators that must be set and monitored each year.

Gross Debt and the Capital Financing Requirement (CFR)

This is a key indicator of prudence. Statutory guidance states that external debt should not exceed the capital financing requirement in the previous year plus the estimates of any increase in the CFR at the end of the current year and the next two years. The table below demonstrates that the Council is complying with this aspect of the Prudential Code.

Gross Debt and the Capital Financing Requirement	2021/22 Revised	2022/23 Estimate	2023/24 Estimate	2024/25 Estimate
	£'000	£'000	£'000	£'000
Capital Financing Requirements	47,876	72,150	70,661	69,223
Gross External Debt	(10,000)	(50,000)	(50,000)	(50,000)
Internal Borrowing	37,846	22,150	20,661	19,223

Estimates of Capital Expenditure

This indicator is set to ensure that the level of proposed capital expenditure remains within sustainable limits and, in particular, to consider the impact on Council Tax. (See Capital Programme in 2022/23 Budget Report to Cabinet 9 February 2022.)

Capital Expenditure and Financing	2021/22 Revised	2022/23 Estimate	2023/24 Estimate	2024/25 Estimate
	£'000	£'000	£'000	£'000
Total Expenditure	13,502	27,075	2,113	2,113
Revenue contributions	2,888	50	50	50
Capital receipts	1,573	50	0	0
Grants	7,367	2,063	2,063	2,063
Internal/ External borrowing	1,674	24,912	0	0
Total Financing	13,502	27,075	2,113	2,113

Prudential and Treasury Management Indicators

Ratio of Financing Costs to Net Revenue Stream

This is an indicator of affordability, highlighting the revenue implications of existing and proposed capital expenditure by identifying the proportion of the revenue budget required to meet financing costs, net of investment income.

Ratio of Financing Costs to Net Revenue Stream	2021/22 Estimate	2022/23 Estimate	2023/24 Estimate	2024/25 Estimate
	%	%	%	%
General Fund Total	3.40	6.83	6.94	9.01

Authorised Limit for External Debt

The Authorised Limit sets the maximum level of external borrowing on a gross basis (i.e., not net of investments) for the Council. It is measured on a daily basis against all external borrowing items on the Balance Sheet (i.e., long and short-term borrowing, overdrawn bank balances and long-term liabilities). This Prudential Indicator separately identifies borrowing from other long-term liabilities such as finance leases. It is consistent with the Council's existing commitments, its proposals for capital expenditure and financing, and its approved treasury management policy statement and practices.

The Authorised Limit has been set on the estimate of the most likely, prudent but not worst case scenario with sufficient headroom over and above this to allow for unusual cash movements.

The Authorised Limit is the statutory limit determined under Section 3(1) of the Local Government Act 2003 (referred to in the legislation as the Affordable Limit).

Authorised Limit for External Debt	2021/22 Revised	2021/22 Estimate	2022/23 Estimate	2023/24 Estimate
	£'000	£'000	£'000	£'000
Borrowing	60,000	70,000	70,000	70,000
Other long-term liabilities	2,000	2,000	2,000	2,000
Total	62,000	72,000	72,000	72,000

Prudential and Treasury Management Indicators

Operational Boundary for External Debt

The operational boundary is based on the Council's estimate of most likely (i.e., prudent but not worst case) scenario for external debt. It links directly to the Council's estimates of capital expenditure, the capital financing requirement and cash flow requirements, and is a key management tool for in-year monitoring. Other long-term liabilities comprise finance lease and other liabilities that are not borrowing but form part of the Council's debt.

Operational Boundary	2021/22 Revised £'000	2021/22 Estimate £'000	2022/23 Estimate £'000	2023/24 Estimate £'000
Borrowing	55,000	55,000	55,000	55,000
Other long-term liabilities	500	500	500	500
Total Operational Boundary	55,500	55,500	55,500	55,500

Interest Rate Risk

The Council regularly reviews its interest rate exposures with its Treasury adviser Arlingclose and this is reflected in the monitoring of the budget. It is the aim of the Council to minimise interest paid on borrowing and maximise the interest earned on investments, but in the case of investments, protection of the capital sum must take precedence over the rate of return. As reported in the 2021/22 Half Year Treasury Report the Council had achieved a return of 0.48% on its investments and therefore an estimate of the impact of a 0.5% change in this return would be worth £164,000.

Maturity Structure of Borrowing

This indicator is set to control the Council's exposure to refinancing risk. The upper and lower limits on the maturity structure of fixed rate borrowing will be:

Maturity Structure of Borrowing	Lower Limit for 2022/23 %	Upper Limit for 2022/23 %
Under 12 months	0	100
12 months and within 24 months	0	100
24 months and within 5 years	0	100
5 years and within 10 years	0	100
10 years and above	0	100

Principal Sums Invested for Periods Longer than a Year

The purpose of this indicator is to control the Council's exposure to the risk of incurring losses by seeking early repayment of its investments. The limits on the long-term principal sum invested to final maturities beyond the period end will be:

	2022/23 Estimate £'000	2023/24 Estimate £'000	2024/25 Estimate £'000
Limit on principal invested longer than 1 year	10,000	10,000	10,000

Council		Agenda Item:
Meeting Date	23 February 2022	
Report Title	Pay Policy Statement	
Cabinet Member	Cllr. Roger Truelove	
SMT Lead	Larissa Reed, CEO	
Head of Service	Bal Sandher, Head of HR Shared Service	
Lead Officer	Bal Sandher, Head of HR Shared Service	
Key Decision	No	
Classification	Open	
Forward Plan	Reference number:	
Recommendations	<p>That the proposed Pay Policy Statement be agreed for publication on the council's web site.</p> <p>That the information within the Pay Policy Statement is updated with actual year-end figures before final publication.</p>	

1 Purpose of Report and Executive Summary

- 1.1 The report is required to enable the council to satisfy the requirements of section 38 of the Localism Act 2011, which required that authorities must prepare a pay policy statement for the financial year 2012/13 and for each subsequent financial year; this statement must be agreed by full Council. The proposed statement is an update on the Council's current statement.
- 1.2 Terms and conditions of employment for employees is a non-executive function and the General Purposes Committee has delegated responsibility for this within the Council's constitution. Although there is no statutory template for the Pay Policy, it is recommended that it sets out as many of the relevant policies as possible so that they are transparent and in one place. The attached document refers to the policies currently in place.

2 Background

- 2.1 Section 38 (1) of the Localism Act 2011 required English and Welsh local authorities to produce a Pay Policy Statement for 2012/13, and for each financial year after that. The Bill as initially drafted referred solely to chief officers (a term which includes both statutory and non-statutory chief officers, and their deputies); but amendments reflecting concerns over low pay and also, drawing on Will Hutton's 2011 Review of Fair Pay in the Public Sector, introduced requirements to

compare the policies on remunerating chief officers and other employees, and to set out policy on the lowest paid.

2.2 The matters that must be included in the statutory Pay Policy Statement are as follows:

- a local authority's policy on the level and elements of remuneration for each chief officer;
- a local authority's policy on the remuneration of its lowest-paid employees (together with its definition of "lowest-paid employees" and its reasons for adopting that definition);
- a local authority's policy on the relationship between the remuneration of its chief officers and other officers and in particular the pay multiple between the two;
- a local authority's policy on other specific aspects of chief officers' remuneration, including: remuneration on recruitment, increases and additions to remuneration, use of performance-related pay and bonuses, termination payments, and transparency;
- an organisation chart or description of the number and grades of staff in the top three layers of the organisation, with information on the grades of all those with salaries in excess of £50,000; and
- details of facility time and the number of trade union representatives for each of the recognised trade unions.

2.3 With regard to the process for approval, the Pay Policy Statement:

- must be approved formally by the Council meeting;
- must be approved by the end of March each year;
- can be amended in-year;
- must be published on the authority's website; and
- must be complied with when the authority sets the terms and conditions for a chief officer.

2.4 The Act specifically mentions that the Pay Policy Statement may set out the authority's policies relating to other terms and conditions for chief officers, and in the interest of open government there are recommendations that the Statement sets out as much information relating to employee terms and conditions as is practical.

3 Proposal

3.1 The proposed Pay Policy Statement (Appendix I) sets out the Council's overarching Reward Strategy, including many of the associated terms and conditions, and is designed to satisfy the requirements of the Localism Act 2011.

- 3.2 Once the agreed Pay Policy Statement is accepted by full Council it will be published on the Council’s website, along with the details that are already required under the Code of Recommended Practice for Local Authorities on Data Transparency 2011 and the Equality Act 2010.
- 3.3 For ease of reference, the key changes in the document compared with that published in 2021 are set out below:
- (i) the figures for payments made in 2021/22 set out in the categories in section 3.5 of the Pay Policy Statement have been updated;
 - (ii) section 4 outlines the changes to the chief executive earnings
 - (iii) section 5 of the Pay Policy statement reflects the requirements of the Trade Union (Facility Time Publication Requirements) Regulations 2017 that came into force on 1st April 2017. The figures to reflect the time spent on trade union duties have been updated in the tables;
 - (iv) details of remuneration for senior staff have been updated in appendix I (H)

4 Alternative Options

- 4.1 The Council could choose to publicise a reduced version of the Pay Policy Statement that satisfies the minimum requirements of the Act, but this is not recommended as it does not satisfy the need for transparency, and means that the data is not seen in the context of the good work already undertaken by the Council.

5 Consultation Undertaken or Proposed

- 5.1 Consultation has taken place with the Leader of the Council, members of the Senior Management Team, and UNISON. As this is not a change to existing policies no further consultation is required.

6 Implications

Issue	Implications
Corporate Plan	The policies summarised in the Pay Policy Statement assist the Council in achieving its priority of “renewing local democracy and making the council fit for the future’.
Financial, Resource and Property	There are no additional resource implications as a result of the Pay Policy Statement as it is setting out what is already in place. The aim of Section 38 of the Localism Act is to ensure there is openness and transparency with regard to the allocation of public money to employee remuneration.
Legal, Statutory and	Localism Act 2011

Procurement	
Crime and Disorder	None specific to this report.
Environmental Sustainability	None specific to this report.
Health and Wellbeing	None specific to this report.
Safeguarding of Children, Young People and Vulnerable Adults	None specific to this report.
Risk Management and Health and Safety	<p>There are no risks associated with the publication of the Pay Policy Statement as all this information would be available if requested through the Freedom of Information Act, although the publication of the information may help to reduce some of the Fol requests received.</p> <p>There is a risk to the Council if it does not produce a Pay Policy Statement as this is a statutory requirement.</p>
Equality and Diversity	The Equality Act 2010 places requirements upon all public sector bodies to ensure that its policies and procedures are promoting equality. The measures summarised within the Pay Policy Statement support this requirement.
Privacy and Data Protection	There is no impact to Privacy and Data Protection.

7 Appendices

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

- **Appendix I:** Pay Policy Statement - March 2022

8 Background documents

None

Swale Borough Council

Pay Policy Statement – March 2022

1. Introduction

The Workforce Strategy for 2019 – 2022 sets out four key themes:

- Performance and Development;
- Reward and Recognition;
- Engagement and Wellbeing; and
- Workforce for the future

These strategic themes recognise the importance of pay and rewards in our role as an employer. Our work on pay and rewards began in 2010 with an equal pay audit resulting in significant changes to the Council's terms and conditions. The work continued through the implementation of the Workforce Strategy, and the development of a Total Rewards approach to remuneration for council staff.

Swale Borough Council has its own employment terms and conditions and undertakes local pay bargaining with UNISON. It is not connected to the Local Government Joint National Conditions (JNC) for any terms other than those that apply for the dismissal processes of Statutory Officers (Head of Paid Service, Section 151 Officer or Monitoring Officer).

2. Terms and Conditions – Decision Making

Terms and conditions for employees are a non-executive function, and the responsibility for decisions on these matters is delegated to the General Purposes Committee by full Council. The terms of reference for this group are set out in the constitution as:

“to consider and make decisions on non-executive matters in respect of staff terms and conditions, and the pension scheme”.

The responsibility for agreeing the appraisal and remuneration of the Chief Officers lies with a Member panel. Senior appointments are also the responsibility of a Member panel, although there is a process to ensure that there are no objections to the recommended candidate from any Cabinet members prior to the offer of a senior position.

Where the decision of the General Purposes Committee has a budgetary implication beyond the agreed in-year budget, this will also require agreement from Cabinet.

3. Reward Strategy

The Reward Strategy was developed in full consultation with trade unions, staff, and Members and was agreed by the General Purposes Committee in 2010. This was a very thorough piece of work that ensured the Council managed the terms of employees at all levels in the same way, and applied the principles of equal pay and performance management to the scheme that was developed.

The principles for the reward strategy are to:

- (i) support a **performance** orientated organisation;
- (ii) provide an **attractive** employment package at all levels;
- (iii) be relevant to a **modern** local government authority;
- (iv) have a pay structure that is **transparent** and straightforward;
- (v) reward people **fairly** and consistently;
- (vi) move toward a **Total Reward** approach; and
- (vii) be **affordable** within the Medium Term Financial Strategy.

The reward strategy takes a 'Total Reward' approach to the benefits package received by employees at the Council to ensure that maximum benefit is gained from all aspects of what is on offer to employees. The key elements of this package are set out below.

3.1 Pay Scale and Pay Progression

Our policy for pay grades within the organisation is to apply an objective assessment of the relative 'size and value' of all our roles using a formal job evaluation process. Posts are graded through the INBUCON Job Evaluation Scheme, and this process identifies the value or size of the role when all the duties are being performed and the employee is fully effective in the role. Job evaluators are drawn from different parts of the organisation and trained to use the INBUCON scheme; every panel has one trade union representative as part of the panel.

The pay scale has up to five increments per grade which recognise that with development in a role over time an employee is of more value to the organisation and therefore warrants a higher salary. There are fewer incremental points in the lower grades and more in the more complex roles. New appointments to post will normally be at the first point of the grade, unless there is evidence of a skill shortage in line with the criteria set out in the Market Supplement Policy. The pay scale is set out at Appendix I (A).

In July 2019, the council agreed to move to the real Living Wage which is independently calculated by the Living Wage Foundation. This gave a significant increase to the low paid by matching them to the hourly rate of £9.00 per hour and this was backdated to April 2019. The Lowest Paid employees are defined as those whose posts have INBUCON points of 121 to 153, which place them into grade 2 of the pay scale. The real Living Wage has been applied every year since 2019 to ensure our lowest paid staff are rewarded appropriately to meet their living cost needs.

A review on Chief Executive salaries was carried out in July 2020. Based on the findings of the review, it was agreed to amend the CEO pay scale to reflect salary more consistent with other Kent CEO's operating in similar sized organisations including responsibilities.

The Council has a process of local pay consultation with UNISON to determine whether there should be an annual pay award, taking into consideration both inflation and affordability.

Incremental progression is assessed against the agreed Competency Profile for the role and evidence of the necessary Performance Standards and agreed objectives. Assessment will be on an annual basis, but will be linked to the clear and continuous performance at the level required at each incremental step. The rules for pay progression are set out in Appendix I (B).

Incremental progression is assessed by an employee's line manager in consultation with the Head of Service and Director who has to approve the recommendations within their Directorate; this is monitored collectively by Senior Management Team. The process and timetable for appraisals and incremental progression for the Chief Executive and Directors is set out at Appendix I (C).

3.2 Market Supplements

The pay principles recognise that the Council needs to be an attractive employer whilst also balancing this with the needs to manage the budget and protect the public purse. Within local government there are several skill areas that have been extremely difficult over the years in terms of both recruitment and retention - this is particularly in fields where there are private sector employers competing for the same skills, or in unattractive areas of work.

In order to be able to respond to recruitment difficulties the Council has a Market Supplement Policy which sets clear criteria for the agreement and retention of a market supplement. The Policy is at Appendix I (D). Staff receiving market supplements are from the Planning and Legal teams. Currently, there are twenty five employees in receipt of Market Supplements that are either working in Planning or Legal teams.

3.3 Pension

The Council offers access to the Local Government Pension Scheme (LGPS), which is a significant benefit to employees and is one of the aspects of the Council's Total Rewards package.

The pension scheme is standard between all local government employers, and in broad terms offers a pension benefit equivalent to 1/49th of pensionable salary per year of service, where pensionable salary is calculated on a career average with benefits paid at state retirement age.

Although most of the rules associated with the scheme are set centrally, there are a few areas where local employers must define their own policy; the discretionary

policy is attached at Appendix I (E). In broad terms it is not the policy of the Council to increase pension benefits to employees through any form of enhancement.

The LGPS is a defined benefits scheme which requires contribution rates from employees of between 5.5% and 12.5% depending on earnings, in accordance with the following table; in April 2014 there was an option to lower level contributions with the introduction of the 50/50 scheme.

Pensionable pay	Main Section	50/50 Section
Up to £14,600	5.50%	2.75%
£14,601 - £22,900	5.80%	2.90%
£22,901 - £37,200	6.50%	3.25%
£37,201 - £47,100	6.80%	3.40%
£47,101 - £65,900	8.50%	4.25%
£65,901 - £93,400	9.90%	4.95%
£93,401 - £110,000	10.50%	5.25%
£110,001 - £165,000	11.40%	5.70%
More than £165,000	12.50%	6.25%

The employer contribution rate, calculated as the future service rate excluding past service deficit for 2020/21 will be 18.5%, although this does vary from year to year.

Kent County Council is the administering authority for the Swale Borough Council scheme.

3.4 Pay Protection and Redundancy Payments

The Council has a Redundancy Policy which sets out the approach that must be followed if posts are going to be affected because of organisational change. The procedure sets out the approval process and the consultation timetable; it also sets out the terms for redundancy and pay protection. The Pay Protection Policy is set out at Appendix I (F).

Any payments paid to an employee in relation to redundancy shall be in accordance with the statutory redundancy payments scheme and any other regulations applicable, except that the Council will calculate a week's pay on actual earnings where this is in excess of the statutory maximum figure (**Local Govt. (Early Termination of Employment)(Discretionary Compensation) (England and Wales) Regulations 2000**).

The policy of the organisation regarding re-employment following redundancy follow the NJC terms and conditions, i.e. if a redundant employee commences local government employment within one month of the redundancy then the redundancy

payment must be returned. Any other re-employment will only be considered where all other Council rules on recruitment or procurement have been followed.

3.5 Other payments

Honoraria: the Council has a policy to recognise situations where an employee takes on more responsibility on a temporary basis; normally for an agreed period of up to 6 months. This is often as a cost saving measure when there is a vacancy, maternity leave etc. In 2021/22 there were ten people in receipt of honoraria, two less than the previous year.

Flexibility Allowances: certain members of staff (below management grades) are required to work outside of normal council working patterns. To compensate them for this flexibility they are paid a 10% supplement to their salary. As at March 2022 there were eight people in receipt of this payment. This allowance has been reviewed and agreement reached with trade unions that the allowance would not be paid in the future to any employees that were aware of the requirement for working 'unsocial' hours at the time they applied for the position; this is the main cause of the reduction of the number of people still in receipt of the allowance.

Stand-by payments: a review of standby duties and payments was carried out in August 2019. This resulted in amending the Standby Allowance Policy to ensure that those employees who are required to take part in standby rotas and respond to call out duties are treated consistently across the Council and remunerated fairly for the duties. The standby payments are paid to a small number of employees (twelve in 2021/22, a decrease of seventeen from the previous year) who are on an out-of-hours on-call rota for specialist duties such as collecting stray dogs or attending noise complaints. The outcome of the review has also increased the level of remuneration to £125 each week of being on-call compared to the previous rate of £100.

Bonuses: the Council does not have a bonus system for any grade of staff.

Car Payments: the Council removed lease cars and lease car allowances in 2010. However, a car allowance of up to £1,239 was given to those employees that are required to have a vehicle for their role and that drive a minimum of 2,000 miles annually. This changed in June 2016 with the allowance being reduced to £1000 per annum and pro-rata for part time staff as well as an increase to the mileage threshold to 2,500. At the end of March 2022 this allowance was allocated to fifty two members of staff, an increase of one from the previous year. The majority of staff in receipt of this payment are within the statutory services which require external visits e.g. planning, environmental health, housing, and where there are other shared services requiring travel between districts. Mileage rates for those receiving this allowance is 37.8 pence per mile.

3.6 Special fees and arrangements

Special fees may be paid for certain additional duties; in general these are connected to election duties, and the funding for the allowance will not come from the Council's

own budget. An additional fee is normally paid for the role of Returning Officer for the District elections however, this was previously incorporated into the Chief Executive's base salary where s/he is acting on behalf of the Council (eg borough and parish elections). This has now changed and the additional fees will be paid for undertaking the role of Returning Officer, Counting Officer or other similar role, on behalf of another authority or organisation.

The Council has adopted the Kent schedule of fees, which is attached at Appendix I (G).

3.7 Other employee benefits

The Council provides access to an **Employee Assistance Programme** which provides staff with both telephone and face-to-face counselling on a range of issues. The Council has access to an Occupational Health Service that helps to ensure that employees are properly supported to avoid taking sick leave and to return to work as soon as possible.

The Council supports employees in their role with a **development plan and training opportunities** to ensure they are fully qualified and trained to give excellent service. The Council has been recognised for its development-focussed culture through the achievement of the Investors in People Gold award.

On an annual basis the Council has an **Awards Ceremony** that recognises the best achievements of staff during the preceding year. In previous years the ceremony took place in the evening in the form of a dinner and dance for nominees and partners and the cost of the occasion is off-set through sponsorship from businesses and partners. The awards ceremony in the future will take place during the day and all staff will be invited to attend the event to recognise staff achievements during the year.

The Council offers a **salary sacrifice scheme** to employees for the purchase of bicycles. In December 2018, the Council introduced another salary sacrifice scheme for the purchase of cars. There is no cost to the Council of these schemes.

In 2014 the Council updated its **long service awards** scheme to include a wider range of employees. Small benefits (eg £25 shopping voucher) are given to those reaching ten years' service, and at five yearly intervals up to forty years' service. This form of recognition is in line with our Mid Kent Services (MKS) partners.

The Council introduced the opportunity for employees to **buy additional annual leave**, and five employees have used this benefit during 2020/21. This is at no cost to the Council.

4. Monitoring

Salary budgets are monitored through the normal budget management processes by line managers. Members and senior officers regularly examine the Medium Term Financial Strategy, and in particular consider ways to reduce costs to the Council.

As required by the Equality Act 2010 the Council undertakes an equal pay audit of salaries, which is published on the Council's web site. This helps to identify whether

there are significant differences in pay for employees that have one or more of the protected characteristics.

From April 2017 under the Equality Act 2010 employers with more than 250 employees are required to publish statutory gender pay gap calculations on an annual basis. The data must be a snapshot of salary data on 31 March and must be published on our own website and a government website by 30 March 2021.

The Code of Recommended Practice for Local Authorities on Data Transparency 2011 required that salary data was published on the highest earning staff within the Council; this was actioned by March 2011 as required by the Code. There has been further qualification of the salary threshold for publication which has been set at £50,000 and above. This information, plus the inclusion of all additional fees, is at Appendix 1 (H).

The Code of Recommended Practice for Local Authorities on Data Transparency September 2011 also requires that there is a process established to monitor the rate of growth of senior earnings compared to all other employees in the organisation. The formula required is to calculate the pay multiple of the Chief Executive's salary compared to the median earnings of all other employees; where there is any significant change year-on-year this should be explained. It is the Council's policy to use this pay multiple to monitor the relationship between remuneration of chief officers and other employees.

The recommendation in the 'Hutton Review of Fair Pay' 2011 has been followed:

“the pay multiple should be calculated on the basis of all taxable earnings for the given year, including base salary, variable pay, bonuses, allowances and the cash value of any benefits in kind”

	Chief Executive earnings	Median	Pay Multiple
2018/19*	£125,826	£23,032	5.46
% change from previous year*	3.07%	2.15%	0.92%
2019/20*	£93,189	£23,244	4.01
% change from previous year*	-25.94	0.92%	-26.56%
2020/21*	£23,907	£23,947	1.00
% change from previous year*	-74.34%	3.02%	-75.06
2021/22*	£119,795	£24,519	4.88
% change from previous year*	401.09%	2.39%	388

*The Local Government Association guidance is that organisations should use taxable pay to calculate the pay multiple. In previous years the multiple has been calculated using the National Insurance pay level which includes the pension contribution paid by the individual and is a higher figure.

The Council operated without a Chief Executive for majority of 2020/21. The new Chief Executive joined the Council in January 2021 and the earnings for 2020/21 reflect a 3 month period. The earnings for the Chief Executive for 2021/22 are for the full year which is the main reason for the difference in earnings for 2021/22. The

median earnings of all employees have slightly increased compared with the previous year’s calculation, which reflects the pay award increase for 2021/22.

It is important to emphasise that the pay policy of the Council is to pay at the market median, and this is only reached at the top of the incremental pay points for each grade. This ensures that people are paid at a lower level than the Council policy until they have fully matured into the role. In addition, although these are contractual payments, they are withheld if performance is not satisfactory at the expected level.

5. Trade Union Facility time

The Council recognises UNISON, and there is a history of co-operative employee relations. As a result of this cooperative approach, a range of fair employment policies are now in place. As a result, there is generally a low level of trade union activity.

The Trade Union (Facility Time Publication Requirements) Regulations 2017 came into force on 1st April 2017 which requires public sector employers to publish specified information relating to facility time provided by trade union officials. Under the regulations, the relevant information will need to be published on an annual basis for the period 1st April to 31st March.

The Council allows reasonable time for trade union duties (eg attending management meetings, pay negotiation, etc) but no time is given for trade union activities (canvassing for additional membership etc.)

The number of trade union representatives is as follows:

	Headcount	FTE
UNISON	5	5

Percentage of time spent by union officials on facility time is:

Percentage of time	Number of employees
0%	0
1-50%	5
51%-99%	0
100%	0

Note: only 6% of facility time is spent by union officials.

Percentage of pay bill spent on facility time:

Total cost of facility time	£5,964
Total pay bill	£9,298,044
Percentage of pay bill	0.06%

There has been no time spent on paid trade union activities.

6. Contact for further information

If you require any further information regarding the salary policy of the council you should contact Bal Sandher, Head of HR Shared Services, on 01622 602165, or by email on baljinder.sandher@midkent.gov.uk

Pay Scale 2021/22

Grade	1	2	3	4	5
1	GRADE 1 IS NO LONGER IN USE				
2	18,345	18,447	18,542		
3	19,723	20,507	21,326	22,181	
4	22,991	23,915	24,873	25,864	
5	25,994	26,982	28,064	29,182	
6	29,386	30,561	31,780	33,057	
7	33,233	34,425	35,804	37,241	
8	37,343	38,837	40,386	42,006	
9	44,108	45,870	47,700	49,611	
10	52,309	54,403	56,575	58,838	
11	61,207	63,654	66,202	68,850	71,599
12	73,008	75,925	78,964	82,126	85,412
13	89,849	93,447	97,180	101,068	105,114
14	116,274	119,762	123,355	127,055	130,867

Pay Progression

1. Annual Inflation Award

Annual pay consultation will consider the cost of living and the position of SBC pay in comparison to the market, but affordability will be the foremost consideration. Consultation will commence annually in September with the aim to reach agreement within the budget cycle so that payment can be made in April salaries.

The Chief Executive and Head of HR are responsible for undertaking pay negotiation with trade unions, but the Cabinet takes ultimate responsibility for agreeing the budget.

2. Pay progression within grade

The pay scale has up to five increments which recognise that, with development in a role over time, an employee is of more value to the organisation and therefore warrants a higher salary. There are fewer incremental points in the lower grades and more in the more complex roles. New appointments to post will normally be at the first point of the grade unless there is evidence of a skill shortage in line with the criteria set out in the Market Supplement Policy.

Progress through the grade will be assessed annually. This will not be an automatic progression but will require an assessment against the agreed Competency Profile and Performance Standards for the position. Where the employee has progressed towards the full competency profile they will be awarded an increment. Assessment for incremental progression will take place by **October** each year. This will therefore not be linked to the annual appraisal but will take place mid-year. Increased increments will be paid with effect from 1 October.

Employees must have six months' service in their role by 1 October to be eligible for assessment. If they are more recently appointed they will receive a review after six months in the position; thereafter they will be reviewed annually for the October increment.

Individuals will need to consistently demonstrate the behaviours required by the Competency Profile and Performance Standards for their role in order to maintain their incremental position. One-off performance will not be sufficient to merit or maintain an increment.

Where individuals do not sustain the level of performance or where they have been assimilated to the top of the grade but are assessed as not having the full range of competencies, they will be given time to improve, but their pay will be frozen until they drop to the pay level that matches their performance. This includes any rise in annual pay as a result of pay inflation. This is outside the normal Pay Protection Policy as it does not represent an organisational change. Where the individual is assessed as not meeting the requirements of the grade their performance will be treated as a capability issue.

3. Career Grades and Incremental Progression

A Career Grade offers the opportunity of a long path of progression to a particular professional position. As such the nature of the role and the requisite competencies are likely to vary considerably between the entry point and final destination. This means that through Job Evaluation the Career Grade is likely to span several grades and have many steps. To enable this clear stepped progression there may be some need to have interim points between the normal incremental points, e.g. in recognition of the achievement of some particular milestone. These half incremental steps will be allowed providing that there is prior agreement with the Head of HR, that they are applied equally to all those who meet the criteria and are set out as part of the agreed career grade structure.

Progress through the career grade will need to be evidence based, and the Head of HR will need to agree to the progression if it is between grades.

Chief Executive and Director Appraisal Process

The appraisal panel for the Chief Executive will comprise of the Leader, Deputy Leader and Leader of the Majority Opposition Party, supported by HR.

This panel will also take a 'grandparent' role to review and comment on the full annual appraisal and objectives for the Directors as set by the Chief Executive.

The timetable and process for the Chief Executive is set out below:

Month	Activity
January	The Chief Executive undertakes a self-review of achievements against the annual objectives, and suggests possible objectives for the coming year.
January	Feedback from the members of the working group on the Chief Executive's performance is obtained.
Early February	The Chief Executive reviews Member feedback in relation to progress, development and future targets.
February	After the budget has been agreed by full Council, the working group and Chief Executive meet formally, supported by HR for the formal appraisal and objective setting. The outcome of the agreed objectives will be reported at the next full Council by the Leader. The meeting to be documented by HR as the Chief Executive's formal appraisal.
September	The working group and Chief Executive, supported by HR meet to review mid-year progress, and agree whether performance is satisfactory. If the Chief Executive is performing to a satisfactory level the annual increment will be awarded (up to the top of the grade). The summary of this meeting to be reported back to the General Purposes Committee.

The process for Directors is set out below:

Month	Activity
January	<p>The Director undertakes a self-review of achievements against the annual objectives and suggests possible objectives for the coming year.</p> <p>This self-review is submitted to the Chief Executive.</p>
Early February	<p>The Director and Chief Executive meet to discuss progress, development and future targets.</p>
Early February	<p>The Chief Executive prepares a draft appraisal document with assessment of performance in the previous year and against competencies.</p> <p>Draft forward objectives and a development plan are also documented and agreed between the Chief Executive and Director.</p>
February	<p>The appraisal panel, the Chief Executive and the Director meet formally for the 'grandparent review', and finalisation of the Director's objectives.</p> <p>The meeting to be documented by the Chief Executive as the Director's formal appraisal.</p>
September	<p>The Chief Executive and Director meet to review mid-year progress and agree whether performance is satisfactory.</p> <p>If the Director is performing to a satisfactory level the annual increment will be awarded (up to the top of the grade).</p>

Market Supplements for Pay

1. Introduction

The Council will utilise a Market Supplement to ensure that competitive salaries will attract and retain key workers in skill shortage areas without distorting the pay structures for all other employees. A Market Supplement for recruitment or retention purposes will only be used where there are clear business reasons that cannot be better addressed through the total benefits package, the work environment or department skill mix. It is recognised that pay is only one factor contributing to our attractiveness as an employer and other aspects of employment, particularly those relating to development, should be applied rather than using just a Market Supplement.

All jobs are graded using the Inbucon Job Evaluation system and the defined pay policy of the Council is to pay at Market Median where the market used is the Inbucon salary data. This is also checked against local Kent salary surveys to ensure that it is robust for the geographical region. This approach ensures that the employees of Swale Borough Council are paid at a fair level in comparison to other workers in similar employment groups.

However, there is recognition that in certain professions there are either national or regional skill shortages and Swale needs to be responsive to the competition for these skills. In the longer term our aim will be to train employees to move into these specialist areas and to ensure that the specialists' skills are utilised properly within the organisation. In the short term Market Supplements may be used.

2. Identification of the Skill Shortage

2.1 Recruitment Campaigns

Where there is no anticipated shortage there will need to be a minimum of two appropriate external recruitment campaigns within a 12 month period to establish that it is not possible to fill a position before it is agreed there is a requirement for a market supplement.

2.2 KPOG Salary Survey

The salary survey is conducted on an annual basis and gives details of the comparative salaries for defined positions in the Kent Districts. This clearly identifies the median salaries and is particularly relevant for local government roles. This will enable the identification of positions which may be vulnerable and, where there is more than a 10% salary difference from the median, there should be consideration of the need for a market supplement. The existence of this difference alone is unlikely to be sufficient justification and further analysis will be required to identify whether this has had an adverse impact on the Council's ability to recruit and retain relevant staff.

2.3 National Information

Within local government there are certain identified skill shortage areas. These are identified through data collection from the Employers Organisation and the I&DeA. In 2015 these skills were listed as:

- (i) Children's social workers
- (ii) Planning officers *
- (iii) Building control officers
- (iv) Environmental health officers *
- (v) Educational psychologists
- (vi) School crossing patrol
- (vii) Adult social workers
- (viii) Trading standards officers
- (ix) Solicitors and lawyers *
- (x) Mental Health Social Workers

* category of worker employed by SBC

This national picture is the first indicator of a shortage. Where there is an identified shortage nationally the manager will still be required to demonstrate that this applies to the local area. This proof can be gained through the outcome of a relevant recruitment campaign during the previous 12 month period, or through information from agencies about the availability of particular skill sets.

3. Market Supplement for Recruitment Purposes

The level of supplement will be agreed between the Director and the Head of HR Shared Services in consultation with the Chief Financial Officer. It will be paid as part of monthly salary and will be pensionable. The supplement will not be subject to the cost of living award and will not be taken into account for any salary-related enhancements, e.g. overtime, which will be paid at the normal salary rate. The Market Supplement will be given for a minimum two year period initially. This will be annually reviewed to confirm that the supplement is still necessary, and at the appropriate level. Where a reduction in level is the outcome of the review this will not take effect until the minimum two years has expired. Reductions will follow the process set out in Section 5.

The payment of a Market Supplement must be within the Director's agreed budget. Approval must be given by the relevant Director and the Head of HR Shared Services, who will ensure that all alternative options have been explored.

4. Market Supplement for Retention Purposes

Whilst the Market Supplement is principally to enable the Council to be able to compete in a highly competitive market to attract new employees, there may be exceptional cases where a supplement should be considered for existing employees. This may occur in situations where a new recruit is offered a supplement that would then cause equally mobile colleagues to leave and seek a similar salary elsewhere.

There may also be occasions where an employee with a specialist skill needs to be retained to ensure business continuity.

The level of supplement will be agreed between the Director and the Head of HR Shared Services in consultation with the Chief Financial Officer. It will be paid as part of monthly salary and will be pensionable. The supplement will not be subject to the cost of living award and will not be taken into account for any salary-related enhancements, e.g. overtime, which will be paid at the normal salary rate.

The Market Supplement will be given for a minimum two year period initially. This will be annually reviewed to confirm that the supplement is still necessary, and at the appropriate level. Where a reduction in level is the outcome of the review this will not take effect until the minimum two years has expired. Reductions will follow the process set out in Section 5.

Payment of a Retention Supplement must only be considered in exceptional circumstances, and particular attention must be paid to the Equal Pay issues.

5. Removal of the Supplement

The availability of skills varies over time. As professions are identified as skill shortage areas and salaries rise they can attract an increased number of trainees. Where this is the case the Council would not wish to incur unnecessary costs, i.e. paying more for a skill than the median rate, if this would be sufficient to attract high quality applicants. The economic situation may also change so that scarce skills become available from other sectors or organisations.

Senior Management Team will review the posts attracting a supplement annually; this will usually coincide with the annual KPOG salary survey at the beginning of each year, but the date may vary according to information availability. When it is clear that a particular profession or skill area no longer necessitates a market supplement this will be withdrawn over a phased period of two years – with the withdrawal of 25% of the supplement every six months until the employee returns to the normal rate for the job. The assessment of the on-going need will relate to the national skills assessment combined with local salary reviews and the response to recruitment campaigns. When a market supplement is to be withdrawn the employee will be notified and given a minimum of three months' notice that a phased reduction will commence.

Policy and Procedural Issues: Local Government Scheme Regulations - Employer Discretions

This paper confirms the pension policy of Swale Borough Council as it relates to the exercise of discretions contained in the Local Government Pension Scheme Regulations 2013 and the LGPS (Transitional Provisions, Savings and amendments) Regulations 2014. Last updated June 2014.

The policy statement applies to all members of staff who are eligible to be members of the LGPS, as defined in the regulations i.e. employees with a contract of employment of over three month's duration and who are under 75 years of age and are contractually enrolled at the start of employment. Those with contracts of less than three months, including casuals, can join but need to elect to do so.

Employees who are members of the pension scheme are only entitled to receive pension benefits if they have two years or more service. Under LGPS 2014 Regulation 18, if an employee leaves within two years of the start of their employment their contributions can be repaid or transferred to another scheme, unless there is some fraudulent offence or misconduct in connection with the employment.

Principles

The Authority will treat any individual retirement case and decisions on its merits.

Decisions relating to retirement will be made taking into account the business case and business implications, the financial implications, employment law consideration, the regulations and the legality of each case. It may also take into account long term savings, affordability, skills and skills retention and impact on service delivery.

The definition of business efficiency shall include, but not be limited to financial savings and/or quality improvements judged on a case-by-case basis.

Each decision will be made free from discrimination on the grounds of any protected characterising – age, disability, gender reassignment, marriage or civil partnership, pregnancy & maternity, race, religion and belief, sex, sexual orientation, or any other personal criteria.

The Authority's decisions relating to retirement and the release of pension benefits will be in line with the current pension regulations. These regulations may be updated from time to time, and the Authority will default to the regulations if the policy is not explicit on any current or future regulation.

Decisions relating to the release of deferred benefits to former employees will refer to the relevant pension policies applicable at the time of their employment. In such cases, the decision as to the release of deferred benefits will be on a case-by-case basis and will take into account the criteria detailed in these principles. Guidance may be sought from the pension administrators as required.

Decisions taken under these discretions will be reported to the General Purposes Committee.

Regulation 9 (1) & (3) - Contributions

Swale Borough Council will apply the nationally determined employee contribution rates and bands. These are subject to change and may be varied.

Swale Borough Council will pay the rate of contributions determined in the regulations for employees whose pay is reduced through ill health or during authorised unpaid leave, including child related leave.

The calculation of pensionable pay will include basic annual salary plus any other pensionable salary items including – Market Supplement/ Premium, Overtime, Bonus, Honorarium, Salary Supplements. The pensionable pay will be reviewed monthly and based on earnings for that month to identify the appropriate band and contribution percentage

Swale Borough Council will notify employees of their individual contribution rates in their payslips or by letter at least annually.

Regulation 16 (2)e and 16 (4)d – Shared Cost Additional Pension Contributions (SCAPC)

It is not Swale Borough Council's general policy to operate a SCAPC where a scheme member wishes to purchase extra annual pension (up to the limit defined in the regulations).

A scheme member who has a period of child related leave or authorised unpaid leave may elect, within 30 days of return to work, to pay a SCAPC to cover the amount of pension 'lost' during the period of absence. In these circumstances Swale Borough Council is required to contribute 2/3rds of the cost. If an election is made after the 30 day time limit the full costs will be met by the scheme member.

Employees who have the option to pay contributions in respect of a period of unpaid absence must elect to do so within 30 days of the date of the notice issued to them by the Human Resources Section stating the amount of contributions to be paid. This time limit may be extended by the Head of Human Resources if the employee can demonstrate exceptional circumstances so as to justify an extension of time.

TP Regulations 1(1)(c) of Schedule 2 – whether to allow the rule of 85 to be 'switched on' for members age 55-59.

It is not Swale Borough Council's general policy to make use of the discretion to 'switch back on' the 85 year rule protections unless there are clear financial or operational advantages to the council. Each case will be considered on its merits by Head of Human Resources, the Chief Financial Officer, and the relevant Director.

Regulation 17 (1) – Shared Cost Additional Voluntary Contributions (SCAVC)

It is not the current policy of the Borough Council to operate a shared cost Additional Voluntary Contribution Scheme for employees. However, this policy will be reviewed from time to time by the Head of Human Resources in conjunction with the Chief Finance Officer, and then the decision is subject to Member's approval.

Regulation 21 (5) – In determining Assumed Pensionable Pay whether a lump sum payment made in the previous 12 months is a 'regular lump sum'.

Swale Borough Council will maintain a list which details what Swale Borough Council considers being a regular lump sum payment made to our employees to be used in the calculation of the Assumed Pensionable Pay.

Regulation 22 (7)(b) & 22 (8)(b) - Aggregation of Benefits

Employees who have previous LGPS pension benefits in England and Wales will automatically have these aggregated with their new LGPS employment, unless they elect within 12 months of commencing membership of the LGPS in the new employment to retain separate benefits. Swale Borough Council has the discretion to extend this period beyond 12 months and each case will be considered on its own merits by the Head of Human Resources, the Chief Financial Officer and the relevant Director.

Regulation 30(6) – Flexible Retirement

It is Swale Borough Council's policy to only provide consent for flexible retirement and the immediate payment of benefits where there are clear financial or operational benefits to the Council. Any such consent requires the agreement of the Head of Human Resources and the relevant Director and each case would be considered on its merits.

If consent has been given under Regulation 30 (6) it is not Swale Borough Council's general policy to waive any actuarial reduction unless there are exceptional circumstances.

Regulation 30(8) Waiving of Actuarial Reductions

It is not the policy of the Borough Council to give consent to the immediate payment of benefits to employees under this regulation, unless there is a demonstrable benefit to the organisation which would take full account of any extra costs to be borne by the Authority. In circumstances where a request is made for an early payment of a deferred benefit this is unlikely to be granted except in the most extreme cases of hardship; circumstances must be exceptional and would not reasonably be expected to prevail i.e. the occurrence of a disaster or accident etc. Financial hardship alone would not normally be deemed sufficient. Any such consent shall be agreed by the Head of Human Resources, Chief Financial Officer and the relevant Director, taking account of all the details involved in the case.

Where a scheme member has previously been awarded a preserved benefit, it is not generally the policy of Swale Borough Council to give consent under this regulation to the early payment of benefits; however, each request will be considered and full account taken of any costs to be borne by the authority. Any consent shall be agreed by the Head of Human Resources, Chief Financial Officer and the relevant Director, taking account of all the details involved in the case. It is not the Council's general policy to waive any actuarial reduction in these circumstances.

Regulation 31 – Award of Additional Pension

Swale Borough Council has the discretion to award additional pension (up to the additional pension limit defined in the regulations) to an active member or within six months of leaving the scheme to a scheme member who was dismissed on grounds of redundancy or business efficiency.

Swale Borough Council will only exercise this discretion in exceptional circumstances and where there is a proven total benefit to the organisation which includes any costs that might be borne by the authority. Any consent shall be agreed by the Head of Human Resources, Chief Financial Officer and the relevant Director, taking account of all the details involved in the case.

Regulation 100 (6) – Aggregation of Benefits

If a scheme member wishes to transfer any pension benefits they have built up in other schemes to the Local Government Pension Scheme, it is the policy of Swale Borough Council that the election must be made within 12 months of the Pension Section being notified that the employee has become an active member of the Kent Scheme.

If the 12 month period has elapsed then the member may make a case for any exceptional circumstances to be considered by the Head of Human Resources, the Chief Financial Officer and the relevant Director within Swale Borough Council, and by the Pension Scheme Administrator. Both organisations must agree to the late transfer.

Protection of Earnings Policy

1. Introduction

The Council believes that an integral feature of any successful organisation is its ability to identify the need for change and to manage that change, taking into account management's aspirations as well as the aspirations and well being of its employees.

Whilst the Council is committed to providing security of employment and to minimising the personal impact of organisational change there will be occasions when it will be necessary to reorganise services and the way in which they are delivered. In these circumstances the provisions of this Policy will apply. This policy needs to be read in conjunction with the Organisational Change Policy.

2. Scope

This policy applies to any employee who, as a consequence of organisational change, is required by management to change their grade or method of working or suffers a reduction in basic hours worked within the standard working week or suffers a reduction in basic pay and allowances.

The provisions of this policy **do not** apply as a result of:-

- a) action taken in accordance with the Council's Disciplinary or Capability procedures
- b) the need for re-deployment on health grounds
- c) unacceptable standards of work performance
- d) a request from the individual or by mutual agreement between the individual and Council
- e) a voluntary application to another position within the Council
- f) the removal of a Market Supplement following an annual review, any loss here would be dealt with in accordance with the Market Supplement Policy.

3. Protection Period

Protection of earnings will be given for a period of 24 months. The first twelve months will be protected at the full earnings of the role held by the employee prior to the change, the second period of 12 months will be at half the rate of the new earnings compared to the old earnings. After a period of 12 months the employee will move to the salary and earnings of the new post. The employee will be moved to the salary point of the pay scale for the grade of the new post that is closest to the salary of the previous post. In most cases this is likely to be the highest incremental point of the relevant grade.

In exceptional circumstances, and where there may be a cost advantage to the organisation there may be agreement with the Chief Executive, the Chief Financial Officer and Head of Organisation Development to extend this period.

4. Calculation of Protection

Earnings protection will be calculated as an average of the earnings in the four months preceding the organisational change. This will include basic salary, essential car user allowance, lease car cash allowance, stand-by payments and an average of overtime and out of hour's payments.

Earnings in the new post will be off-set against protected earnings and if for any particular pay period the earnings in the new post exceed the protected earnings then the higher earnings will be paid for that pay period.

Where the period of protection spans the annual pay award the protected pay will be reduced by an amount equivalent to any increase in pay in the new substantive post.

5. Conditions of Protection

Protection of earnings is conditional upon the employee undertaking any shift work, standby or other duties which may be required in the new post. Where there are increased earnings as a result of these additional duties this will result in an equivalent decrease in pay protection. In circumstance where the employee is required to drive and the post is designated as an Essential Car User or the level of mileage is such that the employee qualifies for the Essential Car User Allowance this will be paid but the level of pay protection will be reduced by the equivalent amount.

Protection of earnings is also conditional upon the employee accepting any subsequent offer of a suitable alternative post which attracts a salary in excess of that of the new post.

Overtime will be paid at the new rate (i.e. the real rate attached to the post) not at the protected rate.

6. Pension Implication

It has been the Borough Council's policy to issue a certificate of protection of pension benefits to protect employees who suffer detriment by being required to take a cut in pay or who are prevented from having future pay increases by having their pay frozen. Any certificates issued may continue to apply to pension forecasts whilst they are still valid. Following the pension changes on 1 April 2008 there were no further certificates of protection issued but up to 31 March 2014 there are options for pension calculation to be based over a longer time period, affected employees should contact the pension administrator.

7. Terms and Conditions other than Pay

Annual Leave entitlements and length of notice period required from the employee will not be protected and those applicable to the new post will be effective from the date of transfer.

ELECTORAL REGISTRATION OFFICERS AND STAFF (Kent AEROS) – SCALE OF FEES

Proposed scale of fees for District/Borough and Parish Council elections and Neighbourhood Referendum held on or after 1st April 2021

1. The scale of fees are uplifted annually, by using the NJC award pay award for local government and approved by the Kent Chief Executives Group.
2. Kent County Council's scale of fees uses a calculation based upon per 1000 electorate. Kent AEROS' scale uses a calculation of per 500 electorate because of small parishes.
3. In order to ensure consistency the Kent AERO's scale reflects the KCC 2021 Scale and is usually in line with the NJC increase
4. The Kent AEROS' scale has been uplifted by 2% in line with KCC Scale of Fees as the NJC awards are yet to be agreed.

	Item	Current 2020 £	Proposed 2021 £
Stationery and Equipment			
1.	Printing and publishing all notices, forms and other documents, providing stationery and sundries, and other miscellaneous expenditure including postage, telephone calls and faxes	Reasonable and appropriate cost	Reasonable and appropriate cost
2.	Stationery and equipment at each polling station, including depreciation		
3.	Hire of any building or room for the purpose of the election and the expenses attending the use of any building or room, including temporary polling stations if necessary		
4.	Fitting-up polling stations including the provision, transport		

	and erection of voting compartments, the hire of necessary furniture (where this is not otherwise available) and the return to store afterwards		
5.	Ballot Papers – provision and printing		
6.	Register of Electors – purchase		
7.	Printing or production of official poll cards and postal vote packs		
8.	Delivery of official poll cards by hand	Second class postage rate	Second class postage rate
Travelling expenses			
9.	Travelling expenses to DRO's staff to make arrangements for the poll or otherwise in connection with the conduct of the election	48p per mile	49p per mile
10.	Presiding Officer travelling expenses	15.32	15.63
11.	Poll Clerk travelling expenses	8.90	9.08
12.	Travelling expenses for staff in connection with the counting of votes, at the discretion of the DRO	8.90	9.08
Polling Station Staff			
13.	One Presiding Officer at each Polling Station – single election	223.35	227.82
14.	For each PO at a Polling Station – combined election or difficult station due to local circumstances (at the discretion of the Returning Officer (RO))	274.37	279.86
15.	For a PO who acts as a supervisor at a Polling Place where there is more than one Polling Station	(additional) 10.82	(additional) 11.04

16.	Supervising Officer (SO) – for every 10 polling station overseen	223.35	227.82
17.	For each Poll Clerk (PC) at a Polling Station – single election (see Notes)	139.52	142.31
18.	For each Poll Clerk at a Polling Station – joint election or difficult station due to local circumstances (at the discretion of the Returning Officer (RO))	165.91	169.23
19.	For each training session provided by the DRO for Presiding Officers, Poll Clerks or count staff	191.47	195.30
20.	For each Presiding Officer and Poll Clerk attending training	49.58	50.57
21.	An allowance for each polling station to have available a mobile phone on polling day	5.36	5.47
22.	For the employment of persons in connection with the counting of the votes, clerical and other assistance required by the RO – for each 500 electors or part in a contested election	78.13 (per 500)	79.69
23.	For the employment of persons in connection with the issue and opening of postal ballot papers – for each 100 postal voters or part	76.58	78.11
24.	For the recount of votes – for each 500 electors or part	4.50	4.59
25.	Payment to the District/Borough for the use of Council staff to support the RO in the		

	conduct of elections as follows:		
(a)	Contested election – (i.e. without District/Borough) for each 500 electors (or part)	60.52 (per 500)	61.73 (per 500)
(b)	Contested joint election (i.e. with District/Borough) – for each 500 (or part)	30.26 (per 500)	30.87 (per 500)
26.	Contested single election – payment to DRO for the management and conduct of the election – for each 500 electors or part	33.82	34.50
27.	Contested joint election – payment to DRO for the management and conduct of the election – for each 500 electors or part	46.70	47.63
28.	For each Counter attending training	16.07	16.39
29.	For each Count Supervisor and Count General Assistant attending training	32.15	32.79
30.	Reasonable refreshments for staff involved in the verification and count	Maximum £5.25 per head	Maximum £5.36 per head
31.	Payment to District/Borough Council for the use of Council staff at an uncontested election – for each 500 electors or part	16.69 (per 500)	17.02 (per 500)
32.	RO fee for the conduct of elections as follows:		
(a)	Uncontested District/Borough election – single fee	57.92	59.08

(b)	Uncontested Parish election – single fee	19.85	20.25
33.	For clerical and other assistance required by the Returning Officer at an uncontested election – for each 500 electors (or part)	21.25	21.68

Notes

1. The fees are calculated on the number of local government electors on the register of electors and entitled to vote at the last day for publication of the notice of election.
2. At parish polls the fees relating to polling staff **may** be pro rata.
3. **Items 10, 11 and 12** – variable mileage rates may be applied where fixed travel is considered appropriate.
4. **Item 24** – in special circumstances, the RO may recover actual costs
5. **Item 31** – the payment referred to applies (in the case of a parish election) to each ward of the parish.

Appendix I (H)

Information published in accordance with the guidance associated with the Code of Recommended Practice for Local Authorities on Data Transparency, which requires the publication of senior salaries within a £5,000 range.

Details of remuneration and job title of senior employees whose basic salary is between £50,000 and £150,000.

Position	Reporting Unit	Remuneration	No of staff	Budget responsibility	Other services/responsibilities
Chief Executive	Chief Executive	£130,000 - £134,999	312	£722,850	Returning Officer responsible for all elections and Head of Paid Service.
Director of Regeneration & Neighbourhoods	Regeneration & Neighbourhoods	£105,000 - £109,999	184	£11,487,710	
Director of Resources	Resources	£90,000 - £94,999	103	-£16,855,430	Section 151 Officer.
Head of Environment & Leisure	Environment & Leisure	£85,000 - £89,999	47	£6,685,250	
Head of Housing & Community Services	Housing & Community Services	£85,000 - £89,999	73	£3,659,540	
Head of Planning Services	Planning Services	£85,000 - £89,999	34	£944,810	
Head of Policy, Governance & Customer Services	Policy, Governance & Customer Services	£75,000 - £79,999	40	£2,370,780	
Head of Finance & Procurement	Finance & Procurement	£75,000 - £79,999	15	£821,670	
Head of Regeneration & Economic Development	Regeneration & Economic Development	£70,000 - £74,999	25	£0	
Head of Legal Partnership	Mid Kent Legal Services	£65,000 - £69,999	21	£499,370	Head of partnership with Maidstone and Tunbridge Wells Borough Councils.
Revenues & Benefits Manager	Revenues and Benefits	£65,000 - £69,999	45	£274,920	
Deputy Head of Legal Partnership	Mid Kent Legal Services	£60,000 - £64,999	5	£0	
Resilience & Licensing Manager	Emergency Planning & Business Continuity	£60,000 - £64,999	5	£66,460	
Economy & Community Services Manager	Culture and Places	£60,000 - £64,999	1	£613,140	
Development Manager	Development	£60,000 - £64,999	22	-£232,990	

Housing Options Manager	Housing Options	£60,000 - £64,999	33	£1,638,370	
Economy & Community Services Manager	Safer & Stronger Communities	£60,000 - £64,999	13	£428,120	
Leisure & Technical Services Manager	Leisure & Technical Services	£55,000 - £59,999	19	£1,438,100	
Private Sector Housing Manager	Private Sector Housing	£55,000 - £59,999	13	£0	
Estates Surveyor	Property Services	£55,000 - £59,999	1	-£1,482,990	
Economy & Community Services Manager	Economy and Regeneration	£55,000 - £59,999	4	£267,210	
Environmental Services Manager	Environmental Services	£55,000 - £59,999	16	£4,230,490	
Planning Policy Manager	Planning Policy	£55,000 - £59,999	8	£755,620	
Team Leader Contentious & Corporate Governance	Mid Kent Legal Services	£50,000 - £54,999	4	£0	
Community Development Manager	Housing & Community Services	£50,000 - £54,999	4	£0	
Capital Projects Manager	Economy and Regeneration	£50,000 - £54,999	1	£0	

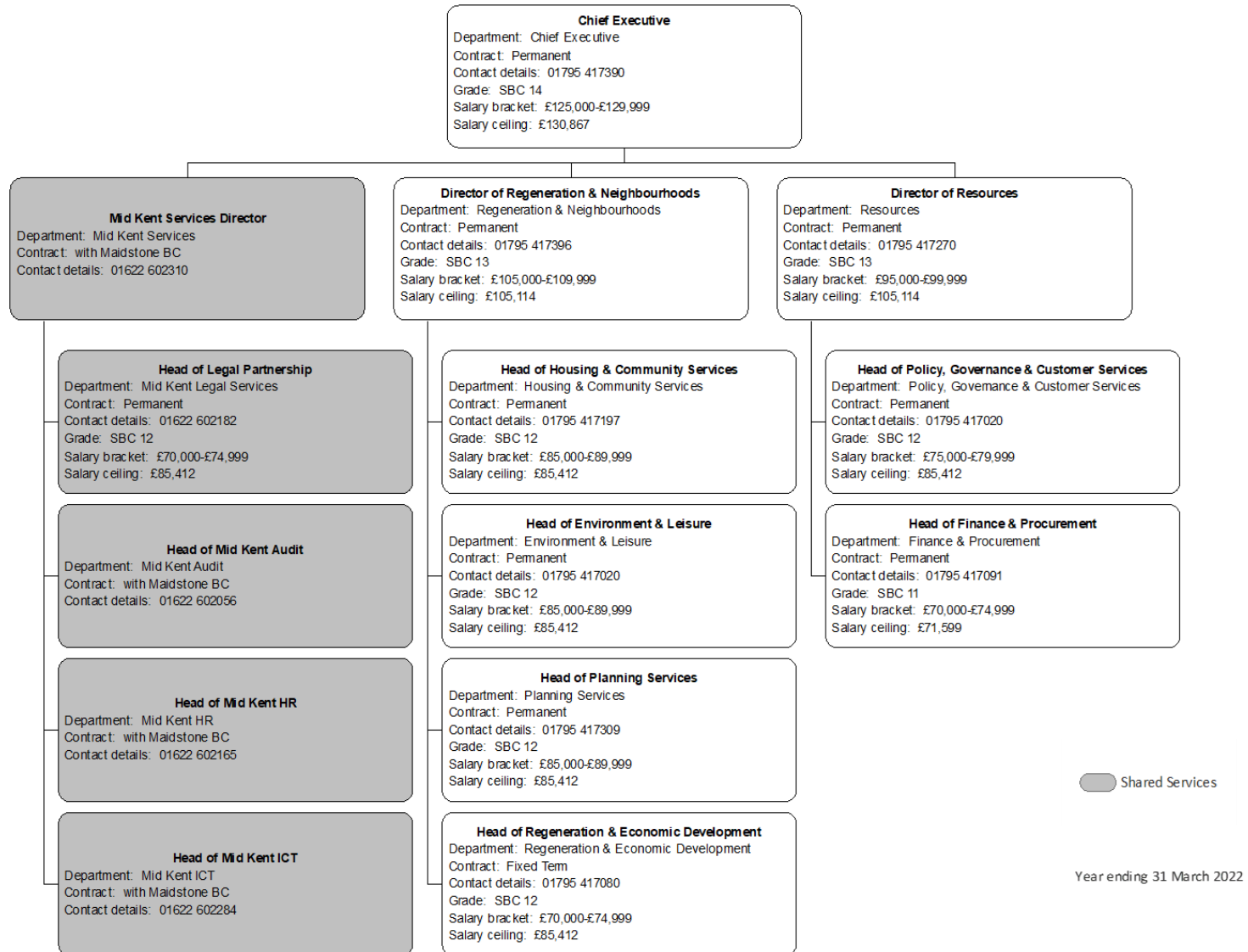
Number of employees whose remuneration in 2021/22 is at least £50,000, in brackets of £5,000

Remuneration band	Number of employees in band
£50,000 - £54,999	9
£55,000 - £59,999	6
£60,000 - £64,999	6
£65,000 - £69,999	2
£70,000 - £74,999	1
£75,000 - £79,999	2
£80,000 - £84,999	0
£85,000 - £89,999	3
£90,000 - £94,999	1
£95,000 - £99,999	0
£100,000 - £104,999	0
£105,000 - £109,999	1
£110,000 - £114,999	0
£115,000 - £119,999	0
£120,000 - £124,999	0
£125,000 - £129,999	0
£130,000 - £134,999	1
Total	32

The Council has three shared services and a secondment arrangement that are managed by Heads of Service not directly employed by Swale Borough Council. The salary details for these post holders may be found in the transparency data of the relevant employing authority.

Post	Employing Authority
Head of Audit Partnership	Maidstone Borough Council
Head of HR Shared Services	Maidstone Borough Council
Head of ICT Partnership	Maidstone Borough Council

Swale Borough Council Organisation Chart



Council	
Meeting Date	23 February 2022
Report Title	Change of governance model: Outline of new committee structure
Cabinet Member	Cllr Baldock – Deputy Leader (Cabinet Member for Constitutional Reform)
SMT Lead	David Clifford – Head of Policy, Governance and Customer Services (Monitoring Officer)
Head of Service	
Lead Officer	
Key Decision	No
Classification	Open
Recommendations	Council is asked to: 1. Agree the outline of the future governance model as described in the report.

1 Purpose of Report and Executive Summary

- 1.1 This report updates council on the work of the cross-party group overseeing the review of the constitution, and asks council to agree an outline committee structure. The report does not ask council to agree constitutional wording at this stage, but having a clear steer from council on the number and functions of service committees will enable the working group to continue the detailed work of updating the text of the constitution for adoption by council next month.

2 Background

- 2.1 Council voted unanimously in October to move to a committee system of governance from the 2022/23 municipal year. At the same meeting, council requested the cross-party working group which had been established to consider this governance change to continue its work in overseeing the detail of the new governance model. The working group comprises Cllrs Baldock (chairman), Bonney, Darby, Ingleton, Martin, Simmons, Truelove and Valentine.
- 2.2 By way of a reminder, the establishment of the committee system will only affect decisions which are currently taken by cabinet. These decisions will in future be taken by politically-balanced service committees. The governance change will not affect the council's existing committees, such as planning committee or audit committee, although the rewrite of the constitution can of course be an opportunity to review the working of those committees where members believe it is expedient to do so.

- 2.3 The working group has generated and considered a range of different options for the number of service committees which will replace cabinet, as well as reviewing options for the committees' remits, how they should operate, and the number of members who should serve on them.
- 2.4 Because the service committees will be decision-making bodies which will not generally receive reports for information only, the group reviewed the decisions made by cabinet over the past two years in order to ascertain which portfolios had given rise to the largest number of formal decisions. This information was factored into subsequent discussions concerning the split of functions across committees.
- 2.5 Given that the service committees are the element around which the rest of the constitution will need to be updated, council is asked at this stage to agree the outline of how these committees will work, prior to its adoption of the actual text of the relevant parts of the constitution next month.

3 Proposals

- 3.1 There was a wide range of initial views within the working group concerning the most appropriate number of service committees, but the debate has gradually coalesced around a five-committee structure, including a policy and resources committee which would be responsible for adopting those policies and strategies not reserved to full council, based on proposals from the other committees, as well as for proposing the budget and strategic policy framework to full council. The expectation would be that the non-executive council leader would chair the policy and resources committee.
- 3.2 In addition to its coordinating role, the policy and resources committee would exercise responsibility for 'corporate' functions and services, with the remaining functions and services split between four further service committees with the following broad areas of responsibility, which will be defined in detail in the final version of the new constitution:
- Community;
 - Environment;
 - Housing and health;
 - Regeneration and property.
- 3.3 All five of these service committees would have a politically-balanced membership of 15 councillors each, and would be expected to meet at approximately eight-week intervals.
- 3.4 The working group has discussed options for the current local plan panel which, as an executive panel, will be unable to continue in its current format. Because of the restrictions on membership which would result from the panel being a subcommittee of a service committee, the proposal is for a politically-balanced stand-alone committee which would make recommendations to the policy and

resources committee, where relevant for onward recommendation to full council, and which would have a smaller membership than the main service committees.

- 3.5 Council is now **recommended** to agree this outline of the new governance model in order that the detail of the service committees' functions and procedures can be worked up and brought to council along with the consequential amends to the constitution next month.

4 Alternative Options

- 4.1 Having made the decision to move to a committee system of governance, the council needs to put in place service committees to take on the work of the current executive. However, there is a good deal of flexibility in terms of the number and remit of these committees, so there is a range of potential alternative options. Council agreed in October that the cross-party working group should be the body to develop proposals for the detailed working of the new system, and the outline model described in this report reflects the group's considered preference.

5 Consultation Undertaken or Proposed

- 5.1 In addition to the cross-party member working group, an officer group has also been established to work on the introduction of the new system, and that group has been consulted on the content of this report. The council fulfilled its legal obligation shortly after the October decision to move to a committee system to bring that decision to the attention of the public by means of a newspaper notice.

6 Implications

Issue	Implications
Corporate Plan	This decision contributes to the council's fourth corporate plan priority, to 'renew local democracy and make the council fit for the future'.
Financial, Resource and Property	No implications identified at this stage. In the new model, the policy and resources committee will propose an annual budget to council in the way that cabinet does now, and once adopted all service committees will spend within the confines of that budget, again as cabinet does now.
Legal, Statutory and Procurement	The council has engaged a consultant corporate governance solicitor to assist with the redrafting of the constitution, and he is comfortable that all elements of the outline structure proposed in this report can be delivered in a legally robust constitution.
Crime and Disorder	No implications identified at this stage. Crime and disorder matters would fall under the remit of the community committee in the outline structure proposed here.

Environment and Climate/Ecological Emergency	No implications identified at this stage. Environmental, climate and ecological matters would fall under the remit of the environment committee in the outline structure proposed here.
Health and Wellbeing	No implications identified at this stage. Health and wellbeing matters would fall under the remit of the housing and health committee in the outline structure proposed here.
Safeguarding of Children, Young People and Vulnerable Adults	No implications identified at this stage. Safeguarding matters would fall under the remit of the housing and health committee in the outline structure proposed here.
Risk Management and Health and Safety	No implications identified at this stage.
Equality and Diversity	No implications identified at this stage.
Privacy and Data Protection	No implications identified at this stage.

7 Appendices

7.1 There are no appendices.

8 Background Papers

8.1 Council report from October 2021 regarding the decision to make a formal change to the council's governance model:
<https://services.swale.gov.uk/meetings/documents/s21029/Council%202021-10-16%20re%20governance%20model%20change%20v0-3.pdf>

Council Meeting	
Meeting Date	23 February 2022
Report Title	Annual Climate and Ecological Emergency Progress Report
Cabinet Member	Cllr Tim Valentine, Cabinet Member for the Climate and Ecological Emergency
SMT Lead	Emma Wiggins, Director Regeneration and Neighbourhoods
Head of Service	Martyn Cassell, Head of Environment and Leisure
Lead Officer	Janet Hill, Climate Change Officer
Key Decision	No
Classification	Open
Recommendations	1. To note progress

1 Purpose of Report and Executive Summary

- 1.1 On 26 June 2019 the Council declared a Climate and Ecological Emergency setting ourselves challenging targets to achieve net zero carbon for the council by 2025 and net zero carbon across the borough by 2030.
- 1.2 Part of the declaration requires an annual progress report to be taken to Council in January each year.
- 1.3 This is the third annual report covering the activities undertaken towards achieving our targets during 2021.
- 1.4 It is very positive to be able to report the amount of progress made despite the pressures on the Council from COVID19.

2 Background

- 2.1 Since the spring of 2019 councils across the UK have been declaring climate emergencies of varying types and ambition.
- 2.2 One of the first things the newly elected council did after the May 2019 local elections was to develop a Climate and Ecological Emergency declaration motion which was passed unanimously on 26th June 2019.
- 2.3 Swale has set some of the most ambitious targets nationally to achieve net zero carbon by 2025 as an organisation and by 2030 as a borough.
- 2.4 Our policies and strategies are being reviewed and changes are being made as necessary to achieve net zero carbon across the Borough by 2030. A Climate

and Ecological Action Plan has been developed, as required by the declaration, and was adopted on Earth Day, 22nd April 2020.

3 Progress 2022

3.1 The full report can be found at Appendix I.

Progress highlights

3.2 A steering group of councillors and officers meet regularly to progress actions and includes coverage of all service areas across the Council.

3.3 The refurbishment of Swale House is currently out for tender and it is hoped to appoint contractors soon. A successful bid to the Public Sector Decarbonisation Grant Fund will facilitate carbon reduction work in the Master's House in Sheerness.

Most of our fleet vehicles have been replaced with EVs, this has reduced the carbon footprint of our services. Work on the new waste and street cleansing contract is looking at alternative vehicles to the current contract and the new grounds maintenance contract starting on 15 January will see new electric vehicles and power tools used for the first time on this service.

3.4 The Special Projects Fund has funded projects which help to tackle the emergency. These include the appointment of a Climate and Ecological Emergency Project Officer, and the Fuel and Water Home Advice Service. The Improvement and Resilience Fund has funded a Business Event in November. It will be used in 2022 to fund LED lighting, tree planting, a car club, EV charging points and air quality measures.

3.5 We are working in partnership with KCC to explore and develop in more detail a package of measures to reduce traffic, improve flow and improve the vehicle fleet along the A2 to establish a clean air zone. We are working with schools close to AQMAs to promote sustainable travel and a schools education programme will be rolled out this year. Further air quality monitoring has been implemented. We have developed an air quality planning technical guide and trained planning officers. An Anti-idling campaign has been rolled out with signage, staff training and the ability to issue fixed penalty notices for non-adherence.

3.6 This year, via the 'Blueprint Coalition we have lobbied central government for more powers and resources for local authorities to tackle the climate and ecological emergency. We lobbied our local MPs on the Environment Bill. We signed up to the Race to Zero and so far are the only Kent authority to have joined UK100 – a coalition of local authorities with ambitious climate emergency plans.

3.7 The Climate and Ecological Emergency Declaration stated that we would “eliminate single-use plastic from council operations wherever possible” by 2021. A cross department audit of the council's plastic use was undertaken and elimination or replacement of single use products is underway both in Swale House and across our estate/services. The drinks and vending machine contracts were not be

renewed. Coffee cups and crisp packets can be recycled. Biodegradable tree guards are being used when trees are planted. A full report is found as an appendix in the annual report.

- 3.8 A fuel and water advice service has been developed as a way of reaching our more vulnerable residents to help them reduce bills and carbon emissions. The adviser was appointed in late 2020 and started to deliver the service in January 2021, albeit in a way different to first planned. The service has advised over 800 households across the Borough on energy and water use. Late in 2021 with the backing of several members the service has also taken on tackling period poverty.
- 3.9 A network of EV chargers has been installed in Council carparks. Charge points are available in Sittingbourne (Swallows and Swale House carparks, and the MSCP), Faversham (Central Car Park) and Sheerness (Rose Street Car Park). Despite car park use falling due to COVID19, the use of EV charge points has increased. Charge points for our own fleet have been installed and we are working on more installations across the borough. We require all new developments/properties to have charge points.
- 3.10 The Planning Committee has successfully requested more renewable energy and energy-efficiency measures to be included in new developments. All new developments are encouraged to achieve a 50% saving in carbon emissions over current Building Regulations. The Local Plan will bring this down to net zero emissions by 2030. A guide for developers including examples of how the 50% reduction in carbon emissions can be achieved is available on the council's website.
- 3.11 We successfully bid for £170,000 from the Forestry Commission via KCC for Local Authority Tree Fund funding for the planting and subsequent maintenance of 11,000 whips and 250 standard trees. Sites for planting have been identified. We will plant in early 2020.
- 3.12 The Solar Together programme saw applications for over 70 solar PV installations 16 of these opted to also install battery storage. We continue to support community solar projects.
- 3.13 COVID19 has accelerated the move to virtual and hybrid meetings and new ways of working, resulting in business and commuting miles falling dramatically. However other challenges have arisen, such as the increase in household waste.
- 3.14 Kent Wildlife Trust approached Swale to be their only local authority partner in Kent in their Wilder Carbon project. We are working with them and local landowners to explore offsetting opportunities both for ourselves and other local organisations.

4 Alternative Options

- 4.1 There are no decisions to be taken from this report. However, an alternative option would be to revert to our previous pre-Declaration way of working. This would

mean our own emissions would decline more slowly than required to meet our 2025 targets as declared in the emergency. Borough wide, taking no action would have similar consequences with a failure to meet 2030 targets. We would also risk reputational damage.

5 Consultation Undertaken or Proposed

- 5.1 The Steering Group and Cabinet member for the Climate and Ecological Emergency and the Deputy Cabinet member for the Environment have all been involved in the development of this report.

6 Implications

Issue	Implications
Corporate Plan	Progress on the declaration will support the delivering improved quality of life and delivering the council of tomorrow priorities
Financial, Resource and Property	This report is for noting but activities to address the declaration have financial implications and these will be addressed through Special Project Fund funding, the Improvement and Resilience Fund and through the base revenue and capital budget processes. Grants from external sources will also be sought.
Legal, Statutory and Procurement	None identified at this stage.
Crime and Disorder	None identified at this stage.
Environment and Sustainability	The progress made to date supports improving our environment and contributes to the development of a more sustainable council and borough.
Health and Wellbeing	Improvements to the environment and sustainability have tangible health and wellbeing benefits.
Risk Management and Health and Safety	None identified at this stage.
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 to be published with this report and form part of the report:

Appendix I Annual Climate and Ecological Emergency Progress Report

8 Background Papers

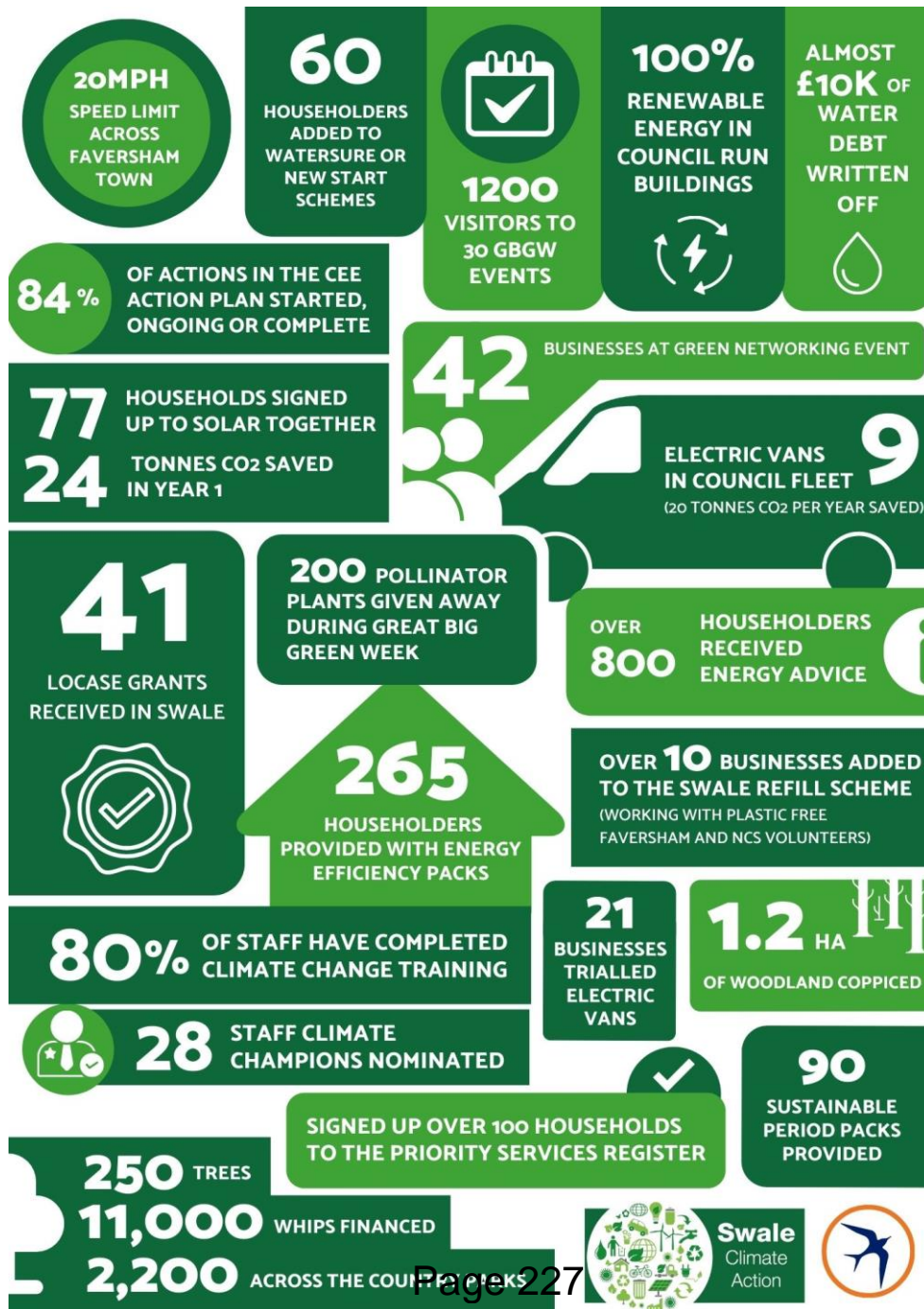
Motion to full council 26 June 2019

<https://services.swale.gov.uk/meetings/documents/g2156/Public%20reports%20pack%2026th-Jun-2019%2019.00%20Council.pdf?T=10>

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Annual Climate and Ecological Emergency Progress Report 2022



Swale Borough Council

Annual Climate and Ecological Emergency Progress Report 2022

Background

In June 2019 Swale Borough Council, in common with many other local authorities, passed a motion to declare a Climate and Ecological Emergency.

Swale has some of the most ambitious targets in Kent and the UK, seeking to achieve net zero carbon for our own estate by 2025 and across the borough by 2030. Other Kent local authorities' target dates range from 2030 to 2050.

The motion included the provision of an annual report in January of each year.

This is the third annual report covering 2021's activities to address the emergency.

Despite most of the year being affected by COVID19 and the Council's operations changing dramatically, we have made considerable progress against the targets in the Climate and Ecological Emergency Declaration.

The International UN Climate Conference – COP26 – was held in Glasgow during November. Swale Borough Council was represented by Cllr Valentine at meetings organised by UK100 – an alliance of the most climate ambitious local authorities in the UK. From a local government point of view, one of the most encouraging outcomes was to learn of the work done at a sub-national level by networks of cities, mayors and local authorities around the world. Many of the changes that will need to be made will be made at a local level. Swale Borough Council is part of a network of more than 1,000 cities and regions whose members have ambitious plans to cut carbon emissions and have committed to annual reporting of progress.

Achievements discussed in this report include:

A successful bid to the Public Sector Decarbonisation Grant Fund that will facilitate carbon reduction work in the Master's House in Sheerness. Most of our fleet vehicles have been replaced with EVs. Work on the waste contract is looking at alternative vehicles to the current contract and the new grounds maintenance contract starting on 15 January will see new electric vehicles and power tools used for the first time on this service.

The Special Projects Fund has funded projects which help to tackle the emergency. These include the appointment of a Climate and Ecological Emergency Project Officer, and the Fuel and Water Home Advice Service. The Improvement and Resilience Fund was created in 2021 and will be used in 2022 to fund LED lighting, tree planting, a car club, EV charging points and air quality measures.

We are working in partnership with KCC to explore and develop in more detail a package of measures to reduce traffic, improve flow and improve the vehicle fleet along the A2 to establish a clean air zone. We are working with schools close to AQMAs to promote sustainable travel and a schools education programme will be rolled out this year. Further air quality monitoring has been implemented. We have developed an air quality planning technical guide and trained planning officers. An anti-idling campaign has been rolled out with signage, staff training and the ability to issue fixed penalty notices for non-adherence.

Climate and Ecological Emergency Annual Report 2022

Via the Blueprint coalition we have lobbied central government for more powers and resources for local authorities to tackle the climate and ecological emergency. We lobbied our local MPs on the Environment Bill. We signed up to the Race to Zero and to date are the only Kent authority to have joined UK100 – a coalition of local authorities with ambitious climate emergency plans.

The Climate and Ecological Emergency Declaration stated that we would “eliminate single-use plastic from council operations wherever possible” by 2021. A cross department audit of the council’s plastic use was undertaken and elimination or replacement of single use products is underway both in Swale House and across our estate.

A Fuel and Water Home Advice service has been developed as a way of reaching our more vulnerable residents to help them reduce bills and carbon emissions. The adviser was appointed in late 2020 and started to deliver the service in January 2021, albeit in a way different to first planned. The service has advised over 800 households across the borough on energy and water use. Late in 2021, with the backing of several members, the service has also taken on tackling period poverty with sustainable solutions.

A network of EV chargers has been installed in Council carparks. Charge points are available in Sittingbourne (Swallows and Swale House carparks, and the MSCP), Faversham (Central Car Park) and Sheerness (Rose Street car park). Despite car park use falling due to COVID19 the use of EV charge points has increased. Charge points for our own fleet have been installed and we are working on more installations across the borough. We require all new properties to have charge points.

The Planning Committee has successfully requested more renewable energy and energy-efficiency measures to be included in new developments. All new developments are encouraged to achieve a 50% saving in carbon emissions over current Building Regulations. The Local Plan will bring this down to net zero emissions by 2030. A guide for developers including examples of how the 50% reduction in carbon emissions can be achieved is available on the council’s website.

The Solar Together programme saw over 70 applications for solar PV installation -16 of these opted to also install battery storage. We continue to support community solar projects.

We successfully bid for £170,000 from the Forestry Commission for the Local Authority Tree Fund for the planting and subsequent maintenance of 11,000 whips and 250 standard trees. Sites for planting have been identified. We will plant in early 2022.

COVID19 has accelerated the move to virtual and hybrid meetings and new ways of working, resulting in business and commuting miles falling dramatically. However, other challenges have arisen, such as the increase in household waste as a result of more working from home.

Kent Wildlife Trust approached Swale to be their only local authority partner in Kent in their Wilder Carbon project. We are working with them and local landowners to explore offsetting opportunities.

Establishing a Baseline

To achieve our targets, we need to monitor the existing situation in both the Council and the borough as a whole. Latest figures on CO₂ emissions are released annually by the Department for Business, Energy and Industrial Strategy (BEIS). The latest figures give us the data until the end of 2019. Waste collection figures are similarly only updated to the end of the 2019/2020 financial year. Until the most update statistics are provided, we will not be able to understand the impact of the Climate and Ecological Emergency declaration in 2019.

As set out by the Tyndall Centre, Swale should aim for an annual emissions reduction of at least 13% per year and up to 25% in order to achieve our targets.

Energy Consumption and Emissions

Due to the nature of the types of businesses, Swale has always had higher energy consumption and carbon emissions from the commercial and industrial sector in comparison to other Kent districts (as seen in figure 1). The commercial and industrial sector are responsible for most of the carbon emissions in Swale. Emissions from this sector have reduced since a peak in 2010, which has contributed substantially to a reduction in the overall carbon emissions in the borough.

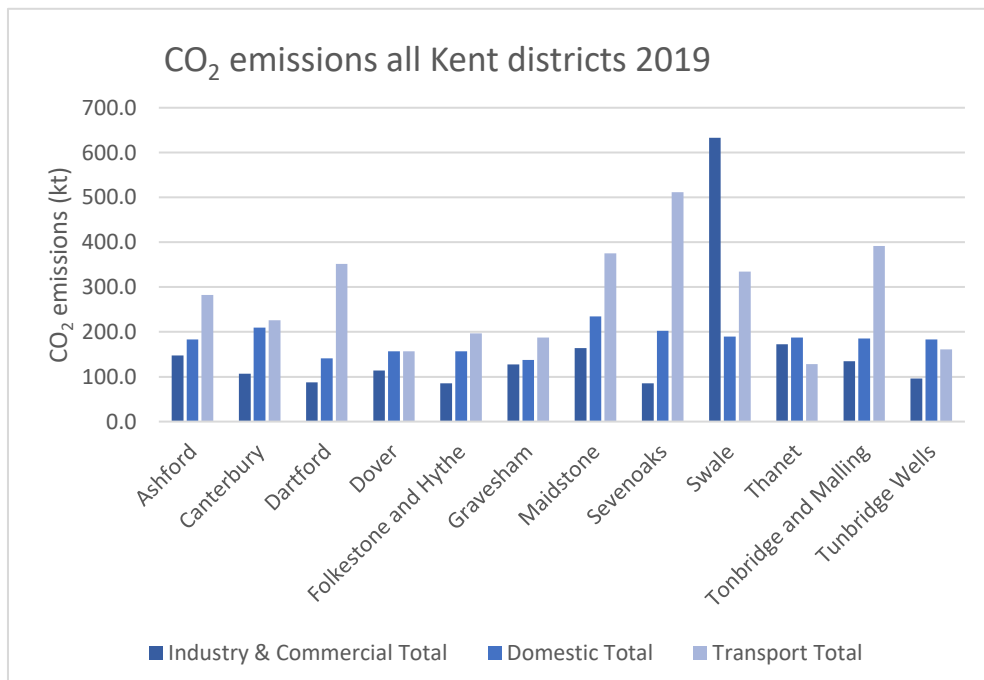


Figure 1 - Source BEIS

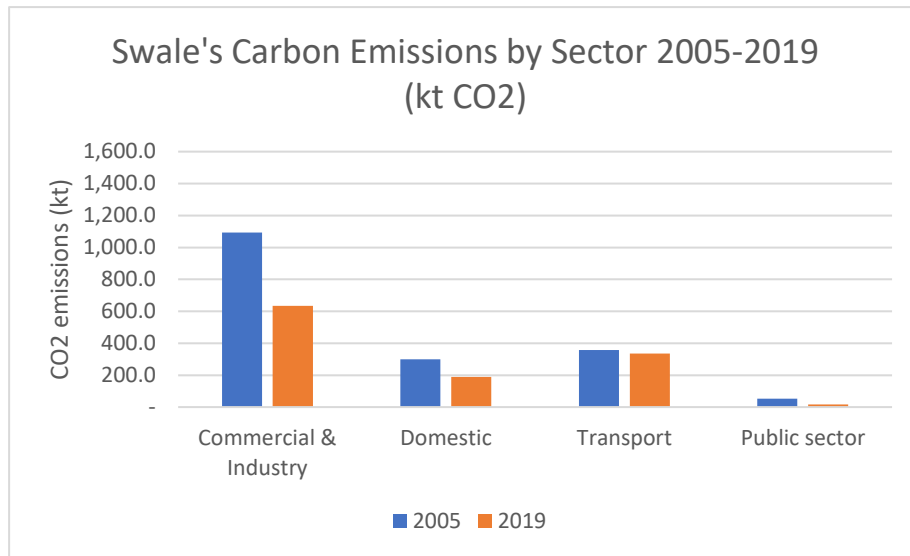


Figure 2 - Source BEIS

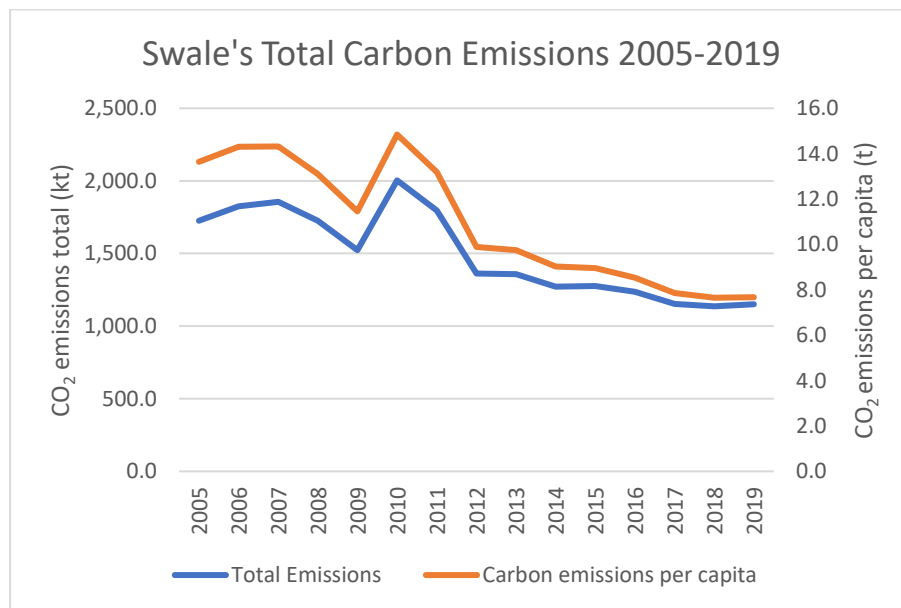


Figure 3 - Source BEIS

In Swale in 2019, 16% of emissions came from domestic properties, 29% from transport, and 55% are industrial and commercial emissions (see figure 2). Despite total emissions increasing slightly from 2018 to 2019, per capita emissions have remained the same due to an increase in population (figure 3) The total carbon emissions from the borough have generally decreased over time.

In figures 4, 5 and 6 below the legend of the y-axis on the left refers to emissions from Swale, the legend on the right refers to Kent.

Industrial and Commercial Sector

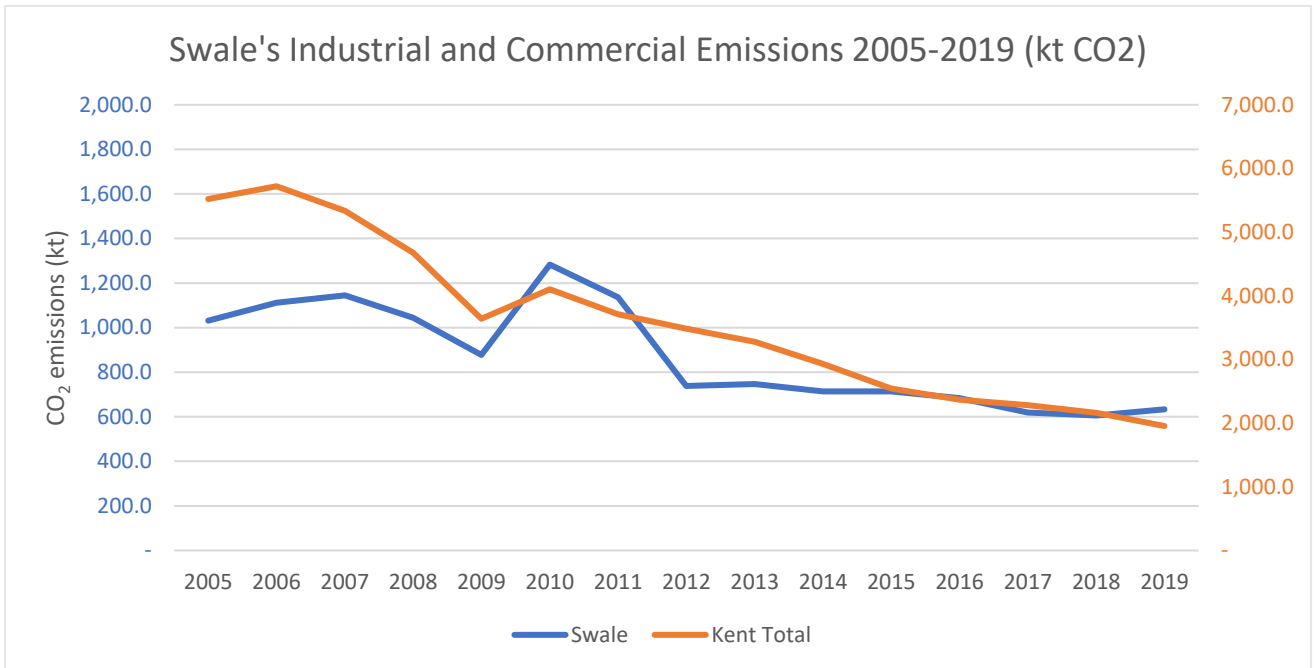


Figure 4 - Source BEIS

At both borough and county level there has been a decrease in emissions from industry. Within Swale’s industrial and commercial sector (figure 4) there has been a 38.6% decrease in CO₂ emissions between 2005-2019. Between 2018-2019 there was, however, a 4.52% increase in industrial and commercial CO₂ emissions.

Transport

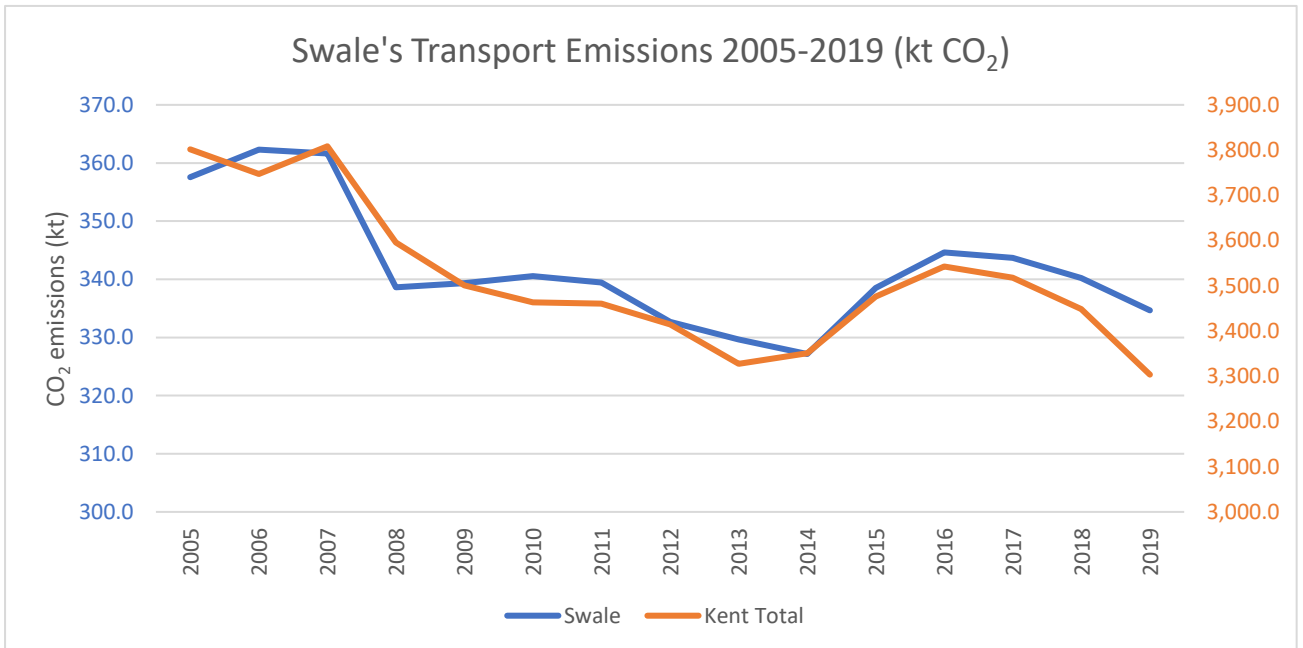


Figure 5 - Source BEIS

In Swale, transport emissions had fallen by 7% between 2005-2014, but rose again by 6% between 2014 and 2017. However, this has started to decrease again between 2017 and 2019, by 2.6% (as shown in figure 5), matching the trend across the county.

Domestic

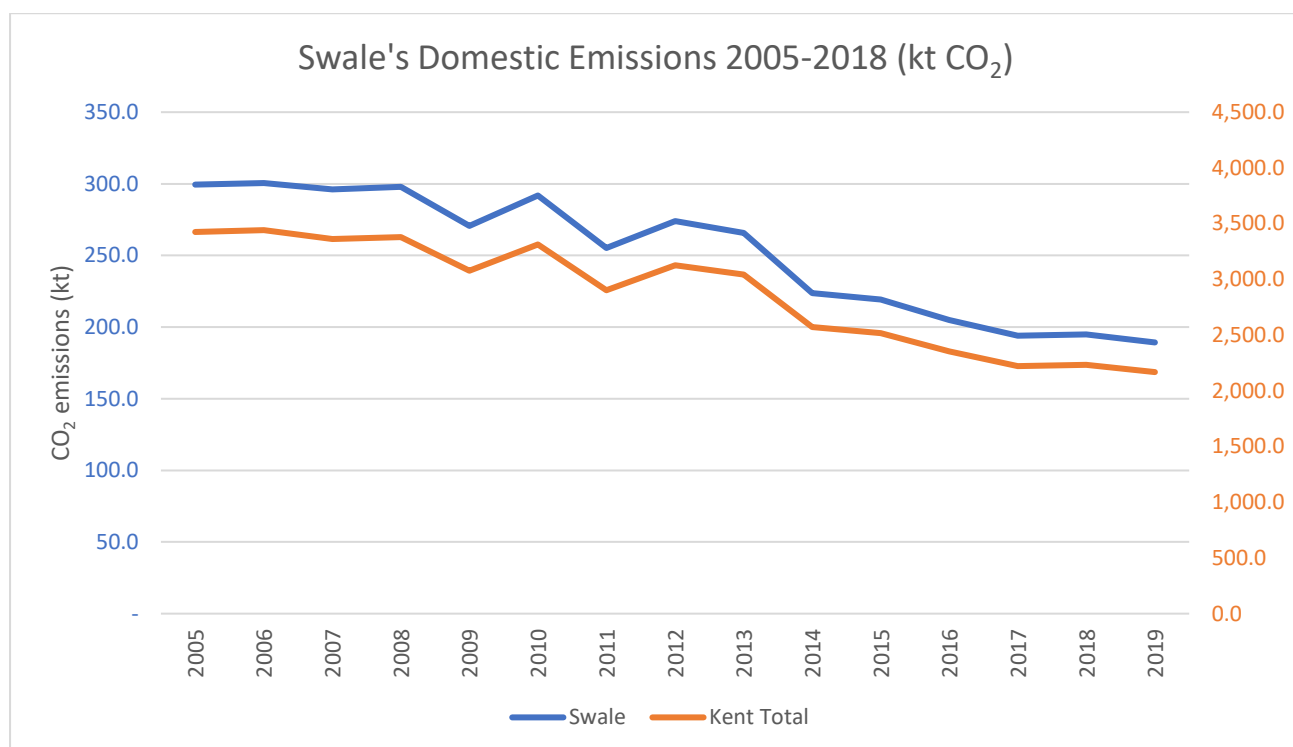


Figure 6 - Source BEIS

Swale’s domestic emissions (2019 figures) are the 4th highest in the County, with 67% resulting from domestic gas emissions, for which Swale also ranks 4th. Overall domestic emissions have decreased at a faster rate since 2013.

Overall, emissions across all sectors have been decreasing per capita – in 2005 per capita emissions were at 13.8 tonnes and have decreased to 7.7 tonnes in 2019.

Public Sector Emissions

The BEIS data for 2005-2019, published in 2021, now includes public sector emissions. Figure 7 shows Swale to have had some of the highest public sector emissions in Kent when compared to other districts. However, this has decreased significantly in recent years.

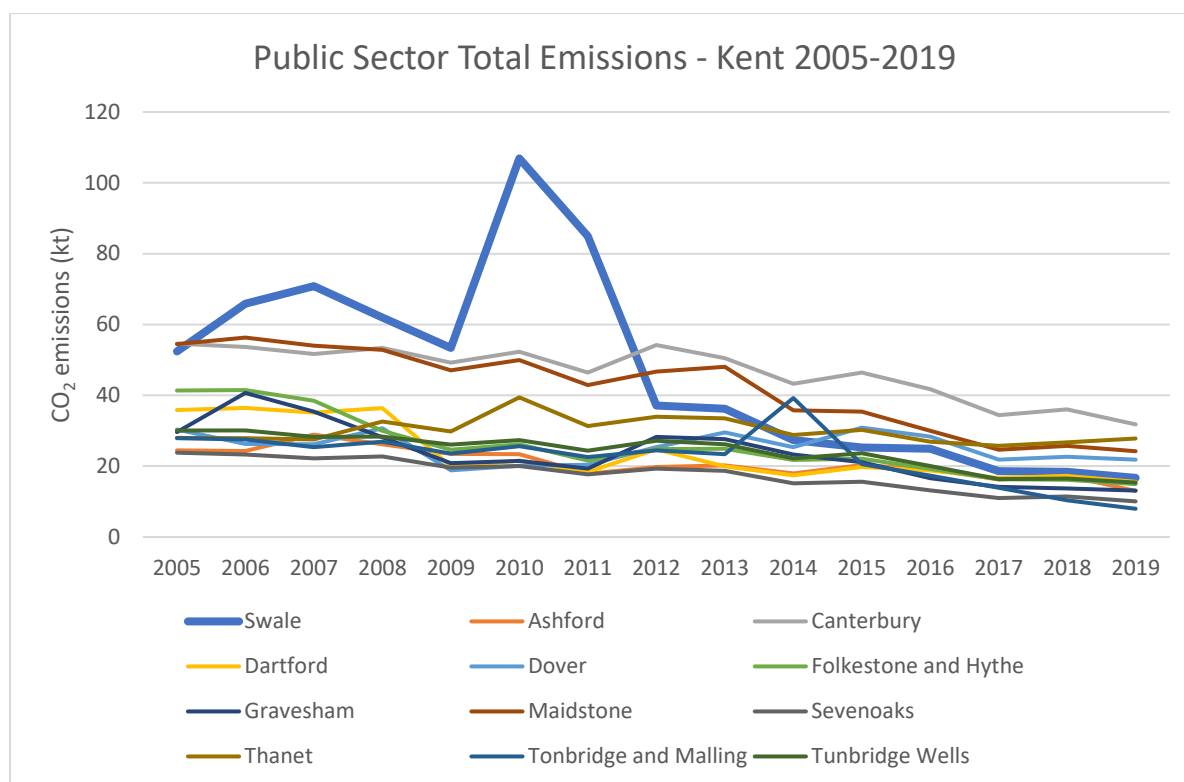


Figure 7 – Source BEIS

Renewable Energy

At the end of 2020 there were 1,825 installation sites producing renewable electricity in Swale, and 99.1% of these were photovoltaic. The majority of these were domestic roof top installations. In addition there are seven commercial solar PV sites, 10 onshore wind installations, three sites generating renewable energy from sewerage gas, or land fill gas, or municipal solid waste and one site generating energy from biomass. Swale also has two domestic wind installations.

These sites, plus offshore wind, provide a total capacity of 802MW of electricity 79% of this comes from offshore wind, and the rest comes from solar photovoltaics (8%), municipal solid waste (6%) onshore wind (4%), sewerage gas (<1%), landfill gas (<1%) and plant biomass (3%).

The Smart Export Guarantee came into force in January 2020, enabling domestic and small-scale renewable energy generators to be paid for energy fed into the grid.

The Renewable Heat Incentive (RHI) is a government scheme that aims to encourage the uptake of renewable heat technologies amongst householders, communities, and businesses, through financial incentives for fitting technologies such as heat pumps, solar thermal water heating and biomass boilers.

Between April 2014 and July 2020, 140 domestic installations had been accredited for the RHI in Swale. The scheme is due to close in March 2022.

Household Waste

As the waste collection authority, we have targets to reduce the amount of residual waste collected and increase the proportion of materials sent for recycling and composting. However, with more people working from home due to Covid, this has been extremely challenging and like most waste collection authorities, Swale has seen an increase in household waste being collected (figure 9). However, when these figures are measured as Kg of residual waste per household, the borough of Swale compare favourably with others in the Mid-Kent waste partnership. The relative percentage of materials being recycled at the kerbside made a small improvement in 2020/21 when compared with the previous years' figures. In 2020/21 41.4% of materials placed out for collection were recycled. This is likely due to various campaigns undertaken to increase recycling and as a result, garden waste subscription figures have increased in the past year to over 20,000 customers.

A waste audit is planned through the Kent Resource Partnership for early 2022 where a sample of the contents of waste from residents' green bins can be assessed to identify where future campaigns are needed to improve on recycling statistics.

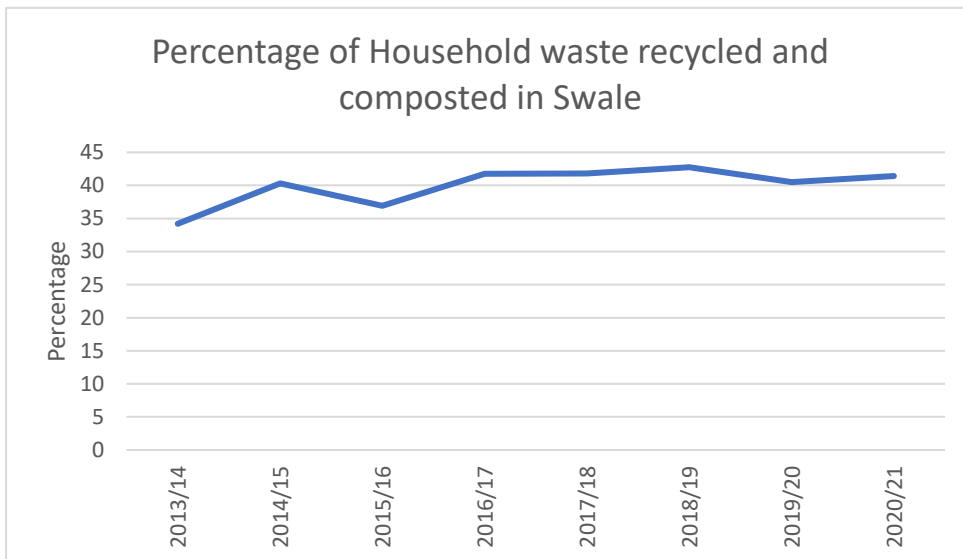


Figure 8 - Source KRP Annual Report

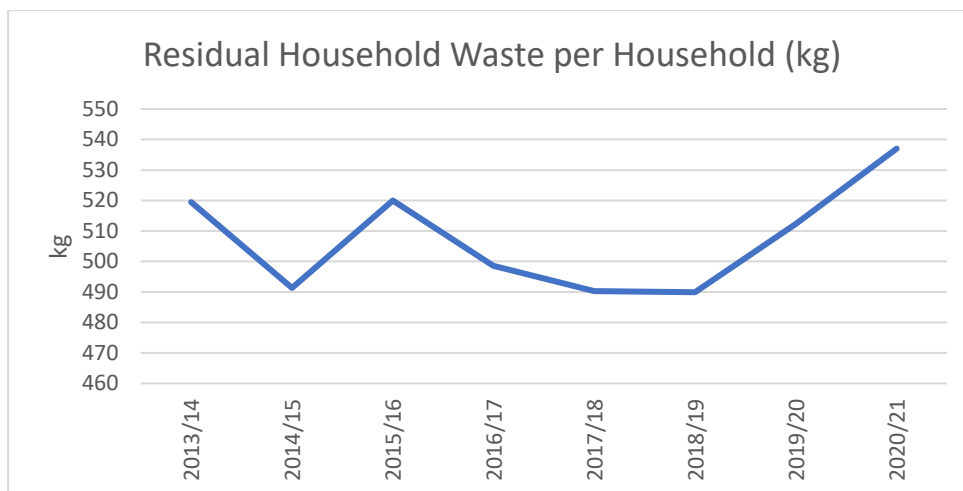


Figure 9 - Source KRP Annual Report

Climate and Ecological Emergency Annual Report 2022

In the past year, Swale BC has been actively involved in government consultations that may impact upon the future of waste services considerably. Feedback has been given to the government on their Resources and Waste Strategy papers around consistent waste collections, Deposit Recycling Schemes and Extended Producer Responsibility. Improvements in these areas will significantly impact upon the waste and recycling created at the kerbside. At the time of writing, we are awaiting the outcomes of those consultations.

With a new street cleansing and waste collection contract due in October 2023, the draft specification highlights the aspirations of the Mid-Kent Waste Partnership to make improvements in reduced carbon emissions and a collection service that maximises recycling.

Swale Borough Council's response to the climate and ecological emergency

The Climate and Ecological Emergency was declared on 26 June 2019, shortly after the new coalition administration took office following the May 2019 local elections.

Our Climate and Ecological Emergency Action Plan was adopted by Cabinet on Earth Day - 22 April 2020. It was approved by Council in October 2020.

The full action plan can be found [here](#)¹. The Climate and Ecological Emergency Action Plan sets out the Council's strategy and identifies some enabling tools that are essential to progress across a wide range of areas. The plan then identifies a set of specific actions in the following areas: Council operations; Buildings and energy efficiency; Transport and air quality; Resource consumption and waste; Ecology and biodiversity; Resilience, adaptation and offsetting. This report reviews progress under each of these headings.

Enabling Tools – Cross Cutting Themes and Actions

Swale Borough Council recognises that there are cross-cutting actions needed to underpin the specific actions targeted at the particular causes of carbon emissions. The strategy set out in the Action Plan is based on an approach to Lead, Show, Support.

LEAD: We will lead by taking actions to reduce carbon emissions from the Council's own operations and to enhance biodiversity in the management of the Council's own estate.

SHOW: Use the council's improved operations and estate as beacon of good practice on the road to net zero.

SUPPORT: Assist businesses, organisations and residents to take their own actions and to build the capacity to move towards a low carbon economy in Swale.

¹ <https://services.swale.gov.uk/assets/Climate-Change-and-Ecological-Emergency/SBC%20CEE%20Action%20Plan%20Final%20with%20illustrations.pdf>



Swale Business Event, November 2021

This plan requires that actions which address the carbon footprint of the Council's own operations will be an early focus.

Table 1, below, sets out progress on the enabling actions identified in the Action Plan.

Dept.	Action	Progress Dec 2021
1 Resources and HR	Rolling out a climate change learning and development programme for staff to improve understanding of carbon and the wider environmental context. The skills programme will include: <ul style="list-style-type: none"> • Base level training for all employees • Encouraging personal responsibility and roll out of a Green Champions Network. • More targeted/ intensive training for organisational decision-makers to enable them to adequately assess carbon impacts in their decisions 	All staff briefings delivered; E-learning module developed and completed by 80% of staff; 28 Green Champions recruited and activities started. Carbon Literacy training developed and planned for Spring 2022.
2 Resources	Sharing our knowledge – we will provide capacity to share our learning and approaches with others, such as town and parish councils and community groups.	Talks given to Sittingbourne Rotary Club and Faversham Town Council. 30 events co-ordinated during Great Big Green Week in September in collaboration with 15 community organisations, with over 1200 people attending. With SBC funding MSEP is delivering Climate Change Education - 140 children reached. A full engagement report can be found at Appendix 1.
3 Resources	Promotion of low carbon food through council facilities and communication. Promotion of vegan and vegetarian diets using seasonal, local sources to support local food networks.	Largely on hold due to COVID. Business Event had vegan catering; Christmas tips given.
4 Resources	Identify and align to national days of action to reinforce the message of collective action.	Timetable drawn up and activities delivered in 2021. New timetable for 2022.
5 Cabinet	A special projects fund has been set up to fund projects including those to tackle the emergency.	Fund used to finance Carbon Trust report, Project Officer and Fuel and Water adviser. Improvement and Resilience Fund will be used in 2022 to fund LED lighting, tree planting, car club, EV charging points and Air Quality measures.

Table 1

Ten High Priority Key Actions

In addition to the enabling tools, we selected ten actions to be classed as ‘high priority’ for 2021. They are shown in table 2 below and discussed under the theme headings which follow.

Action	Target date	Annual carbon reduction (tCO2e)	Progress Dec 2021
1 Retro-fit Swale House to cut carbon emissions (e.g. extra insulation, window replacement).	2025	186	Bid to Public Sector Decarbonisation Fund successful, however the funding will now be used for the Master’s House in Sheerness. Major works tender for Swale House works opened 22 nd Nov, closing 31 st Jan 22.
2 Revise procurement strategy to embed the climate and ecological emergency into all procurement decisions.	2023	780	The new policy was adopted by Cabinet on 27th October. This new policy provides more emphasis on this topic and crucially require contractors to report back throughout contract terms on their achievement of targets. The Procurement officer has joined the procurement sub-group of the Kent Climate Change Network.
3 Tree planting on council land (target; 148,100 trees or 60 acres of woodland) to offset 20% of council emissions.	2025	1,481t offset of woodland	Open space survey undertaken and potential tree planting locations identified. Successful bid made to Forestry Commission via KCC for Local Authority Tree Fund funding for planting and subsequent maintenance of 11,000 whips and 250 standard trees for planting prior to end of March 2022. Currently undertaking procurement for supply of the trees and contractor to plant. Other additional tree planting also being undertaken within open spaces throughout borough. Two staff tree planting days in December resulted in almost 150 trees being planted. Other volunteers have planted 1100 trees this year (in country parks). A series of events took place on Faversham Rec to mark Tree Week.

4	Improve facilities and incentives for walking and cycling.	2030	Large	<p>The Transport Strategy is progressing – timeline parallel to local plan Faversham LCWIP to be completed in the next few months. There is interest in developing LCWIPs in Sittingbourne & Sheerness.</p> <p>An update report on the progress of the Swale Cycling and Walking Guidance Statement 2018-2022 was taken to the Environment, Health and Wellbeing Committee on the 20 October 2021. The report also started to ask the questions which will inform the next version of the Guidance Statement.</p> <p>The Linking Coast to Downs project team has continued to develop the cycling and walking routes. Two of the routes have been agreed. Consultation has continued with landowners and relevant parish councils to identify any issues. The Sittingbourne route has almost been finalised, subject to the agreement of a final stage to connect the route to Milton Creek Country Park. The team are also looking at the capital spend for the project and investigating possible locations for improvements such as cycle racks.</p> <p>Cabinet also agreed to the recruitment of an Active Travel Co-ordinator on an 18-month fixed term appointment to support this work area.</p> <p>Consultation on active travel solutions undertaken.</p>
5	Increase engagement with staff to roll out learning about the climate & ecological emergency.	Short		<p>E learning module developed and completed by almost 80% of staff. Other Kent LAs interested in using.</p> <p>Green Champions recruited across the council and activities started.</p> <p>Regular intranet messages and days of action.</p>
6	Support businesses to reduce carbon emissions and improve ecology and biodiversity.	Medium	Medium	<p>Promotion of business fleet decarbonisation and work-place car chargers ongoing. Energy improvement grant signposting ongoing via e-bulletin for businesses.</p> <p>24 Swale businesses have trialled commercial EVs under the Kent REV scheme and 3 have subsequently taken up loans to purchase EVs.</p> <p>41 Swale Businesses have received LoCASE grants</p> <p>In November we held a business event to launch our Clean Growth Grant scheme and raise awareness of COP26. 42 Businesses attended. 50 businesses applied for grants worth over £400k</p> <p>Refill Scheme promoted to and supported by businesses.</p>

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7	Set up an offset fund to enable off-site offsetting within the borough.	Short	Large	Working with Kent Wildlife Trust under their Wilder Carbon project to explore offsetting possibilities with local landowners
8	Decrease the amount of household waste collected and increase proportion of material that goes to recycling or composting.	Short	Medium	<p>Provisional Q2 weights for residual waste per household is 126kg (which is below target of 132kg).</p> <p>Work has recommenced to investigate food collections as a viable option for Marine Town, Sheerness. Pumpkin bins were put out around the borough after Halloween to encourage people to recycle their pumpkins.</p> <p>SBC are working with Kent Resource Partnership and Recoup on a Plastics Campaign to improve the public's understanding of Plastics Recycling.</p> <p>By Dec 21 garden waste bin subscribers had risen to 20128 from 17796 in Jan 21, an increase of 13%.</p> <p>Recycling messaging regularly shared via social media and quarterly magazine.</p>
9	Ensure LED lighting is fitted across the council estate, including parks and open spaces.	2023	19	LED roll out complete in Swale House. A full survey of all our lighting assets in Swale, both within our open spaces and within our off-street car parks undertaken. Some car park lighting units already upgraded to LED, so will not require any work. The Improvement and Resilience fund has allocated £70,000 for replacement of standard bulbs for LEDs. Currently preparing tender specification and prioritising locations based on 1) no surrounding light provision, 2) immediate column issues and 3) those with high footfall.
10	Improve air quality, focussing on AQMAs along the A2 and the setting up of an EV car-club.	Short	Small	<p>Anti-idling campaign approved by Cabinet. FPNs developed and frontline staff trained. Signage in place outside schools and taxi ranks. Taxi drivers regularly reminded via newsletters</p> <p>20mph zone in Faversham developed by FTC & KCC and trial ongoing.</p> <p>Clean Air Zone feasibility study and options appraisal completed. Working with KCC to explore delivery.</p> <p>School programme developed and due to start in January 2022</p>

Table 2

Progress against all actions can be found here https://swale.gov.uk/_data/assets/pdf_file/0003/408594/All-Action-Progress-for-Annual-Report-22-public-A.pdf

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The graph below gives an indication of overall progress. With the targets for Council operations by 2025 and Borough by 2030 this shows a good level of progress. The following pages summarise the key achievements over the year in each of the areas of the action plan.

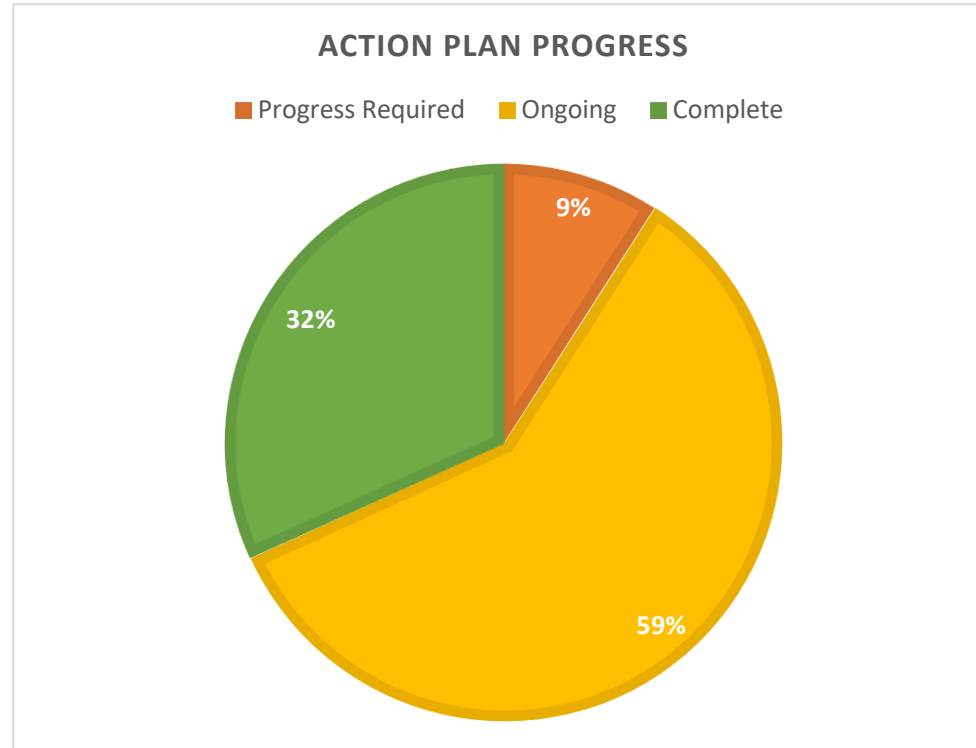


Figure 10 – Progress at December 2021

Council Operations

The Carbon Trust was appointed to undertake carbon foot-printing and baselining of our own estate and to propose steps to achieve carbon net zero across council operations by 2025.

The report was completed in early 2020 - the full version of which can be found [here](#)². To reach the target of carbon neutrality by 2025, it was identified that the Council must reduce scope 1 and 2 emissions by approximately 68 tCO₂e per year, and scope 3 emissions by 994 tCO₂e per year.

Scope 1 emissions are direct emissions from owned or controlled sources. Scope 2 emissions are indirect emissions from the generation of purchased energy. Scope 3 emissions are all indirect emissions (not included in scope 2) that occur in the value chain of the Council, including both upstream and downstream emissions. This equates to a 14% reduction in emissions year on year to achieve the target.

The Carbon Trust made several recommendations for our buildings and contracts which we have already fulfilled, such as the electrification of our fleet - 9 electric vehicles are now in use, saving almost 20 tonnes of CO₂ each year. The Mayor's car is now an EV, as is the Staying Put Handyman's van and an EV pool car will shortly be available to staff. The parking wardens' two vehicles are electric vehicles.



Our EV fleet and charging points, Swale House January 2021

² <https://services.swale.gov.uk/assets/Climate-Change-and-Ecological-Emergency/Carbon-Trust-Report-on-Swales-Carbon-Footprint.pdf>

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A working group has been set up to examine options for the new waste contract which will start in 2023. The Carbon Trust report showed that about half of the council's carbon footprint arises from the waste contract. Ways in which the impact of the waste collections on carbon emissions and air quality may be reduced is under consideration by the working group. The specification for the new waste contract has highlighted the desire for reducing carbon emissions and as the process progresses, industry will be invited to advise how this may be achievable.

The Council has recently retendered for its ground's maintenance service. The new contract starts 15 January 2022. The winning tender bid has included a number of improvements which will be fully detailed in next year's plan, however as a summary it includes electric vehicles for supervisor and litter collection vehicles, electric handheld power tools, a commitment to the steady reduction and then complete elimination of the use of pesticides over the five-year contract and consideration of increased biodiversity and varied maintenance regimes including more wildlife areas.

The tender is now out for the refurbishment of Swale House and contractors are expected to be appointed in Spring 2022.

The bid to the Public Sector Decarbonisation Grant Fund was successful and this will be used in the Masters House refurbishment which is due to start in Spring 2022.

Swale House now has LED lighting throughout. A full survey of all of our lighting assets in Swale, both within our open spaces and within our off-street car parks has been undertaken. Plans are being drawn up to upgrade to LED any lighting units that have not already been converted. LEDs consume up to 70% less energy.

Swale House and other buildings under our control now have both 100% renewable electricity supplies and bio-methane gas supplies.

Buildings and Energy Efficiency

The next Local Plan is being prepared and incorporates actions for buildings and energy efficiency set out in the Action Plan. Already, new housing developments are encouraged to reduce carbon emissions by 50% more than required in the current Building Regulations. Guidance has been published to illustrate how developers can achieve the reduction. Applicants are signposted towards this information when seeking pre-application advice.

We are working with the Kent Wildlife Trust to explore offsetting options for both our own estate and new developments. Where the carbon emissions of a development cannot be reduced, the developer would make a payment into the fund to enable the carbon emissions to be offset elsewhere in the Borough. The carbon price will be set to allow onsite carbon reduction to provide the lower cost option, to encourage carbon emissions to be avoided rather than offset.

A scheme to encourage householders to fit solar PV, Solar Together, has run throughout 2021 with 77 households signing up, 14 of these have also chosen to install battery storage and 3 households with existing solar have signed up for retrofitted

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battery storage. Installations so far (29) result in an estimated 26.5 tonnes CO₂ reduction in year 1. Another round will be run in 2022.

We pledged through the Climate and Ecological Emergency Declaration to take steps to avoid any adverse impacts on our most vulnerable residents. After a delay due to COVID19, Children and Families were able to roll out the Fuel and Water Adviser service from January. The service is available to vulnerable residents across the borough, albeit in a different way to originally planned. This year 265 householders have been provided with energy efficiency packs. Over 800 householders received energy advice or fuel and water saving items. Almost £10,000 of water debt was written off vulnerable householders' water accounts. Sixty householders were added to WaterSure or New start schemes and over 100 households were signed up to the Priority Services Register.



Energy and Water efficiency products and information distributed by our Fuel and Water Adviser

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Towards the end of 2021 it became evident that period poverty was affecting many Swale households. The Fuel and Water Adviser, supported by Cabinet members for the Climate Emergency and Health and Wellbeing, has taken this on board and has developed 'Swale Sisters' - a project that not only supports those in period poverty but educates around reusable sanitary products, thus reducing waste and pollution. So far this year, over 100 packs have been given out saving up to 5kg of CO₂ per person per annum. It is anticipated that at least 900 packs will be given out in 2022.

Transport and Air Quality

Swale Borough Council's 2018 Air Quality Action Plan (AQAP) was approved by the Department for Environment, Food and Rural Affairs (Defra) in September 2019, identifying key strategic and local measures targeted to improve air quality within all five of its declared AQMAs.

A new Air Quality Management Area for the Keycol Hill (AQMA 7) and an amendment to St Paul's Street to include particulates (AQMA 4) were declared by Swale Borough Council in October 2020.

The Council commissioned two projects to gather evidence and identify the sources of particulates contributing to the increase of PM10 at the St Paul's Street air quality monitoring station. The results are feeding into an Air Quality Action Plan which identifies targeted measures to improve air quality at St Paul's Street.

One of the key strategic measures is the introduction of a Clean Air Zone (CAZ) along the length of the A2 within the borough. A feasibility study to assess the costs and air quality benefits of a CAZ was been undertaken by independent consultants Ricardo. The study includes baseline air quality modelling, the development of potential mitigation options and appraisal of these options using an indicative cost benefit analysis. The findings were published in December 2020 following Cabinet approval. Work is ongoing with KCC to deliver the CAZ.

We are working with primary schools (Ospringe, Newington and Lower Halstow), and KCC to support adoption and improvement of smarter travel plans for the schools. This links to our Clean Air for Schools scheme. A Kent wide bid to Defra's Air Quality Grant Scheme for an education package was successful and the package was developed and trialled in 2021. It is expected to go live in January 2022.

We have established an anti-idling campaign, initially around school sites, from which it can be expanded. This has been approved by the Cabinet. Paperwork for fixed penalty notices have been approved and frontline staff trained. Signage is in place outside schools. Four schools have had targeted visits to date, with good adherence by residents when questioned and no need for penalties to be issued. A list of hotspots has been drawn up to visit next year.



Anti-idling sign opposite Davington Primary School

The Planning Policy team has incorporated an air quality policy into the emerging Local Plan.

Faversham now has a town-wide 20 mph speed limit, which will help to improve air quality, reduce carbon emissions, improve road safety and encourage more journeys to be made by walking and cycling. Surrounding villages are considering similar schemes.

Staff cycle storage and showering facilities have been improved and the limit for the cycle to work scheme has been raised to £2000 to permit the purchase of e-bikes. In 2021 five employees took advantage of the scheme and it will remain open throughout 2022.

Resource Consumption and Waste

Wherever possible, use of single-use plastics has been eliminated in Swale House and across our estate. Cleaning product packing has been changed. Drinks machines using plastic sachets have been removed. Vending machine – both food and drink – contracts were not renewed. Biodegradable tree guards are being used for tree and hedge planting in the council's country parks.

Following a cross departmental audit of plastic use 143 plastic items were found to be in use 88 of which could be classed as 'single-use'. The most prevalent were bottles,

bags and pens. Teams are introducing recyclable and non-single-use items, running down existing stocks first. The full report on this can be found at appendix 2.

Work is ongoing to decrease the amount of household waste collected by promoting each separate method of recycling and to increase the amount of garden and food waste collected for compost. We are also working to reduce contamination of recycling that leads to rejected loads, for example through working with the Kent Resource Partnership on a county-wide education/communication programme. Bin stickers with recycling messages have been rolled out across the Borough.



Blue bin sticker



Green bin sticker

Bin stickers placed on bins throughout the Borough

Via social media and press releases, we are signposting residents to recycling facilities for products that cannot be recycled in the kerbside collections.

Community litter picks have been supported when COVID restrictions have permitted activities. Measures have been taken to reduce the amount of plastic litter in the sea. We are working with KCC to reduce the export abroad of recyclables and maintain the low levels of Swale waste that goes to landfill.

We are promoting the reduced use of single-use plastic in partnership with Plastic-Free Faversham and Plastic-Free Sheerness. Events were held across the borough during Great Big Green Week with 30 events and over 1000 attendees, including a theatre workshop for children highlighting the dangers of plastic in the oceans.



The whale on Faversham Rec which highlighted the dangers of plastics in our oceans during Great Big Green Week

Feedback on the week can be found in Appendix 3.

We are promoting improved recycling of commercial waste with businesses across the Borough via our business ebulletin. Collection of dry recycling and food waste has been introduced for Swale House where previously it was all dealt with as one waste stream. We can now recycle coffee cups, crisp packets, pens and blister packs.

We supported the Faversham Clothes Swap in December 2021 and are working with schools on textile recycling schemes.

Ecology and Biodiversity

A baseline audit of our existing trees has been undertaken. An open space survey has also been undertaken and potential tree planting locations have been identified. We prepared and submitted via KCC, a successful bid to the Forestry Commission Local Authority Tree Fund for planting and subsequent maintenance of 11,000 whips and 250 standard trees for planting prior to end of March 2022. We are currently undertaking procurement for supply of trees and a contractor to plant them.

Staff had two opportunities to undertake planting at Church Marshes resulting in almost 150 trees being planted. Other volunteers have planted 1100 trees this year



Tree Planting at Milton Creek

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Machine bulb planting took place at Trots Hall Gardens in Sittingbourne. Two hundred square metres of bulbs and seed mix were added to the open space to improve the area for residents, increase biodiversity and provide a green corridor for pollinating insects. We are promoting projects that encourage pollinators including KCC's Plan Bee and Get Swale Growing.

We are reducing our use of pesticides, herbicides and fertilizer and encouraging the use of compost from food waste recycling. This year for the first time we gave away 3 tonnes, or 150 bags, of compost to householders. We hope to repeat this annually as it really highlights the circular economy of using our food waste collected in Swale as compost to promote tree and plant growth.

The renewed grounds maintenance contract also included increased provisions to reduce fertilisers, pesticides and weed killers, as well as a commitment to replace vehicles and tools with electric models from year 1.

Unfortunately, the Environment Grant scheme for communities was suspended during 2020 and 2021 due to COVID19. The scheme reopened for applications in November 2021 and we hope to make grants early in 2022.

Developers are being encouraged to leave gaps in garden walls and fences for hedgehogs. Warning stickers from the Hedgehog Preservation Society have been added to trimmers and other heavy machinery used by SBC contractors, Blenwood. Operatives have also been made more aware of the need to protect wildlife through training talks.



Hedgehog awareness sticker on Blenwood machinery

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This year 1.2 ha of coppicing occurred in Perry Wood. This brings work in line with the management plan. All the timber has been used for fencing locally. Coppicing enhances biodiversity, allowing wildflowers and insects to thrive as light reaches the woodland floor.

Via the Green Grid we have supported Trees for Farms and Faversham Tree Week.

The recently drafted Local Plan includes policies to improve development outcomes with support for access and recreation, green spaces, biodiversity and climate change adaptation and mitigation. There are policies to ensure the installation and maintenance of landscaping in new developments to contribute to biodiversity net gain via suitable conditions or Section 106 agreements. We have gone beyond the Government requirement of a 10% biodiversity net gain and are seeking a net gain of 20%.

We were approached in 2021 by the Kent Wildlife Trust to be their only Kent local authority partner in their Wilder Carbon Project which is investigating both offsetting and biodiversity net gain. We are working with them and a local landowner to explore offsetting opportunities for our own estate initially and then to broaden the offer to developers

Energy Generation and Storage

We are signposting residents and businesses through communicating the benefits of installing energy storage with grid balancing capability.

Permission has been granted, by the Secretary of State, for the Cleve Hill Solar Park. This will consist of 800,000 solar panles over an area of approximately 360 hectares on the Graveney Marshes. It will have the capacity to generate 350MW of electricity and will have 700MW of battery storage.

The Local Plan draft includes policy on renewable technology at micro and macro levels.



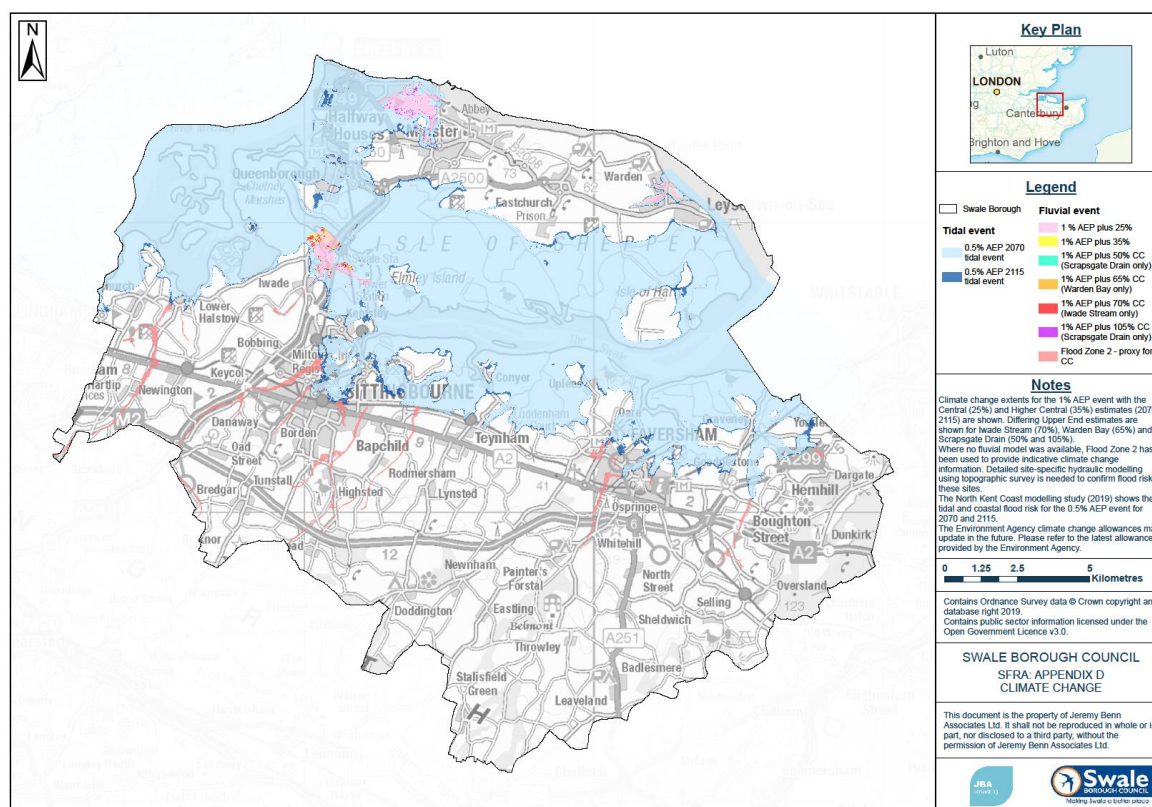
A community owned 5MW solar farm near Iwade that uses profits to support community projects

Resilience, Adaptation and Offsetting

The draft Local Plan includes policy on climate change adaptation.

Strategic Flood Risk Assessments have been undertaken and the Local Plan will reflect the level of current and future flood risk, and development in flood risk areas will be avoided.

The Local Plan will provide for linking habitat restoration and creation to improve access, flood protection and water quality, and the installation and maintenance of green infrastructure via suitable conditions or Section 106 agreements in subsequent developments.



Potential flooding in Swale

We regularly update the Emergency Plan for the borough in partnership with the County Council and make sure everyone is able to access the information they need to assess any risk to their lives, livelihoods, health and prosperity posed by flooding and coastal erosion.

We bring the public, private and third sectors together to work with communities and individuals to reduce the risk of harm – particularly those in vulnerable areas. We have supported communities in the development of their localised emergency and flood plans. We advertise the Environment Agency run awareness weeks.

We are working with the Environment Agency, KCC and the Lower Medway Internal Drainage Board to manage flood risk and coastal erosion as appropriate across the Borough.

COVID19

At the start of 2020 we could not have anticipated the effect COVID19 would have on all our lives. We had anticipated a return to some sort of normality in 2021, however COVID19 has dominated this year too with Swale House only opening to the public from mid-November. Staff have embraced the new ways of working.

While COVID19 has delayed some actions, there have been some positive impacts. We have moved far more rapidly than expected into the use of virtual and hybrid meetings. All councillors now have dedicated SBC laptops and online council meetings have been a success.

Home working and hybrid working has largely proved to be effective, meaning that business and commuting miles have fallen dramatically. The challenge we now face is to be aware of actions that may need to be taken to prevent a return to 'pre-pandemic' working habits. The recovery from COVID19 does, however, provide a good opportunity to encourage behaviour change towards the goals set in the action plan.

Looking forward

We have revisited our Action Plan and identified the top 10 actions to prioritise for 2022 – eight retained from 2021 and two new ones.

In 2022 we are focussing our activities on the retro-fit of Swale House and the Master's House, planting 11,000 trees funded by the Local Authority Tree Fund, progressing the new waste contract to include carbon savings, further engagement with businesses to promote LoCase grants and the uptake of EVs, developing the Clean Air Zone measures with KCC, implementing a car club in Faversham, rolling out carbon literacy training to staff and replacing SBC owned outdoor lighting with LEDs.

They are detailed in table 3 below.

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2022 Top 10 Priority Actions

Action	Action Owner	Target date	Annual carbon reduction (tCO2e)	Measures of Success	
1	Retro-fit Swale House and the Master's House to cut carbon emissions	Property	2025	186	<ul style="list-style-type: none"> Tender completed and evaluated Major works completed on Swale House and carbon savings assessed Increased energy efficiency
2	Develop, adopt and implement an EV strategy	Environment and Leisure	2022	medium	<ul style="list-style-type: none"> EV Strategy presented for public consultation and adopted Strategy shared with stakeholders Installation of additional charge points in car parks in areas with high on-street demand
3	Tree planting on council land (target; 148,100 trees or 60 acres of woodland) to offset 20% of council emissions.	Environment and Leisure	2025	1,481t offset of woodland	<ul style="list-style-type: none"> Progress made against tree planting targets Other planting opportunities investigated (e.g. hedgerows, saltmarsh etc) Work completed with stakeholders and other landowners to identify further sites to plant Engagement work conducted with residents, schools and groups to increase understanding of the importance of trees
4	Improve facilities and incentives for walking and cycling.	ECS ,Planning Air Quality	2030	Large	<ul style="list-style-type: none"> Appoint active travel coordinator Develop LCWIPs in Sittingbourne & Sheerness – use LCWIPs across borough to apply for infrastructure funding Linking Coasts to Downs routes finalised and advertised Installation of cycle racks Bike Hire scheme investigated
5	Increase engagement with staff to roll out learning about the	HR, Environment and Leisure	Short		<ul style="list-style-type: none"> Green Champions activities progressed, measured through behaviour change across teams Carbon Literacy training delivered, and Carbon Literacy Organisation certification investigated

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	climate & ecological emergency. Review of staff business travel				<ul style="list-style-type: none"> • Staff business travel review complete
6	Support businesses to reduce carbon emissions and improve ecology and biodiversity.	ECS	Medium	Medium	<ul style="list-style-type: none"> • Increased installation of work-place chargers measured across the borough • Increased number of businesses engaging with the council to receive support on decarbonisation measures • Continuation of high levels of Kent REVS participants from Swale, with case studies written up for those that made a permanent switch to EV • Measure success of Clean Growth Grant and share best practice/case study examples
7	Set up an offset fund to enable off-site offsetting within the borough.	Planning/CEE	Short	Large	<ul style="list-style-type: none"> • Complete pilot offsetting project with KWT/SELEP • Set a price of carbon/write off-setting policy for developers • Continue relationship with landowners identified via KWT/SELEP project for potential offsetting of SBC estate emissions
8	Establish and promote a car club in Faversham.	Environment and Leisure	2022	small	<ul style="list-style-type: none"> • Car Club introduced and advertised in Spring 2022 • Advantages (carbon and cost savings) advertised to residents and encouraged to join • Further campaigns completed dependent on uptake levels • Usage monitored across car club lifetime
9	Ensure LED lighting is fitted across the council parks and open spaces.	Environment and Leisure	2023	19	<ul style="list-style-type: none"> • LED lighting installed across the estate, prioritising most in demand areas • Carbon and cost savings captured and promoted to parish councils and other stakeholders to encourage installation of LED lighting
10	Improve air quality, focusing on AQMAs along the A2 and the establishment of a Clean Air Zone	Air Quality	Short	Small	<ul style="list-style-type: none"> • Continue conversations with the Highways Authority around measures for a Clean Air Zone • Increase number of schools engaged with on anti-idling campaign and active travel • 20mph zones investigated in other areas

Table 3

Conclusion

The latest data available show that during 2019 carbon emissions in Swale fell by just 2%. The science-led target is for a minimum reduction of 13% year-on-year. This comparison shows just how significant the change that is required. In due course the government data may show a significant fall in carbon emissions in Swale during 2020 and 2021, due to the lockdown and other restrictions required to reduce the spread of COVID19. Hopefully, both 2020 and 2021 will be highly unusual years. The challenge will be to retain and build on the best adaptations that have contributed to a reduction in carbon emissions while facilitating and improving our everyday lives (e.g. video conferencing technology, good broadband, more journeys made by walking and cycling, supporting local businesses).

In the two and a half years since the Climate and Ecological Emergency was declared, Swale has made good progress in what have been, extremely unusual and challenging circumstances. We remain a leader in Kent in both our ambition and achievement. Highlights include electrification of the SBC vehicle fleet, improved infrastructure of electric vehicle charging across the borough, the very successful Great Big Green Week and the Clean Growth Grant launch event.

It is always the case that the first reductions made to carbon emissions are the easiest to make. Substantial year-on-year cuts will become increasingly difficult. Our challenge is to ensure that the impetus continues in order to meet our targets.

Appendix 1 - Climate and Ecological Emergency Communication and Engagement 2021

Days of Action: A range of ‘days of action’ and information campaigns were conducted across a range of social media and communications channels for public information, as well as via internal communications with staff, throughout the year. These included;

<ul style="list-style-type: none"> • Veganuary • Keep Warm through Winter 20/21 • World Wetland Day • International Day of Women & Girls in Science • Inside Swale - Spring 2021 • International Day of Forests • WRAP - Food Waste • Earth Day • Compost Giveaway • Love Your Clothes • Inside Swale - Summer 2021 Clean Air Day 	<ul style="list-style-type: none"> • World Refill Day • Sustainable Transport Survey • Plastic Free July • FTC Summer Youth Engagement Days • Inside Swale - Autumn 2021 • Great Big Green Week • Bike to School Week • COP26 - Clean Growth Grant Launch • COP26 - Issues & Actions • LATF/Winter Tree Planting • Inside Swale - Winter 2021
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Staff Engagement: to correspond with public information sharing, tips have also been shared with staff via the intranet and weekly bulletin to help colleagues reduce their own carbon footprint. COP26 provided a good opportunity to engage staff through competitions.

Events: Through attending and hosting events, we spoke to over **2,600** residents about Swale’s response to the Climate and Ecological Emergency. This included:

- Webinar with University Students for International Day of Women and Girls in Science (15)
- Earth Day webinar for Swale secondary school students (20, including recording views)
- Engagement stands at Faversham Town Council Youth Summer Fun Days (approx. 1300 attendees)
- 30 events across Great Big Green Week (1277)
- Presentation and quiz with Swale Youth Forum (30)
- Clean Growth Grant Launch and networking event (52)

Inside Swale: every edition of the quarterly magazine included an article advertising the Fuel and Water Home Advice service, as well as tips for saving energy and water at home. Most editions also included a waste related feature, and an update on recent climate change projects. Inside Swale is delivered to over **62,400** households.

Visit Swale: Blogs have been written and shared via Visit Swale where the ‘day of action’ relates to a local attraction or business, for example celebrating local nature

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reserves via World Wetland Day. In total, CEE blogs posted to Visit Swale have received **801** site visits. Subsequent Facebook posts reached **1,188** people.

SBC Facebook: There were 52 total posts relating to environmental campaigns on the SBC Facebook page, equating to 9.5% of all posts this year. The most popular post topics include (in order):

- Biodiversity
- Electric vehicles
- Recycling tips
- Tree planting
- FWHA information

The total reach for all these posts was **286,111**, with **300,922** total impressions. Engagement totalled at 5,900, averaging at 303 engagements per post.

SBC Twitter: There were 58 total tweets relating to environmental campaigns on the SBC Facebook page, equating to 10.7% of all posts this year. The most popular post topics include (in order):

- Tree planting
- Biodiversity
- Electric vehicles
- Recycling/reuse statistics
- FWHA information

The total reach for all these posts was **65,505** and engagement totalled at **2,604**, averaging 45 engagements per tweet.

Swale Means Business: The business focused branch of SBC social media channels also supported campaigns aimed at this audience. This included Refill Day 2021 (**2,573** reached) and promotion of the Clean Growth Grants (**477** reached). Messaging and updates have also been included in the bulletin reaching over **2,000** Swale businesses.

Fuel and Water Home Adviser: The FWHA manages a dedicated Facebook page for the service. Average post reach is **1,574**, with an average of 28 engagements per post.

A strand of this service, Swale Sisters (sustainable period support), has predominantly reached its clients via Facebook. The average reach for these posts is **2,374**, with 67 engagements and 30 link clicks per post.

Appendix 2 Elimination of Single-Use Plastics

1. Background

- 1.1 Swale Borough Council set the target to “Eliminate single-use plastic from council operations wherever possible” when declaring a Climate and Ecological Emergency in 2019. This has been included in the Climate and Ecological Emergency Action Plan, published in April 2020.
- 1.2 Single-use plastics constitute plastic products or materials that are disposed of by the user before the plastic has come to the end of its life, even if it may be recyclable. Plastics take up to 1,000 years to decompose. When plastics do break up, they eventually become microplastics which make their ways into our waterways, ecosystem and food chains. There is already strong evidence of micro-plastics in areas such as Faversham Creek.
- 1.3 Single-use plastics, especially small items like straws, bags, and cutlery, are traditionally hard to recycle because they fall into the crevices of recycling machinery and therefore not often accepted by recycling centres.
- 1.4 Although many plastics can be recycled in Swale, they are primarily made from fossil fuel-based chemicals. Reducing plastic use is the most effective means of avoiding both high levels of waste and the impacts of production, including transport and processing materials to create items that are used for a short amount of time.
- 1.5 Switching to sustainable, reusable plastic alternatives could bring financial benefits to the council. Despite potentially higher initial expenditure, reusable products reduce the cost of repurchasing items over time.
- 1.6 Waste production within Swale House by council staff and other occupants is approximately 53,000kg per year (358 kg of waste per employee), almost 60% of this is unrecycled waste.

2. Progress So Far

- 2.1 The Facilities team has already made considerable achievements in reducing single-use plastics within Council operations. This has included:
 - Removing coffee machines containing plastic sachets
 - Switching to use dissolvable sachets for cleaning products where possible to reduce the number of plastic bottles used – where this is not possible larger product bottles are purchased in place of a higher number of smaller ones
 - Removing the necessity to replace black bin liners everyday
 - Planning to use glasses in office meetings rather than plastic bottles and cups when returning to work at Swale House, when it is safe to do so
 - Taking the decision to not renew the contracts for drinks and vending machines
 - Working in partnership with D S Smith Papermill to ensure disposable hot drink cups are collected and recycled adequately. Many paper cups contain a plastic lining that cannot be removed in most recycling processes

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- D S Smith has also recently funded the purchase of 2500 WhiptecBio tree guards and bamboo canes to replace traditional plastic alternatives
- Alternatives to plastic packaged stationary are also being considered

2.2 As part of the Climate and Ecological Emergency Action Plan (2020), the revised procurement strategy has included additional emphasis on sustainability, including waste and plastic usage. This includes the following:

2.2.1 *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.*

2.2.2 *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.*

2.2.3 The recognition to embed the climate and ecological emergency in all procurement decisions also includes commitments for the council to stive to:

- *Educate, train and encourage staff to review their consumption of goods and services, reduce usage and adopt usage of more environmentally friendly 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.*

2.2.4 These targets should encompass education and awareness around single-use plastics as one of the main products to avoid, in order to achieve the council's target.

3. Plastic Audit

3.1 In March 2021, department managers across the council were requested to complete a 'plastic audit' for their team. This request included guidance on the issue of single-use plastic, however requested that all plastics were recorded, due to the often subjective nature of determining single-use plastics. This also enabled a fuller picture of the use and recycling levels of plastics across the organisation.

3.2 The audit response form collected the below information:

Item

Purpose and use description

Quantity used – please specify within a time frame that is relative to the item if possible

Cost per unit

Length of time used – the form suggests: 'disposed of immediately' e.g. packaging; 'used until no longer needed' e.g. plastic bottle used until empty; and

'used until end of life' e.g. a plastic container that is used until the plastic breaks. If the usage does not fit into the suggested categories, please provide a more appropriate response.

Recyclable – yes/no/unsure. If possible, please describe whether efforts are made to recycle this plastic, or if it is disposed of with other general waste.

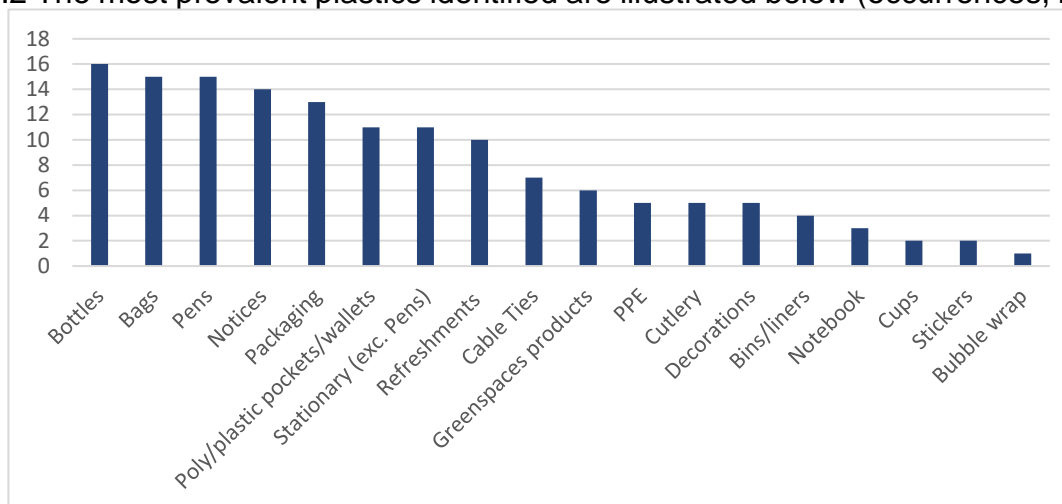
Alternatives – if you are aware of alternatives available for the plastics identified, please provide information, including the cost if you know it.

If there is any additional information you would like to provide regarding the identified plastic, please include this at the end of the table.

3.2 The outcome of the audit has been instrumental to recognising the level of single-use plastics being used across the council. Where plastics may not be single-use, recycling levels are still incredibly low, indicating the carbon footprint of our plastic usage.

3.2.1 The audit produced a list of 143 different plastic items used by the council. 88 of these can be classed as single

3.2.2 The most prevalent plastics identified are illustrated below (occurrences, not



quantities):

3.2.5 Other headline statistics include:

- 28% of plastics 'disposed of immediately'
- 34% of plastics 'used until no longer needed'
- Of 36% of the plastics identified, the respondent did not know if they were recyclable, and 44% unsure if they were recycled at all
- 43% of plastics being used are not recycled (only 13% are being recycled)

4. Staff Engagement

4.1 One outcome of the Single-Use Plastic Audit is the establishment of 'Climate and Ecological Emergency Champions' across each department in the council. This group has been brought together with the long-term aim of increasing engagement and understanding of the CEE, but also to share information about short-term targets such as the elimination of single-use plastics. 23 members of staff have been nominated or volunteered for the role and attended the first meeting in

November 2021. This provided an opportunity to share the results of the single-use plastic audit and task the 'CEE Champions' with raising this issue at their next team meeting. Staff will be able to feed back at the next quarterly meeting. Many attendees provided suggestions and conversation on this issue, indicating that it may be a successful strategy for eliminating single-use plastics 'from the ground up'.

Progress has been made to create a central recycling point for single-use plastics that cannot be recycled through mainstream recycling e.g. pens and blister-packs. CEE Champions have volunteered to promote this, as well as volunteer to take these items to local drop-off points on behalf of the council.

4.2 To utilise the outcome of the audit, work has been undertaken to identify plastic-free swaps or changes to ways of working to help eliminate single-use plastics where possible. This is a time intensive task, however individual conversations with teams have commenced to find solutions specific to their plastic consumption and demands.

4.2.1 The Greenspaces Activities Co-ordinator has indicated that since learning about the issue of single-use plastics they have purchased a pop-up garden bin, as well as being donated 2 builders' bags. When working with volunteers, these are being reused instead of single-use black sacks to dispose of garden waste. They are also investigating the purchase of biodegradable black bin bags for circumstances in which the re-usable alternatives are not sufficient. We are currently undertaking a cost comparison exercise. A conscious effort is being made to ensure bedding/planting trays and pots are returned to be reused or donated to volunteer groups.

4.2.2 Since completing the audit, the Head of Finance has advised that they have arranged to provide plastic pay point cards which are now biodegradable, and only order pens made from recyclable plastic.

4.2.3 The Mid-Kent Environmental Health Service has engaged well on this issue, requesting the details of alternative cable ties and evidence bags. We are working to find suitable replacements.

5. Potential carbon savings

5.1 Due to many of the item quantities being estimates or unknown, it is incredibly hard to quantify the exact weight of single-use plastics, and therefore the carbon saving potential of their elimination. However, two examples have been used to quantify the scale of the problem:

- The number of pens recorded (527) equates to 20kg CO₂ – 66 miles of driving³
- The number of plastic bags recorded (approx. 19,000) equate to 3800kg CO₂ – 12,666 miles of driving

³ The carbon footprint of plastic (LDPE or PET, polyethylene) is about 6 kg CO₂ per 1 kg of plastic, or 1 kg CO₂ per 5 plastic bags

5.2 Reducing just the number of plastic pens and bags used, could have a carbon saving of 3.8 tonnes of CO₂ emissions. Other savings include:

- Recycling 1 tonne of plastic bottles saves 1.5 tonnes of carbon
- Recycling uses just 12% of the energy required to create new plastic

6. Next steps

6.1 It is imperative that plastic-free 'alternatives' are not imposed on teams. Those on the ground know what will work best for them or where alternatives may affect service delivery. It is therefore important to work with teams to ensure the right alternative is chosen, or an alternative method is devised rather than removing a product completely. Recommendations to achieve the aim of eliminating single-use plastics include:

- Increasing education about recyclable materials across staff (aiming to achieve via the CEE Champions and work
- Preventing a return to high levels of stationary use with the return to the office (currently attending the New Ways of Working Steering Group). Centralised stationary purchase would also be advisable to reduce the likelihood of non-biodegradable or recycled plastic items being purchased, or high levels of plastic stationary being purchased unnecessarily.
- Reduction in single-use plastics via stationary contract and other upcoming procurement exercises
- Increased centralised recycling options e.g. collection of used pens in Swale House for Teracycle scheme
- Biodegradable options prioritised for events e.g. cutlery and decorations
- Continue to work with teams to identify easy swaps and improve recycling rates
- Urgent work needed on plastic bags etc to reach single-use plastic elimination target by end of 2021

6.2 Likely challenges to the elimination of single-use plastics include:

- Current necessary requirement to use PEE. The single-use nature of these items is important to keep staff safe from Covid-19. A Teracycle PPE box is being investigated.
- Packaging and other items that cannot be avoided from higher up in a supply chain. Teams are being advised to place pressure on their supply chains where possible.
- Items susceptible to vandalism e.g. cable ties
- Higher cost of biodegradable direct swaps
- Potential higher carbon footprint of some biodegradable swaps – there are mixed views on the processes used to create some biodegradable options. Additionally, a locally sourced plastic item may have lower air miles than an alternative.
- Higher cost of items and time taken to work with and educate staff. As a large organisation, there is no way to 'gatekeep' items being purchased, nor the imperative to do so when teams must focus on maintaining tight budgets.

7 Conclusion

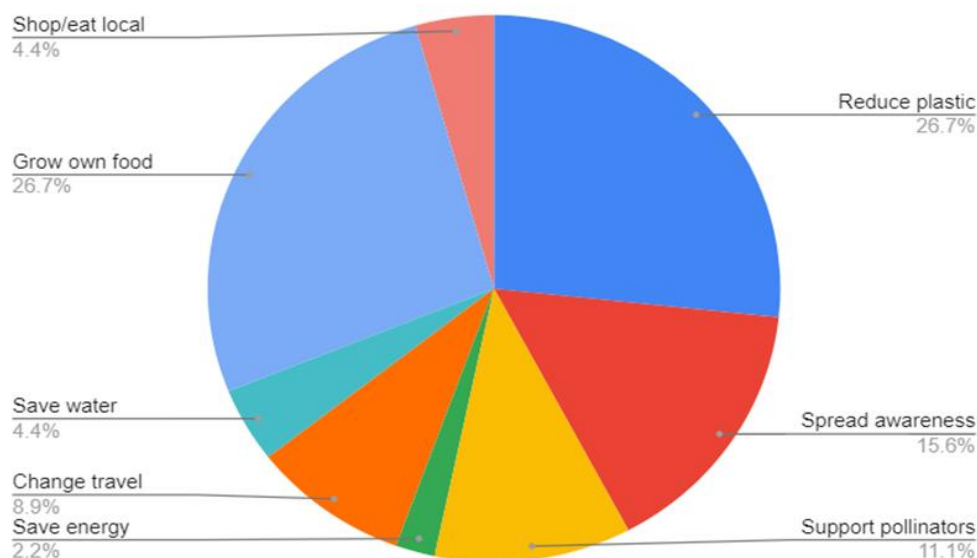
7.1 At present, considerable progress has been made towards the target of eliminating single-use plastics, however the magnitude and complexity of the problem creates barriers. The current Covid-19 circumstances perpetuates the problem, both through the necessary of single-use items, as well as remote working conditions distancing the CEE team from the rest of the council to be able to engage effectively on the issue. Increased engagement across the council on the climate and ecological emergency is being actively taken help to convince staff of the urgency of the issue and the moral imperative to take action.

Appendix 3

Great Big Green Week 2021 Feedback

No. of events	30		
No. of attendees	1277		
Expected vs actual attendees (from organisers)	40% said more than expected	35% same as expected	21% less than expected
No. of Cllrs attended	8		

Event Attendee Feedback				
How did you hear about the event?	50% event organisers	14% word of mouth	16% social media	8% Inside Swale
How much did you enjoy the event (1-5)?	90% = 5	10% = 4		
Did you learn something about the CEE you did not know before?	70% = Yes	30% = No		
What action will you take as a result?				




Comments:


- "It was great to meet new people who cared about the environment" - *MSEP Beach Clean*
- "Thank you for supporting us. From small beginnings I think great things will grow in terms of generating a 'can do' positive approach to the crisis rather than dwelling on the doom and gloom" - *Lynsted Community Kitchen Garden*

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- "It was an excellent sharing and learning experience whilst being good outdoor exercise too." - *Walk, Talk, Draw Event Attendee*
- "I felt it was a success - at least, there was no emergency to deal with! The show was brilliant and absolutely captivated the audience, both adults and children. It was perfect in the setting of the recreation ground and I felt it helped to reach out to local people. Also I was very pleased that we found a way to generate power using a renewable energy source, rather than hiring a dirty fuels generator, which was so appropriate for GBGW" - *Whale in a Plastic Ocean*
- "We met many of the volunteers who were full of enthusiasm for the project. It just shows how a community project can benefit society as a whole - reducing carbon footprint, producing and eating local produce, recycling of materials, improving mental health are just a few of the benefits that spring to mind. The project organisers and team are open to all ideas, embracing new concepts and adapting to the demands and restrictions of today's society." - *Lynsted Community Kitchen Garden Event Attendee*
- "We are pleased with the level of engagement in the interactive materials we had at the event, offering personal and political actions people can take, and the positive conversations we had, also social media coverage and support from other organisations, so it was good as a launch for our longer-term climate campaigning leading to COP26" - *FOE RISE Exhibition*
- "It was such a positive and fun day. All the volunteers really enjoyed themselves and it was so lovely meeting some of the local residents who want to take part and keep their beaches clean." - *The Big Local Big Beach Clean*
- "I will be talking to people in my local area about setting up a similar project" - *Lynsted Community Kitchen Garden Event Attendee*


 30 events


 1277 attendees

 200 pollinator friendly plants given away

 2 mayors & 6 councillors in attendance


 1 incredible talk from [Mark Maslin](#)


 10+ bags of litter collected

 15 boot bird boxes made

 4 areas cleared/planted for wildlife

 1 giant sperm whale on Faversham Rec

 70% learnt something about the climate and ecological emergency they didn't know before

 150 mutant flowers made (because we all use 150 plastic bottles a year on average!)

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